



Association for Protection of Landowners' Rights

Health and Safety Manual

2005

Table of Contents

1. Introduction	3
2. Organization and Lines of Responsibility	4
3. Health & Safety Policy.....	5
4. Alcohol and Drugs Policy	6
5. Safeguarding Environment.....	7
6. Risk Assessment.....	8
7. Work Site Conditions.....	9
7.1 Cleanliness and Waste Materials	9
7.2 Ventilation.....	9
7.3 Temperature in Indoor Workplaces	9
7.4 Lighting	9
7.5 Room Space and Workplace Seating.....	9
7.6 Windows, Floors, Walls and Ceilings	10
7.7 Sanitary Conveniences.....	10
8. Transportation / Vehicles	11
8.1 Temporary Transportation Use.....	11
8.2 Long-Term Transportation Use.....	11
9. Fire & Electrical Safety.....	13
10. First Aid / Emergency Protocol.....	14
11. Reporting.....	15

1. Introduction

This manual is intended for the employees of the Association for the Protection of Landowners' Rights (hereunder referred to as "APLR" or "Association" and "Organization") to ensure that all activities are performed in accordance with the Health and Safety Policy minimum requirements set forth in this document.

The primary goal of the Manual is to declare Health and Safety management procedures put in place by the APLR, which aims at minimizing any assessed or potential hazards, risks or injuries associated with the work performance.

The manual focuses on main aspects of health & safety management system organization, coordination, maintenance and reporting techniques adopted within the APLR.

Any amendments to the policies, procedures and/or responsibilities included in the Manual shall be declared and made available in writing as soon as reasonably practicable to all APLR employees and third parties as appropriate.

All members of staff will receive a copy of this manual and will be required to sign to state that they have read and understood it. New members of staff will be required to read and sign a copy of this manual before they start work and their manager will familiarize, explain and assist them to begin work in a safe manner as applicable.

2. Organization and Lines of Responsibility

The APLR has a nominated safety manager who has overall group responsibility for reviewing and making recommendations on all matters relating to health and safety.

The safety manager will ensure through the management organization that:

- All persons employed by the organization receive adequate health and safety training. In addition employees will receive adequate instruction and supervision to enable them to undertake their work in a safe manner.
- All transport and equipment are suitable for their intended purpose and that it is maintained in a safe condition at all times.
- All persons working on site, whether or not employees of the organization, are adequately notified of all known hazards and protective measures.
- That the company risk assessments, along with all other safety documentation, are brought to the attention of all relevant parties.
- All employees are required to comply with their requirements under current internal organizational procedures. All staff must co-operate with the management of the Association to allow it to comply with the current manual for health and safety.
- Individual members of staff, who have any concern regarding their own safety, or that of a third party, are responsible for reporting the matter to their manager without delay.

3. Health & Safety Policy

It is the Policy of APLR to take all possible steps to ensure the health, safety and welfare of all employees and other persons engaged in work for the organization and any third parties who come into contact with our business.

It is the duty of each employee to comply with the Association's safety policy and to co-operate with the management of the organization to ensure that the work place remains as safe as possible.

The Association is fully committed to maintaining safe systems of work and fully recognizes their overall responsibility for safety in the work place.

Any member of staff who does not comply with this safety policy or any other safety requirement will be liable to disciplinary action or dismissal from work as necessary.

General induction training in health and safety management system of the Association will be provided for all members of staff. Additional training will be provided for new and nominated members of staff as required.

The planning of training in health safety is the responsibility of the safety manager. If any member of staff feels that he/she could benefit from other specific safety training in addition to that which has been assessed as relevant by the Organization then they should approach their supervisor.

4. Alcohol and Drugs Policy

The Association is aware of its responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, and recognizes that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and safety, or the safety of others whilst in the workplace.

All employees, regardless of status, are expected to adhere to, and observe, current and future legislation and the Organization policies and rules regarding the consumption of alcohol and/or drugs whilst on, or reporting for, duty or whilst on Association or client premises.

The consumption of alcohol on the Association premises is not allowed except at authorized company functions or with the prior consent of senior management. Any employees, regardless of status, found consuming either drugs or unauthorized alcohol on Association premises, or thought unfit to carry out their normal duties through the unauthorized consumption of such, may be subject to disciplinary action.

The Association reserves the right to remove from site and suspend from work any employee suspected to be in breach of this policy through misuse of alcohol or drugs, pending further investigation.

Any employee found to be in breach of legislation and/or the Association policy or rules may be subject to disciplinary action for gross misconduct that may lead to summary dismissal.

Anyone taking prescribed or over the counter medication should inform his or her manager on reporting for duty and before actually commencing work.

The Association would prefer to help staff who might have a problem, not penalize them. Staff who seek help and declare a belief that they have a problem concerning either alcohol or drugs will be dealt with sympathetically by the Organization and support will be given where possible.

5. Safeguarding Environment

The Association employees must always try to minimize the quantity of waste and shall observe and comply with all laws and regulations concerning the production, carrying, keeping, treating and/or disposal of waste and the following specific environmental considerations where appropriate.

6. Risk Assessment

It is the policy of the Association to encourage all staff and third parties to work together to create a healthy and safe working environment.

To fulfill this policy hazards have to be identified and suitable steps taken to prevent injury or ill health to the Organization staff, or third parties, who may include contractors or visitors.

The risk assessment should assess the risk that may be present in all work activities, and may identify particular areas for more detailed 'specific' assessments.

It is important to note this procedure relates to the long-term health of individuals as well as the management of the safety of such individuals, which focuses on the prevention of injuries.

Risk assessments should be done at least once a year provided that no changes have occurred during this time. If either the working environment or working practices are amended, however slightly, a new risk assessment must be performed.

Risk assessments need to be done before new procedures are introduced.

In order to perform a satisfactory risk assessment it is important to define the focus for assessment, to identify activities, to identify hazards, to identify who is at risk, to evaluate risk, to review controls, to record decisions and review regularly.

Risk assessments must be performed by the safety manager with involvement of activity managers and supervisors.

7. Work Site Conditions

7.1 Cleanliness and Waste Materials

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents.

Staff working in all areas must have regard to the following:-

- Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times.
- Close all cabinets, cupboards and drawers after use.
- Never overload shelving or store heavy items above head height except on load bearing purpose built racking.
- Never leave a lit cigarette unattended in the designated smoking area.
- Clear away immediately any dangerous substance or spillage. Dangerous substances are marked and are defined as toxic, harmful, irritant, flammable or oxidizing.
- Waste materials must not be allowed to accumulate except in suitable receptacles.

7.2 Ventilation

Effective and suitable provision should be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air and any site used for this purpose shall include an effective device to give visible or audible warning of failure of device.

7.3 Temperature in Indoor Workplaces

Temperature should provide reasonable comfort without the need for special clothing. Where such temperature is impractical because of hot or cold processes, all reasonable steps should be taken to achieve a temperature that is as close as possible to comfort.

7.4 Lighting

Lighting should be sufficient to enable people to work, use facilities and move from place to place safely without experiencing eye strain.

Where appropriate, local lighting should be provided at workstations etc., or other places of particular risk.

7.5 Room Space and Workplace Seating

Rooms should have enough space to allow people to get to and from workplaces and to move within the room with ease.

Workstations should be arranged so that each task can be carried out safely and comfortably.

Workstations, including seating and access to the workstations, should be suitable for any special needs of the individual employee.

7.6 Windows, Floors, Walls and Ceilings

It must be possible to reach, operate and control openable windows in a safe manner.

Open windows should not project into an area where persons are likely to collide with them.

All windows must be of a design to enable them to be cleaned safely.

Floors and walls in the workplace should be kept free of obstructions that may present a hazard or impede access.

Lighting devices in the ceilings should be kept firmly fixed to avoid falling objects that may present hazard to health and safety of personnel in the workplaces.

7.7 Sanitary Conveniences

There must be suitable and sufficient sanitary conveniences provided at readily accessible places.

The rooms containing them are adequately ventilated and lit.

The rooms containing them are kept clean and tidy.

The rooms containing them include a supply of clean, hot and cold, or warm water.

The rooms containing them include soap or some other suitable means of cleaning.

The rooms containing them include towels or other suitable means of drying.

8. Transportation / Vehicles

8.1 Temporary Transportation Use

The employment of one-time transportation means such as mini-buses, buses or any other types of vehicles for the purpose of small or long-distance traveling, involving arrangement of conferences, workshops, seminars, trainings outside the workplace, must meet the minimum requirements provided below:

- Vehicle drivers must possess current and valid documentation for the transportation use in accordance with Georgian legislation;
- Vehicle interior and exterior conditions should be free from any defect that may present a hazard to health and safety of people;
- Prior testing of the vehicle must be conducted to ensure safe and uninterrupted technical operation of transportation;
- The safety manager together with the office manager is responsible for monitoring the above safety checks for the vehicles to be employed for short-term tasks.

8.2 Long-Term Transportation Use

Vehicles employed by the Association for long-terms tasks/projects must meet the minimum requirements provided below:

- Vehicle drivers must possess current and valid documentation for the transportation use in accordance with the Georgian legislation;
- Vehicle interior and exterior conditions should be free from any defect that may present a hazard to health and safety of people;
- Prior testing of the vehicle must be conducted to ensure safe and uninterrupted technical operation of transportation;
- Each vehicle must be equipped with seat belts for each passenger;
- Each vehicle must carry First Aid Kit and a Fire Extinguisher;
- Each vehicle must have a spare tire, tow strap, set of tools, jack, air pump, reflective vest or jacket, flashlight and a warning triangle;
- Each vehicle driver must have a cell phone, use of which is allowed only if the vehicle is parked outside the driving road and engine is shut down.

Speed limits and any other local laws, requirements and legislation must be followed at all times by all drivers employed in the Organization.

Night driving is not encouraged by the Association unless there is a reasonable necessity identified by the vehicle driver, in which case it should be reported to the safety manager and/or office manager prior and after the trip.

The safety manager and the office manager are responsible for maintaining regular checks of vehicles for their operability and suitability for the work.

Long-distance trips must be coordinated by the safety manager through pre-departure and arrival contacts with transportation drivers.

Seat belts must be worn by all passengers in the vehicle at all times during driving.

Number of passengers in a vehicle must not exceed quantity of seats provided in transportation per passenger.

9. Fire & Electrical Safety

The Association will provide the necessary fire fighting equipment in accordance with the requirements of this manual. It is the policy of the APLR to over rather than under provide such facilities. All employees are required to familiarize themselves with the fire drill before commencing work. Exercises will be arranged at regular intervals. Existing fire fighting equipment will be inspected by a supervisor appointed by the safety manager on a regular basis. Fire fighting equipment will be inspected on a quarterly basis.

Fire exits must be kept clear at all times. No fire door to or from an occupied room may be locked.

No doors are to be wedged or propped open in any way. All personnel will be trained by their safety manager in the safe use of fire fighting equipment.

You should know which extinguishers are available in your immediate place of work. In particular you should ensure that combustible materials do not accumulate around your place of work.

Flammable materials must never be exposed to hot surfaces or direct heat sources.

In the event of a gas leak switch off all equipment and evacuate the premises immediately. Contact the Emergency Services immediately.

In the event of a fire the premises should be evacuated immediately following the information provided on the fire notices.

Fire extinguishers should only be removed from their wall brackets in an emergency. The removal of fire extinguishers in other cases without good reason will be considered as misconduct.

Ensure that all electrical equipment you use is in good order. Do not use any electrical equipment that does not appear to be in good order but report it to your supervisor without delay.

Changes to the electrical system (including new plugs) should only be undertaken by competent persons who have been trained and all works required should be reported to the safety manager.

Work on 3 phase electrical systems or live plant must never be undertaken by unqualified personnel and live working requires a specific risk assessment to be undertaken.

General Safety Requirements For Electrical Systems:

- Switch off all electrical equipment after use. Do not overload sockets.
- Do not allow wires to project into the walkways where they present a tripping hazard.

10. First Aid / Emergency Protocol

The Association will provide first aid in accordance with the requirements of this manual. The nominated first aider(s) will be published on the Association notice board in all offices and/or verbally explained to all staff as appropriate.

If you suffer an injury, however slight, report it to your manager and the nominated first aider at once. The injury must be entered in the accident book and you will be required to provide a full explanation of the events surrounding the accident.

If a serious accident occurs the first aider should be contacted at once. The first aider will arrange for an ambulance to be summoned immediately.

The first aider is a safety manager duly authorized by the Organization. In case of an emergency related to health and safety contact the first aider and/or your immediate supervisor/manager through 24-hour Emergency numbers provided by the Association.

If by any reason it is not possible to reach the safety manager contact APLR office manager or your immediate supervisor.

11. Reporting

All staff members are required to report any hazards and injuries caused in the course of work performance to the safety manager in the Association.

Accident Book shall be used for recording any relevant hazards or injuries reported to the safety manager from any staff member.

Accident Book shall provide information on the date, time and place of the hazard or injury occurrence as well as identify who has been exposed to hazard or injury, summary of accident and any other comments as deemed necessary.

The safety manager is responsible for keeping records and maintaining Accident Book accurately updated as required.

Further investigation or action can be initiated by the safety manager as deemed necessary to assess circumstances in which hazards or injuries occurred and minimize further similar risks through situation analysis.