



## GBWCT HEALTH & SAFETY for TENANTS

### PURPOSE

Under the Health and Safety at Work Act 2015 (“Act”) all commercial landlords have a duty to ensure that people working on the premises are healthy and safe.

The health, safety and welfare of tenants and all others accessing Workcentre premises is of prime importance for the Trust, and it is the Workcentre’s intention to meet the legislative requirements, and to strive for excellence in health and safety management.

The **Golden Bay Workcentre Trust (GBWCT)** will take all practicable steps to ensure the safety of staff, trust members, volunteers, students, tenants, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

## 2. Rationale

- To ensure that **GBWCT** is compliant with the Health and Safety at Work Act 2015.
- To ensure the health and safety of tenants and their staff, volunteers or visitors that come to the **GBWCT**;
- To ensure that risks to the organisation are identified and managed appropriately; and
- To ensure that all parties are protected by an explicit and clear procedure/s.

## 3. Guidelines and Procedures

Every tenant (and associated persons) of the **GBWCT** is expected to act safely at all times to ensure their own well-being, as well as others in the workplace. This applies to all.

The **GBWCT** will:

- Comply with all relevant health and safety legislation;
- Follow the guidelines as set out in the organisational H&S Policy
- Carry out regular H&S Safety Inspections
- Engage with tenants on matters relating to Health & Safety, including, H&S induction for all tenants (and associated persons), conducting regular fire and emergency drills, and the regular dissemination of updated H&S information for the site;

- Practice continuous improvement in health and safety;
- Ensure ongoing evaluation, review and updating of compliance with the various H&S Policies and all associated procedures and guidelines;
- Maintain accurate recording, reporting and investigation of incidents/accidents;
- Provide resources that ensure a consistent and systematic approach to health and safety management

All tenants (and associated persons) have individual responsibility for health and safety. The expectation is that all will:

- Take reasonable care for their own health and safety;
- Ensure that no action or inaction on their part endangers themselves or others;
- Carry out regular H&S inspections of their own workspace/s;
- Comply as far as is reasonably possible with any reasonable instruction given by the Property Manager, the General Manager or Trustees of the **GBWCT** to comply with the Act and/or Regulations. Failure to do so may impact on conditions of your ongoing tenancy;
- Cooperate with any reasonable policy or procedure that **GBWCT** relating to the health and safety at the workplace.;
- Bring health and safety issues to the attention of the Property Manager;
- Understand and comply with health and safety policies and procedures;
- Follow standard procedures for dealing with hazards and accidents;
- Report all accidents/incidents to the Property Manager immediately.

**IMPORTANT: All accidents and hazards at GBWCT must be reported immediately. THERE ARE NO EXCEPTIONS.**