

# Section One (1): Management System

## PART 1: POLICY

### UNIT 1: IS A POLICY IN PLACE THAT ENSURES HEALTH AND SAFETY IS MANAGED EFFECTIVELY?

Ref No.	Validation Material	Evaluation
1/1/01	<p><b>Contribute to business performance</b></p> <p>Is it accepted that health and safety can contribute to business performance?</p> <p><b>Notes:</b></p>	<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Policy</li> <li>• Application of policy</li> <li>• Corporate image.</li> </ul> <p><b>Policy Statement</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Acceptance of consequence to resources from poor health and safety risk management</li> <li>• Commitment to the application of a positive policy</li> <li>• Commitment extends to include humane, economic and legal considerations</li> <li>• Aimed at achieving the conservation of resources, e.g. workplace, equipment, materials, human, financial)</li> <li>• Clear expression of general intent, approach and objectives</li> <li>• Set criteria and principles (management ) on which it is based</li> <li>• Commitment to continuous improvement</li> <li>• Acceptance as equal partner to other business objectives</li> <li>• Acceptance as a management function</li> <li>• Employees' contribution recognised and encouraged</li> <li>• Commitment to measurement of performance</li> <li>• Realistic and achievable</li> </ul> <p><b>Application of policy</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Effective communication of policy by a number of means.</li> <li>• Evidence of positive application of policy in the following business activities :</li> </ul> <p><b>Corporate strategy</b> e.g. decisions on risk - reduction, retention, transfer, funding and insurance, objective setting, reports</p>

Ref No.	Validation Material	Evaluation
1/1/01	<i>Continued</i>	<p><b>Finance</b> e.g. investment decisions, cost/risk reduction strategies, budgets</p> <p><b>Human resource</b> e.g. selection and placement, organisational structure, responsibility statements and appraisals, recognition of safety significant posts, training</p> <p><b>Products and services</b> e.g. design and specifications, marketing</p> <p><b>Operating</b> e.g. Workplaces, organisation of processes and systems, equipment, materials / agents, contracted services</p> <p><b>Information</b> e.g. provision and use of information technology, variety and vigour of use.</p>
1/1/02	<p><b>Board Considerations</b></p> <p>Is the Board meeting its responsibilities towards people and the environment?</p> <p><b>Notes:</b></p>	<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Are they satisfying the expectations of employees, shareholders, customers and society in general</li> <li>• Health and safety risks routinely considered by the board (agenda and minutes of meetings).</li> <li>• Proactive considerations as well as reactive</li> <li>• Integrated approach taken that includes internal and external risks</li> <li>• Future needs are assessed formally</li> <li>• Clear direction established e.g. policy statement</li> <li>• Appointment of a director with specific responsibility for health and safety</li> <li>• Managers given resources to meet their responsibilities</li> <li>• Individuals protected against detriment</li> <li>• Does it contribute to the promotion of a positive safety culture</li> <li>• Measures performance</li> <li>• Reports successes and failures</li> <li>• Statement on health and safety in annual report to shareholders</li> </ul>