

PART 1

INTRODUCTION

References:

A. Health and Safety at Work Act 1974 (HSWA 74).

GENERAL

1. Reference A places statutory responsibilities on both employers and employees for health and safety at work.
2. HSWA 74 requires that the employer protects, 'as far as is reasonably practicable', the health, safety and welfare at work of all employees. A further requirement is the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of his employees. The employee, in turn, is required to take reasonable care of his/ her own health and safety and not to endanger that of others by his acts or omissions at work. He is also required to co-operate with his employer to enable any health and safety measures that are necessary to be implemented.
3. The document has been prepared by the Service Manager (Health and Safety) in response to reference A, and is published following consultation and agreement with Senior Management, the Health & Safety Committees, Unison and other staff representatives of West Suffolk Council.
4. Breach of (or refusal to comply with) this policy, safe systems of work written to support this policy or other health and safety legislation may result in disciplinary action, which if constitutes an act of gross misconduct may lead to dismissal.

AIM

5. The aim of this publication is to state West Suffolk Council's Policy on health and safety and to give direction and guidance to:
 - a. All employees
 - b. Outside contractors and visitors

About health and safety matters and to delegate responsibility in order that the council's health and safety policy is implemented in a structured and effective manner.

METHOD

6. The layout of this publication is as follows:-
 - Parts 1 to 4 are the main sections of the publication and cover the formal Policy Statement, responsibilities and organisational arrangements for the implementation of West Suffolk Council's Health and Safety Policy and mandatory requirements under HSWA 74.
 - Part 5 covers the general arrangements for specific health and safety functions within the organisation.

7. Although the elements contained within this publication are quite comprehensive they are not to be taken as the authoritative regulations in isolation but should be read in conjunction with other regulations and publications. The Service Manager (Health and Safety) is available for advice should any employee, contractor or visitor, need further guidance.