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GOSHA

Safety *focus*

ADDRESSING THE NEEDS OF INDIVIDUAL BUSINESSES
AND PLANTING THE SEEDS FOR A SAFER FUTURE.

*"We all have a responsibility to ensure that we have a safe and healthy
place of work, working together will achieve that goal."*

Workplace Health & Safety

Keeping a business safe is a continuing exercise. Begin by deciding what you want to achieve. Follow these steps to review the risk and safeguards in your activities, and where you might benefit from a 'safety improvement plan'.

KNOW YOUR LEGAL DUTIES

If you have people working for you, or are a supplier of goods or services, there are laws protecting those whom you might affect. Find out about the occupational safety laws which apply to you.

PROVIDE SAFE METHODS

Find out about safe working methods for your industry and see what published guidance is available. Make sure everyone is aware of the correct procedures - consider displaying warning notices in workplaces or near machines, or preparing simple checklists of local rules.

PREPARE A SAFETY POLICY

If you have five or more employees you must have a written safety policy which sets out the organisation (people and responsibilities) and arrangements (systems and procedures) for carrying it out. Bring it and any revision to the attention of your employees.

Make clear your commitment to high standards of health and safety. Sign and date the policy and remember to review it periodically.

ORGANISE THE DUTIES

You probably have to work through your managers, supervisors and employees. Decide who is responsible for which safety duties, making sure that there are no overlaps or gaps, and that everyone knows their own responsibilities.

Here are some suggestions for a supervisor's duties -

Ensure, for your section, that:

- you are familiar with the company safety policy and your sections' 'arrangements'
- employees are trained and aware of the hazards at their workplace
- staff know where to find first aid and fire fighting equipment
- supervision is available at all times particularly for young or inexperienced workers
- safety rules are observed and, for example, protective equipment is worn or used
- safety devices are properly adjusted and maintained



About GOSHA

GOSHA is a voluntary, non-profit making organisation, set up in November 2004 to support businesses and other organisations in Guernsey .

Visit our website at: <http://www.gosha.org.uk> for more information on how we can help your business develop and maintain a successful health and safety management system.



GOSHA Safety Focus



Working together for a safer Island

- machinery and equipment is frequently inspected to make sure it is properly maintained and safe to use
- any defects are promptly reported and rectified
- good standards of housekeeping are maintained
- you regularly review working practices to improve health and safety
- you investigate accidents and incidents, and recommend ways of preventing recurrences.

how well you are doing. Inspections can be informal, say by a supervisor at the beginning of the working day, or formal - say once a quarter. Use checklists or notes to make sure you don't miss important points. Look for information which will help you evaluate hazards and make improvements. Don't forget to check for the expected improvements at the next inspection.

ORGANISE YOUR INFORMATION

Keep your safety documentation separately organised and filed. Don't let information - like letters from your local inspector, insurance company reports, and safety and health information from suppliers - go astray. Use it to check that you are operating to the highest standards and that your safety policy is up to date.

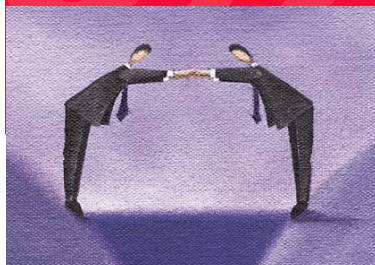
INVESTIGATE WHEN THINGS GO WRONG

Investigation of accidents, dangerous occurrences and 'near misses' helps prevent recurrences. Don't investigate to attribute blame, concentrate on analysing the facts so you can make sensible decisions about remedial action. Incidents rarely have a single cause - usually they result from a combination of actions, errors or failures of people and equipment.

MAINTAIN INTEREST

You need the cooperation and active commitment of supervisors and all employees. Draw on their ideas and experience through regular health and safety meetings and briefings. You must consult your employees either directly or through an appointed representative. Encourage employees by regular review of safety reports and staff suggestions. Use posters, safety committees, and displays of safety performance.

Prepare your safety improvement plan



if you find that changes are needed, decide on your priorities and how they are going to be dealt with.

This plan might help you organise the work.

*IDENTIFY
the problem*

*EVALUATE
alternative solutions*

*SELECT
appropriate action*

*PLAN
how to tackle the job*

*PROGRAMME
the resources - people, time & money*

*IMPLEMENT
the improvement*

*MONITOR
the results*

*REVIEW
its effectiveness*

TRAIN YOUR STAFF

Give employees information and training so they know and understand the arrangements for handling particular hazards.

Sometimes formal training in health and safety will be necessary. Start with supervisors who have responsibility for work methods and job instruction. Use safety checklists as a guide in training. Specific training requirements apply to some activities, for example young people using certain machines. Remember that proper training and supervision is particularly important for all young people because they may not recognise dangers.

TRAIN YOURSELF

When you walk around your premises look for things which are unsafe or potentially unsafe. Learn to identify hazards and the ways of dealing with them.

CHECK YOUR PERFORMANCE

Having set the standards for your firm, check that the rules are being followed and monitor

Safe Systems

Successful organisation does not come about by chance, but as a result of a system. To get work done safely you need a 'safe system of work'. Safety is part of management.

A SAFE AND HEALTHY SYSTEM OF WORK

'Health' and 'safety' are not always separate issues - correct use of protective clothing and equipment, for example, may deal with both. To develop a safe system think of both aspects, whether dealing with people, animals, machines or substances.

HEALTH

- would a worker know what might happen to his or her overalls or skin if they were splashed with chemicals?
- could poor design of working areas, poor posture or repetitive movements lead to pain and soreness - in a keyboard operators arms, for instance?

Safe Systems

"Successful organisation does not come about by chance, but as a result of a system. "



- is there any risk of animals transmitting diseases?
- what is the likely level of exposure when using toxic solvent to clean a machine?

Can exposure be reduced by substitution or alterations to the process?

SAFETY

- would an electrician working near a roof covered in fragile materials know of the danger unless told about it?
- what control methods or standard of housing would be required for the safety of an animal, its handler and the public bearing in

mind its behaviour and temperament?

- would there be any hazard if a machine or its guard failed, or if the operator chose to do the job a different way?
- are staff vulnerable to physical violence from robbers, hooligans or the people they deal with?
- is there any fire hazard from the use and storage of a cleaning chemical, or from disposal of contaminated cloths?

Health risks may be less obvious than safety hazards but are just as important. Once you have identified the risks, a safe system will provide adequate protection against them - and workers should be encouraged to keep to it.



Associated Waste Management Ltd of Brighouse, West Yorkshire, has been fined £75,000 with costs of £10,000 at Bradford Crown Court in connection with the death of an employee on 12th April 2007 who was working in the tipping area of the company's yard when he was hit by a reversing skip loader. The vehicle had no functioning visual aids, audible warning alarm or guidance.

An HSE official commented: "This incident was all the more tragic because it was avoidable. If the risks had been assessed, equipment properly maintained and if appropriate safeguards been put in place it might never have happened. If work on the site had been properly planned to ensure separation between employees and manoeuvring vehicles, and the movement of vehicles had been properly supervised, this young worker may still be alive today".

People

Don't forget the needs of the individuals doing the job - for instance:

- protective gear, seating, working space and machinery guarding which is suitable for each individual
- ability to work safely may be affected by medicines, drugs or alcohol, or recently suffered illness or injury

- ability to understand safety instructions, through differences of language or culture
- appropriate methods, facilities or emergency procedures for those who have partial sight, poor hearing or some other handicap eg epilepsy
- you may need to make special provision for the health and safety of persons working alone.

Monitoring the System

You cannot rely on your systems always being right. Review them periodically to ensure that changes in staff, materials, equipment, location or timing do not introduce new hazards.

Check the system works by seeing that the rules and precautions not only deal adequately with all the risks but are also being followed by those doing the work - particularly if they are working outside 'normal hours' with less supervision than usual.

Inspections are more effective if done systematically and regularly. Record the results so that

progress or deterioration in standards can be assessed. The information you collect should provide you with knowledge about levels of supervision, adequacy of training and the systems of work actually being followed.

Does your safety policy reflect what is happening in practice?

Organise safety in the same way as you organise your other systems. Delegate responsibility only to capable people. Get a report back about any unexpected hazards encountered so that next time you can plan to deal with them.



GOSHA News

"GOSHA is a voluntary, non-profit making organisation, set up in November 2004 to support businesses and other organisations in Guernsey."

Membership Packs

These packs have been produced with lots of valuable information and resources.

They will be available for all GOSHA members. If you have not received your pack please contact a member of the committee

Next Open Meeting

1st July 2009 - the speaker will be Dick Bush, Managing Director of MSD International based in Guernsey on the topical subject of Resilience in a Recession. A separate invitation will follow for what promises to be a very interesting talk.

Occupational Health Talk (21st May)

Clare McArdell gave a very good talk on this important topic – our thanks to Clare for some helpful information and useful reminders.

Design an Ad

GOSHA is once again taking part in the Design an Ad contest in conjunction with

the Guernsey Press. Look out for the awards in June.

Raising issues/training needs etc

our next committee meeting takes place on 4th June 2009 – if you would like to raise any matter, please contact a member of the committee (details at www.gosha.org.uk).

5th Anniversary Dinner

GOSHA reaches the grand age of 5 this year and we are planning a dinner on 26 November 2009, which will include health & safety awards. Presenting at the awards will be the President of the Institute of Occupational Safety and Health. Details will be sent later in the year but please put the date in your diary.

HSE Podcasts

These are a useful source of information and are provided helpful guidance, easily accessed from your PC – they can be downloaded at

www.hse.gov.uk/podcasts/

GOSHA Contacts

Chairman - Andrew Mills, Marsh Captive Management

Vice-Chairman - Clare McArdell, OHCI (Occupational Health)

Treasurer - Gordon Snell, Heritage Group Insurance Brokers

Secretary - Jonathan Coyde Normandie Health and Safety

Member - Richard Pinchemain, States of Guernsey, Treasury and Resources

Member - Mhairi MacGregor Normandie Health and Safety

Member - Steve Roussel, Ronez

Member - Simon Welch, Environmental Health & Pollution Regulation

Member - Paul Craig, Guernsey Electricity

Member - Tony Hubert, RG Philips

GOSHA Annual General Meeting

Thursday 22 October 2009, at 2030hrs, at Cobo Bay Hotel

Resilience in Recession

The past 12 months have seen unprecedented world financial and economic turbulence – nowhere is unaffected by the events which have taken place. How can businesses be resilient in the face of the toughest of conditions and what part does health and safety play in achieving resilience in recession?

Dick Bush is the Managing Director of Guernsey company MSD International, specialists in this field and with particular expertise in the island environment. Dick has wide ranging business experience and a focus on helping businesses to be prepared for and resilient to the toughest of challenges.

Please come along to hear Dick speak, enjoy a meal at the Cobo Bay Hotel and take part in our AGM, your attendance will make a difference and we are sure you will find the evening worthwhile and enjoyable.

SAFETY NEWS:

Latest health and safety news from GOSHA



Swine Flu

Current pandemic level from the WHO is 5. Information is available from various sources. Although not such a high profile in the media since the initial period, the WHO is maintaining level 5, they have concerns over how the virus may spread or change over the coming months. Best advice is to keep up to date with current information, communicate with staff, and have continuity plans in place.

Health and Safety Executive
<http://www.hse.gov.uk/news/2009/swineflu.htm>

World Health Organisation
<http://www.who.int/en/>

Health Protection Agency
<http://www.hpa.org.uk/>

Property Developers
an excellent guide to Health and Safety issues for anyone already in or considering entering the property development market.

<http://www.hse.gov.uk/construction/property-developer/index.htm>

Asbestos

The greatest single cause of work-related deaths in the UK. One in 17 British carpenters born in the 1940s will die of mesothelioma - a cancer of the lining of the lung caused by asbestos - according to new research published in the British Journal of Cancer.

<http://www.hse.gov.uk/asbestos/hiddenkiller/resources.htm>