

## **ANNEX b005b**

### **Introduction**

This plan is agreed by the HSE Board and the Corporate Health and Safety Committee. HSE, through its Values, commits itself to provide our employees with good and safe conditions of work, and expects others to do likewise.

This plan sets the corporate priorities for health and safety taking into account the Revitalising Health and Safety priority programmes agreed by HSE, the Ministerial Checklist and Good Practice Guide agreed by the High Level Forum.

Directorates are encouraged to consider their own priorities when drawing up the plan and to add those topics identified by their own risk assessments. In considering the Corporate objectives, Directorates may adopt the plan as it stands or modify it according to their specific needs. Directorates will be asked to report on progress against their plan at the mid and end of year stage.

During the year particular emphasis should be placed on the reporting and investigation of accidents and ill health. Although in the short term we may see a rise in reports, if HSE is to make progress in achieving our targets for accident and ill health reduction, it is essential we have as accurate a picture as possible of the numbers and causes of accidents and ill health due to work.

## CORPORATE PLAN 2003/04

### A. HSE Priority programme – Ministerial checklist and Good Practice Guide. Auditing and monitoring performance.

KEY OBJECTIVE	PERFORMANCE MEASURES
A1. Ministerial checklist.	1.1 Directorates/divisions (D/ds) check compliance and fill gaps.
A2. D/d priorities.	2.1 D/ds determine and implement plans to mitigate D/d specific hazards identified through risk assessments, inspections and audits.

### B. HSE Priority programme - Musculoskeletal disorders – DSE and Back injury.

**B1: To continue to tackle the cause of work-related upper limb disorder (WRULD) and ensure compliance with Display Screen Equipment (DSE) Regulations.**

KEY OBJECTIVE	PERFORMANCE MEASURES
B1. D/ds comply with the DSE Regulations by implementing HSE's Corporate Health and Safety Supplement No1.	<p>1.1 D/ds will be asked to report on implementation of the HSE DSE supplement No 1 and to account against:</p> <ul style="list-style-type: none"><li>• resources</li><li>• performance in carrying out assessments</li><li>• training of notebook users</li><li>• strengthening the role of assessors</li></ul> <p>1.2 Review training of assessors every two years for refresher training.</p>

**B2: To increase staff awareness of back injury risk and promote avoidance strategies through training and other events.**

KEY OBJECTIVE	PERFORMANCE MEASURES
<p><b>B2. To continue to promote back awareness to increase staff awareness of back injury risk and promote avoidance strategies.</b></p>	<p>2.1 Heads of D/ds to ensure that there are sufficient trained manual handling assessors appointed to carry out assessments.</p>
	<p>2.2 All existing manual handling Assessments to be reviewed by trained assessors, to address:</p> <ul style="list-style-type: none"> <li>• eliminating manual handling where practicable</li> <li>• using manual handling aids eg trolleys</li> <li>• training staff in handling techniques</li> </ul>
	<p>2.3 Assessors to be involved in investigation of manual handling incidents.</p>

### C. Priority programme - stress.

To reduce the sickness absence in HSE due to work-related stress.

KEY OBJECTIVE	PERFORMANCE MEASURES
<b>1. D/ds to continue to reduce and manage work-related stress.</b>	<p>1.1 D/ds to implement the action plans drawn up following their risk assessments as required by the June 02 Board meeting.</p> <ul style="list-style-type: none"><li>• To report on progress at mid and end of year.</li></ul>
	<p>1.2 D/ds investigate all cases of stress to ascertain whether work is a contributing factor.</p> <ul style="list-style-type: none"><li>• All work-related cases to be reported on IH1, whether resulting in sickness absence or not.</li><li>• Personnel to carry out 100% audit on all notifications of work-related stress on self-cert/sick notes to ensure an IH1 has been completed.</li></ul>

## D. Priority programme - Slips and Trips and Falls

KEY OBJECTIVE	PERFORMANCE MEASURES
<b>1. To reduce number of accidents in relation to slips, trips and falls.</b>	<p>1.1 All D/ds to take action to reduce the number of slips due to wet floors by:</p> <ul style="list-style-type: none"><li>• identifying circumstances in which the risks of slipping is increased by floors becoming wet due to spillages eg kitchens, mess rooms, toilets, carrying drinks and implement any actions identified.</li><li>• BSD to ensure that cleaning contractors properly train their staff in correct techniques for the cleaning and drying of floors.</li></ul>
	<p>1.2 During the 6 monthly office inspections, D/ds should pay particular attention to slip and tripping hazards.</p> <ul style="list-style-type: none"><li>• BSD to review common areas and entrances of Rose Court and Bootle for slip, trip hazards.</li><li>• At other buildings occupied by HSE, the common parts to be reviewed for slip, trip hazards by D/ds in consultation where required with the Landlord or their agent.</li><li>• D/ds to report on number of office inspections carried out.</li></ul>

## E. Ministerial Checklist - Monitoring and Review

**“Performance of all contractors to deliver their services to equivalent standards of health and safety is monitored and management is in place to rectify shortfalls”.**

**To address H&S of non-HSE employees where HSE have responsibility.**

<b>KEY OBJECTIVE</b>	<b>PERFORMANCE MEASURES</b>
<b>1. Improve the H&amp;S contract management of contractors.</b>	1.1 Run workshop for contract managers on monitoring the H&S of contractors. BSD and HSU to organise.
	1.2 Invite HSE’s contractors to workshop on HSE’s expectations of contractors. BSD and HSU to organise.
	1.3 All contract managers to monitor the health and safety performance of contractors. All incidents of near misses, accidents and ill health to be reported and investigated.

## F. Good Practice Guide – Targetting Key health and Safety issues

### Work-related road risk

**To reduce the number of accidents while travelling by road.**

<b>1. To reduce the number of accidents due to work-related road risk.</b>	1.1 To implement management arrangements for controlling work-related road risks against HSE’s supplement (to be produced centrally by April 03).
	1.2 To report and investigate all work-related road incidents. As a minimum, investigations should address against: <ul style="list-style-type: none"><li>• the need to travel</li><li>• fatigue</li><li>• speed</li><li>• driver competence.</li></ul>