# *Health & Safety Regulations*

# 1. Purpose

The purpose of this policy is to communicate Hope Vocational Training Institute special emphasis on safety programs so that employee injuries and illnesses can be prevented. This policy applies to and is mandatory for all staff.

# 2. Introduction

Hope Vocational Training Institute is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, authorized visitors, and anyone else who may be affected by our operations.

# 3. Responsibilities

1. **Management:**

**The management will provide and maintain a safe working environment as far as possible:**

* Safe systems of work
* Information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
* Identify and control exposures in operations that can injure people, interrupt operation of company, or damage property, equipment, and materials.
* Provide leadership and encourage all employees to take responsibility and ownership for safety.
* A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
* Integrate EH&S requirements into operational and business planning, research and development and management system.
* A commitment to continually improve our performance through effective safety management.

1. **Employees:**

**Each employee has an obligation to:**

* Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to relevant equipment.
* Take reasonable care of the health and safety of themselves and others. o Wear personal protective equipment and clothing where necessary.
* Lab staff must follow their dress code and those who work with hazardous chemicals/ materials must wear additional PPE's.
* Follow the guidelines of prohibited entrance of irrelevant personnel to CR&DI Lab, IT room, Electricity control room etc. to avoid any accident.
* Comply with any direction given by management for health and safety.
* Not misuse or interfere with anything provided for health and safety.
* Report all accidents and incidents on the job immediately, no matter how trivial.

# 4. Application of the policy

**I. First Aid**

* A person first aid kit will be placed in every department/floor. Smaller kits with fire extinguisher may be located in vehicles.
* All employees will be provided trainings on the use of First Aid kit.

## II. Injury response procedures

When anyone is injured in the workplace the following steps will be taken:

* First person on the scene will call for help and check that the area is safe
* If necessary an ambulance will be called or the injured person will be driven to the hospital by an employee
* The scene will be made secure for the investigators if required o The supervisor will call family members and colleagues as required

## III. Workplace inspection

* Inspections will be conducted monthly by the departmental designate. The results will be recorded on the Physical Conditions Checklist.
* Monthly meetings will discuss the safety concerns as needed. Recommendations to address any problems will be developed and implemented by the institute to ensure a safe and efficient operation. A record of attendance and topics discussed will be kept on file.
* Employee must check the system/equipment prior to operating it to determine if it is in safe operating condition.

## IV. Fire Prevention/Control

* Every employee must know the location of fire extinguishing equipment in his/her work area. The fire extinguisher must be labelled properly and highlighted.
* No employee shall smoke within office building and while walking in woodland.
* All fire extinguisher, fire equipment or fire cache/trailer must be checked for readiness at least quarterly.

## V. Emergency Exit Routes

An emergency exit is the portion of the exit route that generally is separated from other areas to provide a protected way of travel out of the workplace.

## Team Hope Vocational Training Institute

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