

## 9. **REVIEW OF HEALTH AND SAFETY POLICY FOR 2017 (JW)**

### **Purpose of the report**

1. The Authority's Health and Safety Policy (previously known as General Statement of Safety Policy), a document required by law, is reviewed annually so that changed circumstances are taken into account and improvements made wherever possible. Members are asked to approve the new Health and Safety Policy for 2016.

In this transitional year, with significant organisational changes ongoing, it is timely to consider a more thorough overhaul of our health and safety policy statements and associated systems and processes. Accordingly, a new model policy is offered for consideration. This new policy offers the opportunity to clearly reference our intentions to:

- Promote a more positive safety culture involving all of our people and partners
- Commit to becoming a role model and for sustainability
- Adopt a solid performance management approach for health and safety

### **Recommendations**

2. **That the revised *Health and Safety Policy (2017)* be approved as Authority policy from 1 January 2017.**

### **How does this contribute to our policies and legal obligations?**

3. It is a legal requirement to have a suitable health and safety policy. The proposed document satisfies that requirement.

### **Background**

4. The Authority's existing health and safety policy (up to 2016, known as *General Statement of Safety Policy*), a document required by law, is reviewed annually to ensure it is up-to-date with both the Authority and with Legislation.

The existing document has been reviewed and modified annually to ensure this consistency and the current version is suitable and 'fit for purpose'.

However, the current older format now contains quite dated statements of the general intentions and commitment for safety management and also includes (exclusively) much of the detail of roles and responsibilities. It is timely to more fully refresh the overall statements of good intent and commitment making them more contemporary and through this change give an opportunity to 'reset' our stated approach to safety management.

There are also a number of good reasons to separate the more detailed arrangements for safety management, including the designation and performance of specific roles and responsibilities from the general statement.

- The older *General Statement* is typically only referred to as a higher level policy document and is not used as a guide to the practical application of safety management
- The *General Statement* is overarching and not specifically relevant to any particular work group
- To achieve a more performance driven application of specific safety management activities they should be included elsewhere, including in: job

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descriptions, service plans (and thus routinely audited during personal reviews (JPAs))

- An opportunity exists to embed these developments with concurrent changes to the organisation's structure and individual roles and responsibilities

5. This document has been prepared by the Safety Officer. The Health and Safety Committee (11/10/2016) and Senior Leadership Team (20/10/2016) have been consulted with and agreed changes incorporated.

### **Proposals**

6. The new format *Health and Safety Policy* should be ratified as Authority policy for adoption from 1 January 2017.

### **7. Financial**

There are no obvious additional costs involved. By adopting similar policies at other National Parks development and implementation costs may be reduced.

8. **Background papers** (not previously published)

None

### **9. Appendices**

- i. Minutes (draft) of the Health and Safety Committee 11 October 2016.
- ii. Final DRAFT Health and Safety Policy 2017

### **10. Report Author, Job Title**

Jon Wayte, Safety Officer, Human Resources, 8 December 2016