

March 2007

Policy Objectives

1. Policy

1.1 Develop a culture within CI which leads employees, students and other persons undertaking work on behalf of CI to appreciate the need for good health and safety standards; to act in a manner that does not endanger themselves or other people, and to comply with the requirements of this policy.

2. Organisation

2.1 Establish and develop systems for joint consultation on health and safety, namely the statutory Health and Safety Committee, comprising representatives of management and trade unions with the function of keeping under review the measures taken to ensure the health and safety of employees, students and other persons.

2.2 Establish, develop and maintain systems for the dissemination of health and safety information to all employees.

2.3 Provide adequate and competent supervision of all CI's activities with regard to health and safety.

2.4 Seek expert advice to determine health and safety risks in relation to the working environment, whether practices or conditions, wherever appropriate.

3. Planning and Implementation

3.1 Identify hazards and assess the risks to the health and safety of employees and other persons, whether practices or conditions, and implement appropriate measures to eliminate or control such risks.

3.2 Encourage the adoption of healthier life styles by employees and students.

3.3 Formulate annual plans to achieve tangible and progressive results to improve health and safety performance throughout CI.

3.4 Interpret and adhere to the requirements of the Health and Safety at Work etc Act 1974, other health and safety legislation and other relevant Codes of Best Practice.

3.5 Take account of identified risks when planning new developments, processes or systems of work and when purchasing new plant or equipment.

3.6 Prepare and implement a training programme for all employees based on safe working methods and relevant statutory requirements.

3.7 Provide appropriate training for all employees who undertake health and safety responsibilities.

3.8 Provide and maintain appropriate emergency plans and procedures.

4. Performance Measurement

4.1 Report and investigate all accidents and incidents to establish the cause or causes and implement appropriate action to prevent a recurrence.

4.2 Establish and maintain records of accidents, incidents, injuries and known exposures to health risks at work.

4.3 Develop and use statistical systems as a basis for monitoring and controlling performance and set objectives.

4.4 Measure health and safety performance against agreed criteria.

5. Audit and Review

5.1 Audit and review performance at a Departmental and Board level in accordance with a planned programme.

5.2 Review and, where necessary, revise the policy, organisation and arrangements and when such revisions are made, bring them to the attention of all employees, students and other persons as necessary.