



**Isle of Man**  
Government

*Reillys Eilan Vannin*

# Public Services Commission

*Barrantys Shirveishyn y Theay*

## **HEALTH & SAFETY POLICY**

### **STATEMENT OF INTENT**

The Health, Safety and Welfare of Public Services Commission (PSC) employees is of the utmost importance to the Public Services Commission.

Therefore the PSC recognises and accepts that the PSC, through its Departments, Offices and Statutory Boards (which have PSC employees), has a legal and moral duty to carry out its activities in a manner that will ensure the health, safety and welfare of its employees and those that may be affected by those activities, so far as is reasonably practicable.

To enable the PSC to meet its legal and moral responsibilities, Departments, Offices and Statutory Boards (which have PSC employees) must put arrangements in place to ensure that they can deliver their services while complying with their legal duties as well as best practice drawn from other jurisdictions, specialist organisations and industry standards.

Departments, Offices and Statutory Boards (which have PSC employees) will achieve this by ensuring a health and safety policy is in place which allocates health and safety management responsibilities that reflect the level of risk within the organisation and their operational arrangements.

Departments, Offices and Statutory Boards will further achieve this by setting health and safety objectives for the organisation.

The responsibilities and operational arrangements will be required to outline mechanisms for controlling health and safety related matters including enabling co-operation between individuals and groups, communication across the organisation and the competence of those involved.

Key areas to be addressed by each Department, Office and Statutory Board (which have PSC employees) through risk assessment, hazard identification and appropriate procedures that reflect the level of risk are to include:-

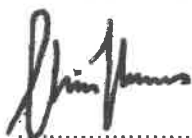
- Ensuring that there is an effective management system in place, to promote and support effective planning, control, monitoring, measurement and review of health and safety measures in order to enable the stated objectives to be met.
- Training and development of staff, at all levels of the organisation, promotion of working standards so that risks of injury or ill health are minimised.
- Assessment and management of risks to health and safety of all PSC employees and others who may be affected by activities on its behalf.
- Consultation with all employees on all matters in relation to health and safety performance to make sure that all staff are properly informed of health and safety issues and that all staff have ways of raising and resolving health and safety concerns.

- Establishment and maintenance of effective processes for identifying all accidents, incidents near misses and hazards and their investigation to determine improvements and lessons which can be learned.
- Ensuring there are effective processes in place to enable risk assessments, operational procedures and emergency arrangements to be reviewed at regular intervals and in particular following alterations in legislation, after accidents, incident, near miss, hazard identification or other adverse events or with the introduction of new people, practices or equipment.
- Audit of performance against stated objectives at regular periods of every three years or more frequently as prioritised following the annual safety report.
- The engagement of contractors or other third party providers who have been checked to make sure that they demonstrate the competence, resource and experience.
- Ensuring that sufficient resources are available to enable all activities to be undertaken safely and efficiently, including:-
  - Safe systems of work, plant and equipment
  - Safe use, handling, storage and transport of articles and substances.
  - Provision of safe places of work with a healthy working environment that has adequate access, egress and welfare facilities.
  - Appropriate information, instruction, training and supervision relevant to the skills, knowledge and experience of employees and those that may be affected by the activities.
  - Appropriate health and safety documents and records are kept in accordance with document retention schedules as defined by each Department, Office and Statutory Board (which have PSC employees). These records will support the production of the annual report.

To support Departments, Offices and Statutory Boards to develop and implement policies and procedures at least consistent with minimum legal standards, corporate guidance on areas of safety management will be provided on behalf of the PSC by specialist advisers, co-ordinated by the Head of Health Safety and Welfare. This will be endorsed and distributed or otherwise disseminated through the corporate governance mechanisms, as established by each Department, Office and Statutory Board (which have PSC employees) to develop their management system, appropriate to their activities and reflective of the risks involved.

The PSC will require annual reports on the management of Health and Safety across Government Departments, Offices and Statutory Boards unless there is reason to report matters more frequently. These reports will be generated by Departments, Boards and Offices and will be collated by the Head of Health Safety and Welfare through the corporate governance route.

The PSC does not employ everyone working in the Isle of Man's public service but it will encourage and support the employers of other public servants to meet the same high standards of health and safety.



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 Hon. Chris Thomas, MHK, Chair Public Services Commission

8 October 2018