

POLICY 2 - OCCUPATIONAL SAFETY AND HEALTH

GOAL

To promote procedures that provide for the prevention of harm to staff, volunteers and visitors whilst working within the Theosophical Society headquarters.

To be guided by the principles as set in the Health and Safety in Employment Amendment Act 2002.

OBJECTIVES

- The President will make regular inspections of the headquarters of the Theosophical Society plant and buildings, to identify all hazards that have the potential to harm the employees or persons using the building.
- The definition of 'harm' and 'hazard' have been extended. Harm now explicitly includes mental harm by work related stress. A hazard now includes physical and mental fatigue.
- To eliminate, isolate or minimise any significant hazards that may be noted during the routine annual inspection. An annual checklist is to be made of the potential hazards for above action.
- To involve staff and volunteers in this identification of hazards process, and to put into place regular meetings for consultation and information regarding safe practices in the working place as related to the Health and Safety Act 1992.
- To have in place a civil emergency/evacuation policy and plan and that this is communicated to staff and those using the accommodation (Separate policy/procedures Standard 1).
- To record all accidents to employees, residents and visitors. A register of all accidents to staff/occupants will be kept. Department of Labour, Occupational Safety and Health Service will be notified as soon as possible when any accident falls within the definition of serious harm as defined in the Health and Safety in Employment Act 1992 and written confirmation of the accident is provided within seven days.
- To provide for the training of a staff member to provide emergency First Aid, and to ensure that opportunities are available to staff to increase their personal knowledge of First Aid.
- To ensure a safe working environment is provided and maintained.
- To ensure procedures are in place to maintain the safety of staff and occupants at all times. This is the responsibility of the management.

GUIDELINES

- A safe working environment is provided and maintained.
- Fire extinguishers and alarms in place and checked annually (April)
- Fire Exits are clearly labelled
- Furniture is ergonomically safe
- Computer screens are set at an acceptable height
- Photocopier is kept away from immediate reception area
- The Building Committee will ensure that any immediate maintenance as required is actioned.

- The Management Committee will consult with and involve the Properties Trust Board in the intended development, maintenance, or improvement, of buildings and outside equipment.
- The Management Committee will be responsible for the ongoing monitoring of any Health and Safety plans and procedures and will report to the full Committee at regular intervals.
- All practical steps must be taken to ensure that the equipment is safe for its intended use and that protective clothing is issued for use by the employee, where appropriate.
- The accident register for employee, residents and visitors is to be kept in the downstairs kitchen within the labelled cupboard. The official accident report form is to be completed by the staff member, which includes the injured person's name, the date and time of the incident and what follow-up procedure was taken.
- Safe practices and conduct in building and grounds will be emphasized to staff, volunteers, occupants and visitors to Vasanta House.
- The building Warrant of Fitness is to be displayed in such a way that the public is able to view this.
- Potential dangerous substances are to be locked away so as to be of no danger to staff, residents or visitors.
- In the event of a serious life threatening accident to a staff member, resident or visitor at Vasanta House , no material, equipment or article related to the accident is to be moved or taken away.

CLEANING PLAN

To ensure that all parts of Vasanta House is kept clean and free of rubbish.

This includes:

Daily:

- wiping all kitchen benches/surfaces where food is prepared

Weekly:

- cleaning fridge and any areas where food is stored
- dusting
- cleaning toilets and hand basins - washing all kitchen cloths and tea towels
- washing kitchen and toilet floors
- emptying rubbish
- sweeping/vacuuming all floors

STANDARD 2B – SMOKEFREE POLICY

Vasanta House is a total smoke free zone within the building

A smoke free policy will be adhered to at all times

References:

Stress and Fatigue pamphlet www.osh.govt.nz/oder/catalogue/stress/stressfatigue-p.pdf

Hazard Identification Form www.osh.govt.nz/order/catalogue/forms.shtml

First Aid Register keep with 1st Aid Kit

First Aid training off staff www.osh.govt.nz/order/catalogue/252.shtml

Passed by National Council on 25 September 2004