

# Health and Safety Bulletin

## Managing for health and safety

### Articles in this newsletter:

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### HSE updates HSG65

The HSE has moved away from "POPMAR" (policy, organising, planning and implementation, measuring performance, auditing and review) to the standard "plan, do, check and act" for successful health and safety management - reflecting that high standards of health and safety performance can be achieved by applying the principles of good management. HSG65 has been updated to reflect this - so how does it work?

#### Plan

No business achieves high standards without a robust plan, so under HSG 65 the first step on the road to effective health and safety management is to develop a plan describing how the organisation currently manages health and safety and what it can do to improve its health and safety management. This information should then be translated into the following documentation.

*Health and safety policy statement* – this short document outlines the business' strategy and describes the standards it wants to achieve. The document should be signed by a Director and dated to demonstrate senior management commitment towards achieving the strategy.

The health and safety policy statement should be easily available and all workers should be aware of the contents.

*Organisation* – the organisation needs to identify who is responsible for managing each relevant significant health and safety risk. This not only ensures that it has control of the risks but also allows the individuals involved to check that they have the competence (e.g. qualifications, training, experience and skills) to carry out or manage the activities required to control the risk. Roles that may need to be defined include directors, managers, supervisors, all workers and 1st aiders.

*Arrangements* – this document describes how the site will manage health and safety. This will include how the organisation will complete practical activities (such as job safety assessment, risk assessment, accident/incident reporting and investigation, contractor management), measure performance - not just accident rates but also the positive, proactive activities such as inspections and health and safety training and comply with legal and corporate requirements

#### Do

This aspect of health and safety management focuses on delivery - to be effective, there needs to be strong leadership and active involvement of workers.

Examples of how effective leadership can be achieved by Senior Managers visibly demonstrating the high health and safety standards expected within the organisation, retaining accountability for achieving the health and safety strategy outlined in the health and safety policy statement even if they delegate day-to-day responsibility and ensuring sufficient resources are provided to allow workers who have been delegated responsibility for health and safety risks to carry it out to an acceptable standards

Worker involvement is vital for health and safety management to be more than a paperwork system. Depending on the size of the organisation, worker involvement should include health and safety consultative committees with membership drawn from management and workforce (including union safety representatives, where appointed) and open door policies and the use of noticeboards or e-mails for smaller sites.

### Check

For health and safety management to achieve the required standards, it must also focus on verifying that the system is working as planned. The organisation then has the opportunity to identify issues before they come to light as the result of accidents or incidents. The checks may involve reviewing documents (such as records e.g. training, maintenance), auditing systems and procedures, inspecting areas to confirm that housekeeping standards and emergency escape routes are being maintained and monitoring employee behaviour such as PPE requirements

### Act

The organisation needs an opportunity to review health and safety management and identify where it can be strengthened. The evaluation will take into account information from the plan, do and checks elements described and external inputs (such as changes to legal requirements and corporate policies and standards) to identify how it can be improved.

#### **About Clwyd Associates...**

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