



# Health and Safety Policy

Last Updated: 18 March 2024



## Purpose

This policy sets out Think Pacific's general approach to health and safety. It explains how Think Pacific, as a volunteer organisation and employer, will manage health and safety throughout our operations and organisation. It clearly states who does what, when and how. Think Pacific shares this policy, and any changes to it, with all employees, volunteers and partners.

### 1. Statement of Intent

Our aim is excellence in health and safety. We will accomplish this by continually seeking to improve our health and safety management system so that it meets with our vision, values and the expectations of those affected by what we do. We will ensure that our responsibilities for health and safety are clearly allocated, understood, monitored, fulfilled and that legal requirements in the UK and Fiji respectively, will be regarded as the minimum standard to be achieved.

1.2. Think Pacific recognises that complying with The Health and Safety at Work etc. Act 1974 and pertaining regulation is a legal requirement, not a matter of choice. We will act positively to minimise the incidence of all workplace risks and all activities will be carried out with the highest regard for the health, safety and welfare of our staff, volunteers, visitors and the wider public.

1.3. We are committed to providing the financial and physical resources necessary to ensure that a high standard of health, safety and welfare is achieved. We will empower our staff by providing quality information, instruction, training and supervision to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.

1.4. Think Pacific will carry out and regularly review risk assessments to identify hazards and existing control measures; it will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level. We will also ensure that the premises we occupy and the equipment we provide meet at least the minimum legal requirement.

1.5. We will actively consult with our workforce and nurture an open attitude to health and safety issues, encouraging staff and volunteers to identify and report hazards and suggest

innovative solutions so that we can all contribute to creating and maintaining a safe working environment.

1.6. This policy reflects our commitment to ensuring that health and safety at work is paramount to Think Pacific and that effective health and safety actively contributes to our ongoing success. The successful implementation of this policy requires total commitment from all members of staff.

1.7. This policy will be reviewed every year or in the light of legislative or organisational change

## **2. Our health and Safety Policy is designed to:-**

- a) Prevent accidents and cases of project and work-related ill health
- b) Manage health and safety risks in our workplaces and in rural project locations.
- c) Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- d) Provide appropriate personal protective equipment for staff
- e) Consult with our employees and volunteers on matters affecting their health and safety
- f) Provide and maintain safe workplaces and equipment
- g) Ensure safe handling and use of substances
- h) Maintain safe and healthy working conditions
- i) Implement emergency procedures, including evacuation in case of extreme weather, fire or other significant incident
- j) Review and revise this policy regularly

## **3. Creating a Positive Culture of Health & Safety**

3.1 Think Pacific is striving to create a positive and inclusive working environment and culture, providing the conditions for individuals and teams to thrive and achieve the highest standard of performance and service, where contributions are fully recognised and valued by all.

3.2 Think Pacific is committed to supporting its employees and volunteers, be this via learning and development or through more informal mechanisms such as the development of a productive and positive workplace culture.

3.3 Think Pacific believes that all employees should have rewarding and worthwhile jobs, with the freedom and confidence to be empowered to raise health and safety concerns where appropriate. To do this, employees and volunteers need to be trusted, empowered and actively



listened to by those with whom they work and interact. Employees must be treated with respect at work, and be given the tools, training and support to work safely with opportunities to develop and progress.

## **4. Health and Safety Pledge**

All Think Pacific policies support the values and pledges created by Directors:

### **4.1 Think Pacific Pledge:**

Think Pacific commits to provide support and opportunities for staff and volunteers to maintain their health, well-being and safety.

### **4.2 Employee and Intern Pledge:**

You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with Think Pacific to ensure compliance with health and safety requirements, including at all times maintaining the highest standards of Think Pacific's code of conduct.

### **4.3 Volunteer Pledge:**

You have a duty to take reasonable care of health and safety during your volunteer project or placement for you, your teammates and community members and to cooperate with Think Pacific to ensure compliance with health and safety requirements, including at all times maintaining the highest standards of Think Pacific's code of conduct.

## **5. Scope**

This policy applies to all statutory employees of Think Pacific, volunteers, contractors, seconded staff, placements, agency staff and interns.

## **6. Roles and responsibilities for health & safety**

The following points refer to the specific names of individuals holding positions of authority and responsibility for managing and implementing health and safety measures to protect staff, volunteers and any person interacting with Think Pacific:

## 6.1 Overall and final responsibility falls to:

- **Simon Darker - Director.**
- **Contact information: T: 0113 335 9919. M: 07595 437797 E: simon@thinkpacific.com**

## 6.2 The Directors (day-to-day responsibility for implementation)

- **Simon Darker - Director (UK operations)**
- **Harry Hunter - Director (Fiji ground operations)**
- **Tom Whitehead - Director (Fiji staff training and preparation)**
- **Nigel Scott - Director (UK operations)**

Directors within the regions and departments have delegated responsibility to ensure this policy and associated procedures, protocols, guidance and management systems are fully understood, applied and resourced within their respective areas of responsibility.

All Directors should provide leadership by example and proactively promote responsible attitudes towards health and safety by:

- a) Ensuring that suitable and sufficient risk assessments are undertaken, records made as required and significant risks reduced to an appropriate level;
- b) Ensuring the requirements of the health and safety management system are fully embedded within their teams;
- c) Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety or welfare of staff;
- d) Ensuring the reporting and investigation of all accidents/incidents to identify learning or improvements needed to improve safety;
- e) Monitoring the effectiveness of the health and safety system in their area of responsibility.
- f) Ensuring that line managers are accountable for health and safety in areas of their control and compliance is reviewed at annual appraisal;

## 7. Health and Safety Manager

Current appointed health and safety manager is:

- **Simon Darker (Health and Safety Manager - UK) Contact Information T: 07595 437797, E: [simon@thinkpacific.com](mailto:simon@thinkpacific.com)**
- **Harry Hunter (Health and Safety Manager - Fiji). Contact Information: T: 7449678 E: [harry@thinkpacific.com](mailto:harry@thinkpacific.com)**

The Health and Safety Manager fulfills the statutory duty to appoint one or more competent person(s) to assist Think Pacific in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions. This role is responsible for:

- a) Coordination of the health and safety management system and monitoring its overarching effectiveness to meet Think Pacific's needs.
- b) The provision of health and safety advice and the implication of the law.
- c) The production and maintenance of this policy and associated health and safety procedures, protocols and guidance.
- d) Assisting in the identification and implementation of health and safety training needs.
- e) Acting as Think Pacific's formal link with The Health and Safety Executive, Local Authority (including Fijian equivalent), enforcement teams and other external agencies for health and safety matters.
- f) Providing recommendations and reports as and when required.

## 8. Responsibilities of Employees

All employees, whether working in UK, Fiji or other locations, are reminded of their legal duty to:

- a) Take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc. Act 1974;
- b) Inform their Manager (requested to be followed up in writing) of any danger to health and safety posed by a work activity under The Management of Health and Safety at Work Regulations 1999.
- c) Inform Think Pacific Management of any shortcomings in their experiences of Think Pacific's policies or protection arrangements under The Management of Health and Safety at Work Regulations 1999.

## 9. Arrangements to deliver this policy

This policy will be delivered by:

- a) The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to Think Pacific which will be made available via the staff handbook.
- b) Ensuring management conducts suitable and sufficient risk assessments and controls for their areas of responsibility.
- c) Maintaining records and spreadsheets to assist managers to implement the Health and Safety management system and to monitor their progress.
- d) The provision of appropriate health and safety training such as Leader Training, Staff First Aid Certificates, Mental Health First Aid Training, Safety training during volunteer orientation.
- e) The promotion of health, safety and welfare of all colleagues and volunteers through verbal communications and meetings, ppp's, project feedback and anonymous questionnaires.

## 10. Distribution

**Employees will be made aware of this policy via:**

- a) Think Pacific Staff Internet
- b) Staff handbook
- c) Training and induction briefing
- d) Verbal team meetings

#### **Volunteers will be made aware of this policy via:**

- a) Volunteer Online Portal
- b) Volunteer handbook (linked to portal and or university pages)
- c) Pre-departure meetings
- d) Fiji training and ind

## **11. Monitoring**

This organisation wide policy is monitored by measuring compliance with the Health and Safety legislation and best practises.

- a) **Responsibility for Monitoring:** The Directors are responsible for monitoring;
- b) **Method:** Active Monitoring. Site visits, inspections.
- c) **Frequency:** Quarterly meetings of the Health and Safety processes by Directors. Risk assessments and site visits pre-project for all expeditions.
- d) **Reporting arrangements:** Health and Safety Manager reports to Directors, including responsibility for action plans and Health and Safety Reports.

## **12. Equality**

Think Pacific has a commitment to create a positive culture of respect for all individuals including staff, volunteers and community partners. The intention is to identify, remove or minimise discriminatory practice in the areas of race, disability, gender, sexual orientation, age and religion, belief, faith and spirituality' as well as to promote positive practice and value the diversity of all individuals and communities. Please see our separate 'Equality and Diversity Policy' for further information.