



The North Harris Trust

Health and Safety Policy

The North Harris Trust (NHT) regards the promotion of Health and Safety measures as a mutual objective for directors and employees.

It is therefore Trust policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards including members of the public as they come into contact with the Trust.

In particular the Trust has a responsibility to:

- provide and maintain safe and healthy working conditions taking account of any statutory requirements;
- provide training and instruction to enable employees to be able to perform their work safely and efficiently;
- make available all necessary safety devices and protective equipment and to supervise their use;
- maintain a continuing interest in health and safety matters applicable to Trust activities by consulting and involving all concerned.

Employees have a duty to co-operate in the operation of this policy:

- By working safely and efficiently;
- By using any protective equipment provided, and by meeting statutory obligations;
- By reporting incidents that have led or may lead to injury or damage
- By adhering to Trust procedures for securing a safe workplace;
- By assisting in the investigation of accidents with the object of introducing measures to prevent recurrence.



Health and Safety Arrangements

An ACCIDENT BOOK is kept in the Trust office. All accidents resulting in personal injury must be recorded.

FIRST AID facilities are found in the cupboard next to the kitchen.

Health and Safety Organisation

The Trust has ultimate responsibility for the health and safety of employees, directors and members of the public engaged on Trust business.

This responsibility is delegated through the Board of Directors to Diana MacLennan (Administrator) who is entrusted with the implementation of all statutory requirements including the Health and Safety at Work Act together with the application of all Trust health and safety arrangements.

The Office Manager will act as Safety Representative who's function it will be to consider and revise as necessary, health and safety matters and procedures in consultation with the Trust directors.