

Safety Tours Policy

New document for approval

Please note that this document was approved by the University Health and Safety Committee on February 9th 2016 for presentation to the Operating Board.

The Policy is a revised document for approval. When published in its final form, it will be issued as a Policy document, with a briefing issued to all relevant managers.

Synopsis

This policy specifies the roles, responsibilities, actions and processes necessary to ensure Safety Tours by Senior Executives are conducted in an effective and uniform manner

This document is the property of University of Aberdeen.

It shall not be reproduced in whole or in part without written permission from the Director of Health, Safety and Wellbeing

Approval

Approved by: The Operating Board

Date: __March 6th 2018



Revision Record

ISSUE	DATE	REASON FOR REVIEW
Draft 1	December 2015	New document for consultation
Draft 2	February 2016	Document approved by the University Health and Safety Committee on February 9 th 2016
3 Approved	March 2016	Approved by the Operating Board, March 1 st 2016
4 Revision	November 2017	Updated section on number of tours required as two per year down from six per year. Approved by UMG November 2017. Approved by the University Health and Safety Committee February 2018
Issue 4	March 2018	Approved by the Operating Board

DISTRIBUTION:

Principal
University Secretary
Senior Vice Principal
Vice Principals
Directors
Heads of Schools
University Health and Safety Committee
Local Safety Coordinators
Staffnett
Policy Zone

Implementation

From receipt after approval by the Operating Board.



Contents

Synopsis	1
Approval	1
Revision Record	2
Implementation.....	2
Standard Terms.....	4
Safety Tour.....	4
Hazard.....	4
Unsafe Act.....	4
Unsafe Condition.....	4
Risk	4
Because We Care	4
1. Introduction	5
2. Purpose	5
3. Scope.....	5
4. Objectives	6
5. Core Principles	6
6. Management Review.....	6
Appendix A: List of Senior Executives Required to Carry Out Safety Tours	7
Appendix B: Locations Where Safety Tours May Be Undertaken	8
Appendix C: Safety Tour Guidance	9
Appendix D: Record of Safety Tour	10



Standard Terms

Throughout this document standard terms have been used. The terms and their definitions are set out below:

Term	Definition
Safety Tour	Is an informal tour of the workplace by the Senior Executives to support health, safety and wellbeing and discuss, observe and review safety matters/items with staff located at the workplace.
Hazard	An unsafe act, an unsafe condition anything that has the potential to cause harm, including death, ill health, injury, damage to property, process or the environment.
Unsafe Act	A human act or omission with the potential to cause death, injury, ill health, damage to property, process or the environment
Unsafe Condition	Environmental or physical condition with the potential to cause death, injury, ill health, damage to property, process or the environment
Risk	The likelihood of hazard causing harm to person or damage to property.
Because We Care	This is the University of Aberdeen's approach to Health, Safety and Wellbeing of staff and students. It underpins the hearts and minds way of continuously improving.



1. Introduction

- 1.1. We require active engagement of all employees in health, safety and wellbeing. This document sets out University of Aberdeen requirements for the Senior Executives to conduct Safety Tours of workplaces.
- 1.2. Safety Tours are planned visits of workplaces to support Because We Care, to observe the methods of working, listen to staff views and then engage staff in open discussions on health, safety and wellbeing related issues. It is important to make these tours as informal as possible to ensure a natural flow of information.
- 1.3. These tours should assist with decision making about improvements, as well as recognising good health, safety and wellbeing performance. Such reinforcement increases engagement and motivation to achieve continued improvement in performance.
- 1.4. These tours complement and do not replace other monitoring systems in place, such as, safety audits and safety inspections

2. Purpose

- 2.1 The purpose of this Policy is to set a common standard that identifies the frequency, process and record keeping for Safety Tours. The purpose of a Safety Tour is to:
 - Demonstrate visible leadership on health, safety and wellbeing;
 - Utilise the opportunity to give recognition and reinforcement of health and safety practices;
 - Enable Senior Executives to observe application of Policies and Standards and see conditions as they exist in the workplaces for staff and at facilities used by students and the public;
 - Provide opportunity to identify hazards and risks, such as, caused by unsafe acts and unsafe conditions;
 - Encourage two-way discussions on health, safety and wellbeing;
 - Encourage safe behaviours and the raising of housekeeping and general safety standards;
 - Enable senior executives to keep abreast of current health, safety and wellbeing issues; and
 - Provide an opportunity for a fresh pair of eyes to notice and observe things that may not be so apparent to those familiar with the immediate environment.

3. Scope

- 3.1 This Policy applies to all University of Aberdeen schools and departments.
- 3.2 The Safety Tours shall be carried out by all Senior Executives listed in Appendix A.



4. Objectives

- 4.1 Each Executive listed in Appendix A shall carry out two Safety Tours in a year. These Tours shall be carried out at as many different workplaces as possible and there should not be more than two Safety Tours at the same location in an academic year.
- 4.2 Support the Because We Care way of working.
- 4.3 Identify and commend good practices.
- 4.4 Maintain appropriate records of the tours conducted and subsequent action.

5. Core Principles

- 5.1 Safety Tours should be conducted in an informal manner to ensure real work activity is observed.
- 5.2 Safety Tours are concerned with people and how they work and their working conditions.
- 5.3 Should any risk identified by unsafe act or condition be observed, the activity should be stopped until the appropriate controls are put in place.
- 5.4 At the completion of the Tour a briefing/meeting should be held with the local manager for review and agreement on remedial actions.
- 5.5 The local manager should be asked to brief the Executive on activities and any specific local policies in place prior to the commencement of the Safety Tour.
- 5.6 A Safety Tour may be carried out at any of the locations listed in Appendix B.

6. Management Review

- 6.1 This procedure shall be reviewed at least annually by the Director of Health, Safety and Wellbeing or when any of the following occur:
 - a) Internal reorganisation or restructuring.
 - b) After any injury or incident or significant performance disruption that highlights the need for review.
 - c) Any change in relevant legislation that has an impact on the way Safety Tours are conducted.
- 6.2 The purpose of the periodic review is also to:
 - a) Assess whether the objectives set out in section 4 are achieved consistently.
 - b) Ensure that recommendations emanating from previous reviews have been implemented and the required outcomes are being achieved.



Appendix A: List of Senior Executives Required to Carry Out Safety Tours

Principal	Heads of Schools	
Senior Vice Principal		
Secretary and Vice Principals		
Directors		



Appendix B: Locations Where Safety Tours May Be Undertaken

Old Aberdeen	Foresterhill	Ocean Labs	Cromarty
Administrative offices and Lecture theatres	Administrative offices and Lecture theatres	Labs	
Laboratories	Laboratories		
Bedford Road Depot	Medical Research Facility		
The Hub			
Security Control Centre			
SDRL			
Sports Pavilion			



Appendix C: Safety Tour Guidance

Specimen questions

The following questions may be useful to ask when conducting a Safety Tour:

- Can you tell me if there are any particular hazards in your workplace, which are of concern to you?
- What do you think could be done to improve safety in your workplace?
- What aspect of safety procedures you find difficult to follow?
- Do you receive safety briefings on a regular basis?
- Is there anything about your job that you feel is unsafe?
- Is the PPE (personal protective equipment) provided to you satisfactory?
- What do you think are your safety responsibilities?
- Are you able to raise safety concerns freely with your manager/supervisor?

Systems of work/Safety Policies

The following may be checked to assess management of systems of work or safety policies when conducting a Safety Tour:

- Risk assessment – recording, implementation and reviewing
- Training on use and handling of bottled gases, cryogenic liquids, biological hazards
- Authorised users of work equipment
- Injury/collision/incident/near miss reporting, recording and follow up
- Equipment fault reporting
- Personal protective equipment – use, supply and replacement
- Emergency evacuation arrangements

Physical and Environmental Hazards

The following may be checked to assess control of common physical hazards present on premises when conducting an injury prevention tour:

- Noise
- Ionising and non-ionising radiation
- Lasers
- Fumes/vapours
- Housekeeping standards
- Security – procedures for CCTV, suspicious packages, terrorism and control of visitors/contractors
- Lighting levels
- Slips, trips and falls hazards
- Guarding of machinery in laboratories and maintenance depot
- Segregation & storage of bottled gases



Appendix D: Record of Safety Tour

Conducted at location: Date: Time:

Conducted by: Accompanied by: Page: of:

Conditions/Practices commended	Action required	By whom	By when
Hazards/Unsafe Acts requiring correction	Action required	By whom	By when