

STATES OF JERSEY



JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK: REPORT FOR THE PERIOD 1ST JULY 2001 TO 30TH JUNE 2002

**Presented to the States on 4th March 2003
by the Employment and Social Security Committee**

STATES GREFFE

REPORT TO 30TH JUNE 2002

Annual report 2002

The very positive response of the Employment and Social Security Committee to the 'Way Forward' Report presented by Council in November 2001 gave Council the confidence to embark on a route that would see a very definite shift in emphasis in the services provided hitherto. Council was grateful for the support of the Committee for its decision to take a wider view of health and safety than had perhaps been the case in the more recent past and for the Committee's acceptance of the fact that this would doubtless have financial implications. Council immediately set about the task of implementing the recommendations as set out in the Report.

Communicating information

Telephone Helpline

As indicated in last year's report, Council had become very aware of the need to communicate information as quickly as possible. Its first priority, therefore, has been to provide some sort of easily accessible professional advice service to which people can turn with specific problems and obtain the information that they need at that particular time. To this end Council launched its new telephone helpline service, under the registered business name of safetynet.jersey, on Monday 15th April 2002. Calls to the helpline are dealt with by a U.K.-based consultancy, fully briefed in all aspects of Jersey's health and safety law, regulations and codes of practice. Dedicated telephonists take calls and either answer queries immediately or, if the query is of a more technical nature, give an estimated response time for a specialist consultant to call back. All calls to the helpline are noted for statistical analysis but are totally confidential. Enquiries to the helpline can also be sent by e-mail and will either be answered by telephone or e-mail dependent on the enquirer's preference.

Despite giving the helpline a considerable amount of publicity at its launch Council recognised that it would take time for people to become fully aware of this new service. It is intended, therefore, that the helpline will run on a trial basis until December 2002 when it will be reviewed. If it is deemed to have been well used during that time it will become a permanent feature.

Website

Council's website is currently being redesigned and the ability to update the site more easily will hopefully encourage visitors to the site to return more frequently and to use it as a useful tool.

New Association

Council has, since the demise of the Jersey Association of Safety Officers, been aware of the desirability of creating a forum where anyone with an interest in occupational health and safety can meet with like-minded people to discuss issues, listen to talks by visiting speakers and visit places of interest etc. Much preparatory work has already been done and it is hoped that the first meeting will take place in early autumn.

Newsletter and information leaflets

Council continues to promote its activities and other items of interest through its Newsletter that is circulated several times a year to all on its mailing list. During the last year arrangements have been made for various health and safety leaflets supplied by Council, along with the Newsletter, to be made available at a number of central locations in St. Helier This is seen as yet another way in which to bring health and safety issues to the attention of more people.

Publications

Council's booklet "A Step in the Right Direction" dealing with the safe use of ladders has been updated and reprinted during the year. Council is extremely grateful for the patient help of the Health and Safety Inspectorate whose advice and guidance was invaluable. Thanks also need to be recorded to SGB for the help received from

them. The publication is made available free of charge.

Video Library

Several new titles have been added to the list of health and safety videos donated by Council to Jersey Library. These include a series of three HSE videos all featuring the 3D animated character 'NAPO'. These were regarded as being of especial use to young or inexperienced workers. It is also hoped that they will be of great benefit in Jersey as the videos cross language barriers by relying on simple but effective visual sketches with occasional sound effects.

Yellow Pages

A request to Jersey Telecom to include a health and safety section in the Yellow Pages met with success and the inclusion of the section in the current Directory is most welcome.

Training

Whilst Council has deliberately taken a step back from its traditional training role during the last twelve months it has continued to provide courses and seminars (see Appendix 1) and to explore areas in which it might become involved in the future.

Courses and seminars

Apart from its usual programme of courses, Council agreed to a request from the Inspectorate to help launch the new Approved Code of Practice for Rider Operated Lift Trucks that was introduced on 1st June 2002. Mr. David Wade, the author of the ACoP, was invited to present a seminar to employers, managers and supervisors with responsibility for forklift truck operators and the areas within which they work. Such was the level of interest shown that the seminar was run 3 times and attended by a total of 120 people. Council was greatly encouraged by this response.

The training courses provided by Council during the last year have generally been well supported and much appreciated. Council is grateful to the various instructors/tutors who deliver training on Council's behalf with great care and professionalism and to a very high standard.

Other matters

Provision of health and safety training for non-English speaking workers

It is a continuing concern that non-English speaking workers are likely to receive little, if any, health and safety information and training. Council Members do not believe that it would be practicable to deliver training in languages other than English, but would wish to find ways in which to assist employers communicate the necessary information to their workforce. Attempts to identify leaflets written in Portuguese, and similar to those produced by the HSE in the U.K., have not met with any success. Council is in the process of producing a poster in Portuguese alerting readers to the dangers of slips, trips and falls which make up a large percentage of accidents at work. However, whilst it is hoped that the poster will be useful, it is not going to solve the problem.

During the year the secretary attended a meeting hosted by Policy and Resources, who are acutely aware of the problem of communicating information to non-English speaking workers/residents in the Island. However, it seems likely to be a considerable time before a list of accredited translators and interpreters can be made available locally. On a more positive note it is good to record that at least one or two of the larger construction companies are making great efforts to ensure that none of their workforce is deprived of information due to language difficulties.

Construction site safety

Council's Chairman, along with Mr. Myers and Mr. Baylem, has been involved in various meetings an

discussions with representatives of the Construction Industry during the last year. It has been an exciting time, as there appear to be real signs that the Construction Industry is finally taking health and safety seriously and there are signs of real commitment on the part of some of the larger companies. The Jersey Builders and Allied Trades Employers Federation and Highlands College are keen to be involved. There seems to be a genuine desire amongst the various organisations to work together and to move forward.

Induction training is high on the agenda, and there are also moves afoot to encourage companies to have a designated company health and safety person and also a nominated health and safety representative on each site.

Council wishes to acknowledge the success of the JBATEF in bringing health and safety issues forward and is keen to support the industry in whatever way it can.

Farewell and Welcome!

Members

During the year, Mr. Bob Coppell stood down as a Council Member following his retirement from his position as Director of Health and Safety for the Employment and Social Security Department. Bob was by far the longest serving member, having been associated with Council since its formation in 1973, and his advice and guidance have been greatly valued over the years. Council wish him a long and happy retirement. Bob's place on Council has been taken by Colin Myers, the newly appointed Director of Health and Safety.

Council was pleased to welcome Mr. Myers along with Mr. Tony Allchurch, appointed as a Council Member, an Mr. Jason Drelaud who accepted an invitation to serve as a co-opted Member. Mr. Drelaud was subsequently appointed as a full Council Member when Mr. Neil Laugeard stepped down, due to work commitments, but accepted the role of co-opted member.

Secretary

Mrs. Jill Corbin, who has worked as Council's secretary for eleven years, resigned in March but agreed to continue to work until just beyond Council's year end (mid-July) in order to give Council time to appoint a successor and to allow for a handover period. This has resulted in a smooth changeover and Council is delighted to welcome Mrs. Annie Le Voguer as secretary.

Thanks

Council is indebted to the tutors and instructors from Key Consultancy who deliver most of the health and safety management courses on Council's behalf. Thanks are also due to Ray Pettit for his inspired work in the field of manual handling and to Mike Jackson and Mike Smith for their on-going commitment to the Sea Survival training.

Council continues to work in partnership with the States of Jersey Fire Service in the provision of Fire Safety Awareness courses. We are grateful to all those staff who deliver the training or help in other ways.

As always we are grateful to the T A for allowing us the use of their excellent facilities for many of our courses.

Thanks are also due to many others but in particular to Jersey Gas and SGB for much practical help during the last year.

We look forward to another year and the challenges that it will bring. Council will continue to strive to achieve the strategic objectives as set out in the 'Way Forward' report –

- *“to be recognised as a prime source of information and advice”*,
- *“to increase the awareness of the Council and its services”*.

In doing that, it will surely encourage everyone in the workplace to achieve ever higher standards and so reduce the incidence of accidents and ill health.

Courses/Seminars organised by Council between 1st July 2001 and 30th June 2002

Date	Course	Duration	Delegates**
2001			
12th July	Fire Safety Awareness	2 x ½-day	33
18th September	Fire Safety Awareness	2 x ½-day	33
1st October	Manual Handling Techniques	1 x 1-day	17
2nd October	Manual Handling Techniques	1 x 1-day	13
3rd October	Manual Handling Techniques	1-day	8
3rd – 5th October	Manual Handling Assessor/Instructor	3-day	6
9th/10th/23rd/24th October	IOSH Managing Safely	4-day	15
25th/26th October	DSE and Office Safety	2-day	15
29th/30th October	Safety Representatives Development	2-day	13
23rd October/1st November	Safety Representatives Development	2-day	15
13th November	Fire Safety Awareness	2 x ½-day	35
19th November	Fire Safety Awareness	1 x ½-day	19
20th November	Sea Survival	1-day	19
27th – 30th November	C.A.T. and Genny	7 x ½-day	68
23rd January	Fire Safety Awareness	2 x ½-day	36
18th February	Managing Safety – Part 1	1-day	19
19th February	Managing Safety – Part 2	1-day	17
11th March	Fire Safety Awareness	2 x ½-day	34
15th April	Fire Safety Awareness	1 x ½-day	11
22nd May	Fire Safety Awareness	2 x ½-day	35
24th May	Fire Safety Awareness	1 x ½-day	17
17th June	Rider Operated Lift Truck ACoP Seminar	2 x ½-day	100
17th June	Manual Handling Techniques	2 x ½-day	13
18th – 21st June	Manual Handling Techniques	4 x 1-day	55
24th June	Rider Operated Lift Truck ACoP Seminar	1 x ½-day	17
25th/26th June	Safety Representatives Development	2-day	17

THE JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK

Council	<p>Mr. R. Staddon (Chairman) Mr. D.M. Baylem Mr. N. Laugeard (until March 2002) Mr. N. Laugeard (co-opted) (from March 2002) Mr. C.P. Lister Mr. A. Allchurch (from September 2001) Mr. J. Drelaud (co-opted) (from September 2001) Mr. J. Drelaud (from March 2002) Mr. R. Coppell (<i>ex officio</i> until July 2001) Mr. C. Myers (<i>ex officio</i> from August 2001)</p>
Secretary/Treasurer	<p>Mrs. J. Corbin (until 30th June 2002) Mrs. A. Le Voguer (appointed from 1st June 2002)</p>
Address (until 30th June 2002)	<p>Ravenscroft La Route de Noirmont St. Brelade JERSEY JE3 8AJ Channel Islands</p>
(from 1st July 2002)	<p>Maison du Haut Rue de Rondin St. Mary JERSEY JE3 3AE</p>
Auditors	<p>BAKER HOMYARD 1st Floor Huguenot House 28 La Motte Street St. Helier JERSEY JE2 4SY</p>

INCOME AND EXPENDITURE ACCOUNT

FOR THE PERIOD 1ST JULY 2001 TO 30TH JUNE 2002

	<i>Note</i>	2002	2001
INCOME		£	£
Grant – Employment and Social Security Committee	1	35,000	25,000
Training courses and conference fees	2	38,465	49,989
Bank interest		1,073	1,898
Miscellaneous		41	-
		<u>74,953</u>	<u>76,945</u>
EXPENDITURE		-	-
Training courses, conferences and seminars		27,209	49,166
Administration		26,891	23,888
Equipment		2,167	1,646
Educational materials		2,254	401
Advertising and promotions		1,223	2,472
Grants/subscriptions		396	400
Insurances		451	604
Audit		500	500
Telephone helpline		9,554	-
		<u>70,645</u>	<u>79,077</u>
NET (LOSS)/SURPLUS FOR THE YEAR			
TRANSFERRED TO ACCUMULATED FUND		<u>4,308</u>	<u>(2,132)</u>

BALANCE SHEET - 30th JUNE 2002

	<i>30th June 2002</i>		<i>30th June 2001</i>	
ASSETS EMPLOYED	£	£	£	£
CURRENT ASSETS				
Cash at bank				
Lloyds Bank Plc.				
High interest account	71,522		72,783	
Cash in hand	_____		_____	
		71,614		72,824
Debtors		<u>4,648</u>		<u>3,502</u>
		<u>76,262</u>		<u>76,326</u>
CURRENT LIABILITIES				
Creditor	3,722		18,094	
Grant in advance	22,500		12,500	
		<u>26,222</u>		<u>30,594</u>
		<u>50,040</u>		<u>45,732</u>
		-		-
FUNDS EMPLOYED				
		-		-
ACCUMULATED FUND				
Balance at 1st July 2000		45,732		47,864
Net surplus for the year		<u>4,308</u>		<u>(2,132)</u>
Balance as at 30th June 2001		<u>50,040</u>		<u>45,732</u>
		-		-

Notes to the accounts at 30th June 2002

1. Accounting policies

Accounting convention

The accounts are prepared under the historical cost convention.

Grant

The grant received from the Employment and Social Security Committee is for a calendar year. One half of this sum is carried forward by the Council at the accounts year end date of 30th June.

Equipment

Equipment purchased during the year is written off to administration in the same year.

Stocks

Stationery is charged as an expense when paid for. There are no other stocks.

Training courses and conference fees

Training courses and conference fees receivable are accounted for on an accruals basis.

Training courses, conferences and seminars

Expenditure on training courses, conferences and seminars is taken into account on an accruals basis.

Bank interest

Bank interest is brought into account when receivable.

2. Liabilities

There are no contingent liabilities or capital expenditure commitments.

