

HEALTH & SAFETY POLICY STATEMENT



Adra (Tai) Cyfyngedig is committed to carrying out our activities to achieve excellence in occupational health, safety and welfare, not only in respect to its employees, but also in relation to all suppliers, contractors, tenants, the general public and any others who are involved or affected by our activities.

We are committed to ensuring our Occupational Health and Safety Management systems are developed and maintained to meet the requirements of ISO 45001:2018.

The aim of our policy is to ensure that we:

- Provide a safe and healthy working environment which contributes to the prevention of work-related injury and / or ill health
- Prevent injury and ill health to all employees and other applicable parties
- Comply with all applicable legislation pertaining to Occupational Health and Safety and other requirements
- Eliminate hazards and reduce occupational health & safety risks
- Plan, organise and continuously review working practices so as to safeguard everyone that could be affected by our designs and operations
- Set objectives and targets to continuously improve our occupational health and safety performance
- Measure and review our performance, and actively seek continuous improvement
- Identify and provide training, supervision and information to give employees the necessary skills and knowledge to be fully aware of their responsibilities
- Provide and maintain facilities and safety equipment appropriate to our employees' activities
- Ensuring regular consultation and participation of workers, and where they exist, workers' representatives
- Work with our supply chain partners to influence them in demonstrating an equal commitment to occupational health & safety

Responsibilities:

Ultimate responsibility for the proper management of occupational health and safety rests with the Chief Executive. It is the Chief Executive's overall responsibility to ensure that the policy is effectively monitored and audited for compliance with the safety management system. The day to day responsibility to comply with the policy falls on the individual managers.

Each individual in Management / Supervisory positions is responsible for regularly reviewing standards and practices, assessing hazards and risks, and providing places of work that are inherently safe. Sufficient resources are to be allocated to discharge this responsibility. Managers / Supervisors are to display a clear and visible commitment to occupational health & safety.

All employees have a responsibility to themselves, their colleagues, and the general public to work safely. They have a duty to co-operate with ADRA in fulfilling its legal duties and must maintain their place of work and their equipment in a safe condition; and must not misuse anything provided in the interest of occupational health & safety.

Communication:

This policy will be brought to the attention and understanding of all employees, displayed on safety notice boards, and made available to other interested parties. People are to be encouraged to highlight areas of concern and proactively participate in delivering occupational health & safety excellence.

Chief Executive

Signature	Date
	11.03.2020

Board HSQE Champion

Signature	Date
	11 th March 2020

Mae Adra (Tai) Cyfyngedig wedi ymrwymo i gyflawni ein gweithgareddau i gyflawni rhagoriaeth mewn iechyd, diogelwch a lles galwedigaethol, nid yn unig o ran gweithwyr, ond hefyd mewn perthynas â'r holl gyflenwyr, contractwyr, tenantiaid, y cyhoedd ac unrhyw rai eraill, sy'n cymryd rhan neu'n cael eu heffeithio gan ein gweithgareddau.

Rydym wedi ymrwymo i sicrhau bod ein systemau Rheoli Iechyd a Diogelwch Galwedigaethol yn cael eu datblygu a'u cynnal i fodloni gofynion ISO 45001: 2018.

Nod ein polisi yw sicrhau ein bod:

- Darparu amgylchedd gwaith diogel a iach sy'n cyfrannu at atal anafiadau a / neu afiechyd sy'n gysylltiedig â gwaith
- Atal anaf ac afiechyd i'r holl weithwyr a phartïon cymwys eraill
- Cydymffurfio â'r holl ddeddfwriaeth berthnasol sy'n ymwneud ag Iechyd a Diogelwch Galwedigaethol a gofynion eraill
- Dileu peryglon a lleihau risgiau iechyd a diogelwch galwedigaethol
- Cynllunio, trefnu ac adolygu arferion gwaith yn barhaus er mwyn diogelu pawb y gallai ein dyluniadau a'n gweithrediadau effeithio arnynt
- Gosod amcanion a thargedau i wella ein perfformiad iechyd a diogelwch galwedigaethol yn barhaus
- Mesur ac adolygu ein perfformiad, a mynd ati i geisio gwelliant parhaus
- Nodi a darparu hyfforddiant, goruchwyliaeth a gwybodaeth i roi'r sgiliau a'r gwybodaeth angenrheidiol i weithwyr fod yn gwbl ymwybodol o'u cyfrifoldebau
- Darparu a chynnal cyfleusterau ac offer diogelwch sy'n briodol i weithgareddau ein gweithwyr
- Sicrhau ymgynghori a chyfranogi gweithwyr yn rheolaidd, a lle maent yn bodoli, cynrychiolwyr gweithwyr
- Gweithio gyda'n partneriaid yn y gadwyn gyflenwi i ddylanwadu arnynt i ddangos ymrwymiad cyfartal i iechyd a diogelwch galwedigaethol

Cyfrifoldebau:

Y Prif Weithredwr sy'n bennaf gyfrifol am reoli iechyd a diogelwch galwedigaethol yn iawn. Cyfrifoldeb cyffredinol y Prif Weithredwr yw sicrhau bod y polisi'n cael ei fonitro a'i archwilio'n effeithiol i sicrhau ei fod yn cydymffurfio â'r system rheoli diogelwch. Y rheolwyr unigol sy'n gyfrifol am gydymffurfio â'r polisi o ddydd i ddydd.

Mae pob unigolyn mewn swyddi Rheoli / Goruchwyllo yn gyfrifol am adolygu safonau ac arferion yn rheolaidd, asesu peryglon a risgiau, a darparu lleoedd gwaith sy'n gynhenid ddiogel. Mae digon o adnoddau i'w dyrannu i gyflawni'r cyfrifoldeb hwn. Bydd Rheolwyr / Goruchwylwyr yn dangos ymrwymiad clir a gweladwy i iechyd a diogelwch galwedigaethol.

Mae gan bob gweithiwr gyfrifoldeb iddyn nhw eu hunain, eu cydweithwyr, a'r cyhoedd i weithio'n ddiogel. Mae'n ddyletswydd arnynt i gydweithredu â ADRA wrth gyflawni ei ddyletswyddau cyfreithiol a rhaid iddynt gynnal eu gweithle a'u hoffer mewn cyflwr diogel; a rhaid iddo beidio â chamddefnyddio unrhyw beth a ddarperir er budd iechyd a diogelwch galwedigaethol.

Cyfathrebu:

Bydd y polisi hwn yn cael ei ddwyn i sylw a dealltwriaeth yr holl weithwyr, yn cael ei arddangos ar hysbysfyRDDau diogelwch, ac ar gael i bartïon eraill sydd â diddordeb. Dylid annog pobl i dynnu sylw at feysydd pryder a chymryd rhan ragweithiol wrth ddarparu rhagoriaeth iechyd a diogelwch galwedigaethol.

Prif Weithredwr

Llofnod	Dyddiad
	11-03-2020

Pencampwr IDAA Bwrdd

Llofnod	Dyddiad
	11 Mawrth 2020