

HEALTH & SAFETY GENERAL POLICY STATEMENT

Important: All employees and volunteers must read this statement and be familiar with the organisation's policies.

It is the policy of PTCT to comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and other supporting legislation concerning Health and Safety. At all times the organisation will endeavour to provide and maintain a healthy and safe working environment for its employees and volunteers as well as taking steps to protect the health and safety of all visitors and members of PTCT, including contractors from other firms and temporary employees and any members of the public who might be affected by our operations.

The overall objective of PTCT's health and safety policy is to minimise the number of instances of occupational accidents and illnesses. The ultimate objective is not to have any such instances. The organisation will endeavour to do all that is reasonably practicable to ensure the health and safety of its employees and volunteers, however, health and safety at work is the responsibility of each and every individual associated with the organisation. All of the employees and volunteers are required to be constantly vigilant and concerned for the welfare of others.

It is also the duty of each employee and volunteer to take reasonable care of his or her own welfare and to report any situation which may pose a threat to the well-being of himself or herself, or any other person. Such hazards in the workplace e.g. frayed electrical cables, dangerously defective equipment, unsafe structures, possible fire risks, loose floor tiles, etc., should be reported as a matter of routine and no employee or volunteer will be penalized for complaining if such hazards are not rectified by the management. It is therefore every employee and volunteer's responsibility to report immediately any situation that could endanger the well-being of themselves or others. Reporting of injuries, however small, sustained by a person at work must never go unrecorded. Accident records are crucial to the effective monitoring and revision of the organisations policy and must therefore be accurate and detailed.

PTCT believes that the success of its Health and Safety Policy can only be achieved through the co-operation of all employees and volunteers. Employees and volunteers will be provided with the required equipment, information, training and supervision necessary to implement and comply with the organisation's health and safety policy.

The organisation's health and safety policy will be continually monitored and improvements to the policy will from time to time be implemented. The organisation invites all employees and volunteers to put forward any suggestions for improvements, or any complaints, regarding the health and safety policy either informally or in writing directly to the Health and Safety Co-ordinator.

Full Name:
Signed:
Date: