



# Health and Safety Policy for Employees, Persons on a Contract for Service & Visitors

Version 2.0

---

<b>Policy Author</b>	Anthony Satariano	<b>Designation</b>	Head QA	<b>Dept.</b>	QA Dept.
<b>Policy Reviewer</b>	H&S Committee	<b>Designation</b>	N/A	<b>Dept.</b>	N/A
<b>Policy Approver</b>	H&S Committee	<b>Effective Date</b>	25/03/2022		

---

## 1 Purpose

- 1.1 The Institute for Education (IfE) is committed to the health, safety and wellbeing of all employees, persons on a contract for service, and visitors.
- 1.2 This policy demonstrates the IfE's commitment to providing a safe environment for work and study in accordance with the [Occupational Health and Safety Authority Act XXV11\(2000\)](#) and subsequent amendments.
- 1.3 This policy sets out the IfE's health, safety and wellbeing priorities and gives effect to the IfE's Health and Safety Manual.

## 2 Aims

- 2.1 This policy aims to:
  - 2.1.1 Affirm the commitment of the IfE to:
    - Provide and maintain, as far as reasonably practicable, an environment that is without risks to the health and safety of members of the IfE's community;
    - Plan the management of incidents, emergencies and critical incidents within the scope of this policy.
  - 2.1.2 Describe the critical features of the IfE's approach to health and safety management and the responsibilities assigned to staff to provide this safe and healthy environment;
  - 2.1.3 Give all employees adequate consultation in relation to the health and safety issues that affect them at work;
  - 2.1.4 Commit resources to the management of incidents and emergencies.

## 3 Policy

- 3.1 It is the policy of the IfE, so far as is reasonably practicable, to protect the health, safety and welfare of all employees, persons on a contract for service, and visitors ; and to act in compliance with our legal obligations relevant to the IfE.
- 3.2 Within the general policy, the IfE aims to effectively manage hazards and risks arising from its facilities or activities, and in particular the IfE will:
  - Create an accessible health and safety management system that eliminates or minimises the risk of injury or illness to people associated with the IfE's operations;
  - Engage with all employees, persons on a contract for service, and visitors in creating safe working and learning environments and safe systems of work;

- Develop and maintain a culture that encourages all staff to actively manage health and safety risks;
  - Provide a continually improving health and safety management system by establishing, and monitoring progress towards measurable objectives and targets aimed at eliminating work-related illness and injury;
  - Establish a health and safety management framework to meet legislative obligations to the highest possible standard;
  - Provide instruction, training, and supervision as necessary, to ensure that health and safety hazards and risks are identified, understood, and managed effectively;
  - Require accurate reporting, notification and investigation of all injuries and incidents;
  - Provide prompt, effective work-based rehabilitation for all work-related injuries, and non-work injuries where appropriate and possible.
- 3.3 The IfE engages and includes staff in a consultation process for decision making where there is an impact on workplace health and safety. These decisions are then further discussed during the Health and Safety Committee meetings.
- 3.4 The IfE outlines, documents and communicates health and safety responsibilities, authority to act, and reporting requirements for staff at all levels in the workplace.
- 3.5 The IfE actively identifies and manages health and safety risks, through the systematic identification of hazards, evaluation of risks and implementation of effective risk controls.

## **4 Responsibilities**

### **4.1 The Chief Executive Officer (CEO)**

4.1.1 The CEO is responsible for ensuring that structures, systems and procedures are in place to secure implementation of this Policy.

4.1.2 Responsibilities include:

- Ensuring that the IfE successfully manages health and safety and that suitable measures are taken to promote an effective health and safety culture within the IfE;
- Ensuring that the IfE has a Policy, which is appropriately managed, on the management of health and safety and that this Policy is communicated to all employees;
- Within the resources provided for the IfE, ensuring that there are adequate staff, funds and materials to support the Health and Safety Plan;

- Ensuring that effective communications strategies are in place in order to disseminate information to all levels of staff;
- Ensuring that Senior Managers fulfil their specific responsibility for implementing IfE's Health and Safety Policy and Health and Safety Plan.

## **4.2 The Health and Safety Committee**

4.2.1 The function of the Health and Safety Committee is to support the CEO with the executive responsibility for the health and safety performance of the IfE.

4.2.2 The Committee meets regularly and performs the following functions:

- Developing the IfE Health and Safety Plan with the aim of controlling risks and continually improving health and safety standards throughout the IfE;
- Directing all staff on the implementation of IfE's Health and Safety Plan;
- Monitor the success of the IfE's Health and Safety Plan and reviews its effectiveness;
- Considering new legislation and guidance on health and safety matters, the implications for the IfE, and what action needs to be taken to ensure compliance.

## **4.3 The Health and Safety Administrative Officer**

The Health and Safety Administrative Officer is responsible for:

- Outsourcing the services of a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant for all health and safety related work within the IfE;
- Procuring the services of a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant to identify unsafe practices, risks or breaches of safety regulations and to advise and provide recommendations on work processes and procedures. The Health and Safety Administrative Officer shall subsequently refer such recommendations for discussion within the Health and Safety Committee;
- Facilitating and scheduling repairs of unsafe or damaged equipment as necessary and in line with recommendations provided by a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant;
- Liaising with a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant and the IfE HR Manager to establish the number of employees that are legally required to attend health and safety courses, as well as for the purposes of staff training and education on the basic occupational health and safety principles present at the workplace;

- In collaboration with the Health and Safety Committee, developing and implementing safety procedures and policies;
- Engaging a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant or any other relevant, competent service provider or external supplier, to carry out investigations and identify the root cause of incident or other unsafe conditions on a work site;
- Overseeing the placement and setup of safety signs to warn of potential hazards as recommended by a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant;
- Providing available documentation to law enforcement personnel and investigators as directed by the IfE CEO and/or management, to address cases of workplace accidents;
- Ensuring that risk assessments are conducted by a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant, so that low to high-risk areas are identified;
- Engaging a warranted, OHSA-registered, qualified or competent Health and Safety Administrative Officer/Consultant to review IfE processes and ensure they are in line with external safety legislation;
- Keeping the staff updated with any new rules and regulations regarding Health and Safety procedures as recommended by a warranted, OHSA-registered, qualified or competent Health and Safety Officer/Consultant;
- Creating and updating of maintenance logs to ensure that records are up to date;
- Attending occupational safety and health courses or training to update job knowledge and enhance skills.

#### **4.4 Senior Managers and Managers**

##### **4.4.1 The Senior Managers and Managers are responsible for:**

- Applying and implementing the IfE's Health and Safety Policy and related procedures;
- Ensuring that risk assessments in their area are implemented and authorised properly;
- Ensuring identified control measures are implemented and continue to be effective;
- Ensuring that where the need for health surveillance is identified in a risk assessment, staff within their remit are referred to the Occupational Health

Unit within the Ministry of Health and, where required, attend sessions for health surveillance;

- In collaboration with the Health and Safety Officer, carrying out a risk assessment using appropriate confidentiality if a staff member or a person on a contract for service approaches them regarding a disability or condition affecting health;
- Ensuring that staff within their remit receive induction, training, resource (including time), advice and support, and are supervised until deemed competent;
- Ensuring that all statutory requirements as identified in IfE's codes of practice are implemented in their work area;
- Raising any issues of non-compliance through their line management structure.

#### **4.5 Employees, persons on a contract for service and visitors**

4.5.1 The [Occupational Health and Safety Authority Act XXVII \(2000\)](#) affirms that everyone has a responsibility for their own health and safety, as well as that of others who may be affected by their work and their acts or omissions. Everyone has the right not to proceed with any activity if they feel it poses a danger to their safety or that of others, and they must immediately raise their concerns with their line manager.

4.5.2 All employees, persons on contract for service and visitors are responsible for:

- Taking reasonable care of themselves and collaborate with the IfE on health and safety matters;
- Carrying out their work safely and complying with this Policy, or any relevant legislation;
- [In case of employees] Carrying out and abiding by the requirements of the risk assessment and implement any recognized control measures;
- Reporting an accident, incident, near miss or work-related illness;
- Reporting any faults, damage, unsafe or unhealthy working conditions, practices or equipment;
- Not misusing anything provided for health and safety;
- Leaving by the closest emergency exit, if emergency alarms sound;
- Taking part in Fire Drill Procedures;
- Raising the alarm on discovering a fire;
- Utilising equipment for its intended purpose;
- Connecting directly all equipment through a standard electrical socket;
- [In case of employees] Informing their line manager if they have a disability or condition affecting health which may be affected by or made worse by work or research activities;

- [In case of employees] Taking part in health and safety training and induction as instructed by their line manager;
- [In case of employees] Informing the HR Manager if pregnant so that a risk assessment is performed;
- Keeping the working area free from hazards (including any loose wiring etc).
- Bringing any infringements of this Policy, or health and safety arrangements to the attention of their line manager or Health and Safety Officer.

## 4.6 Visitors

### 4.6.1 All Visitors are responsible for:

- Taking reasonable care of themselves and collaborate with the IfE on health and safety matters;
- Reporting an accident, incident, near miss or work-related illness to the Security;
- Notifying the the Security if they have a disability or condition affecting health;
- Reporting any faults, damage, unsafe or unhealthy conditions, practices or equipment to the security ;
- Utilising equipment for its intended purpose;
- Take part in Fire Drill Procedures;
- Not misusing anything provided for health and safety;
- Raising the alarm on discovering a fire;
- Leaving by the nearest emergency exit if emergency alarms sound;
- Abiding with the Terms & Conditions that will be provided when booking a room at IfE;
- Being aware of all the IfE's regulations policies and procedures.

## 5 Relevant documents

- [Occupational Health and Safety Authority Act XXVII \(2000\)](#)
- [Health and Safety Policy](#)
- Health and Safety Action Plan
- [Health and Safety Manual](#)
- [First Aid Policy](#)
- [No Smoking Policy](#)
- [Accident Reporting Procedure](#)

## 6 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	26/10/2021	Initial Release
QA Dept.	2.0	25/03/2022	<ul style="list-style-type: none"> <li>▪ Removed any reference to course participants</li> <li>▪ Updated article 4 and removed article 4.3.2.</li> <li>▪ Included the role of the Health and Safety Administrative Officer.</li> </ul>