

# Leadership and worker involvement toolkit

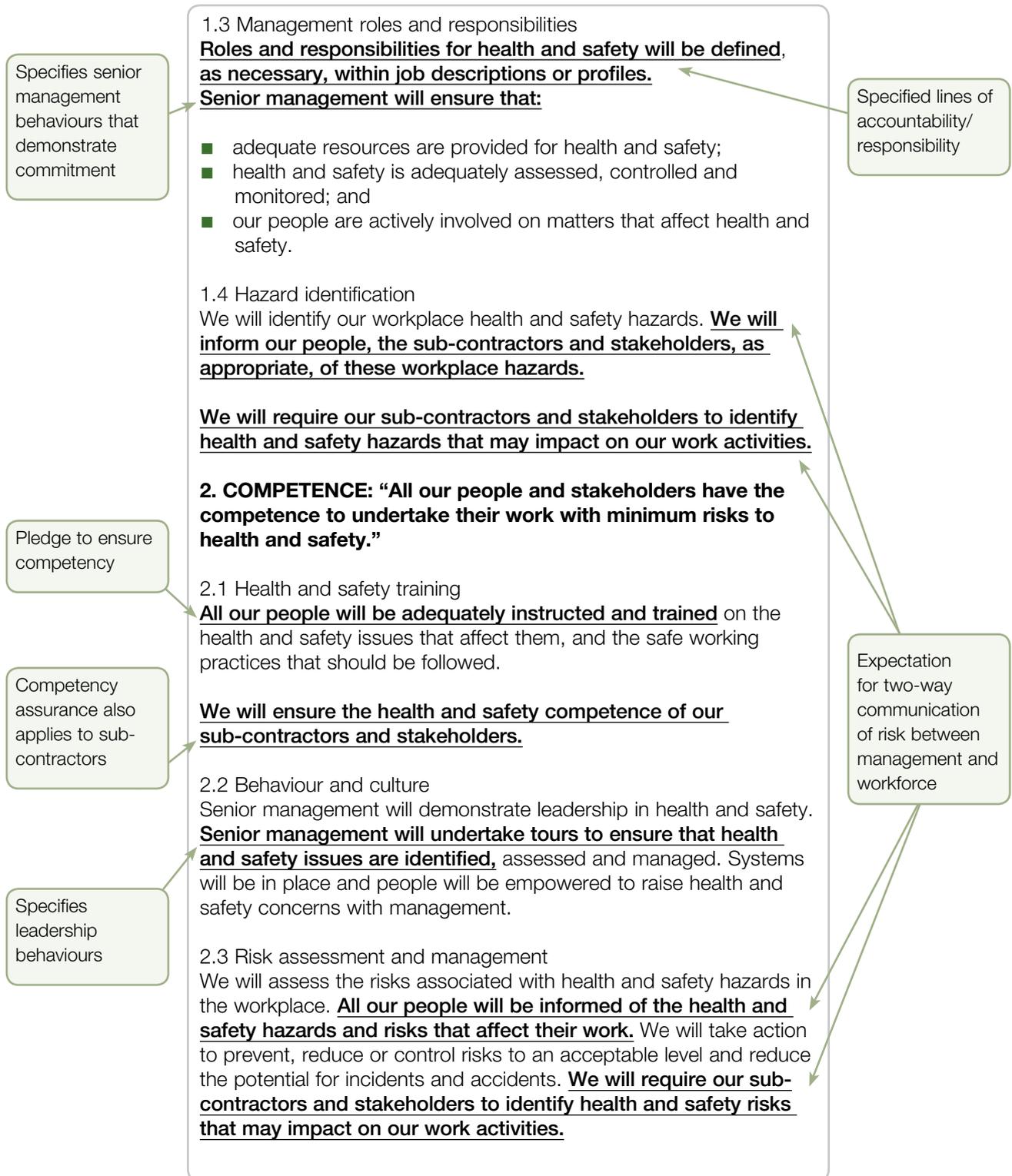
## Health and safety policy: An example



Checklist from Seven steps > Step 3 > Further tools

The statement below is an illustrative example taken from a leading employer involved in the development of this toolkit. This text is part of the first section of their Health and Safety Policy; the general statements of intent. It does not in any way attempt to set out detailed arrangements for health and safety, and is provided to give some insight into the use of words and phrases that will encourage good leadership and worker involvement. The underlined text and corresponding comment boxes highlight key points.







**3. COMPLIANCE: “Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise health and safety risks.”**

3.1 Incident investigation

We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. **Any lessons learned from such events will be used to take corrective action to prevent recurrences.**

Encourages workers to become proactive

Indicates intention for organisational learning

3.2 Measuring performance

**We will actively and openly, review and report on our health and safety performance against published objectives and targets.**

Improvement plans will be developed to support the delivery of these objectives and targets.

Pledge to make objective monitoring transparent

3.3 Health and safety management system

We will implement management systems to ensure we:

- comply with health and safety legislation;
- fulfill the requirements of BS8800 and OHSAS18001; and
- continually improve our health and safety performance.

**3.4 Sub-contractor improvement**

**We will engage and collaborate with our sub-contractors to ensure their:**

Expects same standards from sub-contractors

- health and safety capability and competence fulfil our expectations;
- health and safety performance is monitored and reviewed; and
- work activities have minimal health and safety impacts on our activities.

**4. EXCELLENCE: XX (Company Name) is recognised for excellence in the way it manages health and safety.”**

4.1 Developing innovative practices

We will constantly encourage, develop, review and share “health and safety good practice” both internally and externally.

4.2 Influencing stakeholders

**We will only work with joint venture partners and clients who are willing to meet and achieve our health and safety expectations.**

We will engage and influence stakeholders to drive improvements in health and safety.

Fosters partnership learning

Separates out occupational health risks for special consideration

**4.3 Work-related health**

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness for work. Health surveillance will be conducted to satisfy health and safety legislation.



### Delivering our policy

Our policy will be delivered by:

- generating a culture that does not tolerate threats to health and safety; and
- ensuring the real involvement of all our people, the sub-contractors and stakeholders.

Business groups will implement management statements that explain how this policy will be delivered in the workplace.

### Policy review

This policy has immediate effect and replaces all previous versions.

This policy will be reviewed and amended, as necessary.

Defines intended safety culture that is to be created

Plan for raising awareness of policy

Commitment to review policy in order to keep it relevant

The Leadership and Worker Involvement toolkit is aimed particularly at small and medium sized businesses and is designed to help improve your health and safety and bring additional benefits to your business performance and productivity.