**Health & Safety Policy**

**General Duties**

NRP recognises that the health, safety and welfare at work of all workers, whether on office premises or carrying out official business elsewhere, is primarily the Board of Directors responsibility; and further, a duty of care extends to other persons while they are on NRP premises.

**Employer's Responsibility**

1. The provision and maintenance of systems of work that are, so far as is reasonably practicable, safe and without risks to health.
2. Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health, in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision that is necessary to ensure, so far as is reasonably practical. The health and safety at work of workers.
4. The provision and maintenance, so far as is reasonably practicable, of a safe place of work, safe access and egress to and from that place of work.
5. The provision and maintenance of a working environment that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for welfare at work.
6. The employment of persons who carry out their work without adversely affecting the health, safety and welfare at work.
7. Investigate all accidents and potential hazards which have been reported either formally or informally and write a report to the Board of Directors.
8. Initiate additional safety measures, repairs or remedial measures deemed to be necessary from the investigation or information provided by workers, Directors, or members.
9. Inspect office premises on a regular basis to check that safety instructions and safe practices are being followed at the work place.
10. Instruct workers on their duties with regards to the safety of themselves and all others within the work area and ensure that all workers are trained in the appropriate safe working methods.
11. Inform workers of any hazards to heath and safety which may be encountered in the course of their work, of precautions taken, and of their duties to safeguard their health and well being.
12. Compliance with the statutory requirements for safety, health and welfare.

Overall responsibility for fulfilling the NRP's general policy of health and safety rests with **NRP Board**

**Worker's Responsibility**

All workers have a responsibility for their personal safety and also a duty of care to their fellow workers. These include:

1. The duty to comply with the safety instructions and directions laid down by
the management.
2. The duty to use properly the means and facilities provided for safety and
health at work.
3. Refrain from the wilful misuse or interference with anything provided in the
interests of health and safety and welfare and any action that might
endanger themselves or others.
4. Make themselves familiar with and conform to, NRP's health and safety
policy.
5. Observe all the safety rules at all times.
6. Wear appropriate safety clothing and use appropriate safety equipment as
required.
7. Report all accidents, hazards and damage in their workplace to the Worker
Liaison Officer.
8. Make suggestions to improve safety in their workplace to the Worker
Liaison officer.
9. Compliance with the statutory requirements for safety, health and welfare