



Featherston Community Centre Health and Safety Policy

Purpose

The Featherston Community Centre Charitable Board is committed to ensuring the health and safety of all workers and others by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

The Board is committed to providing and maintaining a safe and healthy workplace for all workers and other people in the workplace. We will achieve this through:

- making health and safety a key part of our role
- working with our workers to improve the health and safety system at our centre
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place and communicate these
- training everyone about hazards and risks so everyone can work safely and healthily
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely
- making sure contractors and sub-contractors working at our centre operate in a safe manner.

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety system at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the right safety procedures and why they exist
- reporting any health and safety concerns or issues to the Board or centre manager immediately
- keeping the work place tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

Others in the workplace including volunteers and visitors are encouraged to:

- follow all instructions, rules, procedures while on the centre grounds
- report all injuries, incidents and near misses to the office manager
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while visiting the centre

Volunteers are provided with health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and Safety is everyone's responsibility.

Chair __Emily Greenberg__ Date: __02/08/18__ Next review date: __August 2018__