

## Statement of Terms & Conditions of Employment

### B1 HEALTH & SAFETY AT WORK

Health & Safety legislation imposes duties on both employers and employees. To enable these duties to be carried out, it is the policy of your organisation (so far as is reasonably practicable), to ensure that:

- Responsibilities for safety and health are assigned, accepted and fulfilled at all levels of the Association
- All practicable steps are taken to manage the health, safety and welfare of all employees
- Business is conducted in such a way to ensure that the health and safety of visitors, to any premises under our control, is not put at risk.

It is the responsibility of the organisation, so far as is reasonably practicable to ensure that employees are provided with such instruction, training and supervision as is necessary to secure their health and safety.

**Note: You are required to refer to the full policy statement which is displayed on the Staff Notice board.**

**The Health & Safety Manual which is held in your offices may also be referred to.**

#### **Duty of Employees**

It is the duty of all employees at work to ensure:–

1. That reasonable steps are taken to safeguard the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
2. That they co-operate with the Management Committee so far as it is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, under relevant statutory duties.

Failure to fulfil these duties may result in Disciplinary Action being taken by the employer – irrespective of any other legal action which may arise.

#### **General information**

##### **1. Accidents**

Any accident at work should be reported at once as per the procedures in the Health & Safety Manual.

Details of any accident off duty should be reported to the Director/Management Committee if:

- a) absence from duty results or performance is likely to be impaired
- b) the accident is alleged to be due to the negligence of some other person

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**B1 (continued)**

**Page 2 of 2**

### **2. Protective Clothing**

Where protective clothing is supplied by the Association (as and when necessary) employees shall be held responsible for it and for wearing it.