

## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

### **INTRODUCTION**

Tayside Contracts is committed to continually improving our occupational health and safety performance within all aspects of our business, ensuring the continued occupational health and safety of our employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities and will take all necessary steps to ensure that our statutory duties are met.

### **SCOPE OF POLICY**

The following General Policy Statement is issued by the Managing Director of Tayside Contracts who accepts, so far as is reasonably practicable, overall and final responsibility for the safe working of all employees within the organisation and other persons who may be affected by our activities and will ensure adherence to the provisions of the Health and Safety at Work, etc Act 1974 and all supporting legislation.

Functional responsibility for health and safety and for putting the Occupational Health and Safety Policy (OHS Policy) into practice is delegated to the Head of FM and Human Resources.

The responsibility for ensuring health and safety standards are maintained/improved within their areas of management control is delegated to the Heads of each Division/Unit of Tayside Contracts.

### **GENERAL POLICY STATEMENT**

The effective management of health and safety within Tayside Contracts and compliance with all relevant legislation will be achieved by:

- Providing adequate control of the occupational health and safety risks arising from our work activities
- Providing and ensuring the safe and proper use of equipment, plant, substances and protective clothing to enable work to be carried out with the minimum risk to the health and safety of Tayside Contracts' employees or others
- Taking all reasonable measures to prevent accidents, near misses and work-related ill health
- Monitoring, investigating and reporting of incidents, accidents, near misses and occupational ill health
- Appointing competent persons to assist in ensuring legal compliance and, where necessary, seeking advice from external specialists
- Providing all employees and managers with all required information, direction and training to ensure that they are competent to carry out their tasks safely

- Effectively communicating and consulting with employees and their representatives to ensure an adequate understanding of occupational health and safety matters and individual responsibilities and encouraging employee participation
- Ensuring that all employees are aware of their statutory duty to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work and of the requirement to co-operate fully with Tayside Contracts, or other parties, where necessary
- Maintaining safe and healthy working conditions

The Occupational Health and Safety Policy details the organisation and arrangements for health and safety and will be regularly monitored, reviewed annually and, if necessary, revised in the light of legislative or organisational changes.

*Iain C. Waddell*

Iain C. Waddell  
Managing Director

Date: November 2018

## **ORGANISATION AND RESPONSIBILITIES**

The Managing Director has the overall and final responsibility for the occupational health and safety of all employees and for ensuring compliance with legislative requirements. This includes, as far as is reasonably practicable, the responsibility for:

- determining the organisational structure through which this policy is implemented and delegating the responsibility for implementation of the policy to corporate and other managers
- ensuring adequate finance and other resources are made available to enable this policy to be implemented effectively
- appointing competent person(s) to advise and assist on the application of this policy
- formally approving all occupational health and safety policies and procedures

The Head of FM and Human Resources is responsible for the fulfilment of the organisation's Occupational Health and Safety Policy (OHS Policy) and will monitor performance on these matters and will recommend to the Managing Director any changes in administration or policy that are considered necessary.

All members of the Executive Officer Team (EOT) and of the Corporate Management Team (CMT) are responsible within their limits of authority for the implementation and management of the organisation's OHS Policy. They shall promptly bring to the attention of the Managing Director any matters affecting the occupational health and safety of any employee under their control.

All Heads of Unit and Heads of Section are responsible for the occupational health and safety of employees within their management control and will report to their relevant CMT member any matters affecting the occupational health and safety of their employees and must liaise as necessary with the HR (Safety and Training) Team.

Professional occupational health and safety advice and assistance is delegated to the Head of FM and Human Resources and the day to day responsibility for managing the provision of advice and assistance is delegated to the Safety and Training Manager, and to the HR Manager in respect of issues relating to occupational health. External specialist advice will be sought where necessary.

The Principal Health and Safety Adviser, reporting to the Safety and Training Manager, is the competent person within the meaning of Reg. 7 of the Management of Health and Safety at Work Regulations 1999 and will, where necessary, report any issue of concern directly to the Managing Director. The Principal Health and Safety Adviser will provide advice and guidance to enable Tayside Contracts to comply with all statutory health and safety provisions, including assessing the occupational health and safety competence of contractors.

Effective supervision will play a vital part in achieving the aims of the OHS Policy and ensuring the success of its objectives. All line managers are responsible, within the limits of their authority, for the occupational health and safety of persons and sub contractors under their control and regular checks must be made to ensure that rules and systems of work that have been introduced are complied with.

Any person who has been authorised to delegate responsibility for occupational health and safety must ensure that the recipient is competent to assume it, that the individual has clear instructions regarding the nature and extent of the responsibility and adequate training and facilities and delegated authority for executing it. The delegator must ensure that the responsibility is properly discharged and that all legal requirements are adhered to and that the requirements of their statement of responsibility have been complied with. Any person who finds that the delegated responsibility cannot be fully complied with must report the fact immediately to the delegator.

Under health and safety legislation, each employee at work has the following responsibilities:

- To take reasonable care for the occupational health and safety of themselves and of other people who may be affected by their acts and/or omissions at work.
- To co-operate with the employer, or any other person apart from the employer, who has a duty or responsibility under health and safety legislation, in order that these duties and responsibilities can be carried out.
- To avoid either intentionally or recklessly interfering with or misusing anything provided in the interest of health and safety.
- To comply with health and safety instruction, information and training, including the wearing of PPE.

If individuals become aware that they are in a situation involving immediate risk to themselves or others, they should, where possible, make the situation safe by stopping the work process if necessary. They should immediately contact their line manager and safety representative.

## **ARRANGEMENTS FOR IMPLEMENTATION**

The OHS Policy is applicable to all activities within Tayside Contracts. The following arrangements provide additional information and should be developed by each Head of Unit and Head of Section, in consultation with the HR (Safety and Training) Team, to meet specific requirements of each Unit/Section.

### **Risk Assessment and Management**

We will assess the risks associated with all significant health and safety hazards in the workplace. All of our employees will be informed of the health and safety 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.

### **Occupational Health and Safety Management System**

We will implement a management system to ensure we:

- Comply with health and safety legislation.
- Continually improve our health and safety performance.

The Occupational Health and Safety Management System contains the detailed arrangements for occupational health and safety, including policies, procedures, safe working arrangements and safe systems of work. This is available electronically on Tayside Contracts' Intranet system.

### **Health and Safety Planning**

Each EOT member prepares a service plan annually in consultation with their Heads of Unit and Heads of Section that identifies specific occupational health and safety objectives with realistic timescales. These objectives are reviewed and performance evaluated quarterly and annually.

### **Performance Monitoring and Evaluation**

The effectiveness of Tayside Contracts' OHS Policy is monitored through accident/incident investigations and inspection audits. Monitoring and evaluation reports are submitted to senior management at quarterly Safety Steering Group meetings which are chaired by the Head of each Division, or their nominated representative, of Tayside Contracts and on an ad hoc basis where necessary. An annual occupational health and safety performance report is submitted to the Tayside Contracts Joint Committee.

### **Employee Consultation**

The arrangements for Tayside Contracts' Joint Consultative Committees ensure that employees and their representatives are fully consulted and afforded the opportunity to participate and raise issues of concern regarding occupational health and safety. In addition to the quarterly

Joint Consultative Committee meetings Tayside Contracts provides all reasonable facilities and assistance to trade union representatives to raise and discuss health and safety issues on behalf of their members as and when necessary.

### **Information, Instruction and Training**

In accordance with the duty placed upon Tayside Contracts by the Management of Health and Safety at Work Regulations 1999, employees are provided with adequate health and safety training upon their recruitment, during any transfer or change of responsibilities. In the event any introduction of new work equipment or alteration of current equipment, new technology or alteration of existing equipment or in the introduction of new systems of work or alteration of current systems, information, instruction and training must be given.

This training will be repeated as and when appropriate and adapted to take account of any new or changed risks. Training should be based upon an evaluation of the skills and competencies required to carry out tasks safely and subsequent matching of these skills and competencies to those charged with carrying out the task.

### **Compliance**

Our work activities achieve compliance with legislation. Where situations present serious and imminent danger, procedures are established in accordance with Regulation 8 of The Management of Health and Safety at Work Regulations 1999 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. All accidents and dangerous occurrences, whether notifiable to the enforcing authorities or not, shall be thoroughly investigated by management and the appropriate documentation completed. Such investigations and reports shall include accidents or dangerous occurrences involving non-employees on Tayside Contracts sites, or as a result of Tayside Contracts operations anywhere. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

### **First Aid**

The Health and Safety (First-Aid) Regulations 1981 require Tayside Contracts to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. Tayside Contracts will carry out an on going assessment of first aid needs, and provide suitable first aid training, trained first aiders and adequate facilities to ensure compliance. A list of trained first aiders is maintained electronically on Tayside Contracts' Intranet.

### **Fire Prevention**

The Fire (Scotland) Act 2005, as amended, and the Fire Safety (Scotland) Regulations 2006 require Tayside Contracts to have trained and competent fire risk assessors who undertake fire risk assessments on a regular basis. Each building occupied by Tayside Contracts has trained fire warden(s), who are responsible for ensuring all fire safety measures are followed, good housekeeping is maintained and are trained in emergency evacuations. A list of trained fire wardens is maintained electronically on Tayside Contracts' Intranet.

### **Personal Protective Clothing**

The Personal Protective Equipment at Work Regulations 2002 require Tayside Contracts to provide employees with suitable protective clothing and equipment free of charge and where provided employees must wear it as instructed.

### **Enforcement Notices**

The Head of FM and Human Resources and Tayside Contracts' Principal Health and Safety Adviser must be immediately informed of the service of an enforcement notice or summons. In turn the Managing Director and the CMT must be advised immediately.

### **Occupational Health**

The HR Manager is responsible for developing and implementing occupational health policies and procedures and for providing professional advice to all managers and employees.

The HR Manager will also ensure the provision of external occupational health services from qualified occupational health physicians, practitioners, psychologists, physiotherapists, ergonomic experts and occupational health nurses.

### **Health Surveillance**

Health surveillance is recognised as an integral part of our occupational health service provision. Tayside Contracts health surveillance requirements will be risk assessed by managers with support from the Principal Health and Safety Adviser. Subsequent requirements and monitoring arrangements will be managed by the HR Manager and Safety and Training Manager.

## **DELIVERING OUR POLICY**

The Occupational Health and Safety Policy will be delivered by:

- Generating a culture that does not tolerate threats to health and safety.
- Ensuring the involvement of all our leaders, managers, employees and sub contractors.

Heads of Unit, Head of Section and the designated Senior Managers will implement and explain how this policy will be delivered in the workplace.

## **POLICY VIOLATIONS**

Failure to comply with this policy may result in individuals being investigated and disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

## **RELATED POLICIES**

The Occupational Health and Safety Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Sickness Absence Management Policy
- DSE Assessment Policy
- Respiratory Protective Equipment Policy
- Substance Misuse Policy
- Work Related Stress Policy

The above list is not exhaustive.

### **POLICY REVIEW**

The Occupational Health and Safety Policy will be regularly monitored, reviewed annually and, if necessary, revised in the light of legislative or organisational changes.

**Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or [employment.policies@tayside-contracts.co.uk](mailto:employment.policies@tayside-contracts.co.uk)**

**If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or [angie.thompson@tayside-contracts.co.uk](mailto:angie.thompson@tayside-contracts.co.uk)**