

Occupational Health & Safety – Management

According to the law, Interchange needs to make sure that they have a safe and healthy workplace, and that they don't put anyone at risk of getting sick or hurt.

Interchange Outer East tries to:

- See where there might be health and safety risks and fix these before anyone gets hurt or sick
- Meet the legal requirements for health and safety
- Make sure all equipment is same
- Keep a safe environment for everyone
- Offer training to staff and volunteers about health and safety
- Give staff and volunteers information to help keep them safe at Interchange
- Have staff and volunteers involved in keeping Interchange safe
- Regularly look at how safe Interchange is
- Always improve health and safety at Interchange

Responsibilities

Executive Officer

The Executive Officer makes sure that Interchange:

- Reviews their policies around occupational health and safety regularly;
- Allows staff and volunteers to have a say around health and safety;
- Makes sure that staff and volunteers are able to keep themselves safe at Interchange;
- Meets the legal requirements for health and safety;
- All health and safety risks are recognised and fixed;
- All incidents are reported and followed up

Occupational Health and Safety Coordinator

Health and Safety coordinator makes sure that:

- Health and safety policies are in place and up to date
- Help staff and volunteers to recognise risks
- Provide safety information and training
- Let the Executive Officer know if there are any health and safety concerns
- Help staff and volunteers to stay safe

Managers and Team Leaders

Managers and Team Leaders need to ensure:

- People are following the health and safety policies
- Health and safety risks are recognised and fixed
- Staff and volunteers know how to keep safe

Employee and Volunteers

Staff and volunteers need to keep themselves safe. They need to:

- Report any incident or hazards
- Work as per the Health and Safety Policies
- Obey instructions given for the purpose of Health and Safety
- Use equipment to protect their health and safety
- Help identify risks and hazards
- Provide feedback
- Not be affected by drugs or alcohol

Visitors to Interchange Outer East need to:

- Work with the Health and Safety policies
- Listen to staff and volunteers who understand health and safety at Interchange

Occupational Health and Safety Committee

The occupational health and safety committee will:

- Help create and review health and safety policies
- Consider changes that might improve health and safety at IOE
- Remind staff of the importance of health and safety at IOE
- Keep track of how IOE is doing with health and safety
- Keep track of how injured staff are going
- Help to recognise hazards and risks