

MSU HEALTH AND SAFETY POLICY

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and fixed-term employees, casual and agency staff and volunteers (collectively referred to as staff in this policy).

3 What is covered by this policy?

3.1 In accordance with our health and safety duties, we are responsible for:

3.1.1 Assessing risks to health and safety and identifying ways to overcome them.

3.1.2 Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.

3.1.3 Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.

3.1.4 Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.

3.1.5 Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.

3.1.6 Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff. Personnel responsible for implementation of this policy

3.1.7 The Trustee Board has overall responsibility for health and safety and the operation of this policy. The Board has nominated Union Operations Co-ordinator as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

3.1.8 All staff must also recognise that everyone shares responsibility for achieving Bo

and take reasonable care for your health and safety and that of others.

3.1.9 Any health and safety concerns should be reported to the Principal Health and Safety Officer.

4 Standards of workplace behaviour

4.1 You must co-operate with the Principal Health and Safety Officer, supervisors and managers on health and safety matters and comply with any health and safety instructions.

4.2

or your line manager. Information on the use of display screen equipment can also be obtained from the Principal Health and Safety Officer.

10.3 Information on the regulation of manual handling can be obtained from the Principal Health and Safety Officer.

11 Review of policy

11.1 The Principal Health and Safety Officer will ensure that this policy is reviewed frequently.

11.2 We will continue to review the policy regularly.