

PORT OF LONDON AUTHORITY OCCUPATIONAL HEALTH AND SAFETY POLICY

The PLA regards good health & safety management and high standards of performance in health and safety as being of the utmost importance. It is integral to the PLA being an efficient and effective organisation. PLA is committed to achieving Zero Harm through safety improvements:-

- Taking all reasonably practicable measures to prevent injury and ill-health at work.
- Continuously improving health and safety performance by adopting industry best practice including guidance from Port Skills and Safety and The Port Marine Safety Code.
- Developing and maintaining effective health, safety and welfare arrangements to protect its staff and all who come into contact with its operations.
- Complying with legal and other relevant requirements.
- Providing an effective Health and Safety Management System (HSMS) to help manage health and safety risks.
- Providing suitable resources to deliver these commitments.
- Adopting a “no blame” culture for the reporting of accidents and incident and encouraging the reporting of “near misses” as an aid to prevention.
- Ensuring contractors and visitors observe and conduct themselves in accordance with our health and safety requirements.

The PLA recognises that effective health and safety arrangements improve operations by minimising time lost to injury or ill-health. They enable staff to work more efficiently and less stressfully in an environment where risks are effectively controlled, and health and welfare are promoted. As health and safety matters also affect the external environment, the successful implementation of the policy to control such issues enhances the PLA's reputation and standing.

In the PLA:-

- Our **Golden Rules** explain that health and safety is everyone's responsibility, we **Care** about each other's safety, **Challenge** all unsafe acts and **Comply** with the rules and procedures.. Effective implementation of the HSMS is one of the key responsibilities of all managers. All managers must demonstrate their commitment and leadership by regularly visiting the workplace to observe discuss and seek ways to improve health and safety arrangements.
- Every employee is required to take responsibility for the safety and health at work of themselves and others by following PLA's rules and guidance and by using their own experience and training.
- Effective systems of information and consultation will be maintained through the established Committee structure.
- All accidents, incidents and near miss reports will be investigated and corrective action reported to the relevant staff.
- Risks are to be systematically assessed and recorded for all tasks undertaken by PLA staff and contractors.
- Every employee is to have appropriate health and safety training.
- A positive approach to health and safety is a key requirement for appointment and promotion in the PLA.
- Suitable first aid arrangements are available.
- This Policy and the HSMS are brought to the attention of all employees.
- This Policy is to be reviewed annually or following any significant change to legislation or circumstances.

The HSMS defines in more detail the key responsibilities of duty holders. The following is a summary:-

- The Board of the PLA has a leadership and monitoring role in relation to health and safety throughout the PLA. This is achieved by reviewing the work of the various health and safety committees; through regular reports from the Chief Executive and briefings from the Health and Safety Advisor.
- The Chief Executive is responsible to the Board for all health and safety matters affecting the PLA and its staff, in particular for the setting of objectives, formulation of health and safety policy, its development and implementation. The Chief Executive reports regularly to the PLA Board on a range of issues including incidents and accidents, auditing of performance and important operational and legislative developments.
- The Health & Safety Advisor administers and helps monitor and improve the HSMS. He reviews new legislation, standards and codes of practice as they are issued, and briefs management accordingly.
- Managers – to treat Health & Safety as the primary responsibility in accordance with this policy and promote the PLA's **Golden Rules**.
- All staff – to take responsibility for their own health and safety and that of their colleagues and visitor/contractors to PLA work places.

Detailed Health and Safety arrangements are contained in the HSMS, which is accessible to all PLA employees.

Robin Mortimer
Chief Executive
5th December 2018

