# 10.0 OFF-SITE WORK

## 10.1 Employee Safety When Working Off-Site

If required to work at a clients’ premises, our employees shall undergo health and safety induction training at the client’s premises prior to commencing work and shall agree to adhere to the client organisation’s Health and Safety Vision Statement in place. Many businesses now have formal safety inductions and we must comply with their rules and procedures.

In the event our employee detects a health and safety issue while carrying out work for a client, the employee shall report the issue to the client’s company and to any other employees present. On return to our premises the issue should be entered in the hazard register.

The internal reporting is for future attendances by our staff to ensure staff who may attend on a particular site are aware of the hazard and can minimise the risk of injury.