

# Limerick Community Based Education Initiative

## Health & Safety Policy

### Policy Statement

L.C.B.E.I. places the greatest importance on health and safety matters and undertakes to conduct operations in such a way as to ensure the health and safety of all its employees' beneficiaries and the general public. Therefore it is L.C.B.E.I.'s policy to comply rigorously with all health and safety legislation, codes of practice, best guidance and work methods.

Furthermore it is L.C.B.E.I.'s objective to create and develop an environment in which there is a conscious awareness of the vital importance of health and safety through education, training and supervision.

To this end L.C.B.E.I. is committed to take the following actions:

- To do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards including the public insofar as they come into contact with (L.C.B.E.I.)
- To provide and maintain a safe and healthy working environment
- To provide training, instruction and supervision to enable employees to perform their work safely and efficiently. (to this end L.C.B.E.I. complies with the health and safety policies of all venues used by the company; L.E.D.P. , schools visited, hotels and other venues used for meetings).
- To make available all necessary safety devices and protective equipment and to supervise their use

L.C.B.E.I. regards the promotion of health and safety measures as mutual objective for management and employees at all levels. For this reason L.C.B.E.I. reminds all employees of their duty to co-operate in the operation of this policy by:

- Working safely and efficiently
- Reporting incidents that led or may lead to injury or damage
- Assisting in the investigation of accidents with the object of introducing measures to prevent recurrence

In order to create a healthy and safe working environment and to develop and awareness of the importance of health and safety a full statement of the principles and practices governing health and safety is issued to all new employees. It is their duty to make themselves fully conversant with the contents of this document.

## Health and Safety statement of intent

It is L.C.B.E.I.'s firm intent to enforce appropriate measures to control and monitor health and safety procedures as a vital part of running L.C.B.E.I. as an efficient, successful and safe operation. Therefore so far as reasonably practicable, L.C.B.E.I. will:

- Ensure that equipment and working practices are safe and offer no hazard and risk to health
- Ensure that all necessary precautions are taken in respect of the safe use of equipment and resources
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees
- Maintain all places of work equipment under its control in a safe condition, free from risk to health and safety
- Provide adequate facilities for the welfare of employees
- Safeguard the health and safety of visitors and of any members of the general public who could be affected by its activities.
- Provide all necessary information relating to health and safety in respect of procedures and services and where necessary consult with employees of their representatives
- Review and update the policy as and when necessary particularly in respect of major changes within L.C.B.E.I.'s premises and/or changes in legislation and bring these changes to the attention of the employees
- Ensure that all employees are mindful of their health and safety responsibilities
- Ensure the policy is monitored in the workplace

## Employee duties and responsibilities

The health and safety legislation not only places duties on management but also on staff members to look after their own health and safety and that of others who may be affected by their acts or omission.

To ensure staff members are aware of the legal requirements and their responsibilities, L.C.B.E.I. has provided within the Health and Safety Handbook all the relevant information regarding organizational rules and procedures. They are supplied for the benefit of staff and benefit of others – staff should familiarize themselves with them. L.C.B.E.I. is guided in its office by Health and Safety policies of the Limerick Enterprise Development Park (L.E.D.P.) and its health and safety policies.

## Duties of employees

It is the duty of every employee whilst at work:

- To take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work
- To co-operate with any duty or requirement imposed by L.C.B.E.I. by statutory obligations
- To refrain from the willful measures or interference with anything provided in the interests of health and safety and welfare
- To report any hazards found

At the L.C.B.E.I. offices emergency arrangements and procedures with which all staff should be familiar are

**Fire** – notices instructing staff how to act on discovering a fire and/or hearing the fire alarm are displayed in all rooms ( refer to L.E.D.P. fire evacuation procedures')

**Bomb Warnings** – security and safety procedures

**First Aid** – first aid equipment is available is available at L.E.D.P. and in L.C.B.E.I. Office

**Accidents** – for accidents involving injury to any person(s), the most immediate requirement is for first aid to be administered. All accidents causing death or major injury, or any dangerous occurrence, will be reported immediately. Within seven days a written report will be completed and sent to the L.C.B.E.I. safety officer.

## Line Manager's duties and responsibilities

Line managers, as representatives of L.C.B.E.I. should ensure that:

- Each member of staff is aware of and understands organization policy in relation to emergency arrangements in the event of fire, bomb alert or other emergency.
- Staff work in a manner that prevents risk to themselves or others
- All equipment and substances used in their units are properly used in accordance with supplier's instructions, which must be readily available
- Safety devices are properly adjusted and maintained
- All equipment is frequently inspected to make sure it is properly maintained and safe to use.
- Good standards of housekeeping are maintained
- Regular reviews of working practices are carried out to improve health and safety
- All staff are aware that violation of procedures, instigated by management in the interests of the safety and welfare of employees and other people on the premises, constitutes an offence in law.
- Disregard to health and safety procedures by employees may result in disciplinary action being taken by management.