

SHC HEALTH AND SAFETY POLICY

revised 12/05/04

SALISBURY HEALTH CENTRE (SHC) is committed to the health, safety and welfare of all employees and subtenants.

Safety is also a primary responsibility of each employee and subtenant.

SHC will provide a safe and healthy work place, establish a safe working environment and comply with health and safety legislation.

It is the responsibility of SHC management to:

- ensure that SHC staff are adequately trained in all areas
- impress on all staff that accident prevention is an essential part of every job
- instigate annual audits of all work areas on the premises and participate in the removal, isolation, or minimisation of hazards thereby identified

It is the responsibility of each employee and subtenant to:

- discuss any potential health and safety training needs or as subtenants to ensure that their staff

are adequately trained in all health and safety areas

- comply with SHC management's instructions, including completion of the SHC annual audit of work areas (or its equivalent in a subtenant's own Health and Safety policy) and participate in the removal of, isolation of, or minimisation of all/any hazards thereby identified
- use and look after all safety equipment available on the premises whenever appropriate
- report all health hazards, sub-standard conditions or near miss incidents to their management immediately
- report all accident injuries and workplace stress related illness to their management immediately

The SHC practice manager is the designated Health and Safety officer for Salisbury Health Centre Limited.

FIRE AND EMERGENCY

A copy of the Salisbury Health Centre FIRE AND EMERGENCY procedures is hung from the wall of the SHC practice manager's office.

Summary:

If you believe there *may* be a fire or any potentially life threatening emergency on the premises raise

the alarm with a warden on site, emergency services and evacuate yourself and any patient in your care to the grass verge on the street corner opposite (outside the Asko premises across the street).

SHC FIRE WARDENS are:

Dr. Lindsay Strang (Chief Fire warden)

Lena & Leta; Practice Nurses (Deputy Fire wardens)