

# HS&E Communication and Consultation Procedure

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## 1. Scope

To outline the processes for employee involvement, consultation and ensuring that pertinent health, safety and environmental information is communicated to and from employees and other interested parties.

## 2. Legal requirements

The Safety Representatives and Safety Committee Regulations 1977  
 The Health and Safety (Consultation with Employees) Regulations 1996  
 The Health and Safety (Safety Signs and Signals) Regulations 1996

## 3. Definitions

None

## 4. Guidance

G004 Local Health, Safety and Environment Induction Guidance  
 G009 Faculty or Department Health and Safety Handbook Guidance  
 G010 Faculty or Department Health, Safety and Environment Committee Guidance  
 G011 Health, Safety and Environment Training Guidance  
 G015 University Health and Safety Handbook

## 5. Procedure

### 5.1 Consultation

The University's Health, Safety & Environment (HS&E) Operational Group is the primary forum for consultation through Trade Union and Employee Health & Safety Representatives when there are any changes that affect workplace health & safety.

The University operates the following:

- ❑ *The HS&E Operational Group* – The primary function of this team is to monitor and review the continuing suitability, effectiveness, and efficiency of the health & safety management system; to ensure risks are managed and tolerable; and to provide strategic direction to ensure continual improvement. The Group's Terms of Reference are available at: <https://www.aber.ac.uk/en/about-us/corporate-information/governance/sub-committees/>
- ❑ *Faculty/Departmental HS&E Groups* – The primary function of this committee is to share best practices, learning experiences, and identify/implement improvement opportunities in Faculty/Department or across the University.

The participants, frequency, inputs, and outputs of these Health & Safety Committees are outlined in the terms of reference and guidance documents G010, which is available at: <https://www.aber.ac.uk/en/hse/documents/>.

The local Health & Safety Committees or Group shall be action oriented workshop based events which may include the following elements on a recurring and/or periodic basis:

- ❑ *Management System Reviews* – Reviewing and sharing information on current health & safety performance and the status of the management system (reactive and proactive indicators).
- ❑ *Improvement Theme Presentations* – Presentations on topical/emerging themes which the organisation needs to implement.
- ❑ *Syndicate Workshops* – Workshops where participants focus on specialist themes and brainstorm actions to address deficiencies and implement improvement themes.

All hazards, unsafe acts and conditions are to be addressed outside of these meetings.

### 5.2 Employee Involvement

The University has ensured that appropriate processes are established that consultation and communication takes place regarding the effectiveness of the Health & Safety Management System by defining these methods in its procedures. The University's Health & Safety Management System involves relevant employees and other stakeholders as necessary as part of the following processes:

- ❑ Risk Assessment
- ❑ Legal & Other Requirements
- ❑ Business Planning
- ❑ Change Management
- ❑ Recruitment and Selection
- ❑ Competency, Awareness & Training (including induction)
- ❑ P019 - Consultation & Communication
- ❑ Documentation, Data Control & Records
- ❑ Operational Control

- ❑ Maintenance
- ❑ Contractors
- ❑ Hazardous Materials
- ❑ Emergency Preparedness & Response
- ❑ P001 - Reporting of Incidents and Cases of Occupational Ill Health
- ❑ Corrective and Preventive Action
- ❑ Audits
- ❑ Monitoring & Review
- ❑ P018 – Construction, Design & Management

### 5.3 Information Dissemination

The organisation has a range of media for disseminating health & safety information to employees and other interested parties. The framework below outlines the different media, the information to be disseminated, the frequency, and the responsibility:

MEDIA	WHAT	WHEN	WHO
Notice Boards / Displayed	<p>The types of useful information to be maintained on the notice board includes:</p> <ul style="list-style-type: none"> <li>– OH&amp;S Policy Statement</li> <li>– Health &amp; Safety Law Poster</li> <li>– Employers Liability Certificate</li> <li>– Key Performance Indicators</li> <li>– Incident Statistics/Charts</li> <li>– Names of HS&amp;E Employee Representative(s)</li> <li>– Name of HS&amp;E Management Representative</li> <li>– Name of First Aider(s)</li> <li>– Fire Action Notices</li> </ul>	Quarterly	Faculty Manager/ HS&E Co-ordinator
Tool Box Talks	<p>A toolbox talk is a very short informal safety talk and all about sharing best practice. Normally delivered on-site (not in a training room) and on a specific subject matter. It is a focused and to the point presentation with a specific safety message, which may be incorporated within another activity (e.g. staff meeting). The overall objective is to raise awareness of a particular aspect of the work. are at the discretion of the Department Manager and can include:</p> <ul style="list-style-type: none"> <li>– Procedural Updates</li> <li>– Work Instruction Updates</li> <li>– Sharing Incident Lessons Learnt</li> </ul>	As Necessary	Line Manager/ HS&E Co-ordinator
Legal Register & Guidance	All employees have access to the legal register and guidance and have been instructed in “where” and “how” to access it.	On-going	Health, Safety & Environment Team

Newsletter	A newsletter focussing on the following health & safety issues which may include: <ul style="list-style-type: none"> <li>– Best Practice Case Studies</li> <li>– Recognising Safe Behaviours</li> <li>– Planned Improvements</li> </ul>	Bi-Monthly	Health, Safety & Environment Team
Annual Report	An annual report focussing on the following health, safety & environmental activities: <ul style="list-style-type: none"> <li>– Health &amp; Safety Performance</li> <li>– Accident &amp; Incident Trends</li> <li>– HS&amp;E Strategy Action Plan</li> </ul>	Annually	Health, Safety & Environment Team

#### 5.4 External Communications





The framework below outlines the mechanisms for initiating external health and safety communications:

EXTERNAL PARTY	WHAT	WHEN	WHO
Health and Safety Executive	RIDDOR Reportable Accident RIDDOR Dangerous Occurrence RIDDOR Reportable Disease	Upon Occurrence	Health, Safety & Environment Team
Natural Resources Wales	Notification of spillage and unauthorised discharge to drains	Upon Occurrence	Health, Safety & Environment Team
Insurer	Notification of lost time injury and/or civil claim	Upon Occurrence	Insurance Administrator
Contractors	Review contractors current mechanisms for managing health & safety through undertaking of due diligence.	As Appropriate	Estates, Facilities & Residences  Faculty or Departmental Contract engager
Suppliers	Review supplier's current mechanisms for managing health & safety through undertaking of due diligence.	As Appropriate	Faculty or Departmental Contract engager
Student	Communicate campus hazards, precautions and rules	As Appropriate	Estates, Facilities and Residences  Relevant Faculty
Interested Parties	Provision of OH&S policy to interested party upon request.	As Appropriate	Health, Safety & Environment Team

Visitors	Communicate campus hazards, precautions and rules	As Appropriate	Estates, Facilities and Residences Event Organiser
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#### 4.5 Signs and Notices

The framework below outlines the signs and notices that must be displayed:

WHAT	WHERE	WHO
Health & Safety Law Poster "What You Should Know" <a href="http://www.hse.gov.uk/pubns/books/lawPoster.htm">http://www.hse.gov.uk/pubns/books/lawPoster.htm</a>	To be displayed in prominent location(s) within the workplace	Faculty Manager/ HS&E Co-ordinator
Certificate of Employers' Liability Insurance	To be displayed in prominent location(s) within the workplace	Faculty Manager/ HS&E Co-ordinator
Fire Procedures	To be displayed in prominent location(s) within the workplace	Fire Safety Advisor
First Aid (names of first aiders and location of facilities)	To be displayed in prominent location(s) within the workplace	Faculty Manager/ HS&E Co-ordinator
Prohibition Signs <i>"a sign prohibiting behaviour likely to increase or cause danger (e.g. no smoking)"</i> 	To be explicitly displayed at the points of risk	Risk Assessor
Warning Signs <i>"a sign giving warning of a hazard or danger (e.g. danger: fork lift trucks)"</i> 	To be explicitly displayed at the points of risk	Risk Assessor
Mandatory Signs <i>"a sign prescribing specific behaviour (e.g. eye protection must be worn)"</i> 	To be explicitly displayed at the points of risk	Risk Assessor
Emergency Escape Signs <i>"a sign giving information on emergency exits, first aid, or rescue facilities (e.g. emergency exit/escape route)"</i> 	To be explicitly displayed at the points of risk	Fire Safety Advisor

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