



**OXFORDSHIRE  
COUNTY COUNCIL**

# **Health, Safety and Wellbeing**

## **Employee Induction Booklet**



Click link for more information  
Electronic version only



**Issue: 2015**

# Health, Safety and Wellbeing Guidance for Employees

Oxfordshire County Council, looking after your health, safety and wellbeing.

## Introduction

The Council aims to maintain a safe and healthy working environment by reducing work related risks. This intention is clearly stated in the Council's health and safety policies, which are regularly reviewed and updated.

The Council's health and safety policy is in three parts:

Corporate Health and Safety Policy – Part 1

Chief Executive's H&S Policy Statement for the whole organisation.

Directorate Health and Safety Policy – Part 2

Director's H&S Policy Statement containing Roles and Responsibilities.

Health and Safety Arrangements – Part 3

Deputy Director's arrangements for managing significant risk.

Advice on all aspects of health and safety is available from your manager and from the Health and Safety Team.

The policies are published on the Council's intranet site, for further information visit:

[H&S Governance and Policies](#) 

## Your Health and Safety Responsibilities

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the Council's health and safety policies and procedures;
- Ensure risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace;
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

There are additional responsibilities for managers and staff performing specific functions, for further information visit:

[H&S Roles and Responsibilities](#) 

## **Risk Assessment**

Your manager is required to undertake suitable and sufficient assessments of risks to your health and safety from your work activities, and arrange any adjustments to control the risks, including training, where necessary. You need to be involved in the risk assessment process as well as understanding their purpose and who they seek to protect and the key findings as they relate to your role. In general, try and minimise risks to yourself and others. If you identify any problems with your job or your workplace, you should report them straight away to your manager who will take appropriate action.

[Guidance on Risk Assessment](#) 

## **Young Persons**

A risk assessment must be done before a person under 18 is employed or taken on for work experience.

## **Training**

You will receive training to help you to avoid risks at work. If you feel you require further training in health and safety as part of your role, you should discuss this with your manager, including at your appraisal.

## **Fire**

You should ensure you know what action to take in the event of a fire or any other emergency that requires full evacuation of your workplace to a place of safety. Full evacuation drills and fire alarm testing will be carried out in line with the Fire Safety Action Plan for your workplace to practice what to do and to ensure that you are fully conversant with all the emergency procedures.

## **Bomb**

You should ensure you know what action to take if there is a bomb warning. Instructions should be clearly displayed in your building.

## **Accidents/Incidents/Violence**

If you experience an accident, incident or violence at work or witness an event likely to cause injury (near miss), you must report the event to your manager or other senior person on duty; this can now be done on the online system, which is accessible through the intranet. It is important to record incidents, accidents and near misses to ensure appropriate follow up action is taken.

[Accident and Incident Reporting System](#) 

[User Guide - Reporting System](#) 

## **First Aid**

Your workplace may have a qualified ‘first aider’ but, as a minimum, must have an ‘appointed person’ who is responsible for first aid. Make sure you know the arrangements for first aid, which should be clearly displayed in your workplace.



## **The Workplace and Work Equipment**

You should ensure the workplace is kept tidy and free from hazards, and that safety and guarding arrangements for all equipment, plant, etc are in use and in good order. If any equipment or property is defective, you should report this to your manager immediately and ensure it is taken out of use at once.

## Driving for Work

If you drive as part of your job, you should make sure your vehicle is well maintained and insured for business use. You should drive with care, with attention to the law and observing Council policies. You must not use a mobile phone whilst driving.

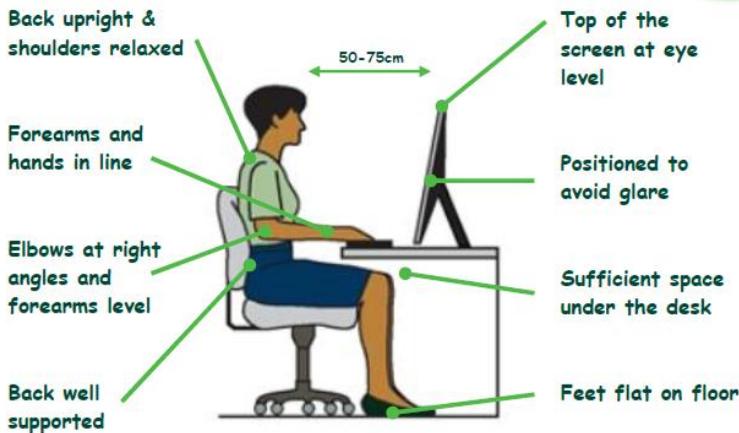


## Use of Display Screen Equipment

If you regularly use Display Screen Equipment (DSE), you must undertake, with your manager, a specific risk assessment using the form available on the Intranet. It is important to arrange your work in a way that gives you breaks away from the screen. If you are identified as a 'DSE User' you will be entitled to a free eye test.

How to set up your workstation correctly

Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache



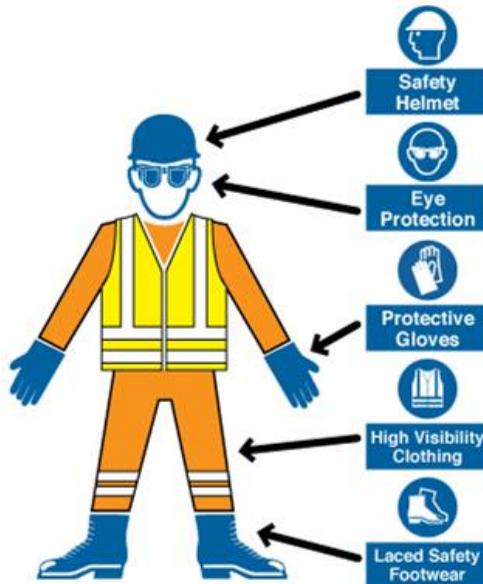
[Display Screen Equipment Policy and Guidance](#)

## Electricity

It is important that regular visual checks are carried out to ensure that you do not use equipment that is obviously faulty. You must report any defects to your manager immediately. All portable electrical equipment should be tested regularly (PAT test) by a competent person.

## Protective Clothing and Equipment

You are required to use any protective clothing or equipment provided, in accordance with instructions and training.



## Contractors

If you become aware that a contractor is not following safe procedures at work, you need to report this to your manager or a senior member of staff straight away.

## **Control of Substances Hazardous to Health (COSHH)**

Your manager will undertake a risk assessment of any hazardous substance you use. You should then be instructed by your manager on how to safely use any chemicals, or other substances, provided at work. If you have any additional questions about a particular substance, you can contact the Health and Safety Team.

## **Manual Handling**

If your job involves lifting, a risk assessment must be carried out to identify and hazards associated with the task, controls must be implemented to manage the risk/s. This may involve the provision of special equipment and specific manual handling training. If this has not been done, you should contact your manager. If you are involved in manual handling activities, you are required to:

- Co-operate with systems of work which minimise risks of manual handling and report any difficulties experienced while carrying out manual handling operations to your manager.
- Comply with instructions and use equipment provided in accordance with your training.
- Take reasonable care of your health and safety and that of others affected by your activities.

## **Occupational Health**

You can access health information from the [online Medicine Chest](#).

If your health is affecting your attendance or performance at work and you want to be referred to Occupational Health, talk to your line manager or call the HR Support Desk on 03300 240849.

## Harassment and Bullying

You should report any instance of harassment or bullying, to your manager, appropriate senior manager or HR Officer.

## Employee Assistance Programme

The Council's Employee Assistance Programme is delivered by a company called People Asset Management (PAM).

It is a free, confidential personal support service provided by the council for its employees. It offers expert advice and information along with specialist counselling on matters such as:

- Family and personal crisis
- Illness
- Debt
- Bereavement
- Benefits and tax credits
- Relationships

To access the Employee Assistance Programme whether by phone or online you will need to provide:

1. Username "**Directorates**" and
2. Password "**Oxfordshire**"

You can also phone the 24-HOUR 365-day confidential help-line - **0800 882 4102**

## New and Expectant Mothers

If you become pregnant, you are required to inform your manager as soon as possible who will undertake specific risk assessments to ensure that any risks to you or your baby are minimised both during and after pregnancy and birth. Advice is available from the Health and Safety Team or from Occupational Health.

## **Hours of Work**

If you find your working hours often exceed 48 hours per week, you should discuss reducing excessive hours with your manager. Make arrangements with your manager to take work breaks and take your full annual leave entitlement, to avoid unnecessary fatigue.

## **Working at Home**

If working at home you are expected to take adequate measure to ensure a safe working environment. You will be required to agree this with you manager and complete an assessment.

## **Secondary Employment**

If you have or take up a second job, you need to inform your manager who can check that; there are no risk to your health and safety, there are no potential conflicts of interest and to ensure that we fulfil our requirements under the Working Time Regulations.

## **Trade Unions**

The Council acknowledges the important role undertaken by recognised trade unions in maintaining a safe and healthy work environment, work practices and activities.

[Trade Unions](#) 

# Know where to find health and safety information on the Intranet:

The screenshot shows a web browser window displaying the Intranet page for 'Health and safety'. The browser's address bar shows the URL: <https://intranet.oxfordshire.gov.uk/cms/content/health-and-safety>. The page features a navigation menu with the following items: Home, Staff, **Support and guidance**, About the council, Buildings and travel, Teams and groups, News, and Applications. The 'Support and guidance' tab is highlighted in green. Below the navigation menu, the page title is 'Health and safety'. The main content area is a grid of nine tiles, each representing a different health and safety topic. A mouse cursor is pointing at the 'Support and Guidance' tab in the navigation menu. A red callout box with the text 'Click on the 'Support and Guidance' tab' is positioned over the tab.

**Click on the 'Support and Guidance' tab**

**Health and safety**

Home > Support and guidance

- H&S governance and policies**  
Health and safety governance framework and policies for all county council employees and buildings.
- Health and safety A - Z**  
Health and safety A - Z of procedures, guidance and forms for all establishments.
- Accident reporting system**  
We encourage the reporting of all accidents through our online system.
- Eye care vouchers**  
Information on who is entitled to eye care vouchers and how to obtain them
- Health and safety matrix**  
A guide to the health and safety training available for all staff.
- Risk assessments**  
Guidance on how to successfully carry out a risk assessment.
- Asbestos management folder**
- Responsibilities**
- Safety action bulletins**

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## Useful Contacts

|                     |                    |
|---------------------|--------------------|
| OCC H&S Helpline    | Tel: 03300 240 849 |
| Property Helpdesk   | Tel: 0808 156 6659 |
| Occupational Health | Tel: 01865 415500  |

## Employee Assistance

Phone the 24-HOUR 365-day confidential help-line – Tel: **0800 882 4102**

|                    |          |
|--------------------|----------|
| Emergency Services | Tel: 999 |
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