

# Unit 15: Managing Business Activities for Achieving Results

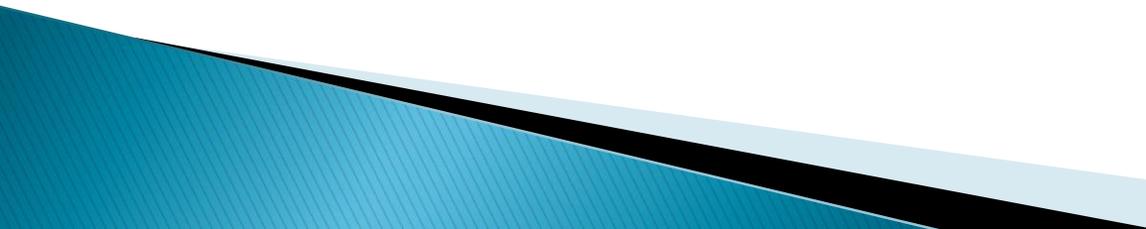
Lesson 10  
Dwayne Cargill  
Colbourne College

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# Learning Outcome 4

- ▶ Be able to manage health and safety in the workplace:
  - AC 4.1 Carry out risk assessments as required by legislation, regulation and organisational requirements ensuring appropriate action is taken
  - AC 4.2 Demonstrate that health and safety regulations and legislation applicable in specific work situations are correctly and effectively applied
  - AC 4.3 Carry out a systematic review of organisational health and safety policies and procedures in order to ensure they are effective and compliant
  - AC 4.4 Carry out practical application of health and safety policies and procedures in the workplace.

# In This Session

- ▶ LO4 Be able to manage health and safety in the workplace:
    - AC 4.1 Carry out risk assessments as required by legislation, regulation and organisational requirements ensuring appropriate action is taken
      - Health and Safety in the Workplace
      - Legislation and regulatory requirements
      - Organisational requirements
  - ▶ Assessment Criteria
  - ▶ Review Questions
  - ▶ References
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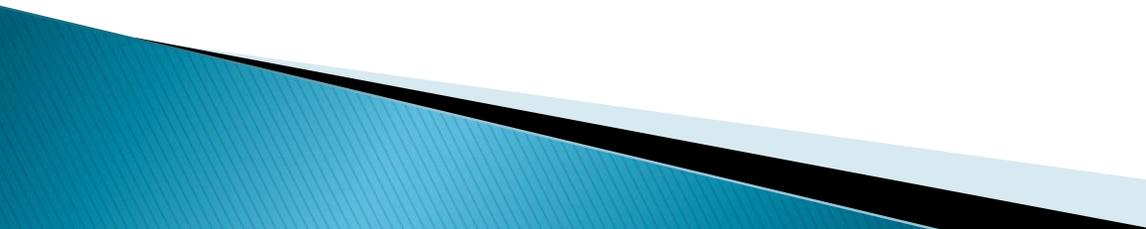
# Health and Safety in the Workplace

- ▶ Health and safety policies that relate to work involve measures taken by employers regarding working conditions that are aimed creating a healthy and safe environment for employees. The Government sets target regulations for the degree to which the health and safety of employees at work should be protected (Ministry of Social Affairs and Employment, 2007).
- ▶ According to [hse.gov.uk](http://hse.gov.uk) (n.d.) all workers are entitled to work in environments where risks to their health and safety are properly controlled. Under health and safety law, the primary responsibility for this is down to employers. Employers have a duty to consult with their employees, or their representatives, on health and safety matters.

# Health and Safety Legislation and Regulations

- ▶ Health and safety legislation and regulations varies across jurisdiction but at the heart of its objective is the prevention and protection of workers and property.
- ▶ The following are the main health and safety legislation and regulation in UK/Scotland:
  - The Health and Safety Executive (HSE)
  - Health and Safety at Work, etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
  - Workplace (Health, Safety and Welfare) Regulations 1992

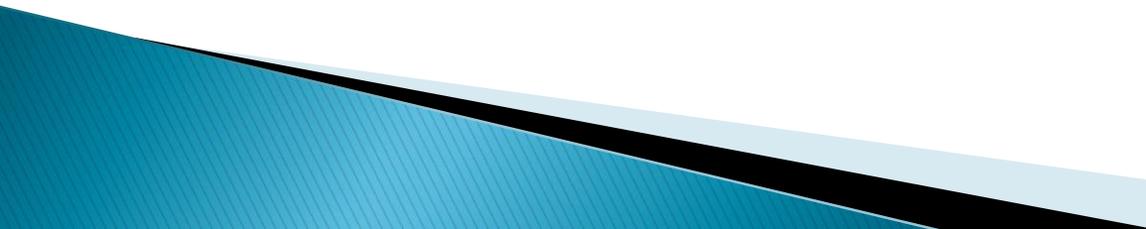
# Health and Safety Executive

- ▶ The HSE is the UK government body responsible for enforcing health and safety at work legislation. According to [healthyworkinglives.com](http://healthyworkinglives.com) (2014) it also plays a major role in producing advice on health and safety issues, and guidance on relevant legislation. The role of enforcement is split between HSE and local authorities depending on the business sector.
  - ▶ In addition, HSE conducts research into the effectiveness of regulations and other health and safety issues, consults with employers and employees representatives, and advises legislators and government on health and safety.
  - ▶ The HSE website contains a wealth of information and guidance on maintaining health and safety at work, and detailed advice on complying with health and safety regulations.
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# Health and Safety at Work etc Act 1974

- ▶ Often referred to as HASAW or HSW, this Act of Parliament is the main piece of UK health and safety legislation. It places a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees.
- ▶ Among other provisions, the Act also requires:
  - safe operation and maintenance of the working environment, plant and systems
  - maintenance of safe access and egress to the workplace
  - safe use, handling and storage of dangerous substances
  - adequate training of staff to ensure health and safety
  - adequate welfare provisions for staff at work.
- ▶ Employers must also keep and revise a written record of health and safety policy and consult with employees or their representatives on such policies (this only applies to those employing five or more).

# Management of Health and Safety at Work Regulations 1999

- ▶ The Management of Health and Safety at Work Regulations 1999 places a duty on employers to assess and manage risks to their employees and others arising from work activities.
  - ▶ Employers must also make arrangements to ensure the health and safety of the workplace, including making arrangements for emergencies, adequate information and training for employees, and for health surveillance where appropriate.
  - ▶ Employees must work safely in accordance with their training and instructions given to them. Employees must also notify the employer or the person responsible for health and safety of any serious or immediate danger to health and safety or any shortcoming in health and safety arrangements.
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# Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

- ▶ Known as RIDDOR, these regulations require employers, the self-employed and people in control of premises, to report work-related deaths, major injuries, work-related diseases and dangerous occurrences.
- ▶ Incidents can be reported:
  - to the Incident Contact Centre by telephone on 0845 300 9923
  - online via the HSE's RIDDOR report webpages (external site).
- ▶ The HSE's RIDDOR pages give detailed information about the requirements of the regulations, what should be reported, and statistics gathered from RIDDOR incident reports.

# Workplace (Health, Safety and Welfare) Regulations 1992

- ▶ These regulations are concerned with the working environment. They place a duty on employers to make sure that the workplace is safe and suitable for the tasks being carried out there, and that it does not present risks to employees and others.
- ▶ The regulations cover all aspects of the working environment, including:
  - maintenance of the workplace, equipment, devices and systems
  - ventilation
  - temperature in indoor workplaces
  - lighting
  - cleanliness and waste materials
  - room dimensions and space
  - work stations and seating
  - condition of floors and traffic routes
  - falls or falling objects
  - windows and transparent or translucent doors, gates and walls
  - windows, skylights and ventilators
  - ability to clean windows, etc. safely
  - organisation, etc. of traffic routes
  - doors and gates
  - escalators and moving walkways
  - sanitary conveniences
  - washing facilities
  - drinking water
  - accommodation for clothing
  - facilities for changing clothing

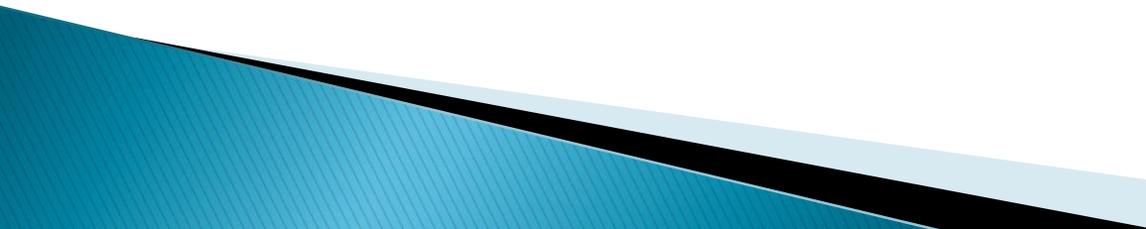
# Occupational Health and Safety in Jamaica

- ▶ The Industrial Safety Section in the Ministry of Labour and Social Security is the department with responsibility to monitor and enforce the requirements of the Factories Act and its accompanying Regulations, for occupational safety and health in Jamaica ([mlss.gov.jm](http://mlss.gov.jm), n.d).
- ▶ The main Act is entitled the Factories Act and its accompanying regulations are:
  - 1.The Factories Regulations 1961
  - 2.The Building Operations and Works of Engineering Construction 1968
  - 3.The Ship and Docks Regulations 1968
- ▶ At this time, the Ministry is in the process of introducing new legislation entitled the Occupational Safety and Health Act . This Act will be more far reaching in its jurisdiction than the present Act. For this reason all forms presently being used may be discontinued or redesigned to facilitate the new Act. Hence only the pertinent forms that are likely to survive the transition to the new legislation are attached.

# ORGANISATIONAL POLICIES AND PROCEDURES

- ▶ A policy is a course of action or guidelines to be followed whereas a procedure is the 'nitty gritty' of the policy, outlining what has to be done to implement the policy (Sielearning.tafensw.edu.ac, n.d.).
- ▶ Organisational guidelines:
  - The agency is responsible for providing policy and procedural guidelines that support the practice of services. Policies and procedures must reflect legislation and ethical standards of the community services sector.
  - Quality of service delivery is dependent on the responsibility of both the organisation and the worker in following the policies that guide service delivery.

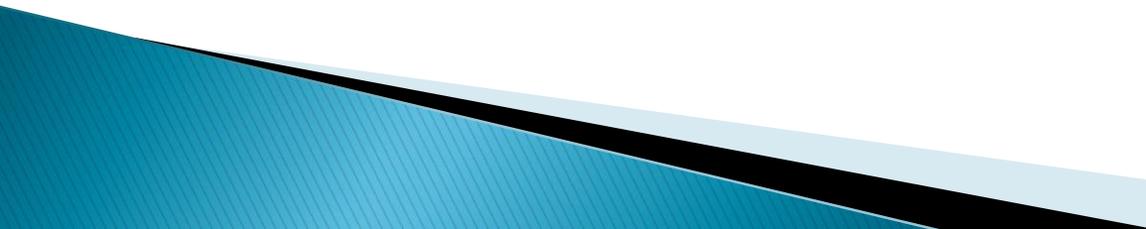
# Important Policy Documents

- ▶ A list of such policy documents is:
    - the organisation's strategic plan
    - policy documents, for example, providing services to cultural and linguistic diverse clients (CALD)
    - job descriptions.
  
  - ▶ As well, there are legal documents which provide protocols for:
    - • ethics in practice
    - • duty of care guidelines which include confidentiality, and equity and access
    - • child protection policy
    - • occupational health and safety guidelines.
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# Policy and Procedures Manual

- ▶ Monash University Policy Bank/ Occupational Health and Safety Policy:
- ▶ **Purpose:** This policy demonstrates Monash University's commitment to providing a safe and healthy environment for work and study in accordance with the Occupational Health and Safety Act (2004) and with standards AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use and OHSAS 18001:2007 Occupational Health and Safety Management Systems – Requirements.
- ▶ **Scope:** Staff, students, visitors and contractors at the Australian and international campuses, sites and centres of Monash University
- ▶ **Some Policy Statements:**
  - Monash University is committed to providing staff, students, contractors and visitors with a healthy and safe environment.
  - The university strives to fully integrate health and safety into all aspects of its activities through a process of continuous improvement.

# Conclusion

- ▶ Health and safety of workers in the work environment is very important and must be enforced by employers. Employers are primarily responsible for the safety of their staff, visitors and stakeholders in the work environment.
  - ▶ There are several legislation and regulations across jurisdictions that are in place to ensure the protection of employees right to a safe working environment. Failure to comply with these legislation can result in death as well as significant fines and fees being paid by the employer to the government and employee/victim.
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# Further readings

- ▶ <http://www.policy.monash.edu/policy-bank/management/student-comm-serv/ohse/occupational-health-safety-policy.html>
- ▶ <http://www.hse.gov.uk/workers/>
- ▶ <http://mlss.gov.jm/pub/index.php?artid=15>

# REFERENCES

- ▶ hse.gov.uk (n.d.) Workers Health and Safety retrieved on November 1, 2016 from <http://www.hse.gov.uk/workers/>
- ▶ Ministry of Social Affairs and Employment (2007) Health and Safety at the Workplace retrieved from <https://www.government.nl/topics/health-and-safety-at-the-workplace>
- ▶ mlss.gov.jm (n.d.) Occupational Safety and Health retrieved on November 1, 2016 from <http://mlss.gov.jm/pub/index.php?artid=15>
- ▶ Monash University (2010) Occupation and Safety Policy retrieved from <http://www.policy.monash.edu/policy-bank/management/student-comm-serv/ohse/occupational-health-safety-policy.html>
- ▶ Sielearning.tafensw.edu.au (n.d.) Organisational policies and Procedures retrieved on November 1, 2016 from [http://sielearning.tafensw.edu.au/MCS/CHCAOD402A/chcaod402a\\_csw/knowledge/policies/policies.htm](http://sielearning.tafensw.edu.au/MCS/CHCAOD402A/chcaod402a_csw/knowledge/policies/policies.htm)