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Description/描述

OBJECTIVE/目的:

- To ensure, as far as possible, the staff and guests of XYZ hotels are provided with a safe and hazard-free environment through effective health and safety management.
通过有效的健康及安全管理，尽可能为店的员工及客人提供一个安全，无害的环境。

APPLICATION/适用范围:

- Employees should be reminded of their own legal and moral responsibility to conduct themselves in a manner that does not expose themselves or others to risk. To this end, this policy should be read, understood and implemented by all employees.
提醒员工在合法，道德责任的前提下礼貌服务因而免于将自己或他人至于危险境地。最后，此政策适用于所有员工，请大家进行阅读，理解并给予执行。
- The General Manager is ultimately responsible for ensuring the hotel provides as safe an environment as possible.
总经理负责并尽可能提供一个安全的环境。

STATEMENT OF POLICY/政策详述:

1. General Managers are to regularly undertake hazard spotting exercises and ensure immediate remedial action is taken thereafter on hazards and potential hazards identified.
总经理要定期进行风险识别训练，并能够在风险和潜在风险确定后采取及时的补救措施。
2. All employees must record accidents no matter how minor in an accident report log kept at the Personnel Office. This should be reviewed weekly by the medical staff or Personnel Office. This should be reviewed weekly by the medical staff or Personnel Manager and where relevant, action taken to prevent reoccurrence. A summary of accidents should be prepared quarterly and discussed at the management meeting or health and safety meeting where appropriate.
所有员工必须对事故进行记录，无论危害多小并将其保存在办公室内。医务人员或人力资源部经理定期进行检查以阻止时事件再次发生。按季度准备事故总结报告，在合适的地点进行管理会议或健康、安全会议。
3. No employee should be allowed to operate dangerous machinery or equipment without having first received training on the same. Employees must be provided with the necessary protective and safety clothing / equipment to execute their work efficiently and safely.
没有相应的培训，员工不允许运行高危险机械及设备。进行相应高危工作时，员工一定要有必要的防护，并穿着安全工作服。
4. Each hotel is to ensure adequate information and signage in high risk area such as kitchens, stairs, loading bay etc.
每家酒店都要保证足够的信息量，并在高危险地区放置警示牌，如厨房，楼梯间及装货间。
5. All staff is to receive training in health and safety and fire prevention on joining the hotel.
所有加入酒店的员工都需接受健康，安全及火灾预防培训。
6. Duty Managers should be requested to undertake hazard spotting as part of their routine Duty Management checks including taking the necessary follow up action.

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值班经理应把风险识别作为工作的一部分，值班检查也包括执行下一步必要的行动计。

7. Within the hotel there are a number of substances in use which may be harmful if used without the proper precautions, particularly in the Housekeeping and Stewarding departments. It is the responsibility of the respective Department Heads to ensure suppliers provide safe-use instructions and where appropriate suppliers may be requested to undertake training/briefing sessions to staff that are required to use their products.

酒店内有许多药物，如果没有适当的预防是很危险的，尤其是在客房部及管事部。各部门经理要保证供应商能够提供安全使用说明书，供应商能够对员工进行相应使用产品培训。

8. Contractors undertaking work in the hotel must be monitored by the Chief Engineer to ensure they are following safe work practices and do not expose either guests or staff to any unnecessary risks. The work site must be checked by the Chief Engineer / Housekeeper daily immediately after the contractors have finished work.

合作商必须在工程总监的监督下进行工作，保证其遵循安全的工作流程及不将客人或同事至于不必要的危险中。完成工作后，必须由工作地点必须由工程总监检查或客房部管家进行检查。