British Waterways

STANDARDS UNIT
Policy

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Safety Policy

The Board and Executive of British Waterways are committed to achieving excellence in Health and Safety Management. To achieve this requires co-operative effort at all levels of the organisation.

For BW people,
'Go Home Safe' – is a right, 'Work Safe' – is a responsibility.

BW is never satisfied, for its people and customers, when it comes to safety performance

This Policy supported by Standards and Processes must be applied to all activities carried out by British Waterways.

British Waterways will:
- assess and manage the risks to the health and safety of our people and others that may be affected by our assets and work activities.
- implement and maintain management systems to ensure effective planning, organisation, control, monitoring and review of health and safety measures.
- promote working practices and standards of behaviour, which minimise the risk of injury and occupational ill health.
- comply with statutory requirements relating to health and safety.

British Waterways will do this by:
- maintaining safe and healthy assets and places of work.
- ensuring that work sites and assets are managed so that risk to members of the public is minimised.
- protecting the environment and heritage of the waterways by achieving the required balance between the potential conflicts of safety management and maintaining an open, working waterways network.
- providing information, instruction, training, and supervision to enable our people to work safely and without risk to health.
- ensuring that safe methods of work are established by identifying hazards and assessing risks
- utilising plant and equipment that can be operated and maintained safely
- establishing safe methods of work whenever new activities, substances, plant, equipment, processes or premises are introduced.
- co-operating and provide health and safety information to others including visitors, contractors and on shared work-site.
- being prepared for emergencies
- establishing systems for monitoring contractor competence and compliance with our standards.
- encouraging the participation of all employees and ensure that all individuals are aware of their responsibilities.
- monitoring health and safety objectives and standards through performance measurement and audit processes.
- undertaking a periodic review of health & safety policy and management systems.

British Waterways will do everything that is reasonable and practicable to conform to this policy

Robin Evans
Chief Executive

January 2010

Application of Policy

This policy, supported by Standards and Processes, must be applied to all activities carried out by British Waterways. The policy will be applied to:

- any business wholly owned by British Waterways
- any business over which British Waterways exercises management control
- projects undertaken on behalf of British Waterways

Where British Waterways is a minority shareholder, or does not exercise management control, the responsible manager and/or members of joint venture boards, should seek to influence partners, or other parties, to adopt similar high standards of health and safety.

Responsibilities and Accountabilities

The British Waterways Board is responsible for approving health and safety policy
The chief executive is responsible for:

- establishing health and safety policy and ensuring compliance across all activities of British Waterways
- ensuring the adequacy of Responsible Line Managers Health and Safety Plans
- delivery of high quality health and safety management through the executive and operating directors

The Operations Director is delegated by the Board to act on all matters relating to Health & Safety and is responsible for ensuring that:

- the Board and the Executive are kept informed about health and safety issues
- competent persons are available to provide advice and guidance on health and safety
- processes are established to monitor safety performance and company standards
- health and safety policy and management systems are periodically reviewed
- proper standards and processes for health and safety management are set across the organisation
- setting standards, policies and directions that ensure the health and well being of our people in the workplace
- keeping the organisation informed on health and well being issues
- ensuring our people (including Trade Union representatives) are aligned with and support our policies, standards and directions

The Marketing Director is responsible together with the Operations Director for communicating the health & safety message

Directors are responsible for:

- ensuring that all work activities and assets under their control are subject to this policy and that Responsible Line Managers are designated to implement the policy without exception in all business areas
- informing Responsible Line Managers of their individual accountability for implementation of this policy and ensuring they have the necessary skills in health and safety management

Responsible Line Managers are accountable for implementing this policy by the introduction of local management systems that promote high standards of health and safety. These managers will be the Managers of Waterway Units, Heads of Departments and other designated managers.

Every individual who caries out work for British Waterways is responsible for working safely and making sure that their actions do not harm either themselves or other people

Supervisors and Team Leaders have a particular responsibility to ensure that that their teams are set to work safely.

Everyone must co-operate with management and observe rules and directions that enable the highest standards of health and safety to be achieved.

Implementation

Responsible Line Managers will:

- provide the leadership and personal example to encourage everyone to develop interest and enthusiasm for health and safety
- develop, implement and manage a health and safety management system covering the whole of their area of responsibility
- formulate a safety plan that identifies actions to be undertaken and details sufficient resources to establish and maintain a safe and healthy workplace
- implement standards and processes for managing the safety of visitors and users of the waterway
- ensure B.W. asset inspection procedures are fully implemented, records kept and actions prioritised.
- implement a process for monitoring and review of local health and safety arrangements
- ensure that hazards are identified and significant risks assessed, recorded and managed
- provide information and training on health and safety
- establish and maintain high standards of housekeeping in all workplaces
- assess requirements for first aid, health surveillance, contingency plans for foreseeable emergencies and make appropriate provisions
- arrange for competent persons to be available to advise on health and safety.
- provide personal protective equipment and ensure it is properly used and maintained
- establish measures for consulting employees on health and safety matters
- establish measures to take account of the health and safety of their people when working on sites managed by others
- implement standards and processes for the management of contractors and ensuring compliance with British Waterways' Health and Safety Policy.