**EMPOWER ME TOGETHER**

**General Health and Safety Policy**

**1. Introduction** This Health and Safety Policy outlines the commitment of Empower Me Together to maintaining a safe and healthy environment for all employees, contractors, volunteers and visitors at our workshops. Adherence to this policy is mandatory to ensure compliance with applicable health and safety laws and regulations.

**2. Policy Statement** Empower Me Together is committed to:

* Preventing accidents, injuries, and illnesses in the workplace.
* Providing safe equipment, tools, and processes.
* Ensuring employees are trained and competent in health and safety practices.
* Regularly reviewing and improving health and safety measures.

**3. Responsibilities**

* **Management:**
	+ Ensure the implementation and enforcement of this policy.
	+ Provide resources for health and safety improvements.
	+ Conduct regular risk assessments and inspections.
* **Employees:**
	+ Follow safety procedures and use protective equipment as required.
	+ Report hazards, incidents, or unsafe conditions promptly.
	+ Participate in training programs and safety meetings.
* **Visitors and Contractors:**
	+ Comply with all health and safety requirements while on site.
	+ Report any hazards or incidents to a supervisor immediately.

**4. Hazard Identification and Risk Assessment**

* Regular risk assessments will be conducted to identify potential hazards.
* Control measures will be implemented to minimize or eliminate risks.
* Employees are encouraged to contribute to hazard identification and report unsafe conditions.

**5. Safe Work Practices**

* Maintain a clean and organized workspace to prevent slips, trips, and falls.
* Ensure proper use of tools, machinery, and equipment.
* Follow lockout/tagout procedures when working on electrical or mechanical systems.
* Store and handle hazardous substances according to safety guidelines.

**6. Personal Protective Equipment (PPE)**

* Appropriate PPE will be provided and must be worn when required, such as safety goggles, gloves and ear protection if required.
* Employees are responsible for maintaining and using PPE correctly.

**7. Emergency Procedures**

* Clearly marked exits and evacuation routes will be maintained.
* Fire extinguishers, first aid kits, and other emergency equipment will be readily available.
* Emergency drills will be conducted periodically to ensure readiness.

**8. Training and Communication**

* Employees will receive training on health and safety policies, procedures, and updates.
* Safety information will be communicated through signage, meetings, and written materials.

**9. Incident Reporting and Investigation**

* All incidents, injuries, and near misses must be reported promptly.
* Investigations will be conducted to determine causes and implement preventive measures.
* Records of incidents and corrective actions will be maintained.

**10. Monitoring and Review**

* Health and safety performance will be monitored regularly through inspections and audits.
* This policy will be reviewed annually or as necessary to reflect changes in regulations or operations.

**11. Non-Compliance**

* Failure to comply with health and safety requirements may result in disciplinary action, up to and including termination of employment or contract.

**12. Conclusion** Empower Me Together is dedicated to fostering a culture of safety and accountability. Everyone has a role to play in ensuring a safe and healthy working environment. By working together, we can prevent accidents and promote well-being.