



# Health and Safety Policy

There is no higher priority at WPD than the safety of our staff, contractors and third parties who could be affected by our works

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## The safety of yourself and those around you is paramount

There is no higher priority at WPD than the safety of our staff, contractors and third parties who could be affected by our works. Whether you are a long serving member of staff or a newly recruited apprentice the safety of yourself and of those around you is paramount. As a business I believe it is important that we communicate this at every opportunity so everyone knows and understands our commitment. If you are in any doubt about the works or the safety of yourself, your colleagues or of anyone else who could be affected then STOP and ASK. Risks are always with us in our working lives and it is how we deal with those risks - both as individuals and as a business - that will ensure our safe return from work at the end of every day.

**Robert Symons**

Chief Executive April 2018



## 1 GENERAL STATEMENT

This policy statement applies to all staff and companies within the Western Power Distribution Group (WPD).

WPD is committed to maintaining an ongoing and continuous improvement in its safety performance.

Our over-riding aim is to ensure that no-one is injured or has their health damaged as a result of our business activities. This is a key company goal for all companies in the Western Power Distribution Group.

WPD will continue to seek and develop new and improved tools and techniques with the aim of eliminating or reducing risk.

We fully support the aims of the Health & Safety at Work etc. Act 1974 and will, as a minimum, achieve full compliance with all relevant legislation.

WPD will continue to foster constructive and positive relations with regulatory bodies such as the Health & Safety Executive and Ofgem.

## 2 CULTURE, CORE VALUES AND BEHAVIOUR

WPD has a culture that is open, constructive and seeks to foster trust between staff and managers. Everyone who works for WPD is expected to:

- Take personal responsibility for the safety of themselves, their colleagues and the public.
- Comply with WPD policy and procedures, follow their training and use the correct tools and Personal Protective Equipment (PPE) at all times.
- Report any unsafe situations and events, and assist constructively in resolving any health and safety related issues.
- Take every opportunity to learn from events and take timely, appropriate action to prevent any recurrences.
- Company Directors and the Senior Management Team will always support staff where they feel the need to stop and seek clarification or help to ensure the safety of themselves.

## 3 GOALS AND TARGETS

Our goal is to achieve zero accidents.

Everyone is encouraged to view all accidents as avoidable and are expected to co-operate with, and learn from every incident and accident investigation.

Every member of staff and contractor has a personal target to achieve a zero personal accident record for themselves and to assist others to achieve this goal.

Each business area within WPD will be set annual targets for health and safety.

Health and safety performance will be measured with appropriate Key Performance Indicators, which will be available to all staff.

Health and safety will be an agenda item on all formal or regular team meetings.

## 4 RISK ASSESSMENT

All Company activities are assessed for risk before they commence. Generic safety risk assessment forms the basis of Policy Documents (POLs) in the HS series of WPD Business Directives. Standard Techniques (STs) detail generic procedures for the control of the risks identified in policy.

Any person planning or organising work for WPD is expected to conduct risk assessments at an early stage in the planning/organisation process to ensure that, as far as is reasonably practicable, foreseeable risks are planned or designed out, or minimised, before the work commences.

In addition to these generic risk assessments, all staff conduct a site specific risk assessment before starting work. They take positive action to minimise any risk that may exist and are expected to actively communicate with any third parties involved in, or affected by, their work.

## 5 ORGANISING FOR HEALTH & SAFETY

All staff are trained, assessed, managed and supervised to ensure that they are competent to carry out their normal duties. If staff or contractors have any doubts about the safety of any situation that arises, they are expected to STOP AND ASK for assistance.

All staff are provided with appropriate PPE and are expected to inspect, maintain and use it correctly.

Suitable first aid, welfare and emergency procedures are in place.

The safe use, handling, storage and transport of all tools, equipment, PPE and materials shall be assessed prior to purchase.

All equipment and materials shall be used, handled, stored and transported in a safe manner.

Contractors working for WPD are expected to achieve the same high standards of health and safety as WPD staff.



## 6 ARRANGEMENTS

The WPD Health & Safety Management System shall conform with the requirements of OHSAS 18001:2007 Occupational Health & Safety Management Systems.

All WPD policy and procedures related to the management of health and safety shall be documented in a common, risk based format and shall be freely available to all staff and contractors.

These documents shall be subject to a process of review and continuous improvement based on the principles of risk assessment and control.

WPD health and safety policies and procedures shall be consistent with each other and with WPD company culture. They will be developed and presented so that all requirements are practical and appropriate for the business environment in which we operate.

Current health and safety policy and procedures are described in a series of documents in the following formats:

Policy Documents (POLs). These are high level documents that identify hazards and detail high level, generic risk assessments of these hazards. They provide high level generic control measures designed to reduce any risk to an acceptable level.

Groups of Standard Techniques (STs) relate to Policy Documents (POLs) and provide detailed procedures that staff and contractors shall use to apply control measures identified in the related Policy Document.

The WPD Distribution Safety Rules (DSRs) are based on the National Model Distribution Safety Rules and form the basic procedures for all electrical operations on the WPD distribution system. All operational staff and contractors are issued with a personal copy.

From time to time, Safety Bulletins are issued in a distinctive format to communicate urgent messages to selected staff and contractors. These documents will generally be concise and focus on a single issue.



## 7 RESPONSIBILITIES

The Operations Director is the director with overall responsibility for health and safety, and:

- Ensures that this health and safety policy is translated into effective action at all levels in the company.
  - Provides adequate financial and personnel resources to ensure that health and safety policy can be implemented in an effective and efficient manner.
  - Personally promotes an interest in, and enthusiasm for, health and safety matters and sets high personal standards, as an example to others.
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**SENIOR MANAGERS** are responsible for health and safety within their own business units and:

- Monitor the health and safety performance of their business unit and take steps to achieve a continual improvement in standards.
  - Ensure that all staff under their control are aware of their responsibilities with regard to health and safety.
  - Ensure that adequate health and safety arrangements and policies are in place for their business unit.
  - Personally promote an interest in, and enthusiasm for, health and safety matters and set high personal standards, as an example to others.
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**LINE MANAGERS, LEADERS OF WORKING PARTIES & SUPERVISORS** take responsibility for day to day issues associated with health and safety and ensure that:

- All health and safety policies and instructions are implemented throughout the section or team that they control.
- Any reports of risks or hazards that have the potential to cause harm are acted upon in an appropriate, timely manner.
- Information is communicated adequately to all staff under their control.
- Accidents, near misses, operational incidents and dangerous occurrences are promptly reported and properly investigated in a timely manner.
- They personally promote an interest in, and enthusiasm for, health and safety matters and set high personal standards, as an example to others.

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**ALL STAFF** are to act in a responsible manner and take reasonable care of themselves, their colleagues and anyone else who their activities may affect. Everyone actively co-operates with the company, in particular by:

- Personally taking appropriate action to address any safety matters which come to their notice.
- Avoiding careless or hazardous behaviour, especially horseplay that may endanger themselves or others.
- Adherence to company policy, safe working practices and other instructions at all times.
- Using all tools, materials and equipment safely in accordance with training and instructions.
- Inspecting, maintaining and using PPE when appropriate to do so.
- Carrying out a proper and sufficient risk assessment before starting a task and throughout the task so that risks are considered and controlled at the start of the task and when circumstances change. These risk assessments shall be recorded in circumstances defined in WPD policy and where the individuals deem that it is of value to do so.
- Making sure control measures are in place to minimise the risks to all affected persons.
- Ensuring that details of the risk assessment and control measures are adequately communicated to all affected persons.
- Immediately reporting to line managers any risk, hazard or shortcoming that may affect their health and safety, or that of their colleagues or the public and taking personal ownership of the problem.
- Taking an active and personal interest in promoting health and safety at work.
- Personally promoting an interest in, and enthusiasm for, health and safety matters and setting a high personal standard, as an example to their colleagues.
- Ensuring that they do not start work unless they are competent and equipped to do so, and it is safe to do so.
- Communicating proactively with all persons who may be affected by the work to be undertaken and actively taking responsibility for their colleagues' safety.

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The company has a **SAFETY TEAM** under the overall control of a nominated direct report to the Operations Director. The Safety Team is led by the Safety & Training Manager and its members will:

- Provide information, advice, assistance and support on health and safety matters to all staff in all WPD businesses.
- Provide professional advice on technical, legal and other health and safety matters.
- Collect information and report on WPD's health and safety performance. This includes information about the performance of WPD contractors.
- Liaise and maintain a positive, constructive and professional relationship with employees of the Health & Safety Executive, Department of Business, Energy & Industrial Strategy, Local Authorities and other bodies responsible for the enforcement and regulation of health and safety matters.

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The company employs professional service providers in the occupational health field. **THE EMPLOYEE RELATIONS MANAGER** is responsible for the overall management of these services, which include:

- A professional Occupational Health Team who are available to provide medical advice, assistance, treatment and health monitoring as required by the business managers.
- An Occupational Health Surveillance Programme which is aimed to provide employees with early diagnosis of potential work-related ill health and to provide the company with an objective mechanism for monitoring the effectiveness of health protection measures.
- A Managed Back Care Programme, which is available to all staff, with the agreement of their manager, to provide proactive and reactive physiotherapy and advice on musculo-skeletal problems.
- A confidential Employee Assistance Scheme, which is available to all staff and their families, to provide advice and assistance about a range of issues including stress, legal, financial and personal issues.

## 8 CONSULTATION

WPD managers consult with staff on health and safety matters, as appropriate.

Informal consultation is part of everyday problem solving between managers, staff and their Safety Representatives. Local safety meetings are set up to deal with local and specific issues.

Formal discussions with staff and union representatives take place through the structure of joint Safety, Health and Environment meetings. The constitution, agenda and the minutes of these meetings are freely available to all staff.

Appointed Safety Representatives are granted time and resources to carry out their functions in an effective manner.

## 9 MONITORING AND COMPLIANCE WITH HEALTH AND SAFETY POLICY

WPD details the requirements and provides guidance to all staff on the procedures for monitoring and auditing health and safety related matters.

Line management is responsible for ensuring that they and their staff comply with these requirements.

There is constant, ongoing review of safety performance, operational incidents and sickness absence records.

An appropriate standard of internal and external audits of Company health and safety management systems is adopted and maintained.

All accidents are investigated and lessons learned. Each accident report has an action plan to ensure that the facts are disseminated. Managers monitor compliance with the action plan and assess its effectiveness.

Directors and management regularly review the effectiveness of health and safety arrangements at company and local level.

The Directors will regularly review the effectiveness of the company's health and safety arrangements.



## 10 FURTHER INFORMATION

Further information on any aspect of WPD health and safety policy and procedures is available on every WPD PC and ipad.

Specific advice can be given by contacting the WPD Safety Help Line on (77)239299 or 0121 6239299. Alternatively email [wpsafetyhelpline@westernpower.co.uk](mailto:wpsafetyhelpline@westernpower.co.uk).

The WPD Safety Management System is described in detail in ST:HS1D.

A cross reference document of how WPD health and safety policies relate to current legislation can be found in ST:HS1J.



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Western Power Distribution (South West) plc  
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Registered Office: Avonbank, Feeder Road, Bristol, BS2 0TB

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