

## **EAST AYRSHIRE COUNCIL**

### **DEVELOPMENT SERVICES COMMITTEE – 28 AUGUST 2001**

#### **DEPARTMENTAL HEALTH AND SAFETY ACTION PLAN**

##### **Report by Director of Development Services**

## **1 PURPOSE OF REPORT**

- 1.1** To recommend approval of the Health & Safety Action Plan for the department.

## **2 BACKGROUND**

- 2.1** At its meeting of 2 April 2001 the Policy and Resources Committee approved a corporate health and safety plan for the Council. This requires individual Directors to draw up plans for their department.

## **3 HEALTH AND SAFETY MONITORING AND REVIEW ARRANGEMENTS WITHIN THE DEVELOPMENT SERVICES DEPARTMENT**

- 3.1** A procedure for regular monitoring of industrial injuries and health and safety issues as the basis for continuous improvement action has been established within the department. This is structured around three reporting arrangements: reports to 4-weekly progress review meetings for Roads contracts, quarterly reports to the business review meetings of the Transport Services Unit, and quarterly reports to the Development Services Management Team covering all office based staff. All these management meetings are normally chaired by the Director of Development Services who is therefore engaged directly in monitoring and review of health and safety issues within the department.

- 3.2** The review reports provide the following information:

- A full listing of all industrial injuries reported within the last period
- A report on all risk assessments carried out and reviewed and, where required, safe working procedures written
- A review of when all inspections were last carried out complying with a range of regulations covering powered equipment, lifting equipment, ladders, portable electrical equipment, visual display units, and hazardous substances
- A review of all workplace inspections carried out within the last period

- An action list of key actions arising out of all of the above reviews and any corporate initiatives
  - A record of all toolbox talks that have to be written and implemented
  - A list of first aiders, fire wardens and IOSH trained personnel
- 3.3** The consideration of health and safety issues is 'cascaded' through divisional and section management teams. The Director., Heads of Service and section leaders signed the Council's Charter on health and safety approved by the Policy and Resources Committee.
- 3.4** It is generally expected that action will be taken by immediate Line Managers in response to industrial injuries or points arising from all premises inspections. But the additional review carried out at the Management Team meetings has resulted in a number of additional initiatives. Action taken as a result of these monitoring arrangements in recent months have included: introduction of appropriate protective clothing within the Crookedholm Depots, improvements in warnings and training relating to powered equipment at the Crookedholm Depot, toolbox talks on handling hot materials, training in manual handling and small tools/plant within Roads Contracts, replacement of various items of equipment, decision to proceed with rewiring at Croft Street offices, commissioning of a risk analysis for officers engaged in site visits, toolbox talks on dealing with hypodermic syringes, toolbox talks and investigation of lifting equipment for handling heavy construction materials such as kerb stones.
- 3.5** Health and safety is a standing item on the department's three JCCs (Roads Contracts, Transport Services and Staff). The JCC for Roads Contracts has a separate safety committee. Information on health and safety matters is also communicated to staff through a network of 'link officers' working with the department's Health and Safety Co-ordinator. As part of the action plan it is proposed to improve the format of information provided on key issues.

## **4 DEPARTMENTAL ACTION PLAN**

- 4.1** The introduction of a systematic monitoring and review arrangement involving departmental Management Teams and the Director personally fulfil a number of the key actions required at a departmental level under the core action plan. There is also, however, a key requirement to draw up a plan to achieve the Government's specific accident reduction target
- Reduce the number of working days lost per 100,000 workers from work-related injury and ill health by 30% by 2010
  - Reduce the incidence rate of cases of work-related ill health by 20% by 2010
  - Reduce the incidence rate of fatalities and major injuries by 10% by 2010

- Achieve half the improvement under each target by 2004.

**4.2** This will require a full analysis of injury accidents over recent years, and a target for accident reductions following a range of specific new initiatives. An example would be a reduction in the number of injuries resulting from burns within the Roads Contracts Unit from an average of 5 a year to 2 a year –action to achieve this will include the introduction of regular toolbox talks and new equipment which requires less manual handling of hot materials. The Department will aim to produce detailed action plans setting out how these objectives will be achieved by the end of the year.

**4.3** The Departmental Action Plan attached for consideration of Members sets out how departmental monitoring and review arrangements will be further developed, including the development of detailed action plans with specific injury reduction targets.

## **5 LEGAL AND FINANCIAL IMPLICATIONS**

**5.1** There are no immediate legal or financial implications arising from the recommendations in this report. The introduction of a structured action planning process will further enhance the department's ability to comply with health and safety legislation and the Government's current initiative to revitalise the management of health and safety.

## **6 POLICY IMPLICATIONS**

**6.1** The Department's Action Plan conforms to the Council's corporate action plan for health and safety.

## **7 RECOMMENDATIONS**

**7.1** It is recommended that the Committee approve the attached Health & Safety Action Plan for the department.

**Stephen Chorley**  
**Director of Development Services**  
**20 August 2001**  
**SC/JR**

## **BACKGROUND PAPERS**

Nil

For further information on the contents of this report please contact Stephen Chorley, Director of Development Services, on 01563 576011.

**Implementation Officer: Stephen Chorley**

**EAST AYRSHIRE COUNCIL  
DEPARTMENT OF DEVELOPMENT SERVICES  
DRAFT HEALTH AND SAFETY ACTION PLAN 2001/2002**

Item	Details	Action by	Comments	Target Date	Corporate Action Reference
1	<b>Review Health and Safety Policy</b> Management and Review	Management Team	<ul style="list-style-type: none"> <li>◆ Charter adopted, incorporated into revised departmental health and safety policy and circulated</li> <li>◆ Health and safety action plan drawn up</li> <li>◆ Health and safety review report to departmental management teams established</li> <li>◆ JCCs and/or Safety Committees established in 3 health and safety units</li> <li>◆ Link officers nominated</li> </ul>	Complete	Items 1, 3, 4, 6, 7, 27, 39
2	<b>Health and Safety Targets</b> Reduction in workplace accidents/incidents. Raise awareness of health and safety issues	C Neil (Contracts) P McClusky (Transport) 3 Heads (assisted by nominated staff)	<ul style="list-style-type: none"> <li>◆ Analyse accident trends and improvement programmes for 3 H&amp;S Units</li> </ul>	Dec 01	Item 2
3	<b>Risk Assessments</b> Reviewed and distributed throughout the Department	3 Heads C Neil P McClusky	<ul style="list-style-type: none"> <li>◆ Ongoing review.</li> <li>◆ Trade Union safety representatives to be consulted</li> </ul>	To be determined	Item 19
4	<b>Toolbox/Desktop Talks</b> Programme and implement, for example site visits by staff Site work by Roads contracts Workshop tasks by mechanics Defensive driving Office safety etc.	3 Heads C Neil P McClusky H&S Co-ordinator	<ul style="list-style-type: none"> <li>◆ Establish rolling programme</li> <li>◆ Draw up 'scripts' for talks</li> </ul>	Sept 01 Ongoing	Item 9
5	<b>Health and Safety Record Keeping</b>	Link Officers H&S Co-ordinator	<ul style="list-style-type: none"> <li>◆ Standardise record keeping: Audit status reports, risk assessments, site visits, PAT testing, work equipment inventories, training</li> <li>◆ Review accident and injury system</li> </ul>	Dec 01  Dec 01	Item 36 Item 37
6	<b>Health and Safety Awareness and Information</b>	H&S Co-ordinator Link Officers	<ul style="list-style-type: none"> <li>◆ Draw up programme for distribution of handbooks, leaflets and posters</li> </ul>	Sept 01	

Note: Health and Safety Units refer to: Roads Contracts, Transport Services and the Rest of the Department

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Item	Details	Action by	Comments	Target Date	Corporate Action Reference
7	<b><u>Department H &amp; S Monitoring / Audits</u></b>	H & S Co-ordinator	This programme will determine to what extent current legislation, codes of practice and recognised safe practices are being implemented and also whether staff are aware of these	Dec 01	Item 10
8	<b><u>Driving Hazards</u></b>	Management Team Risk Management Group	Ensure drivers are aware of hazards involved when driving on council business. Carry out regular checks on driving licences and check correct insurance cover is in place	Jan 02	Item 14
9	<b><u>Lone Workers</u></b>	3 Heads (assisted by nominated staff)	Identify employees associated with lone working. Assess hazards and issue guidance to those Considered at risk.	Feb 02	Item 21
10	<b><u>Health &amp; Safety Training</u></b>	3 Heads C Neil P McClusky H&S Co-ordinator	Identify employees requiring specific health & safety training. e.g. ♦ First Aid ♦ Fire Wardens ♦ Admin personnel to conduct DSE assessments	Nov 01 Complete Nov 01	Item 26
11	<b><u>Hand Arm Vibration testing</u></b>	C Neil P McClusky H&S Co-ordinator	Identify those at risk and tools / plant used  <u>Note</u> Policy being developed by Council working group	Complete	Item 11

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**AGENDA**