

## Transport for London

### Safety and Sustainability Panel

**Subject: New Health, Safety and Environment Policy**

**Date: 9 October 2013**

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#### **1 Purpose**

- 1.1 The purpose of this paper is to ask the Panel to note and comment on the new Health, Safety and Environment policy. (Appendix 1). This policy applies to Transport for London, London Underground Ltd and all other Transport for London subsidiaries. The aim of the new policy is to update the previous policy to better reflect our current policies and approach, and in doing so, demonstrate that TfL has an inclusive approach to health, safety and environment for all employees and those potentially affected by our activities.
- 1.2 The Panel is asked to note and comment on the revised Health, Safety and Environment policy.

#### **2 Background And Current Status**

- 2.1 In law, all companies are required to have a short (normally one page) health and safety policy statement. This describes the commitment of the organisation to provide for the health and safety of its staff and, where relevant, public and customers. It should reflect at a very high level the arrangements an organisation makes to meet these objectives.
- 2.2 The current policy is attached as Appendix 2. It was last revised in 2008 and is now in need of an update and refresh.
- 2.3 Development and approval of the new policy is part of the review and integration of the various health, safety and environment management systems across TfL. The Policy developed aligns with those of London Underground and Rail and Surface Transport.

#### **3 Options/Alternatives Considered**

- 3.1 The existing style of the policy statement could be retained and simply reissued with a new date. This, however, misses the opportunity to present the material in a way that our employees can relate to and to more closely align the policy with those of London Underground and Rail and Surface Transport.
- 3.2 A policy written in a direct and engaging way is more accessible to employees and provides a better tool for managers to explain what we are trying to achieve in this important area. This option is recommended.

- 3.3 The proposed new Health, Safety and Environment Policy is attached as Appendix 1.

## **4 Recommendation**

- 4.1 The Panel is asked to NOTE and COMMENT on the revised Health, Safety and Environment policy.

## **5 Contact**

- 5.1 Contact: Howard Carter General Counsel  
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## 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. This policy applies to TfL and all of its subsidiaries, The Commissioner, TfL Leadership Team, directors and I are committed to meeting our vision and these expectations.

We want to ensure that:

- our employees agency staff and contractors go home healthy and safe every day
- every journey is a safe journey for our users and customers
- we maintain our assets and deliver 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. We tell you the risks and controls that affect you. 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 your 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.

Employees are consulted on health and safety matters as they arise and are formally consulted through scheduled health and safety machinery meetings, or more regularly 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/hits.

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

**Howard Carter**

**General Counsel**

**October 2013**





# Health, Safety & Environment Policy

**Owner:** Group HSE Director  
**Custodian:** Group HSE Advisor

**Effective date:** July 2004  
**Amended:** Reviewed March 2008

**The TfL Board, Commissioner and Managing Directors are committed to having health, safety and environmental (HSE) performance that we can be proud of.**

By implementing this policy through HSE management systems, we shall:

**Plan improvements in HSE management by:**

- Complying with the spirit and the letter of HSE legislation, Approved Codes of Practice, internal HSE management systems and external HSE standards.
- Ensuring the risks to the health and safety of employees, customers, contractors and 3<sup>rd</sup> parties are systematically managed to as low as is reasonably practicable.
- Setting progressive objectives and targets to improve HSE management and performance in keeping with stakeholder expectations and Mayoral strategies.
- Taking due account of HSE risks and benefits in decision-making and as an integral part of the business planning process including procurement and major projects.
- Striving to realise environmental benefits, in addition to pollution prevention, with a focus on managing emissions and mitigating the effects of, and adapting to climate change.
- Actively supporting the Mayor in delivering the environmental strategies on air quality, ambient noise, biodiversity, energy and municipal waste.

**Implement and operate effective risk control systems by:**

- Ensuring employees have the competence and resources to discharge their personal responsibilities for HSE matters and encouraging a positive HSE culture.
- Providing employees with access to services to promote health and wellbeing.
- Providing premises, plant and equipment and systems of work that contribute to a safe and healthy work place and minimise harm to the environment.
- Securing the commitment and involvement of our employees in improving HSE management through effective communication and consultation mechanisms.
- Ensuring arrangements with contractors promote and actively support the implementation of this policy.
- Planning for foreseeable emergency conditions to ensure effective risk controls and resilience arrangement are in place.

**Monitor HSE performance, taking corrective action where required by:**

- Monitoring HSE management system indicators to improve performance
- Ensuring that root causes are identified in the investigation of incidents.
- Effective auditing arrangements are in place to provide assurance and to identify and ensure appropriate corrective action where required.

**Undertake regular management reviews**

- Regularly review the suitability and effectiveness of HSE management, including this policy, and undertake improvement action where appropriate.

This policy shall be communicated to all employees and be publicly available.

A handwritten signature in black ink, appearing to be 'Neil', written over a horizontal line.

Commissioner for Transport for London