

## PART 3

### OBJECT AND INTENT

It is the intention of West Suffolk Council to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees by:

- The provision and maintenance of equipment and plant, systems and working environments that are safe, without risk to health and provide adequate welfare arrangements.
- Making arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of equipment and materials.
- The provision of appropriate information, instruction, training and supervision.
- Conducting operations in such a way as to ensure that persons not employed by the Council are not exposed to risk to their health and safety.
- Observing all the approved relevant statutory provisions, rules, regulations and codes of practice relevant to work places and persons at work.
- Establishing procedures to ensure that health and safety factors are taken fully into account in the introduction of new processes, methods, plant, equipment and materials.
- Consultation with representatives of the workforce prior to introducing any new processes, methods, plant equipment and materials to ensure that health and safety factors are taken fully into account.
- Ensuring that all levels of management and supervision are aware that they are responsible for the health and safety of all persons under their control and for actions taken by them, and for the health and safety of third parties who could be endangered.
- Ensuring that all employees are made aware of, and are encouraged to accept their individual responsibilities to care for the safety of themselves and others.
- Ensuring that all new employees are given instruction in accident prevention and safe working generally, and in particular any known hazards within their own duties.
- Providing and maintaining provision for fire prevention, fire fighting and fire protection.
- Ensuring that all employees are conversant with fire evacuation procedures and means of escape in case of fire from their place of work and that all employees are instructed in the use of basic fire-fighting equipment.
- Ensuring that all employees are conversant with means available to alert others in the vicinity of a fire and of alerting the Fire and Emergency Services.
- Ensuring that all employees are conversant with means of obtaining first aid medical treatment and obtaining assistance in the case of accident or sickness.
- Ensuring that all employees are aware of the means of notification, and action to be taken in the event of an emergency.

- Providing adequate protective clothing relative to the extent of duties and requirements of persons employed.
- The provision of adequate first aid and medical facilities and staff trained to meet first aid requirements and to ensure the ready availability of such staff and facilities.
- Ensuring that safety training is incorporated in all job training.
- Ensuring that all personal injury accidents, non-injury accidents, near accidents, accidental damage, fires, explosions, and spillage of chemicals or substances which may be hazardous, are reported immediately for effective action to be taken, the incident recorded and investigated.
- Ensuring that all accidents, near misses, damage, fires, explosions, spillages and dangerous occurrences are investigated for the purpose of establishing the cause so that preventative action may be taken.
- Providing the means for establishing and maintaining records of all accidents and incidents for the purposes of monitoring the effectiveness of the Policy.
- Ensuring employees are aware of and have access to the Health and Safety Policy and all safe systems of work/codes of practice that are relevant to their work.