

Health and Safety Policy

Joanne Housley



Outline

- **Why do I need a policy?**
- **Who should write the policy?**
- **What should be in your policy?**
- **Statement of intent**
- **Organisation**
- **Arrangements**
- **Monitor and review**
- **Summary**

Why do I need a policy?

- **Legal duty**
 - exemption
- **Plan**
- **Commitment**
- **Informs people of duties**
- **Tendering/contract work**
- **Defense for legal/civil action**

How do I get started?

- **In-house or consultant?**
- **Advice/information**
- **Model policy**
- **Employees**
- **Competent person**

What should be in the policy?

- **The Statement of Intent**
- **Organisation section**
- **Arrangements section**

The Statement of Intent

- **Broad outline**
- **One page**
- **Signed and dated**
- **Demonstrates commitment at senior level**

Organisation

WHO, TO WHOM, FOR WHAT

Arrangements

- Risk assessment
- Maintaining plant and equipment
- Safe handling of substances
- Personal protective equipment
- Information instruction and supervision
- Training
- Consultation
- Accident first aid and ill health issues
- Monitoring and inspection
- Fire and other emergency procedures
- Control contractors and visitors

Employees

- **Increase employees awareness of your policy and arrangements for safety**
- **Bring statement to notice of all employees**
- **How you do this is up to you**

Monitor and review

- **Ways to check your policy**
 - Check those with responsibilities carry them out
 - Do people follow your safe methods
 - Check for hazards
 - Check if records are being completed
- **Review**
 - Work conditions change
 - New hazard
 - Control measure alters
 - Procedure changes e.g. fire drill
 - Responsibilities change
 - At least yearly
 - Bring to attention of employees

In summary

- **Written policy where 5 or more employees**
- **Set out aims and objectives for improving health and safety at work**
- **The 3 elements**
- **Bring to attention of employees**
- **Review**
- **Monitor implementation**