

Health and Safety Policy for Dr Kim Whitaker

1. Purpose

The purpose of this policy is to outline the commitment of Dr Kim Whitaker to ensure the health and safety of all staff, clients, and visitors. This policy aims to create a safe working environment that promotes the well-being of our team of psychologists and those they serve.

2. Scope

This policy applies to all employees, interns, and volunteers within DR Kim Whitaker.

3. Responsibilities

3.1 Management Responsibilities

- Ensure compliance with health and safety regulations.
- Provide necessary training and resources to support a safe working environment.
- Regularly review and update health and safety practices and procedures.

3.2 Employee Responsibilities

- Follow health and safety policies and procedures.
- Report any health and safety concerns or incidents to management immediately.
- Participate in health and safety training and initiatives.

4. Risk Assessment

- **Conduct Regular Assessments:** Regularly assess the workplace for potential hazards, including physical, psychological, and environmental risks.
- **Identify Risks:** Consider risks associated with client interactions, such as emotional distress or crisis situations, and assess the physical workspace for safety.

5. Workplace Safety

- **Ergonomics:** Ensure that workstations are designed to minimize strain and discomfort. Provide ergonomic furniture and equipment, such as adjustable chairs and desks.
- **Emergency Procedures:** Establish clear emergency procedures, including fire evacuation plans and protocols for medical emergencies.

6. Psychological Safety

- **Confidentiality and Boundaries:** Maintain confidentiality and clear professional boundaries in all client interactions to ensure a safe therapeutic environment.

- **Support for Staff:** Provide access to supervision, peer support, and mental health resources for psychologists to address occupational stress and emotional challenges.

7. Training

- **Health and Safety Training:** Provide training for all staff on health and safety practices, including emergency procedures, risk assessment, and ergonomic practices.
- **Crisis Management Training:** Offer training on managing high-risk situations, including how to respond to clients in crisis and de-escalation techniques.

8. Reporting and Incident Management

- **Incident Reporting:** Establish a system for reporting health and safety incidents, including near misses, and ensure all staff are aware of the reporting process.
- **Investigating Incidents:** Investigate reported incidents promptly to identify causes and implement corrective actions.

9. Review and Monitoring

- **Regular Review:** Review this policy annually or when there are significant changes to operations or legislation.
- **Feedback Mechanisms:** Encourage staff to provide feedback on health and safety practices and suggest improvements.

10. Policy Implementation

- This policy will be communicated to all staff during onboarding and made available in a shared location for ongoing reference.

11. Contact Information

For questions or concerns regarding this policy or health and safety issues, please contact:

- **Dr Kim Whitaker**
- **kimwhitaker@mac.com**