

**ANGUS COUNCIL****ROADS COMMITTEE****24 APRIL 1997****ROADS DEPARTMENT**  
**HEALTH AND SAFETY POLICY STATEMENT****REPORT BY THE DIRECTOR OF ROADS****ABSTRACT**

This report brings the Committee's attention to the updated Director of Roads' Safety Policy Statement.

**1 RECOMMENDATIONS**

It is recommended that the committee agree to note the content of this Report.

**2 INTRODUCTION**

The Personnel and Property Services Committee approved Report No 89/96 at its meeting on 20 March 1996 recommending the adoption by the Council of a General Statement of Health and Safety Policy. Under the terms of the General policy it is incumbent on each Chief Officer to prepare and monitor a departmental policy. The policy for the Roads Department has now been updated from the previous outgoing Authority and is contained in Appendix 1 to this Report.

**3 FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with this Report.

#### 4 CONSULTATION

The Chief Executive, the Director of Law and Administration and the Director of Finance have been consulted in the preparation of this Report.

The Council's Safety Manager has been consulted on the terms of the Safety Policy Statement.

All members of staff have been given an updated copy of the Health and Safety Policy Statement.

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.

GES/JSG  
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## ANGUS COUNCIL- ROADS DEPARTMENT

### Safety Policy Statement

Angus Council recognises its continuing responsibilities as an employer to provide a healthy and safe working environment for all its employees and each Head of Department has been delegated the responsibility, so far as is reasonably practicable, for the health, safety and welfare at work of all employees within that Department.

The following Safety Policy Statement is issued by the Director of Roads who accepts the responsibility for the safe working of all employees within the department and will adhere to the provisions of the Health and Safety at Work, etc. Act 1974 and all subsequent legislation. In addition he will:-

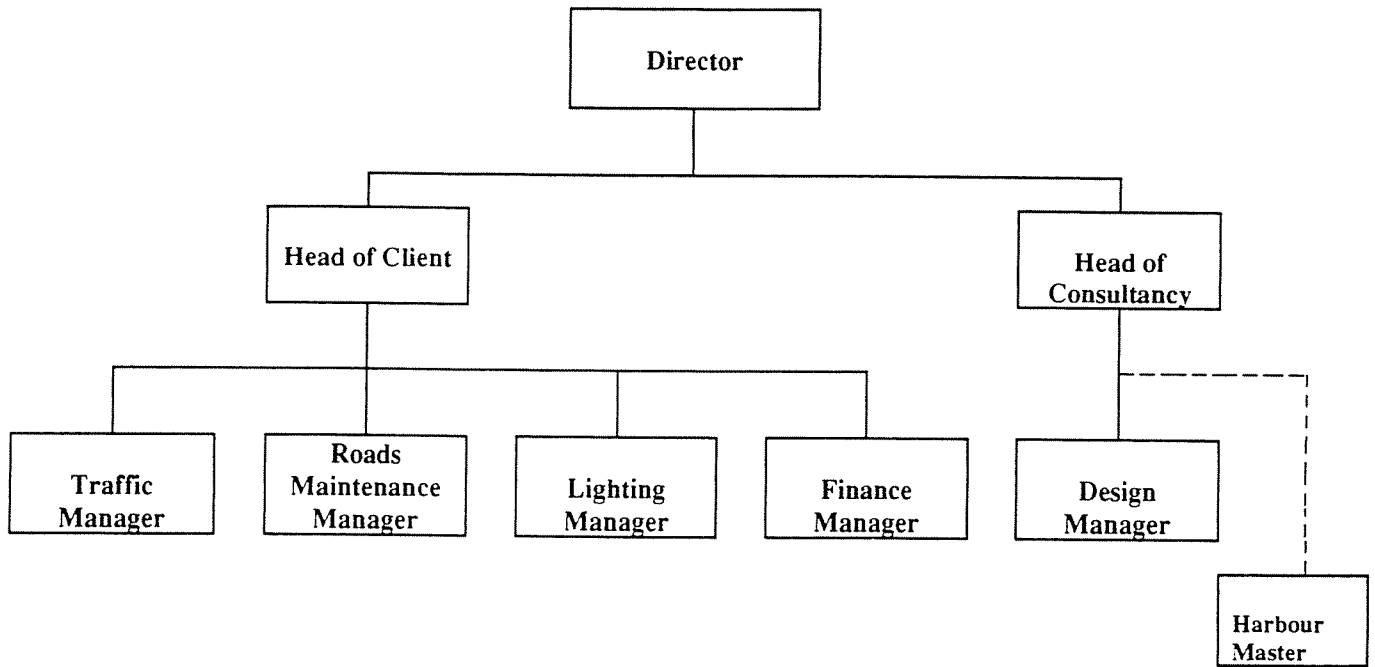
- ensure that adequate resources are made available to enable the department's policy to be implemented.
- arrange for individuals to be trained in aspects of health and safety for which they have responsibility.
- arrange for risk assessments to be carried out in consultation with employees, the results recorded and employees made aware of the results.
- make arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control the risks.
- encourage discussion on safety matters through safety representatives and safety committees.
- monitor and evaluate the health and safety performance of the department.
- review, modify and add to the policy at appropriate times.

The detailed organisation and arrangements for carrying out the Departmental Policy have been set up and it shall be the responsibility of the Head of Client, Head of Consultancy, the Traffic, Design, Roads Maintenance, Lighting and Finance Managers and the Harbourmaster to ensure that this policy is implemented within their particular spheres of control. Co-operation should be the key to securing safety at work but accident prevention is also subject to the Force of Law and all employees are reminded of their legal obligations under the Health and Safety at Work Act which are basically two-fold:-

- a) All employees must take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
- b) All employees must co-operate with the employer or anyone else where it is necessary to enable them to comply with their statutory duties.

## Organisation of Responsibilities

### Management Team Structure



## Management Team - Responsibilities

- The Director of Roads accepts overall responsibility for the safe working of all employees within the department and will adhere to the provisions of the Health and Safety at Work, etc Act 1974 and all subsequent legislation as detailed in the Department's Safety Policy.
- The Heads of Client and Consultancy are responsible on behalf of the Director for the fulfilment of the Department's policy on health, safety and welfare. They will monitor performance on these matters and will recommend to the Director any changes in administration or policy that are considered necessary.
- The Traffic, Roads Maintenance, Lighting and Finance Managers are responsible to the Head of Client within their spheres of control for the implementation of the Department's Safety Policy. They shall promptly bring to the attention of the Head of Client any matter affecting the health, safety or welfare of any employee under their control. In addition the Finance Manager is responsible for supervising the production, revision and control of the Safe Working Practices Manual and monitoring the safety performance of the department and contractors who carry out work in the department's control.
- The Design Manager is responsible to the Head of Consultancy within his sphere of control for the implementation of the Department's Safety Policy. He shall promptly bring to the attention of the Head of Consultancy any matter affecting the health, safety or welfare of any employee under his control.
- The Harbourmaster is not a member of the department's management team but he is directly responsible to the Head of Consultancy within his sphere of control for the implementation of the Department's Safety Policy. He shall promptly bring to the attention of the Head of Consultancy any matter affecting the health, safety or welfare of any employee under his control.

## Specific Responsibilities

The Design, Traffic, Roads Maintenance, Lighting and Finance Managers and the Harbourmaster are responsible for assisting the Heads of Client and Consultancy in the implementation and operation of the Safety Policy in respect of employees and workplaces for which they have managerial responsibility within the framework of the department's organisation.

These responsibilities include:-

- ensuring the equipment used by departmental employees in the execution of their work is safe and complies with current safety regulations.
- ensuring that all statutory documents relating to the department's functions are displayed in appropriate work places and that all statutory returns required under the Health and Safety at Work Act and other regulations are made timeously to the appropriate authority.
- ensuring that the Safety Policy and Safe Working Practices are issued, that their contents are understood and their requirements implemented.
- ensuring that personnel under their control are competent to undertake the work to which they are assigned and are aware of and accept their responsibilities under the Safety Policy and Safe Working Practices as applicable to the work being undertaken.
- ensuring that all Risk Assessments as required by the Management of Health and Safety at Work Regulations or other legislation are carried out in accordance with department procedure and the results are recorded and communicated to employees. Where required they must prepare Safe Working Practices resulting from the Assessments and submit them to the Finance Manager for verification and implementation.
- ensuring that hazard data sheets are obtained for all substances used by their section and are submitted to the Finance Manager. This includes updating the sheets prior to the use of the substance for a new purpose and a new substance being used for the first time.
- ensuring personal protective equipment functions correctly and safely and that requisite inspections and records are completed and maintained.
- advising the Head of their unit of the safety training requirements for employees under their managerial control.
- advising the Head of their unit of deficiencies or defects in the safety or health or welfare requirements in relation to equipment, sites, premises and working practices and taking steps to prevent employees from being endangered by such deficiencies.

- ensuring that accidents to employees and non-employees are recorded and reported in accordance with the Council's procedures.
- encouraging the promotion of safety within the Authority by their own example.
- deputising where required for the Head of unit and carrying out the appropriate responsibilities of that post with regard to health, safety and welfare at work.

Any delegation of these responsibilities must be clearly defined and approved by the Director of Roads. Details of the proposed delegation must be in the hands of the Director at least 28 days beforehand.

**Responsibilities of all Roads Departmental Personnel**

All members of staff have a personal responsibility to:-

- be conversant with the Council’s and the Roads Department’s Safety Policies.
- pay due regard to the Department’s Safe Working Practices which are applicable to tasks to be performed.
- take reasonable care, whilst at work to ensure that they do not endanger either themselves or anyone else who may be affected by their acts or omissions.
- co-operate fully with all supervisors and managers in the promotion of Health, Safety and Welfare in the workplace.
- undertake job instruction and safety training as directed by the Director of Roads.
- not intentionally or recklessly interfere with or mis-use anything provided in the interests of Health Safety or Welfare.
- make full and proper use of clothing and equipment provided by the Director of Roads for their personal protection.
- use tools and equipment in a correct and safe manner and maintain them in good condition.
- be familiar with the actions to be taken in case of emergencies details of which are prominently displayed in workplaces.
- inform their line manager immediately about any matter they would reasonably consider represents a shortcoming in the protection arrangements for health and safety.
- report to their line manager immediately any hazards or defects in items or plant, tools or equipment.
- be vigilant when on construction sites. Any unsafe practices must be immediately brought to the attention of the contractor and the Roads Department personnel in charge of the works.
- set a good example.

Signed .....

Date .....

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