

Health & Safety

Quick Reference

Cutting through the Jargon

Some Basic H&S Definitions...

Competent Person: Person with the appropriate combination of skill, knowledge, qualifications and experience...

Hazard: Source, situation, or act with the potential for harm in terms of human injury or ill health, or a combination of these.

Risk: Combination of the likelihood of an occurrence of a hazardous event or exposure and the severity of injury to ill health that can be caused by the event or exposure.

Risk Assessment: The process of evaluating the risk arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk (s) is acceptable.

Acceptable Risk: Risk that has been reduced to a level that can be tolerated by the organisation having regard to its legal obligations and its own OH&S policy.

Health & Safety Culture: Product of individual and group values, attitudes, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of, an organisations approach to health and safety

References...

BSI British Standard: BS 18004:2004

INDG 417: Leadership Actions For Directors and Board Members



Leading Health & Safety at work...

Health & safety and successful business are complementary. Good leaders look after their businesses/organisations, and manage skilled workforces who have confidence in them. As with all parts of our business/organisational practices, to manage health and safety we need to plan, deliver, check quality and take stock to see what we can improve. With this in mind, this first issue of "Health & Safety Quick Reference" outlines what this means in practice, and highlights some simple steps which leaders in our business can take to ensure they continue to uphold their moral and legal responsibilities.

Chris Sutton: SHEQual Director (E-A)

"You get the level of health & safety performance and excellence that you, as a leader, personally demonstrate that you want"
(Dupont)

WHAT THE REGULATIONS SAY

Protecting the health & safety of our employees or members of the public who may be affected by our activities is an essential part of risk management and must be led by business leaders.

There are some very simple principles /actions that are intended to support leaders in setting the standards to achieve good health & safety performance, as follows:

- **Strong and active leadership from the top**
Leaders need to show visible commitment for health & safety and put in place clear and effective communication systems and management structures within their area of responsibility. Good health and safety management should be integrated into everyday business decisions
- **Employee involvement**
Leaders should engage their workforce in the promotion and achievement of safe and healthy conditions, establish an effective "upward" communication mechanism and identify and provide the appropriate level of H&S training.
- **Assessment and review**
Leaders must identify and manage health & safety risks, access and use competent H&S advice, monitor, report and review performance.

WHAT THIS MEANS IN PRACTICE

Strong and active leadership from the top: The E-A Leadership Team are primarily responsible for health & safety leadership and governance, but within each of our operating platforms (ETS, BSG, MWHT, EA Design) the individual leadership teams have responsibility to ensure H&S is integrated into their everyday business management. There are many ways to achieve this:

- **UK Executive Directors:** Attend E-A Leadership & UK HSE&CR Executive Meetings. Ensure an appropriate level of time and discussion is afforded to H&S governance.

- **Operations Directors:** Ensure H&S forms part of your management meetings, that arrangements for managing H&S are communicated, performance is reviewed and improvement targets are set.
- **Senior Project Managers:** Ensure H&S resources for each project are identified, adequate and provided within budget.
- **Project Managers:** Involve SHEQual personnel early on in the governance of each project. This will ensure future compliance and performance against legal, company and, clients requirements.
- **All Leaders:** Ensure SHEQual Leadership & Local Advisors are represented at relevant Operations Meetings
- **All Leaders:** Conduct H&S tours of sites, projects, designs and offices; anywhere your employees are working. These do not have to be formal activities – Simply **be vigilant**, and when necessary **be vocal** about Health & Safety

Employee involvement: This has many benefits including effective risk prevention & control and encouraging ownership and understanding of Health & Safety performance. Effective involvement and communication is achieved through:

- Onward Briefing of issues raised in the UK 4P's Report, SHEQual Bulletins, Newsflashes etc.
- Participation in development and delivery of project delivery documentation including PXP, H&S Plan, risk assessments & method statements.
- Review and use of TLEED; Selecting appropriate SHEQual training relative to the individuals responsibilities, role and experience.
- Setting and agreeing personal H&S objectives as part of the 6 monthly Performance Track reviews.

Assessment and review: Without measurement there can be no improvement:

- Ensure that existing H&S performance metrics are appropriate and that they help you manage the H&S issues in your operation. If not, let the SHEQual Team know.
- Familiarise yourself with the findings and actions associated with Accident & Incident investigations, and audits; consider if these issues apply to your operation.
- Keep up to date with H&S changes: Regularly attend internal and external H&S training courses