

**ANGUS COUNCIL**

**ROADS COMMITTEE**

**24 AUGUST 2000**

**ROADS DEPARTMENT: ANNUAL HEALTH AND SAFETY REPORT**

**REPORT BY THE DIRECTOR OF ROADS**

**ABSTRACT**

This report advises members of Health and Safety issues relating to the Roads Department during the year 1999/2000 and outlines areas that will be addressed during the year 2000/2001.

**1 RECOMMENDATIONS**

It is recommended that the Committee agree to note and approve the contents of this report.

**2 HEALTH AND SAFETY 1999/2000**

No significant Health and Safety problems were identified through audit or inspection of the Department's activities.

Monthly meetings of the Roads Departmental Health and Safety Co-ordinating Group, comprising management and staff representatives, continued. Through this forum the Director initiated a comprehensive review of the Department's Safe Working Practices manual including risk assessments of all work activities. Revised work procedures are being developed and will be included within a new manual. This document will compliment the Roads Department's Health and Safety Policy Statement and provide updated and additional information and guidance to all staff in the department on specific Health and Safety matters. This major revision will be presented to Committee for information at its next meeting.

**Management Systems**

The introduction of the Departmental Quality Management System, (QMS) which will also address the areas of Environment and Health and Safety in an integrated manner, has been well received by staff. Although primarily intended to address the requirements of BS EN ISO 9001, issues such as training needs resulting from Health and Safety matters will be addressed, delivered and recorded in a managed fashion through the QMS.

## **Personal Safety**

The issuing of Personal Protective Equipment (PPE) is now managed and recorded through the QMS. This will continue to assist in ensuring that where items of PPE have a stated working life (hard hats for example) replacements are obtained and issued in advance of the expiry date of the old equipment.

Mobile phones have been obtained for lone workers to allow periodic “check in” calls to be made from remote or hazardous sites. A formal procedure for such circumstances will be developed in conjunction with the revised Safe Working Practices manual.

Following the delivery of training relating to Display Screen Equipment (DSE), a programme of assessments has commenced resulting in a number of minor corrective actions. Once assessments are complete, any required actions of a significant nature will be prioritised, delivered and recorded through the QMS.

## **Training Resources**

Resources appropriate to the identified need have been utilized. These ranged from key members of staff within the Department receiving training in “Managing Contractors Safely” delivered by an external consultant, to delivery of DSE training by staff from the Safety Section of the Personnel Department.

Staff briefings by management remain one of the main sources of training particularly in the area of induction of new employees and students.

## **3 HEALTH AND SAFETY 2000/2001**

The Department will continue to develop a Health and Safety culture in keeping with BS 8800: 1996.

Based on the BS EN ISO 14001 approach, the Department will seek to further link the areas of Health and Safety, Environment and Quality. Through the identification of issues common to each of these areas, systems and procedures will be developed which actively involve:

- planning
- implementation and operation
- checking and corrective action
- Management review

This approach will not only satisfy current requirements with respect to Health and Safety but will ensure that policies and procedures are kept up to date whilst striving for continuous improvement.

The Action Plan in Appendix A, details specific activities which will be undertaken during 2000/2001.

4 **FINANCIAL IMPLICATIONS**

There are no financial implications arising directly from this report.

5 **CONSULTATION**

The Chief Executive, the Director of Law and Administration, the Director of Finance and the Director of Personnel have been consulted during the preparation of this report.

Dr. Bob McLellan  
Director of Roads

**NOTE**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

GJS/JSG  
1 August 2000  
REPORTS/health.safety

## APPENDIX A

**Angus Council**  
**Roads Department**  
**Health and Safety Action Plan**

<b><u>ISSUE</u></b>	<b><u>TARGET DATE</u></b>
<p><b>Systems</b></p> <p>Obtain British Standards Institute Certification for Quality Management System</p> <p>Review Quality Management System to reflect impending BS EN ISO 9001/2000 changes</p> <p>Review and plan introduction of BS EN ISO 14001 (Environmental Standard)</p> <p>Review and plan introduction of BS 8800/OHSAS 18001/2 (Health and Safety Standard)</p>	<p>November 2000</p> <p>April 2001</p> <p>April 2001</p> <p>April 2001</p>
<p><b>Operational</b></p> <p>Safe Working Practices – Complete Risk Assessments</p> <p>Complete DSE Workstation Assessments</p> <p>Review procedure for the use of mobile phones while driving</p> <p>Review procedure for lone workers in remote areas</p> <p>Review of actions required as a result of DSE Assessments</p> <p>Review procedure for the safe transfer of money and valuables including personal safety</p> <p>Issue revised Safe Working Practices (SWP) Manual</p> <p>Review Health and Safety Policy in conjunction with SWP Manual</p>	<p>August 2000</p> <p>August 2000</p> <p>August 2000</p> <p>September 2000</p> <p>September 2000</p> <p>September 2000</p> <p>October 2000</p> <p>October 2000</p>