

## **Occupational Health & Safety – who does what?**

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.

### **The Board**

The Board makes sure that Interchange:

- Does their best to reduce any risks in the work environment
- Complies with the law
- Keeps a safe environment
- Keeps all staff and volunteers safe
- Offers training to all staff and volunteers to keep them safe
- Regularly checks in on how safe the work environments are
- Always tries to get better at keeping people safe

### **The 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