

## 1. THE HEALTH AND SAFETY BOOKLET OF WOODWALTON DRAINAGE COMMISSIONERS

Our policy is to provide and maintain safe and healthy working conditions for all our employees and any contractors and casual labour working on our behalf

In addition, we will seek to ensure that the work we carry out does not affect the health and safety of others, e.g. members of the public and our customers

The Woodwalton Drainage Commissioners, recognise and accept their overall responsibility under the Health and Safety at Work Act 1974, for ensuring that all aspects of this Health and Safety Policy are complied with.

## 2. THE ORGANISATION FOR CARRYING OUT THE POLICY

### Responsibilities of the Drainage Commissioners

The Drainage Commissioners has a statutory duty to provide a safe place of work and healthy working environment for all its employees, including those employed on a temporary basis.

In certain circumstances, a limited form of this duty extends to those persons, who, whilst not being employees, are engaged to provide services for the Drainage Commissioners. This latter category includes, but is not limited to, consultants, contractors and agency staff. In addition, similar duties extend to visitors; to those persons for whom the Drainage Commissioners and its employees provide service; and to persons who hire or otherwise make authorized use of Drainage Commissioners facilities

The promotion of health, safety and welfare measures is a mutual objective for the Drainage Commissioners and its employees at all levels. Therefore, the Drainage Commissioners, will, so far as is reasonably practicable, safeguard the physical and mental well-being of all its employees at work. This will entail:

- The systematic identification of hazards; the recording of significant risks arising from associated with all work activities; the establishment of arrangements to eliminate, reduce, or control them and procedures for the review and revision of those arrangements
- The provision and maintenance of healthy and safe systems of work and working conditions

including the application of ergonomic principles to workplace and work task design.

The provision of appropriate information, instruction, training and supervision in safe working methods and procedures.

- The provision of safe means of access and egress at the workplace and the implementation of appropriate security arrangements.
- The establishment of appropriate arrangements for dealing with emergencies or situations of imminent danger to health and safety.

In order to achieve these objectives the Drainage Commissioners will:

- Ensure that arrangements are in place to deal with emergencies and situations of imminent danger to health and safety;
- Exemplify the correct attitude to safety and maintain a constant and continuing interest in health, safety and welfare of all;
- Define the organization and arrangements necessary for the translation of its health and safety policy objectives into appropriate workplace procedures and working environment conditions;
- Define its policy for risk management in the specific terms of its overall strategy for loss control.

### Responsibilities of Employees and Other Personnel

It is the responsibility of employees and other personnel working for Woodwalton Drainage Commissioners (temporary workers, contract labour, subcontractors, etc.) to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example their fellow workmates, contractors working on the same premises and customers and visitors to the premises) under the Health and Safety at Work Act 1974. Employees must therefore

- Comply with safety rules, operating instructions and working procedures, laid down in their area of work, and take reasonable care, to the best of their knowledge, to avoid injury to themselves

and others.

- Use all equipment and protective clothing where and when it is required, and in the correct manner- In addition, employees must report any fault or deficiency in the equipment, immediately to the Drainage Commissioners
- Report all accidents, injuries, near misses spillages and any other potential safety hazards, promptly to the Drainage Commissioners.
- Not misuse anything provided in the interests of health and safety.
- Use any substance harmful to health, or dangerous substance, in accordance with the instructions provided, the training they have received and the preventive measures defined within the risk assessments for the use of those substances.
- Check when using any plant, machinery, tool or equipment that it is suitable for the tasks, and where there is doubt, refer to a supervisory officer; in addition, when required, undertake the testing of equipment provided in accordance with published Drainage Commissioners, statutory and other appropriate recognized requirements, and ensure that it has a valid test certificates where appropriate.

If any employee considers that they are undertaking, or are expected to undertake, something for which they are not adequately trained, qualified or equipped, this situation must be drawn to the attention of a supervising officer.

## 3. THE ARRANGEMENTS FOR PUTTING THE POLICY INTO EFFECT

This section provides guidance for those responsible for health and safety (*that means you*<sup>1</sup>), on how to minimise health and safety risks.

### Safety Information/Training

Induction training is carried out for all new employees- In addition, safety information is provided in the form of this periodically updated Health and Safety Booklet, which is circulated to all employees and other personnel

### Fire Prevention and Fire Emergencies

Employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be the source of a fire. Any act or omission, which you believe may constitute a fire risk, should be immediately notified to the Drainage Commissioners, who will take the appropriate action.

### The Safe Use of Plant, Machinery and Work equipment

It is the responsibility of employees to use all work equipment in the correct manner. Employees must report any damage or defects immediately to the Drainage Commissioners.

#### Manual Handling of Loads

It is the responsibility of the Drainage Commissioners to ensure that employees follow the appropriate safe systems of work and make full and proper use of the mechanical handling equipment, if provided

» Back strains can be avoided if lifting is carried out in the correct manner, i.e. with leg and arm muscles rather than back muscles!

\* Employees should be mindful of their own capabilities. and should not lift anything that they believe to be too heavy- Seek assistance!

• It is the responsibility of employees to make full and proper use of any mechanical handling equipment provided

#### Weils Disease

The various forms and routes of entry into the body of Leptospirosis (cuts and scratches, lining of the mouth, throat and eyes) means that anyone who is in contact with water, or exposed to rats or rat urine is at risk. If untreated or incorrectly diagnosed the disease can be fatal.

Employees must therefore conform to the following handling procedures:

^ Ensure that cuts and broken skin are covered using waterproof plasters

^ Wash your hands after handling any animal, contaminated clothing or materials, and always before eating, drinking or smoking.

^ Report any illness to your doctor. The symptoms are a flu-like illness with a persistent and severe headache.

#### Tetanus

Tetanus, which is contracted from contaminated soil, is on the increase. Employees are reminded that they should cover all cuts with waterproof plasters and ensure that their tetanus vaccination is kept up to date.

### Personal Protective Equipment

Personal protective equipment (PPE) is issued as appropriate. It is your responsibility to make full and proper use of any PPE provided to you to enable you to carry out your job more safely, and to report any loss or defect immediately to the Drainage Commissioners.

#### Electrical Safety

Misuse and abuse of electricity is one of the most significant causes of fires, and care must be taken. Any faults or defects in electrical equipment must be reported immediately to the Drainage Commissioners. When operating machinery in the fields, care must be taken to ensure that there are no overhead cables within the vicinity of operation.

#### Accident Reporting

All injuries and dangerous occurrences are to be recorded in the Accident Book, which is located at the Parish Hall. Details of all accidents should be notified to the Drainage Commissioners. It is the responsibility of all employees to provide complete and accurate information for accident reporting

#### First Aid

First Aid kits will be provided at specified locations.

#### Hygiene Procedures

All personnel should follow the procedures laid down in the Drainage Commissioners' Hygiene Procedures.

Eating, drinking and smoking are only permitted in designated areas.

#### Mobile Phones

You must not make or receive a call on a mobile phone (whether hand-held or hands-free) as the driver of a vehicle unless the engine is switched off and it is parked in a safe place. The employee is not to receive a call on a mobile phone while driving.

Contravention of these requirements will be regarded as a serious disciplinary matter. *The Management of Health and Safety at Work Regulations require that health and safety arrangements be reviewed at suitable intervals. To ensure the validity of this policy, it is recommended that this document be reviewed within 12 months of the date shown on the front page*

# WOODWALTON DRAINAGE COMMISSIONERS

## Health, Safety and Welfare at Work Policy and Responsibilities

February 2007

Signed:

**Chairman**