Junior Achievement Isle of Man | Member of JA Worldwide

Volunteer Health and Safety Policy

Health and Safety Policy Statement

JA recognises the importance of maintaining high standards of health and safety objectives with the same importance as productivity and quality.

The Company will, as a minimum requirement, ensure that it complies with the provisions of the Health and Safety at Work Act 1974 (as applied to the Isle of Man) and all other relevant health and safety legislation and will strive to keep ahead of legislative requirements wherever possible.

The Chief Executive Officer of JA has full responsibility for Health and Safety. It is the intention of the Company to provide and maintain, so far as reasonably practicable, a safe system of work for its employees, volunteers, visitors, contractors and members of the public on Junior Achievement premises.

JA regards promotion of health and safety measures as a mutual objective for employees and volunteers. The emphasis will be on the need to continually improve health and safety performance. It requires all of us to play our part, working together to ensure that our workplace is a safe and healthy one.

Company Responsibility:

It is the Company's policy to:

- provide safe and healthy working conditions;
- avoid accidents and injury;
- ensure all employees and volunteers are aware of hazards and hazardous material at the workplace;
- protect the public who come into contact with the Company and its activities;
- comply with legislation;
- provide and publish health and safety procedures;
- provide training instruction and supervision to enable employees and volunteers to work safely and efficiently;
- provide all necessary safety devices and protective equipment and supervise their use.

Employee and Volunteers Responsibility:

Employees and volunteers have the responsibility for themselves, their colleagues, visitors and members of the public and have a duty to:

- work safely and efficiently;
- use necessary safety devices and equipment provided;
- meet statutory regulations;
- not interfere with, damage or misuse equipment, materials or facilities provided for reasons of health and safety;
- report incidents immediately that have led or may lead to personal injury or damage to property
- adhere to the Company's procedures for ensuring health and safety at work;

- provide the Company with any information which may lead to the introduction of measures to prevent recurrence of accidents.

If an employee or volunteer is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their Manager or a Director of the Company.

If you come into contact with a person suffering from an infectious or contagious disease you must report this to the Chief Executive before commencing work. If you are suffering from an infectious or contagious disease or illness (e.g. rubella or hepatitis) you must not report to work unless medically certified as fit to do so.

Disciplinary action under the Company's Disciplinary Policy and Procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

Reporting Accidents

JA Offices

The Accident Book is kept in the general office. All accidents must be reported as soon as possible, but no later than the end of the next working day and recorded in the Accident Book.

A completed Accident Report must be submitted to the Chief Executive Officer within two working days. Accident investigation should be undertaken once in receipt of report by the supervisor responsible for the area of activity.

School Premises

If you are working on school premises you must report the accident to the school office immediately. In addition, please contact the JA Office for an accident report form.

Off-site Activities

If you are working off-site i.e. at an event, you must report the accident to the management of the premises. In addition, please contact the JA Office for an accident report form.

Employees at Special Risk

The Company recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise the Chief Executive if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

Fire

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections.

Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The Company is responsible for the maintenance and testing of fire alarms and

firefighting, prevention and detection equipment.

All employees must ensure they are familiar with the evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures. Fire exit doors and corridors must never be locked, blocked or used as storage space.

Manual handling

Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain. When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back.

Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

Smoking

The Company operates a smoke-free environment. The Company's business premises are designated 'no smoking'. This applies to directly outside the Company's premises. No smoking is allowed in Company vehicles.

The Company's prohibition of smoking applies not only to employees but also to visitors to the workplace, including clients and customers.

If you wish to smoke, you must do this in your own time either outside your normal hours of work or during your lunch or normal break. You are not permitted to take additional smoking breaks during the day.

Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with the Company's Disciplinary Policy and Procedure. Where smoking creates a clear health and safety hazard, then such behaviour constitutes potential gross misconduct and could render the employee liable to summary dismissal.

The Company applies the above policy to e-cigarettes and vaping also.