

HEALTH & SAFETY POLICY



May 2024

PART 1

**HULL AND GOOLE PORT HEALTH AUTHORITY
STATEMENT OF SAFETY POLICY**

In recognition and acceptance of its responsibility as an employer for providing a safe and healthy workplace and working environments for all its employees, the Authority has carefully prepared this revision of its Safety Policy.

The Chief Port Health Inspector is responsible to the Authority for producing and maintaining its Safety Policy Statement, including an outline of its organisational structure and details of its arrangements for complying with health and safety. The arrangements may include detailed safety manuals together with written method statements, safe working procedures and risk assessments.

The Authority recognises that health and safety is an integral part of its day-to-day activities. The Authority is committed to ensuring that all operations and activities are carried out with the intention of protecting the health, safety and welfare of its employees and others who may be affected by those activities.

It is the aim of the Authority to effectively manage health and safety issues and it is the duty of all employees to co-operate with the Authority by taking responsibility for their own safety and that of others who may be affected by their actions.

The Authority does not consider any of its activities to be so important that time cannot be taken to develop safe working practices. To that end the Authority will continue to: -

Set and maintain high standards for health, safety, and welfare.

Ensure that all employees are informed of these standards, by appropriate communication and consultation.

Ensure that all employees understand their responsibilities.

Provide adequate and appropriate training and instruction.

Carry out risk assessments on operations/tasks.

Implement a program of Safety Audits which will measure the performance of the Authority.

The Chief Port Health Inspector recognises that the Authority's employees are a valued key resource. To assist in maintaining adequate Health and Safety standards and to promote and facilitate employee involvement, effective consultation will take place on all matters regarding Health and Safety.

The effectiveness of the policy will be monitored and will be reviewed as and when necessary but at intervals not exceeding twelve months or whenever the opportunity for improvement is identified.

S A Johnson
Chief Port Health Inspector

PART 2

Duties and Responsibilities **AUTHORITY MEMBERS**

Authority Members have a responsibility to comply with the statutory duties imposed under the Health and Safety at Work etc. Act 1974. This includes all duties imposed by regulations made under the above act.

The main duties of Authority Members are through responsibilities delegated to the Chief Port Health Inspector to ensure: -

- a) That the Authority's Statement of Safety Policy is effective, so far as is reasonably practicable, in protecting the health, safety and welfare of all employees and, as necessary, members of the public.
- b) That adequate finance, resources, competent personnel, and facilities are made available to achieve the stated objectives.
- c) That health and safety items receive appropriate attention.
- d) Adequate monitoring of the effectiveness of this policy.
- e) Ensuring that they consider and address any potential health and safety implications of all their decisions before they are taken.
- f) Receiving and considering the Authority's annual report on health and safety performance.

PART 2

Duties and Responsibilities **CHIEF PORT HEALTH INSPECTOR**

The Chief Port Health Inspector is ultimately responsible and accountable to the Authority for the safety of operations performed by the Authority.

In particular, the Chief Port Health Inspector shall: -

1. Be directly responsible for the implementation of the Authority's Health and Safety Policy and for compliance with legal requirements within the Authority, having overall responsibility for the health and safety of employees and of other persons who may be affected by the Authority's activities.
2. Set a personal example at all times with respect to good health and safety practice.
3. The development and continual improvement of the Authority's Health and Safety Policy.
4. Ensure that risk assessments are carried out by competent and trained personnel within the Authority as required by the regulations. Ensure all staff are aware of the risk assessments and that this is recorded.
5. Ensure that all employees in the department are aware of and fulfil their safety responsibilities and where necessary arrange for induction, appropriate training, and the dissemination of relevant information.
6. Ensure that safety and health aspects are considered at the design stage in the development or introduction of new methods, plant, equipment, machinery, materials, or buildings etc.
7. Organise a system to review and action any recommendations arising during normal working practices.
8. Undertake an annual safety inspection of areas directly under the control of the Authority either personally or by a nominated Senior Officer(s) and act accordingly.
9. Convene, where necessary, a panel of enquiry into serious accidents.
10. Arrange to produce Authority accident, violence, and work-related ill health statistics, enabling the main problems to be identified.
11. Arrange joint consultative procedures within the Authority to discuss health and safety matters and either act as Chair or nominate a senior officer.

PART 2

Duties and Responsibilities
CHIEF PORT HEALTH INSPECTOR
(continued)

12. Ensure that a nominated representative(s) is appointed within the Authority to collate and disseminate health and safety information.
13. Appoint a competent person(s) to advise on health and safety matters and record name(s) accordingly.
14. Ensure that the Authority's health and safety policies and procedures are fully implemented.
15. Submit an annual safety report to the Authority.

PART 2

Duties and Responsibilities **ALL EMPLOYEES**

Employees are responsible for carrying out their duties in accordance with the Health and Safety at Work etc. Act, 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation. In this connection the Authority reminds its employees of their duties under Section 7 of the Health and Safety at Work etc. Act to take care of their own safety and that of others, and to co-operate with the Authority to enable it to carry out its own responsibilities successfully.

Furthermore, the following requirements are expected of every employee*: -

**The reference made to employees is a reference to all employed individuals and therefore includes contractors, fixed term workers, employees, trainees, work placement students.*

1. Always set a personal example with respect to good health and safety practice.
2. Carry out assigned tasks and duties in a safe manner in accordance with risk assessments, instructions, training, Authority methods and procedures and comply with safety rules, regulations, and codes of practice.
3. Ensure that visits to ships, ports, wharves, and jetties are completed in accordance with site-specific safety requirements and that all relevant safety inductions and/or instructions/briefings are adhered to at all times.
4. If aware of any unsafe practice or conditions, or if in any doubt about the safety of any situation to consult a senior member of staff.
5. Use the correct tools, equipment and materials for the work and not use any that are in an unsafe condition. Report any defects in equipment to management.
6. Use and not misuse guards, safety devices, and any other equipment provided for safety.
7. Personal protective equipment must be worn where determined by risk assessment or when required to by safety signs at any dock, wharf, jetty, premises etc. Any defects, loss or damage must be reported to a senior member of staff and replaced prior to work recommencing.
8. Take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions. This includes having due regard to the requirements of maternity risk-assessments.
9. Co-operate with the Authority or any other person so far as is necessary to enable any statutory duty or requirement to be performed or complied with safely.
10. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health, or welfare, or do anything likely to endanger themselves or others.
11. Notify the Chief Port Health Inspector/Senior Officer of any matters/shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.
12. Report all accidents and incidents to the Chief Port Health Inspector/Senior Officer as soon as possible, whether or not the accident or incident involved personal injury.