

Occupational Safety and Health Policy

Rationale:

The Health and Safety in Employment Act imposes duties on employers and employees. The main principle in the Act is that all people in the workplace must take greater care and thereby reduce work related accidents.

Objectives:

- To ensure that all employees take steps to ensure their own safety.
- To ensure that no action or lack of action on the part of the employer will cause harm to any other person.
- To ensure that accidents that do occur to employees are documented in accordance with the requirements of the Act.

Procedures:

- Small World will have an identified OSH Officer and their name will be posted in the Small World foyer
- The OSH Officer will be responsible for ensuring that –
 - Site hazards are identified.
 - Site hazards are effectively managed.
 - Accident reports are completed on the injury report form (including details of what took place, and what (if any) action was taken and the signature of the staff member concerned).
 - Temporary or new workers are informed of their OSH obligations.
 - Maintenance checks are conducted.
- Hazard identification lists are posted in the Small World foyer and in all rooms at Small World identifying all potential risks and how those risks should be managed.
- Professional development funding is made available for staff to attend OSH related professional development opportunities.
- Ensure maintenance checks are conducted as required and any required maintenance is completed promptly and effectively.