

Elliott Nash Limited Health and Safety Management System (HSG 65) Guide (SHE 30)

Background

This guidance is a summary document to the Elliott Nash Limited, Safety Management System as a whole. It is intended to give managers the essential information in an overview format broadly covering the elements of the SMS. The purpose of this guide is to reinforce the SMS process to ensure that it is working as intended. This guidance is complemented by the presentation and Elliott Nash Limited question & answer session that are delivered explaining the key features.

Objectives of the SMS

- To gain support from all levels of the organisation.
- To motivate, educate and train.
- To control hazardous processes or materials.
- To operate an inspection programme.
- To devise and implement risk controls.
- To comply with legal duties.

Features Critical to an Effective SMS

Features that are essential for the effective working of the whole system include organisation, participation and communication amongst all levels of employees from management right through to office assistants.

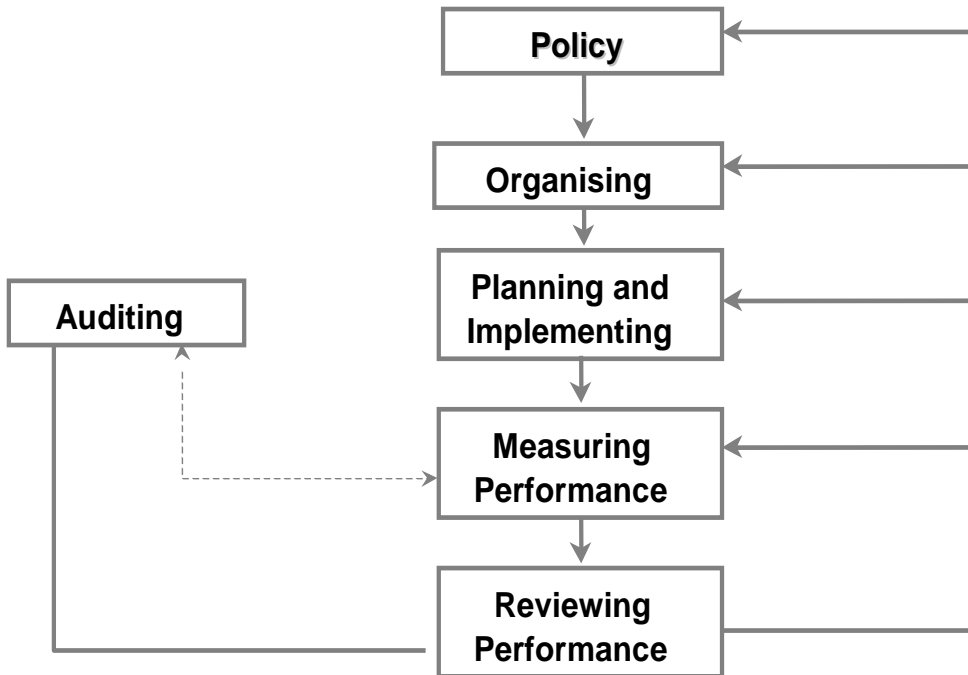
Key Elements

The Elliott Nash Limited Health and Safety Management system is based on the principles of the HSE document "Successful Health and Safety Management (HSG 65)". This in summary considers the various elements of Health and Safety Management as below:

- SAFETY POLICY
- ORGANISING
- PLANNING & IMPLEMENTING
- MONITORING
- REVIEWING AND AUDITING

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SHE 30	1	July 2011	July 2012	Yes/BMP

HSG 65 Management Model



Safety Policy

Our Safety Statement specifically details the company’s philosophy & commitment to Health & Safety in the workplace. The arrangements to meet these objectives are written and responsibilities of managers (employers), employees are specified.

Our Organisational structure much like a ‘family tree’ which gives an overview of the responsibilities at each level of the business.

Organising

The Elliott Nash Limited Director will be involved, committed and participate in organising safety in the workplace.

ensure that participation at all levels is maintained amongst:

- Site Managers.
- Consultants.
- Office manager.

This can only be achieved where responsibilities are clear and communication is encouraged. It is a responsibility to ensure that effective Communication Channels are in place between the various workplace groups including:

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- Consultants.
- Consultants to Site Managers.

It is also vital to the operation of an effective Safety Management System that there is a spirit of co-operation amongst:

- Employees/Contractors
- Safety Consultant

This co-operation must be fostered by management and exhibited by all members of the management team. An Elliott Nash Limited team leader must assess skills required for the task and instruct or seek appropriate external instruction as necessary.

These skills and training areas should include the following:

- General Awareness Training
- Group Training
- Specific Specialist Training
- Individual Training

Managers SMS Training Presentations

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Planning and Implementing

The Elliott Nash Limited Director is aware and will adopt best practice in relation to planning and implementation activities. Documenting performance standards.

- Identifying relevant and attainable objectives and targets
- Setting performance standards for employees, and risk control - legal requirement as an absolute minimum
- Considering risks to employees and others and then by seeking to control these risks.

Monitoring

There are broadly speaking two types of monitoring in the workplace namely ACTIVE and REACTIVE monitoring. The differences between these types are documented below. The Elliott Nash Limited Director will ensure that the appropriate type of monitoring is undertaken as required and fully completed.

Active monitoring

- Making sure that set standards are implemented and that Management Controls are effective.
- Periodic Inspections
- Spot-checks

Active Monitoring is intended to highlight problem areas before things go wrong, to allow necessary changes to be made.

Reactive monitoring

- Collecting and analysing information after an incident/ accident.
- Accident investigation
- Near miss investigation

Reactive Monitoring is intended to highlight why an incident happened to enable remedial measures to be implemented. This is a 'Learning from mistakes' exercise.

As a Manager you are responsible for disseminating the information gained from monitoring to everybody reporting to you who it may affect.

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Reviewing and Monitoring

As a manager you will be responsible for and involved in periodic reviews and audits of the system. These reviews will be carried out to ensure that:

- A full audit of all safety systems of the organisation is completed
- Current standards are as close as possible to the standards laid down during planning and implementing.
- Information is gathered to determine if the initial strategy is working or whether this should be changed to achieve the desired objectives.

Efficiency and Financial Implications of the SMS

The SMS as a safety management tool requires significant resources (personnel and financial) on an ongoing basis. The aim of Elliott Nash Limited is to implement solutions that will reduce the risk borne by the company to an acceptably low level. The goalposts for achieving this are set by going as far as technically possible and at the same time being financially astute. These objectives are integrated in at the planning stage.

The efficiency of the SMS is dependent on the effective use of resources and delegation of tasks to ensure that the right person is carrying out the right job in the right way. This demands training of personnel involved in the execution of the SMS to ensure that they possess the correct skills.

The Director of Elliott Nash Limited has committed to ensuring that this finance is available.

In this context the 'safety' that is referred to actually means the SMS as a whole. The costs include everything from wages of safety personnel to the purchase of safety equipment.

The finance assigned to safety and safety improvement is carefully monitored and accounted for and discrepancies are investigated. Where there is sufficient justification for safety improvements requiring extra expenditure that has not been budgeted for, this will be made available subject to the Management approval.

SMS System Revisions

As the SMS develops and changes in accordance with regulatory requirements and business needs, this guide will be updated to reflect these changes. Refresher training will be carried out with all members of the management team to ensure that they are fully aware of their specific roles and responsibilities.

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