

Chapter 41

Non financial measures

Health & Safety – Policy and Performance

Covering:
Lost time and RIDDOR reports for staff and
contractors
Management of health and safety
Annual health & safety topic

Non financial measures

Chapter 41

Key outputs – Health and Safety

Policy and Performance

Introduction

Seeking efficiencies is an essential aspect of managing business. Equally essential is the maintenance and, where necessary, improvement of health and safety performance of both directly employed staff and contractors' staff working on company operational core activities.

During 2004 the Health & Safety Executive (HSE) consulted on Ofwat's behalf with the water industry via the Water UK Occupational Health & Safety Group (WUKOHSG) to develop a three fold approach to the reporting of health and safety policy and performance information.

The approach comprises:

- a set of health and safety statistics and related commentary to be submitted with the Annual Information return;
- a report on the company's management of health and safety; and
- a report on an annual health and safety topic.

The two reports are submitted by 11 September 2009 as a supplement to the Annual Information return.

HSENI have asked NAIUR to gather similar information on their behalf (apart from an equivalent of the E&W annual report on musculo-skeletal disorders).

The requirements for NIW are described below and in the line definitions for table 41.

1. Health & Safety Statistics

The aim is to establish trends for the regulated business over several years, which will enable the company and their contractors to demonstrate their improving health and safety performance.

Table 41 collects health and safety information for all company employees (as recorded on the company payroll) and those employees of the company's contractors engaged in operational core activities. There are two blocks of information for each category. The first block records lost time due to sickness, accident and occupational ill health, and the incidence of occupational ill health. The second block records RIDDOR* reports information. .

Lost time due to sickness, accidents and incidence of occupational ill health

Lines 1 and 10 record the company's and contractors' employee totals (full time equivalents) respectively. The company should describe in its commentary the methodology adopted to derive this figure.

* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Lines 2 and 11 record total days lost due to accidents and total sickness absence, including occupational ill health.

Lines 3 and 12 record the total number of days lost as a rate per 1,000 employees (full time equivalents).

Lines 4 and 13 record the number of incidents of occupational ill health. Occupational ill health topics are:

- Musculo-skeletal disorders (including work-related upper limb disorders);
- Hand-arm vibration syndrome;
- Stress;
- Work related infections; and
- Noise induced hearing loss.

Lines 5 and 14 record the incidents of occupational ill health as a rate per 1,000 employees (full time equivalents).

RIDDOR reports

The intention is to try and establish the numbers of RIDDOR accidents occurring during the provision of water and sewerage services involving both company and contracted labour.

Lines 6 and 15 record the total number of reports made under RIDDOR. These figures should include major injuries, ~~and~~ over three day injuries and cases of disease and dangerous occurrences.

Lines 7 and 16 record the RIDDOR reports as a rate per 1,000 employees (full time equivalents).

Lines 8 and 17 record the three day accident rate per 1,000 employees (full time equivalents).

Lines 9 and 18 record the major/fatal accident rate per 1,000 employees (full time equivalents).

Guidance to the company

Scope of information

The company should report total figures across the whole of the regulated business, i.e. water and sewerage combined, and confirm in their commentary that they have done so.

Diseases and dangerous occurrences

It is assumed that the numbers of reports of diseases or dangerous occurrences will continue to be so low as not to show any real trend. The numbers should be included in 'Total RIDDOR incidents' (line 6 for employees and line 15 for contractors).

However, if any reports of disease or dangerous occurrences have been made during the year the company should include a brief outline (100 words per individual report) of any such reports in their commentary accompanying table 41.

Where there are multiple reports of one type of RIDDOR reportable disease, for example, vibration white finger, the company should include a paragraph in their commentary setting out the scope of the problem and covering all such incidents.

The company should include in its commentary accompanying table 41 any reports of diseases or dangerous occurrences involving contractors.

The company should set out in its commentary, which accompanies table 41 how it has calculated the rates reported on in the table.

Core operational activities

It is important to have a means of monitoring trends. The company should define in their commentary accompanying table 41 the core operational activities on which contractors are engaged. The company should make clear whether or not they have included lost time and RIDDOR information for sub-contractors' employees. The company should set out in its commentary a list of the operational activities they have defined as 'core' for both its own and its contractor's employees.

Transient contractors

For transient contractors it is sufficient to record any accidents which occur to them on a company work site, but it is not necessary to obtain full time equivalent figures. This will only have a slight effect on the accident rate, as it is assumed that the numbers of such contractors having accidents will be small. The company should state in its commentary whether it has included regular and/or irregular transient contractors in the total in line 10.

Report year

The company should state in its commentary whether the report is for the calendar year 2008 or the financial year 2008-09.

Employee totals

The company should state in its commentary whether its employee and contractors' employee totals are the year end total, or a yearly average.

Occupational ill health

The company should state in its commentary whether it has experienced any difficulties in reporting cases of occupational ill health against the five topics identified above, and how it has dealt with them.

Guidance to reporters

The reporter should comment on:

- whether methods used to prepare table 41 are appropriate to meet NIAUR's reporting requirements;
- the reasonableness of the company's definition of 'core operational activity' ;
- the completeness of the company's list of core operational activities;
- the consistency of the company's use of its definition of 'core operational activity' when reporting on its contractors' health and safety information;
- the appropriateness of the confidence grades assigned to the information in table 41.

2. Report on management of health and safety

The company is asked to submit a report addressed the following points:

- the date of the health and safety policy statement, and its review date;
- planned and actual dates of health and safety reviews;
- how the health and safety function reflects the company structure;

- the roles within the health and safety function, and associated responsibilities;
- who provides health and safety advice, and their qualifications, experience, etc.;
- access to specialist support outside the company if needed;
- health and safety training given to operational managers;
- composition of the health and safety committee, and the frequency of its planned and actual meetings;
- availability and distribution of minutes of the health and safety committee meetings;
- monitoring of health and safety committee action points; and
- health and safety committee's involvement in health and safety initiatives.

In subsequent year the company will be asked to report by exception on any changes to the management of health and safety that have occurred.

For their supplementary report to the 2009 Annual Information return companies should address the topic of occupational health provision. Thirty million working days are lost every year to occupational ill health and injury, and in 2005-06 two million people were suffering from an illness they believed was caused, or made worse by, their work. The Government is committed to improving the health of the UK's working age population and a number of public sector bodies have recently put in place occupational health strategies. Within the water industry the number of case of occupational ill health is rising, and therefore the supplementary report focuses upon the nature of companies' occupational health provision.

Companies should include consideration of the following points in their reports:

- How occupational health is managed within the organisation, with reference to company policy and procedures.
- How health, wellbeing and sickness absence policies are implemented and reviewed.
- How improvements to the health and wellbeing of staff are to be achieved.
- Training provision for managers (e.g. dealing with sickness absence and return to work).
- Measures taken to reduce general ill-health amongst employees (e.g. stop smoking or healthier lifestyle initiatives).
- Support provided to enable staff to remain in work, or quickly return to work when they develop health problems or disabilities (e.g. changing working patterns or making workplace adaptations).

Guidance to reporters

- The reporter should briefly confirm or otherwise the company's 'by exception' report on changes to its management of health and safety, using the September 2008 report as the baseline.
- For the report on occupational health provision reporters should confirm or otherwise the factual content of the company's report. The reporter's report should confirm whether management arrangements are in place, but should not address their health and safety content.

Line definitions for table 41

The following terms used in the line definitions below are defined in the following HSE publications:

'A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' L73, reference ISBN 0 7176 2431 5

RIDDOR: Injuries (Over 3-day, major, death)
 Dangerous occurrence
 Reportable disease

Occupational ill health:

The conditions considered relevant to the water industry are covered in the Performance Measurement Form produced under Clearwater 2010. These are to be considered to be incidents of occupational ill health when confirmed by a medical practitioner.

Table 41 line definitions

1	Employee total	nr	0dp
Definition	Total number of employees of the regulated business		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

2	Total days lost due to sickness, accident and occupational ill health	nr	0dp
Definition	Total days lost by employees of the regulated business due to sickness, accident and occupational ill health during the year		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

3	Total days lost – rate per 1,000 employees	nr	2dp
Definition	The rate of lost days per 1,000 employees of the regulated business		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

4	Number of incidents of occupational ill health	nr	0dp
Definition	Number of incidents of occupational ill health recorded by employees of the regulated business.		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

5	Incidents of occupational ill health – rate per 1,000 employees	nr	2dp
Definition	Rate of incidents of occupational ill health per 1000 employees in the regulated business		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

6	Total RIDDOR incidents	nr	0dp
Definition	Total number of reports of dangerous occurrences, cases of disease, fatal, major and three day injuries recorded regarding employees of the regulated business which were reported to the HSENI.		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

7	RIDDOR incidents – Rate per 1,000 employees	nr	2dp
Definition	Rate of reports of dangerous occurrences, cases of disease, fatal, major and three day injuries recorded per 1,000 employees of the regulated business which were reported to the HSENI.		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

8	Three day accident rate per 1,000 employees	nr	2dp
Definition	Rate of three day accidents per 1,000 employees of the regulated business		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

9	Major/fatal accident rate per 1,000 employees	nr	2dp
Definition	Rate of major and fatal accidents per 1,000 employees of the regulated business		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

10	Contractors' employees total	nr	0dp
Definition	Total number of contractors' employees engaged on core operational activities.		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

11	Total days lost due to sickness, accident and occupational ill health	nr	0dp
Definition	Total days lost due to sickness, accident and occupational ill health by contractors' employees engaged on core operational activities.		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

12	Total days lost – rate per 1,000 employees	nr	2dp
Definition	Total days lost – rate per 1,000 contractors' employees engaged on core operational activities		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

13	Number of incidents of occupational ill health	nr	0dp
Definition	Number of incidents of occupational ill health occurring to contractors' employees engaged on core operational activities.		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

14	Incidents of occupational ill health – rate per 1,000 employees	nr	2dp
Definition	Rate of incidents of occupational ill health per 1,000 contractors' employees engaged on core operational activities		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

15	Total RIDDOR incidents	nr	0dp
Definition	Total number of dangerous occurrences, cases of disease, fatal, major and three day injuries recorded regarding contractors' employees engaged on core operational activities which were reported to the HSENI.		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

16	RIDDOR incidents – rate per 1,000 contractors' employees	nr	2dp
Definition	Rate of reports of dangerous occurrences, cases of disease, fatal, major and three days injuries recorded per 1,000 contractors' employees engaged on core operational activities which were reported to the HSENI.		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

17	Three day accident rate per 1,000 contractors' employees	nr	2dp
Definition	Rate of three days accidents per 1,000 contractors' employees engaged in core operational activities		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

18	Major/fatal accident rate per 1,000 contractors' employees	nr	2dp
Definition	Rate of major/fatal accidents per 1,000 contractors' employees engaged in core operational activities.		
Primary Purpose	Establishing health & safety performance trends		
Processing rule	Input		
Responsibility	Network Regulation Team on behalf of HSENI		

CHANGE CONTROL SHEET
CHAPTER 41

2008/1.0	First issue of chapter for the SBP period
2009/1.0	Second issue of chapter for the SBP period; - Added additional reporting requirements for PPP reporting of health and safety,