

HEALTH AND SAFETY POLICY

(Compliance with Health and Safety at Work Act 2015)

1. Policy Statement

The **[xxx Insert name of NGO]** will take all practicable steps to ensure the safety of staff, trust members, volunteers, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

The **[xxx Insert name of NGO]** will ensure, as far as it is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of its operations or undertakings. Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

For the purposes of this policy, all paid Workers, Volunteers Contractors, Trainees and Volunteer Trustees are considered as "workers".

2. Rationale

- To ensure that **[xxx Insert name of NGO]** is compliant with the Health and Safety at Work Act 2015.
- To ensure the health and safety of staff, trust members, volunteers, visitors and contractors that come to the **[xxx Insert name of NGO]**;
- To ensure that risks to the organisation are identified and managed appropriately; and
- To ensure that all parties are protected by an explicit and clear procedure/s.

3. Guidelines and Procedures

Every “worker” associated with the **[xxx Insert name of NGO]** is expected to act safely at all times to ensure their own well-being and that of their fellow “workers” as well as others in the workplace. This policy applies to all.

The **[xxx Insert name of NGO]** will:

- Comply with all relevant health and safety legislation;
- Engage with “workers” on matters relating to Health & Safety.
- Practice continuous improvement in health and safety;
- Ensure ongoing evaluation, review and updating of compliance with the health and safety plan and this policy;
- Provide resources that ensure a consistent and systematic approach to health and safety management; and
- Support the safe and early return to work of injured employees.

4. Hazards

It is the intention of the **[xxx Insert name of NGO]** to systematically identify and control all hazards in the workplace. Where there are significant hazards the **[xxx Insert name of NGO]** will take all practicable steps to:

- Eliminate the hazard,
- Isolate the hazard, OR
- Minimise the hazard

Where the hazards may only be minimised, the **[xxx Insert name of NGO]** will ensure:

- Protective equipment is provided and used by all workers, at all times necessary.
- Good work practices are used and maintained.
- Workers are properly trained and/or supervised.
- Where appropriate, and with the consent of the worker concerned, health monitoring in relation to exposure to significant hazards is undertaken.
- Any new hazards identified, are incorporated into Hazard Register and all workers informed.

- Any new equipment and/or tasks are assessed before use, and safety controls/practices are established.
- All hazards and the hazard controls will be regularly assessed.
- All workers are aware of emergency and evacuation procedures.

5. Health and Safety Responsibility (See Also Governance Duties- Health & Safety in the Workplace Compliance Policy GOV-POL-xxx)

The [xxx Insert name of NGO] shall either:

- a) Delegate Health & Safety responsibilities to the Manager, or
- b) Initiate the election of a Health & Safety Representative if they employ 20 or more workers, and/or may
- c) Establish a Health & Safety Committee where requested or required (for those who employ 20 or more workers). (This may not be deemed necessary or practicable for all organisations).

The Health and Safety Representative will:

- Implement the Health and Safety Plan;
- Develop and publish a Hazard Register for the [xxx Insert name of NGO] site and its outreach clinics, (including travel to and from those sites).
- Ensure that all practicable steps are taken to protect workers, visitors, clients, and the general public from harm.

The [xxx] Insert name of NGO will also:

- Create and maintain a safe working environment;
- Ensure that at least one worker holds a current First Aid Certificate.
- Be proactive in identifying and controlling hazards;
- Ensure workers are consulted with, and are given the opportunity to participate in health and safety management;
- Ensure union and other employee representatives are consulted regarding health and safety management;
- Provide appropriate orientation, training and supervision for all new and existing workers;
- Ensure there is an effective method for identifying hazards that workers and visitors can use;
- Ensure that procedures are in place to deal with all foreseeable emergencies that may arise in the workplace;

- Ensure that audits of health and safety are regularly carried out and that workers are kept informed of health and safety issues as they arise;
- Require contractors to ensure that no action or inaction on their part will harm any other person; and
- Maintain an accurate recording, reporting and investigation of incidents/accidents.

All workers have individual responsibility for health and safety. The expectation is that all will:

- Take reasonable care for their own health and safety;
- Ensure that no action or inaction on their part endangers themselves or others;
- Comply as far as is reasonably possible with any reasonable instruction given by the Manager or Trustees of the **[xxx Insert name of NGO]** to comply with the Act and/or Regulations.
- Cooperate with any reasonable policy or procedure that **[xxx Insert name of NGO]** relating to the health and safety at the workplace.
- Contribute to developing and managing health and safety procedures;
- Bring health and safety issues to the attention of the Manager/Health & Safety Representative;
- Understand and comply with health and safety policies and procedures; and
- Follow standard procedures for dealing with hazards and accidents.
- Report all accidents/incidents to the Manager immediately.

IMPORTANT: All accidents and hazards at work must be reported immediately. THERE ARE NO EXCEPTIONS.

The following standard documents are held in the **[xxx Insert name of NGO]** office:

- Accident Report Forms **[add/remove as required]**
- Accident Report Notebook **[add/remove as required]**
- Incident/Accident Register **[add/remove as required]**

XXX Name of NGO

Policy Number: HR-POL-08

Health and Safety Policy

Re-draft for compliance from 4th April 2016

Date Approved:	[insert date]
Review Date:	[insert date]

Chairperson: _____

Date: _____