



Policy Manual - HOGF

Workplace Health and Safety Policy

2021

Welcome to our Policy Manual

Please take the time to familiarize yourself with these policies. Hopefully you will find them fair, easy to read, and understandable. Should you have any questions please ask.

You will always find the most recent version of this Policy Manual on the website.

Please complete the acknowledgement and return to me.

Many thanks.

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McClean Nortey

Executive Officer

Receipt and Acknowledgment of Policy Manual

I confirm that I have received and read a copy of our Policy Manual.

I understand that the policies described in it are subject to change from time to time.

I also understand that I will be consulted before significant changes are made and that I will have an opportunity to review and comment on these changes.

Name

Signature

Date

Workplace Health and Safety Policy

Instructions about taking responsibility for, reporting and acting on health and safety issues in the workplace

Safety commitment

We are committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

We will support safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance.

Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment.

It is the responsibility of each employee to accept and follow established safety regulations and procedures. All employees are encouraged to communicate with your supervisor regarding safety issues.

Removal from workplace

The Executive Officer may immediately remove a person from the workplace if they are not willing or able to take responsibility for their own safety, such as if they are intoxicated or under the influence of drugs, enraged or violent.

Reporting hazards

If you find a hazard, then try and clean it or fix it. If this cannot be done, then warn others and report it to someone with the authority to have it fixed. Report the hazard to your supervisor so we can minimize the risk of it occurring again.

Injuries and accidents

All accidents and injuries must be reported immediately to the Administrator. If the injury requires first aid, then see the first aid officer in the building.

In the case of an injury requiring medical assistance contact the emergency services or your general practitioner. Keep receipts of any costs for later reimbursement. Notify the Administrator when possible or ask someone to make contact for you.

Injuries involving **time away from work** must be reported to **Work cover** by the Administrator and a worker's compensation form must be completed. For more information, see the Workers Compensation Policy

Injuries take many forms. For example, if you have witnessed a traumatic event you may require assistance with the emotional and psychological impact.

First aid kits

Each workplace should have a first aid kit. The Administrator will ensure that First Aid Kits are checked for out of date stock on an annual basis.

Drug-Free Workplace

We prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on our premises and/or client premises or as a part of our activities. We will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.

Manual handling *Lifting*

No employee is to lift a single load weighing 15kg or more. Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

Materials Handling

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

Rubbish Disposal

Keep sharp objects and dangerous substances out of the rubbish bin. Items that require special handling should be disposed of in approved containers.

Cleaning Up

To prevent slips and tripping, clean up spills and pick up debris immediately.

Preventing Falls

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

Handling Tools

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

Falling Objects

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Work Areas

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

Using Ladders

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

Personal Protective Equipment

Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats and hearing protectors in designated areas or when working on an operation which is potentially hazardous. Also, wear gloves whenever handling castings, scrap, or barrels.

Use of equipment

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

Electrical Hazards

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

Fire Extinguishers

Know where fire extinguishers are and how to use them.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labelled safety cans and are not exposed to any ignition source.

Emergency Evacuation

In case of emergency, personal threat, fire or if you are advised to evacuate the building then:

- Stop all work
- Alert your colleagues if possible
- Evacuate the building taking a mobile phone if possible
- Notify emergency services once clear of the building

- Do not re-enter the building until instructed to do so or until you are certain that the danger has passed

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention. Please report anything that needs repairing or replacing to the Administrator immediately.

Security

Maintaining the security of our premises and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave our premises make sure that all entrances are properly locked and secured.

Smoking

Smoking is not allowed except as expressly designated. Smoking breaks are permitted as long as they are not excessive or disadvantage other staff. If you are a regular smoker, we encourage you to take the opportunity to quit whilst you are employed with us.

Fatigue

Please take proper rest breaks to ensure you are alert at work. Recreational leave, time in lieu, lunch breaks and sick leave are all intended with the purpose to provide a break from work for legitimate reasons. When you are driving you should not exceed 2 hours at a stretch without a rest break of at least 15 minutes.

Disciplinary provisions

Staff members who don't follow this policy may be disciplined under the Staff Disciplinary Policy.