

SAFETY HEALTH AND WELFARE

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5. SAFETY HEALTH & WELFARE

5.1 Safety Health & Welfare at Work Acts 2005 and 2010

It is the objective of all ETB funded Community Training Centres to provide a safe and healthy training and work environment for all staff and Learners, and to meet their duties to other persons including members of the public who may be affected by their operations.

Community Training Centre Boards of Directors will accept not only their statutory responsibilities but also their obligations as employers to manage and endeavour to achieve exemplary standards in safety, health and welfare within all Community Training Centre training locations.

The Community Training Centres recognise their duty to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees and Learners as required under the Safety Health & Welfare Acts 2005 and 2010 and all regulations existing under the Acts. In this regard training for the Boards of Directors, General Managers, Trainers and Clerical Staff must be provided by the Community Training Centre.

5.2 Safety Statement

The Centre must display, in a prominent location, the "Safety Declaration" (signed by the Chairperson), from the Community Training Centre's Safety Statement. The Centre must ensure that the Safety Statement complies with the requirements of the Safety, Health and Welfare at Work Acts 2005 and 2010 and subsequent regulations.

Community Training Centre must recognise their responsibilities to:

- Provide training and instruction to all its employees and Learners to enable them to perform their work and undergo their training safely and efficiently so far as is reasonably practicable,
- Make available all necessary safety devices and proper equipment and to provide guidance on their use.

Staff and Learners have a duty to co-operate in the operation of this policy as set out in the Safety, Health and Welfare Act 1989 and any subsequent regulations, as follows:

- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work or undergoing training.

All staff should specifically note the hazards for all work areas as per the Safety Statement, and actively practice good housekeeping.

- Comply with any relevant statutory provisions relevant to the work of the Community Training Centre.
- To use for protection purpose any suitable appliance, protective clothing, equipment or other means provided for securing his/her safety, health or welfare while at work,
- To report to his/her immediate supervisor, without delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which he/she becomes aware,
- Shall not intentionally or recklessly interfere with or misuse any appliance, protective clothing, equipment or other means provided for securing the safety, health or welfare of persons arising out of work activities.

5.3 Essential for all staff

The following training will be implemented for all staff and the training recorded as per 4.2:

- Overall areas of responsibilities of staff.
- Safety, Safety Statements and Safety Committees.
- Current legislation impacting on all aspects of educational training.
- Accident procedures and Incident Book recording.
- Fire Safety and Fire Drill.
- Sexual Harassment/Bullying.
- All Community Training Centre Instructors are required to undertake a Manual Handling Programme.
- Each Centre must have at least two staff trained to a recognised standard in First Aid.
- All computer users must be familiar with regulations as they apply to visual display screens.
- All relevant trainers must familiarise themselves with the Noise Regulations 1990 and the Abrasive Wheels Regulations 1982.
- All Community Training Centres should have written Staff Welfare policy and supports including stress management.

5.4 Injury Reporting

All reports of injury to staff and Learners must be notified to the ETB immediately following the injury. The Serious Incident Report LT2 must be completed in detail and forwarded to the local ETB Office within 5 days following the injury.

The Community Training Centre will ensure that the appropriate safety training will be included in the Training Programmes related to the industries that Learners are been trained for.

5.5 Work Breaks etc

Refer to current Working Time Act for guidance, and duration of breaks etc.