

Date: 15 December 2016

Item: Health and Safety Policy Review

**This paper will be considered in public****1 Executive Summary**

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| <b>Decision required</b>   | To note the revised Health, Safety and Environment Policy.   |
| <b>Previous Consideration</b>  | On 17 November 2016, the Safety, Sustainability and Human Resources Panel reviewed the policy and made suggestions, which have been incorporated in the proposed policy.                 |
| <b>Sponsoring Director</b>   | Contact Officer: Jill Collis, Director of Health, Safety and Environment<br>Number: 020 3054 8158<br>Email: <a href="mailto:jill.collis@tube.tfl.gov.uk">jill.collis@tube.tfl.gov.uk</a> |
| <b>Information classification</b>  | Public.  |
| <b>Summary</b>   |  |
| <p>1.1 In law, all employers are required to have a short health and safety policy statement. TfL's current policy was last reviewed in 2013/14. This has been updated to reflect the change in Commissioner and to emphasise the importance of our employees' physical and mental health wellbeing.</p> <p>1.2 The policy applies to TfL and its subsidiary companies. Its aim is to demonstrate that the Directors have an inclusive approach to health, safety and environmental issues in that all employees and those potentially affected by our activities are covered.</p> <p><b>Safety, Sustainability and Human Resources Panel Considerations</b></p> <p>1.3 The Panel supported the revised policy and made three suggestions, each of which has been adopted:</p> <ul style="list-style-type: none"> <li>(a) a clearer definition of a customer has been provided by extending the meaning of "customer" to include users of TfL's services, for example road users;</li> <li>(b) the activity undertaken by TfL to ensure good health, safety and environment performance by suppliers is referenced; and</li> <li>(c) the security of customers and employees is referenced.</li> </ul> |  |

## **2 Recommendation**

- 2.1 **The Panel is asked to note the revised health and safety policy.**

## **3 Background and Current Status**

- 3.1 In law, all employers are required to have a short health and safety policy statement. This describes the commitment of the Directors to provide for the health and safety of their staff and, where relevant, public and customers. It should reflect at a very high level the arrangements a company makes to meet these objectives.
- 3.2 The current policy was last revised in 2013/14 and is now in need of an update to reflect our change of Commissioner and to emphasise that our employees' physical and mental health and wellbeing is important to us. The current and revised policies are attached as appendices 1 and 2 respectively.
- 3.3 Development and approval of the revised policy and having one policy to cover all of TfL subsidiary companies is also reflective of TfL's Transformation programme.

## **4 Options/Alternatives Considered**

- 4.1 Leave the existing policy in place. This is not recommended primarily as it does not reflect the change of Commissioner. Nor does it fully reflect our approach to health and wellbeing. This option is not recommended.
- 4.2 A policy written and endorsed by the current Commissioner reflecting our high level principles for managing Health and Safety in a direct and engaging way provides a better tool for managers to explain what we are trying to achieve in this important area. This option is recommended.

## **5 Risks**

- 5.1 There are no risks associated with the issue of the updated policy.

### **List of appendices to this report:**

Appendix 1: Current policy

Appendix 2: Revised policy

### **List of Background Papers:**

None

## Transport for London

# Health, Safety and Environment Policy

### My commitment

Our customers, users, employees and suppliers have an expectation that when using or delivering our services they will remain harm free. Our vision is a harm free environment for all. The TfL Leadership Team, Directors and I are all committed to meeting our vision and these expectations.

We want to ensure that:

- every journey is a safe journey for our users and customers
- our employees, agency staff and contractors go home healthy and safe every day
- we maintain our assets and deliver new assets, improvements and upgrade programmes safely and without harming the environment

### How we go about this

We have put in place health, safety and environment rules and procedures, including emergency procedures that are regularly updated. These are for you to use and are available on the Intranet. If you do not know where to find them ask your line manager or your Health, Safety and Environment (HSE) manager.

We assess risks and introduce HSE measures to ensure risks remain as low as reasonably practicable for our users, customers and employees. We tell you the risks and the measures taken to control risks. There is regular review of safety, health and environment statistics to identify trends and root causes, so necessary action can be taken.

Each year we develop HSE improvement plans to enhance what we do. These plans are

regularly reviewed by the Directors in every part of the business.

You will receive the necessary training and suitable equipment to ensure that you can undertake your job safely and ensure the safety of customers and users.

Your health and wellbeing is also important and we provide occupational health services to help you stay healthy and in work and provide suitable welfare facilities at your work place.

We want to build a just culture and employees or their representatives are consulted on health and safety matters as they arise, in a meaningful way through scheduled health and safety meetings, or more often where needed.

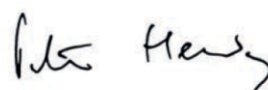
### What we can all do

We all need to look out for each other and speak up if we see anything that is unsafe.

We all have a duty to follow our HSE rules and procedures. Do not take shortcuts. If you think rules or procedures are unhelpful let your manager know. Where necessary rules and procedures can be changed.

We can learn from the past, so always report accidents, incidents and near misses.

In these ways we can work together so that our vision for a safe and healthy environment is achieved.



**Sir Peter Hendy CBE**

London's Transport Commissioner  
February 2014

# TfL Health, Safety and Environment Policy Appendix 2

## My commitment

Our customers, users, employees and suppliers have an expectation that when using or delivering our services or assets they will remain harm free. Our vision is “Everyone home safe and healthy every day”. My Directors and I are committed to meeting our vision and these expectations.

We want to ensure that:

- every journey is a safe journey for our customers and users
- the security of our customers and employees is assured
- our employees, agency staff and contractors go home safe and healthy every day
- we maintain our assets and deliver projects safely
- we fulfil our commitments to prevent pollution and nuisance; protect biodiversity; improve air quality; and reduce waste and carbon emissions

## How we go about this

We have put in place health, safety and environment rules and procedures, including emergency procedures that are regularly updated. These are for you to use. If you do not know where to find them ask your line manager or your Health, Safety and Environment (HSE) manager.

We assess risks and introduce HSE measures to ensure risks remain as low as reasonably practicable. We tell you the risks and the measures we have taken to control risks. We will comply with legislation. There is regular review of safety, health and environment statistics to identify positive and adverse trends and their root causes, so necessary action can be taken. We also assure ourselves that our suppliers maintain a good health, safety and environment record.

Each year we develop detailed HSE improvement plans to enhance what we do. These plans are regularly reviewed by the Directors in your part of the business.

When working for TfL or one of its companies you will receive the necessary training and equipment to ensure that you can

undertake your job safely, ensure the safety of customers and protection of the environment.

As an employee, your physical and mental health and wellbeing is also important and we provide occupational health services to help you stay healthy and in work and provide suitable welfare facilities at your work place.

We want to maintain a fair culture and employees or their representatives are consulted on health and safety matters as they arise, in a meaningful way through scheduled health and safety meetings or more regularly where needed.

## What we can all do

We all need to look out for each other and speak up if anything is unsafe or damaging to health or the environment.

We all have a duty to follow our HSE rules and procedures. Do not take shortcuts. If you think rules or procedures are unhelpful let your manager know. Where necessary rules and procedures can be changed.

We can learn from the past, so always report accidents, incidents and near misses/close calls.

Demonstrate the TfL behaviours in everything we do.

In this way we can work together so that our vision for a safe and healthy environment is achieved.

**Mike Brown MVO**  
Commissioner  
November 2016