

## GENERAL POLICY

### INTRODUCTION

The legal framework and the specific requirements relating to the health and safety policies are contained in section 2(3) of the Health and Safety at Work Act 1974 which states that “it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees.”

The general policy demonstrate that a company accepts concern for health and safety is an integral part of its organisation at all levels and that the highest management within the company means to ensure that this concern will be translated into effective action. The Health and Safety Executive believes that a practical test of the safety policy is that a manager or supervisor can recognise that he will be supported by the company if he reasonably chooses the safety of his subordinates before the demands of production. The test is particularly important in devolved organisations where activities are a long way from head office where local supervision must frequently make decisions crucial to safety.

The law requires that the ultimate responsibility for health and safety in each workplace lies with the highest management, but in practice duties have to be delegated. It is this delegation that forms the organisation within a company and must be capable of demonstrating the following:

- The logical delegation of duties.
- The identification of key personnel.
- The definition of the roles of line and functional management.
- Arrangements for adequate support and advice.
- The nomination of persons with authority and competence to monitor safety performance.

Section 2 of the Health & Safety at Work Act provides a useful check list of the arrangements that must be implemented if the general policy and organisation are to be effective. These are the provision and maintenance of a safe place of work, and safe access thereto; arrangements for the use, handling and storage of substances; the provision of information, instruction, training and supervision; consultation with the workforce and most of all, because it takes into account all these other factors, the provision and maintenance of safe systems of work.

This Health and Safety Management System contains the general policy, policy statement, environmental policy and environmental policy statement organisation roles and responsibilities and arrangements consists of this volume, and various appendices dealing with specific issues, and is structured to assist management meet the requirements of relevant legislation.

Additional information and guidance may be required when new processes or activities are introduced, or as a result of risk assessments undertaken. In such circumstances the company should contact NJS Safety

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