

## **CAERPHILLY COUNTY BOROUGH COUNCIL**

### **CORPORATE SAFETY COMMITTEE**

#### **MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN ON 24TH FEBRUARY 1999 AT 10.00 A.M.**

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**PRESENT:**

Councillor W.H. Coleman - Chairman  
Councillor K. Forehead - Vice-Chairman

**Councillors:**

J. Bevan, A.I. Evans, E.K. Griffiths and D.T. Wiltshire

**Together with:**

Principal Commercial & Trading Standards Officer, Senior Corporate Health & Safety Officer, Health & Welfare Manager, Personnel Manager (Advice and Consultancy), Corporate Health and Safety Officer (GH), Corporate Safety Officer (SM), Senior Acting Personnel Officer (RJ), Admin Officer (Welfare & Central Support) (GP), Safety Officer (Competition Services) (KM) and Committee Services Officer (KW).

#### **APOLOGY**

An apology for absence was received from Councillor J.M. Purnell.

#### **MINUTES**

The minutes of the meeting held on 21st January 1998 were noted.

#### **REPORT OF OFFICERS**

Consideration was given to the following reports:-

##### **CS1 Health and Safety Notes for Contractors undertaking Work on or on behalf of the Council**

The Committee was informed that contracting companies with less than five employees were not required to have a written Health and Safety Policy. However, it was felt that the issue of some basic information on health and safety information would be helpful for contractors to further improve working conditions.

Consideration was given to a suggested policy and it was:-

**RESOLVED** that copies of the 'Notes for Contractors' attached to the officer's report be distributed to contractors undertaking minor works on behalf of the Authority.

**CS2 Accident Statistics**

The Committee noted the officer's report which outlined the numbers and types of industrial accidents which had occurred to staff, school pupils, clients of services provided by the Authority and members of the public and which were associated with the activities of the Council during the period 1st April - 30th September 1998.

**CS3 Dust and Fume Extraction in Schools**

The Committee noted the measures taken to reduce the volume of soldering fume and wood dust in CDT departments at Comprehensive Schools in the Borough.

**CS4 Noise Surveys**

It was reported that an Officer from the Corporate Safety Section had recently attended a training course run by the Institute of Acoustics and had qualified as a person competent to carry out noise surveys.

As part of the work carried out to combat industrial deafness amongst Council employees, noise surveys were being carried out.

RESOLVED that the report be noted.

**CS5 Assessment of Contractors' Health and Safety Policies**

It was reported that the Corporate Safety Unit had been involved in assessing the health and safety policies of contractors wishing to be included in the Authority's Select Tender List.

**CS6 Management of Asbestos**

The Committee noted the officer's report which gave details of forthcoming changes to the Asbestos at Work Regulations 1987.

**CS7 Audit Pack for Schools**

Members were informed that the number and type of safety documents at some schools varied significantly. In order to achieve uniformity of approach, the Corporate Safety Unit had produced an audit pack for distribution to all educational establishments.

Once completed and returned, a school's responses to the audit would indicate the amount of advice required by individual schools in the production and use of safety documents on a prioritised basis.

**CS8 Provision and Use of Work Equipment Regulations 1998**

The Committee noted details of the above Regulations which came into force on 5th December 1998.

**CS9 Lifting Operations and Lifting Equipment Regulations 1998**

The Committee noted details of the above Regulations which came into force on 5th December 1998.

**CS10 Lifespan of Industrial Safety Helmets**

It was reported that the Corporate Safety Unit had received a number of queries relating to the length of time an industrial safety helmet could safely be used.

Investigations had been undertaken with manufacturers and it was:-

RESOLVED that:-

- (i) industrial safety helmets be stored for a maximum of 3 years from the date of manufacture subject to the conditions outlined in the officer's report;
- (ii) the working life be limited to 3 years normal use following issue, subject to the conditions outlined in the officer's report.

**CS11 Draft Violence at Work Policy**

The Committee was informed that the Personnel Committee on 23rd February 1999 had considered a draft Policy on Violence at Work and had referred it to the Corporate Safety Committee for implementation.

RESOLVED that:-

- (i) the Violence at Work Policy be noted;
- (ii) the Head of Personnel be authorised to enter into negotiations with the relevant parties so that an inter-Directorate register can be established;
- (iii) all Directorates be required to draw up Action Plans for the implementation of the policy and establish safe systems of work including the identification of safe methods of work and the provision of appropriate training.

**CS12 Policy on Acquired Immune Deficiency Syndrome (AIDS) and HIV**

The Committee was informed that the Personnel Committee at its meeting on 12th January 1999 had approved a policy on AIDS/HIV.

Members then considered the policy attached to the officer's report and it was -

RESOLVED that the policy be noted.

**CS13 Guidance on the Use of Mobile Phones in Vehicles**

Consideration was given to a set of guidance notes prepared for all employees who were required to use mobile phones in the course of their duties.

RESOLVED that the report be noted.

**CS14 Guidance for Managers on the Control of Infectious Diseases**

The Committee was informed that the Health and Safety at Work Act 1974 Section 2 required the Council to ensure that its employees' health was not prejudiced by their work. This included taking such steps that were reasonably practicable to ensure employees whilst at work are not exposed to infectious diseases.

In order to meet the Council's obligations under Section 2, guidance had been prepared for Managers which set out the main principles of infection control. The guidance had been approved by the Consultant/Head of Occupational Health Services, Glan Hafren NHS Trust and would be circulated to each Directorate.

RESOLVED that the report be noted.

**CS15 Guidance for Dealing with Sharps and Needlestick Injuries**

The Committee noted guidance, approved by the Consultant/Head of Occupational Health Services, Glan Hafren NHS Trust which examined the risks of infection and precaution which should be adopted when handling sharps. The guidance also included the procedure to be followed in the event of an accidental needlestick injury.

**CS16 Working Time Regulations 1998**

The Committee noted details of the Working Time Regulations 1998 which came into force on 1st October 1998.

RESOLVED that the report be noted and a further report be submitted to the Committee regarding implementation of the Regulations.

**CS17 First Aid at Work Training**

Details of the first aid courses arranged by the Personnel Services Unit from January 1998 to February 1999 were noted.

**CS18 Corporate Policy on Personal Protective Equipment**

The Committee was informed that the Corporate Policy on Personal Protective Equipment attached to the officer's report had been produced in response to the Personal Protective Equipment at Work Regulations 1992.

RESOLVED that:-

- (i) the report be noted;
- (ii) Directorates carry out risk assessments and produce specific guidelines for use in their Directorates;
- (iii) where there are issues common to a number of Directorates, corporate guidelines be produced, following consultation.

