ANGUS COUNCIL

ROADS COMMITTEE

25 JANUARY 2001

HEALTH AND SAFETY AT WORK
ROADS DEPARTMENT SAFE WORKING PRACTICES

REPORT BY THE DIRECTOR OF ROADS

ABSTRACT
This report informs the Committee of the implementation of new and revised Safe Working Practices within the Roads Department.

1 RECOMMENDATIONS

It is recommended that the Committee agree:

(i) to note the production of a new Roads Department Safe Working Practices Manual;

(ii) to note that the new and revised Roads Department Health and Safety Procedures, Health and Safety Arrangements and Safe Working Practices will be put into effect immediately where appropriate or as soon as possible following staff training where required;

(iii) to note that the dynamic approach to Health and Safety within the Roads Department will require the manual to be subject to constant review and continuous improvement, with document change and control procedures carried out in accordance with the Department’s Quality Management system.

2 INTRODUCTION

In Report No 908/00 to the Roads Committee of 24 August 2000 (Item No 2) the Director of Roads informed the Committee that he was carrying out a comprehensive revision of the former Tayside Regional Council Roads and Transport Department’s Safe Working Practices Manual which had continued in use within Angus Council’s Roads Department following Local Government reorganisation. This extensive exercise has now been completed and has resulted in the production of a new Angus Council Roads Department Safe Working Practices Manual, a copy of which has been placed in the Members’ lounge for perusal.

3 DETAILS

In accordance with the Health and Safety at Work, etc Act 1974, Angus Council, as an employer, has a general duty of care towards the health, safety and welfare of its employees. In practice this duty is delegated to the Chief Executive and the Chief
Officers in each Department and is translated into management procedure and guidance in the form of Safety Policy Statements, Safety Procedures, Safe Working Practices, etc which detail the personal responsibility for individual employees and methods of working which will minimise the risks associated with every activity carried out within each Department.

At Local Government reorganisation, Angus Council Roads Department inherited the former Tayside Regional Council Roads and Transport Department Safe Working Practices Manual, and the guidance and procedures contained in this document have been used to govern the Health and Safety aspects of the Department’s activities to date. However, this document was produced in 1995, since when new technology, materials, responsibilities, working practices and guidance have emerged which resulted in some of these Safe Working Practices becoming outdated or redundant, and others not matching current working procedures. There was also no hand-over at reorganisation of any risk assessments carried out in the preparation of the TRC Safe Working Practices.

The Director of Roads therefore decided to carry out a complete revision of the Safe Working Practices Manual including fresh risk assessments and a review of the Safety Policy Statement. In order to ensure that the new manual was responsive to change and subject to continuous improvement the individual safe working practices have been drafted as controlled documents within the Department’s Quality Management System. This will allow document changes to be properly managed and controlled while still ensuring that members of staff are working to the latest version of the document at all times. Extensive use has been made of flow charts and check lists to facilitate assimilation and compliance, and the standard Quality System format has been adopted for the Safe Working Practices for consistency in departmental documentation and to assist reference.


The preparation of these Safe Working Practices has highlighted some specific training needs, many of which can be met “in-house” by departmental managers through team briefings, induction training etc.

Some of the more specialised activities (eg Working in Confined Spaces, Rope Access etc) will however require expert training from a suitably qualified external training provider.

FINANCIAL IMPLICATIONS

The only financial implications are the possible costs of procuring external training. These costs will be contained within the allocation for Staff Training Expenses in the Revenue Budget for Departmental Administration.
HUMAN RIGHTS IMPLICATIONS

There are no human rights implications arising as a result of this report.

CONSULTATION

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

CONCLUSION

The Director of Roads has reviewed and updated the Safe Working Practices used within the Roads Department in a format which will allow continuous improvement and document control under the department’s Quality Management system.

Dr Bob McLellan
DIRECTOR OF ROADS

NOTE

The following 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:-


RWM/JSG
REPORTS/safe.work
8 January 2001