



Workplace Health and Safety Policy

The Employer is committed to the safety and health of all Employees and recognises the need to comply with regulations governing injury, accident prevention, and personal safety. Maintaining a safe work environment requires the continuous cooperation of all Employees.

The Employer will maintain safety and health practices consistent with the needs of our industry. The Employer is obligated to immediately report any suspected unsafe condition and/or any injury that occurs on the job.

Your Responsibilities

- It is your responsibility to follow this policy and the Employer's established safety regulations and procedures and maintain a safe working environment.
- If you are ever in doubt about how to safely perform your job, it your responsibility to ask your manager for assistance. You should report any health and safety concerns immediately to your manager.
- You must refrain from doing anything that constitutes a danger to yourself or others.
- Where requested, you shall co-operate on health and safety matters, including the investigation of any incident.
- Any visible cuts or burns must be covered with appropriate dressings and any casts or bandages must be clean (e.g. free from any writing).
- If you have either been in contact with persons suffering from an infectious or contagious disease or are yourself suffering from an infectious or contagious disease, you must report it to your manager before commencing work.
- If you are deemed unfit to work, you must follow the notification requirements as set out in your contract of employment. You must not attend work until we have permitted you to do so which may require certification from your doctor that you are certified fit to return to work and the risk of passing the infection to others has passed.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary and Capability Procedure.

Accidents and First Aid

Certain Employees within the Employer are first aid trained. Details of such first aid facilities are displayed on the premises as required. All accidents and injuries at work must be reported to your manager who will note the details of the accident or injury.

Fire Safety

You should familiarise yourself with the fire safety instructions. If you hear a fire alarm, leave the building immediately by following signs or LED emergency lights to the nearest fire exit. Please assemble at the designated fire assembly point and await further instructions. Do not enter the office building until confirmed it is safe to do so.

Fire drills will be held regularly and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

Computer and Display Screen Equipment

If you use a computer screen or other display screen equipment (DSE) as a significant part in carrying out your duties, you are entitled to have your workstation assessed as well as receive regular eyesight tests by an optician. The Employer will pay for reasonable expenses (supported by receipt of visit or evidence providing your appointment) of a visit to an optician. If you would like further information regarding workstation assessments, eye tests and the use of DSE, please contact your manager.

Natural Disasters and Pandemics

The Employer shall provide instructions and updates to Employees as often as reasonably practical advising how to continue working during periods of natural disasters and pandemics. It is your responsibility to follow these instructions and get in touch with your manager should you have any questions or concerns. Please ensure your manager is aware of where you are or know how to contact you.

Where you are unable to travel to work or work from the office, you are required to inform your manager and work from home is possible until further instructions are received from the Employer.

In situations of natural disasters and pandemic, the Employer realises that a flexible approach to working arrangements may be required. If working from home during a natural disaster or pandemic, Employees are obligated to follow the Employers Remote Working and Working from Home Policy.