



Health and Safety Policy

1. Introduction

The Institute of Industrial Engineers & Safety Management Systems (IIESMS) is committed to providing a safe and healthy environment for all employees, members, visitors, and stakeholders. This Health and Safety Policy outlines our commitment to health and safety, our responsibilities, and the procedures we have in place to ensure a safe working environment.

2. Policy Statement

IIESMS is dedicated to:

- Ensuring the health, safety, and welfare of all employees, members, and visitors.
- Complying with all relevant health and safety legislation, regulations, and codes of practice.
- Preventing accidents and work-related ill health.
- Continuously improving our health and safety performance.

3. Responsibilities

3.1 Management

- Provide leadership and commitment to health and safety.
- Ensure that adequate resources are allocated for health and safety management.
- Monitor and review health and safety performance regularly.

3.2 Health and Safety Officer

- Implement and maintain the health and safety management system.
- Conduct regular risk assessments and safety inspections.
- Provide health and safety training and information to employees and members.
- Investigate accidents, incidents, and near-misses and implement corrective actions.

3.3 Employees and Members

- Comply with all health and safety policies, procedures, and instructions.

- Report any health and safety concerns, hazards, or incidents to the Health and Safety Officer.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.

4. Risk Assessment

- Conduct regular risk assessments to identify potential hazards and implement measures to mitigate risks.
- Review and update risk assessments periodically or when significant changes occur in the workplace or work practices.

5. Training and Information

- Provide health and safety training to all employees and members to ensure they are aware of their responsibilities and the hazards they may encounter.
- Ensure that all employees and members have access to relevant health and safety information, including policies, procedures, and safe work practices.

6. Emergency Procedures

- Establish and maintain emergency procedures to deal with potential emergencies, including fire, medical emergencies, and evacuations.
- Conduct regular emergency drills to ensure that all employees and members are familiar with the procedures.

7. Accident and Incident Reporting

- Implement a system for reporting and recording accidents, incidents, and near-misses.
- Investigate all reported accidents, incidents, and near-misses to identify the root cause and prevent recurrence.

8. Health and Wellbeing

- Promote the health and well-being of employees and members through initiatives and programs that encourage a healthy lifestyle.
- Provide support for employees and members experiencing work-related stress or other health issues.



9. Monitoring and Review

- Regularly monitor and review health and safety performance to ensure compliance with this policy and identify areas for improvement.
- Conduct periodic audits of the health and safety management system to ensure its effectiveness.

10. Communication

- Communicate this Health and Safety Policy to all employees, members, and relevant stakeholders.
- Ensure that health and safety information is easily accessible and regularly updated.

11. Review and Updates

This Health and Safety Policy will be reviewed regularly and updated as necessary to ensure its relevance and effectiveness.

12. Contact

For questions or concerns about this Health and Safety Policy, please contact: **Institute of Industrial Engineers & Safety Management Systems (IIESMS)**

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