



Purpose

The Featherston Community Centre Charitable Trust is committed to ensuring the health and safety of all workers and others by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

The Board is committed to providing and maintaining a safe and healthy workplace for all workers, volunteers and other people in the workplace. We will achieve this through:

- Making health and safety a key part of our role
- Working with our workers to improve the health and safety system at our Centre
- Ensuring that current Manager has a current first aid certificate
- Doing everything reasonably possible to remove or reduce the risk of injury or illness
- Making sure all incidents, injuries and near misses are recorded in the appropriate place
- Investigating incidents, near misses and reducing the likelihood of them happening again
- Having emergency plans and procedures in place and communicating these
- Training everyone about hazards and risks so everyone can work safely and healthily
- Providing appropriate induction, training and supervision for all new and existing workers
- Helping workers who were injured or ill to return to work safely
- Doing everything reasonably possible to ensure contractors and sub-contractors working at our Centre operate in a safe manner
- Inform the Centre of what activities you will be doing at the Centre, and discuss any possible hazards and precautions

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in improving health and safety systems at work
- Following instructions, rules, procedures and safe ways of working
- Reporting any pain or discomfort as soon as possible
- Reporting all injuries, incidents and near misses
- Helping new workers, staff members, volunteers, trainees and visitors to the workplace understand the right safety procedures and why they exist
- Reporting any health and safety concerns or issues to the Board or Centre Manager immediately
- Keeping the work place tidy to minimise the risk of any trips and falls
- Wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards
- Inform the Centre of what activities you will be doing at the Centre, and discuss any possible hazards and precautions

Volunteers are provided with health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and Safety is everyone's responsibility.

Chair _____ Date: __/__/____ Next review date: __/__/____