

DEVELOPING A SAFETY POLICY



Legislative Requirements

- A Safety Policy is required under the SHaW Act.
- Policy shall be in writing when they are more than 10 employees



A Management Approach to Safety and Health

- Policy
- Organizing
- Planning and implementation
- Evaluation
- Action for improvement



Organizing

- Formal systems and procedures-assignment of responsibilities



Arrangements – Implementation of Policy

- Maintenance of plant and equipment
- Procedures for storage, transporting, handling
- Control of radiation-noise-dust – fumes
- Training –instruction / information on hazards
- Written procedures for hazardous jobs
- Emergency procedures
- Consulting procedures
- Statutory examination of procedures
- Collection and analysis of information



Legislative Requirements (SHaW Act) Section 7 (4)

- It shall be the duty of every occupier to prepare and as often as may be appropriate, revise a statement of general policy with respect to workplace, safety, health and welfare, and the organization and arrangements for the time being in force for carrying out the policy, and to bring the policy and any revisions of it to the notice of all employees.



Statement of Policy: Aims and Objectives

- Appropriate levels of resources will be allocated for safety and health
- All employees will be involved in the decision process
- Continual improvements will be made in safety and health standards
- Adequate planning, monitoring and review of the policy will occur
- Comply with all OSH legislation as a minimum
- The approach to safety and health will be based on the identification and control of risks
- Accidents and near misses will be investigated



Arrangements: what is being done to ensure safety and health

- Arrangements for consultation/communication with employees
- Arrangements for revising the policy
- Arrangements for maintaining plant and equipment
- Arrangements for safe handling and use of substances
- Arrangements for providing information, instruction and supervision
- Arrangements for training
- Arrangements for accidents, first aid and ill health issues
- Arrangements for monitoring
- Emergency procedures arrangements



Developing and Review of Company Policy

- Arrangements for formulating plans for safety and health
- Arrangements for carrying out audits
- Detailing the process for implementing and monitoring the workings of the policy.
- Identifying the review process to determine the effectiveness of the policy



Providing the Requisite Resources

- Maintenance arrangements for safety critical equipment
- The process for carrying out safety inspections
- Ensuring that the right equipment is provided for the job
- Procedures to ensure that managers allocate sufficient time to carry out their responsibility
- Detailing when external sources of help will be sought



Communications

- How essential safety and health information will be communicated internally and externally
- The roles of the employee representatives



Effective Training

- Identification of training needs
- Identifying a person responsible for training within the organization



Improving Health and Safety Standards

Identify a Process for:

- carrying out risk assessments
- Setting performance standards
- How accidents and ill – health statistics are to be used
- Involving employees in suggesting improvements
- How the company's performance will be monitored and reviewed



Investigation and prevention of accidents

- Process for investigating accidents and action to be taken to prevent a reoccurrence
- The reporting procedure
- The role of the safety committee and senior management
- The role of risk assessments in the prevention process



Provision for safe equipment , premises and systems

- The role of the supervisor in ensuring that equipment is safe
- How faulty equipment is to be taken out of use
- Procedures for maintaining a safe building
- Identification of safe systems of work



Responsibilities of Managers

- Ensuring that the supervisors receive adequate training
- Ensure that supervisors carry out their assigned responsibilities
- Ensure that accidents and near misses are recorded
- Monitoring of contractors



Responsibilities of Supervisors

- Ensure that employees are adequately trained, instructed and informed
- Provide suitable levels of supervision
- Allocate work in accordance with employee's level of training
- Ensure that defective equipment is taken out of use



Responsibilities of Employees

- Working in accordance with company's procedures
- Reporting defective equipment and dangerous situations
- Using safety equipment provided
- Not using defective equipment
- Not misusing equipment



Communicating the Policy

- Ensure that appropriate communication has taken place during the development phase
- Effectively communicate the policy to all employees
- Communicate the appropriate sections of the policy to outside organizations and contractors
- Take account of employees with language and learning disabilities - physical disabilities



Monitoring and Review

- Allow sufficient time for the policy to take effect
- Assign responsibilities to individuals for monitoring and review
- Establish procedures to regularly monitor and review the policy for effectiveness
- Implement necessary changes to ensure that the policy remains effective and current



REMINDER TO EMPLOYEES

- All employees have the responsibility to cooperate with the directors and management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.



REMINDER TO MANAGEMENT

- A health and safety policy is the essential frame work for the successful management of the health and safety function, which should be accorded the same priority as the management function.



CONCLUDING ACTIVITY

- IDENTIFY ANY TWO THINGS THAT YOU WISH TO SEE INCLUDED IN THE COMPANY'S EXISTING SAFETY POLICY.

