

Report

Report to:	Corporate Resources Committee
Date of Meeting:	16 November 2005
Report by:	Executive Director (Corporate Resources)

Subject:	Occupational Health and Safety Management System
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1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ advise the Committee of the new occupational health and safety management system.

2 Recommendation(s)

2.1 The Committee is asked to approve the following recommendations:-

- (1) that the occupational health and safety management system be introduced to replace the existing safety manual; and
- (2) that the means of communicating the implementation plan across the Council be approved as at paragraph 5.1.

3 Background

3.1 The council's health and safety manual was introduced in 1999. The provision of the health and safety service was reviewed in 2003 and a devolved structure implemented for Community, Enterprise, Housing and Technical and Social Work Resources with the Corporate Health Safety and Contingency Planning Team assuming responsibility for Education, Finance and Information Technology, Lanarkshire Valuation Joint Board and South Lanarkshire Leisure.

3.2 A priority for the Corporate team included the review of the current policy manual to ensure that health and safety guidance:

- reflected the devolved structure and revised responsibilities
- incorporated flexible procedures which could be adapted to enable Resources to deal with specific health and safety issues
- included standards against which health and safety performance could be measured

3.3 A review of the policy and the overall provision of health and safety was undertaken involving key Resource health and safety representatives as well as trade union representatives. As part of this review, two separate pilot projects were undertaken.

- 3.4 Community Resources have been working in partnership with the Corporate Health and Safety team in a pilot exercise to test and monitor on a practical level, the new procedures and systems of work and thereafter revise and improve as necessary.
- 3.5 In addition, following the Health and Safety Executive (HSE) stress audit in 2004, an action was identified to develop and implement a process for stress risk assessment. The model for stress risk assessment that was used was based on the HSE Stress Management Standards and Indicator Tool and was piloted in Corporate, Education, Enterprise and Social Work Resources. The findings of the pilot concluded that the HSE Management Standards and Indicator Tool provided a methodology for stress risk assessment that could be adopted by the Council and incorporated into the occupational health and safety management system.

4 Proposals for the Occupational Health and Safety Management System

- 4.1 The occupational health and safety management system is modelled on HSG 65 the HSE guidance document "Successful Health and Safety Management". The system provides managers with comprehensive guidance notes and work instructions on a wide range of occupational health and safety issues which are based on legislative requirements, best practice and published HSE guidance and approved codes of practice.
- 4.2 The management system is designed to facilitate the management of health and safety within a corporate framework and provide the flexibility for Resources to develop the operational health and safety systems and procedures that meet their specific needs. At the same time, it aims to improve the sharing of good practice in health and safety issues across the Council and avoid duplication of effort.
- 4.3 The occupational health and safety management system provides standards against which performance can be measured and is structured around three main components:-
- **Health and Safety Policy**
The health and safety policy sets a clear direction for the Council to follow and demonstrates the Council's commitment to the effective management of health and safety. The policy includes the Statement of Intent signed by the Chief Executive.
 - **Guidance Notes**
The system contains a series of guidance notes on a range of health and safety issues that are relevant to the operations of the Council. Guidance notes specify statutory duties and responsibilities under health and safety legislation and the actions required to ensure that health and safety responsibilities are met.

Guidance notes are grouped under three headings:-

- System administration and controls
- Management of health and safety
- Hazards and risks

Guidance Notes will be developed and reviewed by the corporate health and safety team in consultation with Resources and the Trade Unions.

- Work Instructions

Templates for work instructions have been developed to support the guidance notes. Work instructions provide the tools and techniques to assist managers in meeting their health and safety responsibilities and in complying with health and safety legislation.

Resource health and safety teams can also develop Resource specific work instructions to meet their health and safety needs while linking with the corporate team to ensure that a central record of health and safety practices across the council are maintained, that best practice is shared and duplication of effort avoided.

5. Communication

5.1 In terms of communicating the new management system, it is suggested that this is achieved through a variety of methods including:-

- a management bulletin
- an article in the works magazine
- a core brief to be rolled out across the Council via the personnel managers and health and safety teams within each Resource
- specific briefings on the management system for resource management teams
- the availability of the system on the intranet
- an employee leaflet
- revised health and safety modules for management development and frontline managers training

6 Employee Implications

6.1 Not appropriate at this time.

7 Financial Implications

7.1 Not appropriate at this time.

8 Consultation

8.1 Consultation on the occupational health and safety management system has taken place through:-

- The Joint Health and Safety Strategy Group
- Personnel Managers and Health and Safety Officers/Advisers
- Trade Union Representatives

Alan Cuthbertson
Executive Director (Corporate Resources)

24 October 2005

Link(s) to Council Objectives

- ◆ Managing Resources

Previous References

Corporate Resources Committee – 16 November 1999

List of Background Papers

- ◆ HSG 65 – HSE guidance document – Successful Health and Safety Management
- ◆ Revitalising Health and Safety Strategy

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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