**Health and Safety**

**(HS01)**



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| **Fact Sheet HS01: Prepare a health and safety management plan** |
| **Overview** |
| *Objective* | * Keep a well-established document on the health and safety in the facility
* Risk identification
* Establish a health and safety system in the hotel
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| *Action* | * Prepare a comprehensive health and safety management plan inside the hotel by taking into account all the different departments of the hotel with all the potential risks.
* Classify the risks according to how dangerous and repetitive they are to the hotel through previous dealing with workers and visitors inside the hotel.
* Maintain records of all first-aid treatment, inspections, incident investigations and training activities. This information can help the hotel to identify trends in unsafe conditions or work procedures.
* Investigate incidents and Find ways to change procedures or equipment to help prevent similar incidents from occurring.
* Inspect workplace regularly
* Monitor the rate of incidents and note whether accidents happen over a long or short period of time.
* Carry out periodic audits
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| *Key Challenges* | * Lack of appropriate health and safety knowledge
* Lack of the facility commitment
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| *Regulatory Aspects* | * Article 215 of Law 12/2003 and article 3 of the Minister of Labour decree 211/2003
* The establishment shall carry out an evaluation and analysis of the risks and the expected industrial and natural disasters.
* The auditing, assessment and analysis of the risks should be conducted on a periodical and regular basis according to the nature of the hazardous materials being used, handled and stored and the technology used in the production operation as well as the potential disasters and risks.
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| **Process** |
| *Complexity* | Low to Moderate  |
| *Equipment & Material*  | None |
| *Human Resources* | HSE  |
| **Considerations** |
| *Advantages* | * Protect the health and safety of workers
* Possible reduction of money paid in compensations
* Possible cost saving of Lost-work hours
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| *Disadvantages* | Possible increase in budget |
| **Impact/Benefits** |
| *Environmental* | None |
| *Employment Opportunities* | None  |