

ELHQ - Health & Safety Policy



Health and Safety at ELHQ

It is the intention of ELHQ Solicitors (the “**Firm**”) to safeguard the health, safety and welfare of all its employees by all reasonable and practical means. The Firm and its employees must comply with the Safety, Health and Welfare at Work Acts 2005 to 2014, (the “Acts”). These Acts apply to all employers, employees (including fixedterm and temporary employees) and self-employed people in their workplaces.

The Firm and its employees must also endeavour to conduct its operations in such a way as to ensure that members of the public or other individuals at our place of work (who are not employees of the Firm) are not exposed to unnecessary risks.

It is the Firm’s policy to exercise vigilance, to detect and, where possible, remove hazards from the workplace, to provide training and instruction to ensure employees perform their work in a safe and proper manner, and to provide safety equipment and clothing where necessary.

The Firm will promote standards of safety, health and welfare that comply with the provisions and requirements of the Acts and other relevant legislation, standards, and codes of practice. The Firm will, insofar as is reasonably practicable, periodically review the system in place for the management of occupational safety and health and where necessary improve it. The Firm will also consult with staff on matters related to safety, health and welfare at work.

In order to prevent workplace injuries and ill health the Firm is required, among other things, to: - Provide and maintain a safe workplace that is well designed and maintained, and which uses safe plant, machinery and equipment which is well designed and maintained - Provide a safe means of access to and egress from the place of work - Provide safe systems of work - Provide welfare facilities and arrangements that are well designed and maintained - Prevent risks from use of any article or substance and from exposure to physical agents, noise and vibration - Prevent any improper conduct or behaviour likely to put the safety, health and welfare of employees at risk - Provide instruction and training to employees on health and safety - Provide suitable and maintained protective clothing and equipment - Ensure that Emergency Plans are tested and revised regularly

Kieran Lardner, Health and Safety officer, has overall responsibility for health and safety at the Firm. Day to day management of health and safety is the responsibility of the Firm’s Safety Officer. The Firm’s Safety Officer is Kieran Lardner.

The Firm expects employees to recognise and undertake their responsibility to work safely and efficiently and to adhere to the Firm’s safety rules and regulations while at work. All employees have an obligation under the Acts to do everything they can to prevent injury to themselves and to others. Employees also have a responsibility to report hazards or potentially hazardous situations to their manager and/or the Firm’s Safety Officer.

All employees have the following duties while at work:

1. To take reasonable care for their own health and safety and that of other person(s) who may be affected by their acts or omissions at work;
2. To co-operate so far as it is necessary to enable the Firm to perform any duty or comply with any requirement imposed under any statutory provision affecting safety health and welfare at work;
3. To neither interfere with nor misuse anything provided in the interests of health, safety or welfare;
4. Not to be under the influence of any intoxicant in the workplace to the extent that it is likely to endanger his or her own safety, health or welfare at work or that of any other person;
5. Not to engage in improper conduct or behaviour that is likely to endanger his or her own safety or that of any other person;
6. To attend such training and, as appropriate, undergo such assessment as may reasonably be required by the Firm or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee;
7. To undergo any reasonable medical or other assessment if requested to do so by the Firm.

Employees also have a duty to:

1. Avoid taking unnecessary risks.
2. Wear the appropriate safety equipment and clothing.
3. Report without delay defects in vehicles, equipment or appliances.
4. Report without delay all incidents that have led to (or equally important MAY lead to) injury or damage.
5. Assist in the investigation of accidents with the aim of introducing controls to prevent their re-occurrence.
6. Avoid improvising in a manner that may entail unnecessary risks.
7. Suggest ways of eliminating hazards.
8. Set a personal example.
9. Avoid intentionally or recklessly interfering with safety measures provided.