



*“The way we work around here means that all of our people and all of the people working with us will be protected from occupational risks to their safety and health.”*

## PART I

### Our Occupational Safety and Health Policy: Statement of intent

It is our intent to:

- demonstrate an ongoing and determined commitment to improving occupational safety and health throughout our organisation
- comply with the requirements of health and safety legislation as a minimum
- exceed the guidance of the Health and Safety Executive and that of other relevant regulatory bodies, wherever practicable

### Principles

**1. AWARENESS: All of our people and the people we work with, will have good awareness and understanding of occupational safety and health hazards and risks that may affect them and others**

#### 1.1 Occupational Safety and Health Policy statement.

Adequate resources will be provided to ensure all our people and others we work with are aware of this policy and are committed and supported to achieve its' effective implementation.

#### 1.2 Communication and consultation.

There will be active open communication and consultation between all our people and others we work with. Occupational safety and health will be integrated into our communications, wherever appropriate.

#### 1.3 Management roles and responsibilities.

Roles and responsibilities for occupational safety and health will be defined, as necessary, within job descriptions and routinely included in service plans.

Management will ensure that:

- adequate resources are provided for occupational safety and health;
- occupational safety and health is adequately assessed, controlled and monitored; and
- our people are actively involved on matters that affect occupational safety and health.

#### 1.4 Hazard identification.

We will identify our occupational safety and health hazards. We will inform our people and others we work with, as appropriate, of these workplace hazards.

We will require our contractors and working partners to identify occupational safety and health hazards that may impact on our work activities.

### **2. COMPETENCE: All our people and working partners have the competence to undertake their work with minimum risks to occupational safety and health**

#### 2.1 Occupational safety and health training.

All our people will be adequately instructed and trained on the occupational safety and health issues that affect them, and the safe working practices that should be followed.

We will ensure, as far as is practicable, the occupational safety and health competence of our contractors and others we work with.

#### 2.2 Behaviour and culture.

The Senior Leadership Team (SLT) will demonstrate leadership in occupational safety and health, including undertaking tours to ensure that occupational safety and health issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise occupational safety and health concerns with all levels of management.

#### 2.3 Risk assessment and management.

We will assess the risks associated with occupational safety and health hazards in the workplace. All our people will be informed of the occupational safety and health occupational safety and health hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will require our contractors and working partners to identify occupational safety and health risks that may impact on our work activities.

### **3. COMPLIANCE: Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise occupational safety and health risks**

#### 3.1 Incident investigation.

We will report and investigate accidents, incidents and near misses to drive improvement in our occupational safety and health management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

### 3.2 Measuring performance.

We will actively and openly, review and report on our occupational safety and health performance against agreed objectives and targets. Action plans will be developed to support the delivery of these objectives and targets.

### 3.3 Occupational safety and health management system.

We will implement management systems to ensure we:

- comply with health and safety legislation as a minimum; and
- continually improve our occupational safety and health performance, wherever practicable adopting recognised best practice.

### 3.4 Contractor improvement.

We will engage and collaborate with our contractors, as far as is practicable, to ensure their:

- occupational safety and health capability and competence fulfil our expectations;
- occupational safety and health performance is monitored and reviewed; and
- work activities have minimal occupational safety and health impacts on our activities.

## **4. EXCELLENCE: PDNPA is recognised for excellence in the way it manages occupational safety and health**

### 4.1 Developing innovative practices.

We will constantly encourage, develop, review and share “occupational safety and health good practice” both internally and externally.

### 4.2 Influencing people we work with.

We will only work with others who are willing to meet and achieve our occupational safety and health expectations. We will engage and influence working partners to drive improvements in occupational safety and health.

### 4.3 Work-related health.

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness for work. Health surveillance will be conducted, as necessary.

## PART II

### 5. Delivering our policy

Our policy will be delivered by:

- generating a culture that does not tolerate threats to occupational safety and health
- ensuring the real involvement of all our people and all of the people we work with
- all Directorates, Services and Teams implementing suitable management systems and processes in the workplace

#### 5.1 Organisation and arrangements for implementing the Authority's Health and Safety Policy

Roles and responsibilities for Authority Members, all tiers of management, those with special responsibilities for occupational safety and health and for all staff are clearly stated in job descriptions.

##### 5.1.1 Authority Members

Authority Members have a duty to ensure that occupational safety and health is effectively managed through the organisation. Having delegated authority to deal with occupational safety and health matters to the Strategic Leadership Team and Heads of Service, Members ensure that there are in place comprehensive corporate occupational safety and health arrangements through the scrutiny of reports at the Local Joint Committee.

##### 5.1.2 Chief Executive Officer and the Strategic Leadership Team

The Chief Executive Officer (CEO) is responsible for providing leadership to SLT. SLT is responsible for setting the strategic direction of occupational safety and health management, ensuring delivery and for monitoring and reviewing occupational safety and health performance. SLT shall receive an annual report on safety performance from the Safety Officer and conduct an annual review of this Policy.

##### 5.1.3 Directors

Directors shall:

- (a) allocate appropriate resources to enable Heads of Services and Team Managers to discharge their occupational safety and health responsibilities;
- (b) commission investigations in the case of work-related accidents which involve a fatality, specified injury, occupational disease or dangerous occurrence, as

defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

#### 5.1.4 Director of Corporate Strategy and Development

With the assistance of the Head of Human Resources, will act as SLT lead on health and safety, including: representation from and to the Health and Safety Committee.

#### 5.1.5 Heads of Service

Heads of Service shall be responsible for putting the Authority's policy arrangements into practical effect to properly manage workplace risks for their service(s). Though this may in practice be devolved to other staff and services, the responsibility will remain with the Head of Service.

#### 5.1.6 Team Managers

Team Managers are responsible for the day-to-day operational occupational safety and health management of their team members and others working with or for them, for risks which they create or have control over. Key safety management tasks include:

- (a) ensuring that all employees are given sufficient information, appropriately supervised and/or trained and are suitably competent, for the tasks they are expected to undertake;
- (b) where necessary, the production, maintenance and use of suitable and sufficient risk assessments;
- (c) ensuring that all safeguards and safety procedures identified by risk assessments and by other relevant documents, such as manufacturers operating instructions, are properly used and followed;
- (d) ensuring that an incident report form is completed and received for any significant incident, including: accidents, near-misses and incidents of violence;
- (e) consider, for all reported incidents received, whether any further action is necessary and for these incidents complete an incident investigation report. Completed reports are sent to a Director/Head of Service for comment;
- (f) ensuring appropriate arrangements are put in place for dealing with emergencies;

- (g) ensuring that work to be carried out by any other people that we work with is organised and managed so that risks to Authority staff and others are reduced to the lowest practicable level.

#### 5.1.7 Employees and Authority Members

There is a general legal requirement for all those at work to work safely, so that neither they nor anyone else is put at risk. This means that:

- (a) employees and Members shall co-operate with managers so that the Authority is not prevented from carrying out its legal obligations;
- (b) all safeguards, safety procedures and other controls identified by risk assessments shall be complied with;
- (c) any accident, near-miss or violent incident shall be reported promptly to the appropriate line manager using an official incident report form.

#### 5.1.8 Role of the Occupational Safety and Health Adviser (OSHA)

The Authority has one professional, part-time (18.5 hs/week) OSHA who is responsible to the Head of Human Resources. The role of the OSHA includes:

- a) The provision of competent advice in respect of Occupational Safety and Health (OSH) to the Authority, its officers and staff.
- b) The introduction, maintenance and continuous development/improvement of suitable corporate systems and processes to ensure key statutory obligations are met in respect of OSH.
- c) The production, presentation and ratification of an annual OSH report providing evidence of the Authority meeting its statutory obligations, making continuous improvements in OSH management, identifying incidents and actions taken in the previous year and planning for further improvements.
- d) Carrying out premise and service OSH inspections and audits identifying any matters requiring attention, giving advice and assisting in the completion of those actions where appropriate.
- e) Assisting line managers in the preparation and review of specific risk assessments, on request.
- f) Supporting the provision of OSH training as necessary/appropriate.
- g) Conducting incident/accident investigations as directed by the Authority and its officers.

#### 5.1.9 Role of Safety Representatives

Safety Representatives play a key role in promoting and supporting good occupational safety and health management. Safety Representatives are all members of the Health and Safety Committee and represent all areas of the Authority and its staff. The role of Health and Safety Representatives includes:

- a) Participating as a member of the Health, Safety Committee and attending meetings of the committee as required;
- b) Promoting good occupational safety and health practice;
- c) Acting as a point of contact for all staff, volunteers and members for all matters concerning occupational safety and health;
- d) Encouraging and monitoring incident and near-miss reporting and initiating further incident investigation, where necessary;
- e) Monitoring and reporting on working practices to line managers in accordance with a forward work programme agreed by the Health and Safety Committee;
- f) Reporting all activity performed and findings to the Health and Safety Committee.

## PART III

### 6. Governance arrangements

6.1 A Health and Safety Committee is constituted under the Safety Representatives and Safety Committees Regulations 1977. It comprises:

- Director of Corporate Strategy and Development
- Head of Human Resources
- UNISON Accredited H&S Representative
- A Staff Committee Representative
- Safety Officer
- Representatives from all Services

The Committee, which has both consultative and performance management roles, shall routinely meet twice a year in Spring and Autumn. At the Spring meeting the Committee will:

- (a) Receive and review the Occupational Safety and Health Annual Report from the previous year. This report shall include performance information;
- (b) Agree and set strategic objectives for the following year. This to include occupational safety and health training and system developments including new documentation such as policies, procedures, codes of practice, briefing notes and other guidance.;
- (c) Consider any further safety matters raised by UNISON and Staff Committee Representatives.

At the Autumn meeting the Committee will:

- (d) Receive, review and agree the Occupational Safety and Health Policy to be implemented the following year;
- (e) Receive an update on progress with meeting strategic objectives (see above);
- (f) Consider any further safety matters raised by UNISON and Staff Committee Representatives.

The constitution of the Committee allows for the co-option of other members of staff and specialists as necessary.

The Committee may convene a meeting at any other time, as necessary, to be arranged by mutual consensus.

6.2 Strategic Leadership Team (SLT) receives reviews and approves the Annual Report and the Health and Safety Policy following the respective Health &



Safety Committee meetings for implementation the following year. SMT also receives reviews and approves specific Codes of Practice and Guidance defining PDNPA policy for dealing with particular safety matters in accordance with agreed strategic objectives. SLT may also receive reports of safety matters escalated to executive level for action and incident investigations sponsored by its' members.

- 6.3 Local Joint Committee (LJC) receives, for notification and endorsement, the Occupational Safety and Health Annual Report and the revised Occupational Safety and Health Policy for implementation the following year. LJC receives such reports on behalf of the Authority.

*Note: Appendix A listing specific duties for discrete OSH matters is available separately*