

POLICY NO: A – 012
POLICY: OCCUPATIONAL HEALTH AND STAFF SAFETY
ORIGINAL POLICY: OCTOBER 2001
LAST REVIEW DATE: OCTOBER 2004
REVIEW DATE: CURRENTLY UNDER REVIEW

Reference: 1983 Occupational Health and Safety Act
2002 Occupational Health and Safety Act – Draft

a) Employer Responsibilities in relation to OH & S

The health and safety of all employees of the Royal Life Saving Society National Branch is the responsibility of the Board of Directors. In fulfilling this responsibility, the Board has a duty to provide and maintain, so far as is practicable, a working environment that is safe and without risks to health and includes:

- Providing and maintaining safe plant and systems of work
- Making and monitoring for the safe use, handling, storage and transport of plant and substances
- Maintaining the workplace in a safe and healthy condition
- Providing adequate facilities to protect the welfare of all employees
- Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

The Chief Executive Officer is responsible for the implementation and monitoring of this policy. The health and safety duties of management at all levels will be detailed in specific policies, and procedures for training and back up support will be documented and followed. In fulfilling the objectives of this policy, the CEO is committed to regular consultation with relevant employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed (OH & S Committee meet every 3 months).

b) Manager Responsibilities in relation to OH & S

Managers of relevant organisational departments are responsible to ensure the OH & S compliance of all staff under their control. Relevant documentation must be issued to the CEO for review and appropriate endorsement. Managers are then responsible to ensure policy and or procedures are distributed to all relevant employees and/or contracted trainers and volunteers.

c) Employees responsibility in relation to OH & S

All staff have a responsibility to ensure that compliance is adhered to at all times. All urgent issues should be reported to direct line managers who will assess the needs and actions required. All other issues should be directed to members of the OH & S Committee for further discussion.

All staff should be aware of workplace hazards relevant to their employment, such as:

Ventilation

Is there a lack of fresh air, fumes, draughts, and inadequate air conditioning?
Are windows broken or difficult to open?

Light

Is it sufficient for the task?
Is there glare and reflections?
Is access to exits adequately lit at night?

Floors, exits, fire escapes

Are they unlocked for emergency use?
Are they clear and uncluttered?
Is a telephone available for emergencies?

Electricity

Do power points, plugs, leads need repair?

Equipment

Is it properly maintained and in safe working condition?

Work Area

Is it overcrowded, inadequate for tasks to be completed?

Responsibility of adherence: Chief Executive Officer