



Health & Safety Policy Statement

It is the policy of LMC to comply with the terms of the Health & Safety at Work Order (NI) 1978 and other applicable legislative and regulatory requirements. The Health & Safety objective of LMC is to minimise the number of instances of occupational accidents and illnesses.

LMC recognises and accepts the duty to protect the Health & Safety of all visitors to our premises, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the Commission will do all that is within its power to ensure the Health & Safety of its employees, it is recognised that Health & Safety at work is the responsibility of each and every individual associated with LMC. It is the duty of each worker to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

LMC will provide every worker with the training necessary to carry out their tasks safely. However if a worker is unsure of how to perform a certain task or feels it would be dangerous to perform a specific job then it is the worker's duty to report this to their Manager. An effective Health & Safety programme requires continuous communication between everyone at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of themselves or any other person.

LMC's Health & Safety Policy will be reviewed every three years or more frequently as required particularly when changes to our operations occur.

Responsibilities

The **Chief Executive** is delegated by the Commission to carry ultimate responsibility for Health & Safety.

The **Human Resources Manager** has day-to-day responsibility for policy communication, implementation, monitoring and review.

Line Managers are responsible for practical implementation of Health & Safety Policy, including:

- Ensuring operations under their control are, as far as reasonably practicable, conducted without detriment to the Health & Safety of employees or others who may be affected by their activities;
- Ensuring that their area of responsibility is subject to risk assessment and any actions arising fully implemented;
- Ensuring that all accidents, incidents, near misses and cases of work-related ill health, within their area of responsibility, are recorded and reported. Review of all such reports shall lead to thorough investigation and appropriate remedial action as necessary.
- Ensuring reporting of Injuries, Diseases and Dangerous Occurrences as required by the Regulations (RIDDOR) (NI) 1997.

Employees are required to:

- Co-operate in implementing the requirements of all Health & Safety legislation, related codes of practice and safety instructions;
- Refrain from doing anything which constitutes a danger to themselves or others;
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- Report Health & Safety concerns to an appropriate person.

Failure by any member of staff to comply with the requirements of LMC's Health & Safety Policy may constitute a breach of LMC Disciplinary Rules and will be dealt with as such.

Arrangements

Risk Assessments

Trained members of staff conduct risk assessments and all staff at specific work locations are encouraged to contribute to the process. The findings of risk assessments are reported to the Chief Executive, relevant Line Manager and staff involved. Actions required to remove or control risks are agreed and communicated to relevant staff.

Risk assessments are reviewed routinely in line with the established review list or when the work activity changes.

Information, Instruction and Supervision

The Health & Safety Law “What You Should Know” poster is displayed at LMC Head Office. It is also displayed at other work locations where LMC staff are required to provide services. LMC will work closely with client organisations to ensure Health & Safety arrangements for the organisation are made known to LMC staff and that these staff work in accordance with required procedures.

Health & Safety information is communicated to staff from time to time. This can take the form of oral communication, circulation of relevant information leaflets, e-mails, staff work instructions, codes of practice or by example.

A Health & Safety awareness programme has been introduced for all staff. It will be refreshed periodically but at least every three years. Line Managers or the Human Resources Manager can be contacted at any time for advice or guidance on matters of Health & Safety.

All staff are trained to perform their jobs effectively and with regard to safe working practices and procedures. Where there is daily supervision, it is the responsibility of individuals and those in charge to ensure that Health & Safety standards are maintained. Those staff working without daily supervision are individually responsible for maintaining Health & Safety standards. As part of their induction, new staff will receive Health & Safety training from their Line Manager or from another person delegated by the Line Manager. This training may take place in conjunction with on-the-job training. Training records are held at LMC Head Office.

Personal Protective Equipment (PPE) is issued to all staff as necessary for their specific job. Replacement or additional items are requested through the Administration team at Head Office and records of all PPE requests and issue are maintained at Head Office.

First Aid

There is a trained Appointed Person based at LMC Head Office. Currently this is the Chief Executive’s PA (Karen Murphy Ext 205). Those staff working at client organisations should familiarise themselves with the location of First Aid Boxes and key contacts for First Aid.

Emergency Procedures – Fire and Evacuation

The Chief Executive has nominated the Human Resources Manager to ensure that a Fire Risk Assessment is carried out at LMC Head Office. Alarms are tested on a weekly basis and emergency evacuation is tested at least annually.

Health & Safety Steering Group

A review of Health & Safety matters in the period since 2004 (including incidents, near misses, risk assessments, policy implementation and communication) does not indicate a current need for a specific Health & Safety Steering Group. This will be kept under review.

Records

The Human Resources Manager is responsible for ensuring that appropriate records are kept of all aspects of Health & Safety. This includes proper recording and reporting of accidents and work-related ill health. All Health & Safety records are held at LMC Head Office as follows:

- Training – centralised Personnel Administration Management System (PAMS).
- PPE request and issue – Administration team
- Accident book – Classification Services Manager (Field Staff); Human Resources Manager (Office Staff).
- Risk Assessments, – Human Resources Manager
- Fire alarm testing and evacuation – Fire Wardens.
- Circulation of relevant Health & Safety information – Human Resources Manager.