

HEALTH AND SAFETY AT WORK POLICY (2008)

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Wyre Forest District Council

Safety Policy Statement (2008)

The Elected Members and Chief Executive of Wyre Forest District Council are committed to ensuring the Health, Safety and Welfare of all its employees and others, who may be affected by its undertakings, **so far as is reasonably practicable**, in accordance with the Health and Safety at Work etc. Act 1974 and all other applicable legislation and guidance.

The Elected Members and Chief Executive recognise that health and safety are management responsibilities, which rank equally alongside responsibilities for the operation of services. It requires all Committees, Heads of Service, and Managers to ensure that everything **reasonably practicable** is done to prevent personal injury and to maintain a safe and healthy working environment at all times.

In order to promote a pro-active health and safety culture, the Council will:-

- Take all reasonable steps to ensure adequate resources, (time, money and people), are available for this policy to be implemented effectively;
- Identify and eliminate, or reduce, hazards which may exist in connection with the undertaking, through generic and where necessary, specific , risk assessments. Where hazards remain they will be brought to the attention of persons who may be exposed to them;
- Provide and ensure work equipment and systems of work that are safe and without risks to health;
- Provide appropriate Personal Protective Equipment where necessary, without cost to the employees;
- Provide such information, instruction , training and supervision as is necessary to ensure competencies of all employees, (full-time, part-time, casuals, agency staff, etc.), to enable them to carry out their duties with regard to health and safety;
- Provide adequate first aid facilities;

- Ensure that suitable and sufficient arrangements are in place for all reasonably foreseeable emergencies and all relevant persons are made aware of them.
- Will ensure the effective communication of the Health and Safety Policy and all other arrangements in place to protect health and safety at work;
- Will promote an interest in and enthusiasm for, health and safety matters throughout the Council creating a positive safety culture;
- Will set a personal example in undertaking their own duties;
- Will be conversant with current legislation affecting the Health, Safety and Welfare of employees and others, and aware of their legal duties towards Health, Safety and Welfare at work.

Managers / Supervisors: *including any member of staff that has managerial/supervisory responsibility i.e. Team Leaders etc.*

- Will ensure that employees under their supervision are conversant with relevant parts of the Health and Safety policy and safe working practices in order that they may carry out their duties safely and without risk;
- Will ensure employees under their supervision receive a workplace induction prior to starting work and adequate, appropriate information and training in health and safety issues and will maintain adequate records of such information and training;
- Will recommend to their line manager the provision of facilities and funding for health and safety as necessary;
- Will periodically inspect workplaces and work-activities, in order to determine whether the Health and Safety policy is being complied with and whether the highest standards of health, safety and welfare, which are reasonably practicable to attain, are being achieved;
- Will ensure that procedures for reporting of accidents, incidents and near-misses are being followed. That investigations into such reports are carried out and suitable remedial action, where necessary, is taken to prevent a recurrence.
- Will promote an interest in and enthusiasm for, health and safety matters throughout the Council creating a positive safety culture;
- Will set a personal example in undertaking their own duties;
- Will be conversant with current legislation affecting the Health, Safety and Welfare of employees and others, and aware of their legal duties towards Health, Safety and Welfare at work.

Chief Executive:

- Will ensure that the general philosophy of the Health and Safety policy is translated into effective action throughout the Council;
- Will ensure that adequate resources, including financial provision, are available for the Health and Safety policy to be effectively implemented;
- Will ensure that the Health and Safety policy is updated and amended at any time that it appears to be no longer relevant;
- Will ensure that the Safety Performance of the Council is monitored, taking steps as necessary to improve performance;
- Will ensure that a Corporate Health and Safety policy is formulated and implemented;
- Will promote an interest in and enthusiasm for, health and safety matters throughout the Council creating a positive safety culture.
- Will set a personal example in undertaking their own duties;
- Will be conversant with current legislation affecting the Health, Safety and Welfare of employees and others, and aware of their legal duties towards Health, Safety and Welfare at work.

Heads of Service:

- Need a commitment to work together as a Corporate Management Team for Corporate commitment to the plan, policy, etc.
- Will monitor the safety performance of their service, taking steps as are necessary to improve performance, and provide an annual report to the Chief Executive;
- Will develop an annual service Health and Safety Plan setting performance targets for Managers/Supervisors as necessary;
- Will ensure the provision of necessary induction, information, instruction, training and supervision to enable employees to undertake their duties safely;
- Will ensure that where necessary, written procedures are developed to establish and maintain safe working practices;
- Will ensure that all necessary risk assessments are carried out within their service and that control measures identified are implemented;
- Will ensure the adequacy of procedures for the reporting of accidents, incidents and near-misses and the efficiency of reporting;

2. Health and Safety Management Safety Organisation

The overall responsibility for the health, safety and welfare of Council employees, as well as any member of the public, who may be affected by the undertaking of the Council rests with the Elected Members and the Chief Executive of Wyre Forest District Council.

Councillors have agreed a General Statement of Policy for Health and Safety and have delegated responsibility for the effective implementation of this Policy to the Chief Executive, who will report annually on the Safety Performance of the Council to the Councillors.

It is recognised and accepted that Councillors are the 'directing mind' of the Council and will ensure, so far as is reasonably practicable, that the Chief Executive has the necessary resources to fulfil the responsibilities in accordance with the Health and Safety Policy.

An annual Corporate audit will be produced and copies sent to Leader of the Council, Chief Executive and Safety Committee, to be passed onto Heads of Service and Managers for action.

All job descriptions will contain health and safety duties, responsibilities and reporting lines appropriate to the post.

The employee appraisal system will include the setting and monitoring of health and safety performance targets.

Competent Safety Adviser and Occupational Health Service have been appointed in order to assist the Council with meeting its statutory obligations under current health and safety legislation as well as to assist with the development, implementation and monitoring of the Council's Health and Safety policy.

In order to assist the effective implementations of this Health and Safety policy, the following persons will have specific responsibilities:-

- Through the Safety Committee, Safety Liaison Officers and Union Safety Representatives, promote joint consultation and employee involvement in health and safety at work;
- Ensure competent persons are available to assist the Council in Health and Safety matters through the provision of an Occupational Health Service and Safety Adviser;
- Carry out annual Health and Safety audits through the Safety Committee and the Safety Adviser;
- Ensure that Health and Safety Plans for the Council are developed on an annual basis and implemented by the Heads of Service. The Safety and Occupational Health Advisers, on an annual basis, will carry out reviews in order to ensure the adequacy of Health and Safety performance;
- Bring this policy statement and relevant Health and Safety arrangements to the attention of all employees and, where necessary, other persons who may be affected by the undertaking;

The implementation of the Health and Safety Policy is a management responsibility at all levels. However, it relies on the co-operation of employees to act responsibly, ensuring that they take proper care of their own Health and Safety and that of others who may be affected by their acts or omissions whilst at work.

This policy will be regularly monitored, as part of the Corporate Health and Safety Audit carried out by the Safety Adviser and Safety Committee, not less than every two years, to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Signed.....Leader of the Council

Signed.....Chief Executive

Signed.....Union Representative

Dated.....

- Will be responsible for ensuring the suitable and sufficient written risk assessments are carried out for every task undertaken by staff
- Will ensure that where necessary, written procedures are developed to establish and maintain safe working practices;
- Ensure that suitable and sufficient arrangements are in place for all reasonably foreseeable emergencies and all relevant persons are made aware of them.
- Will ensure their own personal development in the area of health and safety through training and information.

Employees: *Including contractors*

- Will be required to protect their own health and safety and that of others who may be affected by their undertaking;
- Will use all machinery, equipment, materials/substances, transport and safety device/s provided by the employer, in accordance with any relevant requirement, training or information given;
- Will follow any safe system of work and safe procedures put into place by their employers;
- Should inform a responsible person of any work situation which they would reasonably consider to be a serious, or immediate danger to a persons health and/or safety;
- Should be conversant with the Council's Health and Safety Policy and their legal responsibilities and duties for health and safety;
- Should inform a responsible person within the Council of any reasonably considered deficiency to the employer's protection arrangements for health and safety;
- Will co-operate with their employer, so far as is necessary, to enable the employer to comply with their statutory duties for health and safety;

Joint Consultation:

- Consultation with employees with regards to health, safety and welfare issues will be achieved through the establishment of the Health and Safety Committee and the development of the Safety Liaison Officers role;
- The Health and Safety Committee has been established in order to heighten the awareness of health and safety issues with the aim of preventing all accidents and ill-health resulting from the Council's undertakings;

