

Health, Safety & Environment


# HEALTH AND SAFETY POLICY

HSP-001

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## 1. GENERAL DUTIES

Northern Ireland Electricity Networks Limited (NIE Networks) adopts this policy recognising its obligations under health and safety at work legislation and will take all reasonable steps to ensure the health and safety of its employees, contractors, customers, visitors and the public who may be affected by our activities.

We also recognise employee health and wellbeing forms an important part of the overall health & safety approach and have developed an 'Employee Health and Wellbeing Policy' (NIE HR-001).

Safety is our core value and safe working is an integral part of how we plan, organise and undertake our business activities and operations. This Health and Safety Policy sets the clear direction to demonstrate our commitment for continuous improvement.

The Health and Safety Management System (NIE HSMS-001) is an integrated system approach to manage and control health and safety risks. The Health, Safety and Wellbeing Business Plan (NIE HSMS-002) sets out the Health and Safety Objectives and Targets with Outcome Indicators to enable Business Units to monitor the objectives are being achieved.


## 2. LEGAL DUTIES

This Policy is made under Article 4 (3) of the Health and Safety at Work (Northern Ireland) Order 1978 and applies to all our activities.

In conducting our business we will:

- Make continuous improvement in the Health and Safety impact of all our activities.
- Set measurable health and safety objectives
- Assess the risks to the health, safety and wellbeing of our employees and others who may be affected by our activities
- Implement arrangements for the effective planning, organisation, control, monitoring and review of measures necessary for the control of risks and for preventing injury and ill health

We recognise the value of each employee and acknowledge that as an employer we have a legal and a moral duty to prevent incidents, injuries and damage to the health of its employees and to others affected by our activities. Therefore, so far as is reasonably practicable, we are committed to:

- Provide and maintain a safe working environment where risks to health and safety are assessed and controlled.
  - Provide adequate information, instruction, training and supervision to enable its employees to perform their work safely, efficiently and without risk to health and wellbeing.
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- Set standards that comply with relevant statutory requirements for the health, safety and welfare of employees and others who may be affected by our work activities.
- Ensure adequate and effective systems for consultation and communication are established and maintained between all levels of management, employees and where identified others that may be affected, on matters relating to health, safety and welfare.
- Assess the risks from reasonably foreseeable hazards and implement appropriate controls to protect the health and safety of employees and others who may be affected by the hazards arising within the workplace.
- Investigate all incidents, including Near Miss events that had the potential to cause injury or damage to health, and implement appropriate recommended preventative actions.
- Ensure, when introducing new activities, substances, plant, machinery, equipment, processes or premises that adequate information, instruction, training and supervision is provided to establish safe systems of work and a safe and healthy workplace.
- Promote awareness of employees' responsibilities for health, safety and wellbeing.
- Give specific consideration to the change in risks that may arise through pregnancy and related conditions.
- Encourage participation in initiatives aimed at preventing incidents and improving occupational health and wellbeing.
- Co-operate with contractors and others who interact with NIE Networks and where required co-ordinate work activities so that everyone fulfils their legal obligations.
- Provide relevant information, instruction and training for contractors with regard to compliance with our Safety Rules, health and safety policies and procedures and establish systems for monitoring their compliance.
- Provide appropriate health surveillance and promote high standards of occupational health care.
- Consult and co-operate with Safety Representatives (both Trade Union appointed and employee elected) in the performance of their functions.
- Monitor the health and safety policy objectives through audit and review procedures to ensure their implementation and legislative compliance.
- Implement actions necessary to ensure that all employees work safely and do not put their own safety and health or that of others at risk.
- Ensure that management responsibilities are clearly assigned at all levels with defined roles.



### 3. APPLICATION

This Policy applies to all our work activities and is supported by our Safety Rules, policies, procedures and guidance documents. It shall be implemented and enforced by all managers at all levels and shall be observed by all employees.

### 4. RESPONSIBILITIES AND ACCOUNTABILITIES

Safety accountabilities and responsibilities are allocated to the management and staff involved in safety related tasks. This includes allocation of accountabilities and responsibilities for the safety of operations (safety performance of the organisation) and also for the implementation and operation of the safety management system.

Safety responsibilities can be delegated, i.e. cascaded down, within the scope of the defined job responsibilities, provided such delegation is documented. Safety accountability can not be delegated. It defines the obligation of the responsible person to demonstrate the satisfactory discharge of their safety responsibilities.

Safety management accountabilities and responsibilities are allocated in accordance with the organisation's management structure.

The Health and Safety Management System (NIE HSMS-001) identifies and details the responsibilities of the health and safety policy makers, planners and implementers to deliver successful health and safety management. The following specific responsibilities are allocated to ensure successful implementation of this Policy:

#### 4.1 Board

As the Company's governing body, the Board carries ultimate responsibility and accountability for the health and safety of employees. The Board itself is required to:

- Satisfy itself that the Health and Safety Management System is suitable and sufficient for its operations.
- Ensure that adequate resources for health and safety are provided.

In discharging these responsibilities, the Board is advised by the Executive Directors and members of the Executive Committee. In any event the Board will:

- Receive regular health and safety performance reports from the Health, Safety and Environment Manager.
- Be notified of any incidents carrying a major risk to health and safety.
- Be notified of any enforcement action taken against the company by the enforcing authorities.

Although statutory compliance will be accepted as a baseline standard, the Board will ensure that the company is moving towards best possible health and safety practice.



## 4.2 Members of the Executive Committee

All Directors are responsible and accountable for the effective implementation of the Health and Safety Management System.

The Executive Committee member (Director) with management responsibility for Health Safety and Environment is responsible for chairing the Health and Safety Management Committee.

This Director will, in so far as is reasonably practicable:

- Ensure that adequate resources are devoted to health and safety and that it enjoys equal importance with other management objectives.
- Champion safety issues at Executive and Board level.
- Ensure that the Executive and Board are advised of any safety matters which cannot be dealt with satisfactorily at a lower level.
- Hold the final authority for the enforcement of safety issues
- Make recommendations to the Executive and Board on health and safety policy and practice.
- Chair the Health and Safety Management Committee
- Ensure appropriate consultative arrangements are in place with employees and their representatives.
- Ensure that appropriate training is available to employees who have significant responsibilities in the management of health and safety.

The Company Secretary is the nominated representative for enforcing agencies with regard to the serving of formal notices and summons, except where direct negligence by an individual has not led to an action being taken against the company.

## 4.3 Managers

- Demonstrate commitment by setting clear health and safety business objectives.
- Establish responsibilities for the implementation of health and safety policies and procedures for employees, contractors and anyone else affected by our activities.
- Ensure there are sufficient resources to provide and maintain health and safety at work. Consult with Health Safety and Environment for specialist advice and guidance.
- Ensure the provision of appropriate first aid facilities and health checks and a wellbeing regime for employees in consultation with the NIE Networks Occupational Health and Welfare Consultants.
- Prepare and practise plans to deal with fire and other emergencies in the workplace.
- Ensure employees and contractors receive and/ or have appropriate information and training on hazards and precautions for any required workplaces and/ or work activity.
- Promote effective participation by employees in joint consultation on health, safety and wellbeing matters.
- Support and providing adequate time off from normal duties and appropriate facilities for both Trade Union appointed and employee elected Safety Representatives in the performance of their functions.
- Provide the appropriate personal protective equipment and making sure it is properly used, maintained and stored.

- Encourage employees to develop knowledge, interest and enthusiasm in health, safety and wellbeing.
- Ensure all incidents and Near Miss events are reported with suitable and sufficient investigations carried out and identified actions implemented to prevent any recurrence.
- Ensure that supervisors conduct day-to-day activities in compliance with safe systems of work, specific policies and procedures relating to this health and safety policy.
- Ensure all employees are accountable for their actions and omissions.

## 4.4 Employees

- Are responsible for complying with our health and safety policies and procedures, Safety Rules and will be encouraged to develop knowledge, interest and enthusiasm in health, safety and wellbeing.
- Have a duty while at work to take reasonable care for the health and safety of themselves and of others who may be affected by their actions or omissions and to co-operate with NIE Networks in fulfilling its statutory duty.
- Have a duty not to interfere with or misuse anything provided in the interest of health and safety and to inform their line manager/supervisor of any situation or practice that might present a serious or immediate danger which cannot be rectified by the employee at the time, including any shortcoming in protective measures.
- Have a duty to use machinery, equipment, substances, transport equipment or safety devices in conformance with training and instruction provided.
- Have a duty to report any incident, accident, dangerous occurrence or Near Miss event to their Manager as soon as practicable.
- Are responsible & accountable for their actions and omissions.

## 4.5 Contractors

- Are responsible for complying with our health and safety policies and procedures, Safety Rules and legislation governing the work of the contract.
- Are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.
- Have a duty to report any incident, accident, dangerous occurrence or Near Miss event to their Contract Manager/ Engineers Representative as defined in the contract.
- Are responsible & accountable for their actions and omissions.

## 5. POLICY REVIEW

This Policy shall be reviewed annually and also following any organisational changes that may affect the application of the policy. Any review will be communicated to all employees.

