

Health and Safety Policy Statement

The Council and Secretariat staff of ITS United Kingdom take the responsibility for the health and safety of ourselves, colleagues and Members very seriously. We embrace our health and safety responsibilities and make every effort to meet our legal duties for the health and safety of employees and others affected by ITS (UK)'s activities.

We aim to achieve this by:

Providing leadership

Ensuring that adequate resources are provided to meet strategies and policies for health and safety

Ensuring that all our decisions reflect the health and safety policy.

Encouraging the active participation of all employees in improving health and safety

Monitoring health and safety performance

Formally reviewing health and safety performance

Operational responsibility is delegated by the Council of ITS (UK) to the Operations Manager of ITS (UK). The Operations Manager is responsible for implementing and maintaining all legally required health and safety procedures and documentation, and for the organisational arrangements necessary to fulfil the requirements of this policy.

The policy applies to all employees and Officers, including those travelling in the UK or overseas; to all premises owned by, used by, or under the control of ITS (UK); and to all activities related to the functioning of ITS (UK).

ITS (UK) seeks to create and maintain a stimulating and vibrant working environment that promotes excellence in performance by all staff, and in service provided to all our Members. It is a fundamental principle that such a working environment should be safe and without risks to health, and it is imperative that all parties follow the requirements of this policy.

ITS (UK) expects all employees to commit to the achievement of the aims of this policy.

Statement of Health and Safety Policy

The provision of a healthy and safe working environment is central to ITS (UK)'s commitment to the development of a positive working environment that inspires and supports the provision of an excellent service to our Members. As a part of that commitment ITS (UK) recognises its legal duty to provide a safe and healthy workplace for staff, Members, visitors and others who may be affected by ITS (UK)'s activities.

The management of risks to health and the control of workplace hazards is a responsibility of everyone and, with the support of the Secretary General and Council, all members of staff must be

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committed to creating a safe and healthy workplace. The senior management team leads by example in communicating and promoting this policy and will seek continuous improvement in health and safety performance.

It is vital that, as part of a positive health and safety culture, staff are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues in support of ITS (UK)'s wider aims and objectives

Key Objectives

ITS (UK) is committed to implementing the following objectives:

To support a positive health and safety culture where everyone is aware of, and meets, their responsibilities for the safety and health of themselves and others.

To define the health and safety responsibilities of all members of staff.

To ensure that all staff have the knowledge and competence they need to meet their individual and collective responsibilities.

To provide competent specialist advice where needed to support good decision making.

To maintain and document an effective health and safety management system.

To involve, consult and communicate with all staff and students on health and safety issues.

To work with recognised Trade Unions to secure workplace improvements.

To measure, monitor and review health and safety performance.

To provide the resources necessary to meet ITS (UK)'s health and safety obligations.

Organisation

The overall responsibility for this policy lies with Council which gives delegated authority to the Secretary General for implementation.

ITS (UK) will keep under review the organisation it needs to implement the policy.

Implementation of the Policy

All staff are responsible for putting the policy into practice within their own areas of work. The Secretary General will support them in this endeavour.

Review

ITS (UK) is committed to reviewing and developing its health and safety policy and the organisational and other arrangements required to deliver it. It will review the health and safety management system at least once every five years and will initiate additional reviews if circumstances so require.

Rukshan Soysa

Operations Manager

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