Construction Hazard and Risk Control

Lecture Title: Key characteristics of a H&S Management System
Key Roles and Responsibilities within an organisation

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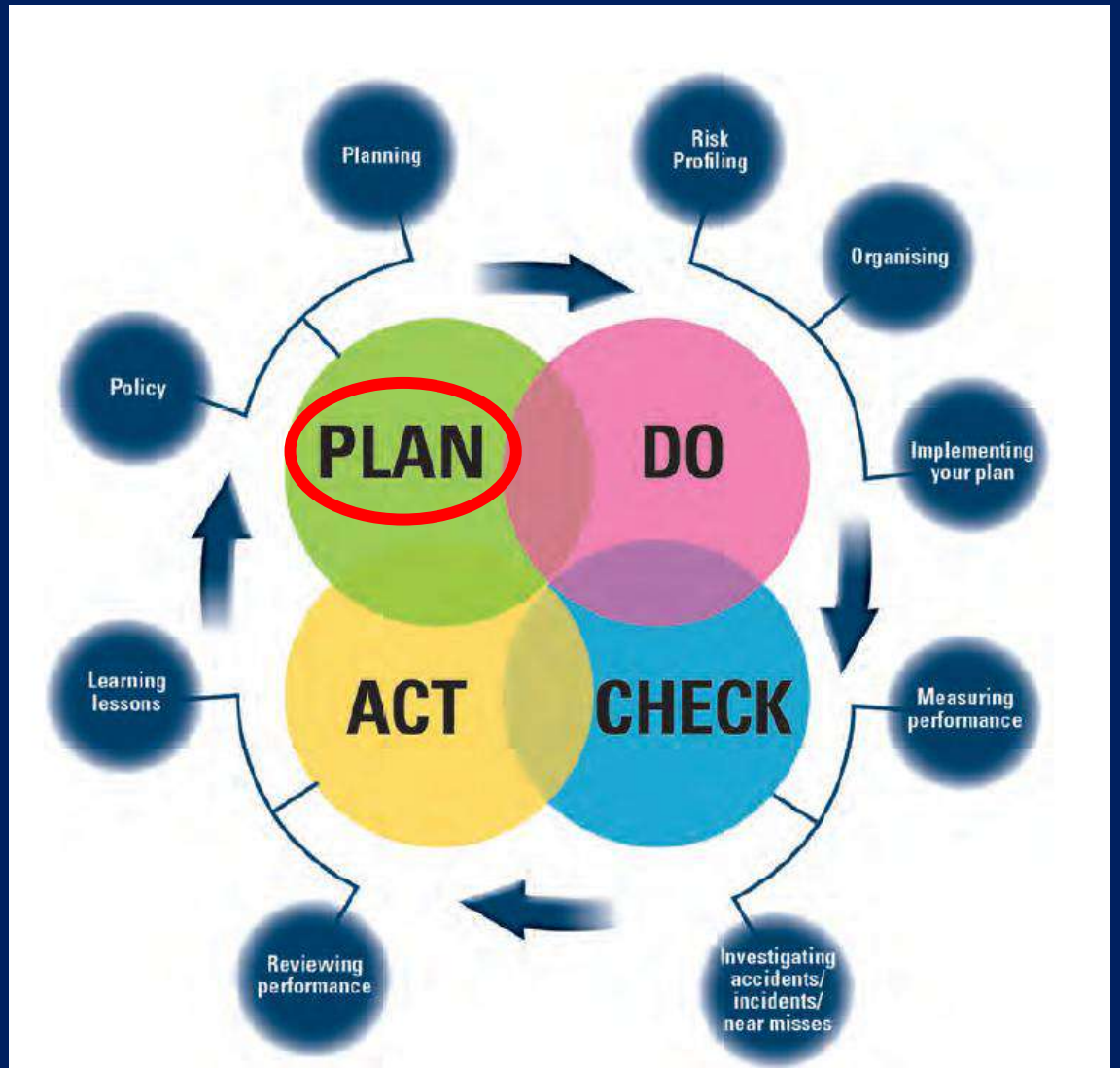
Undergraduate Diploma in Occupational Health and Safety

Key Element 1: Plan

- Key elements of a health and safety management system
- Purpose and importance of setting a policy for health and safety
- Key features and appropriate content of an effective health and safety policy

The key elements of a health and safety management system



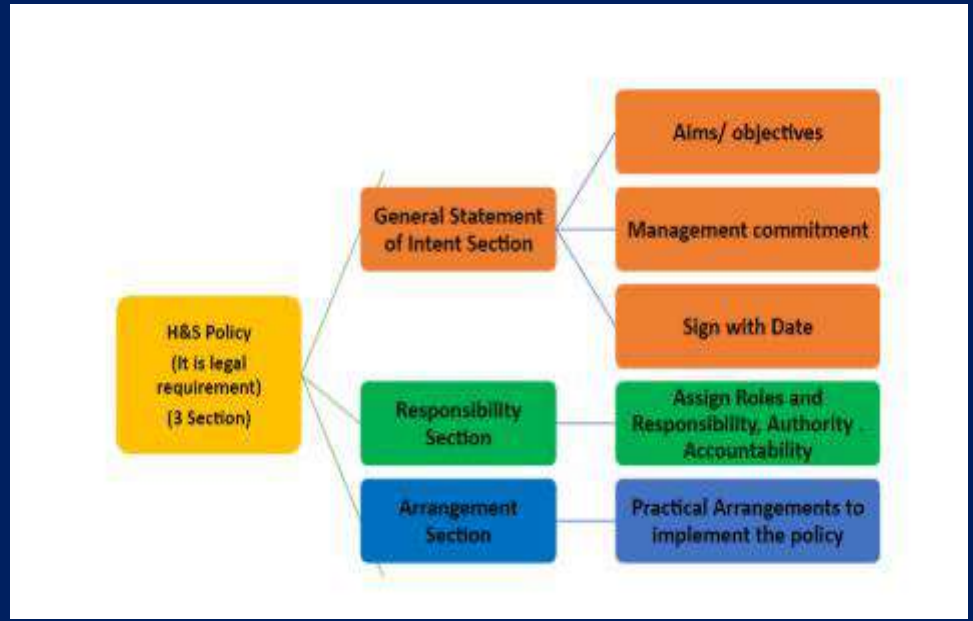
Key Element 1: Plan- Policy

The health and safety policy statement of intent should contain:

- The aims (not measurable) and objectives (measurable)
- Written in simple language
- Signed and dated by the most senior person in the organisation.

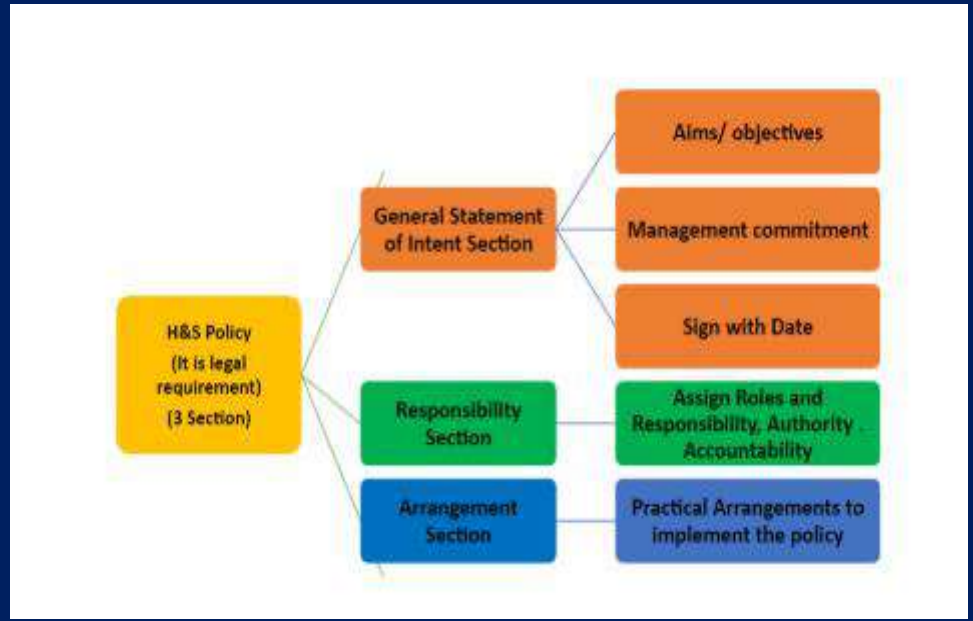
Key Element 1: Plan- Policy

- The aims, which should cover health and safety ,welfare and relevant environmental issues;
- The position of the senior person in the organisation or company who is responsible for health and safety (normally the chief executive);
- The setup of the health and safety team; such as officer, representatives; etc
- A commitment to the basic requirements of the HS Legislation (access, egress, risk assessments, safe plant and systems of work, use, handling, transport and handling of articles and substances, information,training and supervision);
- A commitment to the additional requirements of the Management of Health and Safety at Work Regulations (risk assessment, emergency procedures, health surveillance and employment of competent persons

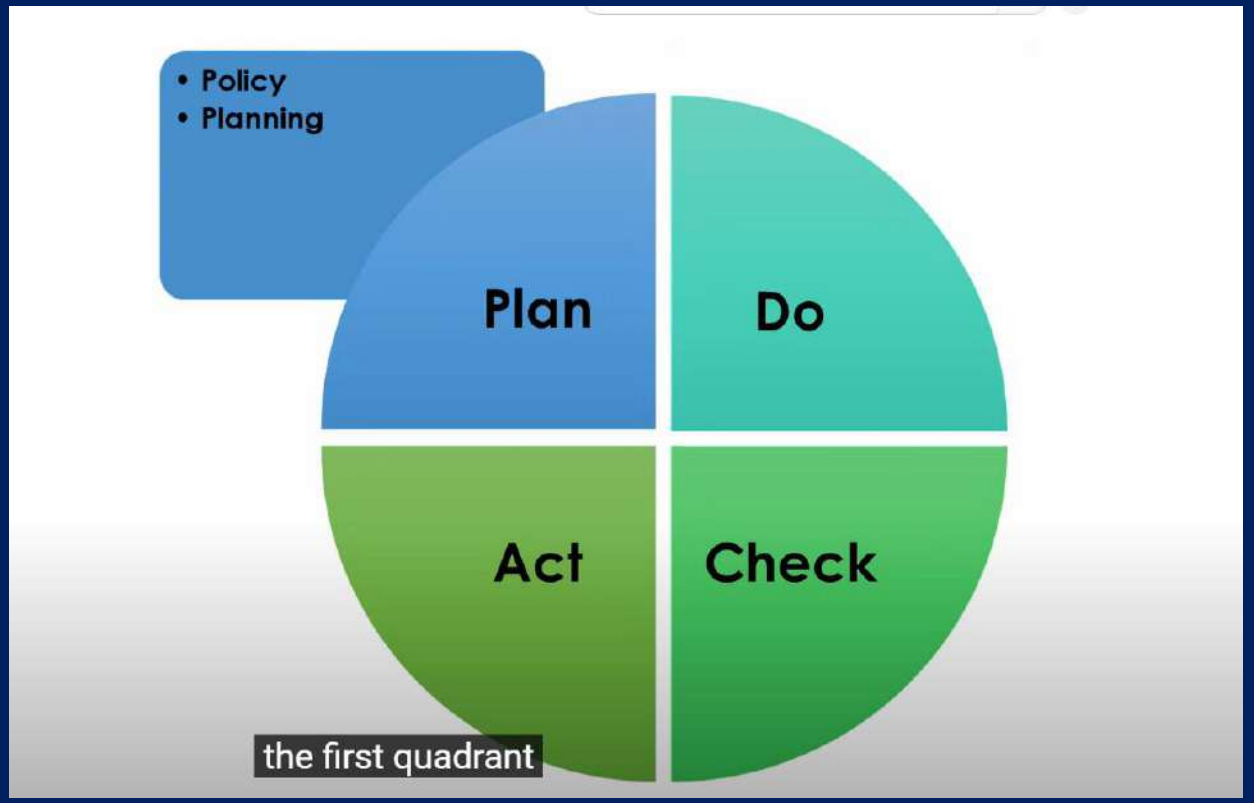


Key Element 1: Plan- Policy

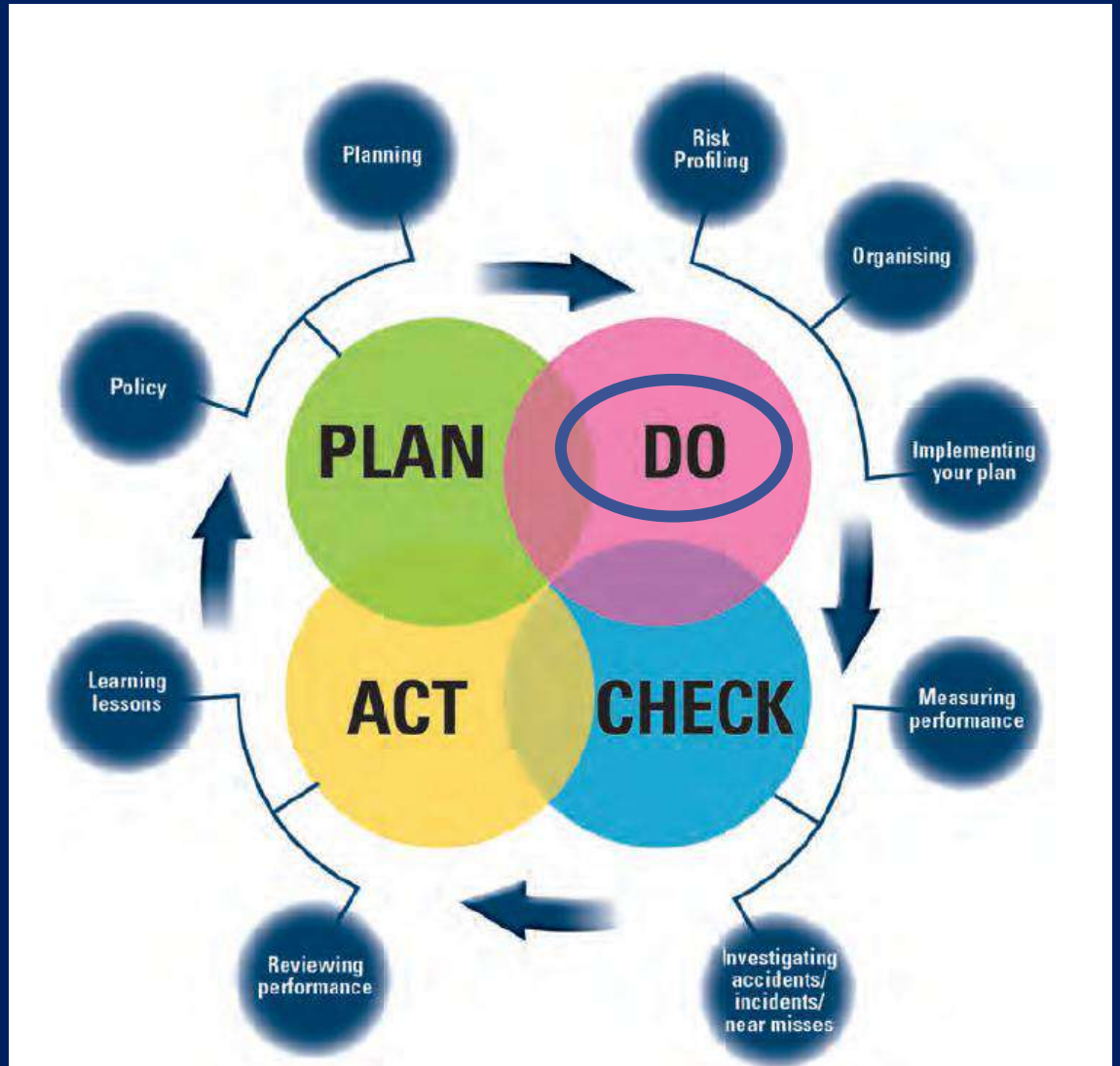
- duties towards the wider general public and others (contractors, customers, students, etc.);
- the principal hazards in the organisation;
- specific policies of the organisation (e.g. smoking policy, violence to staff, etc.);
- a commitment to employee consultation possibly
- using a safety committee or staff council; duties of employees (particularly those defined in the Management of Health and Safety at Work Regulations);
- specific health and safety performance targets for
- the immediate and long-term future;
- a commitment to provide the necessary resources to achieve



https://www.youtube.com/watch?v=iiUoVXwmRQ8&list=PPSV



The key elements of a health and safety management system



Key Element 2: Do

- Organisational health and safety roles and responsibilities of employers, directors, managers and supervisors
- Concept of health and safety culture and its significance in the management of health and safety in an organisation
- Human factors which influence behaviour at work
- How health and safety behaviour at work can be improved
- Principles and practice of risk assessment
- General principles of control and hierarchy of risk reduction measures
- Sources of health and safety information
- Safe systems of work
- Permits to work
- Emergency procedures and arrangement for contacting the emergency services
- Requirements for, and effective provision of, first aid in the workplace

https://youtu.be/NJlN1G7gvys

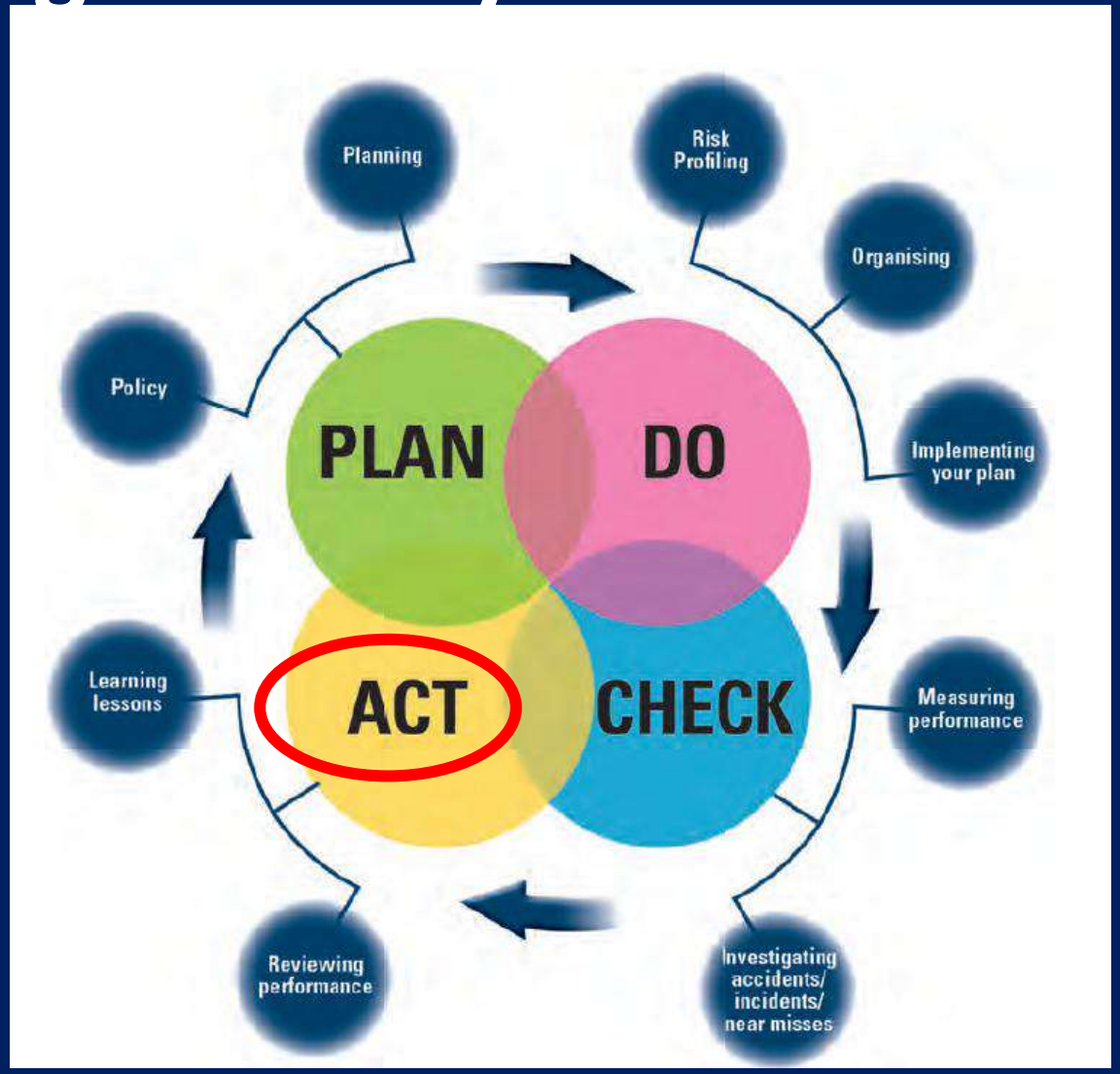
The key elements of a health and safety management system

Key Element 3: Check

- Active and reactive monitoring
- Monitor the implementation of the health and safety plan using various inspection techniques.
- Investigate the causes of accidents, incidents or near misses and monitor any recommendations made

https://youtu.be/zbB5fa2C1m0

The key elements of a health and safety management system



Key Element 4: Act

- Review of health and safety performance using accidents and incidents, ill-health data and relative to benchmarks from similar organisations.
- Review plans, policy documents and risk assessments to see if they need updating.
- Take any required action following audit and inspection reports. performance

https://youtu.be/TYrb_GjoqI0

A positive H&S Culture- what does it take?

- Leadership and commitment to health and safety throughout the organisation;
- An acceptance that high standards of health and safety are achievable;
- The identification of all significant hazards facing the workforce and others;
- A detailed assessment of health and safety risks in the organisation and the development of appropriate control and monitoring systems;

A positive H&S Culture- what does it take?

- A health and safety policy statement outlining short and long-term health and safety objectives. Such a
- Policy should also include national codes of practice and health and safety standards;
- Relevant communication and consultation procedures and training programmes for employees at all levels of the organisation;
- Systems for monitoring equipment, processes and procedures and the prompt rectification of any defects found;
- The prompt investigation of all incidents and accidents and reports made detailing any necessary remedial actions.

Indicators of poor H&S Culture

- A high sickness, ill-health and absentee rate among the workforce;
- The perception of a blame culture;
- High staff turnover leading to a loss of momentum in making health and safety improvements;
- No resources (in terms of budget, people or facilities) made available for the effective management of health and safety;
- Management decisions that consistently put production or cost before health and safety considerations;

Indicators of poor H&S Culture

- A lack of compliance with relevant health and safety law and the safety rules and procedures of the organisation; regular procedural violations;
- Poor selection procedures and management of contractors;
- Poor levels of communication, cooperation and control;
- A weak health and safety management structure; either a lack, or poor levels, of health and safety competence; and
- High insurance premiums.

The benefits of having a H&S Management System

- It is much easier to achieve and demonstrate legal compliance. Enforcement authorities have more confidence in organisations which have a health and safety management system in place.
- They ensure that health and safety is given the same emphasis as other business objectives, such as quality and finance. They will also aid integration, where appropriate, with other management systems.
- They enable significant health and safety risks to be addressed in a systematic manner.
- They can be used to show legal compliance with terms such as ‘practicable’ and ‘so far as is reasonably practicable’.
- They indicate that the organisation is prepared for an emergency.
- They illustrate that there is a genuine commitment to health and safety throughout the organisation.

The challenges of having a H&S Management System

- The arrangements and procedures are not apparent at the workplace level, and the audit process is only concerned with a desktop review of procedures.
- The documentation is excessive and not totally related to the organisation due to the use of generic procedures.
- Other business objectives, such as production targets, lead to ad hoc changes in procedures.
- Integration, which should really be a benefit, can lead to a reduction in the resources and effort applied to health and safety.
- A lack of understanding by supervisors and the workforce leads to poor system implementation
- The performance review is not implemented seriously thus causing cynicism throughout the organisation.

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1. Managing Directors/Chief Executives

- ensuring that adequate resources are available for the health and safety requirements within the organisation, including the appointment of a senior member of the senior management with specific responsibility for health and safety;
- appointing one or more competent persons and adequate resources to provide assistance in meeting the organisation's health and safety obligations, including specialist help where appropriate;
- the establishment, implementation and maintenance of a health and safety programme for the organisation that encompasses all areas of significant health and safety risk;
- the approval, introduction and monitoring of all site health and safety policies, rules and procedures; and
- the review and possible revision annually of the effectiveness of the health and safety programme

2. Departmental Managers

The principal departmental managers may report to the Site Manager, Managing Director or Chief Executive. In particular, they:

- are responsible and accountable for the health and safety performance of their department;
- are responsible for the engagement and management of contractors and that they are properly supervised;
- must ensure that any machinery, equipment or vehicles used within the department are maintained, correctly guarded and meet agreed health and safety standards; copies of records of all maintenance, statutory and insurance inspections must be kept by the Departmental Manager;
- develop a training plan that includes specific job instructions for new or transferred employees and follow up on the training by supervisors; copies of records of all training must be kept by the Departmental Manager;
- personally investigate all lost workday cases and dangerous occurrences and report to their line manager; progress any required corrective action.

3. Supervisors

- Supervisors report to Departmental Manager
  - are responsible and accountable for their team's health and safety performance;
  - enforce all safe systems of work procedures that have been issued by the Departmental Manager;
  - instruct employees in relevant health and safety rules, make records of this instruction and enforce all health and safety rules and procedures;
  - supervise any contractors that are working within their area of supervision;
  - enforce personal protective equipment requirements, check that it is being used and periodically appraise condition of equipment; and
  - record any infringements of the personal protective equipment policy

4. Health and Safety advisor

- be competent following the attainment of a health and safety qualification and training;
- report directly to senior management on matters of policy;
- keep up to date with technological advances and legislative changes;
- advise on the establishment of health and safety, maintenance and accident investigation procedures; and
- provide liaison with external agencies, such as the HSE, Fire Authorities, contractors, insurance companies and the public

21 ACADEMY

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