



# **DORCHESTER TOWN COUNCIL**

*STAFF DOCUMENTS SERIES*

# **SAFETY POLICY**

**Last Reviewed:**

January 2020

# DORCHESTER TOWN COUNCIL

## STATEMENT OF SAFETY POLICY

### 1. Council Responsibility

- 1.1 The Council recognises its responsibility under the Health and Safety at Work Etc. Act 1974 to make provision so far as is reasonably practicable for the health and safety of its employees.
- 1.2 The Council further acknowledges its duties under the Act to conduct any work in such a manner as to minimise any risk to persons other than employees so far as it is reasonably practicable to do so

### 2. Protective Clothing and Equipment

- 2.1 The Council will provide, where necessary, such protective clothing and equipment as is reasonably practicable for any work performed by any employee for the Council.

### 3. Tools and Machines

- 3.1 The Council will maintain the tools and machines provided for the use of its employees in a safe and efficient condition.

### 4. Accident Reporting

- 4.1 All accidents whilst at work must be reported and recorded in a book kept specifically for the purpose. This book will be held at the Council Offices. The information that is required to be noted is:
- Name of injured person;
  - Date and time of accident;
  - Age;
  - Sex;
  - Usual employment;
  - Occupation at time of accident;
  - Cause and nature of injury.

### 5. Employee Responsibility

- 5.1 Every employee has a duty to take reasonable care for personal safety and health and also for the safety and health of other persons who *may* be affected by the employee's acts or omissions at work.
- 5.2 Each employee has a duty to assist the Council in fulfilling any legal obligation or statutory provision that is necessary by active and full co-operation.

6. **Managerial Responsibility**

6.1 The responsibility for carrying out the obligations of the Health and Safety at Work Etc. Act 1974 will for all practical purposes be in the authority of the Town Clerk.

7. **LIAISON WITH THE COUNCIL'S HEALTH & SAFETY ADVISORS**

7.1 The Council's Health and Safety Advisors, presently, Ellis Whittam, will be consulted on matters of safety, health, fire or security at the request of the Town Clerk. The advisors will also undertake an annual review of the Council's Health and Safety procedures and practises so as to ensure the Council is in compliance with all relevant legislation.

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