

# Health & Safety Policy statement

## Part 1: Statement of intent

- This is the health and safety policy statement of The Association of Certified Public Accountants
- Our health and safety policy is to:
  - prevent accidents and cases of work-related ill health
  - manage health and safety risks in our workplace
  - provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
  - provide personal protective equipment
  - consult with our employees on matters affecting their health and safety
  - provide and maintain safe plant and equipment
  - ensure safe handling and use of substances
  - maintain safe and healthy working conditions
  - implement emergency procedures, including evacuation in case of fire or other significant incident
  - review and revise this policy regularly

Sd/-

Mohasin Tahasildar

CEO,

The Association of Certified Public Accountants

Date: 31/07/2021

Review Date: 31/07/2022

## **Part 2: Responsibilities for health and safety**

- 1 Overall and final responsibility for health and safety: Governing Council of Institute
- 2 Day-to-day responsibility for ensuring this policy is put into practice: Mr Mohasin Tahasildar
- 3 To ensure health and safety standards are maintained/improved, Mr Mohasin Tahasildar have full responsibility in the following areas:
  - safety, risk assessments, consulting employees, accidents, first aid and work-related ill health
  - monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation
  - maintaining equipment, information, instruction and supervision, training
- 4 All employees should:
  - co-operate with supervisors and CEO on health and safety matters;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person (as detailed above).

## **Part 3: Arrangements for health and safety**

### ***Risk assessment***

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.

### ***Training***

- We will give staff and subcontractors health and safety induction and provide appropriate training(including working at height, asbestos awareness and electrical safety).
- We will provide personal protective equipment.
- We will make sure suitable arrangements are in place for employees who work remotely.

### ***Consultation***

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety

### ***Evacuation***

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.