



Health and Safety Department

Health and Safety Awareness

High Risk Areas

Session 3

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Training and Audit Co-ordinator



Introduction

- Monitoring compliance with University Health and Safety Policy
- Departmental Self-inspection
 - SAFENET checklists
- **Aon** health and safety management and compliance audits
- Auditing the University Health and Safety Policy
 - Annual School/Area H&S Report, Accident and Incident Survey, Occupational Health Unit, GM Report.

Monitoring Health and Safety Performance

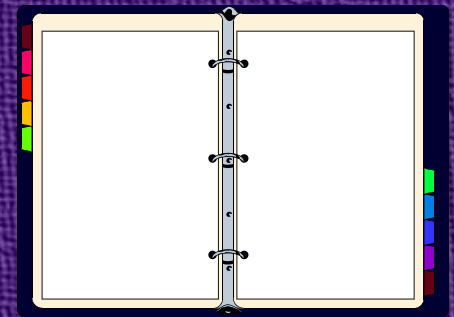
- ◆ University Health and Safety Policy
- ◆ Local/area Health and Safety Policy
- ◆ Risk Assessments



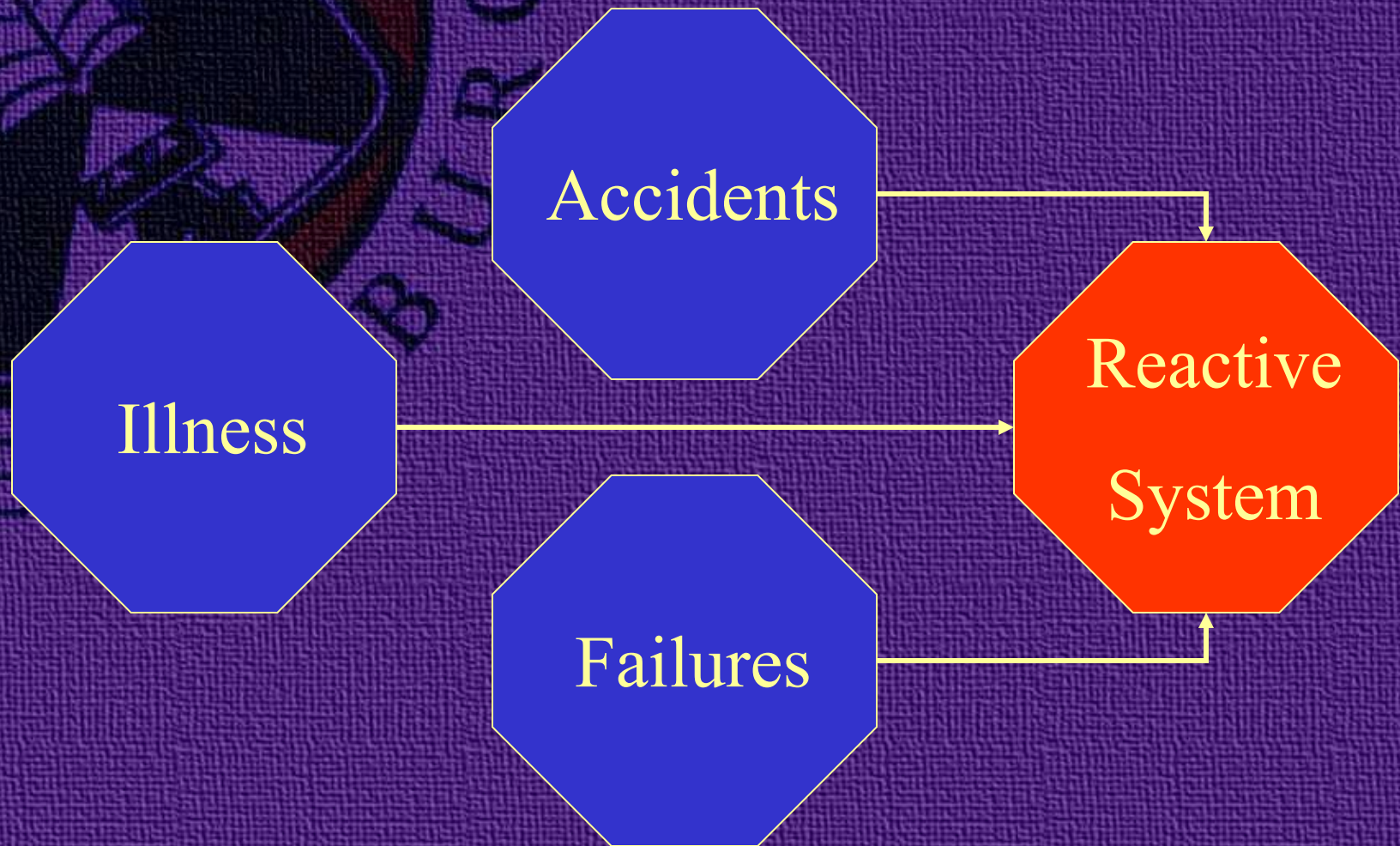
Monitoring Health and Safety Performance

Why we monitor and audit

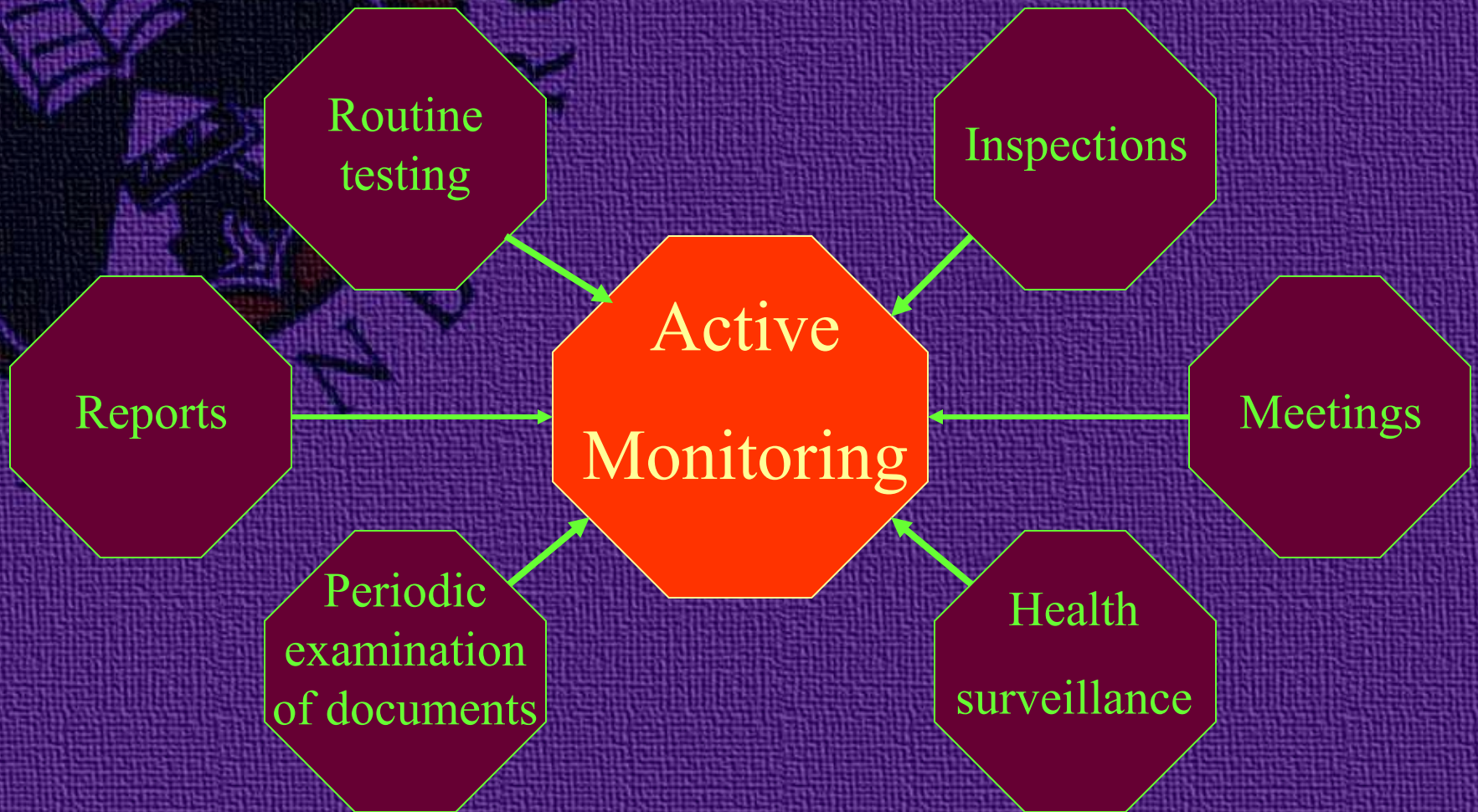
- ❖ Keep documents “live”
- ❖ Reveal weaknesses
- ❖ Raise awareness
- ❖ To find out where we are in terms of Safety planning



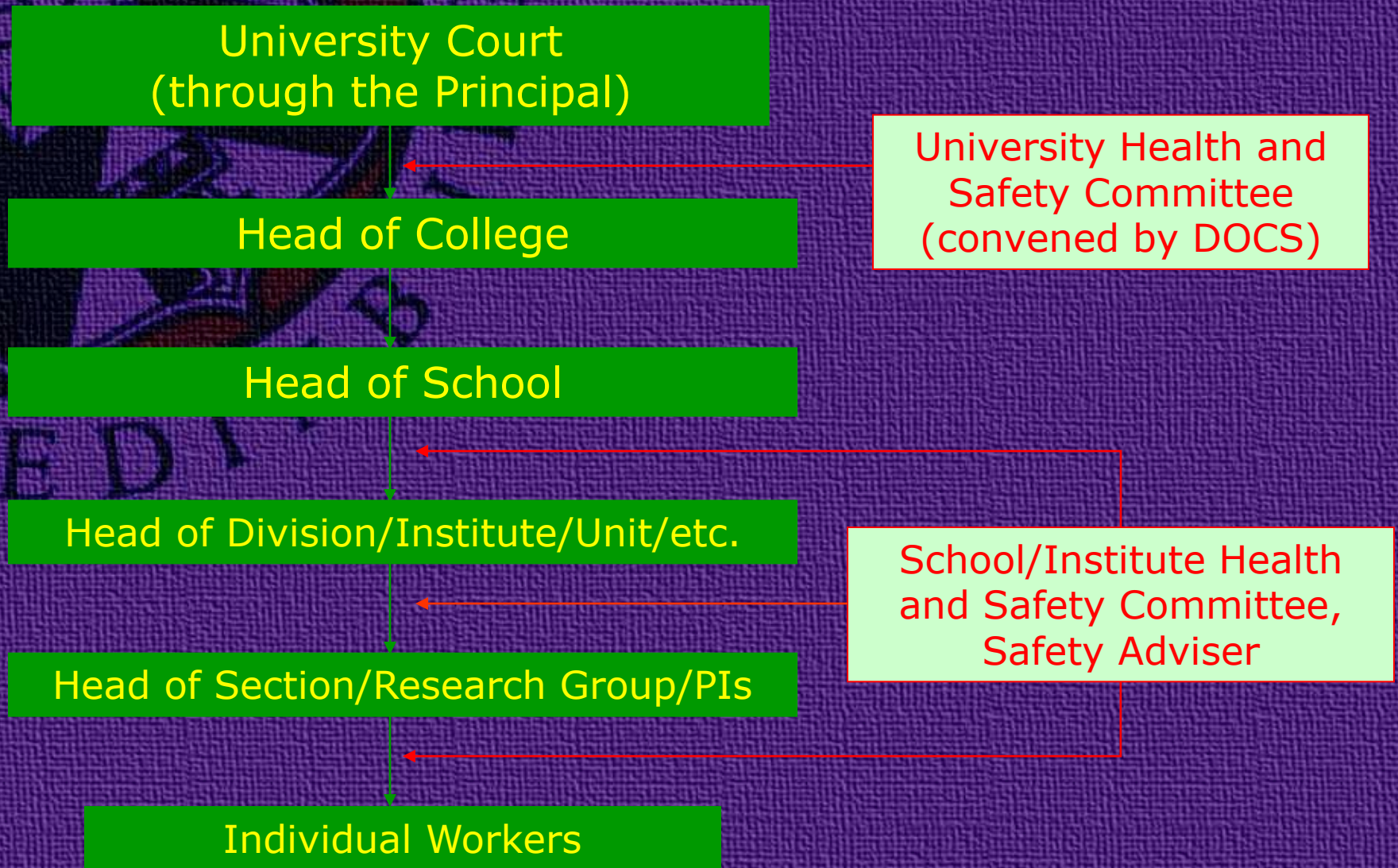
Monitoring Health and Safety Performance



Monitoring Health and Safety Performance



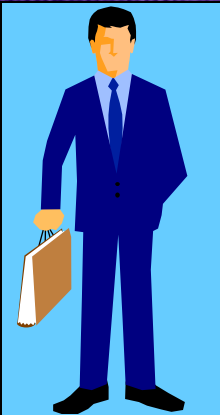
Monitoring Health and Safety Performance



Monitoring Health and Safety Performance

Individual responsibilities:

- Familiarity with relevant parts of University Health and Safety Policy
- Clear understanding of School/area Health and Safety documents and systems
- Potentially hazardous work covered by Risk Assessments



Monitoring Health and Safety Performance

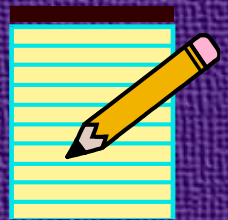
School/Area Safety Committee members:

- Representation from all staff and student categories
- Good understanding of / involvement in formulation of relevant Risk Assessments
- Promotion of positive “safety culture”



School/Area Self-inspection

- Requirement of University H & S Policy
- Formal records of inspections kept
- Small “manageable” areas, perhaps on more regular, less formal basis
- Swapping of areas - other SSAs?
- No School/area full-time health and safety professionals - help from H&S Department?



School/Area Self-inspection



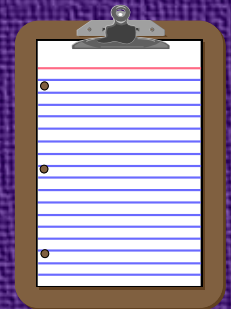
Walk around type inspections



Checklist -
electrical equipment
chemicals / substances
fire
housekeeping



SAFENET model checklists



Aon Health and Safety Management and Compliance Audits

- Programme set up in response to “high profile” incidents.
- Change in emphasis from loss control surveys of premises.
- Intended to reveal areas of weakness in the management of Health and Safety at Edinburgh University

Aon Health and Safety Management and Compliance Audits

Particularly interested in:

▣ Training - D/SSA

Head of Department/School

Others with H&S responsibilities

▣ Planning

▣ General risk assessment

Aon Health and Safety Management and Compliance Audits

Phase 2 of **Aon** audit programme

- ▣ Health and Safety Management Implementation Audits
- ▣ Compliance Auditing
- ▣ Compliance with policy, procedures, etc.

Aon Health and Safety Management and Compliance Audits

Next phases of **Aon** audit programme

- Audits of University's new or refurbished buildings
- Health and Safety Management at School level and below

Central auditing

Topic based audits

- In consultation with expert agencies from outside University
- Liquid Nitrogen facilities
- High hazard substances
- Programme to be expanded to ensure full compliance with legislation

Central auditing

Carried out by Health and Safety Department

- Annual School Health and Safety Report
- Annual Accident, Disease and Incident Survey
- Occupational Health Unit Annual Report
- Annual Retrospective Report of Activities involving Genetic Modification

Central auditing

Annual School Health and Safety Report


- ❖ Requirement from University Court
- ❖ Comes from Head of School, goes to Secretary of University
- ❖ Covers all main areas of legislation concerning University
- ❖ Information on all questions in Report collated into statistical data

Central auditing

Annual Accident, Disease and Incident Survey

- Legal requirement
- Local Remedial action
- University wide / national view
- Classification into types of accident
- Comparison with other similar institutions

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Report of an Accident, Dangerous Occurrence or Incident.

[A Guide to Completing this report](#)

*Any fieldname below highlighted in **bold** is mandatory and must be completed.*

Explanations of fieldnames are available by following the relevant information (i) hyperlinks.

A Date, time and place of accident, dangerous occurrence or ill health

Date (DD/MM/YYYY)

Approx. Time (24hr - 00:00)

Location of Incident, etc (i)

Management Unit - ie School, Dept (i)

Section/Unit etc

ACCIDENT
INCIDENT
OCCUPATIONAL
ILL HEALTH
REPORT
BOOK

Forms in this book must not be used to report instances of violence or ill health which have no known or suspected occupational connection

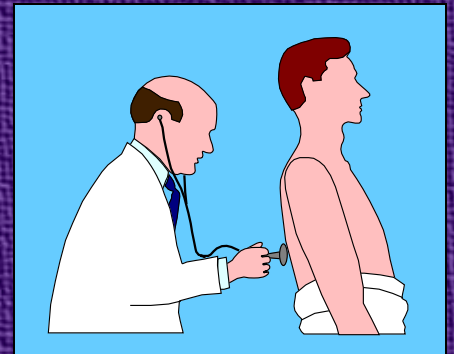
Department:

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Central auditing

Occupational Health Unit Annual Report

- Occupational ill-health trends
- Health surveillance
- First aid training / retraining
- Vision screening, e.g. minibus drivers



Central auditing

Annual Retrospective Report of Activities involving Genetic Modification

- ◆ Appointment of BSO
- ◆ Risk assessments
- ◆ Records, notification to HSE



Central auditing



Comprehensive annual report, detailing successful compliance with legislation, and records and statistics on accidents, incidents and cases of occupational ill-health



Report submitted to University Health and Safety Committee



Summary to University Court

Future Health and Safety?

“....the majority of accidents are not caused by *careless workers* but by failures.....which are the responsibility of management.”

Successful Health and Safety Management - Health and Safety Executive 1991 + 1997

Future Health and Safety?



❖ Higher public awareness of health and safety issues

❖ Modernisation of Health and Safety at Work Act

❖ Further health and safety legislation

- corporate manslaughter
- senior managers liable



Future Health and Safety?

**Revitalising
Health and Safety**



HSE - revitalising health and safety

- ❖ **reduce number of working days lost 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**

Formation of higher and further education advisory committee - HIFEAC

Initiatives in Health and Safety



EUROPEAN WEEK FOR SAFETY AND HEALTH AT WORK 2004



This YEAR hundreds of thousands of workers will be injured on construction sites across Europe, many seriously. And hundreds more will suffer fatal accidents.

Despite major efforts by employers, workers and others, construction work remains one of the most hazardous occupations. In addition to the risks of death and injury:

- musculoskeletal problems are significantly above the EU industry average, with nearly one in two employees in the sector reporting back pain;
- building workers are also more heavily exposed to dangerous substances, including potent carcinogens such as asbestos;
- in fact, Europe's millions of construction workers are much more likely to experience most work-related health problems than their counterparts in any other sector.

The costs in terms of human suffering and misery are evident, but the financial costs, including lost time and medical expenses, are equally disturbing, amounting for up to 8.5% of total construction project costs.

It's time to do more.

One WEEK can make all the difference. And it's happening between the 18th and 22nd of October 2004, the biggest safety and health event of its kind.

This year's European Week for Safety and Health at Work will not only highlight the risks in the construction sector in over 30 countries, but also tried and tested practical solutions.

Run by the European Agency for Safety and Health at Work the campaign will include:

- multilingual information packs and websites, plus posters, leaflets and other materials to raise awareness of the key issues;
- local support in each country to help organisations promote the key messages and run good practice initiatives, provided by the Agency's network of national focal points. Previous campaigns on other issues have generated thousands of events;
- special events, including conferences, seminars and Good Practice Awards.

Get involved - sign the charter

Your DAY has come. Whether you're a construction company, client, architect, building worker or supplier to the industry, your involvement in the week can save lives, suffering and, yes, even money.

Raising health standards in simply a quick working studies many accidents are due to decisions building work has taken everyone with a stake can make a difference campaign.

With the support of focal points, there are can help, big and small you could:

- run a risk awareness
- train staff in good
- sponsor a 'smart bit' competition.

And much more. Check for suggestions.

To find out how to campaign, turn this

We can't afford to waste another **SECOND**. Join the campaign now and together we'll build a safer, healthier and brighter future for the construction industry. Here's how.

- Go to the Agency's special **European week 2004** website at <http://ew2004.osha.eu.int>. On the website you'll find valuable information on health and safety in construction, including examples of good practice, studies, regulatory requirements and much more.
- Sign up to our online **European week** campaign charter and demonstrate your commitment to improve safety and health in construction.
- Contact the Agency's focal point in your country to receive your campaign pack and local assistance. Contact details can be found on the back of this leaflet.

National contact points for your region

To receive a campaign pack, contact the Agency's focal point in your country.

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ABOUT THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK

The European Agency for Safety and Health at Work is the European Union organisation responsible for occupational safety and health information. It is based in Bilbao, Spain. URL: <http://agency.osha.eu.int>

The European week campaign is backed by the Irish and Dutch EU Presidencies, the European Parliament and the European Commission as well as the European Social Partners.

Campaign partners include:

- European Federation of Building and Wood Workers (EFBBW) <http://www.efbbw.org>
- European Construction Industry Federation (FIEC) <http://www.fiec.org>

<http://ew2004.osha.eu.int>

EUROPEAN WEEK 18-22 OCTOBER 2004

BUILDING IN SAFETY
It's time to do more



<http://ew2004.osha.eu.int>

COUNTING DOWN TO THE EUROPEAN WEEK FOR SAFETY AND HEALTH AT WORK



<http://agency.osha.eu.int>

