

## H&S Principles – A Framework for moving to zero accidents



Scottish Water recognises the duties placed upon it under the Health and Safety at Work etc Act 1974 and all other relevant legislation. We are committed to ensuring we at least comply with the minimum requirements and wherever reasonably practicable shall exceed them.

We recognise our duties are not only to our staff but also include trainees, contractors, visitors and any others who may be affected by our activities. Our guiding principle is that no accident at work or work related ill-health is acceptable.

Scottish Water's Safety Management System Manual provides specific health and safety responsibilities for the Chief Executive, Directors, Managers and other named roles, Health and Safety must be regarded as a mutual objective for Scottish Water, Trade Unions, employees at all levels and all contractors.

Our 'Golden Rules' define the behaviours that must be exhibited when working for or with Scottish Water. We will not tolerate these rules being broken and will always take appropriate action when a breach of the Golden rules occurs.

**Operating in a framework of continuous improvement, we will deliver our five year strategy, which is refreshed each year, and we will have annual plans designed to:**

- Provide and maintain a safe, healthy working environment for our people and at our workplaces.
- Ensure the safety of staff who are mobile workers or those who work from home.
- Provide safety training, information and instruction as required for all employees as appropriate for job role and circumstances.
- Ensure that suitable and sufficient risk assessments are carried out and documented on all activities with significant risks and that adequate control measures are put in place.
- Provide adequate resources for safe working including all necessary safety equipment, personal protective equipment and ensure its use.
- Maintain a constant and continuing improvement in all aspects of Health and Safety, in particular by continual review and monitoring of Health and Safety Policy and Arrangements, actively challenging poor Health and Safety practices, establishing initiatives/campaigns and setting performance improvement targets.
- Continue our focus on health at work and build on this by adopting a wider approach that centres around well being and resilience.

**In developing and implementing these plans we will:**

Use safety committees throughout the business to consult Trade Unions and employees on matters relating to workplace health, safety and welfare, including the development and review of policy and procedures.

- Communicate relevant Health and Safety Policies and Arrangements and information through Wavelength, SW News, TeamVoice, Safety Newsflashes, InTouch, Text Messages, Team Meetings and Safety Noticeboards in the workplace.
- Take fast and effective remedial action in the event of any breach of the Golden Rules or other non-compliance including temporary measures to remove risk.

**Trade Unions, all Employees and Contractors have a duty to co-operate fully in our drive to zero accidents by:**

- Adhering to our Golden Rules
- Thinking and working safely and efficiently at all times, complying with any instruction, information and training in accordance with all Policy and Arrangements.
- Immediately reporting incidents (including accidents, near misses, which have resulted in, or may lead to injury).
- Assisting with the investigation of accidents and aiding the introduction of measures to prevent a recurrence.
- Participating fully in initiatives aimed at reducing accidents and preventing work related ill health.
- Actively challenging poor Health and Safety practices.
- Suggesting potential improvements to working practices.

A handwritten signature in black ink, appearing to be "J. Smith".

Signed by Chief Executive and Chief Operating Office.

A handwritten signature in blue ink, appearing to be "J. Smith".

Date: February 2014