

**LISTOWEL FAMILY RESOURCE CENTRE
HEALTH, SAFETY AND WELFARE POLICY STATEMENT:**

Listowel FRC acknowledges its role in protecting the safety, health and welfare of all its employees. The primary legislation governing this subject is the Safety, Health and Welfare Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regulations, 2007. A comprehensive Health and Safety Welfare Policy and Statement is available to all staff and will be given to staff to read during their probationary period.

1. Obligations of the Board:

Listowel FRC is committed to complying fully with this legislation and implements a programme to identify potential risks and hazards in the workplace in order to ensure, where possible, that all risks and hazards are eliminated or otherwise controlled to an acceptable level. It is the Health and Safety Policy of the Centre to:

- Take all practical steps to safeguard the health, safety and welfare of all employees and others involved in the work of the Centre;
- Provide adequate working conditions for all employees with proper facilities to safeguard their health and safety and to ensure that any work which is undertaken produces no risks to health and safety;
- Ensure that employees co-operate with the Centre's safety policy;
- Produce relevant health, safety and welfare policies as the need arises;
- Ensure so far as is reasonably practicable the Safety, Health and Welfare of all employees whilst at work and to provide such information, training and supervision needed for this purpose;
- Provide additional, relevant, Health, Safety and Welfare Policies as deemed necessary.

2. Obligations of employees:

Under the Safety, Health and Welfare at Work Act, 1989 and the Safety and Welfare at Work (General Applications) Regulations, 1993, all employees are required and have a responsibility to:

- Take reasonable care for their own safety, health and welfare and that of others who may be affected by their acts or omissions;
- Co-operate with their employer or any other person to an extent as shall enable the employer to comply with statutory obligations;
- Use any suitable appliance, protective clothing, convenience equipment or other means provided for securing their safety, health or welfare;
- Notify the direct Line Manager of unidentified hazards in the workplace and report every accident (no matter how trivial) and to write up any accident in the Accident Book provided;
- Report to the direct Line Manager any defects of which they become aware of in the Centre's equipment, place of work and/or systems of work which might endanger safety, health and/or welfare;

- Not to intentionally or recklessly interfere with or misuse any appliance, convenience equipment or other means provided to ensure the safety, health and welfare of persons in the workplace.

3. Working together to ensure best practice

Listowel FRC has developed policies and procedures that will try to ensure the health, safety and welfare of all its employees. The success of these policies and procedures will depend on the co-operation of all employees, including those working from a home office. It is important therefore that staff acquaint themselves with all areas of the Health, Safety and Welfare Policy Document.

The Listowel FRC Health & Safety Statement will be made available to all employees and reviewed as necessary. In reviewing the Safety Statement the Centre shall consult with employees for the purposes of making arrangements for co-operation in promoting and developing health, safety and welfare at work.

Employees shall have the right to make representations to the Building Sub-Group on safety, health and welfare issues and the Centre shall take account of any such representations, as far as is reasonably practicable;

Employees shall be aware that breaches of safety rules may result in graduated disciplinary action, up to and including dismissal. During induction, employees shall be made aware of the Safety Statement, Fire Evacuation Procedures and any hazards specific to one's area of work;

Employees should carry out all reasonable instructions issued by Management in pursuance of its objective of providing a safe work environment.

This Policy was discussed and ratified at a Board of Management meeting dated

Signed by Chairperson: _____

Date: _____