

ANGUS COUNCIL

CONTRACT SERVICES COMMITTEE - 15 AUGUST 2000

CONTRACT SERVICES: ANNUAL HEALTH AND SAFETY REPORT

REPORT BY CONTRACT SERVICES MANAGER

ABSTRACT

This report advises Members of significant health and safety issues relating to the Contract Services Department which occurred during the year 1999/2000 and sets out a Health And Safety Action Plan for the coming year.

1. RECOMMENDATION

It is recommended that the Committee note the terms of this report.

2. HEALTH AND SAFETY 1999/2000

Significant Events

Safe Working Practices have greatly improved throughout the year through consultation with staff.

There were four accidents/incidents fully investigated by the Health and Safety Executive and Contract Services Department during the year and all recommendations made by the Executive were adopted. No further action has been instigated.

Implications of New Work/Initiatives

Angus Contract Services is one of the few authorities in Scotland who have embarked upon a programme of training and health surveillance in connection with Hand and Arm Vibration Syndrome. Risk assessments have been carried out, equipment reviewed and replacement programme implemented. Employees have been trained on the effects of noise and vibration and issued with improved Personal Protective Equipment as well as undertaking health screening by a specialist contractor. Further health checks will be carried out in the coming year.

The Department has carried out risk assessments in connection with display screen equipment and training has been given where required. A programme for replacement equipment and improvement of workstations has been put in place.

Audits/Inspections

Management and employees' safety representatives, as well as member of staff from the Safety Team, carried out several safety inspections. The findings of these inspections were actioned as appropriate, with any major shortcomings reported to the departmental Safety Committee. Timescales for completion range from a few days to three years.

Training

The Department is heavily involved in training as can be seen from the Training Plan but over the year training has consisted of risk assessments, COSHH, safe working practices, driver assessments and retraining, manual handling, electrical safety and inspection, safe use of chemicals, arboricultural competence certificate, lifeguard and first-aid. These are indicative of the range of areas where training has been carried out. The training for employees is ongoing, with the current year's training programme already underway.

Accident Statistics

From April 1999 to March 2000 there were 98 accidents involving employees, of which 12 were required to be reported to the Health & Safety Executive as they exceeded the time limit for absence. In the same period there were 571 involving non-employees, of which 3 were required to be reported to the Health & Safety Executive.

There were five incidents of violence or aggression towards employees reported and all were fully investigated by the department.

3. 2000/2001 ACTION PLAN

The following targets have been set for the departmental health and safety activities in the coming year. Responsibility for achievement of the targets will be allocated within the department.

Issue	Target Date
Review of the department's health and safety policy	March 2001
Completion of training in DSE safety for all relevant managers and operators	October 2000
Completion of DSE risk assessments for all departmental workstations and implementation of any necessary remedial action	October 2000
Identification of employees' health and safety training requirements in line with revised health and safety policy	July 2001
Delivery of training to meet identified needs and in accordance with 2001 training plans	Ongoing
Delivery of training to meet requirement of new work practices and/or legislation	Ongoing
Review risk assessments, COSHH and safe working practices	Ongoing

4. FINANCIAL IMPLICATIONS

No financial implications arise directly from the terms of this report.

5. CONSULTATION

The Chief Executive, Director of Finance and the Director of Law & Administration have been consulted on the terms of this report.

M P Graham
Contract Services Manager
12 July 2000

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 this report.