

## HEALTH AND SAFETY POLICY Cyprus Cancer Research Institute (C.C.R.I.)

### 1. Introduction

The Cyprus Cancer Research Institute (C.C.R.I.) (hereafter CCRI) employees, collaborators and students carry out an extremely wide range of activities, some of which involve risks that are new, or unpredictable, or just different. The CCRI cannot guarantee a risk-free environment, however, is committed to strive to ensure that us and our agents make well-informed decisions and are responsible and considerate about the risks encountered during the preparation and execution of our activities.

This policy sets out the key principles which guide health and safety management expected of our agents. Everyone has an important part to play, but clear leadership from senior managers and team leaders is crucial and underpins all our actions. Achieving good health and safety management practices that are compliant with statute, comprehensive, effective and robust, but are also proportionate and achievable in the context of a research-intensive organisation must be done in a collaborative manner.

### 2. Purpose

CCRI aspires to pursue high standards of health and safety management that are open, supportive and empowering, and responsive to our academic and research work environment. Our objective is to comply with any statutory obligations, and work beyond these towards good and best practice.

To achieve this, the CCRI recognises that health and safety is a core management function and best practice entails its full integration into the management of all other activities. The CCRI will endeavour to ensure that adequate resources are provided to support this policy.

In this context, efficient and effective management means:

- a) Embarking on a process of continuous improvement.
- b) Showing leadership and commitment to managing health and safety on a day- to- day basis and at a strategic level and leading by personal example.
- c) Acknowledging and (where appropriate) rewarding good practice.
- d) Using the process of informed risk assessment to account for potential hazards and introduce appropriate preventive and corrective action for risks that cannot be eliminated.
- e) Facilitating the involvement of all employees in decisions affecting their health and safety at work and communicating effectively with them.
- f) Deploying a wide range of communication techniques and strategies to reach employees, students and key stakeholders and to target information in the most appropriate manner.
- g) Providing competent personnel through effective training, professional development and support, wherever possible from within existing employees resource, but with recognition that some circumstances may require external specialist advice.

### 3. Applicability

#### **All employees and collaborators**

Must take reasonable care of themselves and all others who may be affected by their acts and omissions, and comply with both central and local policies and arrangements for safe working to enable the CCRI to discharge its legal duties with regard to health and safety. Some employees may be delegated specific responsibilities regarding the implementation of the health and safety policy, and the accompanying arrangements and procedures. Their responsibilities will be defined separately in the accompanying approved procedures where relevant.

#### **All students**

In the interests of health and safety, students must not interfere with or misuse any thing, object, structure or system of work provided by the CCRI

For the avoidance of doubt, this policy is for the CCRI only. It does not cover organisations which are separate legal entities. If CCRI agents carry their activities in different organisations, they must ensure that the principles governing health and safety management in these shared workplaces are followed.

## 4. Responsibilities

All employees, collaborators and students, and their representatives must:

- a) Report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the approved **Safety Event Reporting Form** and submitting it at [safety@ccri.org.cy](mailto:safety@ccri.org.cy);
- b) Report “near miss” incidents which have the potential to cause injury or ill health, using the approved **Safety Event Reporting Form** and submitting it at [safety@ccri.org.cy](mailto:safety@ccri.org.cy);
- c) Notify the Interim Managing Director when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);
- d) Not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
- e) Report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, without delay to your line manager or team leader.
- f) Undertake health and safety training and induction as appropriate for their role and work activities;
- g) Familiarise themselves with relevant risk assessments for their work activities as relevant and where applicable;
- h) Assist any visitors who may not be familiar with the CCRI procedures, to the best of their abilities.

## 5. Consequences of non-compliance

Health and safety management should provide a very positive contribution to the overall efficient and effective management of the CCRI. Non-compliance with this policy will therefore be viewed as a serious matter, ultimately subject to the CCRI disciplinary and misconduct procedures.

## 6. Review and monitoring arrangements

The policy will be reviewed regularly and revised or updated, as necessary. The next review date is indicated in section 7.

As CCRI operations diversify, improvements in the health and safety management policy will be made and accompanying arrangements (e.g. fire safety, laboratory safety etc.) will be identified, planned for and tracked by the Interim Executive Committee and its delegates. The health and safety management system will be subject to internal monitoring and auditing throughout the CCRI, and the outcomes from these processes will inform and improve management practices as part of the commitment to continual improvement. CCRI will be free to also undertake appropriate benchmarking and external auditing exercises where the need to do so is identified.

## 7. Document control

This is a controlled document. Refrain from using photocopies as these may be out of date. If you need to refer to CCRI policies and other controlled documents, please access them through the pertinent document repository or website or by directly requesting them by emailing [info@ccri.org.cy](mailto:info@ccri.org.cy) with subject “CCRI documentation”.

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