

# Health and Safety Consultancy



## Embedding your health and safety policy and procedures

Generating the correct documentation for your business is not an easy task. Embedding that policy/procedure/system, etc into the workplace is in comparison even more difficulty. If you get it right you have staff at all levels who see the value of doing things the right way and therefore the value of your H&S system. If you get it wrong then there will be no respect for the systems, little compliance at any level within your business and no proactive drive to ensure that you have a healthy and happy workplace. There are various elements to embedding your Health and Safety Systems and they are reflected in documents produced by the Health and Safety Executive. Specifically they include;

Methods of control within the organisation.

Means of securing co-operation between individuals, safety representatives and groups.

Methods of communication throughout the entire organisation.

Competence of individuals.

These are very vague concepts, but they can be distilled into the following actions;

You need to communicate effectively within your business both up and down the management chain.

1. All of your employees, at every level, need to understand why you are wanting to embed your H&S policy/procedure/systems. This takes effective communication pitched at varying levels using different methods of communication.
2. Also everyone needs to know what you expect from them and why, and that does include EVERYONE.
3. You will in some instances need to revert to pure training delivery in order to undertake the above and also in order to ensure that specific requirements of legislation are considered. However you may already be undertaking training which either covers or touches on the H&S topics therefore you should see if H&S can be included within training processes already in place.
4. You need a formal means of communicating with the majority of the workforce. The easiest way of doing this is through a H&S Committee. They are a statutory requirement where your employees ask for them however they are also a valuable tool when you want effective two-way communication.
5. You need a H&S Champion within the workplace. Whilst you can outsource the provision of competent H&S advice (and indeed if the correct consultants are used it can be cheaper to do so), you still need someone who has the main responsibility for championing your system of "doing things the right way".
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**IOH assist clients in various industry sectors in all of this and more. Whether you are looking to embed your new, revised or forgotten health and safety policy, procedures or systems IOH can help.**