



## COOKSTOWN DISTRICT COUNCIL

# HEALTH AND SAFETY POLICY AND PROCEDURAL ARRANGEMENTS MANUAL

DOCUMENT CONTROL		
<b>Author</b>	Ray Hall	
<b>Version</b>	One	
<b>Council Approval Date</b>	May 2006	
<b>Review Date</b>	As required	
<b>Approved By</b>	Chief Executive	<b>Signature</b>
<b>Distribution</b>	All Heads of Departments for circulation to staff	

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## **1.00 HEALTH AND SAFETY POLICY STATEMENT**

Cookstown District Council is committed to ensuring, so far as is reasonably practicable, that all activities be carried out with the highest regard for the health, safety and welfare of all its employees, and of any others who may be affected by Council undertakings. Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health.

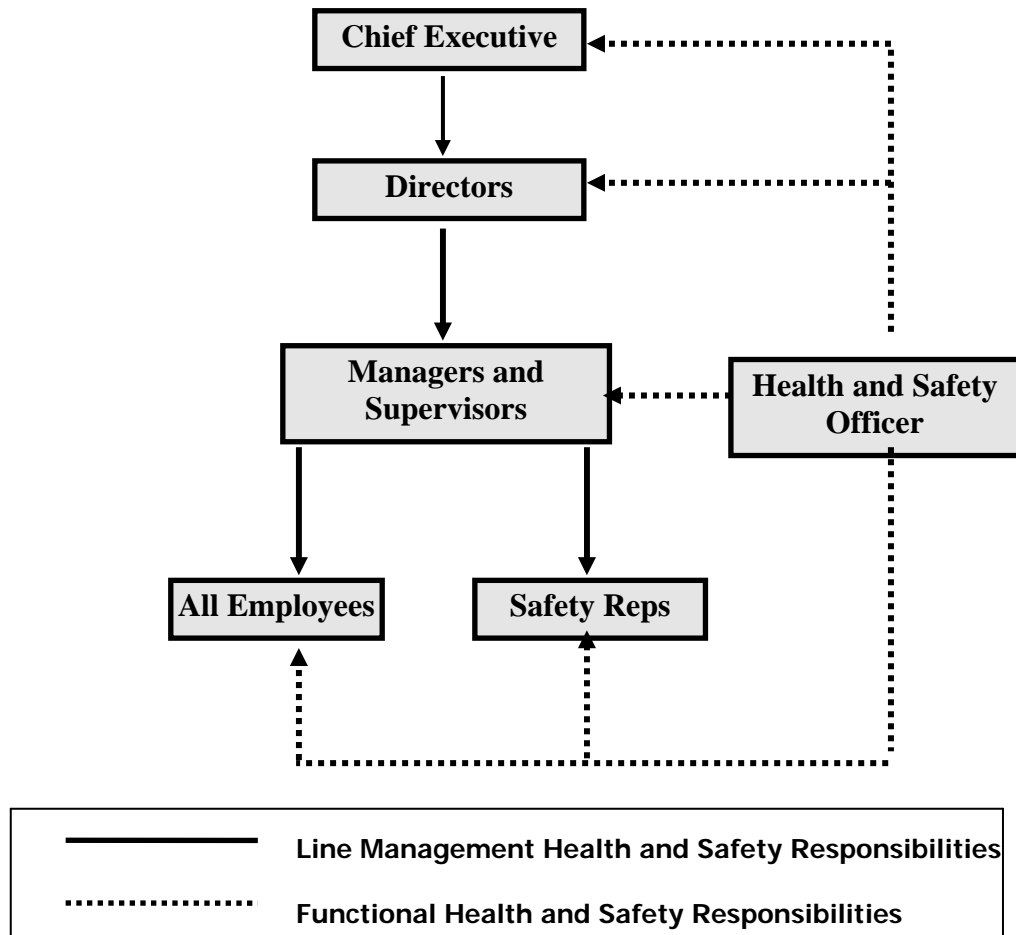
The Council undertake to ensure that adequate resources and training are provided to enable staff to discharge their duties without any undue risk to health and safety. Such resources will be allocated on a basis of risk assessment.

The following general duties, as imposed by the Health and Safety at Work (NI) Order 1978 and the Management of Health and Safety Work (NI) Regulations 2000, will form the focus of the Council's health and safety provisions:

- The provision and maintenance of a working environment for Council staff that is, so far as is reasonably practicable, safe, without risks to health, and adequate with regards to welfare facilities and arrangements.
- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- The provision of arrangements that are, so far as is reasonably practicable, safe, and without risks to health, relating to the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all Council staff.
- The maintenance of any place of work under the Council's control, including access and egress, in a condition that is, so far as is reasonably practicable, safe and without risks to health.
- The carrying out, where applicable, of suitable and sufficient assessments of the risks to the health and safety of Council employees, and any others who may be affected by Council undertakings.

## 2. ORGANISATION:

Whilst overall responsibility for health and safety rests with the Chief Executive, all Cookstown District Council staff have health and safety responsibilities, and the following chart depicts the primary organisational line management and functional health and safety responsibilities.



The **CHIEF EXECUTIVE** has ultimate responsibility for ensuring compliance to this policy, as for all health and safety policies. Day to day responsibility for implementation is however delegated down through the management structure to individual Directors and Managers who are held accountable for ensuring that the requirements set out in this policy are implemented fully.

**DIRECTORS** are expected to take the initiative in promoting and monitoring the health and safety of all persons liable to be affected by activities under their control and in establishing within their department a culture of safe working practice. They are responsible for ensuring that sufficient risk assessments are carried out and

ensuring that suitable measures are identified and implemented to manage and control risks.

**DIRECTORS** in particular, should be mindful of the following requirements

- (a) Ensuring the adequate provision of information, instruction and training in health and safety matters and such supervision as is necessary for members of the department on commencing work and as required thereafter.
- (b) Ensuring that all fires, instances of occupational ill health, accidents and dangerous occurrences within the department are recorded and reported to the Health and Safety Officer.
- (c) Ensuring that all staff members in the departmental are instructed in the action to be taken should an emergency situation develop.
- (d) Ensuring that all departmental equipment is maintained in a safe condition and that proper steps are taken to repair faults in equipment and to remedy any defects which occur in the services and fabric of the department.

**MANAGERS, SUPERVISORS ETC.** are expected to assist and support their directors in the implementation of this policy. They should whenever possible, resolve health and safety problems referred to them by any subordinate and refer to their Director any of those problems to which they cannot find a satisfactory solution.

They should be mindful of the following responsibilities in particular:

- (a) Ensuring employees receive adequate training and instruction on the correct safe procedures required
- (b) Ensuring all safety instructions, procedures and practices are carried out and that no defective plant, equipment, tools or vehicles are used or operated.

**ALL EMPLOYEES** are expected to take reasonable care for the health and safety of themselves and of other persons who may be affected by his acts or omissions at work. They are required to cooperate with management to ensure that all statutory requirements are complied with

They should be mindful of the following responsibilities in particular:

- (a) To report all incidents, accidents or dangerous occurrences
- (b) To be familiar with, and conform to the safety policy, arrangements procedures and codes of practice relating to their job.
- (c) To observe all safety rules and regulations.
- (d) To use machinery, clothing and protective equipment as prescribed and report any defects immediately when they are discovered to their immediate supervisor.
- (e) To undergo such training as may be necessary to work safely.

The **HEALTH AND SAFETY OFFICER** will act as the principle advisor to all departments of the Council, regarding compliance with all relevant health, safety and welfare legislation. The Health and Safety Officer will also be responsible for:

- (a) Monitoring of the working environment, carry out inspection and audits and advise on measures required to reduce the risks to which employees and the public are exposed as a result of the Councils functions.
- (b) Investigation of any major safety incidents, accidents or dangerous occurrences, determine the causes and advise on any appropriate action to be taken.
- (c) The preparation review and development of Council Safety Policy, Procedures, Guidance notes etc.
- (d) Liaising with the Chief Executive, Heads of Departments and Senior Managers, The Personnel Officer, Safety Representatives and those external agencies with interest in establishing safe systems of work.
- (e) Prohibiting those activities where there is imminent danger of serious harm occurring and bringing the matter immediately to the attention of the Head of Department or Chief Executive.

## **SAFETY REPRESENTATIVES AND COMMITTEES**

Safety representatives have been nominated for all employees and any matters concerning health, safety or welfare can be brought to their attention by the staff they represent. Names and workplace locations of safety representatives can be

obtained from Heads of Departments, Union representatives, Immediate Supervisor or the Personnel Officer.

Safety representatives have a range of health, safety and welfare functions including;

- (a) Investigation of accidents, complaints, hazards etc. and the examination of the causes of accidents at the work place.
- (b) Making representations to the employers.
- (c) Carrying out inspections of the workplace.
- (d) Representing employees at discussions with inspectors of the Health and Safety Executive Northern Ireland and receiving such information from such inspectors.
- (e) Attending safety committee meetings and assisting in developing effective health and safety communication to all employees.

The **HEALTH AND SAFETY COMMITTEE** is comprised of safety representatives and representatives of management who have the authority necessary to ensure the efficient development of health and safety working conditions and practices. The Committee will be primarily concerned with matters of policy and will not become involved in discussing solutions to local or day-to-day safety issues that should be resolved through normal channels.

## **RESOURCES**

Departmental budgets provide funds for meeting expenditure in connection with health and safety matters.

## **REVIEW OF POLICY**

This Safety Policy will be reviewed annually by the Health and Safety Committee although this does not preclude the making of alterations as may be found necessary at any other time. The review will examine any new or amended legislation that will impact on the Council and general risk management arrangements, including public and employee personal injury claims, accident trends, any major incidents and problems and opportunities in the forthcoming year.

All amendments and alterations to this Policy will be brought to the attention of all employees.

**ARRANGEMENTS:**

This health and safety policy statement is supplemented by specific policies, procedures, guidance notes and codes of practice. All will be held in Health and Safety Manuals, distributed throughout the Council, and made available to all staff.

Health and Safety Manuals are living documents that will be revised as and when required, with any such revisions being brought to the attention of all those affected.



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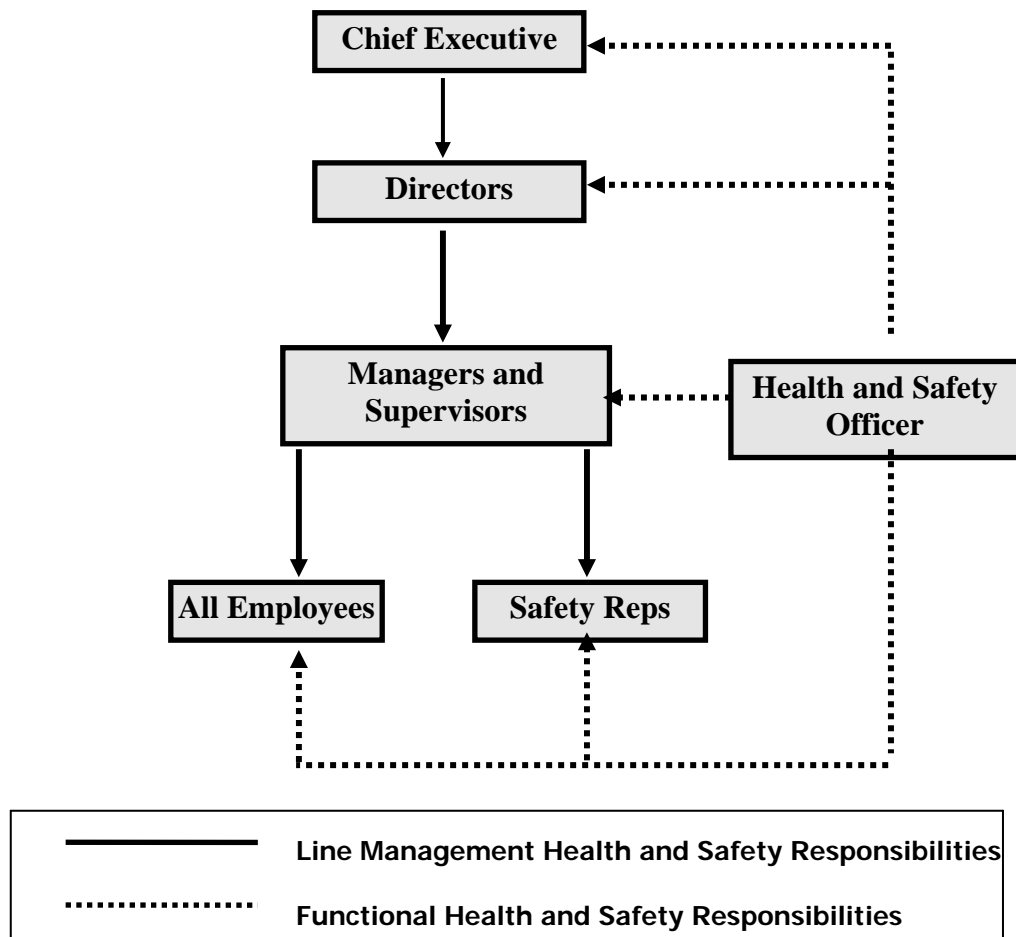
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