



This is the Health and Safety Policy Statement of Seattle Adventure Sports, LLC

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising out of our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe locations and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed:

Don Cheyette
Director

Rob Yates
Director

Date: 2nd May 2016 Review period: every twelve months

1. Responsibilities

- 1.1 Overall & final responsibility for health & safety is that of the Directors of Seattle Adventure Sports, LLC.
- 1.2 Day-to-day responsibility for ensuring the policy is put into practice is delegated to the Directors of Seattle Adventure Sports, LLC and all employees
- 1.3 All employees have a responsibility to ensure health and safety standards are maintained/improved
- 1.4 All employees have to:
 - 1.4.1 co-operate with managers and co-ordinators on health and safety matters
 - 1.4.2 not interfere with anything provided to safeguard their health and safety
 - 1.4.3 take reasonable care of their own health and safety
 - 1.4.4 report all health and safety concerns to an appropriate person (as detailed in his policy statement).

2. Health and safety risks arising from work activities

- 2.1 Risk assessments will be undertaken by all employees of Seattle Adventure Sports, LLC
- 2.2 The findings of the risk assessment will be reported to one of the Directors of Seattle Adventure Sports, LLC
- 2.3 Action required to remove/control risks will be approved by one of the Directors of Seattle Adventure Sports, LLC
- 2.4 All employees will be responsible for ensuring the action required is implemented.
- 2.5 All employees will check that the implemented actions have removed/reduced the risks.
- 2.6 Assessments will be reviewed every twelve months or when the work activity changes, whichever is the soonest.

3. Consultation with employees

- 3.1 The Directors of Seattle Adventure Sports, LLC, will consult all employees about changes to health & safety procedures and Seattle Adventure Sports, LLC can work in a safer matter. This will be carried out by having Health & Safety as a standing agenda item on ALL Seattle Adventure Sports, LLC meetings.

3.2 ALL meetings must have minutes produced, with action points that are specific, measurable, realistic, timed and owned by one individual.

4. Safe locations and equipment

- 4.1. All employees of Seattle Adventure Sports, LLC will be responsible for identifying all equipment/locations needing maintenance.
- 4.2. The Directors of Seattle Adventure Sports, LLC will be responsible for ensuring effective maintenance procedures are drawn up.
- 4.3. The Directors of Seattle Adventure Sports, LLC will be responsible for ensuring that all identified maintenance is implemented.
- 4.4. Any problems found with locations/equipment should be reported to the Directors of Seattle Adventure Sports, LLC
- 4.5. The Directors of Seattle Adventure Sports, LLC will check that new locations and equipment meets health and safety standards before it is purchased.

5. Safe handling and use of substances

- 5.1. The Directors of Seattle Adventure Sports, LLC & its employees will be responsible for identifying all substances which need OSHA assessment.
- 5.2. The Directors of Seattle Adventure Sports, LLC or their delegate will be responsible for undertaking OSHA assessments.
- 5.3. The Directors of Seattle Adventure Sports, LLC will be responsible for ensuring that all actions identified in the assessments are implemented.
- 5.4. The Directors of Seattle Adventure Sports, LLC will be responsible for ensuring that all relevant employees are informed about the OSHA assessments.
- 5.5. The Directors of Seattle Adventure Sports, LLC will check that new substances can be used safely before they are purchased.
- 5.6. Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

6. Information, instruction and supervision

- 6.1. The Health and Safety Law poster is displayed at 145 NE 133rd St #2, Seattle WA 98125. Any required leaflets/procedures are issued by the Directors of Seattle Adventure Sports, LLC
- 6.2. Health and safety advice is available from the Directors of Seattle Adventure Sports, LLC
- 6.3. Supervision of young workers/trainees will be arranged/undertaken/monitored by the Directors of Seattle Adventure Sports, LLC
- 6.4. The Directors of Seattle Adventure Sports, LLC are responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.

7. Competency for tasks and training

- 7.1. Induction training will be provided for all employees by the Directors of Seattle Adventure Sports, LLC
- 7.2. Job specific training will be provided by the Directors of Seattle Adventure Sports, LLC or their delegate
- 7.3. Specific jobs requiring special training are all those involving the delivery of outdoor and adventurous activities
- 7.4. Training records are kept at 145 NE 133rd St #2, Seattle WA 98125 by the Directors of Seattle Adventure Sports, LLC or their delegate
- 7.5. Training will be identified, arranged and monitored by the Directors of Seattle Adventure Sports, LLC or their delegate

8. Accidents and first aid

- 8.1. The first aid box is kept at 145 NE 133rd St #2, Seattle WA 98125
- 8.2. All employees are expected to have a first aid kit relevant to their role with them at all times when working away from 5145 NE 133rd St #2, Seattle WA 98125
- 8.3. It is the employee's responsibility to ensure that their first aid kits are kept full and in date at all times. Expenses occurred by this are to be given to the Directors of Seattle Adventure Sports, LLC and will be reimbursed.

- 8.4. All staff who deliver outdoor and adventurous activities must hold a current first aid qualification relevant to the qualifications they hold.
- 8.5. All accidents and incidents are to be recorded on the accident forms provided to all staff. These are then to be submitted to the Directors of Seattle Adventure Sports, LLC as soon as practically possible after an accident or incident
- 8.6. The Directors of Seattle Adventure Sports, LLC are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

9. Monitoring

- 9.1. To check our working conditions, and ensure our safe working practices are being followed, The Directors of Seattle Adventure Sports, LLC will carry out observations of all staff on a regular basis
- 9.2. The Directors of Seattle Adventure Sports, LLC are responsible for investigating accidents.
- 9.3. The Directors of Seattle Adventure Sports, LLC are responsible for investigating work-related causes of sickness absences
- 9.4. The Directors of Seattle Adventure Sports, LLC are responsible for acting on investigation findings to prevent a recurrence.