



STUDENT AWARDS AGENCY FOR SCOTLAND

The Student Awards Agency for Scotland (SAAS) General Safety Policy

High health and safety standards are important to the welfare of all of us who work in SAAS. A good health and safety performance also helps us to be more effective. We already have a good system for managing safety in the agency. We will provide enough money and equipment to keep it going and make it even better.

Health and safety are just as important as all the other things we do. We will work to improve our performance by: -

- having clear health and safety objectives that everyone can understand and work towards;
- controlling things that could lead to illness, injury or loss; and
- working closely with the Trade Union Side.

We will develop a healthy and safe work place by ensuring that:

- we have safe ways of working;
- we have healthy conditions to work in;
- we obey the laws on health and safety and use them as the minimum standards for all our activities;
- we calculate the risks of things happening that might threaten our health and safety;
- we are all aware of possible dangers and how to avoid them;
- we recognise the causes of work related injuries and take action to prevent them;
- we encourage people to put forward suggestions for improving standards;
- we provide easy access to information and training on health and safety;
- people in our building who are not members of the agency do things safely; and
- we keep our health and safety arrangements under review.

SAAS as an employer has to ensure the health and safety of people working in the Agency. However, people also have a duty of care to themselves. They must avoid risks, prevent accidents and obey instructions. We may take disciplinary action against anyone who does not do so. As in everything else we do, co-operation is the key to success. We all need to work together to achieve the aims of this policy.

DAVID STEPHEN
Chief Executive