



HEALTH & SAFETY POLICY STATEMENT

1. FINANCIAL INDEPENDENCE is committed to ensure that the Health & Safety of all employees, contractors, and visitors, is our highest priority. We believe that all injuries are preventable, and we are committed to achieving and maintaining an injury free workplace.
2. To demonstrate this commitment, we will comply with the Health and Safety at Work Act 2015, all legislation, regulations, standards and codes of practice, and provide sound leadership and management.
3. We will constantly work at improving our safety performance and recognize the positive contribution from all employees and contractors.
4. To achieve this, all personnel will take all practicable steps and be actively involved with the safety effort through:
 - a. The encouragement of a team approach in our efforts to achieve an accident and injury free workplace and healthy work environment. With the leaders at all levels demonstrating their commitment to safety and always insisting on safe methods and safe practices.
 - b. Open, honest, and effective communication with the view to achieving a common understanding.
 - c. The provision of the necessary resources, support, and training to all employees to enable them to carry out their functions safely.
 - d. Reporting and recording all notifiable events, notifiable illnesses, or injury accurately and adopting no blame approach when investigating all accidents and incidents.
 - e. Management will discuss wellness and rehabilitation if an employee is off work for more than 3 days consecutive days.
 - f. Supporting the safe and early return to work of injured employees.
5. The accountability for individual safety will be the responsibility of all personnel, management and supervisors will be accountable for the support and implementation of this policy within the company.
6. Responsible drinking, please enjoy our social environment, but zero tolerance for driving over the legal limit. We will provide non alcoholic drinks and food when a function is provided by FI. We encourage the use of an uber if you feel concerned about your alcohol levels.
7. We are passionate about making your work environment as comfortable as possible, using ergonomic equipment can be helpful for this and we are happy to provide the right equipment for you, please ask.
8. Having aches and pains can be common when working at a desk and we would like to help keep track of these things when they arise, please complete the below form if you are having any discomfort and let us help you mitigate this where possible.
9. Your mental health is always at the top of our minds and can be something that creeps up on us all, please feel free to reach out for assistance should this become an issue for you, we have resources that we can access to support you with this.
 - a. Your employee medical scheme has mental health support services
 - b. Xero also provides mental health services that we can access

Workplace Pain, Discomfort & Mental Distress Form

Financial Independence
Insure Your Future



Direct Manager:		Employee:	
Operations Manager:	Alana Collinson	Incident Date:	
		Date of report:	
<p>- When did you first notice discomfort / pain / mental distress?</p> <p>- Is it getting worse, better or staying the same?</p> <p>- Have you had these symptoms before?</p> <p>- What helps to relieve symptoms?</p> <p>- Is there anything else you feel we should know?</p>		<p>Discomfort type ie Aches & pains (gradual)</p> <p>Severity: ie Discomfort / Mild Pain / Pain</p> <p>Duration: ie Always present / present at work but improves after / Only at work / Occasional</p>	
Is further Investigation / Intervention required?	<ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No – (If no, please give reason) 		
<ul style="list-style-type: none"> <input type="radio"/> Nil <input type="radio"/> First Aid administered <input type="radio"/> Referral to Occupational Therapist for workstation assessment <input type="radio"/> Employee to engage with SC Mental health services <input type="radio"/> Refer to doctor <input type="radio"/> Refer to hospital 	Manager Sign off:		
	Date:		

Approval and Version Control

Version	Date	Author	Description
1.1	22/11/2022	Alana Collinson/ Emma Hunter	Health and Safety policy

Authorised by:	Matthew Beattie
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