

EAST DUNBARTONSHIRE COUNCIL

HEALTH & SAFETY POLICY

OCCUPATIONAL HEALTH

HSP06

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DOCUMENT CONTROL AMENDMENT RECORD

Date	Issue No	Amendment	Person Responsible for Amendment
June 23	01	Initial issue	L. Gold

1. INTRODUCTION

East Dunbartonshire Council (EDC) has a legal duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare at work of its employees. Additionally, The Management of Health and Safety at Work Regulations 1999 (MHSWR) require that every employer undertake risk assessments to identify potential hazards to employee health and safety and anyone who may be affected by their work activity.

The health and wellbeing of employees is of the utmost importance to EDC who is committed to the provision of Occupational Health services for the benefit of its employees.

Occupational Health is concerned with the inter-relationship between work and health, i.e. how work and the working environment can affect an employee's health and how an employee's health can affect their ability to do their work.

The principal aim of occupational health is therefore the prevention of ill health in the workplace through assisting with the identification and management of occupational health risks.

2. OCCUPATIONAL HEALTH POLICY STATEMENT



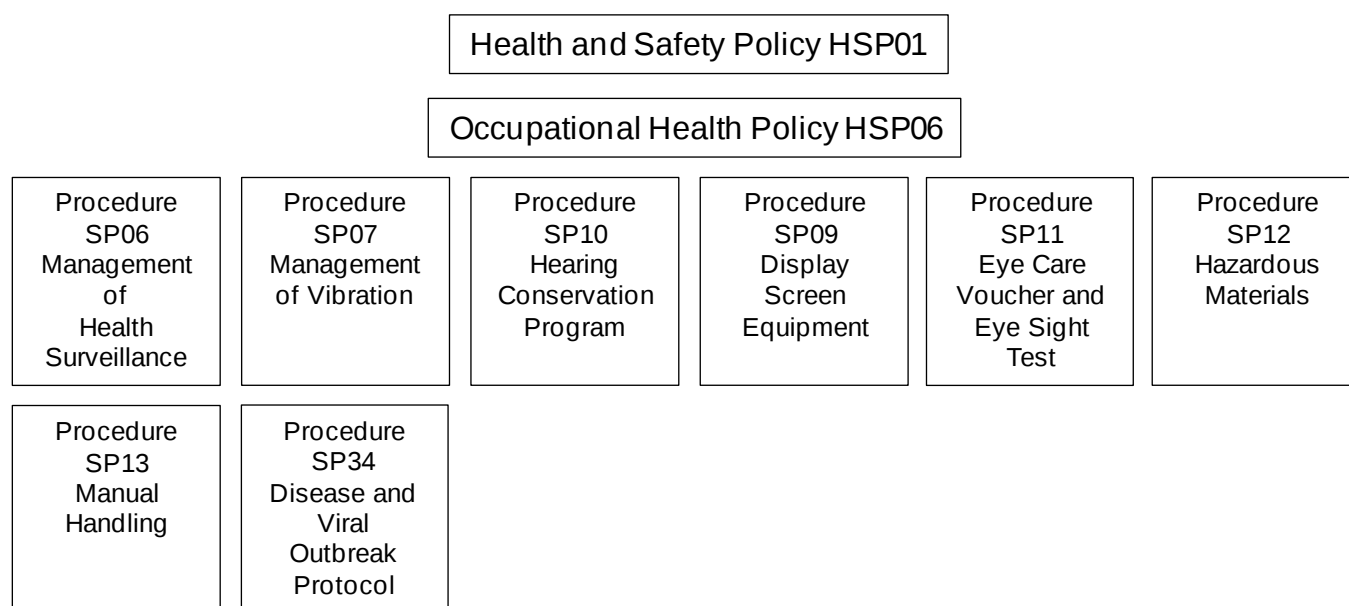
East Dunbartonshire Council will comply with statutory requirements relating to the health of its employees by:

- Ensuring that the potential for ill-health or injury out of its work activities or premises is minimised so far as is reasonably practicable.
- Ensuring the identification of health risks arising from its activities so that subsequent control measures and occupational health interventions, e.g. health surveillance, can be implemented.
- Providing all employees with the appropriate level of training in regard to health, to ensure they are aware of the nature, causes, effects and appropriate management of ill health in the workplace.
- Ensuring the early identification and management of work-related ill health.
- Encouraging a culture where managers take an active interest in the health and wellbeing of their employees.
- Enabling employees to raise, discuss and resolve individual work-related ill health issues, through involvement and consultation with management.

3. SCOPE

This procedure applies to all East Dunbartonshire Council employees, trade operatives and team/squad leaders and the role specific activities required from them.

This policy forms part of the overall Health and Safety Policy and is supported by a suite of specific Health and Safety Procedures and Forms.



4. ROLES AND RESPONSIBILITIES

4.1 CHIEF EXECUTIVE

The Chief Executive has ultimate responsibility for health and safety and for making sure that appropriate occupational health activities are carried out.

It is important to acknowledge that the Chief Executive's responsibilities are shared, in that the Deputy Chief Executive, Executive Officers and Managers will be responsible and accountable within their areas of responsibility for ensuring appropriate management of occupational health risks.

4.2 EXECUTIVE OFFICERS & MANAGERS

The Executive Officers and Managers must ensure the following:

- Adequate resources and competent person(s) are allocated to support the implementation of this Health and Safety Policy and relevant associated Health and Safety legislation.
- Nominated person(s) are supported in the implementing the measures of this Health and Safety Policy to comply with relevant Health and Safety legislation.

4.3 HEALTH AND SAFETY TEAM

The EDC Health and Safety Team will advise the management in fulfilling their duties in regards to the implementation of this Health and Safety Policy and associated regulations and guidance.

In particular, the Health and Safety Team shall:

- Advise Executive Officers, Managers, Team and Squad Leaders in fulfilling their duties.

- Work with teams to provide feedback about actions and control measures that may need to be taken to prevent harm and protect employees.
- Provide and reinforce training and education on health risks associated with certain tasks
- Monitor the compliance with this health and safety policy and the associated regulations and guidance by carrying out periodical audits and inspections and issuing subsequent reports detailing any possible gaps or issues that need to be addressed.

4.4 HUMAN RESOURCES TEAM (HR)

In the event of an employee being absent from work due to occupational ill-health the HR Case Advisors will implement appropriate management of such case in accordance with the Council's Attendance Management Policy and other related HR policies.

In particular HR Case Advisors shall:

- ensure that employees are aware of what is expected of them if they become unwell and are unable to attend work
- provide a fair and consistent approach to managing absence and is compliant with employment legislation, including the Equalities Act 2010 and Employment Rights Act 1996
- provide a framework that enables the Council to support employees at times of ill-health
- provide a framework that enables Line Managers to ensure adequate support is provided on return to work.

It is important that a good level of communication and liaison between HR Case Advisors and the Health and Safety team is maintained to ensure the root cause of any occupational ill-health is investigated and determined in order to prevent escalation and re-occurrence.

5. REQUIREMENTS

5.1 HEALTH SURVEILLANCE

Health surveillance is a system of ongoing health checks. These may be required by law for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air. Health surveillance must be carefully managed to allow links to be made between exposure and any health effects. This will be carried out through proactive consultation, booking and maintenance of an up to date and accurate record of Health Surveillance activities being carried out by East Dunbartonshire Council.

The requirements for the management of health surveillance shall be implemented through Health and Safety Procedure SP06: The Management of Health Surveillance.

5.2 VIBRATION

The risks associated with vibrating tools must be identified and managed appropriately to ensure that personnel using vibrating tools are not exposed to vibration levels which may lead to them suffering any ill health. This will be carried out by adhering to specific requirements as laid out in The Control of Vibration at Work Regulations 2005 which places responsibilities on EDC to assess the risks to their employees' health from exposure to

vibration, whether it is caused by the use of hand-held or hand-guided power equipment, holding materials which are being processed by machines or which is caused by the sitting or standing on industrial machines or vehicles.

The requirements for the management of vibration shall be implemented through Health and Safety Procedure SP07: The Management of Vibration.

5.3 NOISE

The risks associated with occupational noise exposure must be identified and managed to ensure the prevention of Noise-Induced Hearing Loss (NIHL) and other detrimental effects of exposure to excessive noise in the work environment.

Personnel who are exposed to a daily or weekly (A-weighted) noise exposure of over 80 dB(A), or are exposed to peak sound pressure (C-Weighted) of 135 dB(C) or over will adhere to specific requirements as laid down in The Control of Noise at Work Regulations 2005. The Noise Regulations are designed to protect employees against risks to their health from exposure to noise and places responsibilities upon EDC to manage appropriately.

The requirements for the management of noise shall be implemented through Health and Safety Procedure SP10: Hearing Conservation Program.

5.4 DISPLAY SCREEN EQUIPMENT

The risk associated with Display Screen Equipment (DSE) must be identified and managed appropriately to ensure the prevention of Work Related Upper-Limb Disorders (WRULDs), Musculo-Skeletal Disorders (MSDs) and other detrimental effects of using DSE within the workplace.

Personnel who are classed as “DSE Users” will adhere to specific requirements as laid down in The Health & Safety Display Screen Equipment (DSE) Regulations 1992 (as amended). The DSE Regulations are designed to protect against risks to both health and safety from use of DSE equipment and places specific responsibilities upon EDC to manage appropriately.

The requirements for the management of Display Screen Equipment shall be implemented through Health and Safety Procedure SP09: Display Screen Equipment.

5.5 HAZARDOUS SUBSTANCES

The hazards associated with the handling of hazardous materials must be identified and the risks managed appropriately to ensure the effective management and Control of Substances Hazardous to Health (COSHH).

In addition, The Control of Substances Hazardous to Health Regulations 2002 place specific requirements on EDC to protect employees and other persons from the hazards of substances used at work through effective risk assessment, control of exposure, health surveillance and incident planning. There are also duties on employees to take care of their own exposure to hazardous substances.

The requirements for the Control of Substances Hazardous to Health shall be implemented through Health and Safety Procedure SP12: Hazardous Materials

5.6 MANUAL HANDLING

The hazards associated with the manual handling activities must be identified and the risks managed appropriately to avoid, assess and reduce risk, so far as is reasonably practicable, from manual handling tasks, involving people and inanimate loads. In addition, Manual Handling Operations Regulations 1992 places specific requirements on EDC to protect employees and other persons from the risks involved with manual handling activities.

The requirements for the management of Manual Handling shall be implemented through Health and Safety Procedure SP13: Manual Handling.

5.7 OTHER OCCUPATIONAL HAZARDS

The main hazards have been listed, although it is not an exhaustive list. Other risks including work related stress and mental health related issues that can affect employees at and through work will require a risk assessment involving HR and Health and Safety Teams. Individual cases are managed through HR however the Health and Safety Team will look for general risks that could be applied throughout the specific area of work, activity or task to reduce risks as far as reasonably practicable.

6. MONITOR AND REVIEW

As part of the EDC Health and Safety Management System, the EDC Health and Safety Team will conduct regular audits and inspections to monitor the implementation of this Health and Safety Policy.

The EDC Health and Safety Team will review this Health and Safety Policy every three years from the date of signing or sooner as a result of any changes to legislation or if determined necessary i.e. major incident or accident.

The EDC Health and Safety Team will provide feedback in the form of a report following any audits and inspections. Where necessary the procedure will be amended and reissued with an updated version number.

All Team Leaders must ensure that local procedures are updated to reflect any changes to the health and safety policy.

7. References

HSE Guidance and Regulation

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Vibration at Work Regulations 2005
- The Control of Noise at Work Regulations 2005
- The Health & Safety Display Screen Equipment (DSE) Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- The Manual Handling Operations Regulations 1992

East Dunbartonshire Council: Human Resources Policies

- EDC Attendance Management Policy

East Dunbartonshire Council: Health and Safety Policy / Procedures

- HSP01 Health and Safety Policy
- SP06 Management of Health Surveillance
- SP07 Management of Vibration
- SP09 Display Screen Equipment
- SP10 Hearing Conservation Program
- SP11 Eye Care Voucher and Eye Sight Test
- SP12 Hazardous Materials
- SP13 Manual Handling
- SP34 Disease and Viral Outbreak Protocol