



## Health and Safety

Docom Ltd has a health and safety policy to ensure a safe working practices for directors, practitioners, associates, visitors and clients.

- To meet our insurance obligations.
- To provide a healthy working environment for our directors.
- To provide our clients with a risk averse environment.
- To notify associates of there obligations to us, our clients and any other practitioner.
- To ensure equipment is safety checked

Practitioners should:

- Confer with persons responsible for the property they are working in to ensure both practitioners\* of Docom Ltd and the workplace provider (WPP)\* is aware of health and safety issues and that the environment has been risk assessed. (either on the day by the practitioner or by the work place provider) \*
- To maintain a vigilant and continuing interest in Health and Safety issues through out any assignment.

Manual Handling:

- Manual handling is defined as the 'transporting of a load by one or more persons and includes lifting, putting down, pushing, carrying or moving a load which by reason of its characteristics or of unfavourable ergonomic conditions involves risks, particularly of back injury to practitioners, clients etc. Docom Ltd advises all third parties that if a risk is assessed at the point of manual handling we reserve the right to decline participating in the manual handling and that we would notify all associated parties of the risk.

Equipment:

- When using equipment, the practitioner should always ensure all other persons are protected from harm or injury through accident. Appropriate safety equipment\* must be used. The environment should be checked by the practitioner and steps taken to ensure it is a safe working environment for the duration of the assignment. If this is not possible the work place provider should be informed immediately, and steps taken to minimise risk.

Considerations:

- Reporting of accidents to Docom Ltd immediately to be recorded on a complaints form.
- Other work place environments' Fire procedures to be adhered to and understood.
- Rest breaks should be accounted for.
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Terminology

- **Practitioner** – Lipspeaker, Oral Language Modifier or Specialist Notetaker.
- **Work Place Provider (WPP)** – NHS, Higher Education, Work environment, Training centre etc.
- **Safety Equipment** - wrist rests, equipment in working order and checked regularly.