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# NEBOSH

## INTERNATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

### ELEMENT 1: Why we should manage workplace health and safety



# SCOPE OF LEARNING

- ▶ Morals and money
- ▶ Regulating health and safety
- ▶ Who does what in organisations



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# 1.1 MORALS AND MONEY

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# THE MORAL, FINANCIAL AND LEGAL REASONS FOR MANAGING HEALTH AND SAFETY IN THE WORKPLACE

There are three fundamental reasons for organizations to manage health and safety risk:

- Moral – We should maintain safety for our own and others as part of humanity
- Legal – There are legal obligations placed upon the Employers and Employees, contravention of these may lead to negative impacts and actions being taken against them
- Economic – The costs associated with accidents can be very much considerable and may even make some organisations bankrupt or tendering for new business



## ILO ESTIMATES

- According to the International Labour Organization (ILO), over 2.3 million people die each year as a result of workplace injuries or illnesses. Every year, around 0.34 billion occupational accidents and 0.16 billion occupational illnesses are registered. The ILO updates these numbers at regular intervals, and the revisions show a rise in accidents and illness.
- The ILO has calculated the significant economic cost of underfunding OSH in order to reduce occupational accidents and illnesses. The overall annual costs are equivalent to nearly 4% of global GDP (roughly 2.8 trillion US dollars).



## Direct Cost:

In the context of risk management, direct costs refer to the immediate and tangible expenses that occur as a result of an accident or incident. These costs are typically easy to quantify and include expenses such as medical bills, property damage repair, legal fees, and lost productivity.

## Indirect Cost:

On the other hand, indirect costs are the less obvious expenses that arise from an accident but are not immediately apparent. These costs can be more challenging to quantify but are equally impactful. Indirect costs may include factors such as lost revenue due to business interruption, increased insurance premiums, employee training or replacement costs, damage to reputation, and potential lawsuits.



### **Insured cost:**

When an accident takes place, insured costs are those that are covered by insurance policies held by the business. These costs can include expenses related to property damage, liability claims, workers' compensation, and other insurable risks. Insured costs provide financial protection to the business and help mitigate the impact of the accident on its operations and finances.

### **Uninsured Cost:**

On the other hand, uninsured costs are expenses that the business must bear directly as they are not covered by insurance. These costs can include deductibles, coverage exclusions, self-insured retentions, or risks for which the business did not purchase insurance coverage. Uninsured costs can significantly impact the financial health of the business and may require careful risk assessment and mitigation strategies to manage effectively



# Direct and Indirect, Insured and Uninsured Costs of Incidents

## Insured costs

- ▶ • Damage to premises, plant and equipment
- ▶ • Ill-health
- ▶ • Injury

## Uninsured costs may include;

- ▶ • Lost time;
- ▶ • Sick pay;
- ▶ • Damage or loss of product and raw materials;
- ▶ • Extra wages, overtime working and temporary labour;
- ▶ • Production delays;
- ▶ • Investigation time;
- ▶ • Fines;
- ▶ • Loss of contracts;
- ▶ • Increased insurance premiums
- ▶ • Loss of experience;
- ▶ • Legal costs; and
- ▶ • Loss of business reputation.







## Examples of Direct cost

1. Injury Costs (Hospitalization, nursing, medicines, surgeries, etc.),
2. First Aid treatment cost,
3. Sick pay,
4. Overtime to cover injured work's job,
5. Damage to plant, premises and equipment,
6. Equipment repair and replacement cost;
7. Fines,
8. Legal Costs, etc.



## Examples of Indirect cost

1. Loss of Goodwill
2. Time lost
3. Reduction in worker's moral and resulted lower production rates
4. Loss of contracts
5. Time lost for recruitment and replacement of employee
6. Time lost in training new employees
7. Downtime on machinery



# Examples of Insured Cost

1. • Damage cost to buildings, equipment or vehicles;
2. • Injury costs



## Examples of Uninsured Cost

Fines(cost) resulting from prosecution by enforcement authority;

- Staff replacement cost;
- legal representation cost following any compensation claim.
- Loss of goodwill and a poor corporate image;
- Recruitment cost of replacement staff.
- Extra overtime payments;
- Lower employee morale possibly leading to reduced productivity
- Sick Pay
- Lost time

Note : Uninsured cost are not visible many a times



# REGULATING HEALTH AND SAFETY

## Role of Enforcement Agencies

All Organisations around the world has some or more legal obligations to be fulfilled which are imposed upon the Employer by the Country's specific legislation and some of them comes from international bodies like the International Labour Organisation (ILO) which are accepted by the countries in many a case and adopted in its Laws.



# GROUP SYNDICATE EXERCISE

## Scenario

A young Forklift Truck driver was driving a Forklift in a Warehouse. But he was found using his mobile phone while driving. As a result of this, he got distracted while driving. He knocked the goods kept on shelves on racks and injured a worker who was just passing from there resulting to a fractured leg.

What could be the possible effects and implications of the accident on the Employer?





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# 1.2 REGULATING HEALTH AND SAFETY

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## LABOUR INSPECTION

**Labour inspection** is a public function of labour administration that ensures the application of labour legislation in the workplace. Its primary responsibility is to persuade the social partners of the necessity of abiding by the law at work and their shared interest in doing so by preventative, educational, and, where required, enforcement means.







# RESULT OF NON-COMPLIANCE OF HEALTH AND SAFETY STANDARDS

## Enforcement action

Enforcement Authorities emphasize on prevention but, where appropriate Enforcement of law is done

where it is deliberately flouted

Enforcement actions are taken to ensure duty holders take the following actions-

- **deal with major dangers right away (to prevent injury);**
- **complying the law;**
- **are held accountable if they don't fulfil their obligations.**



## TYPES OF ENFORCEMENT ACTION

- ❑ Providing advice and information either orally or in writing.
- ❑
  - Written or verbal warnings
- ❑
  - A Notification of Work Prohibition Administrative Orders
- ❑
  - monetary fines levied administratively
- ❑
  - An increased regulatory burden
- ❑
  - Changing permissions, requirements, or exclusions
- ❑ The last option is of taking legal action like prosecution.



# HEALTH AND SAFETY MANAGEMENT SYSTEM

The system used to manage safety may go by a variety of titles, including occupational safety and health management system (OSHMS), occupational health and safety management system (OHSMS), or SMS, depending on the context of a business and its safety program. In many workplaces, these phrases are frequently used interchangeably. All safety management systems are referred to as SMS in this article for consistency's sake. There isn't, however, a universally accepted definition of "safety management system."



## ISO 45001 Standard

The ISO 45001:2018 standard outlines the specifications for an occupational health and safety (OH&S) management system and provides instructions for its application, enabling organizations to provide safe and healthy workplaces by proactively enhancing their OH&S performance and preventing work-related injury and illness. Any organization that wishes to improve occupational health and safety, eliminate hazards and minimize OH&S risks (including system deficiencies), take advantage of OH&S opportunities, and address OH&S management system nonconformities related to its activities is eligible to use ISO 45001:2018.



# INTERNATIONAL LABOUR ORGANISATION CONVENTIONS AND RECOMMENDATIONS

International labour standards are legal instruments developed by the ILO's stakeholders (governments, employers, and workers) that outline fundamental principles and workplace rights. Conventions (or Protocols) are legally binding international treaties that can be ratified by member nations, whereas Recommendations are non-binding advice. In many circumstances, a Convention lays out the essential principles that ratifying countries must follow, while a related Recommendation enhances the Convention by offering more precise guidance on how it can be applied. Suggestions may also be autonomous, that is, unrelated to a Convention.

Conventions and Recommendations are drafted by government, employer, and worker representatives and adopted at the annual International Labour Conference. After a standard is adopted, member states are required by article 19(6) of the ILO Constitution to submit it to their competent authority (usually Parliament) for consideration within twelve months. In the case of Conventions, this indicates that they are being considered for ratification. If ratified, a Convention usually enters into force for that country one year after it is signed. Ratifying countries agree to implement the Convention in national law and practise, and to report on their progress at regular intervals. If technical support is required, the ILO will give it.

Furthermore, representation and complaint procedures can be undertaken against countries for violations of a ratified Convention.



## Responsibilities of Employers (Article 16 of ILO Convention C155)

1. Employers shall be required to ensure that, so far as is reasonably practicable, the workplaces, machinery, equipment and processes under their control are safe and without risk to health.
2. Employers shall be required to ensure that, so far as is reasonably practicable, the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken.
3. Employers shall be required to provide, where necessary, adequate protective clothing and protective equipment to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects on health.



# Responsibilities of Employers (Recommendation 10 of ILO Recommendation R164)

*The obligations placed upon employers with a view to achieving the objective set forth in Article 16 of the Convention might include, as appropriate for different branches of economic activity and different types of work, the following:*

*(a) to provide and maintain workplaces, machinery and equipment, and use work methods, which are as safe and without risk to health as is reasonably practicable;*

*(b) to give necessary instructions and training, taking account of the functions and capacities of different categories of workers;*

*(c) to provide adequate supervision of work, of work practices and of application and use of occupational safety and health measures;*

*(d) to institute organisational arrangements regarding occupational safety and health and the working environment adapted to the size of the undertaking and the nature of its activities;*

*(e) to provide, without any cost to the worker, adequate personal protective clothing and equipment which are reasonably necessary when hazards cannot be otherwise prevented or controlled;*

*(f) to ensure that work organisation, particularly with respect to hours of work and rest breaks, does not adversely affect occupational safety and health;*

*(g) to take all reasonably practicable measures with a view to eliminating excessive physical and mental fatigue;*

*(h) to undertake studies and research or otherwise keep abreast of the scientific and technical knowledge necessary to comply with the foregoing clauses.*



# Workers' Responsibilities and Rights (Article 19 of ILO Convention C155)

*There shall be arrangements at the level of the undertaking under which--*

- ▶ *(a) workers, in the course of performing their work, co-operate in the fulfilment by their employer of the obligations placed upon him;*
- ▶ *(b) representatives of workers in the undertaking co-operate with the employer in the field of occupational safety and health;*
- ▶ *(c) representatives of workers in an undertaking are given adequate information on measures taken by the employer to secure occupational safety and health and may consult their representative organizations about such information provided they do not disclose commercial secrets;*
- ▶ *(d) workers and their representatives in the undertaking are given appropriate training in occupational safety and health;*
- ▶ *(e) workers or their representatives and, as the case may be, their representative organisations in an undertaking, in accordance with national law and practice, are enabled to enquire into, and are consulted by the employer on, all aspects of occupational safety and health associated with their work; for this purpose technical advisers may, by mutual agreement, be brought in from outside the undertaking;*
- ▶ *(f) a worker reports forthwith to his immediate supervisor any situation which he has reasonable justification to believe presents an imminent and serious danger to his life or health; until the employer has taken remedial action, if necessary, the employer cannot require workers to return to a work situation where there is continuing imminent and serious danger to life or health.*





## Workers' Responsibilities and Rights (Recommendation 16 of ILO Recommendation R164)

*The arrangements provided for in Article 19 of the Convention should aim at ensuring that workers--*

- (a) take reasonable care for their own safety and that of other persons who may be affected by their acts or omissions at work;*
- (b) comply with instructions given for their own safety and health and those of others and with safety and health procedures;*
- (c) use safety devices and protective equipment correctly and do not render them inoperative;*
- (d) report forthwith to their immediate supervisor any situation which they have reason to believe could present a hazard and which they cannot themselves correct;*
- (e) report any accident or injury to health which arises in the course of or in connection with work.*



## Where to find information on national standards?

*There are various sources where we can get different categories of information from National Standards which includes-*

- *The Country's National Legislation*
- *Guidance Notes and Codes of Practice*
- *Information from Manufacturer's or Suppliers*
- *Enforcement Department*
- *The Courts*
- *Trade Associations*
- *Information from Various Journals and Magazines*



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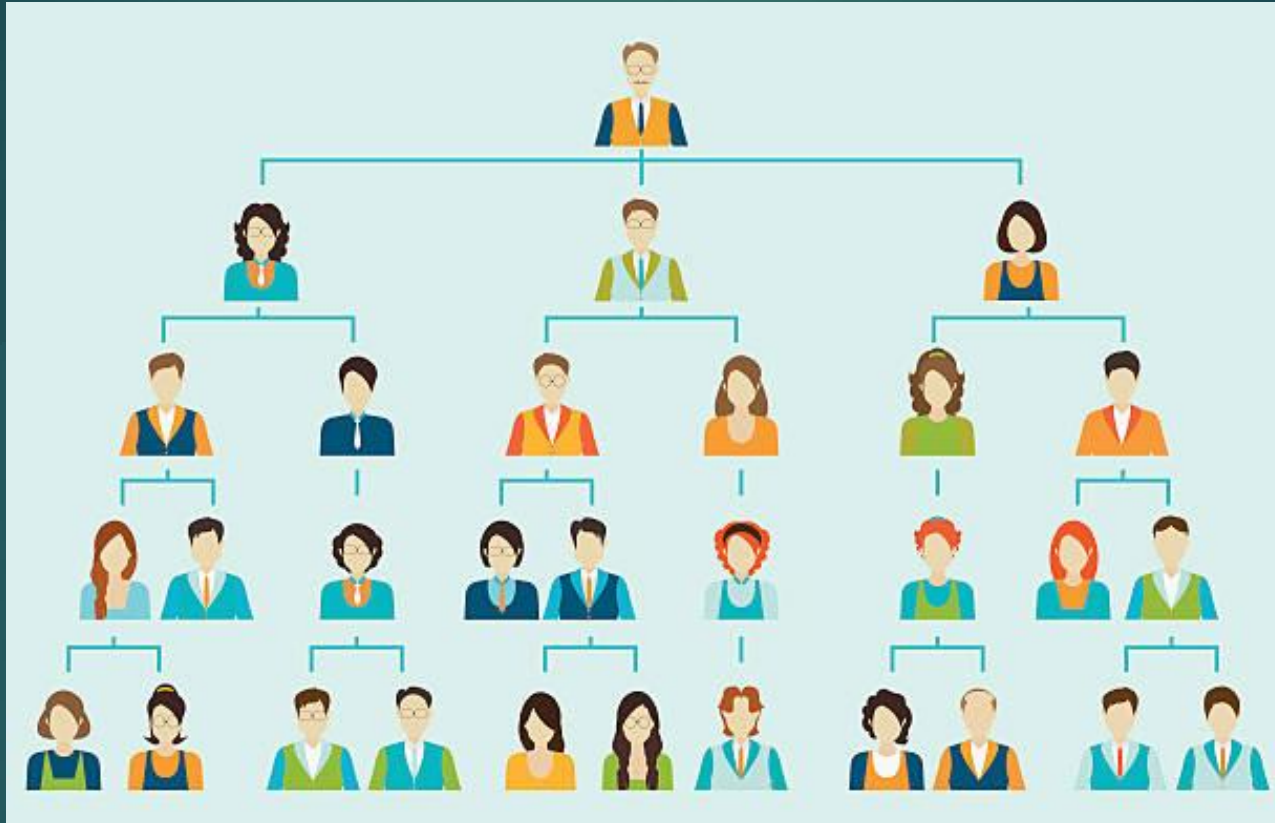
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# 1.3 Who does what in Organisations?



# Organisational Hierarchy





# Managing Director's Responsibility

- ▶ 1 Verify that there is an effective company health and safety policy in place and that all employees, contractors, and temporary workers are made aware of their specific responsibilities.
- ▶ 2 To understand and ensure that the company's responsibilities as employers, as well as any relevant Acts of Parliament and Statutory Instruments, are met through the selection of qualified personnel.
- ▶ 3 Appoint a Director in charge of safety.
- ▶ 4 To ensure that all Directors and Managers understand and carry out their health and safety duties.
- ▶ 5 Prepare for money and facilities to meet company policy and legislation requirements.
- ▶ 6 Make provisions for all staff to get adequate and suitable training.
- ▶ 7 Ensuring that notification and reporting procedures to the appropriate statutory authorities are followed.
- ▶ 8 Lead by example in all aspects of health and safety.





# Manager's Responsibility for Health and Safety

- ▶ 1 Learn and follow the company's safety policy.
- ▶ 2 Recognize the responsibilities of individuals under their command and ensure that each employee understands his or her role and is prepared to play it.
- ▶ 3 Perform risk assessments on departmental operations to ensure that work procedures and systems are safe. Additionally, the required procedures, rules, and regulations are developed, published, and implemented.
- ▶ 4 Give written instructions for work procedures that outline potential dangers and precautions, and ensure that they are followed.
- ▶ 5 Verify that accident and near-miss reporting protocols are understood and followed, and assist with accident investigations as needed.
- ▶ 6 Verify that all workers and subcontractors are appropriately trained/competent to carry out the specified task, and that all required licenses/certificates of competence are in effect and appropriate.
- ▶ 7 Ensure that Statutory Notices, the Safety Policy, the Insurance Certificate, and the names of Designated First Aiders are prominently posted and maintained.
- ▶ 8 Ensure that all new workers in the organisation are given a copy of the policy statement, undergo any induction training that may be specified in procedures, are given personal protective equipment as needed, and understand their personal duties as outlined in this manual.
- ▶ 9 Reprimand any employee who fails to meet their health and safety obligations.
- ▶ 10 Set a personal example in terms of health and safety.



# Supervisor's Responsibility for Health and Safety

- ▶ making decisions about health and safety that may affect work activities or other people
- ▶ ensuring legal requirements regarding health and safety are met
- ▶ actioning on safety reports and carrying out workplace inspections
- ▶ ensuring safe work method statements are completed
- ▶ ensuring safe work practices
- ▶ conducting inductions and regular safety briefings
- ▶ participating in incident investigations
- ▶ leading by example and promoting health and safety at every opportunity.



## Responsibilities of organisations who share a workplace to work together on health and safety issues

As per Article 17 of ILO Convention C155 –

- ▶ *Whenever two or more undertakings engage in activities simultaneously at one workplace, they shall collaborate in applying the requirements of this Convention.*

As per Recommendation 11 of R164-

- ▶ *Whenever two or more undertakings engage in activities simultaneously at one workplace, they should collaborate in applying the provisions regarding occupational safety and health and the working environment, without prejudice to the responsibility of each undertaking for the health and safety of its employees. In appropriate cases, the competent authority or authorities should prescribe general procedures for this collaboration.*





# How top management can demonstrate commitment towards Health and Safety

- ▶ • taking overall responsibility and accountability for preventing work-related injury and illness, as well as providing safe and healthy workplaces and activities
- ▶ • ensuring the availability of the resources required to establish, implement, maintain, and improve the OH&S management system
- ▶ • ensuring that the OH&S policy and related OH&S objectives are defined and align with the organization's strategic direction;
- ▶ • ensuring that the OH&S management system requirements are integrated into the organization's business activities;
- ▶ • emphasising the importance of efficient OH&S management and adhering to the requirements of the OH&S management system;
- ▶ • ensuring that the OH&S management system achieves the desired result(s);
- ▶ • guiding and assisting individuals to contribute to the success of the OH&S management system;
- ▶ • establishing, managing, and supporting an Organisational culture that supports the OH&S management system's desired results;
- ▶ • ensuring and encouraging continuous improvement
- ▶ • safeguarding workers against retaliation while reporting occurrences, hazards, risks, and opportunities



## How top management can demonstrate commitment by making resources available to design, implement and maintain the occupational health and safety management system

- ▶ • Determine the resources required to set up and implement the program.
- ▶ • Make time in employees' schedules to fully participate in the program.
- ▶ • Include safety and health into planning and budgeting procedures, and match budgets to program requirements.
- ▶ • Supply and direct resources for program operation and maintenance, meeting safety and health commitments, and pursuing program goals.
- ▶ Your organization's resource requirements will differ depending on its size, complexity, hazard types, and program maturity and development. Capital equipment and supplies; staff time; training; access to information and tools



## How top management can demonstrate commitment by defining roles and responsibilities

- ▶ • ensuring that each board member's actions and decisions always reinforce the message in the organization's Safety Statement;
- ▶ • and preventing a mismatch between individual board members' attitudes, behaviour, or decisions and the organization's Safety Statement so as not to undermine workers' belief in maintaining good safety and health standards.



## Appointing senior managers with specific responsibility for health and safety

- the appointment of someone at the senior management level with executive responsibility, accountability, and authority for the development, implementation, periodic review, and evaluation of their safety and health management system;
- and the safety and health ramifications of investment in new plant, premises, processes, or products. Such modifications could, for example, include:
  - Are new materials hazardous or flammable, do they represent new dangers to employees, neighbors, or the general public, and how will any new risks be controlled?
  - new work practices - what are the new dangers, and are managers and supervisors capable of instilling the new practices in employees?
  - Do new employees require safety and health training, and are they competent enough to do the job safely?
  - Always hire contractors to work on new or continuing projects that strengthen rather than undermine the organization's safety and health policy.
  - Recognizing their ongoing duty for safety and health, even when work is contracted out; and providing their customers with the required safety and health precautions when supplying them with items, substances, or services.
  - being conscious that, while safety and health obligations can and should be outsourced, the employer retains legal duty for safety and health.



## Appointing competent people (internal and external, including specialists) to help the organisation meet its health and safety obligations

- Certification from an approved training provider,
- Usable information that can be put to use in actual life situations.
- Expertise and technological prowess in creating answers to health and safety issues.
- Get real-world experience.
- The ability to understand your company, your role within it, and your industry.
- The power to eliminate risks promptly, or the ability to persuade those in positions of power to do so.



## Appointing senior managers with specific responsibility for health and safety

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  - Do new employees require safety and health training, and are they competent enough to do the job safely?
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  - Recognizing their ongoing duty for safety and health, even when work is contracted out; and providing their customers with the required safety and health precautions when supplying them with items, substances, or services.
- being conscious that, while safety and health obligations can and should be outsourced, the employer retains legal duty for safety and health.



## Reviewing health and safety performance

- ▶ Establishing a system for top management to review the OHSMS at least once a year and to recommend improvements to the OHSMS to ensure it remains suitable and effective (and even improves) over time is an important part of operating an OHSMS for your workplace.
- ▶ It is not necessary to wait an entire year between management reviews; in fact, it may be preferable in some situations to conduct them more frequently. To ensure that the OHSMS remains in step with any revisions or adjustments made to the organization's stated objectives, for instance, periodic reviews may be required.
- ▶ OHSMS leaders, process owners, and employees (or their representatives) should all take part in the "management review," even though upper management is the focus of the name.
- ▶ Prior to implementing the OHSMS, the company will have established its overarching objectives. It's possible to adjust these targets as time goes on. Therefore, no single management review of an OHSMS will apply the same standards, goals, or evaluation criteria to all OHSMS.



## 1.3.3 How clients and contractors should work together The duties the Client and Contractor owe each other

The ILO's code of practice on 'Safety and Health in Construction' sets out some duties of the client-

### 2.7.1 Clients should:

- ▶ (a) co-ordinate or nominate a competent person to co-ordinate all activities relating to safety and health on their construction projects;
- ▶ (b) inform all contractors on the project of special risks to health and safety of which the clients are or should be aware;
- ▶ (c) require those submitting tenders to make provision for the cost of safety and health measures during the construction process.





## 1.3.3 How clients and contractors should work together

### The duties the Client and Contractor owe each other

- 1 As a condition of their subcontract, all subcontractors must comply with the goals of their client's policy and must submit a copy of their Safety Policy and Safety Plan for the work for review.
- 2 Subcontractors will submit Assessments, Test Certificates, and Method Statements to comply with Statutory requirements at pre-contract meetings or at any other time specified.
- 3 All Subcontractors and their staff are required to respond to and comply with any instruction issued affecting health and safety.
- 4 Before the operation begins, site management will be presented with operator certificates of competence and test certifications for the various types of plant and equipment to be employed.
- 5 Each Subcontractor shall be responsible for providing all appropriate personal protective apparel and equipment to his staff.
- 6 All portable tooling and other plant and equipment will be maintained and in excellent working order, and evidence of proper testing and certification for lighting appliances and electrical equipment must be provided.
- 7 Any hired ride on plant will only be operated by people who have been designated as competent and, if relevant, certificated.
- 8 All products or chemicals brought onto the site must be properly labelled and packaged in appropriate containers or packages. Such items or substances must be reported to the site manager, together with an appropriate assessment, to ensure that the substance poses no risk to the health or safety of individuals who are affected by its usage, and that proper storage and fire precautions are taken.
- 9 subcontractors will be in charge of ensuring that the workers on site are fully trained and competent in the work to be done. Training documentation will be required throughout the tendering process and may be sought during site safety inspections/audits.
- 10 Sub-Contractors will ensure that their workplaces are kept safe and that their storage rooms are kept clean, neat, and free of risks.
- 11 Any additional health and safety conditions will be included in the order/contract conditions and will be part of the requirements of this policy.



## Selection Criteria for Contractors

- The contractor should have prior experience offering services in the relevant field.
- Company information with organisational structure, list of manpower with CVs of key employees, list of plant and machinery with year of manufacture, support agencies, other facilities and resources.
- Details of similar type of projects completed within the last five years, including brief scope of work, value of work, contractual duration, actual completion of project, client's name, contact details of that client, safety appreciation or compliance certification or inspection of plant and machinery, HSE statistics, LTI graph, and so on.
- Specifics on typical project planning and execution methods, as well as past safe work procedure assertions.
- A history of similar work completed, including a list of work orders, P.O. copies or LOI copies, and client completion certificates.
- Current commitments - A list of all the jobs under execution, together with the job value and percentage completion, with a special emphasis on projects of similar scope completed.
- Information on previous work on similar projects.
- HSE policy, safety handbook, safety plan, and implementation processes in accordance with internationally accepted norms, as well as statistics for the previous four years.
- Specifics on existing quality assurance and quality control practises in place for similar work.
- Financial performance documents (audited balance sheets with profit and loss statements) and audit reports for the previous years.



## Selection Criteria for Contractors

- Information about the company's registration.
- Documentation supporting the performance of Health, Safety, Environment, and Quality [HSEQ].
- Information on staff insurance, plant, premises, and equipment insurance, and medical examination, including drug testing policies.
- Specifics on how to manage and monitor subcontractor performance.
- Specifics about the safety and security evaluation policy.
- Copy of ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, and any other relevant accreditations and certifications.
- Information on prior enforcement actions taken against the company.
- Accident record details such as accident severity rate, accident probability rate, accident frequency rate, number of major and minor injury incidents, number of near-misses, and so forth.
- Previous Incident Investigation reports, as well as absence and sickness records, and staff turnover records.
- Previous Health and Safety Audit reports, as well as this Health and Safety Management Review data.



## Key actions to take in managing contractors effectively What Leaders can do?

- Be clear about the work you expect the contractor to do and consider the standards of competence that will be required
- Plan carefully for contingencies if things don't go as planned
- Demonstrate the importance your organisation places on health and safety in the selection of contractors
- Ensure short cuts are not taken to reduce costs and there is no conflict of performance versus safety Support management decisions to halt work if serious health and safety concerns exist. Prepare to address health and safety failings by engaging directly with the contracting organization's leader, and celebrate successes.



## Key actions to take in managing contractors effectively What Managers can do?

### Monitor the contractor's health and safety performance

- Before the work begins, consider how the work will be managed and supervised.
- Obtain the contractor's health and safety plans.
- Hold a pre-start meeting to ensure coordination and communication. Will the contractor require a site induction before starting work on your property?
- Include the activities of the contractor in all inspections and checks.
- Hold regular progress meetings and address any health and safety issues that arise.



## Key actions to take in managing contractors effectively What Managers can do?

### Carry out a joint risk assessment of the work with the contractor

- Keep in mind that some of the risks in your workplace may be hidden from the contractor;
- Inform the contractor about any specific risks in your workplace, such as the presence of asbestos;
- Share method statements or safe systems of work; and
- Inform employees and contractors about the risks, and ensure that the contractors inform you of any additional risks they will be introducing to your site.



## Key actions to take in managing contractors effectively What Managers can do?

### Have the right procedures in place

- Guarantee that documented safe systems are followed in practice.
- Verify that everyone is qualified to do the tasks and that contractors undergo induction.
- Ensure that machinery and plant isolation protocols are clear.

### **If you have an incident**

- If there are major health and safety issues, the job should be halted.
- Investigate and address the root cause of any occurrence, reporting the findings to all parties involved.



## Key actions to take in managing contractors effectively What Managers can do?

### Check that everyone understands the risks

- Be certain that no work begins until the contractors fully comprehend the risks and control methods.
- Ensure that contractors comprehend the information, instruction, and training you are providing them, taking into account any language barriers or disabilities. It is possible that you will be required to supply information in a language other than English.





## Key actions to take in managing contractors effectively What Managers can do?

### Worker consultation and involvement

- All employees should have open channels of contact in order to report problems.
- Communicate and coordinate so that workers and contractors understand what is expected of them and when it is expected of them, and that everyone understands their respective duties.



## Key actions to take in managing contractors effectively

### Competence

- Address training concerns with toolbox meetings, instruction, or coaching.
- Determine how the contractor's expertise will be verified:
- Can they provide references or a pre-qualification questionnaire to demonstrate previous health and safety performance?
- Can they provide proof of health and safety training?
- Can licencing verification, such as Gas Safe registration, be obtained where necessary?
- Will the contractor's lack of experience in your organisation introduce new risks? If this is the case, how will it be addressed?



## Sources of Information on International Standards

- ▶ • ILO-Conventions & Recommendations , (e.g. OHS system ILO-OSH 2001)
- ▶ • Health and Safety Executive (HSE); UK
- ▶ • European Agency for Safety and Health at Work (EU); Spain
- ▶ • Work safe (Western Australia);
- ▶ Occupational Safety and Health Administration (OSHA), USA;
- ▶ • Institution of Occupational Safety & Health (IOSH), UK
- ▶ • British Safety Council, UK
- ▶ • Codes of Practice (CoP) / Approved Code of Practice (ACoP) by ILO
- ▶ • European and British Standards;
- ▶ • HSE publications, such as Approved Codes of Practice.
- ▶ • CCOHS ( Canadian Centre for Occupational Health and Safety)
- ▶ • IIRSM (International Institute of Risk & Safety Management)



## END OF SESSION QUIZ

1. What are the main reasons for managing Health and safety at the Workplace?

(Choose the correct option)

1. Moral and financial reason
2. Moral and Political Reason
3. Moral, Legal and financial reason
4. Financial and Legal Reason



## References

GLOBAL TRENDS ON OCCUPATIONAL ACCIDENTS AND DISEASES

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## References

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## END OF SESSION QUIZ

An Accident at the Workplace resulted to a loss of 1000000man-hours.

The loss can be considered as an -

(Choose the correct answer)

1. Insured Cost
2. Uninsured Cost



## END OF SESSION QUIZ

Which of the following is a formal and certifiable Health and Safety Management System standard?

(Choose the correct option)

1. ILO OSH 2001- Guidelines on occupational safety guidelines on occupational safety
2. ISO 45001:2018- Occupational health and safety management systems — Requirements with guidance for use





## END OF SESSION QUIZ

Which of the following is an example of fulfilling management's commitment towards health and safety?

(Choose the correct answer)

1. Putting more pressure on increasing the sales/production
2. Allocating sufficient funds for safety



## END OF SESSION QUIZ

Which of the following would you consider before selecting a Contractor at your workplace

(Choose the correct answer)

1. Previous Work Experience
2. Insurances
3. Previous enforcement actions
4. All of the above

# Review Questions

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- ▶ What are the three main reasons of managing Health and Safety at the Workplace?
- ▶ Discuss the various costs associated with Accidents and Incidents.
- ▶ Describe what could be the consequence of non-compliance of Health and Safety standards at the Workplace.
- ▶ What are the responsibilities of an Employer?
- ▶ Describe the responsibilities and rights of Workers.
- ▶ Discuss the responsibilities of Senior Management for Health and Safety.
- ▶ Discuss the selection criteria of a Contractor on the basis of Safety Competency.