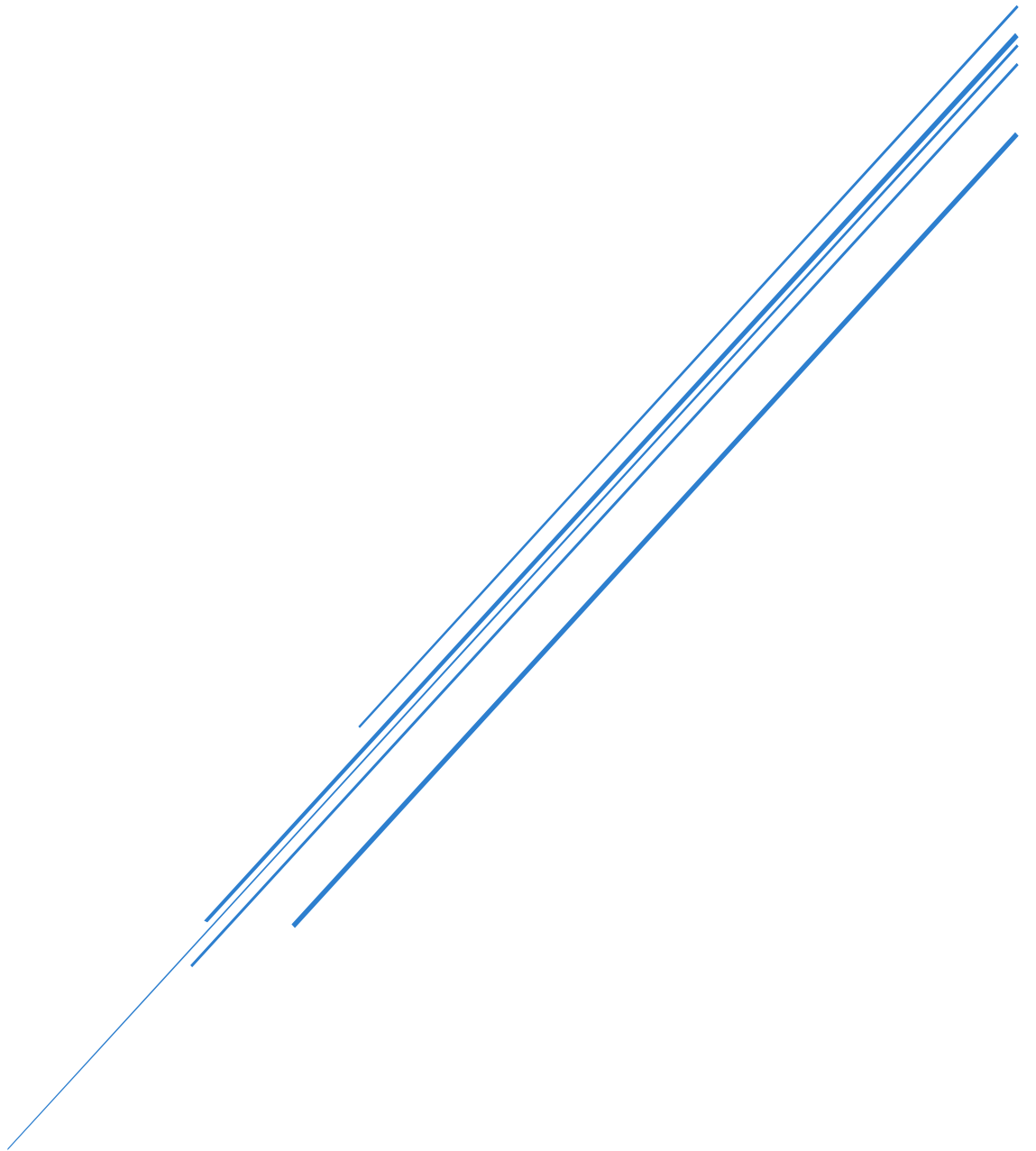


HEALTH AND SAFETY IN THE OFFICE POLICY

National Blue Badge Administration Centre



Contents

Purpose:	2
Responsibilities:	2
General Safety Guidelines:.....	2
Health Guidelines:	2
Training and Communication:	3
Incident Reporting:.....	3

Purpose:

The health and safety of employees is a top priority at National Blue Badge Administration Centre [NBBAC]. This policy outlines our commitment to providing a safe and healthy work environment for all employees, visitors, and contractors in our office.

Responsibilities:

- Management: Management is responsible for ensuring compliance with health and safety regulations, providing necessary resources and training, and leading by example in promoting a culture of safety.
- Employees: All employees are responsible for following health and safety guidelines, reporting hazards or unsafe conditions, and participating in training to maintain a safe workplace.

General Safety Guidelines:

1. Employees must familiarize themselves with emergency procedures, including evacuation routes, fire extinguisher locations, and first aid kits.
2. All workstations should be set up ergonomically to prevent musculoskeletal injuries. Employees should take regular breaks and stretch to avoid strain.
3. Common areas, such as hallways, stairwells, and break rooms, should be kept clean and free of clutter to prevent tripping hazards.
4. Equipment and machinery should be used properly and maintained regularly to prevent accidents.
5. Employees should report any hazards, incidents, or near misses to their supervisor or the designated safety officer.

Health Guidelines:

1. Sick employees should stay home to prevent the spread of illness. Remote work options may be available for employees who are unwell but able to work.
2. Employees should practice good hygiene, including washing hands frequently, covering coughs and sneezes, and avoiding touching their face.
3. Employees should take regular breaks and stretches to reduce the risk of eye strain, headaches, and other symptoms associated with prolonged computer use.

Training and Communication:

- NBBAC will provide training on health and safety topics to all employees, including emergency procedures, ergonomics, and hazard identification.

- Safety information and notices will be communicated through email, posters, or meetings to ensure that employees are informed and up-to-date on health and safety protocols.

Incident Reporting:

- Employees should report any workplace incidents, injuries, or near misses to their supervisor or the HR department immediately. All incidents will be investigated and documented, and corrective action will be taken to prevent future occurrences.

NBBAC is committed to creating a safe and healthy work environment for all employees. This policy will be reviewed and updated regularly to ensure compliance with the latest regulations and best practices. For questions or concerns regarding health and safety in the office, employees should contact the HR department or the designated safety officer.