

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 19 August 2002

REPORT ON: Health and Safety

REPORT BY: Director of Personnel and Management Services

REPORT NO: 477-2002

1 PURPOSE OF REPORT

- 1.1 To propose further actions to ensure that the Council continues to meet its health and safety responsibilities.

2 RECOMMENDATIONS

It is recommended that:-

- 2.1 the Director of Personnel and Management Services is allocated the role of "health and safety champion" within the Council;
- 2.2 the Committee approves the establishment of a new post of Council Health and Safety Co-ordinator, PO15-18, £33,983 - £36,377;
- 2.3 the Committee notes that individual Chief Officers will continue to be responsible for health and safety in their departments.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of establishing the new post of Council Health and Safety Co-ordinator (see 2.2 above) will be £14,300, inclusive of employer's costs, in the 2002/03 financial year, and £42,900 in a full financial year. Provision for this expenditure has been made in the Personnel and Management Services Department's Revenue Budget.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 There are 2 key themes which impact on this report:-
- health is protected by creating safe, clean, pleasant environments and health services which emphasise prevention of illness as well as care for the sick;
 - resources are used efficiently and waste is minimised.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND

- 6.1 At its meeting of 18 June 2001, the Personnel and Management Services Committee considered Report No. 65-2001 by the Director of Personnel and Management Services.
- 6.2 The purpose of that report was to advise members of the necessity to review existing health and safety arrangements within the Council, to consider the implications of external factors, and to make recommendations for the future.
- 6.3 The report referred to the Government's document 'Revitalising Health and Safety' published in June 2002 which forms the basis of a 10 year vision for improvement in health and safety.

7 REVITALISING HEALTH AND SAFETY

- 7.1 Revitalising Health and Safety recognises that local government has a significant part to play in delivering the Government's safety targets by securing the health and safety of its workforce, and by influencing the procurement and supply chain.
- 7.2 The targets contained in Revitalising Health and Safety are outlined in Appendix A attached. In summary, these are:-
 - demonstrate effective health and safety management;
 - act as an exemplar in health and safety management practice for others to follow;
 - summarise health and safety performance in a public document; and
 - include health and safety as a significant factor in supplies and services procurement decisions.

8 PROPOSALS

- 8.1 Action no. 3 in Appendix A states that the Council should nominate a Director to champion health and safety at Management Team level: it is recommended that the Director of Personnel and Management Services should be allocated this role; however, individual Chief Officers will continue to be responsible for health and safety in their departments.
- 8.2 Action no. 3 also states that an elected member should be responsible for the health and safety portfolio. Health and safety is the remit of the Personnel and Management Services Committee and, accordingly, the Convener of the Personnel and Management Services Committee is responsible for this portfolio.

8.3 To ensure that there is co-ordination of all of the Council's health and safety efforts by a professionally qualified and experienced manager at a sufficiently senior level, to drive forward the Revitalising Health and Safety agenda, and to audit arrangements in departments and on Council sites, the Director of Personnel and Management Services proposes the establishment of a new post of Council Health and Safety Co-ordinator, grade PO15-18, £33,983 - £36,377 (job description attached as Appendix B). Again, it is emphasised that individual Chief Officers will continue to be responsible for health and safety in their departments.

9 CONSULTATION

9.1 The Chief Executive has been consulted in the preparation of this report and is in agreement with the proposals.

10 BACKGROUND PAPERS

10.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

11 SIGNATURE

J.C. Petrie
Director of Personnel and Management Services

Date

“REVITALISING HEALTH AND SAFETY”

HEALTH AND SAFETY PERFORMANCE TARGETS FOR THE UK

- By 2010, reduce by 30% the number of working days lost per 100,000 workers through work related injury and ill health.
- By 2010, reduce by 10% the incidence rate of fatal and major injury accidents.
- By 2010, reduce by 20% the incidence rate of cases of work related ill health.
- By 2004, achieve half of all the above targets.

CHALLENGE FOR LOCAL AUTHORITIES

Councils need to look at reducing their accidents and work related ill health absences. Statistics indicate that musculoskeletal disorders (handling/sprains), slips, trips and falls, and incidences of assault/violence are the biggest issues for local authorities to address.

Local authorities are expected to be exemplars of health and safety management practice. To achieve this, local authorities need to undertake the following actions:-

1 Assess their performance in respect of health and safety management

The health and safety management model within the Health and Safety Executive publication HSG 65, Successful Health and Safety Management, will assist in this audit process. Action plans should be developed to address deficiencies.

2 Demonstrate effectiveness of management by annual reporting on health and safety performance

Revitalising Health and Safety requires annual reporting of performance. Many local authorities will already collect accident and ill health data and, therefore, are in a good position to set their baseline performance against which they can measure improvements. Where such data collection systems do not currently exist, or local authorities do not collect appropriate information, then systems should be introduced or modified.

3 Nominate a health and safety champion

Both elected members and managers need to be engaged in the revitalising process; without their support and commitment, improvements are unlikely. Councils should nominate a Director to champion health and safety at the Executive Management Team level. An elected member should be responsible for the health and safety portfolio. Together, these posts should ensure that health and safety is given adequate and proper consideration when developing Council policy and services.

4 Consider the level of provision and access to occupational health services

Councils need to examine their policies on redeployment and rehabilitation to ensure that they are doing enough to get injured or sick employees back into work. Latest figures indicate that stress currently accounts for 20% of ill health absence in local authorities (excluding teachers and school based staff). Councils will need to examine the position in their own authorities and introduce policies and procedures to respond to this issue.

5 Influence the health and safety performance of their contractors through the supply chain

Contractor health and safety performance should be a significant issue when making procurement decisions. There should be mechanisms in place for Councils to monitor their contractors, to ensure that they are managing health and safety in accordance with their stated policies and procedures.

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL

JOB DESCRIPTION - PERSONNEL & MANAGEMENT SERVICES DEPARTMENT

IDENTIFICATION

Post Title:	Council Health and Safety Co-ordinator	Post Ref.:	
Section:	Health and Safety	Grade:	PO15-18 (SCP49-52)
Responsible to:	Personnel Manager		
Responsible for:	Council Health and Safety Officer Assistant Health and Safety Officer Health and Safety Technician Clerical Assistant		

JOB PURPOSE

Act as the Council's lead officer on health and safety, promote a consistent approach to the management of health and safety across the Council, address cross departmental requirements and concerns while delivering corporate objectives, influence the health and safety performance of departments and co-ordinate the Council's approach and response to "Revitalising Health and Safety".

PRINCIPAL WORKING CONTACTS

- 1 Chief Executive.
- 2 Director of Personnel and Management Services.
- 3 Personnel Manager.
- 4 Convener of Personnel and Management Services Committee.
- 5 Elected Members.
- 6 Chief Officers.
- 7 Senior Managers.
- 8 Departmental Health and Safety Co-ordinators and Officers.
- 9 Health and Safety Executive.
- 10 Trade Unions.

MAIN DUTIES

- 1 Manage employees of the Health and Safety Section, having due regard for their development needs and personal health and safety.
- 2 Liaise with Chief Officers and senior managers to ensure that health and safety is treated as an integral component to be addressed in all Council policies and functions; attend departmental management team meetings, as requested.
- 3 Assist departments in the development of departmental health and safety action plans, establishing performance indicators where necessary, and audit such plans.
- 4 In conjunction with the Support Services Department, carry out research into European and UK health and safety legislation and advise the Council and departments, as required.
- 5 Carry out research into health and safety best practice in the public and private sectors and advise the Council and departments, as required.
- 6 Develop a strategic health and safety plan for the Council, to enable it to meet the requirements of "Revitalising Health and Safety" and review in consultation with the Council Management Team.
- 7 Discuss and agree with Chief Officers training requirements for senior managers and other key employees to achieve adequate standards and increase their competence in health and safety management and assist in identifying training and development solutions.
- 8 Provide information and advice to departmental health and safety co-ordinators and officers and co-ordinate their activities in accordance with the Council's strategic health and safety plan; arrange and chair meetings of departmental health and safety co-ordinators and officers.
- 9 Monitor and review medical and occupational health services with suppliers to ensure that provision is adequate and appropriate to the needs of the Council and its employees.
- 10 Monitor and review the Council's policies and procedures on redeployment and rehabilitation of employees absent due to injury or sickness, including stress, to encourage early returns to work.
- 11 Put in place systems to collect and record accident and work related ill health statistics to assess the Council's health and safety management performance in line with the requirements of "Revitalising Health and Safety".
- 12 Produce an annual report on the health and safety performances of departments and the Council as a whole, and present statistics to the Council Management Team and the Personnel and Management Services Committee.
- 13 Work with Chief Officers and senior managers to improve accident and work related ill health rates, as required by "Revitalising Health and Safety".

- 14 Act as the Council's main contact with the Health and Safety Executive on all relevant matters.
- 15 Conduct audits/spot checks/inspections of any departmental sites, premises, systems or safety arrangements, e.g. risk assessments, at any time, with or without notice.
- 16 Liaise with the Legal Section, the Insurance/Risk Management Section and the Council's Medical Advisers on specific work related sickness and injury cases involving litigation.
- 17 Attend the Council's Health and Safety Committee and attend departmental Safety Committees, as required, with a view to sharing health and safety information and co-ordinating activities and approaches.
- 18 Attend meetings of the Council Management Team and Council Committees, as required.
- 19 Put in place mechanisms to monitor contractors to ensure their health and safety management is adequate and in accordance with their stated policies and procedures; conduct audits/spot checks/inspections with or without notice.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 04/09/02
Authorised:

If you have any queries regarding this vacancy, please contact (Name, Department, Telephone Number).