

CORPORATE SAFETY COMMITTEE – 23RD OCTOBER 2003

SUBJECT: EMPLOYEES HEALTH AND SAFETY HANDBOOK

REPORT BY: DIRECTOR OF THE ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the development of an Employees Health and Safety Handbook.

2. SUMMARY

- 2.1 The Corporate Safety Unit is currently developing a staff handbook in an effort to standardise the health and safety information available to employees. The Handbook or the information contained therein when completed will be available to all members of staff.
- 2.2 It is intended that the document will be produced in a “loose leaf” format so that information on new or amended legislation can be accommodated without having to re-print the whole book. The documentation would also be accessible via the Intranet site.
- 2.3 A considerable amount of work has been done on the designated content of the Handbook. Before progressing further, it will be necessary to consult with interested parties to ensure that the content covers every aspect of the Council’s business.
- 2.4 Committee are asked to endorse the setting up of a Working Party, comprising of Management, Trade Unions and Health and Safety Liaison Officers, to progress the matter.

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