



Manovikas Charitable Society

Health and Safety Policy

The Executive Committee of Manovikas Charitable Society takes health and safety very seriously and demonstrates their full support to this Health and Safety Policy and the implementation and maintenance of the highest standards of occupational health, safety and welfare in Manovikas Charitable Society.

1. Policy statement

Manovikas Charitable Society is committed to promoting a healthy and safe working environment by supporting its staff, volunteers, interns, consultants and students to carry out all activities in such a way as to keep themselves, each other, other people working in the building and the public safe from harm.

This policy applies to all the Manovikas Charitable Society's employees, volunteers, interns, consultants, organizations and people working with Manovikas Charitable Society and students.

2. Guiding principles

- 2.1** Manovikas Charitable Society promotes a sensible and realistic attitude to risk management.
- 2.2** The Society complies with all relevant health and safety legislation.
- 2.3** The Society encourages safe behaviour in its employees, students, contractors and all visitors to the building.
- 2.4** All employees, students and people working on behalf of the Society are motivated to achieve high standards of health and safety and are provided with appropriate information, instruction, training and supervision to carry out their work safely and effectively.
- 2.5** Manovikas Charitable Society promotes effective consultation and co-operation with all employees, partners, suppliers, contractors and communities about health and safety issues and reducing the risks arising from its actions.
- 2.6** Manovikas Charitable Society ensures an adequate budget and trained employees are available to achieve high standards of health and safety compliance.
- 2.7** Manovikas Charitable Society sets clear health and safety targets and will continue to improve by effective monitoring, inspection, audit and review.

3 Implementation

For this policy to be implemented Manovikas Charitable Society requires involvement and commitment from all its employees, volunteers, interns and consultants, along with positive leadership from the Board of Governors and managers. It also needs the support of its contractors, suppliers and partners who need to demonstrate the same level of commitment in matters of occupational health, safety and welfare.

4 Employee responsibilities:-

- 4.1 To be accountable for your own health and safety and the health and safety of other people who may be affected by what you do.
- 4.2 To be individually responsible for following health and safety procedures and working in accordance with instruction and training you have received.
- 4.3 To co-operate with supervisors and managers on health and safety matters and not misuse or recklessly interfere with anything provided to protect your health, safety and welfare.
- 4.4 To use work equipment and personal protective equipment in accordance with instruction and training.
- 4.4 To promptly report any unsafe conditions or practices.
- 4.5 To support the Society in achieving its health and safety targets.

5 Employers' responsibilities:-

- 5.1 To produce a realistic Health and Safety Policy and ensure resources are available for its implementation.
- 5.2 To ensure all staff, volunteers consultants and other appropriate people read, understand and sign the Health and Safety Policy and implement it.
- 5.3 To provide effective health and safety training for all staff and volunteers.
- 5.3 To monitor and evaluate the implementation of the Health and Safety Policy and adjust as necessary.

How we'll measure our performance

Health and safety targets will be included as part of a range of performance measures for the Society. The successful implementation of the health and safety commitments will protect the health, safety and welfare of all employees and others affected by the Society's work activities, deliver continuous improvement in health and safety performance and allow employees to work more efficiently and therefore improve the quality of services provided.

I have read this Health and Safety Policy and agree to support Monovikas Charitable Society in the policy's implementation.

Name _____

Signature_____Date_____

Position _____