

THE HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD

HEALTH AND SAFETY POLICY

1. ASSESSOR'S RESPONSIBILITIES

The Assessor, so far as is reasonably practicable, is responsible for ensuring the health, safety and welfare at work of all Joint Board employees. This will be achieved by:-

- (a) Detailing the organisation within the Joint Board through which the policy will be implemented and delegating the responsibility for implementation of the policy to the Principal Administrator and Area Officers.
- (b) Ensuring that adequate resources are made available to enable the policy to be implemented.
- (c) Ensuring that health and safety is an integral part of the overall management culture and developing a positive attitude to health and safety among employees by visibly demonstrating commitment to achieving a high standard of health and safety performance.
- (d) Ensuring the establishment and maintenance of health and safety management systems which will ensure the assessment of risks and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to control risks.
- (e) Preparing and revising, as often as necessary, a detailed Health and Safety Policy.
- (f) Visibly demonstrating commitment to achieving a high standard of health and safety performance and developing a positive attitude to health and safety among employees.
- (g) Preparing an annual report evaluating the health and safety performance of the Joint Board.

2. PRINCIPAL ADMINISTRATOR AND AREA OFFICERS

The Principal Administrator and Area Officers are responsible for co-ordinating the implementation and review of the Health and Safety policy within their respective areas of responsibility. In particular they should:-

- (a) Ensure that the organisation and arrangements are in place to ensure that the policy is implemented.
- (b) Have due regard to the Joint Board's attached general policy statement in

addition to the detailed Health and Safety Policy.

3. HEALTH AND SAFETY ASSISTANCE

The Joint Board will be advised on health and safety matters by the Highland Council's Health and Safety Manager who will be the competent person providing assistance within the meaning of Regulation 6 of the Management of Health and Safety at Work Regulations 1992.

4. MANAGERS/SUPERVISORS

Managers and supervisors at all levels within the Joint Board will have responsibility for the management of health and safety matters that are within their control. This responsibility will apply whether it relates directly to the activities of the Joint Board or to contractors working on its behalf.

5. EMPLOYEES

All employees will be expected to co-operate in the implementation of the Joint Board's Health and Safety Policy by:-

- (a) Acting in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work.
- (b) Co-operating, so far as is necessary, to enable the Joint Board to perform any duty or to comply with any requirements, as a result of any health and safety legislation which may be in force.
- (c) Using correctly all work items provided by the Joint Board in accordance with the training and the instructions they receive to enable them to use the items safely.

6. SAFETY REPRESENTATIONS

The Joint Board recognises the importance of consultation in matters of health, safety and welfare and will therefore co-operate fully in the appointment of safety representatives by recognised trade unions and will provide, where necessary, sufficient facilities to enable them to carry out their duties.

7. ARRANGEMENTS

Specific arrangements to secure a healthy, safe working environment will be detailed. All employees will be reminded of the importance of being aware of the arrangements and of the need to comply with them.

22/10/98

HEALTH AND SAFETY AT WORK ETC ACT 1974

THE HIGHLAND WESTERN ISLES VALUATION JOINT BOARD

1. GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

1.1 It is the policy of the Joint Board to take all reasonably practicable steps to ensure the health, safety and welfare at work of all its employees. The Joint Board also acknowledges its responsibilities in respect of persons other than its own employees.

1.2 A high standard of health and safety performance is one of the Joint Board's primary objectives and is recognised as an integral part of the performance of its functions.

1.3 This standard will be achieved by:-

- (a) Creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees.
- (b) Meeting its responsibilities to employees, to other people and to the environment in a way which recognises that legal requirements are the minimum standard.
- (c) Adopting a planned and systematic approach to the implementation of the Joint Board's Health and Safety Policy to ensure:-
 - (i) the provision and maintenance of plant and system of work that are, so far as is reasonably practicable, safe and without risks to health.
 - (ii) arrangements are made for ensuring, so far as is reasonably practical, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - (iii) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees.
 - (iv) so far as is reasonably practicable, as regards any place of work under the Joint Board's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
 - (v) the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- (d) Identifying and assessing the risks associated with all activities of the Joint Board with the aim, of eliminating or controlling the risks, so far as is reasonably practicable.
- (e) Allocating resources to meet the requirements of the Joint Board's Health and Safety Policy.

- (f) Planning for health and safety including the setting of realistic short and long terms objectives, deciding priorities and establishing adequate performance standards.
 - (g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained.
 - (h) Developing a system of joint consultation with health and safety representatives and providing them with facilities and assistance to enable them to carry out their functions.
- 1.4 The Joint Board also assumes responsibility for ensuring so far as is reasonably practicable that working conditions at all workplace locations are free from avoidable risks to the health of employees. In addition there will be a commitment to appropriate health surveillance and health promotion.
- 1.5 The Joint Board reminds every employee of their own duties under Section 7 of the Act to take reasonable care of themselves and other affected by their work activity, and to co-operate with the Joint Board in meeting its legal obligations.
- 1.6 A copy of this statement will be issued to all employees. It will be reviewed, added to or modified in response to changes in legislation or operational arrangements.

Date: 22/10/98