

POLICY STATEMENT

It is the policy of the company to ensure that all employees are safe from injury and risk to health while at work.

GLOSSARY OF TERMS

CROSS REFERENCES and other RESOURCE MATERIAL

[Accident Notification Form](#)
[HSE Serious Accident or Near Miss Form](#)
[Health and Safety at Work](#)

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Workplace Health and Safety

It is the policy of the company to ensure that all employees are safe from injury and risk to health while at work.

The company meets this commitment by ensuring that work practices and procedures adopted throughout the company comply with all legislated requirements governing Workplace Health, Safety and Welfare. All incidents are documented and referred to the Directors for action.

All persons are expected to take all practical measures to ensure a safe and healthy working environment

HEALTH & SAFETY POLICY

The Management of the company holds in high regard the safety, welfare and health of its employees. Recognising this, we will constantly work toward:

- Minimising risks in the workplace.
- Maintaining safe and healthy working conditions.
- Consistently adhering to site operating practices designed to avoid injury and illness.
- Conscientiously observe all regulations.

Responsibility for safe operations rests ultimately with the Directors, however, it is delegated through all management and member levels of the company and forms an integral part of every employee's job description accountabilities.

Management and Supervisor Responsibility

Each supervisor and manager will be responsible for maintaining an effective program of accident prevention to suit the need and requirement of the site. The program will include:

- Maintenance and development of safe working conditions.
- Safety awareness training.
- Proper use of personal protective equipment for the job at hand.
- Encouragement of safety suggestions with prompt consideration being given.
- Safety issues raised as a regular agenda item in meetings.
- Enforcement of all safety rules and regulations.
- Investigation of all accidents, incidents and near misses with appropriate reports highlighting issues and resolution options and strategies.
- Report injuries requiring medical attention to the Directors
- Forward completed claim documentation to the Directors for processing.

Employee Responsibility

Employees are also responsible to share in the development of a safe work environment. The exercise of maximum care and sound judgement for self and others is important. Employees will be required to assist by ensuring that:

- Employees report, and seek First Aid for, all injuries, however minor these may be.
- Unsafe conditions, equipment or practices are reported as soon as possible.
- Issued personal protective equipment is used at all times.
- Employees maintain a standard of personal health and fitness as demanded by the job tasks to be completed.
- Contractors are aware of and follow the provisions of this policy.

Workplace Health and Safety Accountabilities

In order to fulfil company obligations and aims in this area the following responsibilities are defined:

Management

The Individual and Team Management has a responsibility to:

- Provide and maintain so far as is reasonably practical:
 - a safe working environment
 - safe systems of work, and
 - equipment and substances in safe condition.
- Provide information, instruction, training and supervision to ensure that all employees are safe from injury and risk to health.
- Provide appropriate personal protective equipment and to ensure it is properly used.
- Adopt measures to minimise the risk of and harmful effects of fire and explosion.
- Provide medical, health and first-aid services as required by the regulations made under the Act and Order's as appropriate.
- Maintain a register of work related accidents.
- Investigate all work-related accidents.
- Ensure reporting to the insurance company of all claims.

Supervisors

Those persons with a Supervisory role are responsible for:

- Ensuring that all employees under their control work in a safe manner.
- Reporting any accident/injury within their area to management via telephone or email within 24 hours of occurrence.
- Taking appropriate measures to ensure the provision, maintenance of and proper use of approved personal protective equipment.
- Ensuring that appropriate training is monitored and followed up "on the job".
- Claim forms must be forwarded to the Directors within 24 hours of receiving completed documentation from the injured employee.

Employees

In their own interests, and as a legal obligation, employees have a responsibility to ensure that nothing is done to make health and safety provisions less effective. In particular they must:

- Take reasonable care to protect their own health and safety at work.
- Ensure that they don't endanger any other person through any act or omission at work.
- Obey instructions issued to protect their own personal health and safety of others, including but not restricted to wearing of protective clothing and equipment.
- Report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware regarding working conditions or methods.
- Keep their work area tidy.

Rehabilitation

The company accepts its primary responsibility is to prevent occupational injury and illness in accordance with the Workplace Health and Safety Policy.

In the event of an employee sustaining a workplace injury or illness, the company is committed to the following:

- The workplace rehabilitation process is commenced as soon as possible after an injury in a manner consistent with the medical advice given, with referral to a Rehabilitation Provider within 24 hours injury occurrence.
- Ensuring that a return to work by an injured employee takes place as soon as possible and that this becomes a normal practice and expectation.
- Wherever possible, the company will provide selected suitable duties for an injured employee as an integral part of the rehabilitation process.
- Consultation with employees and their representatives to ensure the rehabilitation program operates effectively.
- Ensuring that participation in a rehabilitation program will not prejudice an injured employee.

The Directors will be responsible for co-ordination of the rehabilitation and will liaise with the injured worker, the insurance company and the Rehabilitation Provider.

Workers Compensation

All employees are covered for injuries in the workplace through a Workplace Accident Insurer as selected by the company.

Employees must report any accidents in the workplace where they suffer an injury, no matter how minimal. The injury must be reported immediately to the Directors or their direct supervisor.

An [Accident Report](#) will be compiled by setting out all relevant information relating to the accident and shall be signed by both the Directors and employee. Serious incidents or near misses should be reported to the HSE, as per their guidance, on the appropriate [form](#).

Appropriate action should be taken to ensure the accident does not happen again. Costs pertaining to injury may be covered by the Insurer.

Employees will need to submit Doctors bills, and any other bills pertaining to the injury as well as a Medical Certificate for any time lost from work due to the injury.

The company will require the injured employee member to complete a Compensation Claim Form, available from the Directors. Delay in completion of this form will result in delays of compensation from the insurer.

Emergency / Evacuation and Fire Procedures

All employees should be fully conversant with site procedures for handling emergencies and evacuations. They should attend regular accredited training and have participated in at least one drill or simulation exercise, per year. This also applies to casual employees and regular contract or service personnel.