

**OTHM LEVEL 6**  
**Diploma in Occupational Health and Safety**

**Element 1**



**HEALTH AND SAFETY  
MANAGEMENT PRINCIPLES  
AND POLICY**

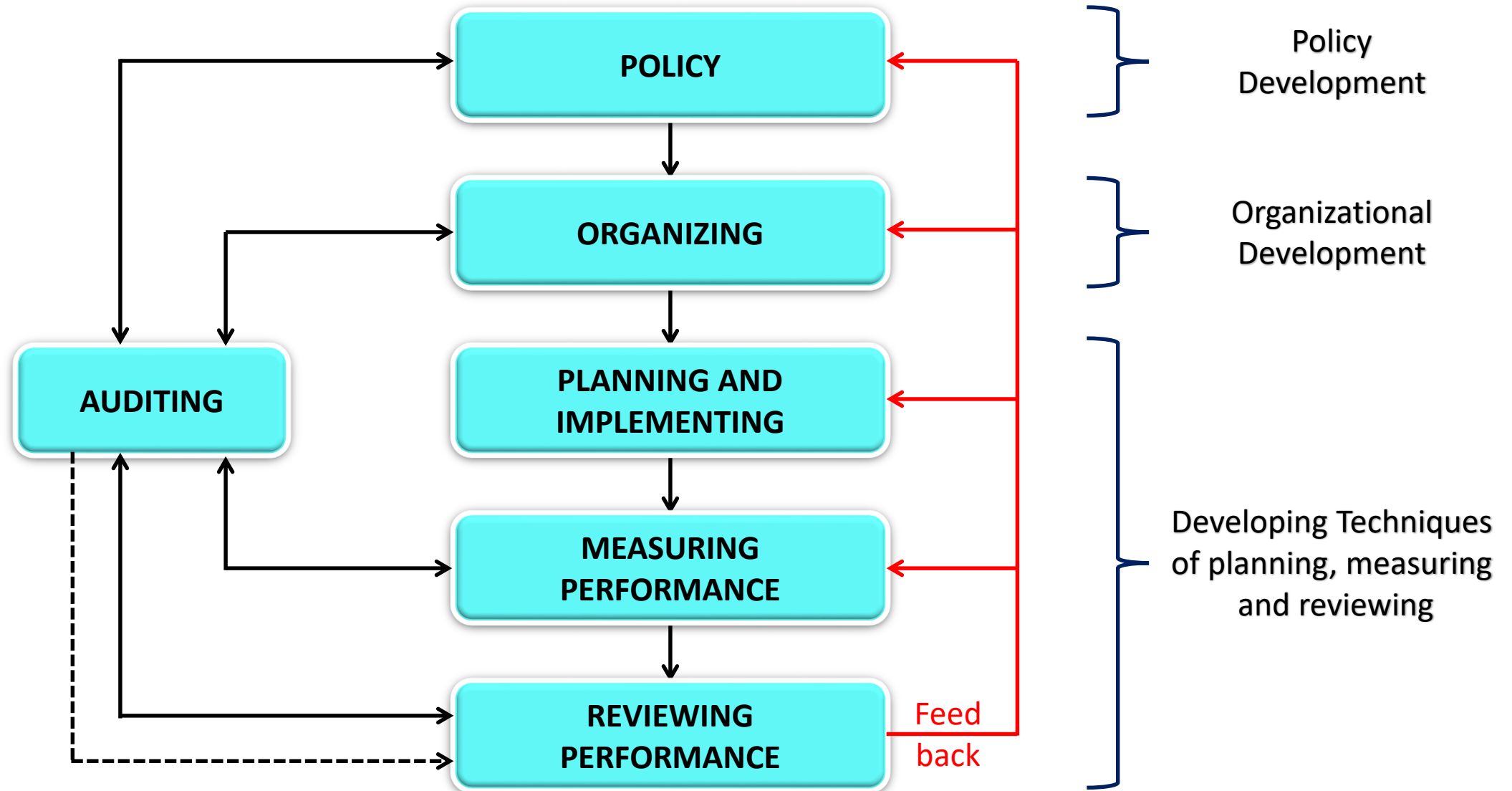


**GLOBAL SAFETY STUDIES**  
Safety Training & Consulting

# LEARNING OUTCOMES:

- Understand the principles of health and safety management and its organisational systems.
- Understand the principles of health and safety policy
- Be able to conduct a critical review of a health and safety policy in an organisation.
- Be able to assess internal and external factors that influence health and safety practices.

# SAFETY MANAGEMENT SYSTEM



# KEY ELEMENTS OF SMS (BY ILO-OSH 2001)

- Policy
- Organising
- Planning and Implementing
- Evaluation
- Action for Improvement
- Audit

Element 1.1

# POLICY



# INTRODUCTION – HSE POLICY

- **What is HSE policy?**

- A health and safety policy is a document outlining an organisations commitment and approach to managing health and safety in the workplace.
- Law says - must have a policy for managing health and safety
- It explains how an employer, will manage health and safety
- It should clearly explains : Who does what?, When? and How?

# POLICY COVERS THREE AREAS

1



GENERAL STATEMENT OF INTENT

2



ROLES AND RESPONSIBILITIES

3



ARRANGEMENTS

1



## GENERAL STATEMENT OF INTENT

- Sets out the organisations aims and objectives
- Complying with law
- Reminds workers at all levels of their responsibilities
- Signed and dated by the most senior person
- Regular review





## ROLES AND RESPONSIBILITIES

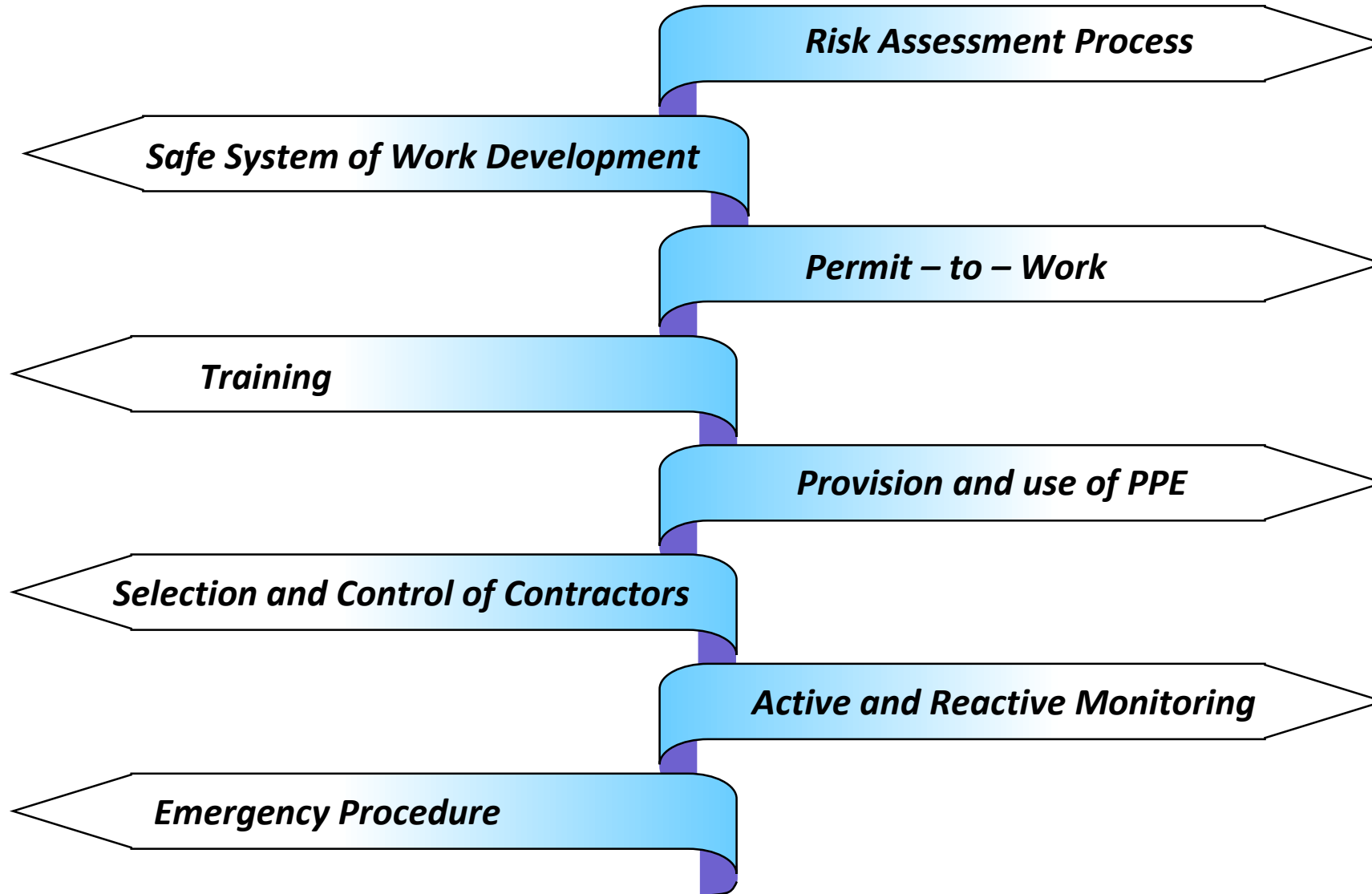
- Outlines who has specific responsibility for managing health and safety and what they are responsible for.
- Defines responsibilities for:
  - CEO or MD - ultimately responsible and accountable
  - Management - responsible for day-to-day management
  - All employees - responsible for acting safely
  - Competent persons - first aiders, fire marshals, etc.
  - Specialist health and safety practitioners – responsible for providing advice to support management and employees



## ARRANGEMENT

- This section is likely to be the largest part of your health and safety policy.
- It details how risks are managed in the workplace.
- Safety policy arrangement section includes
  - Risk Assessments
  - Safety Procedures
  - Training of Workers
  - Safety Committees
  - Evacuation Arrangements

# EXAMPLES OF ARRANGEMENT SECTIONS



# COMMUNICATING THE POLICY

1.Displaying on notice boards

2.Induction and training sessions

3.Team briefings

4.Tool box talks

5.Newsletters

6.Wage slips

7.Use of posters

8.Incorporating in safe systems of work or codes of practice

# REASONS FOR REVIEW THE POLICY

- Changes in key personnel
- Changes in management structure
- Changes in ownership
- Changes in processes
- Changes in technology
- Changes in legislation
- Increased Incident rates
- Enforcement action
- After audit
- After worker consultation
- Passage of time e.g. Annually

# INTERNATIONAL STANDARDS FOR POLICY

- Article 14
- ILO Recommendation R164
  - Requires employers to set down in writing, policy and arrangements for health and safety management:
  - Where circumstances warrant it
  - In a readily understood language or medium

# INEFFECTIVE OHS POLICY

- No commitment or leadership
- No annual objectives
- Health and safety not given enough priority
- Insufficient resources provided
- Personnel do not understand the aims
- Too much emphasis on employee responsibility
- No measurement of performance
- Management unaware of their role
- No training of management in their responsibilities

# OHS BENCHMARKING

- A planned process to compare H&S processes & performance with other organizations.
- Not merely comparing data or copying competitors
- Continuously learning from others
- Learning more about the organization's strength & weakness



# HEALTH AND SAFETY TARGET EXAMPLES

- Reduce/Zero Accidents
- Improve audit scores
- Reduced sickness absence
- Reduction in compensation claims
- Improve reporting of accidents
- Increase number of training Programmes in health and safety

# POLICY SAMPLE

## Health, Safety and Environment (HSE) Policy

Larsen & Toubro Limited (ECC Division) affirms its commitment to provide a safe and healthy workplace for all its employees and ensure that its operations are carried out in a manner that protects the environment and community in general.

### Our Philosophy:

- All accidents are preventable and
- No task is so important that risk of injury to people or damage to the environment is justified.

The objectives of the policy shall be achieved at all company locations by:

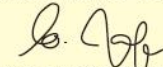
- Promoting a positive culture based on improving our HSE performance;
- Complying with all applicable HSE legislation;
- Identifying and eliminating / controlling hazards and pollution that could cause accidents, illness or environmental harm;
- Providing training and resources for employees to maintain HSE systems;
- Integrating HSE procedures into every operations of the company;
- Employing contractors who aspire to adopt the same HSE standards in their works.

The senior management shall visibly uphold the principles of this policy and integrate them throughout the company. The management and supervisory personnel shall be responsible for implementing and maintaining the HSE management system necessary to sustain this policy.

Engineering design, Plant & Machinery, Human Resources, Tendering, Material Procurement and the other service units of the company shall support the operation of the management policy.

Working safely and in an environmentally appropriate manner are conditions of employment.

March 30, 2005



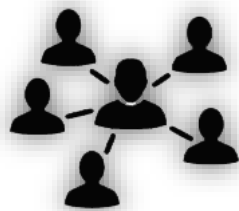
**K.V. RANGASWAMI**  
Senior Vice President (Operations)



**LARSEN & TOUBRO LIMITED**  
Engineering Construction & Contracts Division

Element 1.2

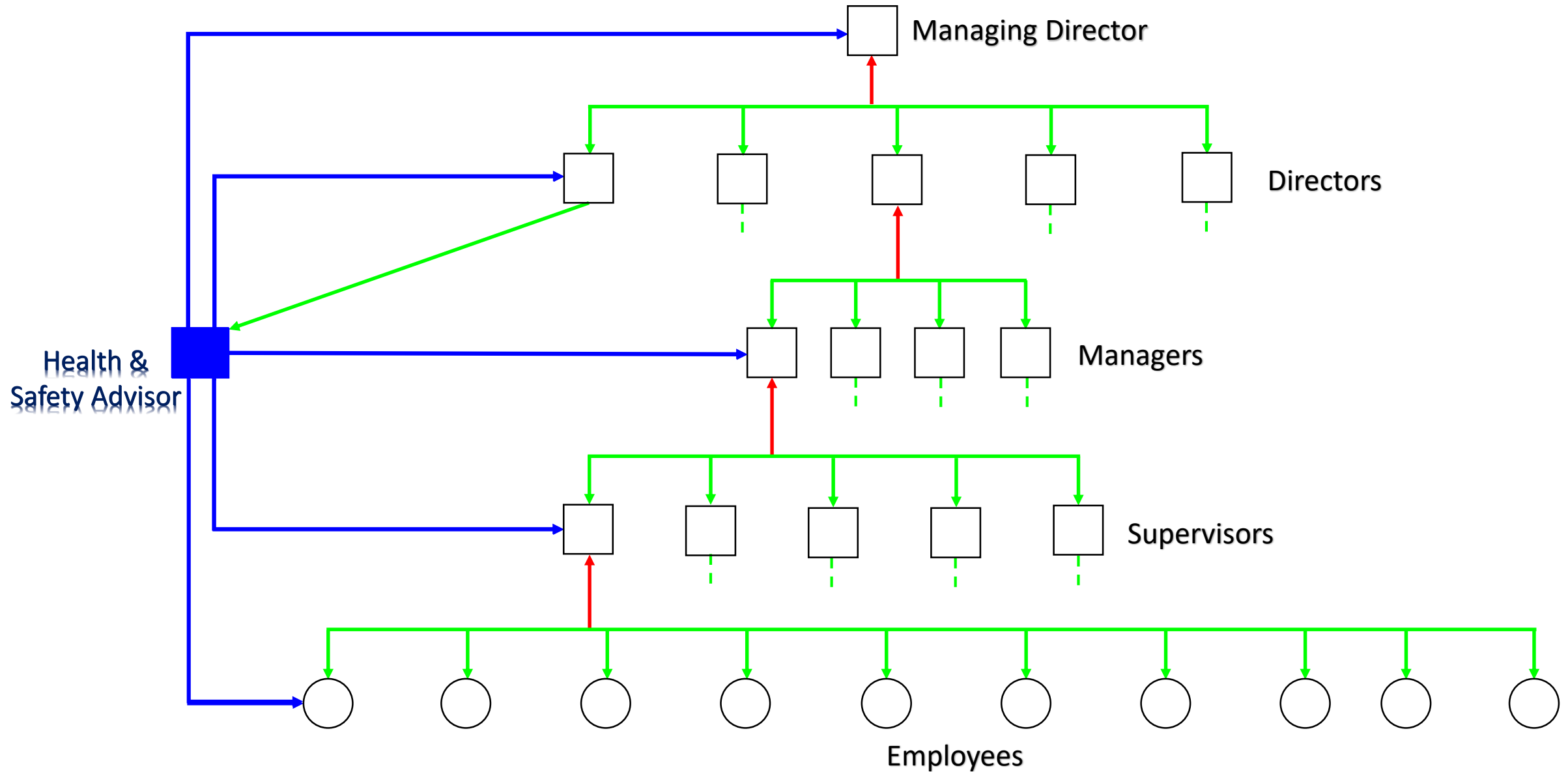
# **ORGANISING**



# WHAT IS ORGANISING?

- Roles and responsibilities for health and safety
- At all levels in the organisation
- from senior management down to shop floor

# SAMPLE OF AN ORGANISING CHART



# ROLES & RESPONSIBILITIES AT ALL LEVELS INCLUDES

❖ Managing Director & CEO

❖ Managers

❖ Supervisors

❖ Workmen

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# ORGANISATION SECTION

Defines responsibilities for:

- ❖ **CEO or MD**

- ❖ Ultimately responsible and accountable

- ❖ **Management**

- ❖ Responsible for day-to-day management

- ❖ **All Employees**

- ❖ Responsible for acting safely

- ❖ **Competent Persons**

- ❖ First Aiders, Fire Marshals

- ❖ **Specialist Health and Safety Practitioners**

- ❖ Responsible for providing advice to support management and employees