

Policy

Disabled Workers Policy

General Statement

The company aims to provide full and fair opportunity for employment for disabled applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their position or for retraining if appropriate.

The company's health and safety policy has been prepared to ensure a safe and healthy environment for all employees. It recognises that those employees who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

The person responsible for the implementation of this policy is the Director and the total co-operation of all members of management and staff is required. At least one disabled person will participate in all company discussions relating to workplace health and safety policies where possible.

Arrangements for Securing the Health and Safety of Disabled Members of Staff

The company will keep a record of all personnel who, by reason of disability, are thought to have particular requirements relating to the company's health and safety services. The record will be regularly reviewed in terms of:

- the nature of the disability and any limitations it places on either an individual's physical and/or intellectual function
- the extent to which the individual requires changes (if at all) in the work environment or workplace services
- the nature of any routine practical assistance or supervision required of other people arising from the disability
- any implications that would arise on an emergency basis, either as a consequence of the disability (such as an epileptic fit) or in the workplace (such as emergency evacuation of the premises)
- what action has been taken on the basis of the above factors.

Procedures for Dealing with Health and Safety Issues

Employees should report any concerns regarding disability and health and safety to a responsible person (usually a manager or supervisor). Where a disabled (or any other) employee raises a matter concerning health and safety related to their employment, the company will:

- make all necessary investigations so as to identify the relevant details
- proceed with all measures necessary to resolve the matter.

This will involve risk assessments that must be up to date and take account of workers with disabilities or long-term health conditions, and which take account of reasonable adjustments already in place. It will involve disabled applicants and employees. Those involved — advisors, such as safety consultants or the occupational health doctors — will understand disability discrimination.

Information and Training

Newly appointed disabled employees and employees who become disabled will receive specific information and training on all relevant matters of health and safety. The company will ensure that the information is presented in such a way as to be readily understood by each individual. Company health and safety bulletins will also be issued in such a way that disabled employees can readily access and understand them.

If the company requires the services (supervisory or otherwise) of other employees to assist a disabled person in the course either of their work or to expedite health and safety procedures, these employees will be trained by the company and will receive specific notice of the duties required of them, and the disabled employee will be advised of the arrangement.

As a matter of good Company, the company will ensure that the workforce generally is advised of any relevant health and safety issue that affects an individual disabled employee.

Safe System of Work

Employees with physical disabilities may require specific safety measures in their workplace. These could include:

- the adaptation of machinery and equipment
- the relocating of shelves or electrical sockets and switches
- changes in lighting types and levels
- the provision of visual as well as audible systems for communication.

It is important to remember that mobility for all employees is jeopardised by blocked walkways, badly sited and/or badly designed workstations and equipment and by trailing wires.

In the case of employees with learning disabilities consideration also needs to be given to:

- the amount of supervision (if any) required in order to complete tasks safely
- the need to ensure that basic health and safety rules are conveyed, understood and carried out
- the need to ensure that the actions required in the event of an emergency are understood and likely to be complied with.

Summary Policy Statement

Disabled people constitute an important and valuable part of a company's workforce. An effective health and safety policy will fully incorporate their individual needs provided that:

- the actual implications of the disability in the workplace have been assessed and understood
- the workforce is encouraged and trained to recognise and respond to any health and safety implications arising from employing a disabled person

the company is committed to employing disabled people on an open and fair basis because of the qualities and skills that they contribute to the workplace and the workforce.