

# 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.

In order to monitor this Health and Safety performance, the Utility Regulator requires the company to complete the following:

- A set of health and safety statistics and related commentary to be submitted with the Annual Information return;

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

#### 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.

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).

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\* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997

## **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, 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 2012 or the financial year 2012-13.

**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.

**Supplementary Health and Safety Reports**

There is no requirement for the company to produce the supplementary health and safety reports which had been asked for in previous years.

**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 (Northern Ireland) 1997' ISBN 0 337 11259 2.

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**

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

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

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

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

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

<b>6</b>	Total RIDDOR incidents	nr	0dp
<b>Definition</b>	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.		
<b>Primary Purpose</b>	Establishing health & safety performance trends		
<b>Processing rule</b>	Input		
<b>Responsibility</b>	Network Regulation Team on behalf of HSENI		

<b>7</b>	RIDDOR incidents – Rate per 1,000 employees	nr	2dp
<b>Definition</b>	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.		
<b>Primary Purpose</b>	Establishing health & safety performance trends		
<b>Processing rule</b>	Input		
<b>Responsibility</b>	Network Regulation Team on behalf of HSENI		

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

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

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

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

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

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

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

<b>15</b>	Total RIDDOR incidents	nr	0dp
<b>Definition</b>	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.		
<b>Primary Purpose</b>	Establishing health & safety performance trends		
<b>Processing rule</b>	Input		
<b>Responsibility</b>	Network Regulation Team on behalf of HSENI		

<b>16</b>	RIDDOR incidents – rate per 1,000 contractors' employees	nr	2dp
<b>Definition</b>	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.		
<b>Primary Purpose</b>	Establishing health & safety performance trends		
<b>Processing rule</b>	Input		
<b>Responsibility</b>	Network Regulation Team on behalf of HSENI		

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

<b>18</b>	Major/fatal accident rate per 1,000 contractors' employees	nr	2dp
<b>Definition</b>	Rate of major/fatal accidents per 1,000 contractors' employees engaged in core operational activities.		
<b>Primary Purpose</b>	Establishing health & safety performance trends		
<b>Processing rule</b>	Input		
<b>Responsibility</b>	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,
2010/1.0	Third issue of chapter for the SBP period. - Submission date of supplementary reports amended to 13 September 2010 and a new supplementary report topic has been added: Protecting the public and report year dates in the company guidance have been changed.
2011/1.0	First issue of chapter for the PC10 period. - Requirement for the completion of two supplementary health and safety reports has been dropped.
2012/1.0	Second issue of chapter for the PC10 period. - No changes.
2013/1.0	Third issue of chapter for the PC10 period. - No changes.