

SAFEQUAL

RISK HEALTH & SAFETY TRAINING NEWS

Leading health & safety at work



Whether you are a director of a large organisation or small business, your obligations to health and safety are binding.

Get it wrong and the best outcome could be the company bears the cost of an HSE intervention, and possibly a fine. Worst case scenario is that you would be prosecuted.

A guide to help you understand your responsibilities

RISK has produced a guide and a series of articles outlining the obligations on directors, board members, business owners and organisations of all sizes. It provides the knowledge to demonstrate good safety leadership and enables board members, directors and senior management to understand current health and safety legislation as well as the accountability for the organisation, and as individuals.

The essential principles of health and safety

Health and safety is an essential part of organisational strategy, decision-making processes and supply chain management. This means strong and active leadership from the top down, making your health and safety visible, and demonstrating active commitment within business decisions.

The 9 Components of a Safety Plan

Developing a safe and healthy workplace makes good business sense. Your employees will feel more valued and visitors will be protected from harm.

Effective health and safety management systems result from strong leadership

It's likely to increase productivity and reduce the cost impact on your business of any downtime from employee injuries. Everyone has a duty to work safely and report hazards, but you still need to manage and coordinate the overall health and safety programme.

The safety plan is a project specific dynamic document

The safety plan is project specific, it's not a static document, it is subject to review. The review time is always stipulated inside the plan. The safety plan helps identify hazards which could cause harm, draw out measures to manage the risk accompanying the hazard, allocate responsibilities, and also plan emergency response in case of any failure in the safety management system.



Leading health and safety

Do you understand the Health & Safety responsibilities on you?



Health & Safety responsibilities of a Safety Manager

The primary role of the safety manager is to advise the directors and managers on all safety, health and welfare matters to ensure the company complies with its statutory obligations.

The safety manager is designated responsibility by the director responsible for Health & Safety to control and update this Safety Manual and to ensure that all departments operate to the procedures and instructions contained there:-

In particular the Safety Manager will:

- 1 Understand the application of the Health & Safety at Work, etc. Act 1974 and other legislation relevant to the Company's business.
- 2 Keep up to date with changes in current legislation and to bring to the attention of the Director responsible for Health & Safety any relevant new legislation.
- 3 Attend such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation.
- 4 Ensure that all "assessments" as required by legislation are conducted and reviewed at relevant intervals and to maintain records of the same.
- 5 To recommend control measures and advise on the standard of P.P.E. issued to employees.

- 6 Conduct Health & Safety inspections and prepare reports of all the company's operations.
- 7 Immediately contact the director responsible for Health & Safety if situations are found, that in the opinion of the safety manager, require immediate rectification or the stopping of any operation.
- 8 To notify the director responsible for Health & Safety if the corrective action agreed after any workplace inspection is not implemented by the arranged date.
- 9 To carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.
- 10 Advise the company secretary of all incidents reportable under R.I.D.D.O.R.
- 11 To arrange health surveillance as instructed.
- 12 To highlight areas where training/certification is required to meet the standards imposed by legislation, approved codes of practice, or H.S.E. guidance.
- 13 To bring new techniques for improving health, safety and welfare to the attention of the director responsible for Health & Safety.
- 14 To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.



Health & Safety responsibilities of board members and business owners

If you own a business or you are listed as a board member, your Health & Safety responsibilities involve protecting the Health & Safety of employees or members of the public who may be affected by your activities. This is an essential part of risk management and whether you are a director of a large organisation or small business, your obligations to Health & Safety are binding.

Health & Safety in organisational strategy, decision-making processes and supply chain management

Failure to include Health & Safety as a key business risk in board decisions can have catastrophic results. Many high-profile safety cases over the years have been rooted in failures of leadership.

Health & Safety law duties of organisations, employers and directors

Health & Safety law places duties on organisations and employers, and directors can be personally liable when these duties are breached: members of the board have both collective and individual responsibility for Health & Safety.

By following this guidance, you will help your organisation find the best ways to lead and promote Health & Safety, and therefore meet its legal obligations.

The starting points are the following essential principles. These principles are intended to underpin the actions in this guidance and so lead to good Health & Safety performance.

The essential principles of Health & Safety

- Strong and active leadership from the top
 - visible, active commitment from the board
 - establishing effective 'downward' communication systems and management structures
 - integration of good Health & Safety management with business decisions
- Worker involvement
 - engaging the workforce in the promotion and achievement of safe and healthy conditions
 - effective 'upward' communication
 - providing high-quality training
- Assessment and review
 - identifying and managing Health & Safety risks
 - accessing (and following) competent advice
 - monitoring, reporting and reviewing performance

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Managing Director

Health & Safety responsibilities of a Managing Director

The managing director is responsible for the overall arrangements and for ensuring that the company's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its operations.

Managing Director Health & Safety responsibilities include:

- 1 Ensure there is an effective company policy for Health & Safety and that all employees, contractors and temporary workers are made aware of their individual responsibility.
- 2 To understand and ensure, through the appointment of competent persons, that the company's responsibilities as employers under the Health & Safety at Work etc. Act 1974 and any relevant Acts of Parliament and Statutory Instruments are met.
- 3 To appoint a director responsible for safety.
- 4 To ensure that all directors and managers understand and fulfill their responsibilities with regard to Health & Safety.
- 5 Arrange for funds and facilities to meet the requirements of company policy and legislation.
- 6 Make provision for adequate and appropriate training to be given to all employees.
- 7 To ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
- 8 Set a personal example on all matters of Health & Safety.

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Director Responsible for Health & Safety

Health & Safety responsibilities if you're a Director specifically responsible for Health & Safety

The director responsible for Health & Safety is accountable to the managing director for all matters relating to health, safety and welfare of employees and those affected by the companies operations.

Health & Safety Director responsibilities include:

- 1 Understand and ensure that the implications and duties imposed by new Acts of Parliament, Statutory Instruments, H.S.E. Guidance Notes and Codes of Practice are brought to the attention of the Board of Directors.
- 2 To bring company related Health & Safety matters to the attention of the Board of Directors at regular intervals.
- 3 To ensure that good communications exist between employer and employees and are maintained.
- 4 To liaise with the person appointed in the role of safety manager over the full range of their duties and responsibilities, with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources.
- 5 Ensure adequate means of distributing and communicating health, safety and welfare information obtained for the H.S.E., Safety organisations and Trade associations regarding new techniques of accident prevention, new legislation requirements and codes of practice etc.
- 6 Ensure that an adequate programme of training for Health & Safety is established and that the safety culture is encouraged amongst employees.
- 7 Set a personal example at all times by using the correct personal protective clothing/equipment and following all safety requirements and procedures.

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Managers/ Heads of Department

Health & Safety responsibilities of Managers and Heads of Department

Each manager/department head is responsible for his personal safety and that of all personnel under his or her authority, including others who may be affected by the company's activities.

In particular they will:

- 1 Understand and implement the company safety policy.
- 2 Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibility and are equipped to play their part.
- 3 Conduct Risk Assessments on activities within their department ensuring that the methods and systems of work are safe. Also, that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- 4 Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with.
- 5 Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate.
- 6 Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.
- 7 Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of Appointed First Aiders are displayed and maintained in prominent locations.
- 8 Ensure that all new employees in the company are provided with a copy of the policy statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and their personal responsibilities as set out in this manual.
- 9 Reprimand any employee for failing to discharge their Health & Safety responsibilities.
- 10 Set a personal example with regard to Health & Safety matters.

The business case for developing an effective safety culture



An effective safety culture can positively impact on your bottom line and the productivity of your organisation. Establishing a culture of safety within any organisation is a complex and difficult process.

Once properly in place, however, it can be a powerful motivator that leads to big payoffs and the groundwork for further corporate culture. The growth of an effective safety culture is scientific, with stages and benchmarks for success. It occurs through the careful analysis of work objectives, accident reporting, and process.

A safety culture needs to be more than a vision statement and a zero-accident approach

At its core, workplace health and safety has four essential parts:

- **Culture** – the values, assumptions, norms and everyday behaviours of an organisation's people
- **Compliance** – meeting mandated regulatory standards
- **Risk Management** – processes to better identify risk and to control exposures
- **Governance** – establishing controls by which an organisation can validate and ensure compliance standards and policies

To truly create lasting change, organisations must create an environment in which safety is more than just a box to be ticked but is an attitude that makes up the very foundation of the company and is upheld by everyone from frontline workers to senior management.

Root out causes of unsafe behaviour and it will reveal the corporate cultural issues you need to address

The causes of unsafe behaviour will reveal the groundwork necessary for incident reduction. Employee motivation and behaviour is important, but it's just as important to evaluate management. The decline of safety within an organisation can be compared to an ecosystem losing balance—by the time numbers have visibly begun to shift, the cause of the problem already has a firm root. At this point, change is difficult. If incidents and injuries have begun to occur, poor attitudes and behaviour have already become commonplace, however, by observing and analysing to determine what causes these poor attitudes and behaviours we can begin weeding them out.

Health, safety and environmental issues become everyone's responsibility

An effective safety culture also translates to the responsibility for health, safety and environmental issues becoming firmly established as an integral part of the line management function. Rather than being the sole domain of the safety officer, this means all levels of line management need to possess a much greater knowledge of how to develop and implement high quality safety management systems.

Your Health & Safety Plan and how to continuously improve it



The HSE's move towards Plan, Do, Check, Act achieves a balance between the systems and behavioural aspects of management.

It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system. The Plan, Do, Check, Act cycle should not be seen as a once-and-for-all action.

You may need to go round the cycle more than once, particularly when:

- starting out;
- developing a new process, product or service; or
- implementing any change.

It should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.

Whatever your industry, or the size or nature of your organisation, the keys to effectively managing for health and safety are:

- leadership and management (including appropriate business processes);
- a trained/skilled workforce;
- an environment where people are trusted and involved.

The HSE advocates that all of these elements, underpinned by an understanding of the profile of risks the organisation creates or faces, are needed. A sustained and systematic approach is necessary.

NEBOSH Courses

- NEBOSH Construction Certificate
- NEBOSH Environmental Certificate
- NEBOSH Fire Certificate
- NEBOSH General Certificate



IOSH Courses

- IOSH Managing Safety
- IOSH Managing Safety in Construction
- IOSH Safety for Executives and Directors



CITB Courses

- CITB Achieving Behavioural Change (ABC)
- CITB Site Safety Awareness
- CITB SMSTS Courses
- CITB SMSTS Refresher Courses
- CITB SSSTS Courses
- CITB SSSTS Refresher Courses

