



etb

Education and Training
Board
Employment Training Board
Waterford & Wexford

Health & Safety Policy

Safety Statement

It is the Waterford & Wexford ETB policy to provide a safe and healthy work environment for all employees and to meet our duties to customers, contractors and visitors. The ETB acknowledges its role in protecting the safety, health and welfare of all people employed in the organisation and affected by the workplace. We are committed to implementing safe work systems and methods to ensure the safety, health and welfare of all.

Waterford & Wexford ETB understands its legal obligations and its commitment to comply with the Safety, Health and Welfare at Work Act, 1989 and 2005, and any other legislation such as the General Applications Regulations 1993 or as required under EU Law.

Waterford & Wexford ETB recognises that its obligations are to provide the following:

- A safe place of work
- Safe systems of work
- Appropriate information and training to ensure safety
- Preparation and revision of emergency plans
- Prevention of risk to health from any activity
- Hygiene facilities as appropriate

The success of this policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for health and safety within the ETB and within your individual department. You should also be aware that you have an obligation to take care of your own safety and that of others who might be affected by your actions.

Waterford & Wexford ETB will appoint competent person(s), either from within or outside the party, to identify hazards in all areas of the workplace. Assessment will take place once yearly and at any other time, should the need arise. Co-operation will be expected and forthcoming from all staff. A written copy of the assessment will be kept on file.

Should anyone consider that a hazard or important issue has not been dealt with or dealt with appropriately, then he/she should bring the issue/hazard to the attention of the appropriate manager. Managers must also ensure that all complaints reported and any unsafe behaviour, practices or equipment is immediately dealt with.

Where possible all risks will be eliminated. Where it is not possible, then the risks will be limited or controlled at an acceptable level. Control and protection procedures will include safe systems of work, personal protective clothing and equipment and any other control necessary.

In order to secure the safety, health and welfare of employees, Waterford & Wexford ETB will allocate the following resources:

- Appoint an ETB Medical Advisor to provide ongoing medical monitoring, pre-employment medicals, and referrals in the event of an accident
- A Safety Committee comprising safety representatives and the Safety Officer. This committee will meet to review all safety issues and accidents/dangerous occurrences in order to ensure compliance with the safety statement and relevant legislation
- Provide and maintain fire protection equipment
- Provide written information and instructions regarding fire safety on the premises
- Provide and maintain first aid boxes on the premises
- Provide safety training as required
- Is committed to dedicating the resources necessary to ensure, as far as is reasonably practicable, the safety, health and welfare of its employees and visitors to the premises.

Compliance with the safety statement will be monitored by:

- Audits carried out by the Safety Committee
- Evaluation of accident reports and statistics.

Co-operation of Employees

All employees are obliged to take reasonable care for their own safety and that of their colleagues and anyone else who may be affected by their acts or omissions while at work.

Each employee has a duty to:

- Take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work
- Co-operate with the ETB and any other person to such extent as will enable Waterford & Wexford ETB or the other person to comply with any of the relevant statutory provisions
- Use any personal protective equipment, including appliances, equipment or other means or things provided to secure safety, health and welfare at work, in such a manner so as to provide the protection intended
- Report to the CEO or your manager, without unreasonable delay, any defects in equipment, place of work or system of work which might endanger safety, health and welfare of which you become aware
- Not interfere with or misuse any appliance, convenience equipment provided for securing safety, health and welfare
- Be aware of the person responsible for safety, health and welfare on the premises.

Consultation with Employees

All employees are actively encouraged to participate in the safety process on matters relating to safety, health and welfare at work. Waterford & Wexford ETB will appoint a Safety Officer to support initiatives on health and safety across the company. This does not take away any employee's or manager's responsibility in this area.

Employees have access to anyone in the Waterford & Wexford ETB for addressing issues.

Safety Committee

Waterford & Wexford ETB provides a consultation mechanism with employees concerning health and safety at work to ensure they are fully informed and involved in the ETB's safety procedures.

A Safety Committee exists as a consultation mechanism involving employees selected on a volunteer basis, with representatives from each area. The Safety Committee, which includes the Safety Officer, will meet regularly. If employees wish to sit on the Safety Committee they should communicate this to their manager.

Appropriate safety training will be provided to all Safety Committee members to enable them to conduct their duties, as appropriate.

Informing Employees on Health and Safety

On commencing employment, as part of their induction process, all employees will receive training to ensure that they understand the safety precautions and the emergency procedures to be followed.

All employees directly involved in manual handling tasks will receive such training at Induction. All employees directly involved in specialised tasks or the use of hazardous materials, equipment or work processes will receive relevant training at Induction.

Training in first aid will be given to a selected number of employees.

Informing Visitors on Health and Safety

In order to ensure the safety of visitors to the premises all visitors must sign in and out at reception, with no exceptions. Responsibility for the safety of the visitor and ensuring that the visitor is aware of the ETB's health and safety policies, including their fire policy, rests with the visitor's host.

Visitors are to be requested to observe the fire policy at all times and to conduct themselves in a safe manner.

Visitors should be accompanied while on the premises. While this is not always possible, employees should follow this guideline as closely as is reasonably practicable.

Personal Protective Equipment

Personal Protective Equipment (PPE) is designed to protect employees from risks to their health and safety and includes all protective equipment and clothing. All employees will be informed, before they begin work, of the safest method of carrying out their particular work and will be given instructions and training on how to use PPE correctly. Before commencing work, employees will also be made aware of the PPE they are required to wear and use when carrying out their work.

Employees will be provided with all the necessary PPE. Employees MUST wear and use all required PPE at all required times and in the correct manner. Failure to do so will result in disciplinary action up to and including dismissal. Employees will not be charged for the cost of any PPE used solely for work.

Employees have a duty to check their PPE and ensure that it is maintained and stored correctly. Should an employee consider that there are any defects in his/her PPE or that it does not meet his/her needs, he/she should immediately inform the supervisor. Employees must not begin or continue to work if there is something wrong with their PPE. The Safety Officer will regularly check the functionality of all PPE.

Fire Prevention and Evacuation

The following rules help to minimise the risk of fire:

- All electrical appliances should be switched off when not in use
- Electrical leads should be renewed at the first sign of wear in the outer covering
- Electrical points should not be overloaded
- All doors should be kept closed
- The use of portable heaters is discouraged

All staff will be familiarised with the fire instructions and the evacuation procedures. All corridors, stairs and all other routes of fire exits should be kept completely clear of obstructions along with the exits themselves.

Evacuation Procedures

All employees must be fully knowledgeable about the following procedures as they may save your life or somebody else's in the event of an emergency.

In the event of a fire or the fire alarm going off:

- Inform the Fire Brigade. This should ideally be done by a Fire Officer, but in their absence the most senior person present
- If possible close all doors and windows to prevent fire from spreading
- Leave the building immediately by the stairs (Never use the lift)
- Do not delay or return to collect your personal belongings
- Walk – don't run, by the appointed route to the assembly area.
- Never re-enter the building no matter how tempting
- Wait for the all clear from the Fire Safety Officer / Brigade

ALTERNATIVES: INCLUDE IF APPLICABLE

- In the event of a fire or situation where it is necessary to evacuate the building, break the Break Glass Unit to sound the alarm. Break Glass Units are situated at all exits.
- The fire alarm system is connected to the fire services so it is not necessary to telephone the fire brigade.

If you are adjacent to the fire and it is minor enough to use a fire extinguisher, then choose the nearest and most appropriate fire extinguisher to put out the fire.

NEVER ATTEMPT TO TACKLE A FIRE THAT PUTS YOU AT RISK.

Make sure you know:

- What the fire alarm sounds like
- The nearest break glass alarm
- Your Fire Safety Officer
- The appointed route and location of the assembly area
- Layout of the building
- The nearest fire extinguisher - Read the instructions and learn the colour coding
- Your assembly point

If you don't know the answers to any of the above then you should find out immediately in the interest of your own and other people's safety.

SIGNED: Clare McMahon DATE: 30/7/13
Clare McMahon, CEO

Approved at Waterford & Wexford ETB Meeting held on 30/07/13