

## Safety, Health and Welfare Policy

It is the policy of Kerry First Aid Ltd. t/a Cork First Aid to comply with the terms of the Safety, Health and Welfare at Work Act 2005 and subsequent legislation and to provide and maintain a healthy and safe working environment. The Kerry First Aid health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to aim for an accident-free working environment.

### Scope

This scope extends to achieving compliance, assessing risks, eliminating, minimising and managing risk in an acceptable fashion in so far as is reasonably practicable. This policy will be reviewed annually

### Safety

You must make yourself familiar with this Health and Safety Policy and your own health and safety duties and responsibilities, as per your job description.

You must not take any action which could threaten the health or safety of yourself, other employees, customers or members of the public.

Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.

You must report and record all accidents and incidents at work, no matter how minor.

### Smoking policy

There is a statutory ban on smoking in the workplace. Training sites are no smoking areas, which must be observed at all times. This includes vaping.

Smoking/vaping is not permitted around entrances or exits of premises or vehicles.

Kerry First Aid does not permit cigarette/vape breaks to be taken in addition to allocated breaks.

## ALCOHOL & DRUGS POLICY

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues.

The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees and is therefore strictly forbidden.

Students should not attend courses if under the influence of alcohol or drugs.

### Fitness for work

If an employee arrives for work and, in our opinion, are not fit to work, we reserve the right to exercise our duty of care if we believe that they may not be able to undertake their duties in a safe manner or may pose a safety risk to others, and send them away for the remainder of the day with or without pay and, dependent on the circumstances, they may be liable to disciplinary action.

Students who present and are, in the opinion of the instructor, unfit to sit the course, can also be refused entry to the course on safety grounds.