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GlasgowLife™

Health & Safety (Extract)

GLASGOW LIFE HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Glasgow Life to safeguard the health, safety and welfare of its employees and all persons likely to be affected by its undertaking. Glasgow Life accepts the aims and provisions of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations and aims to comply with all relevant statutory obligations. The successful Management of Health and Safety contributes to the overall performance of Glasgow Life. Glasgow Life is, therefore committed to -

1. Developing a positive health and safety culture in all undertakings which secures the commitment and participation of all employees.
2. Assessing the risks to the health and safety of its employees and to anyone else who may be affected by its undertakings with the aim of eliminating or controlling the hazards/risks, so far as is reasonably practical.
3. Making arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures identified as being necessary in the risk assessments.
4. Providing information, instruction, training and supervision to employees and others as is necessary to implement and maintain high standards of health and safety.
5. Establishing arrangements for ensuring safety and absence or risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practical.
6. The provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work, so far as is reasonably practicable.
7. Developing systems of Joint Consultation with employees and / or their representatives.

Glasgow Life to promote positive policies regarding health and safety concerns at work. Each employee, regardless of status, is responsible for strictly adhering to the Company policies and procedures that are identified in documentation held at designated Glasgow Life premises.

This Health and Safety Policy will be kept under constant review and amended when necessary.

Signed
Dr Bridget McConnell
Chief Executive

Date 10 June 2012

HEALTH AND SAFETY ORGANISATION / RESPONSIBILITIES

Employees

Responsibilities -

- 1) The Health and Safety at Work etc. Act 1974 states that:

"It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work", and

"as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, co-operate with them, as far as is necessary, to enable that duty or requirement to be performed or complied with".

- 2) "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare in pursuance of any of the relevant statutory provisions".

- 3) All employees, regardless of status, must observe the following:-

- Take reasonable care to avoid injury to themselves and others.
- Report to their supervisor all hazards which they cannot eliminate themselves.
- Use correctly all work items (including personal protective equipment) provided by the Company in accordance with the training and the instructions they receive to enable them to use the items safely.
- Accept the need for safety training.
- Report all accidents to their Manager / Supervisor.
- Seek first aid treatment for any injury sustained at work.
- Work safely and not remove any safety device / guard provided for the safety of themselves and others.
- Co-operate in joint consultation on Health and Safety matters.
- Cease any work activity or leave any work area where the employee believes there is serious/imminent danger to themselves or others and report to their supervisor. No disciplinary action will be taken against an employee who genuinely ceases a work activity for Health and Safety reasons.

Disciplinary Procedures

Disciplinary action may be initiated against any employee(s) who fail to comply safety rules or policy and procedures or fails to use PPE or equipment provided. The Glasgow Life Code of Discipline and Discipline Procedure will be followed.

HEALTH AND SAFETY CONCERNS

The following procedure should be followed as a means of solving health and safety concerns:-

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| Stage 1 | Employee raises concerns with their immediate Manager / Supervisor. If it is not resolved:- |
| Stage 2 | Employee raises concerns with Safety Representative. The Safety Representative may be able to assure the employee that no hazard exists. If not, the Safety Representative raises problem with the same Manager / Supervisor If it is not resolved:- |
| Stage 3 | The Safety Representative raises concerns with the next level of Management. If it is not resolved:- |
| Stage 4 | The Safety Representative raises concerns with the Head of Service |