



## **HEALTH AND SAFETY POLICY**

### **MISSION STATEMENT**

IPLOCA is totally committed to the promotion of health and safety in all areas of its influence and subscribes to the philosophy that all accidents are preventable. Therefore IPLOCA will encourage all member organizations to implement the most efficient health and safety measures applicable to their activities. Measures should take into account client requirements, local and international laws and regulations, which should be supplemented by additional activity related controls resulting in a proactive management system monitored, evaluated and improved on a continual basis.

### **INTRODUCTION**

IPLOCA promotes to its members a zero incident/accident philosophy based on the adoption of a clear documented health and safety management system. This system should have as its basis the following elements:

- Management commitment
- Planning
- Implementation and application
- Monitoring
- Analysis
- Actions
- System review
- Improvement initiatives

IPLOCA shall promote the highest level of health and safety to all its members, require all members to designate a safety manager, encourage members to implement effective health and safety initiatives, and require its members to submit annual safety statistics.

IPLOCA shall in addition encourage the communication of a “lessons learned” system between its member organisations in order to promote improvements multilaterally.



## **GUIDELINES FOR HEALTH AND SAFETY SYSTEM STRUCTURE**

Where health and safety are concerned everyone is to a degree responsible, health and safety is of utmost importance and must be fully integrated into all aspects of operations. We must all strive to make the consideration of health and safety issues paramount throughout all phases of work from conception to completion. The development, implementation and constant improvement of an effective health and safety management system results in many measurable returns inclusive of:

- Increased client confidence
- Enhanced employee morale
- Reduced production costs
- Improved productivity

In order that IPLOCA members may fully understand the level of implementation suggested, the following elements should form the basis of all health and safety management systems:

### **Management Commitment**

- Management should indicate a clear commitment with regard to provision of adequate resources to ensure achievement of objectives and maximise the effectiveness of the health and safety system. Resources should include a comprehensive departmental structure and all necessary equipment, materials and information needed by said department.
- Management should be directly involved in the implementation, maintenance and the continual improvement of the system.
- Management should endorse and fully support a clearly defined, documented, health and safety policy, which indicates a high level of commitment.
- Management should ensure that a system of setting, monitoring and continually resetting objectives is implemented at relevant levels. Objectives should be measurable, time-framed and realistic.
- Regular management reviews of the system should be conducted to ensure the improvement cycle.
- Management should lead by example therefore promoting a proactive approach.
- Management should ensure a high level of adherence, involvement and commitment of all personnel to the health and safety management system.



## **Planning**

The importance of planning with health and safety in mind cannot be overstressed. Every activity should be carefully evaluated and appropriate health and safety measures introduced to ensure optimum performance. Some elements of planning include;

- The implementation of a health and safety programme, which should define actions to be taken, time-frames, required resources and responsibilities and
- Formulation, control, distribution and where required revision of documented procedures, methodologies and instructions
- Hazard and risk assessment
- Emergency preparedness plan
- Provision of first aid / medical coverage
- Evaluation and planning of welfare needs
- Identification of requirements
- The setting and monitoring of clear positive objectives/goals/targets.

## **Implementation and Application**

The system should be documented, approved, initiated and communicated to all levels of staff and should cover all perceivable activities. Some key elements to be considered may include;

- **Competency**  
Competency requirements for specific tasks should be identified. Where required, additional training should be proposed and conducted to ensure personnel are capable of performing in accordance with requirements.
- **Training**  
Training should be planned, adequate resources should be made available, and training should be evaluated for effectiveness.
- **Awareness**  
All personal should receive frequently information about hazards and risks in their activities.
- **Monitoring**
  - Permanent health and safety surveillance/inspections
  - Regular planned audits and feedback
  - Implementation of a preventive/corrective action process
  - Incident and accident reporting
  - Identification of non-conformance
  - Health checks
  - Performance indicators



- **Action**

Action can be defined as both immediate action and action which is proposed during periodic analysis process.

Some immediate action would include;

- Action to correct non-conformance
- Preventive and corrective actions
- Actions recommended in audit results
- Action proposed by incident investigation
- Action taken to meet changes in requirements

- **Analysis**

Only through a comprehensive system of data gathering and analysis can the prime objective of continually improving the system be achieved. Data analysis is a key indicator of the maturity and efficiency of any system. Therefore, a high level of importance should be emphasized with regard to the analysis, results and recommended action.

- **Communication**

The importance of communication cannot be overstated. It is not enough to merely develop and distribute rules, regulations, etc. It should be clearly indicated within the system that management will ensure that all relevant information is communicated to all levels of personnel. Care must be taken to confirm the levels of understanding due to specific difficulties encountered in employing a multinational workforce.

An efficient system of communication includes many elements and is supported by follow-up and confirmation activities. Some media useful in communicating health and safety issues would include;

- Orientation
- Periodic publications
- Posters
- Safety lines
- Toolbox talks
- Meetings
- Job safety analyses
- HAZOP, HAZID
- Stop card
- MSDS (Material Safety Data Sheet)
- Internet
- Subscription systems within the company

### **System Review**

System review includes such elements as;

- Regular, periodic management review
- Process review
- Operational reviews
- Audit results
- Review of previous action



Reviews will be comprehensive and, where possible, conducted by teams formed from all relevant levels. They shall be documented, and all proposed and agreed actions communicated to all levels. The objectives of system reviews are to ensure that the system complies with and addresses constantly changing requirements both external and internal.

### **Improvement Initiatives**

The overall objective must be to constantly monitor and improve the management system. Therefore, every effort should be made to solicit ideas/suggestions for improvement, involve and motivate personnel at all levels and reward efforts.

Due to the diversified nature of projects/clients/locations specific operational/activity related controls have not been addressed. However these controls are recognized as being of importance in the overall health and safety management system. Operational and/or specific activity related documentation, procedures/instructions should be formulated, distributed and enforced to assist in achieving optimum performance. Some activities which may require specific controls include;

- Lifting operations
- Excavations
- Confined spaces
- Working at height
- Scaffolding
- Welding operations
- Working over water
- Diving operations
- Plant and equipment
- Use of explosives
- Radiography
- Night working
- Traffic safety
- Work permits
- Signs, signals, barricades
- Fire prevention
- Control of hazardous substances
- Drug and alcohol control
- Electrical works
- Tools

The above is not intended as a complete list. Different circumstances will require different measures, therefore, a comprehensive evaluation of project scope should be undertaken to ensure all aspects are addressed. In addition, the production, distribution and implementation of a management system should not ever be deemed as complete. The management system should be viewed as dynamic and subject to revision to address ever changing situations.



## SYSTEM FLOWCHART

