Health & Safety Procedures and Structure

Background:

xxxxxx

Policy:

1. The Facility Manager, a qualified and experienced Health & Safety officer and the legislative requirements for an employee of the Association to be appointed as such therefore means that the current Safety Committee structure needs to be revised as this committee needs to fall under the management of the Facility Manager.
2. It is therefore the decision of the Association Board that the Safety Committee to which the Wardens currently belong be restructured as follows:
   1. Facility Manager to coordinate and chair Health & Safety Committee Meetings
   2. The Health & Safety Committee is made up of two groups:
      1. Settlers Park Association employees – one representative per department
      2. Health & Safety Volunteers (HS Volunteers) (former Safety Committee wardens)
   3. The duties of the Facility Manager and these two groups is as follows:
      1. Facility Manager:
         * To chair bi-monthly meetings
         * To provide updates on Health & Safety related matters
         * To provide and/or arrange training where necessary
         * To provide Residents with information relating to Health & Safety matters at Residents Meetings and/or in Park publications/ communication mediums
         * To oversee all Health & Safety matters on a day to day basis
      2. SPA Employees:
         * To share information related to Health & Safety in their departments with the committee
         * To raise any concerns their department may have
         * To take information from the Committee back to their departments and provide feedback/training
      3. Health & Safety Volunteers:
         * To assist the Facility Manager where requested with reporting of matters that come to their attention, e.g. street lights that are out
         * In the event of an emergency to assist with directing of emergency services, support services to Residents affected by the emergency
         * The Health & Safety Volunteers are to annually elect a co-ordinator who will be responsible for communication between the Facility Manager the H&S Volunteers