

# Tarbert Dental Surgery

## Health and Safety Policy

At Tarbert Dental Surgery our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our work activities. This policy applies to all employees of the practice, dental associates, dental hygienists and other contractors providing services to the practice.

We have documented procedures for all health and safety activities and responsibilities are clearly assigned within these procedures.

At Tarbert Dental Surgery we believe that communication between staff at the practice is an essential part of health and safety management. Consultation on health and safety matters will be facilitated by means of regular practice meetings.

Co-operation between staff at all levels is essential. All staff are expected to co-operate and accept their duties under this safety policy. Disciplinary action may be taken against any employee who fails to follow safety rules or carry out duties under this policy.

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

An employee, supervisor or manager who notices a health or safety problem, which she is not able to put right, must tell the appropriate person named below.

- Linda Garwood, Practice Owner has overall and final responsibility for health and safety matters within the practice
- Hilary Farrar, Practice Manager is responsible for this policy being implemented at Tarbert Dental Surgery

This policy will be kept up to date, particularly as changes occur within the practice. To ensure this, the policy and the way in which it has operated will be reviewed every year.