



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

HEALTH AND SAFETY

Statement of Responsibilities EMPLOYEES

The responsibility of all employees under the Safety, Health & Welfare at Work Act 2005, whether they be full-time, part-time, contract or temporary workers are as follows:

- take reasonable care of their own safety and welfare and any other person who may be affected by their actions or omissions at work.
- co-operate with KCETB in the implementation of health and safety systems and procedures in order to comply with the relevant statutory provisions.
- use the safety equipment provided, or other items provided for their safety, health and welfare at work.
- report to the school principal/head of centre/head of section, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare to themselves and others.
- maintain good housekeeping practices in all work areas.
- obey written and verbal health and safety instructions, attend scheduled safety training and safety meetings coordinated by KCETB.
- strictly follow safe operating procedures, method statements and safe systems of work for particular equipment or tasks.
- not to come to work or use equipment under the influence of drugs or alcohol.
- be familiar with the emergency procedures and the location of the first aid treatment area, fire extinguishers and emergency assembly point.
- seek appropriate first aid or medical treatment for injuries.
- report accidents that may occur to employees directly to the school principal/head of centre/head of section and follow the school/centre/office accident reporting procedure.

An employee shall not intentionally, recklessly or without reasonable cause:

- interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or

- place at risk the safety, health or welfare of persons in connection with work activities.