

Manufacturing and Logistics Health and Safety Policy

<i>This Policy replaces</i> <i>POL253/1</i>	Copy Number
	Effective 01/08/18
Summary of Significant Changes Amends directors name	

Policy

The Manufacturing and Logistics (M&L) Directorate considers that the Health, Safety and Welfare of its staff and all those who work with or have contact with it is of paramount importance.

Purpose

The M&L Directorate aims to manage risks and prevent unnecessary accidents and ill health, as well as reducing losses and liabilities as far as possible.

Responsibilities

Chief Executive	Managers
Director	Staff
Senior Management Team (SMT)	

Definitions

Manufacturing and Logistics – M&L	National Health Service Blood and Transplant – NHSBT
Health & Safety Executive - HSE	

Applicable Documents

Health & Safety at Work Act

[POL39](#) NHSBT Health and Safety Policy Statement of Intent

[MPD354](#) Health & Safety Policy – part 2 Delegated responsibilities

This POL supports the main NHSBT Health and Safety Policy of Intent [POL39](#) and builds upon this for the M&L Directorate.

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M&L will specifically:

- Ensure that there is an effective H&S Management System in place. NHSBT has achieved certification to the OHSAS18001 standard for its H&S Management System.
- Recognise the importance of continuous improvement in our Health and Safety systems and performance.
- Ensure that there are adequate financial and physical resources available to ensure that the Plan for Health and Safety can be implemented fully.
- Ensure that all accidents within the directorate are reported, recorded and investigated initially by local managers with lessons learned reviewed and communicated. An escalation and review process will be in place for those cases requiring scrutiny.
- Ensure that there is a systematic identification, evaluation and reduction of risk through assessment and planning of actions to reduce or eliminate risk.
- Ensure that Health and Safety has been fully considered before new items of equipment or consumable items are purchased.
- Ensure that Health and Safety has been fully considered from the outset of change projects and during the whole lifetime of the project. Health and Safety will be fully considered before any significant changes in procedures and/ or working arrangements are implemented.
- Consult with staff and/or their accredited Health and Safety representatives, in order to work together to improve Health and Safety of staff and reduce accidents.
- Undertake detailed risk assessments on activities, equipment and workplaces where there is a significant risk of injury, to eliminate hazards or to reduce risk to an acceptable level.
- Ensure that all senior managers and staff understand their individual Health and Safety responsibilities.
- Provide relevant Health and Safety training.
- Ensure that all employees, as well as those who work with M&L, for example agency staff, contractors and volunteers are competent.
- Have access to competent Health and Safety advice on national policy, planning, and projects but also at a local level to advise managers on implementation when needed.
- Have designated Health and Safety Co coordinator(s) within M&L to co-ordinate within M&L the implementation of the M&L H&S Plan.
- Ensure that all staff make a positive contribution to Health and Safety performance by following safe systems of work, Safety instructions, reporting defects, near misses and incidents.
- Ensure effective and regular monitoring takes place against stated standards and targets, including use of scorecards and performance reports to gain greater assurance of Safety performance in functional areas.
- Review and audit Health and Safety performance.
- Comply with the Health and Safety at Work Act (1974) and other legislation, as the minimum standard – and where possible to exceed this.

Signed:



Date: 23/07/2018

**Greg Methven
Director of Manufacturing and Logistics**

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