



Health & Safety Management Systems benefiting Local Authorities



**PERTH &
KINROSS
COUNCIL**

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Securing the future... • *Improving services* • *Enhancing quality of life* • *Making the best use of public resources*

INTRODUCTION – Why am I here?



- § Currently undertaking a MSc in Waste Management with Environmental Management at the University of the West of Scotland, or Paisley as it used to be known, supported by the management team within PKC.
- § Now at the stage of writing the ‘thesis’ which is entitled.....
‘Achieving OHSAS 18001:2007 in a local authority waste management setting: Methods and barriers to accomplishing standardisation of approach’
- § It is anticipated that the end product of the thesis will be a system that can be implemented within Local Authorities.
- § To get the greatest benefit from this I need your help....



Why H&S in the LA Waste?



§ **FATAL** Accidents

10 x National Average

§ Accident Rate

4 x National Average

Source: RoSPA



MSc Thesis



Background

§ The reason for selecting this topic has been one of personal experience and discussion with colleagues both within and out with the council which highlighted the complexity of managing Health & Safety documentation.

Aim

- § To determine the optimum system for managing Health & Safety within an operational Local Authority environment.
- § To develop a system based on findings from research and fellow Local Authority responses.
- § To implement the system within PKC Operation and report back on successes/barriers within the new system.

Why Systems????

§ If you boil down H&S requirements there are two main aspects to delivering a safe and productive working environment:

1. Producing relevant, informative and current Risk Assessments and SSoWs
2. Training the staff to comprehend and follow the RA & SSoWs

THE SYSTEM

THE TRAINING

Training



- § A comprehensive, recognised, testable training system is our greatest tool in developing competent and productive frontline staff.
- § It is also our greatest tool in reducing injury claims by employees and ensuring we are maintaining our obligations as employers.
- § The training issues within Local Authorities and the use of SVQs in particular is currently being discussed and addressed through APSE:
- § The next meeting is in Perth on Wednesday 21st Jan.
- § So I'll leave it to them, and concentrate on Systems



Previous System



The old friend...

- § Recognise this
- § The good old
- § Everything kept
- § Of course with always available signatures all

However.....

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- § How often did
- § How easy was
- § How accessible who require a



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Version 2



- § With the relatively recent invention of computers, helpful H&S sections developed electronic RA forms, and these were duly filled out by managers and saved on the network.
- § Now everyone could get access, if IT gave them permission, and print off their own copy for reference.
- § This system was working well until.....

Audits showed up the fact that some people had printed out Version 1 whereas we were now on Version 5.

People were still hoarding masses of paper copies of RAs & SSoWs.

Indexing and reviewing of documents was still carried out on an ad hoc basis.

There were various control and recording systems in different departments.

Were staff really going to wade through the equivalent of the Encyclopaedia Britannica to find the piece of information they were after?



System 1: - What we have done so far



- § Identified as many hazards associated with the business as possible
- § Carried out comprehensive Risk Assessments for any activities carried out.
- § Implemented Safe Systems of Work to carry out any duties in a safe manner
- § Put in place a register to enable the efficient review of all Risk Assessments and Safe Systems of Work



Risk Assessments

- § Generic Activities
 - § *6 Risk Assessments*
- § Refuse Collection Activities
 - § *9 Risk Assessments*
- § Street Sweeping Activities
 - § *30 Risk Assessments*
- § Waste Disposal Activities
 - § *45 Risk Assessments*
- § Grounds Maintenance Activities
 - § *25 Risk Assessments*
- § Miscellaneous Activities
 - § *5 Risk Assessments*

Ongoing Process

Risk Assessment Register



- § All risk assessments to be stored in one centralised location
- § Enables the Risk Assessment to be found easily when required
- § May ultimately be accessed by utilising Sharepoint in the future
- § All staff have access to the read-only versions of the files. Only managers have authority to actually alter the Risk Assessments and Safe Systems of Work.



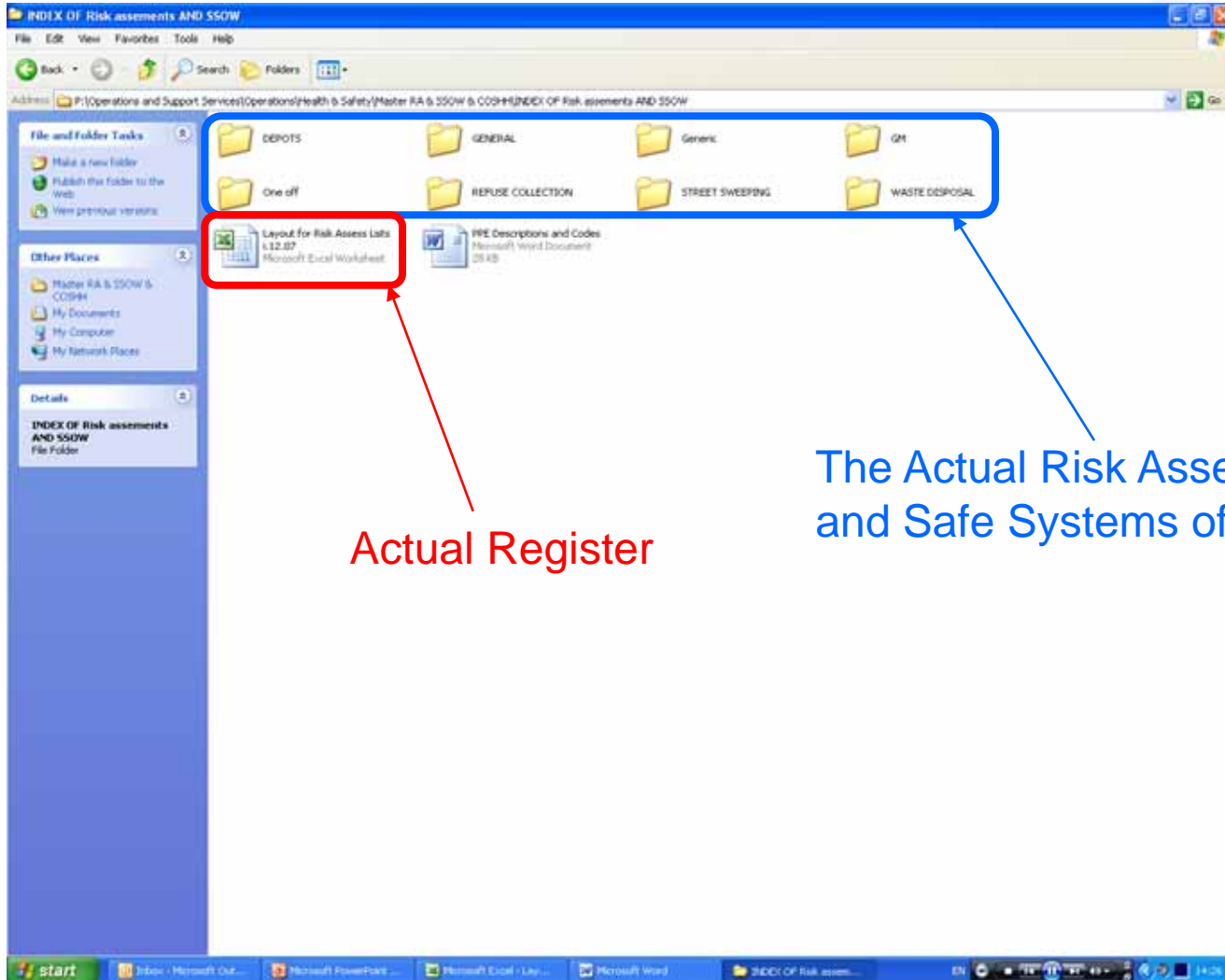
Why a Register?

- § Easy to find Risk Assessments and Safe Systems of Work for use by all staff.
- § Avoids unnecessary duplication of work at different depots as one system will be accessible to all.
- § Easy to spot gaps in Risk Assessments and Safe Systems of Work. Enables greater control by management.
- § Avoids inaccurate and out of date Risk Assessments and Safe Systems of Work being utilised, therefore reducing instances of out of date practice being utilised in the delivery of our service.

Updates?

- § Register requires regular monitoring and maintenance.
- § Simple way for managers to see what Risk Assessments and Safe Systems of Work require to be reviewed due to being out of date.
- § Ongoing process, as new activities and new ways of working come about it is easy to add them to the register.

Where is the Register



Actual Register

The Actual Risk Assessments
and Safe Systems of Work

The MSc Project Output

- § I hope to take this system one stage further.
- § The input that I hope you will provide me will enable the optimal solution to running the entire system to be documented from completion of the Risk Assessment, through the administrative processes of uploading and securing the document, to its eventual review and continual auditing.
- § I am aiming to make the system more accessible to staff so they can get access to current relevant documentation as and when required.
- § I am planning to make the system web-based and intuitive to follow, requiring as few staff as possible to manage the system to eliminate the chance of duplication and error.

Demo of the project output



- § This version is a bare bones vision of how I think the final system will look.
- § The key to the system is the management of it behind the scenes and this is where the majority of the Thesis work, based on the information that you will provide will be used.

..\MSc Project\MSc Project\18001
SYSTEM WORKING VERSION\PKC 18001 SYSTEM
DOCS\FINAL 18001 PKC FRONT.doc



The next steps



- § The world of academia has changed slightly since I was last there, and the questionnaire has to go through an 'Ethics Panel' before I am allowed to send it out to you!
- § Once through this hurdle I hope that you will complete the forms, that will be distributed through APSE and possibly the CIWM, and return them to me.
- § Following the return of the forms, the data will be collated and analysed, and then used to determine the 'optimal' system for Health & Safety Management.
- § The system will be created and run within PKC Operations, and then feedback gained from the stakeholders to present back to this group



Thank you for your time

Any Questions?

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END

