

Health and Safety Policy for Non-English Speaking Employees

1. Introduction

- 1.1. This Policy should be read in conjunction with the main Company Health and Safety Policies.
- 1.2. <<Insert Company Name>> ("the Company") recognises and accepts its responsibilities to its employees under the Health and Safety at Work etc. Act 1974 and Regulations 1979, the Health and Safety Regulations 1999 (the "Regulations") and the Health and Safety at Work Act 1974.
- 1.3. Regulation 10 of the Regulations requires the Company to provide its employees with information on their health and safety and on the precautions needed to protect their health and safety. This information needs to be in a format which can be understood by the employees. This policy is intended to protect the health and safety of the employees employed by the Company and any others who may be affected by the Company's staff, visitors and members of the public.
- 1.4. It should be noted that this Policy only apply to foreign nationals, as British nationals may have difficulties with literacy and their communication skills.

2. General Health and Safety

- 2.1 The overall responsibility for health and safety within the Company lies with the <<Managing Director>>, <<Insert Name>>.
- 2.2 <<Insert Name and Position>> has day to day responsibility for health and safety.
- 2.3 The responsible person will ensure that risk assessments are carried out, taking into account that some individuals may not speak and/or understand English. Risk assessments will include access and egress to/from the premises and the employee needs to use tools or machinery, etc.
- 2.4 The responsible person will ensure that employees are given all the training they need to be able to work safely in a variety of environments.
- 2.5 Suitable control measures will be implemented to ensure that all individuals are able to understand and follow instructions. Such controls may include pictorial warning signs, having multi-lingual instructions and having employees working with the non-English speaking staff.
- 2.6 This Policy may be translated into appropriate language for the individual employees.
- 2.7 The Company may not permit individuals without adequate understanding of English to work in areas where there is a risk of injury or damage.

language skills to operate in diverse environments.

3. Employee's Duties:

- 3.1 The employee(s) shall work with the Company Health & Safety management on the procedures that are put in place.
- 3.2 If any part of the procedures changes, it will be the employee's responsibility to make sure they understand any new procedures or instructions by bringing their safety knowledge or awareness to the attention of their supervisor.

This policy will be reviewed annually or in the event of a change in circumstances, in work practices or the introduction of new equipment.

Employer Name: <<Insert Full Name>>

Position:

Date: <<Date>>

Signature:

Employee Name: <<Insert Full Name>>

Job:

Work location:

Date: <<Date>>

Signature: