

**FR. DOGLI MEMORIAL TECHNICAL INSTITUTE
NEW AYOMA, JASIKAN. OTI**



HEALTH AND SAFETY POLICY



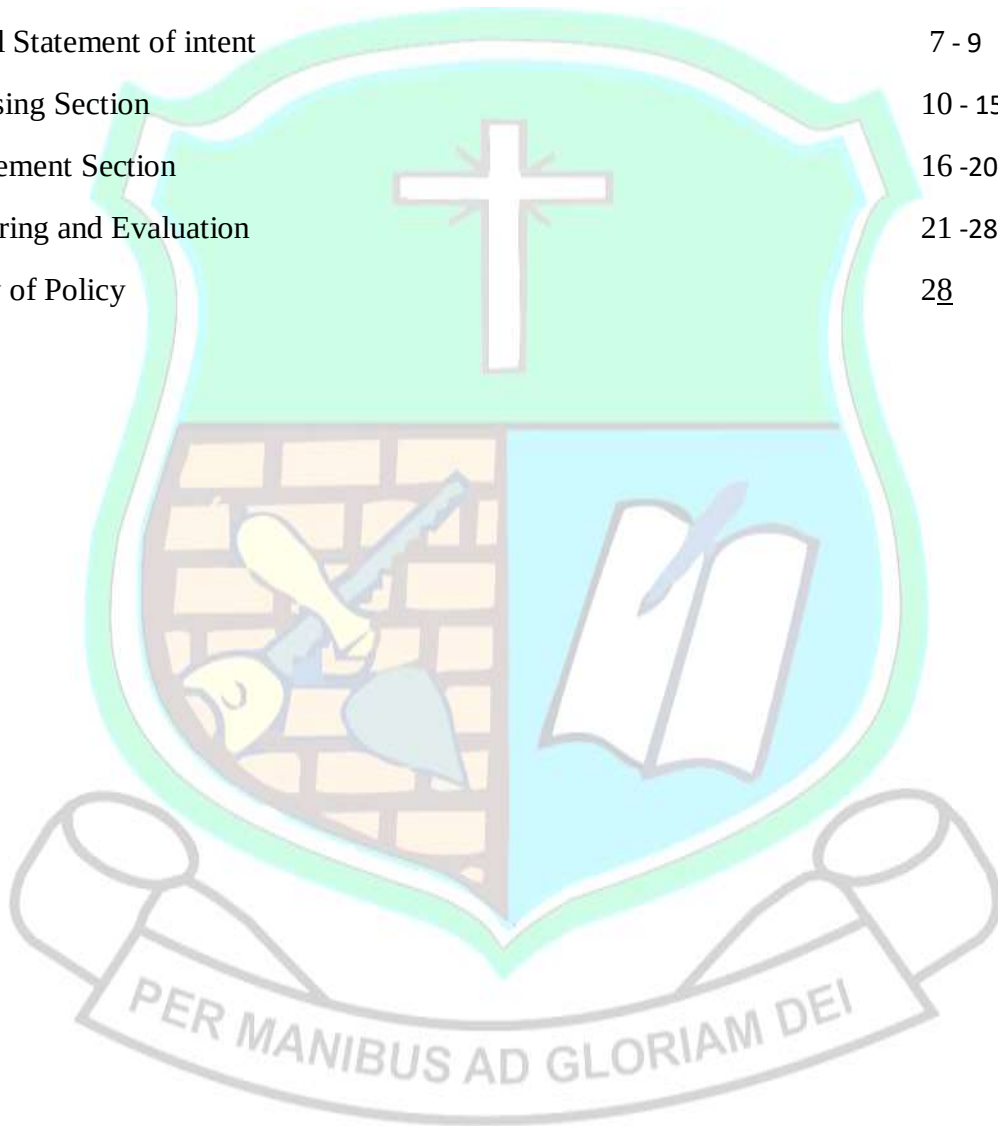
TABLE OF CONTENTS

CONTENT

PAGE

TABLE OF CONTENT

1.0 Introduction	3
1.1 Policy Definition	6 - 6
2.0 General Statement of intent	7 - 9
3.0 Organising Section	10 - 15
4.0 Arrangement Section	16 - 20
5.0 Monitoring and Evaluation	21 - 28
6.0 Review of Policy	<u>28</u>



1.0 INTRODUCTION

1.1 Health and Safety Management and its Importance

Health and Safety Management - is an organized efforts and procedures for identifying workplace hazards and reducing accidents and exposure to harmful situations and substances. This includes training of personnel in accident prevention, accident response, emergency preparedness and use of protective clothing and equipment.

General Importance – Health and safety regulations are paramount to the well-being of the employees and the employer. There are many hazards present at the work environments and it's the sole responsibility of the employers to keep their employees safe from these hazards.

Below are a few reasons why workplace health and safety standards are important; -

- I. **Prevent injury and illness** – Health and safety procedures in the workplace reduce the employee's illness and injuries greatly. The procedures help the employer and the employee's the understanding of the potential hazards in their work environment. Training is important and effective as it will educate the employees on the proper workplace procedures, practices and behaviour to prevent possible injuries and illness or contamination from improper hygiene.
- II. **Reduces Health and Safety Hazards** – Potential hazards are rampant in almost every workplace environment. Health hazards can range from contamination of food due to unsafe handling or preparation practices to an infectious disease outbreak caused by improper hygiene and personal care, equipment, chemicals, certain behaviours and activities and even furniture can be a potential cause of injury or harm to you or the employees.
- III. **Avoid Serious Consequences** – Violating or not having safety and health procedures in place can have a tremendous impact on your business or establishment. An

establishment could lose money, workers, clients, productivity, vendors, respect and potentially the entire business due to negligence.

However, much of this can be avoided if health and safety procedures are realised and implemented accordingly.

1.2 Health and Safety Policy in Compliance with Legal and Regulatory Requirements

A Health and Safety Policy is a written statement of principles and goals embodying the company's commitment to workplace health and safety.

The Occupational Health and Safety Act, Act 85 of 1993, requires the employer – Fr. Dogli Memorial Technical Institute to provide and maintain as far as reasonable and practical a work environment that is safe and without risk to the health of employees.

Section 7 of the Act provides direction to employers concerning the health and safety policy of the organisation.

According to this section, the employer - Fr. Dogli Memorial Technical Institute is obligated to have a health and safety policy once Council for Technical and Vocational Education and Training (CTVET) has directed him to do so.

According to legal prescription the employer must inform employees how work related risks and dangers could be prevented.

A health and safety policy could prove to be a valuable tool in this regard, in fact the importance of work related policies and procedures cannot be over emphasised. In a home there are usually rules that the family abides by which brings order to the home. The same applies to the workplace; rules and regulations bring order to the workplace.

Employers need to comply with minimum standard legislation but the employer also has the right to set a better standard for their particular business. It is imperative to communicate these standards to employees and other role players like contractors. This should preferably be done in writing and these documents are called policies and procedures.

Policy documents also provide direction to all company activities and provide the criteria to measure and evaluate efficiency. In short, policies and procedures could be described as a set of documents that

describe an organisation's policies for operation and the procedures necessary to fulfil the policies. Without it, it would basically be impossible to effectively control and manage employees and other role players.

The primary objective of a health and safety policy is to prevent or reduce work-related accidents and occupational diseases. An appropriate policy could help to avoid the expense, inconvenience, and other consequences of workplace accidents by making sure that employees and other role players know what is expected of them. A good policy will indicate how the organisation protects those who could be affected by its activities and be broad enough to cover all aspects of the company's activities.

1.3 Policy Definition

Health and Safety – This refers to laws, rules and principles that are intended to keep employees (people) safe from injury or disease at work and in public place.

The Aim and Objective of the Health and Safety Policy of Fr. Dogli Memorial Technical Institute are clearly stated below;

Aim

The main aim of the Workplace Health and Safety Policy is to;

1. Secure the health and safety of the employees through the elimination or minimisation of risks, provision of advice, information, education and training.
2. Use effective and appropriate compliance and enforcement measures.
3. Enhance organizational knowledge through dissemination of successful practices leading to enhancement of productivity and efficiency.
4. Train the next generations to incorporate quality improvement practices in their work.

Objective

1. To prepare and, as often as may be appropriate, revise a written statement of the general policy with respect to Health and Safety at Work Regulations.
2. To have arrangements in place to cover health and safety. This will be integrated with the management system for all other purposes. The system in place will depend on the size and nature of the activities to be undertaking and will include effective planning, organization, control, monitoring and review of the preventative and protective measures.

This policy document sets out the steps which will be taken to ensure compliance with the provisions of the Health and Safety at Work , the Management of Health and Safety at Work Regulations and other associated Acts and Regulations including changes to or new legislation as it is introduced.

The document comprises of three parts.

- The first is a general statement of intent outlining the basic objectives to be achieved.

- This is followed by a description of the organization responsible for managing health and safety, and designates the personnel responsible for carrying out this policy.
- The third part explains the arrangements in force for ensuring that the policy is put into effect.

All of these contribute to and form part of the Fr. Dogli Memorial Technical Institute organization and arrangements for management of health and safety matters. A copy of this policy will be made available in the staff room and upon request. Fr. Dogli Memorial Technical Institute has a number of different designations for senior management posts which, in the context of the organization of health and safety, are regarded as synonymous. For the purpose of this Health and Safety Policy, "Head" includes the designations of Heads of Departments and Senior Managers of other units.

2.0 GENERAL STATEMENT OF INTENT

The Management Team of the school and the Governing Body are committed to ensuring the Health and Safety of everybody in the school.

- Management will ensure that all reasonable steps are taken to ensure the health, safety and welfare of the users of the premises and all participants in the school.
- Management will establish and maintain safe working procedure for staff and learners.
- Management will provide and maintain safe school buildings and safe equipment for use in the school.
- Management will develop safety awareness, by appropriate training if necessary, amongst staff, learners and others who helped in the school.
- Management will formulate and implement effective procedures for use in the event of fire and other emergencies.
- Management will investigate accidents and take steps to prevent a re-occurrence.

Fr. Dogli Memorial Technical Institute recognizes the importance of providing a working environment which is safe and healthy for all students, employees, contractors, visiting members of the public and undertakes to comply with all relevant legal requirements.

Fr. Dogli Memorial Technical Institute believes that effective management of health and safety:

- ✓ Is vital to employee and learners well-being.
- ✓ Has a role to play in enhancing the reputation of our educational services provided and helping us achieve high-performance.

- ✓ Is financially beneficial to the institute.
- ✓ To involve and motivate employees in all matters concerning health and safety.
- ✓ To prevent accidents, injuries and ill health, to identify and eliminate hazardous situations.
- ✓ To achieve a high standard of health and safety, occupational health and hygiene.
- ✓ To reduce the risk as low as is reasonably practicable and control situations likely to be hazardous to health and safety at work or cause damage to persons, equipment, property or services.

This health and safety policy statement and associated organizational arrangements apply to all employees of the institute.

Fr. Dogli Memorial Technical Institute recognized that the majority of the health and safety obligations revolve upon the employer. However, the success of this health and safety policy is also dependent upon the co-operations and compliance with this policy of all the institute employees.

The aim of the Board of Directors and the Principal is to provide a safe and healthy working and learning environment for staff, students and visitors, this will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors.

This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:

Fr. Dogli Memorial Technical Institute will ensure there is an effective proactive health and safety management system in place to meet our corporate responsibility.

Procedures will be laid down for the following:

- ✓ Formulation and review of effective safety policies and procedures.
- ✓ Identification and allocation of resources for the planning and implementation of health and safety policies and procedures.
- ✓ Monitoring the implementation of plans and compliance with standards.
- ✓ Review of policies and procedures as a result of monitoring and auditing.

- ✓ For arrangements to involve all members of the institute including students in developing this health and safety policy.
- ✓ For our responsibility towards the environment and ensuring that our activities do not adversely affect it.

Proactive management of health and safety based on the control of workplace risks will lead to a reduction in accidents, injuries and ill health. This will be achieved by promoting a culture where all employees consider health and safety issues to be of equal importance to other aspects of their work.

Fr. Dogli Memorial Technical Institute is able to maintain a high standard of health and safety by creating a positive attitude and encouraging involvement and participation at all levels. This is achieved by effective communication and the promotion of health and safety for all employees.

A planned systematic approach to policy implementation is aimed at minimizing risks created by work methods. Risk assessment methods are used to set priorities and objectives for hazard identification and thus risk reduction. The control of risk is achieved by planned monitoring, which looks at fixed elements such as premises, plant, equipment, substances etc. and variable elements such as people, procedures and working systems.

Reactive and proactive monitoring, such as accident/incident investigation will identify failures of control and where possible identify potential failures before an accident/incident occurs. Systematic reviews of performance based on data from both monitoring activities and independent audit, will allow constant development and improvement in health and safety management. Information produced will then be used to revise the Health and Safety policy, implementation methods and techniques of risk control.

These aims will be achieved by:

- ✓ Regular review of the Health and Safety policy.
- ✓ Effective communication of the Health and Safety policy.
- ✓ Risk assessment.
- ✓ Effective and consistent monitoring of performance standards.
- ✓ Consultation between staff at all levels.
- ✓ Quick and effective response when deficiencies in work systems are noted.
- ✓ Annual Health and Safety audit of all our activities.
- ✓ Relevant information, training and supervision for staff.



Signed:

Name: Brigitte Dzakah Afi (Mrs.)

Date: 13/06/2025

Position: Principal

PRINCIPAL
FR. DOGLI MEM. TECH. INST.
NEW AYOMA
P. O. BOX 447, HOHOE

Review Date: 13/06/2029 - This policy will be reviewed as at when necessary.

3.0 ORGANISING SECTION

People and Their Operational Duties

3.1 Board of Directors

The Board of Directors has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the institute and for other people who are users of the institute.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

3.2 Principal

The Principal has primary responsibility for Health and Safety matters within the establishment. In the Principals absence the Deputy or whoever is nominated, will assume this responsibility.

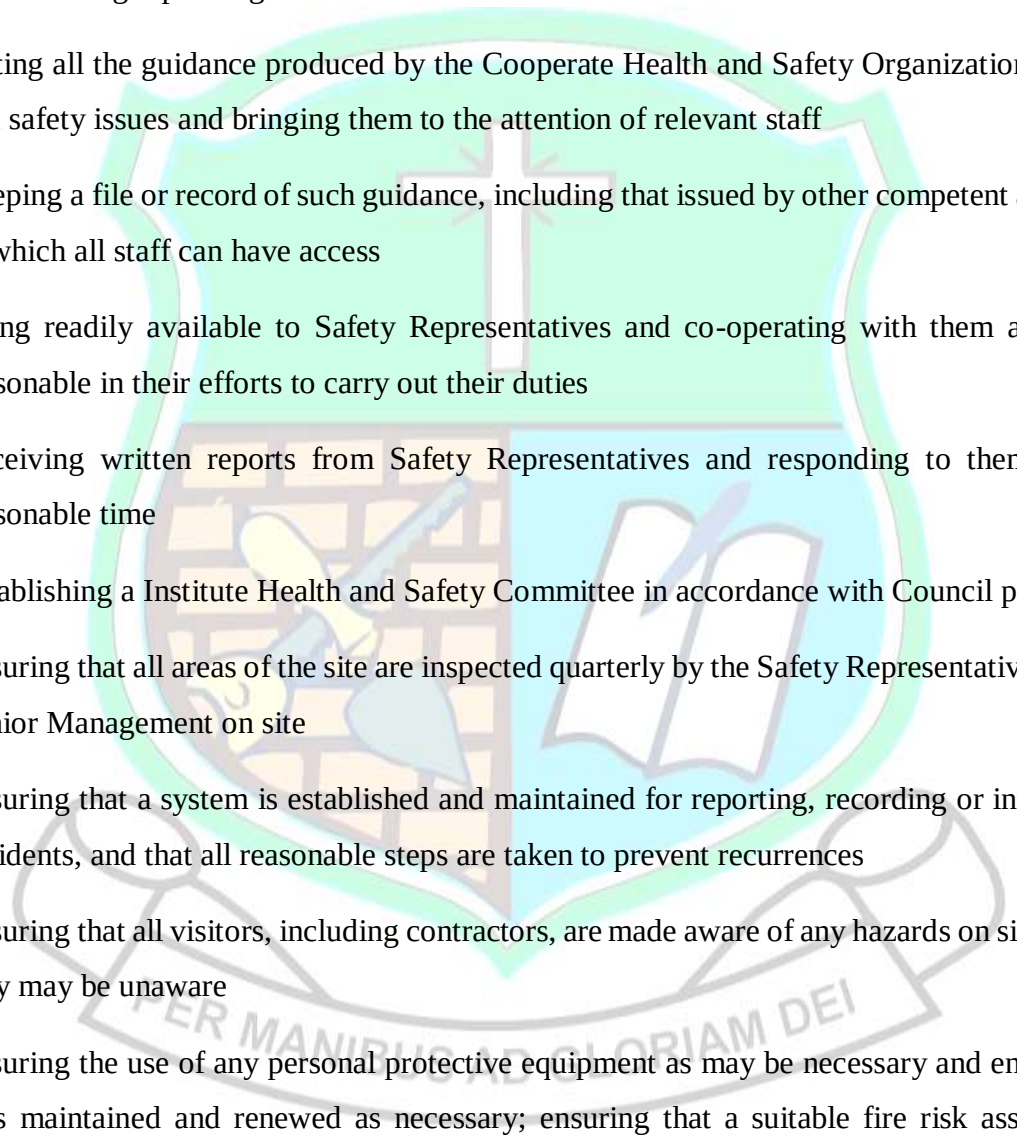
In the case of outside users of the site, it will be the responsibility of each of the managers of activities to co-ordinate together and to decide an appropriate division of responsibilities.

This will generally include responsibility for common safety matters, such as shared areas of the building, co-ordinate fire safety procedures etc. This will usually be undertaken by the principal user.

An institute Safety Co-coordinator, reporting to the Principal will be designated to be responsible for managing the arrangements for health and safety in the institute and for liaising with cooperate Health and Safety Organization for information on health and safety matters.

The Principal is also responsible for:

- ✓ Setting up arrangements to cover all health and safety legal requirements;
- ✓ Monitoring the effectiveness of the arrangements

- 
- ✓ Producing a written Health and Safety policy to be approved by the Board of Directors and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
 - ✓ Resolving health and safety problems as they are reported
 - ✓ Bringing to the attention of the Director of Institute Services those instance where delegated local executive has proved to be inadequate to reduce the identified hazard and to take action to avoid danger pending rectification
 - ✓ Noting all the guidance produced by the Cooperate Health and Safety Organization on health and safety issues and bringing them to the attention of relevant staff
 - ✓ Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access
 - ✓ Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
 - ✓ Receiving written reports from Safety Representatives and responding to them within a reasonable time
 - ✓ Establishing a Institute Health and Safety Committee in accordance with Council policies
 - ✓ Ensuring that all areas of the site are inspected quarterly by the Safety Representatives with the Senior Management on site
 - ✓ Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
 - ✓ Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
 - ✓ Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary; ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
 - ✓ Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that firefighting equipment is available and maintained;

- ✓ Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of institute hours. This will include arrangements to deal with the immediate emergency and for contacting Ghana Ambulance Service
- ✓ Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular to ensure that they are given a copy of this statement of local arrangements and the opportunity to read it, before starting work.
- ✓ Ensuring that arrangements are made for ongoing health and safety training for all aspects of their work.

Ensuring that suitable records are kept of:

Employee health and safety training:

Accidents:

Safety Committee meetings:

Premises safety inspections:

Fire equipment tests:

Machinery and equipment safety tests and inspections:

3.3 Staff Responsibilities

Fr. Dogli Memorial Technical Institute reminds its staff of their duties under section 7 of the Health and Safety at Work etc Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999. These duties are:

- ✓ To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- ✓ To co-operate with their employer and follow the instructions on matters relating to Health and Safety, and co-operate as far as necessary to enable these instructions to be complied with.
- ✓ No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions

- ✓ To inform the Principal or other person with health and safety responsibility of any work situation or lack of training or instruction which he or she would reasonably consider to be a serious and immediate danger to Health and Safety.

Staff should also:

- ✓ Make full use of anything provided in the interests of health and safety.
- ✓ Ensure unsafe acts, unsafe conditions, accidents, incidents, near misses and any defects are reported immediately and according to the procedures laid down in policy.
- ✓ Ensure you report immediately any ill health or medical condition which may be work related and may affect your ability to work safely.
- ✓ Ensure you have read and understood risk assessments which may be pertinent to your area or work activities and that the control measures recommended are followed.
- ✓ Ensure you only use any potentially dangerous equipment if you have been authorized and appropriately trained to do so.

3.4 Heads of Departments Responsibilities:

- ✓ Set a good personal example;
- ✓ Read and understand the health and safety policy and ensure it is brought to the attention of all staff under their control;
- ✓ Ensure sufficient resources are allocated and there is forward planning of all projects to ensure proactive Health and Safety management;
- ✓ Ensure staff have had appropriate health and safety training;
- ✓ Ensure that staff are fully aware of their legal responsibilities and the means by which they are to carry out these duties;
- ✓ The safety of their staff and students within their work area by ensuring staff receive necessary information, instruction, training and supervision;
- ✓ The safety of equipment, materials and systems of work by setting up arrangements for regular inspection;
- ✓ Making arrangements for cover of staff with key safety responsibilities;

3.5 Instructors are Responsible for:

- ✓ The safety of all trainees under their charge by effectively supervising their activities
- ✓ Being able to carry out emergency procedures in respect of fire, emergency evacuation, security and first aid
- ✓ Monitoring Health and Safety practices at the classroom
- ✓ Observing all safety procedures and instructions

3.6 Contractors

Contractors should notify any hazards arising from their activities, which may affect the occupants of the institute. All contractors should report to the institute office on arrival. The principal will be responsible for controlling the work of contractors to ensure the safety of pupil's staff and visitors. In the interests of safety, major work should take place out of institute hours and during institute holidays.

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:

Work on mains electrical wiring, mains incomers and distribution boards.

Removal of asbestos or work where asbestos materials are known or suspected to be in place

Major excavations

Access to roofs and roof voids

Access by anyone to confined spaces such as voids sumps and drains

3.7 Hirers, Contractors & Others Using or Working in the Institute

This section should be read when using/hiring Fr. Dogli Memorial Technical Institute Premises and Facilities.

When the institute premises are used for purposes not under the direction of the

Principal then the person in charge of the activities or use will have responsibility for safe practices.

The principal will seek to ensure that hirers, contractors and others who use the institute premises conduct themselves and carry out their operations in such a manner that all

statutory and the institute safety requirements are met at all times.

When the premises are hired to persons outside the employ of the Board of Directors, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the Board of Directors. They will not, unless with prior consent of the Board of Directors:

- (a) Introduce equipment for use on the institute premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or students of the institute.

All contractors who work on the institute premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

3.8 Visitors

All visitors must report to the Institute Office where a signing-in system is in operation.

Regular visitors and other users of the premises, for example, contractors and Parents are required to observe the safety rules of the Institute. Contractors working in the institute premises will be made aware of the health and safety arrangements applicable to them by the premises manager.

Visitors should wear a suitable visitors badge when on the premises.

4.0 ARRANGEMENT SECTION

4.1 Implementation and operation

For effective implementation, Fr. Dogli Memorial Technical Institute will develop the capabilities and support mechanisms necessary to achieve the safety and health policy, objectives and targets.

All staff will be motivated and empowered to work safely and to protect their long-term health, not simply to avoid accidents. These arrangements should be:

- underpinned by effective staff involvement and participation through appropriate consultation, the use of the safety committee where it exists and the safety representation system and,
- sustained by effective communication and the promotion of competence, which allows all employees and their representatives to make a responsible and informed contribution to the safety and health effort.

There will be a planned and systematic approach to implementing the safety and health policy through an effective safety and health management system. The aim is to minimise risks. Risk Assessment methods will be used to determine priorities and set objectives for eliminating hazards and reducing risks. Wherever possible, risks should be eliminated through the selection and design of facilities, equipment and processes. If risks cannot be eliminated, they should be minimised by the use of physical controls and safe systems of work or, as a last resort, through the provision of PPE. Performance standards would be established and used for measuring achievement. Specific actions to promote a positive safety and health culture should be identified. There should be a shared common understanding of the organization's vision, values and beliefs on health and safety. The visible and active leadership of senior managers fosters a positive safety and health culture.

4.2 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.

Risk assessments are used to identify potential sources of harm so that they can be

Minimized or avoided to reduce the risks of injury and ill health.

We carry out risk assessments for all departments of their activities which affect their employees, students, visitors and contractors.

Ghana Fire Service (GFS) was contacted for Risk Assessment. They also provided firefighting training to Facilitators to ensure they are competent.

4.3 SAFETY HAZARDS IN CONSTRUCTION AND HOW TO PREVENT ACCIDENTS AND DEATHS IN CONSTRUCTION

A construction site is an area of land where roads, buildings, or some form of infrastructure are being built or renovated.

Working on a construction site will mean you will be working with or alongside large operational plant machinery and tools, working at height and in environments where hazardous materials may be present.

Because of the nature of the work, construction is one of the most dangerous industries with workers suffering fatal injuries.

The dangers in construction are heavily dependent on the type of construction work that is being carried out. For example, working with asbestos presents entirely different hazards to working at heights. This write-up outlines common construction hazards found within civil engineering and how to work safely to prevent them.

1.0 Construction Hazards

Here's a list of construction hazards and guidelines to prevent accidents or deaths in the industry: -

1.1 Working at Heights

Working from heights is the most common cause of fatal injuries to workers. The HSE estimated that 47% of worker fatalities were due to a fall from height. All employees who work at height need suitable training in working on different pieces of equipment, and such work must be planned appropriately.

Safety approaches and precautions should be adopted, such as:

☐ Where practical, avoid the need to work at height.

Put collective measures in place where working at height can't be avoided to prevent falls. Such as the use of equipment to provide an extra level of safety to reduce the risk of a fall—for example, a scaffold with a double guard-rail or edge protection.

☐ Minimise the consequences of a fall by providing a safety net.

☐ Wear the necessary P.P.E. such as a safety harness.

1.2 Moving Objects

The HSE report that 12% of incidents on site are due to being struck by a moving vehicle or object. A construction site is an ever-changing environment, with many objects moving around, often on uneven terrain. Delivery vehicles, heavy plant machinery and overhead lifting equipment pose a hazard to site workers and operators. Sites should always be planned to manage plant and pedestrian interface where physical barriers and suitable segregation is in place.

To reduce risks, workers should:

- Never stand behind large operating plant machinery and never stand under suspended loads.
- Avoid working close to moving object and be careful of their surroundings, especially if they do not have lights or beepers.
- Always ensure you have a banks-man to guide plant vehicles when reversing or manoeuvring on a public road.
- Always wear PPE (Personal Protective Equipment) such as a hard hat and high visibility jacket to ensure you are seen.

1.3 Slips, Trips, and Falls

Slips, trips, and falls can happen in almost any environment, and, in construction, there are slightly fewer incidents of these kinds of injuries than in other industries. The HSE reports that around a quarter of injuries reported are due to Slips, Trips and Falls. As construction sites often have uneven terrain and the typography is forever changing, it is unsurprising that slips, trips, and falls are a common hazard.

HSE reports that several thousand construction workers are injured every year following a slip or trip. Most of these could be avoided by effectively managing working areas and access routes, such as excavations and footpaths.

Managers and Black hats (site supervisor) on construction sites must effectively manage the site so that workers can move around it safely. Risks should always be reported and sorted to reduce the chances of injury.

To reduce harm due to Slips, Trips and Falls, you should:

- Ensure that all operatives are provided with obstruction-free access and egress to their working areas.
- Keep work and storage areas tidy and designate specific areas for waste collection.
- Where surfaces are slippery with mud, they should be treated with stone.
- Where surfaces are slippery with ice, they should be treated with grit.
- All slippery areas should be signposted, and footwear with a good grip should be worn.

1.4 Noise

Working around loud, excessive and repetitive noise can cause long term hearing problems, such as deafness. Noise can also be a dangerous distraction and may distract the worker from the task at hand, which can cause accidents.

A comprehensive noise risk assessment should be carried out where the risk assessment has highlighted a noise hazard with the works to be undertaken.

1.5 Hand Arm Vibration Syndrome

HAVS (Hand Arm Vibration Syndrome) is a debilitating and painful disease of the blood vessels, nerves, and joints. It is typically caused by the continued use of hand-held power tools, including vibratory power tools and ground working equipment.

There are nearly 2 million people at risk of developing HAVS, resulting in the inability to do fine work, and cold temperatures can trigger painful attacks on the fingers. Once the damage is done, it is permanent.

HAVS is preventable if construction works are correctly planned to minimise exposure to vibration during work and workers are monitored and given appropriate protection when using vibrating tools and equipment.

1.6 Material Handling – Manual and by Equipment

Materials and equipment are constantly being lifted and moved around construction sites, whether manually or by equipment. Either way, handling carries a degree of risk.



4.4 COMMON HAZARDS ASSOCIATED WITH CATERING AND HOSPITALITY

It is no secret that kitchens are full of hazards. But with the hectic nature of a kitchen, especially school kitchens, which often open early and cater quickly for large numbers, it is easy to lose sight of what hazards can be found and how to prevent them from causing injury.

Here we have collated the major hazards and injuries and handy tips to prevent them; so whether you have recently joined our school kitchen, or are looking to improve you and your staff's health and safety awareness, this write-up will provide some guidance.

1.1 Slips, Trips and Falls

Slips, trips and falls are the most common causes for major injuries, with many occurring in catering and food establishments. With food and drink spillages, trip hazards, and slippery floors – the possibility of slips, trips and falls is high.

What you need to consider?

- Flooring type and condition. Assess your flooring type and condition and decide what action you need to take to make sure it is safe.
- Reaction time to spillages and leaks. Due to the speed of movement in a kitchen, time cannot afford to be lost when reacting to a spill. They must be dealt with immediately.
- Footwear. Make sure your footwear has appropriate grips.
- Appropriate signage. If the floor is damp or unsafe, make sure to put signs out to ensure people are aware.

1.2 Manual handling

According to the HSE, 30% of injuries in the food industry are manual handling injuries, and 60% of these injuries are from lifting heavy objects. With the large volume of bags, pots and containers of food that need to be moved or lifted, you can understand why. All these movements can cause damage if you don't follow the right procedure.

Moving load correctly:

- Consider the move. Don't rush. Consider what, how and where you are going to move something, and make sure you communicate your plan with others. This will help reduce any uncertainty that might occur during the move.

- Move close to the load. Before you lift it, you need to get as close as possible to the load to avoid straining your back. This may mean moving things out of the way first.
- Adopt a good posture. Do not twist!
- Use your legs to lift the load. Using your leg muscles, instead of your back muscles, will reduce the strain on your back.
- Transport the load. Whilst moving the load, keep your posture and don't twist – use your feet instead.

1.3 Knife injuries

Knife injuries are caused by both blunt and sharp knives. Blunt knives don't grip the food so are likely to slip, whereas injuries by sharp knives are usually caused by incorrect technique.

Proper technique (correct techniques)

- a. Slice away from the hand that is holding the food.
- b. Curl the fingers of the hand that is holding the food, so your fingertips can't be accidentally sliced, and then keep food in place with the tips of the thumb and the forefinger.

1.4 Burns and scalds

Every cook or chef will have a burn or scald. There are many potential hazards – hot ovens, cooker tops, spattering oil or fat, naked flames, hot pots – and when they are combined with the speed of the kitchen, burns are quite likely to occur.

How burns can be prevented from occurring?

- Use suitable equipment. Burns often happen when unsuitable equipment is used. Use proper equipment when handling hot items, such as oven gloves.
- Wear appropriate clothing and head wear. Not only are these essential for hygiene practices, but they are essential for your safety too. If your hair or garments are loose (for example, loose sleeves), they could easily catch a flame.
- Adopt safe food-handling techniques. For example, when opening containers holding hot food, open the side furthest away from you to avoid steam burns, and when you place food in a hot pan, add the ingredients so that any potential splashes are away from you.
- Be mindful of others. Let it be known if you are walking behind someone with a hot pan, or if you have placed a hot pan near them, as they might not be aware.

- Receive medical attention. If anyone receives a burn, it must be attended to immediately. Make sure there is a member of staff that has first aid training and don't neglect seeing a doctor.

1.5 Fire

Fires are a major hazard in the kitchen. With hot oil, buildup of fats and oils, and equipment that hasn't been turned off – there are many causes to be aware of.

What you need to do?

- Understand your fires and fire equipment. There is potential for all types of fires – electrical, grease and paper fires – and staff need to understand how to deal with each one, including what equipment to use, as it does depend on the type of fire.
- Avoid a build-up of fats or oils. Keep your cooker surfaces clean to prevent fat and oils building up.
- Store flammable materials safely. Make sure that they aren't stored anywhere that could contribute to fires.
- Test your electrical equipment. Faulty electrical equipment can start fires, so make sure that testing is regularly carried out.
- Employ safe cooking techniques. For example, do not neglect fat as it can set on fire, angle pan handles away from flames, and turn off equipment at the end of the day.
- Overall, the best way to establish safe working practices is to carry out health and safety training.

4.5 The Hidden Dangers of Cosmetology Occupations

Cosmetology is a profession chosen by millions of people within the beauty industry. Cosmetologists include hairdressers, barbers, skin estheticians, and nail technicians who perform a variety of services for clients.

Although cosmetology may provide a creative and often lucrative career, it may also pose serious health hazards that may cause people to become ill or injured.

Cosmetologists are exposed to a variety of conditions that often result in illness, long-term health problems, and even death. Common hazards in a beauty salon include:

cuts and burns, skin infections, slip and fall accidents, repetitive motion disorders, and chemical exposure.

Scissors, straight razors, curling irons, electric trimmers, and hair dryers are tools of the trade found in all hair salons and barbershops. While some injuries are minor, others may require medical treatment to prevent infection and complications.

HEALTH HAZARDS	EFFECTS	MITIGATION MEASURES
● Cuts and Burns	Although cosmetologists are trained in the proper use of these tools, accidents still happen. Lacerations from scissors, straight razors, and trimmers, and burns from curling irons and hair dryers, are common injuries to cosmetologists.	• Wash hands frequently to prevent infection. Moisturize your hands regularly. • Clean and disinfect frequently touched surfaces. • Wash hands regularly, especially before and after working with each client. • Treat all body substances such as blood as potentially infectious - always wear gloves.
● Skin Infections	Any injury that breaks the skin can cause an infection if not properly treated. If a hairdresser, barber, skin esthetician, or nail technician gets a cut, burn, or injury that breaks the skin, an infection can develop quickly while performing beauty services to clients. Styling hair, giving skin treatments, and grooming and polishing nails present a perfect opportunity for germs to flourish under the skin.	To prevent skin infections, cosmetologists must cover and treat injuries right away and properly sanitize work areas, tools, and supplies.

● Slip and Fall Accidents	Hairdressers and barbers are especially vulnerable to <u>slip and fall accidents</u>. In most cases, slip and falls happen suddenly without time to brace for the fall, so injuries can be severe. This is especially true when the falls occur on the hard tile or stone flooring used in most salons for easy cleaning and maintenance. Slip and fall accidents are the most common hazards in a beauty salon. Slip and fall accidents account for more than 50% of workplace injuries including fractured and broken bones, neck and back injuries, head trauma, concussions, and <u>traumatic brain injuries</u> (TBIs). They also account for the highest number of lost workdays due to work-related injuries. Cosmetologists are <u>exposed to hazardous chemicals in the workplace</u> on a daily basis. Hairdressers handle a variety	● Clean the floor at frequent intervals, and always as soon as there is a spill. ● Clean and disinfect all equipment after each use. ● Wear comfortable shoes with non-skid soles. ● Maintain proper lighting levels. ● Follow electrical safety measures ● Train workers on fire safety. ● Maintain a first-aid kit and have first aid training. Determine which products contain hazardous chemicals or ingredients and label them properly. ● Use a less harmful product where possible.
--	---	--

Chemical Exposure	of substances that can cause harm such as: • Hair dyes and tinting solutions • Bleaching products • Chemical relaxers • Permanent wave solutions • Styling gels and creams • Hair sprays Nail technicians breathe dangerous solvents, such as formaldehyde and acetone, found in nail polishes and removers. Heavy, frequent, and prolonged exposure to dangerous chemicals found in all of the above products can cause skin inflammation (dermatitis), eye inflammation, respiratory allergies, asthma, lung infections, and long-term lung damage. Some chemical relaxers and dyes contain carcinogens that can increase a hair dresser's risk of developing cancer. Cosmetologists are particularly vulnerable to <u>repetitive motion</u>	• Read manufacturer's instructions on how to use products safely, including hair products, cleaners, etc. • Avoid contact with products that contain known cancer-causing ingredients or sensitizers such as certain hair dyes. • Train workers in WHMIS and safe handling of hazardous products. • Safely store and dispose of products. • Provide local exhaust ventilation where there is a risk of exposure to hazardous fumes. Design the salon ergonomically: ○ Provide workbenches, reception desks, washbasins (for tasks such as cutting, styling, shampooing, etc.) at the right
---------------------------------	--	---

Repetitive Motion Disorders	<u>disorders</u> such as bursitis, carpal tunnel syndrome, and pinched nerves in the arms, hands, and fingers. The dexterity required to handle scissors, straight razors, and trimmers all day long can lead to carpal tunnel syndrome, a painful musculoskeletal disorder of the hand and forearm. Cosmetologists must practice good posture and use properly designed equipment to minimize the effects of repetitive motion disorders that can create joint pain, limited movement, and long-term disabilities. Injury lawyers also see a high percentage of carpal tunnel syndrome injuries in construction, industrial, assembly line, and office workers.	height, and adjustable stools and <u>chairs</u> for sitting. ○ Rearrange the work area so that the task, materials (shampoos, conditioners, dyes etc.), equipment (scissors, blow-dryers, etc.) and controls are within easy reach and do not require stretching or twisting. • Take regular rest breaks and <u>exercise</u>. • Rotate job functions to prevent overuse injuries. • Rotate washing/basin duty (to avoid prolonged contact with water). • Purchase scissors, blow-dryers, styling rods and rollers, gloves, etc., which are easy and safe to use. • Store frequently used, heavy objects, and material between knee and shoulder height.
---	---	---

4.6 Hazards Associated with Oil Palm

- a) Oil palm trees are cultivated in vast plantations in tropical regions throughout the world. Oil palm fruits grow four meters above the ground, along thorny leaf fronds.

- b) Fruit bunches, made up of thousands of oval – shapes fruits, weight between 15 to 25 kilograms.
- c) The risk of breaching occupational health and safety (OSH) requirement possess a great threat to the oil palm workers.
- d) The workers in oil palm plantations face several OSH hazards daily.
- e) Oil palm cultivations includes sawing seeds, transplanting seedlings, harvesting and transporting fruit bunches.
- f) Men and women cut fruit bunches down from trees using along and heavy pole with knife (Malaysian sickle) or by climbing them to harvest the fruit directly. The use of the Malaysian sickle puts a lot of strain on the musculoskeletal.
- g) The major occupational (OHS) safety and health hazards associated with the oil palm cultivation include the following.

HEALTH HAZARDS	EFFECTS	MITIGATION MEASURES
- Failing from palm trees. - Being hit by falling front bunches (weight 15 - 25 kilograms). - Eye damage from falling palm fronds. - Pesticide use or exposure.	- Broken spinal cord, legs and arms. Damage to brain. - Head injury, damage to brain or body parts - Injury to eye, permanent blindness.	- Correct use of Malaysia sickle with long poles. - Observing proper safety precautions when using a ladder. - Warring of PPE'S – helmet, gloves, and overall using of goggles. - Wearing of goggle.

• Musculoskeletal injuries. • Snake and insect bites (mosquitoes and fire caterpillars, and oil palm pest). • Abrasion from the thorns of the palm oil fruit. • High level of sun exposure	• Poisoning from toxic herbicides. • Poisoning and long term health effects from pesticide use or exposure. • Repetitive and forceful movement and lifting and carrying heavy loads. • Brain damage, malaria, total paralyze. • Damage to skin, wounds and permanent deformation to body parts. • Dehydration, risk of skin cancer and heating	• Way of PPE'S- gloves, face (nose) mask, overall wellington boots. • Use of machines; tractors and wheel barrows to carry and move heavy loads. • Regular cleaning of farm and use of insecticide to keep snake and insects away. • Using overall, helmet, boots and gloves. • Using overall, helmet, boots and gloves. • Frequent drinking of water.
---	---	---

EMERGENCY RESPONDS AND PREPAREDNESS

4.3 COVID – 19 (CORONA VIRUS)

- a) Management and staff are fully equipped to fight, eradicate and manage Covid – 19 cases.

- b) Thermometer Guns (4) has been procured and positioned at the main entrances of the institution for regular temperature checking and booking.
- c) Veronica Buckets (water), Soap and Tissues has been procured and placed at vantage points to be used for hand washing.
- d) Facilitators, Assessors, Internal Verifies, and all learners as well as other Auxiliary staff have been provided with three (3) clean facemask to be worn at all times.
- e) All classes have been splatted into 20 learners per class and strictly observing a minimum social distances of 1.5 meters.
- f) Fr. Dogli Technical Institute has been affiliated to New Ayoma Health Centre, for assistance in COVID-19 emergencies.
- g) There is a system in place to monitor and track attendance of all learners, facilitators and all visitors.

4.4 Provision of First Aid

- a) A first aid risk assessment has been carried out to decide what first aid arrangements are required for the institute. This takes into consideration the types of activities in the institute and their levels of risk to decide numbers training levels and first aid facilities.
- b) First aid facilities are available in each teaching area of the institute.
- c) All support staff receive first aid training. First aiders must ensure that their qualification remains in date. This is regularly updated every 3 years.

Note: If necessary a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training. A list of first aiders is in each first aid area and medical room.

- d) If an ambulance is required, the emergency 999 service should be used. Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorize an ambulance to be called and this should take place without delay.
- e) It may be appropriate on some occasions to transport a member of staff or trainee to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.

4.5 Accident Reporting

Accidents must be reported immediately. It is the responsibility of Principal or Deputy to sign off an accident form in the event of an incident. He/she should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed with copies retained for at least three years.

In the case of minor accidents to non-staff, i.e. students or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in a institutes minor injuries book which should be retained for at least 3 years.

4.6 Fire and Emergency Arrangements

It is the duty of all members of staff and students to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

A formal check of the premises fire arrangements should be made by the safety officer as often as is required. This will include fire doors, fire signage and alarm systems and will assess their suitability and any repairs or improvements required. Records of the inspection will be kept and addressed by the premises committee.

4.7 Firefighting and Precautions

All firefighting equipment is annually inspected and serviced by Ghana National Fire Service.

It is the responsibility of the Institute Principal to ensure that firefighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location is kept up to date.

4.8 Fire Alarms

The fire alarms are tested weekly and recorded in the fire alarm logbook by the Institute Principal. Fire alarms would be serviced annually and records kept of the tests in the Fire File held by the Institute Principal.

4.9 Fire Drills

Fire drills are arranged at least quarterly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers. Suitable arrangements are in place for evacuating those with disablement or with special educational needs. Special needs assistants will have responsibility for the safe evacuation of their students.

All staff has specific responsibility to check all areas are cleared.

5.0 Assembly Areas

The Principal/Deputy or safety officer has specific responsibility to take charge of the assembly areas and check numbers correspond with attendance figures.

5.1 MONITORING AND EVALUATION

Measuring performance

The organisation will measure, monitor and evaluate safety and health performance. Performance can be measured against agreed standards to reveal when and where improvement is needed. Active self-monitoring reveals how effectively the safety and health management system is functioning. Self-monitoring looks at both hardware (premises, plant and substances) and software (people, procedures and systems, including individual behaviour and performance). If controls fail, reactive monitoring should find out why they failed, by investigating the accidents, ill health or incidents, which could have caused harm or loss. The objectives of active and reactive monitoring are:

- to determine the immediate causes of substandard performance
- to identify any underlying causes and implications for the design and operation of the safety and health management system.

5.2 Auditing and Reviewing Performance

The organisation should review and improve its safety and health management system continuously, so that its overall safety and health performance improves constantly. The organization can learn from relevant experience and apply the lessons. There should be a systematic review of performance based on data from monitoring and from independent audits of the whole safety and health management system. These form the basis of complying with the organisation's responsibilities under the 2005 Act and other statutory provisions. There should be a strong commitment to continuous improvement involving the development of policies, systems and techniques of risk control. Performance should be assessed by:

- internal reference to key performance indicators
- external comparison with the performance of business competitors and best practice in the

organisation's employment sector.

Many companies now report on how well they have performed on worker safety and health in their annual reports and how they have fulfilled their responsibilities with regard to preparing and implementing their Safety Statements. In addition, employers have greater responsibilities under Section 80 of the 2005 Act on 'Liability of Directors and Officers of Undertakings' that requires them

to be in a position to prove they have pro-actively managed the safety and health of their workers. Data from this 'Auditing and reviewing performance' process should be used for these purposes.

5.3 Information, documentation and training

Staff should either receive copies or have their attention drawn to relevant safety information contained in the Institute's Health & Safety Manual. The Principal must ensure that the guidance or safety standards are current and adhered to at all time.

Health & Safety documents are held in the office.

It is the responsibility of Principal / Deputy Principal to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

5.4 Repairs and maintenance

All damage, signs of wear and defects in the premises must be reported to the Health and Safety Committee Chairperson.

Note: A record must be kept of all reported items in a maintenance book, along with details about measures taken to make immediately safe, and any medium or long term plans to permanently make good any notified defects.

5.5 Electrical Equipment

The maintenance officer will arrange for all portable electrical equipment to be tested every year.

A copy of the inventory of the electrical equipment tested including the results are kept in the Maintenance File with the Institute health and safety manual, which is held by the maintenance officer at the Principal's office.

All staff must visually check all electrical appliances prior to their use and report any defects to the maintenance officer.

All defective equipment must be taken out of use immediately and reported to maintenance officer. Privately owned appliances must not be used on the institute premises.

All staff must ensure that equipment and furniture is regularly checked to ensure that

It is functional and safe. All discovered defects must be reported to the maintenance officer who should arrange for repairs or replacement where necessary.

Fr. Dogli Memorial Technical Institute will carry out an initial review of the safety and health management system, and follow this up with periodic reviews. The initial review should compare existing safety and health practice with:

- the requirements of safety and health legislation
- the provisions set out in the Organization's Safety Statement
- safety and health guidance in the organization
- existing authoritative and published safety and health guidance
- best practice in the organization's employment sector

The following check list may be used for the review

- Is the Safety Statement clear and concise so that it can be read and understood by those who may be at risk?
- Is the Safety Statement available at the workplace to which it relates and are workers given relevant extracts where they are at specific risk?
- Is the overall safety and health policy of the organization and the internal structure for implementing it adequate, e.g. are responsibilities of named persons clearly outlined?
- Does the Safety Statement contain a systematic identification of hazards and an assessment of risks for the workplace(s) it covers?
- Are Risk Assessments being carried out on a regular basis as risks change and are the necessary improvements made to keep the safety and health management system up to date?
- Are the necessary safety control measures required for a safe workplace identified and implemented, e.g. the provision of safe access and egress, good housekeeping, clear passageways and internal traffic control?
- Are written safe procedures for those operations that require them available, e.g. for routine processing and ancillary activities, handling and using chemicals, preventive maintenance, plant and equipment breakdown maintenance, accident and ill-health investigations, emergency planning, assessment of personal protective equipment (PPE) requirements?
- Are procedures available for monitoring the implementation of safety systems and control measures, e.g. are safety audits being carried out?
- Is safety and health training being carried out and does the training give adequate information to workers on risks they might be exposed to?

- Is the impact of this training and the level of understanding of the information assessed by anyone?
- Do safety consultation, employee participation and representation procedures exist and are these procedures effective, e.g. are there good co-operation between employer, managers and employees on safety and health issues at the workplace? Is there a safety committee in existence and if so does it comply with the 2005 Act requirements? Are safety committee meetings constructive with meeting reports and follow-up action lists? Is the safety representative or representatives involved at every stage of the safety consultation process?

Conclusion

The policy basically demonstrates how seriously Fr. Dogli Memorial Technical Institute takes its health and safety responsibilities. It is important to note that the employers are bound by the prescriptions of their specific policy and could be held legally liable for not complying with it.

Monitoring that the policy is still effective is also very important; the policy will only be effective if it is reviewed on a regular basis.

It is the responsibility of everyone to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so ensure the staff, students and the Institute's general wellbeing.

The Board of Governors has endorsed this statement and gave their support and responsibility to implement it. We are committed to ensuring that the safety and health measures set out in our Safety Statement are met.

6.0 REVIEW OF THE POLICY

This policy will be reviewed as at when necessary.

