

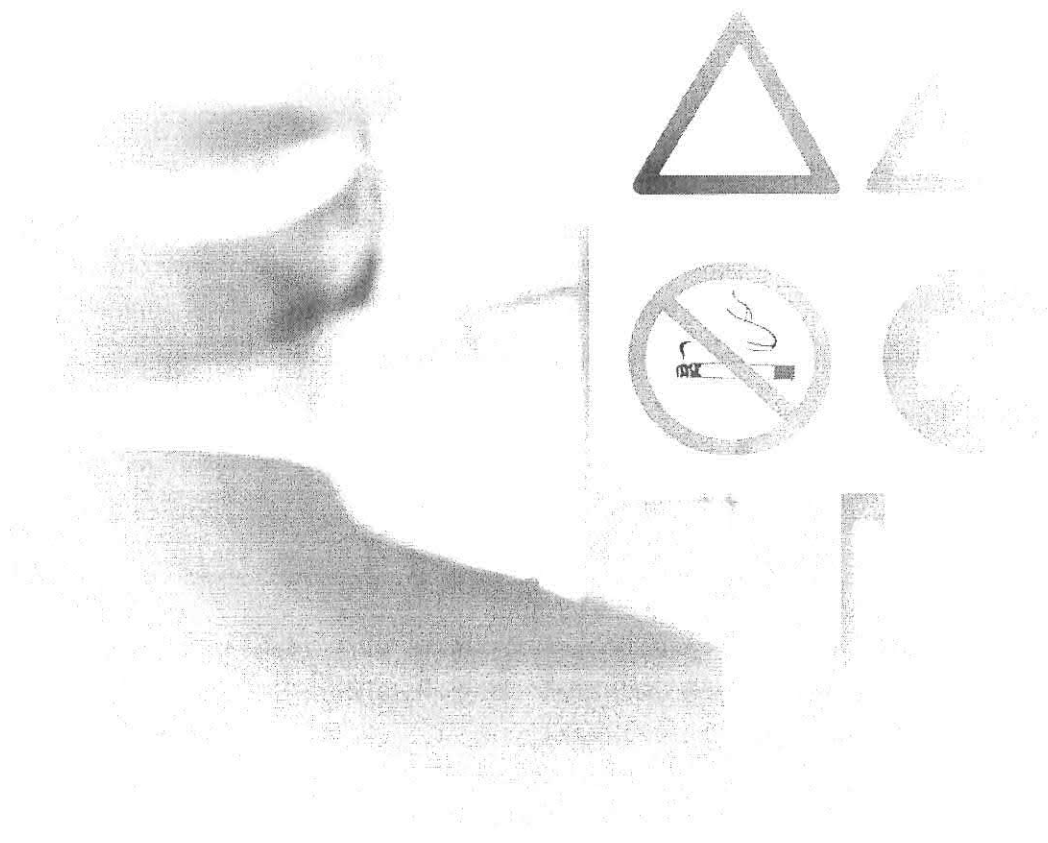


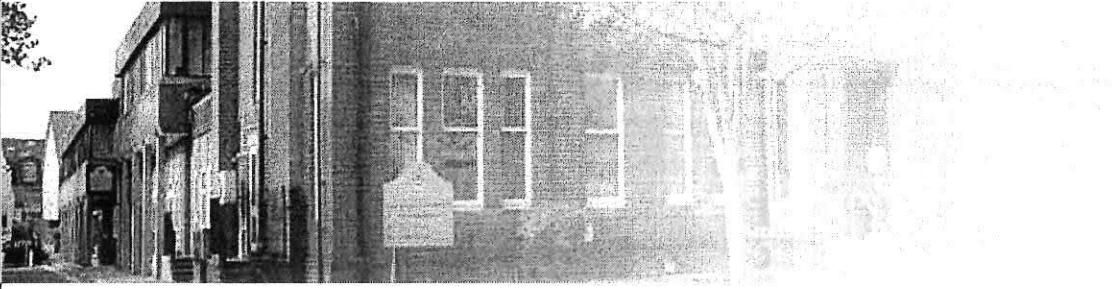
Health & Safety Unit

Annual Report 2011

Appendix 2

Health & Safety Performance Standards





POLICIES & GUIDANCE

HSPS01- Accident Investigation

This Health and Safety Performance Standard outlines the investigation procedures which are to be adopted when any accident, ill health, near miss or dangerous occurrence occurs.

HSPS02 - Accident Reporting

This Health and Safety Performance Standard outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on the West Lancashire Borough Council premises during the course of their employment. This will also apply to visitors who are members of the public and are therefore not at work.

HSPS03 - Confined Spaces

This Health and Safety Performance Standard outlines the procedures to secure the health and safety of employees, or contractors, who are required to enter into confined spaces.

HSPS04 - Control of Substances Hazardous to Health

This Health and Safety Performance Standard outlines the procedures to be adopted when dealing with hazardous substances.

HSPS05 - Electricity

This Health and Safety Performance Standard outlines the procedures to secure the health and safety of employees who use, operate or maintain electrical equipment.

HSPS06 - Flammable and Explosives

This Health and Safety Performance Standard outlines the procedures to secure the health and safety of employees or contractors required to store, handle, use or transport flammables or explosives in the workplace.

HSPS07 - Health and Safety Auditing

This Health and Safety Performance Standard outlines the procedures adopted to continually improving the arrangements for ensuring the health, safety and welfare of employees, so far as is reasonably practicable.

HSPS08 - Homeworking

This Health and Safety Performance Standard outlines the procedures to ensuring the health, safety and welfare of homeworkers and those affected by homeworking as far as is reasonably practicable.

HSPS09 - Hot Work

The purpose of this Health and Safety Performance Standard is to provide information to all employees regarding safety when carrying out welding or hot cutting operations.

HSPS10 - Health and Safety Induction Training

This Health and Safety Performance Standard outlines the procedures for the provision of health and safety induction training.

HSPS11 - Local Exhaust Ventilation

This Health and Safety Performance Standard outlines the procedures to be adopted where local exhaust ventilation (LEV) systems are used to control worker exposure to hazardous substances.

HSPS12 - Lifts and Lifting Equipment

The purpose of this Health and Safety Performance Standard is to provide information for all employees on the legal requirements

HSPS13 - Machinery Maintenance

This Health and Safety Performance Standard outlines the procedures for maintaining machinery as well as the safety of those affected by the maintenance work.

HSPS14 - Manual Handling

This Health and Safety Performance Standard is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying.

HSPS15 - Mobile Workers

This Health and Safety Performance Standard outlines the procedures for staff working away from the main premises and are, as such, without close or direct supervision.

HSPS16 - New and Expectant Mothers

This Health and Safety Performance Standard aims to reduce any identified risks to new and expectant mothers and provide guidance on specific control measures required to protect them.

HSPS17 - Noise

This Health and Safety Performance Standard outlines the procedures to ensure that the risk of hearing damage to employees is controlled.

HSPS18 - Permits to work

This Health and Safety Performance Standard outlines the procedures for permit to work systems.

HSPS19 - Hours of Work

This Health and Safety Performance Standard outlines the procedures to ensure that tasks and operations can be carried out without unreasonable demands being made on the time of the employee.

HSPS20 - Personal Protective Equipment

This Health and Safety Performance Standard outlines the procedures for the provision of personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means.

HSPS21 - Pressure Systems

The purpose of this Health and Safety Performance Standard is to provide information for all employees on the statutory requirements under the Pressure Systems Safety Regulations 2000.

HSPS22 - Risk Assessment

This Health and Safety Performance Standard is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

HSPS23 - Respiratory Protective Equipment

This Health and Safety Performance Standard outlines the procedures for the use of respiratory protective and resuscitation equipment.

HSPS24 - Safe Systems of Work

This Health and Safety Performance Standard outlines the procedures for safe systems of work.

HSPS25 - Safe Signs and Signals

This Health and Safety Performance Standard outlines the procedures for the provision and maintenance of safety signs where risks cannot be adequately controlled using other health and safety measures without them.

HSPS26 - Slips, Trips and Falls

This Health and Safety Performance Standard is intended to reduce the risk of slip, trip and fall injuries.

HSPS27 - Temporary Workers

This Health and Safety Performance Standard outlines the procedures to ensure the health and safety of any temporary and casual staff in its employment.

HSPS28 - Transport of Dangerous Goods

This Health and Safety Performance Standard outlines the procedures for all materials (including wastes and nominally empty packages) of whatever quantity that are despatched from a site and which are defined as dangerous goods for transport.

HSPS29 - Upper Limb Disorders

This Health and Safety Performance Standard is intended to manage the risks that have been identified as the cause of ULD in the workplace.

HSPS30 - Work Equipment

This Health and Safety Performance Standard outlines the procedures for work equipment safety and to ensure all employees receive appropriate safety information and training in their work equipment.

HSPS31 - Working at Height

This Health and Safety Performance Standard outlines the procedures for a safe working environment for all employees who may be affected by work at height activities.

HSPS32 - Workplace Environment - Housekeeping

This Health and Safety Performance Standard is designed to ensure that West Lancashire Borough Council attains the highest possible standards and is in accordance with its commitment to provide a safe place of work.

HSPS33 - Workplace Environment – Working Space

This Health and Safety Performance Standard outlines the procedures working space.

HSPS34 - Workplace Environment - Temperature

This Health and Safety Performance Standard outlines the procedures to deal with problems can arise within both natural and artificially created environments.

HSPS35 - Workplace Transport

This Health and Safety Performance Standard is intended to reduce the risk of workplace transport activities.

HSPS36 - Workplace Environment - Ventilation

This Health and Safety Performance Standard outlines the procedures to ensure the provision of adequate ventilation in all parts of the workplace.

HSPS37 - Workplace Environment – Washrooms and Toilet Facilities

This Health and Safety Performance Standard outlines the procedures for the provision of sufficient washing and sanitary conveniences.

HSPS38 - Workplace Environment - Lighting

This Health and Safety Performance Standard outlines the procedures for a safe and well-lit working environment.

HSPS39 - Young Workers

This Health and Safety Performance Standard aims to reduce any identified risks to young persons and provide guidance on specific control measures required to protect them.

HSPS40 - Types of Personal Protective Equipment

This Health and Safety Performance Standard outlines the procedures for the provision of personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means.