



Union Safety Representatives, EH&S Committees and Senior Management Inspections

VAIL-EHS-007

Affected Departments	
All	

	Role	Date
Originator	EH&S Business Partner	02 Jun 2023
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ISSUE NUMBER	SUMMARY OF UPDATE	DATE INCORPORATED
1.0	Procedure Review, new format and addition of section 5.4	11/12/2018
1.1	Reformatted and content reviewed against 2.ABM.HS.22. New paragraph 3 inserted.	20/04/2020
1.2	Font update, Form number changes from HSS02 & HSS45 to VAIL-EHS-007F01 & VAIL-EHS-007F02, abbreviation updates.	28/09/2020
1.3	One page inspection template created VAIL-EHS-007F03 as an alternative to the use of VAIL-EHS-007F01	02/06/2023

LIST OF ABBREVIATIONS	
EH&S	Environment, Health and Safety
SMT	Senior Management Team
CAFM	Computer Aided Facilities Management
VAIL	Vector Aerospace International Limited
OH&S	Occupational Health & Safety
SMS	Safety Management System
NCR	Non Conformance Report

References	
A	Safety Representatives & Safety Committees Regulations 1977
B	Health and Safety at Work Act 1974
C	ISO45001
D	Management of Health and Safety at Work Regulations 2002 (as Amended)

Forms	
VAIL-EHS-007F01	Union representative H&S check sheet
VAIL-EHS-007F02	Leadership Team EH&S check sheet
VAIL-EHS-007F03	Union Safety Representative, EHS & Senior Management One Page Inspection Form

1. Purpose

- 1.1. In accordance with Reference A, VAIL shall have procedures for ensuring that pertinent OH&S information is communicated to and from employees and other interested parties, through safety representatives. Employee involvement and consultation arrangements shall be documented and interested parties informed.
- 1.2. Section 2 (6) of Reference B requires an employer to consult with employees on matters of health and safety and set up safety committees where requested by trade unions. The setting up of a safety committee can promote co-operation between the management and employees by investigating, developing and carrying out measures to ensure the occupational health and safety of all persons whilst on the premises.

2. Scope

- 2.1. This leaflet relates to Reference C.
- 2.2. Employees shall be involved in the development and review of policies and procedures to manage risk.
- 2.3. Employees shall be consulted where there are any changes that affect workplace health & safety.
- 2.4. Employees shall be advised on Health & Safety matters and informed as to whom is their employee EH&S representative(s) and specified EH&S advisor.
- 2.5. The safety committee's and site safety meetings main functions are to keep under review the measures taken to ensure the health and safety at work of their employees.

3. Responsibilities

- 3.1. Site Directors are responsible for ensuring site "safety walks" are undertaken in accordance with the requirements of the SMS.
- 3.2. Senior Managers shall ensure that safety committee and site safety meetings are undertaken at appropriate intervals and accurate records are made of each meeting.
- 3.3. Line Managers are responsible for co-operation with all safety inspections, meeting attendance and progression of actions in relation to activities within the scope of this procedure.
- 3.4. EH&S team are responsible for facilitating, in conjunction with senior management, and supporting safety committee and site safety meetings.
- 3.5. EH&S team are responsible for collation, distribution and maintenance of records resulting from the activities within the scope of this procedure.

3.6. Union Safety Representatives are responsible for their participation in meetings and inspections within the scope of this procedure.

3.7. All employees are responsible for their cooperation in activities within the scope of this procedure.

4. Action

4.1. Safety Representatives;

4.1.1. When consideration is being given to the number of safety representatives to be appointed the following factors should be borne in mind: the total numbers of employees, the variety of different occupations, the size and variety of workplace locations, the operation of shift patterns, the type of work and any special dangers imposed by the work.

4.1.2. The union safety representatives functions are:

4.1.2.1. The investigation of potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents.

4.1.2.2. The investigation of complaints by an employee relating to health and safety.

4.1.2.3. Carry out inspections of the workplace, having given reasonable notice to the employer. Where possible, inspections should be carried out jointly by the employer and the safety representative.

4.1.2.4. To make representations to the management on matters of health and safety arising from accidents, complaints or inspections etc. and may be in the form of formal written reports or informal oral discussions.

4.1.2.5. Attend safety committee meetings.

4.1.2.6. Safety representatives shall be allowed to take such time off with pay during working hours for the purpose of performing their functions and to attend training as required to fulfil those functions.

4.1.2.7. Ensure that a co-ordinated approach is pursued towards matters of health, safety and the environment and to encourage participation in good EH&S practices, and support for EH&S policy, targets and objectives from all those affected by our operations.

4.2. Union Safety Inspections;

4.2.1. Union safety representatives shall inspect the work area using the check sheet VAIL-EHS-007F01 or VAIL-EHS-007F03 to ensure, so far as it is reasonably practicable, the health and safety of personnel in conjunction with the following non-exhaustive list:

4.2.1.1. The place of work, including access to and egress from.

4.2.1.2. The working environment, including heating, lighting, ventilation, etc.

4.2.1.3. The plant, equipment and tools.

- 4.2.1.4. The use, handling, storage and transport of articles, materials and substances.
- 4.2.1.5. Inspect the area and investigate in the event of a notifiable accident or incident.
- 4.2.1.6. Inspect the area if a substantial change in the conditions of work is liable to affect the health and safety of employees or pose a significant impact on the environment.
- 4.2.1.7. Inspect any documentation that is relevant to EH&S issues within the workplace, including the adequacy of the EH&S signs displayed.
- 4.2.1.8. Check the adequacy and correct use of personal protective equipment.
- 4.2.1.9. Check that area personnel are taking reasonable care for the health and safety of themselves and any others who may be affected by their acts or omissions. Ensure they are following all procedures and using controls put in place for their protection and for the protection of the environment.
- 4.2.1.10. Record details of each inspection on Local forms.

4.3. EH&S Committees;

- 4.3.1. A system of committees and meetings is to be set up where EH&S matters can be raised or addressed, e.g. Site EH&S Management Committee. Departmental EH&S Committees, Team Meetings, etc.
- 4.3.2. Safety committee meetings are to be held at least every three months. The safety committee's role is to carry out the following:
 - 4.3.2.1. Analyse accident or notifiable disease statistics and trends, so that reports can be made to management on unsafe or unhealthy conditions and practices and make recommendations for remedial action.
 - 4.3.2.2. Examination of EH&S inspection reports, so that reports can be made to management on unsafe or unhealthy conditions and practices and makes recommendations for remedial action.
 - 4.3.2.3. Consideration of reports and factual information provided by inspectors of the enforcing authorities, EH&S personnel and representatives of the meeting wishing to highlight areas of concern and or weakness within the management system.
 - 4.3.2.4. Provide assistance in the development of safety rules and safe systems of work.
 - 4.3.2.5. Monitor the effectiveness of the safety content of employee training.

4.4. Senior Management Inspections;

- 4.4.1. Senior management shall undertake safety inspections, known as "Safety Walks" in areas of the facility in which they are not in regular contact. Safety Walks shall be undertaken by each member of the senior management team (SMT) at intervals determined appropriate to fulfil the needs of the VAIL Safety Management System (SMS) policy.

4.4.2. Members of the SMT shall use Form number VAIL-EHS-007F02 as a check sheet which is similar in content to the checks used in Section 5.2 of this procedure. The output from the safety walks shall be collated by the EH&S department.

4.4.3. Any findings from the SMT which require rectification or improvement shall be managed by the EH&S department. In order to implement the findings, the EH&S department shall raise Computer Aided Facilities Management (CAFM) requests, raise Non Conformance Reports (NCR's) or take other action as is appropriate to resolve the matter.

4.5. Records;

4.5.1. Details of the company's safety representatives shall be displayed prominently to ensure personnel are aware of them.

4.5.2. Minutes of safety committee meetings are to be kept and distributed within the workplace.

4.5.3. Copies of the various committee minutes are to be sent the EH&S department for information, collation and review of actions.

4.6. Performance Measures;

4.6.1. Compliance with References A, B & D.

4.6.2. Line management shall regularly review the effectiveness of employee consultation within their area of responsibility.

4.6.3. Monitor and review the results and actions of safety meetings to ensure safe systems of work are effective.