

Workplace safety
health policy and
objectives
construction essay



**ASSIGN
BUSTER**

Safety and health issues are critical to every workplace. Regrettably many companies realize the benefits of good safety and health practices only after an accident has taken place. The lessons learnt from such an oversight are often very distressing, painful and costly for any organization.

The Workplace Safety and Health Act came into force in March 2006. It requires all stakeholders to take reasonable practicable measures to provide a safe and healthy environment to all workers in a workplace. As a safety and health professional, each candidate is to take the lead in charting the company's safety and health direction.

The project requires each candidate to submit a project report based on an organization in one of the following industry:

Petrochemical and Chemical Industry

Shipyards and ship building Industry

Manufacturing Industry

Construction Industry

Note: All candidates are to show authenticity of their report. Candidates of same organization may have some information and evidences similar. However the report will generally be different to showcase individual work.

Candidates are to submit their report using the given templates downloadable from MEL.

Task:

The project requires each candidate to submit a project report on establishing and reviewing WSH policy and objectives base on an organization of the chosen industry.

Project Report:

The research project requires each candidate to derive or collect from their workplace a portfolio of evidences on the following items:

Data and information collected through research on the internal and external factors that influence the organisation's WSH policy. (PC1. 1, UK2, 3)

Include the factors involved in the establishing of the WSH objectives. (PC2. 2, UK9, 12)

Analysis on the factors that influence the organisation's WSH policy. (PC1. 2, UK1)

Develop WSH policy statements and objectives. (PC1. 3, 2. 2, UK9)

Recommend the proposed WSH policy and objectives for management approval after consultation with respective stakeholders. (PC1. 5)

Identify and look into the relevant organisational structure/s essential in the alignment & implementation of the WSH policy. (PC2. 1, UK11)

Organisational programme for stakeholder awareness and involvement. (PC2. 3, UK6, 13, 20)

Ways to engage and motivate stakeholders in the change process within organisational structure and system. (UK14, 17)

Establish the strategies for implementing WSH policy. (UK15)

Advantages and benefits of having positive WSH culture in the implementation of WSH policy. (UK18)

Establish regular and effective review process of WSH policy and objectives. (PC3. 1)

Determine the relevant information to be collected for reviewing. (PC2. 4, 3. 2, UK23, 24, 26)

Involve stakeholders in the assessment of necessary changes to existing policy and objectives. (PC1. 4, 3. 4 UK8, 25)

Establish the impact and the resources required for implementation, prior to finalizing the changes. (PC2. 5, 3. 5 UK27, 28)

Document and communicate to relevant stakeholders the changes in policy arising from review. (PC1. 6, 3. 6 UK16, 30)

PROJECT REPORT

COURSE

**Specialist Diploma in Workplace Safety & Health Course
Run 21**

Competency Unit

Establish & Review WSH Policy & Objectives

WP-PR-501C-1

Submitted By

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Introduction

Formed on 1 July 2002, the National Environment Agency (NEA) is the leading public organization responsible for improving and sustaining a clean and green environment in Singapore. The NEA develops and spearheads environmental initiatives and programmes through its partnership with the People, Public and Private sectors. It is committed to motivating every

individual to take up environmental ownership and to care for the environment as a way of life.

By protecting Singapore's resources from pollution, maintaining a high level of public health and providing timely meteorological information, the NEA endeavours to ensure sustainable development and a quality living environment for present and future generations.

Our key programmes that underpin our mission include:

Pollution control

Controls air and water pollution, and regulates hazardous substances and toxic industrial wastes through prevention, enforcement and monitoring.

Develops and implements joint programmes on transboundary pollution with the neighbouring countries.

Solid waste management

Plans, develops and manages refuse disposal facilities; licenses waste collectors; regulates refuse collection for the domestic and trade premises in the nine sectors; and enforces illegal dumping. Promotes the 3Rs (reduce, reuse, recycle) to conserve resources.

Energy efficiency

Promotes energy efficiency and conservation to improve air quality, reduce greenhouse gas emissions and help mitigate climate change. The Energy Efficiency Programme Office (E2PO) integrates the overall efforts of the public, private and people sectors to improve energy efficiency

Radiation protection & nuclear safety

Administers and enforces the Radiation Protection Act and Regulations through licensing and inspections.

Prevention and control of vector-borne diseases

Maintains an effective surveillance programme for vector borne diseases and the control of vector population. Builds up the capacities of the pest management industry and stakeholders such as the Town Councils and land agencies to create communities that are safe from vector-borne diseases. Conducts research to develop better surveillance and control methodology, increase operational efficiency and enhance the knowledge of vector-borne diseases.

Vision Statement

aN Enterprising Agency, Embracing All in Caring for our Clean and Healthy Environment – Today, for Tomorrow

Mission Statement

To achieve a liveable and sustainable Singapore, we

safeguard and promote the environment

strengthen community ownership

build strong capabilities with our partners

serve with passion and excellence

Motto

Our Environment – Sustain and Enjoy

Core Values

Data and information collected through research on the internal and external factors that influence the organisation's WSH policy. (PC1. 1, UK2)

Include the factors involved in the establishing of the WSH objectives. (PC2. 2, UK9, 12)

Analysis on the factors that influence the organisation's WSH policy. (PC1. 2, UK1)

Internal Factors

Management Commitment

It is all very well having policies for achieving objectives, but it is another thing to see them through and make them central to the values and operational performance of an organization. The key requirement is commitment on the part of those responsible for the direction of the organisation that is the management.

The level of commitment to health and safety as a cause is crucial to the culture of health safety in the organization. It sets the tone for the organization's attitude to safety and indicates to workers what is expected of them.

Management priorities come from the top. Thus, the concern for health and safety shown at board level and by senior management will condition the commitment given throughout the organization.

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NEA demonstrated its commitment at all levels of the organizations by:

The proportion of time and resources (time, money, people) and support allocated to health and safety management, and

The status given to health and safety management.

Risk Assessment

Where a Risk Assessment (RA) is identified as a Risk Control, the RA shall be implemented in accordance with Modern Industries HSEC Procedure “Managing HSEC Risks”

When a task changes significantly or other hazards are identified that are not indicated, personnel are required to review and amend the JSA, to ensure that all hazards are controlled and any residual risk is mitigated to as “Reasonably Practicable” .

Accident and Incident Reporting

All Accident and Incident Reporting shall be in accordance with Procedure and under MOM Workplace Safety and Health (Incident Reporting) Regulation.

Staff shall be required to report all incidents, no matter how minor to the NEA Safety Department within as soon possible after any occurrences. All serious occurrences and statutory reportable incidents shall be communicated to NEA General Manager immediately following the occurrence.

All incidents shall be reported to NEA HQ in Newton by completing and faxing NEA “ Incident Alert” form on the same day of the occurrence.

It is an NEA requirement that all accidents and incidents including misses to be reported and investigated, e. g:

Any injury to any person including first aid

Any illness

Any damage to property or equipment

External Factors

New or changes in Legal Requirements

In the area of Safety and Health this is probably the most important influence on organizations. They must comply with the law or they will not be allowed to continue operating or face hefty sanctions and fines. Therefore they should constantly update themselves with new regulations that are being passed.

WORKPLACE SAFETY AND HEALTH (RISK MANAGEMENT) REGULATIONS

This regulation was introduced in 1st September 2006. It shall be the responsibilities of every employer, self-employed person and principal shall, prior to the commencement of work, conduct a risk assessment in relation to the safety and health risks posed to any person who may be affected by his undertaking. Reasonably practicable measures are to be taken to eliminate and control risks, keep records of such assessments, inform personnel at risk of measures taken, review such assessments periodically or when there

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significant changes to operating procedures. Failure to comply, employer, self-employed person and principal shall be liable to a fine of \$10, 000 for the first time offenders and \$20, 000 fine or imprisonment not exceeding 6 months or both.

Changes in Social and Economic Conditions

The attitudes and expectations of society change over time. Organizations, as part of those societies have to reflect those attitudes and expectations at all times. Societies have become increasingly conscious of safety and health over the years. The expectation is that their concerns will be addressed by organizations in the way in which they treat their own staff, how they conduct their business and in the business service that they produce.

We must recognize the economic realities in which organizations have to operate. The state of the economy, both in general and as to how it affects a particular industry, conditions to a large extent the prices of both resources that organizations use (labour and materials) and the goods and services that they produce. This in turn affects the way in which work activities are carried out; for example through demands for cost cutting, higher productivity, etc., as well as what resources are available for health and safety. Whilst absolute duties under the law must always be complied with, where the duties are qualified their cost can be a factor in determining what is reasonably practicable.

Develop WSH policy statements and objectives. (PC1. 3, 2. 2, UK9)

Recommend the proposed WSH policy and objectives for management

approval after consultation with respective stakeholders. (PC1. 5)

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Existing WSH Policy

Occupational Safety and Health Policy

Objective

NEA are committed to managing the health and safety risks within its operations.

NEA shall ensure that planning and execution of all activities meet best practice in reduction or elimination of hazards within the workplace.

Strategies

To implement this policy NEA will:

Give safety and health priority over other business activities

Comply with all applicable Federal, State and /or Territory laws and regulations

Comply with OHSAS 18000 Occupational Health and Safety Management system

Review safety and health targets

Foster open and transparent communication with workforce, regulators and the wider community

Facilitate an environment that empowers and recognizes individual and group action and performance in accordance with this policy.

Application

This policy is applicable to all NEA personnel, contractors and visitors engaged activities under NEA controlled sites.

The General Manager of NEA is accountable to the CEO of NEA for ensuring that this policy is implemented in its entirety. This policy will be reviewed two years once.

Recommended additions/changes to existing Policy

Occupational Safety, Health and Environment Policy

Objective

NEA are committed to managing the health and safety risks within its operations.

NEA shall ensure that planning and execution of all activities meet best practice in reduction or elimination of hazards within the workplace.

NEA shall use well defined procedures, systems and instructions to achieve its Occupational Safety, Health and Environment objectives.

Strategies

To implement this policy NEA will:

Give safety and health priority over other business activities

Comply with all applicable Federal, State and /or Territory laws and regulations

Comply with OHSAS 18000 Occupational Health and Safety Management system

Comply with MOM's Workplace Safety and Health Legislations.

Review safety and health targets

Foster open and transparent communication with workforce, regulators and the wider community

Facilitate an environment that empowers and recognizes individual and group action and performance in accordance with this policy.

Environment

The key points of its strategy to achieve this are:

Minimise waste by evaluating operations and ensuring they are as efficient as possible.

Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement.

Actively promote recycling both internally and amongst its customers and suppliers.

Meet or exceed all the environmental legislation that relates to the Company.

Target

NEA has set the following targets:

no fatalities on all our projects

no lost time injuries on all our projects

to train all NEA supervisors, site management and outsource contract staff
our core processes

Application

This policy is applicable to all NEA personnel, contractors and visitors engaged activities under NEA controlled sites.

The General Manager of NEA is accountable to the CEO of NEA for ensuring that this policy is implemented in its entirety. This policy will be reviewed every two years.

Identify and look into the relevant organisational structure/s essential in the alignment & implementation of the WSH policy. (PC2. 1, UK11)

NEA CEO

The NEA CEO has the overall responsibility for Health and Safety of all people involved in the contract. The NEA General Manager establishes the necessary policies, procedures and resources for implementing an effective accident prevention process to meet the HSE needs of the entire general.

The NEA CEO must exhibit strong leadership and absolute commitment to safety throughout all phases of the general; and shall:

Display due diligence in all HSEC matters and champion the implementation of this project /HSE Plan.

Appoint sufficient competent persons to assist with the effective management of the objectives of this Project HSEC Plan.

Communicate to the staff and contract staff that cost, schedule quality will not diminish the importance of HSE implementation.

Actively promote HSE performance objectives to the entire organization.

Actively promote a HSE culture that will mitigate the risks of injury to personnel and, equipment, environment.

Establish and maintain clear responsibility and accountability for implementation for each staff of the Project HSE Plan.

Allocate sufficient resources required to fully implement the HSE Plan.

NEA General Manager

The NEA General Manager has the responsibility for to ensure that all supervisors and staff is well verse in HSE regulation.

The NEA General Manager shall:

Display due diligence in all HSE matters and lead by example to ensure the successful implementation of the NEA HSE Plan.

Promote open communication, cooperation and trust between NEA and its client, subcontractor and employee .

Ensure HSE Risk Assessments are under taken for every major activity.

Participate in a HSE audits and inspections and interact with all personnel and organizations concerning improving safe work practices on site.

Ensure a practical HSE interface is established between the subcontractors, enabling them to individually function in a safe productive and harmonious manner.

Ensure that regular monitoring and assessment of the various contract areas is carried out in relations to on-site health, safety and environmental activities.

Recognize outstanding HSE performance in order to increase commitment and participation.

Ensure all staff are made aware of the project site First Aid facilities and ensure subcontractors provide adequate personnel trained in first aid, for treatment and assessment of injured.

Report all accidents, incidents and near misses to, NEA General Manager, direct supervisor at the fastest reasonable time

Ensure all monthly HSE Reports are submitted promptly to the NEA HSE Manager in accordance to with procedure “ Quality and HSEC Monthly Reports”.

Coordinating the injury management and rehabilitation requirements for NEA direct hire employees and ensuring subcontractors manage this function effectively.

NEA Environment Executive(Direct Supervisor)

Serves as the trained competent person in all matters relating to HSE for the project and will have the authority cease work activity in the event of imminent danger to the safety and health of workers, the public, or the environment. Work activity may resume only after consultation with the subcontractor concerned, the NEA General Manager and NEA Environment Executive. The Project HSE advisor has a direct line reporting function to the NEA General Manager and functional reporting access to the owner's site representatives.

The project NEA Environment Executive shall be required to work in conjunction with the NEA General Manager and subcontractors to regularly review and ensure the systems and procedures provided in the NEA and subcontractors' project HSE Plans are adequately meeting the objectives of the project.

The NEA Environment Executive is responsible for:

Providing HSE advice to the NEA Project Management Team on site.

Actively promoting a HSE culture that will mitigate the risk to personnel and damage to plant, equipment, environment and heritage aspects of the project.

Reviewing all subcontractors HSE actual and statistical performance and to provide appropriate advice to the NEA General Manager.

Facilitating the implementation of the NEA fitness for work policy and testing as required.

Conducting NEA site HSE inductions and orientations to acquaint employees and subcontractors with site conditions, safe work practices and procedures.

Providing information to subcontractors' Managers and Safety Advisors regarding their Health, Safety and Environment responsibilities and monitor their compliance throughout their contract.

Conduct Site Inspection

Advising employees of hazardous conditions/concerns or near miss incidents.

Assisting in conducting accident/incident investigations including near misses.

Monitoring safety, health and hygiene programs.

Verifying that all personnel are skilled and qualified to enter controlled areas.

Compiling monthly reports and statistical information.

Representing NEA interests at all project Safety and Health Committee Meetings.

Act as Safety Officer and Fire Safety Manager of the building.

Supervising NEA Environment Officer and other employee

Undertake enforcement action should the need arise

NEA Environment Officer

Consistent with statutory and contractual obligations, subcontractors are responsible for the following, which shall be implemented and monitored regularly by the General Manager and/or his appointed representatives:

Display due diligence in all HSE matters and champion the implementation of Project HSE Plan and that of their individual company.

Actively promoting a HSE culture that will mitigate the risk of injury to personnel and damage to plant, equipment, environment and heritage aspects of the project.

Appoint competent persons to assist with the effective management of the objectives of the Project HSE plan.

Developing and submitting for review their companies Project Specific HSE Plan and associated procedures, checklists, forms, JSAs etc.

Providing a safe and healthy working environment and maintaining adequate workplace amenities and provisions for their personnel.

Ensure employees are in a fit state to work.

Submit weekly HSE manning and statistical reports to NEA General Manager.

Maintaining current copies of applicable HSE codes and standards as required within their scope of works.

Complying with NEA training and medical requirements.

Actively supporting and participating as required, in all employees based, HSE related teams and HSE committees.

Provide and maintain adequate first aid facilities and ensure persons trained in first aid are available for treatment and assessment of injured.

Complying with NEA fitness for work policy and procedural requirements.

Act as Fire Warden /Deputy FSM-Assist in Conducting Fire Drills

Registered Environmental Control Officer(ECO)

Employees

All employees (including contract staff) are responsible for the following:

Ensure Safe Work Practice at all times

Learning and abiding by HSE practices and procedures applicable to their work tasks and reporting substandard practices, conditions, or behaviour to their supervisors.

Promptly reporting injuries, near misses, environmental impacts and other incidents to their supervisor.

Complying with the instructions given for workplace health and safety at the workplace by their employer.

Promptly reporting injuries to their supervisors and their first aid provider. All personnel must know where medical facility and other emergency equipment are located.

Contribute to a positive, team managed approach to health and safety on the project.

Comply with all project HSE requirements and HSE procedures.

Attend all toolbox and pre start safety meetings.

Assist and cooperate with persons conducting incident and hazard investigations.

Comply with all security requirements and emergency response procedures.

Organisational programme for stakeholder awareness and involvement.

(PC2. 3, UK6, 13, 20)

Ways to engage and motivate stakeholders in the change process within organisational structure and system. (UK14, 17)

Establish the strategies for implementing WSH policy. (UK15)

14. Establish the impact and the resources required for implementation, prior to finalizing the changes. (PC2. 5, 3. 5, UK27, 28)

Types of Programmes

Description of Programmes

Implementation of Programmes

Short & Long Term Impacts

Organize Safety Promotions

Create and develop awareness among for all personnel. This would include;

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Company's commitment to safety and health; and

Individual's responsibility to support that commitment

culture of safety and health in workplace

Reinstate concept of safety health inseparable from production

Programs

Manhour achievement celebrations

Monthly safety campaigns

safety competitions

demonstration of safe work practices

safety bulletin board

Resources required:

Safety bulletin board

Damaged tools and hand held equipments (for exhibition and display)

Banners

\$300 monthly for vouchers

Implementation of programme:

Communicate message clearly during NEAs rallies

Recognize and acknowledge good performance by individuals or companies by giving out awards, plaques and certificates.

Increase awareness by displaying Safety posters and exhibiting damaged tools and hand held equipments

Make lasting impressions during video presentations

Short term:

Positive safe working attitude

Increase in morale

Encouraged to work safely

Long term:

Less work stoppages and increased productivity

Decrease in incidents/ accidents

Decrease in injuries and claims.

Safety Trainings

To equip employees with the relevant knowledge and expertise required of them to perform their respective jobs. It also a platform for the employees to better understand the hazards and the risks it pose in their respective workplace or work processes. These trainings also educate them on their responsibilities towards WSH.

Resources such as classrooms and scaffold mock- ups (for working at height training)

Trainings to be conducted by competent WSH trainers.

WORKPLACE SAFETY AND HEALTH (CONSTRUCTION) REGULATIONS 2007

Safety and health training

9.-(1) It shall be the duty of –

(a) the employer of any person who carries out manual work in a worksite; or

(b) the principal under whose direction a person carries out manual work in a worksite,

to ensure that the person does not carry out any manual work in the worksite unless the person has received adequate safety and health training for the purpose of familiarising the person with the hazards associated with such work and the precautions to be observed.

(2) It shall be the duty of –

(a) the employer of any person who carries out oversight or supervisory work in a worksite; or

(b) the principal under whose direction any person carries out oversight or supervisory work in a worksite,

to ensure that the person does not oversee or supervise any work (including any process) in the worksite unless the person has received adequate safety

and health training to ensure that the work which the person oversees or supervises can be carried out safely.

In NEA employees are sent for various trainings ranging from mandatory course to in-house courses.

Mandatory course for Environment Executive

Registered Safety Officer(RSO)

Registered Fire Safety (FSM)

Mandatory course for Environment Officer:

ECO-Environmental control Officer

Implementation

All employees would have to attend the mandatory courses before attending the in house courses.

Only after successful completion of these courses, they are allowed to start work on site.

The Training Manager oversees the implementation of the training NEA. He will be assisted by an admin assistant who will arrange with the respective training centres on availabilities and dates of trainings.

Short term:

Risks and hazards involved in their respective jobs will be highlighted to the employees. This is will help minimize work related accidents.

Long Term

Employees will be more confident and responsible with respect to WSH.

Types of Programmes

Description of Programmes

Implementation of Programmes

Short & Long Term Impacts

Safety Committee Meeting

Objective of a safety committee meeting is to assemble persons with responsibilities for safety so that they can formally address issues and take actions to achieve safety objectives of the workplace.

Establish and maintain other safety committee to conform to statutory requirements.

Establish a mechanism whereby decisions and actions can be effectively communicated

WORKPLACE SAFETY AND HEALTH ACT

(CHAPTER 354A)

WORKPLACE SAFETY AND HEALTH (WORKPLACE SAFETY AND HEALTH COMMITTEES)

REGULATIONS 2008

3. These Regulations shall apply in relation to every factory in which 50 or more persons are

ordinarily at work, excluding persons who carry out any work which is of a temporary nature and

is not ordinarily carried out in the factory.

Resources:

Meeting rooms with tables and chairs.

Safety committee meets once a month

A site inspection is conducted prior to start of a meeting.

A site inspection is also conducted after any accident/incident

Observations made during inspections are to be recorded and discussed during safety committee meetings.

Non conformance/ compliance issues are to be closed off or rectified at the earliest practicable time.

Recommend on actions to be taken to rectify issues.

Assist in organising any contest, competition or other campaigns for the purpose of promoting safety and health on site.

Short term:

Effective communications established amongst stakeholders

Focus on establishing a safer working environment is established amongst stakeholders.

Long term:

Reduced incidents/accidents on site

Stakeholders take more responsibilities towards creating a safer work site.

CORE

(BBSO)

Continual

Observation &

Risk

Evaluation process

CORE process has been developed to both establish habitual safe behaviours by workers, and the habitual correction, praise and listening by supervision and management, whilst also addressing health and environmental issues.

It provides a measure of individuals acts performed and conditions in real work situation which can be fed back to the workforce, with praise for improving scores, and by allowing areas for improvement to be explored, with management, supervision and the workforce involved, in the continuous improvement and formation of habitual behaviours.

The CORE behavioural SHE process requires that management and supervision are trained as

CORE observers to:-

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Act

Communicate

Observe

Analyse

Evaluate

Whilst addre