

**Health & Safety Improvement Plan 2004/05**

<b>ACTION (measure)</b>	<b>Ref No</b>	<b>Owner</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>
<b>Policy &amp; Organisation</b>														
Corporate Health & Safety Policy	1.0.1	JT/CE										C		
Department Health & Safety Policy	1.0.2	Dept Dir												
Employees Awareness of Corporate Policy Changes	1.0.3	JT												
Employees awareness to Dept Policy changes	1.0.4	Dept Dir												
Employees access to Corporate Safety Policy	1.0.5	IT							C					
Employees access to Dept Safety Policy	1.0.6	Dept Dir												
Involvement of Heads/Managers Implementation Policies Work Area	1.0.9	JT	C											
Procedures to Address Significant Risk & Allocate Responsibility	1.0.11	JT				C								
Review of Policy	1.0.12	CEO												
Competent person reporting to senior management	1.0.15	JT			C									
Annual Report & Council Approval	1.0.16	JT/HM												
<b>Employee Consultation</b>														
Forum for regular consultation between workforce and management (Safety Committee)	2.0.1	JT								C				
Procedures to Ensure Appropriate Action are Taken on Recommendations Arising	2.0.2	JT		C										
Written records of meetings maintained and made available to management and the workforce	2.0.3	Dept Dir										C		
Safety Notice Board	2.0.6	JT												
<b>Information, Instruction &amp; Training</b>														
Availability of COSHH Risk Assessments MSDS	3.0.11	JT/Heads												
Sources of Health & Safety Information & Reference	3.0.12	JT												
<b>Performance Monitoring &amp; Review</b>														
Periodic Review of Accident Book	4.0.2	JT			C									
Accident/Incident Investigation & Reporting	4.0.6	JT		C										
Accident/Incident causation and remedial action	4.0.7	JT						C						
Senior Management Briefing Reportable Injuries & Dangerous Occurrences	4.0.8	JT												
Periodic Workplace Inspections	4.0.9	JT		C										
Standard Format for Inspections	4.0.10	JT					C							
Documentation of Results	4.0.11	JT				C								
Health Surveillance provided for any employees	4.0.13	Heads												

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<b>Risk Assessments</b>														
The Manual Handling Operation Reg's	5.0.2	Heads												
The Health & Safety (Display Screen Equipment) Reg's	5.0.3	JT/Heads												
The Control of Substances Hazardous to Health Reg's	5.0.4	JT/Heads												
Noise at Work Regulations	5.0.5	JT/Heads												
Personal Protective Equipment Reg's	5.0.7	JT/Heads												
Young Persons ACOP	5.0.8	Heads												
New & Expectant Mothers ACOP	5.0.9	Heads												
The Control of Legionella Bacteria In Water Hygiene Systems L8	5.0.10	Dept Dir												
Protocol for Assessments	5.0.11	JT												
Categories of people Included in Risk Assessments	5.0.12	JT												
Control of Asbestos	5.0.13	JT												
<b>Occupational Health &amp; First Aid</b>														
Control of Activities Identified as Health Hazards	6.0.2	Heads												
<b>Work Equipment</b>														
Machine Guarding Assessments	7.0.1	Dept Dir												
Documented Maintenance Programme	7.0.2	Dept Dir												
Inspection & Testing of Machine Safeguards	7.0.3	Dept Dir												
Local Exhaust Ventilation (LEV) tested & documented	7.0.8	Heads												
<b>Safe Systems of Work</b>														
Formal Safe Working Practices	8.0.1	Heads												
Employee Signatures to Confirm Safe Working Practices Understood	8.0.2	Heads												
Permit to Work Systems	8.0.3	JT/Heads												
Persons Appointed to Administer Permits to Work	8.0.4	Heads												
Lock off & Isolation Procedures for Maintenance Activities	8.0.5	JT/Dir												
Control of Work Within Confined Spaces	8.0.6	JT												
Control of Risks to Lone Workers	8.0.7	JT												
Responsibility for Contractors Control, Management, Operational Activities	8.0.9	JT/Heads												

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<b>Fire Safety &amp; Emergency Procedures</b>														
Other Emergency Procedures	9.0.13	JT												
Waste Storage	9.0.16	JT/Heads												
<b>Personal Protective Equipment</b>														
Assessment Requirements	10.0.1	Depts												
Training & Instruction Regarding Use of PPE	10.0.4	Heads												
Equipment Maintenance	10.0.5	Heads												
Disciplinary Procedures for not wearing PPE	10.0.9	Dir												
<b>Workplace</b>														
Lighting Levels	11.0.7													
Ventilation	11.0.8													

**Priority Code System**

- Priority 1
- Priority 2
- Priority 3

**C** – Closed Out

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