



Health & Safety Policy

A documented health and safety policy is required under section 2(3) of the Health & Safety at Work Act 1974 (HASAWA). It is a plan, unique to your business, detailing how you are going to manage health & safety (and environment) issues. The policy is the cornerstone of all health & safety management models, as envisaged under Regulation 5 of the Management of Health & Safety at Work Regulations 1999, requiring arrangements for effective planning, organisation, control, monitoring and review of necessary preventative and protective measures. The policy is a vehicle for communicating health and safety information to the workforce. It also ensures that management take the lead in appraising their work systems & exposures, and set health and safety objectives and strategies outlining the organisation and arrangements through which they intend to fulfil their obligations. It is no co-incidence that QBE consider those organisations already fulfilling their responsibilities via a 'live and working policy' in the spirit intended to be 'best practise'.

MINIMUM STANDARDS

1. A bespoke health and safety policy is in place, specifying how the organisation intends to fulfil its obligations under HASAWA 1974. The policy should incorporate:-
 - o A written statement of general policy.
 - o The organisation for health & safety i.e. who does what and who is responsible.
 - o Arrangements for health & safety i.e. practical procedures such as training, maintenance and housekeeping.
2. The policy recognises the management of health and safety on an equal footing with other management spheres of operation such as sales and production.
3. The policy identifies the chief executive as having prime responsibility for health safety and welfare. His or her signature indicates commitment at the highest level.
4. The policy aims for a standard of practise at least as high as that required by law and sets improvement goals e.g. reduction in accident frequency and lost days.
5. The lines of health and safety responsibility are documented and up to date, preferably including an organisational chart.
6. The arrangements (i.e. the systems, procedures and standards needed to put the policy into effect) outline how health & safety will be achieved within the organisation, cross referenced with other internal systems, procedures and standards.
7. The policy, and any revisions of it, is brought to the attention of all employees in an appropriate format.

BEST PRACTISE

- The written statement of policy (mission statement) commits the organisation to continual improvement and best industry practise beyond the remit of legal requirements, incorporating reference to legal liability considerations.
- Individuals' responsibilities are set out in the arrangements section with improvement targets set similar to those for e.g. production & quality. Responsibilities and targets cross reference with job descriptions and the job appraisal process

LEGAL REQUIREMENTS

Where there are more than 5 employees there is a legal requirement under the Health & Safety at Work Act to have a health and safety policy. The Management of Health & Safety at Work Regulations 1999 requires arrangements for effective planning, organisation, control, monitoring and review of necessary preventative and protective measures. This implies the need for health and safety to be integrated within the organisation's management systems depending on the size of the business and the nature and complexity of operations. Key elements of effective systems can be found in HSG65, BS8800 and OHSAS 18001

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