



Institute of Accounting and Commerce

Health & Safety Policy for IAC Staff

1. SCOPE:

The health & safety policy shall apply to all staff members who are employed by the Institute of Accounting and Commerce (IAC) as well as other stakeholders fulfilling their tasks on the premises of the IAC and is subject to review from time to time.

2. RESPONSIBILITY:

The management of the Institute is designated to fulfill this responsibility, and has a duty to maintain so far as is reasonably practical, and to provide a working environment that is safe and without risk to health. This includes:

- i. Providing and maintaining safe conditions and systems of work.
- ii. Making and monitoring arrangements for a safe working environment.
- iii. Maintaining the work place that is safe and without risks to health.
- iv. Providing adequate facilities for the welfare of all staff.
- v. Providing such information, training and supervision for staff and enabling them to work in a safe and healthy manner.

In fulfilling the objectives of this policy, the Institute is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

3. DUTIES:

3.1 MANAGEMENT

The management is responsible for the effective implementation of the health and safety policy and shall:

- Observe, implement and fulfill its responsibilities under the Occupational Health and Safety Act 2011 and the Health & Safety Regulation 2011.
- Ensure that the agreed procedures for regular consultation between the management and those with health and safety functions are followed.
- Ensure that all specific policies operating within the Institute are periodically revised and are consistent with health and safety objectives.
- Provide relevant information, training and supervision for staff.
- Ensure that staff and other stakeholders inform the Institute of incidents and accidents occurring on the IAC premises so that health and safety performance can be accurately gauged.

3.2 STAFF

- Have a duty to take reasonable care of which they are capable for their own health and safety and of others affected by their actions on the premises.
- Should comply with the safety procedures and directions agreed between the management and staff.
- Will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of staff.
- Must act in accordance with agreed procedures for accident and incident reporting and report potential hazards to the management.

Consultation with staff

The Institute has a process for involving staff in identifying hazards, reporting problems and providing possible solutions to OHS issues. This, in part, shall be done by the involvement of the Health and Safety Representative, the management and by direct involvement of effected staff members.

Direct Involvement of Staff

All staff meetings shall contain OHS as an agenda item in which the Institute can provide information on general changes to the work place and inform staff on matters pertaining to OHS. Staff will have an opportunity to raise any concerns at this stage. The Institute encourages all staff to participate in reporting health and safety risks to the OHS Representative.

Induction of new staff

All new staff at the Institute will be informed of the Occupational Health and Safety policies of the Institute through the normal induction process. Staff will be trained in safety procedures and be given a working knowledge and understanding of the commitment of the Institute to safety and the prevention of accidents on the premises.

Health and Safety Representative (HSR)

A HSR who is elected by the staff, in accordance with the Occupational Health and Safety Act 2004, shall hold the position for a term of office of no more than three years. The elected person is **SORAYA BUSCH**.

The representative's responsibilities include:

- inspecting the whole or any part of the work place at any time
- immediately in the event of any accident, hazardous situation, dangerous occurrence or immediate risk to the health and safety of any person:
- accompany any inspector during an inspection of the workplace
- to be present at any meeting between any employee and the management concerning a health and safety matter.

The Institute will provide to the HSR any information on the health and safety of the employees or any actual or potential hazards at the workplace. The Institute

recognizes that the HSR is permitted to take such time off work with pay as is necessary for performing his/her functions or duties or taking part in any course of training relating to health and safety which is approved by management. The Institute and HSR shall discuss a convenient time, having regard to the needs of the Institute to attend such course of training and carrying out the responsibilities.

Health and Safety Committee

The Institute has established a health and safety committee. The names of the committee members are: **Soraya Busch (HSR), Tasriq Adams (Staff Member), Prakash Singh (GM) & Ehsaan Nagia (CEO)**

The role of the committee is:

- to facilitate co-operation between management and the staff with a view to ensuring the health and safety of the employees.
- to provide staff with information including standards, rules and procedures relating to health and safety which are to be carried out or complied with at the workplace
- to deal with any other relevant matter as agreed
- to assist the OHS representative and the Institute to ensure the OHS responsibilities are met on a regular basis
- to assist in the communication of staff of OHS practices and awareness
- minutes of meetings will be kept and distributed to all employees, and
- to provide advice to the Institute on the induction of new employees on Occupational Health and Safety matters.

The health and safety committee meets four times a year. The activities and issues with which the Occupational Health and Safety Committee deal are reported regularly.

OHS AND RISK MANAGEMENT POLICY

The Institute actively works towards meeting the safety needs of its staff as effectively as it can. A systematic process of evaluation is in place to provide information on which to base plans for improvement, by reducing the risk factors for accidents. It is the intention of the Institute that involvement in such a process raises the level of consciousness and sensitivity of all involved to issues of health and safety on the premises.

The risk management policy requires:

- Annual Audit of the grounds and buildings; and
- Ad hoc audit by way of a Hazard alert Register

Annual Audit

An annual audit is conducted by the management and the Occupational Health and safety representative. This involves:

- collection of information to identify potential hazards
- prevention of future accidents through risk control
- audit of practices, equipment and facilities
- **Attachment No 1** sets out the areas that will comprise this **annual audit**

Hazard Alert Register

In addition to the annual audit, the Institute has instituted a process of identifying hazards and risks. This process involves keeping a Hazard Alert Register (**Attachment 2**) as a means of identifying and controlling hazards.

This register contains:

- a. date
- b. description of hazard or near miss
- c. reported by
- d. reported to
- e. action taken

Slips, Trips and Falls

To reduce the incidents of slip hazards in the general environment the Institute uses a checklist to identify slip hazards. See **Attachment No 3**.

The Institute is aware that accidents happening to staff by slipping, tripping and falling are common accidents and as such, all staff, as a matter of policy, needs to take special care in moving around the grounds and buildings. Special attention is drawn to:

- stairs
- wet floor/ground
- falls from ladders
- falls over mats

Electrical

The Institute conducts safety checks of all electrical equipment. Our practices include as part of this policy:

- an annual inspection of leads if mobile and 5 yearly if location is permanent.
The inspection includes testing and tagging of equipment.
- safe use of double adaptors/ power boards
- power points and switches are securely fixed to the wall
- cracked and broken power plates to be replaced
- frayed or damaged leads to be replaced
- no temporary leads on floor

Fire, Explosion and Emergency Management

The Institute has a separate policy on fire, explosion and emergency procedures and this policy covers evacuation procedures

First Aid Policy

The policy of the Committee of Management in respect to first aid is as follows:

- all employees required to provide first aid are to be trained and hold first aid qualifications
- that a first aid officer will be designated

Smoke free workplaces

The Institute has a smoke free policy. Smoking is not permitted in the buildings.

PHYSICAL HAZARDS

ACCIDENTS

Collecting information about the accident

Notification - Register of Injuries

When an accident or an injury occurs at the premises, details are entered in the Register of Injuries. This is a requirement of the Accident Compensation Act.

Attachment No 4 is a copy of a Register of Injuries.

Accident Investigation

The Institute has put a system in place for the reporting and recording of accidents.

The Institute will advise the OHS representative when an injury occurs and the OHS representative in conjunction with management will ensure that steps are taken to reduce the risk of further injury on the premises by identifying and, as far as practical, reducing the risk of subsequent injury of that kind. However, confidentiality for the injured staff member will be maintained at all times.

Accident data when combined with information from inspections, checklists, and interviews will provide valuable insights into health and safety on the premises.

Such information allows for making informed decisions as to what action can be taken to reduce risks or hazards.

Injured Employees

The Institute recognizes that injuries may occur, and in the event that an injury does occur, we are committed to the philosophy and practice of occupational rehabilitation.

The Institute believes that providing a safe, early return to meaningful and productive work is in the best interest of all staff. Consequently, it encourages full and active participation from all levels of the Institute and staff in creating a supportive environment conducive to the rehabilitation process and the speedy return to work.

To achieve this, we have the following objectives:

- return to work should be a normal expectation of all staff following a work related injury. The intention is to return the injured staff member to work as soon as possible.

- all employees are encouraged to report all work related illnesses and injuries immediately
- occupational rehabilitation will commence immediately and be carried out in the appropriate manner with the involvement of all parties
- each staff member's occupational rehabilitation program will be developed individually, and on a confidential basis, with the staff member concerned

Review of policy

The Institute will seek cooperation from all staff in realizing these health and safety objectives and creating a safe work environment. Consequently the policy will be reviewed regularly in the light of legislative changes.

ANNUAL AUDIT**Checklist for buildings and grounds**

	Yes	No	Action
Buildings			
▪ Is the no-smoking policy observed throughout the buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there enough space for staff to carry out their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there enough cupboards, shelving, in room for staff's requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are lighting levels adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are all exits and entry free from hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fire extinguishers readily accessible and their location known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are different types of fire extinguishers marked and identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are tables and chairs at appropriate heights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do employees have seating appropriately designed to maximise comfort and minimise poor posture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Offices

	Yes	No	Action
<i>All the above may be checked. Other areas that may need inspecting include:</i>			
▪ Is the non-smoking policy observed throughout the offices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are computer screens placed so that there is no glare on the screen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are monitors fully adjustable for height, tilt and distance from front of desk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are adjustable chairs provided and correctly adjusted for the person using it, e.g. back support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are desks at the right height for the work being done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is keyboards/books/files/paper within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the staff member have an adjustable document holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are emergency numbers attached to phones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are first aid kits fully equipped, available and their location known to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fire extinguishers correctly marked with identifying markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there employees trained in the use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there spare keys available to all staff in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kitchen / Board Room

Yes **No** **Action**

Kitchen

- Is the non smoking policy observed throughout the board room?
- Is crockery chip and crack free?
- Are the facilities hygienically clean and tidy?
- Are waste bins available and accessible?
- Are lighting levels adequate?
- Do all electrical/leads/cables/sockets fit properly?
- Is all electrical equipment safely maintained, e.g. if an urn is well balanced and secured to the bench? Does the outside get hot to the touch?
- Is rubbish left lying around?

Board Room

- Do work areas have sufficient space around tables?
- Is there sufficient storage for requirements?
- Is the access to this area good?
- Are there any manual handling problems?
- Are chairs adjustable for a variety of people?
- Is lighting sufficient for any work being done?
- Is ventilation sufficient for the area?

Check list for Slip Hazards

	Yes	No	Action
Are outdoor surfaces kept free of leaves, mud, clippings, paper, gravel and moss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning of floor surfaces done outside working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable mats present at entrance of buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an effective cleaning and maintenance program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous warning signs in place for the immediate management of spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are slip-resistant strips applied to walking or working surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors, walkways, entrances and exits free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any electrical leads or cables on the floor or in walkways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are computer cable leads secured and not on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are carpets, tiles in good condition? Repairs needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there bags on the floor or in passage ways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are paths smooth and level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any other tripping or slipping hazards in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are outside steps and ramps in good condition? Repair needed? Is it non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are edges of steps clearly marked and well lit at night?	<input type="checkbox"/>	<input type="checkbox"/>	

Ventilation, heating and cooling

	Yes	No	Action
▪ Is there adequate fresh air circulating in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, if used, tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, temperature, air flow balanced to all locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there draughts in rooms, corridors, etc., that are inconvenient, uncomfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is heating ample for all rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have passive insulation measures been fully assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Storage

▪ Are stored materials regularly assessed and unused materials disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is capacity adequate in each area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage laid out so that heavier materials are stored at waist height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are staff members required to reach above shoulder height for extended periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are ladders freely available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have staff members been trained in the principles of safe use of a ladder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is any lifting or exertion required to reach articles in storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there mechanical aides available to assist in materials storage and handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have manual handling tasks been identified and assessed?	<input type="checkbox"/>	<input type="checkbox"/>	

Register of Injuries

No

1.	Name: Surname:
2.	Worker's occupation or job title:
3.	Date and Time of Injury: Date: Time:
4.	Exact location at time of injury:
5.	Describe in detail how the injury was sustained:
6.	Describe the harm (nature) and body parts affected by injury: Harm: Body Parts:
7.	Witnesses, if any to the injury: Name: Surname: Name: Surname:
8.	Person making entry. Date of entry and declaration: I declare that all particulars given are a true and accurate account of details of the injury as know by me. Signature: Date:
9.	Management acknowledging receipt of advice of injury. Date of entry and declaration: Name: Surname: I acknowledge receipt of advice of injury and confirm that written acknowledgement of injury advice has been given to the injured person. Signature:Date:

COMPLETED COPY TO BE GIVEN TO INJURED WORKER BY MANAGEMENT REPRESENTATIVE AS ACKNOWLEDGEMENT OF NOTIFICATION OF INJURY