

## HEALTH AND SAFETY POLICY

### General Statement

- 1 CITB NI is fully committed to meeting its responsibilities under the **Health and Safety at Work (NI) Order 1978**, the **Management of Health and Safety at Work Regulations (NI) 2000**, and associated protective legislation. To achieve those objectives it has appointed designated members of staff to be responsible for organisational health and safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep the Board abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.
- 2 The main responsibility for health and safety lies with the Chief Executive and the Board. CITB NI is bound by any acts and/or omissions of the Chief Executive and directors or managers, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of CITB NI business.
- 3 To comply with its statutory and common law duties, CITB NI has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the organisation.
- 4 CITB NI employees agree, as part of their contract of employment, to comply with their individual duties under both the **Health and Safety at Work (NI) Order 1978** and the **Management of Health and Safety at Work Regulations (NI) 2000** and will co-operate with CITB NI to enable the Board to carry out health and safety duties under the Order. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches. Such breaches will be dealt with in accordance with CITB NI Disciplinary and Dismissal procedure.
- 5 In accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997**, CITB NI has provided an Accident Book and reports accidents, diseases and dangerous occurrences to the Health and Safety Executive as required. CITB NI will comply with its duties towards employees under the **Health and Safety at Work (NI) Order 1978** and the **Management of Health and Safety at Work Regulations (NI) 2000**, so far as is reasonably practicable, in order to:
  - Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work.
  - Encourage the safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
  - Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
  - Make regular risk assessments available to employees.
  - Take appropriate preventative/protective measures.
  - Provide employees with health surveillance where necessary.
  - Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.
- 6 In order to meet its obligations towards the general public, all lawful visitors, trainees and tenants to CITB NI's premises, CITB NI will pay strict attention to its duties under the **Health and Safety at Work (NI) Order 1978** and other relevant legislation.
- 7 This policy has been prepared in compliance with the **Health and Safety at Work (NI) Order 1978** and binds all directors, managers and employees, in the interests of employees and customers. We request that our trainees, visitors and tenants respect this policy; a copy of which can be obtained on demand. This policy will be reviewed on an annual basis in consultation with NIPSA the recognised Trade Union for CITB NI staff.



Signed: Barry Neilson  
Chief Executive

Dated: 1 May 2018