

BIG BROTHERS BIG SISTERS OF NELSON

HAZARD MANAGEMENT POLICY

Policy	Big Brothers Big Sisters of NELSON will provide and maintain a safe physical and emotional environment for all workers, volunteers and young persons.
Categories	Safety in the physical work environment. Child Safety and Protection. Personal Safety. Emotional environment, stress and fatigue. Safety with transportation
Worker Training	New workers will be briefed on Hazard Management processes as part of induction New Volunteers (Mentors) are trained on Hazard Management as part of the Mentor Training Programme Existing workers will be reminded of processes as part of regular staff meetings.
Monitoring	Hazard Management policies will be reviewed annually. Any Hazards identified will be fully assessed following the processes to identify, isolate, eliminate, minimise or manage these. Policies will be reviewed following any accident or near miss on the premises. Emergency processes will be reviewed following any incident that requires the process to be used.
Management of physical working space and minimisation of Occupational Overuse Syndrome (OOS)	Furniture and equipment used by Big Brothers Big Sisters of NELSON in the provision of their services will be well-maintained and fit for purpose. Safety of furniture and equipment in the office will be included as part of the regular hazard identification checks carried out by BBBSN. BBBSN workers will take responsibility for reporting any broken or potentially dangerous furniture or equipment to the Programme Director. Workers are encouraged to work safely and take breaks at specified intervals through the day.

Date Implemented	Date of Last Change	Next Review Date	Policy approved at
May 2016	February 2013	May 2017	

Signed _____

Position _____

Date _____