

# Health and Safety Policy

This document describes the Cambridge Technical Communicators (CTC) health and safety policy, in compliance with the Health and Safety at Work (HASWA) Regulations 1999.

This policy applies to all contractors, employees and casual workers working for our company.

## 1. Definition of key terms

- **Client** – refers to a customer of CTC who is using our services. Our clients will have their own health and safety policies, to which all CTC employees and contractors must comply.
- **Client site** – the business premises from where our customer conducts business. You may be required to spend part or all of your contracted working hours at the client site. Refer to your contract document for details.
- **Contractor** – refers to a person CTC has hired on a fixed term contractor or ad-hoc basis to perform a service for our company. This contractor is not an employee of CTC and is responsible for their own income tax payments and health and safety arrangements. By signing this health and safety policy, contractors agree to abide by its terms and conditions.
- **Employee** – refers to a person engaged to work for CTC on a permanent, fixed term contract, full-time or part-time basis, where we pay your national insurance and income tax, and any pension contributions. You will also be entitled to vacation time and other benefits. Refer to your contract of employment for details. You must sign and agree to abide by the terms of this health and safety policy.
- **Casual workers** – hired on an ad-hoc, basis for a number of hours per day, are classed as temporary workers and are not considered as employees of CTC and are not entitled to the benefits available to employees. You must sign and agree to abide by the terms of this health and safety policy.
- **Remote working** – refers to working from your home or on a client site. We may also refer to this as teleworking. While working remotely, all CTC employees and contractors must take steps to ensure that they are working in a safe and healthy manner.
- **Use of Equipment** – CTC or the client may provide equipment for your use, such as laptops, desktops, computers, mouse and keyboards, telephones or mobile phones. Equipment may also include software applications available for your use. You may also be using your own equipment. Client's may have additional equipment on their site, which you may be expected to wear, use, inspect or come into proximity with. You must abide by any client or CTC policies and guidelines related to the safe use of such equipment. Refer to [Section 4, Use of Equipment](#) for details.
- **Training** – CTC and the client will provide you with training on the use of any equipment. For the use of standard equipment, such as computers and phones, we may expect you to be able to work with this equipment in a safe manner within the minimum level of training or supervision. Refer to [Section 5, Training](#) for details.

## 2. General principles

- I. Most of your work conducted while being employed or contracted by CTC will be at the client's premises or working remote/ from home. This policy covers primarily remote working, commuting to client premises or from home. Where you have been contracted to work from CTC premises or are onsite at CTC premises for meetings, refer to [section 3, Working at CTC Premises](#) below.
- II. Employees and contractors working at home or on a client site are responsible for ensuring that they identify potential risks to their health and safety and take measures that are reasonable and practical to ensure that they and their colleagues are working in a secure and healthy manner.
- III. You should at all times act in a responsible and safe manner, so as not to put yourself or your colleagues at risk or cause damage to property.
- IV. You must notify CTC's health and safety officer of any personal health-related issues or medical conditions that may affect the performance of your duties or health and safety at work.
- V. Where you become aware of any issues or risks that may impact on your health and safety, you must notify your CTC health and safety officer at the earliest available opportunity.
- VI. If you are working at a client site, you must read the client's Health and safety Guidelines, procedures and policies.

- VII. Contractors should ensure that adequate insurance is in place to cover them for incidents related to their health and safety when working from home or at another site, while commuting to work or while working at a client site.
- VIII. All CTC employees and contractors will at all times act in a safe and responsible manner as a CTC representative in the course of their contracted employment.

### 3. Working at CTC premises

- I. Where you have been contracted to work from CTC premises or are onsite at CTC premises for meetings, you must abide by any additional safety warnings or instructions provided to you while onsite, in addition to those outlined in this policy.
- II. While onsite you will act at all times in a responsible manner and avoid actions that may put yourself or others at risk.
- III. You will notify your nominated Health and Safety Officer promptly of any defects or omissions at the site that you are aware of which might result in risks to your health and safety.

### 4. Use of Equipment

- I. CTC or the client may provide equipment for your use, such as laptops, desktops, computers, monitors, mouse and keyboards, projectors, printers, telephones or mobile phones.
- II. Equipment may also include software applications available for your use.
- III. Clients may have additional equipment on their site, which you may be expected to wear, use, inspect or come into proximity with.
- IV. You agree to wear any protective equipment provided by the client and follow their instructions for the safe use of such protective gear. Examples include protective gear such as goggles, helmets, gloves and boots. You will notify the client and your CTC Health and Safety Officer promptly if you become aware of any faults or omissions in the safety equipment provided to you.
- V. You will follow the client's instructions related to the safe use of machinery in which you come into contact with or are in close proximity to. In all instances the client is responsible for ensuring that you have been adequately trained in the use of such equipment, and for supervising your usage. If you suspect any deficiencies or omissions on the part of the client in your training and supervision to use such equipment, you will notify the client and your CTC Health and Safety Officer promptly.
- VI. You must abide by any client or CTC policies and guidelines related to the safe use of such equipment.
- VII. We expect you to know how to use basic equipment such as computers, laptops, phones or mobile phones in a safe and secure manner. If you are unfamiliar with the usage of such devices, please notify your CTC Health and Safety Officer, so that appropriate training can be arranged.
- VIII. You will notify CTC or the client promptly of any defects to equipment:
  - a. Where you are using equipment provided to you by CTC, CTC is responsible for ensuring that such equipment is free from defects and safe to use;
  - b. Where you are using equipment provided to you by the client, the client is responsible for ensuring that such equipment is free from defects and safe to use;
  - c. Where you are using your own equipment in the course of your contracted employment with CTC, you are responsible for ensuring that such equipment is free from defects and safe to use.
- IX. Due to the nature of work in our industry, those engaged in technical communications and related fields, such as graphic design, marketing, web development, translation, are subject to a specific set of health and safety issues related to the repetitive use of computer equipment and monitors. These are often referred to as Repetitive Strain Injuries (RSI), which may affect various parts of your body, such as your hands, back, neck and eyes. Refer to the guidelines provided in the document [Preventing Repetitive Strain Injuries](#).

## 5. Training

- I. CTC and/or the client will provide you with training on the use of any specialised equipment needed in the performance of your duties.
- II. For the use of standard equipment, such as computers and phones, we would normally expect you to be able to work with this equipment in a safe manner within the minimum level of training or supervision. If you require training on such equipment, you should notify CTC at the earliest available opportunity.
- III. From time to time we may provide you with instructions, guidelines or further training related to aspects of the performance of your duties.
- IV. CTC and/or the client will provide you with training on the use of any specialised equipment needed in the performance of your duties.

## 6. Medical conditions and incidents while performing your duties

- I. You must notify CTC's health and safety officer of any personal health-related issues or medical conditions that may affect the performance of your duties or health and safety at work.
- II. You should inform CTC of medical conditions such as epilepsy, back problems, repetitive strain injuries, heart disease/use of pacemakers, mental health conditions, eye conditions and mobility difficulties.
  - a. You do not need to disclose private details of such conditions, only provide your health and safety officer with sufficient information to enable them to provide you with any adaptive equipment, modifications or support required to ensure that you have a safe working environment.
  - b. Where you have notified us of a medical condition, you and your health and safety officer should regularly monitor your work conditions and equipment to ensure that these are not adversely affecting your health.
- III. If you contract any health problems during your employment period, you will notify CTC as soon as possible, especially where such problems may affect your health and safety while carrying out your contracted duties. If you contract an infectious disease, such as influenza, smallpox or meningitis, you will take steps not to come into contact with other CTC staff or client staff during the period while you are contagious.
- IV. In the event of an incident that occurs on CTC premises, you must notify the appropriate CTC person responsible for the site at the soonest possible opportunity, and take steps to minimise injury or further injury to yourself and others. You must follow any safety instructions provided to you at the time.
- V. In the event of an incident that occurs on a client premises, you must notify the appropriate client supervisor responsible for the site at the soonest possible opportunity, and take steps to minimise injury or further injury to yourself and others. You must follow any safety instructions provided to you at the time.

I acknowledge the following:

I have read CTC's Health and Safety Policy	
I have read the client's Health and Safety Policy (where applicable)	
I have taken steps to ensure that I am working in a safe and healthy manner	
To the best of my ability, I have checked to ensure that the equipment I am using to perform my daily tasks, such as computers, chairs and monitors, is free from obvious defects that may affect my health and safety	
I have received training on the use of any specialised equipment related to the performance of my duties (where applicable)	
I am familiar with basic computer usage and know how to use a computer in a safe manner, to minimise the risk of injuries such as Repetitive Strain Injury ( RSI)  I have received training related to the use of my computer equipment and instructions as to prevent stress-related injuries.	
I have notified CTC's health and safety officer of any health-related issues that may affect the performance of my duties or health and safety at work.	
I will raise any issues related to my health and safety promptly with the nominated CTC Health and safety officer, as soon as these issues come to my attention	
I will take steps to ensure that I continue to work in a healthy and safe manner.  I will identify risks related to the health and safety of myself and my colleagues and notify CTC in writing of any potential risks	

Signed \_\_\_\_\_

Date: \_\_\_\_\_

**Overall and final responsibility for health and safety is that of:**

Warren Singer, Director, CTC
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**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

All CTC employees, contractors and casual workers
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Health and Safety Objectives	Document reference	Delivery details
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	CTC Health and Safety Policy	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments are reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	CTC Health and Safety Policy	Staff and contractors given necessary health and safety induction and provided with appropriate training and equipment. We will ensure that suitable arrangements are in place to cover employees engaged in remote work or on a client site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	CTC Health and Safety Policy	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	CTC Health and Safety Policy	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	CTC Health and Safety Policy	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.

Health and safety poster is displayed:	On our website and premises			
First-aid box and accident book are located:	Kitchen on CTC premises. Refer to to client's Health and Safety Policy if working at a client site			
Signed:	<i>Warren Singer</i>	Date:	12/12/12	
Subject to review, monitoring and revision by:	Warren Singer	Every:	12	months or sooner if work activity changes