



# Occupational Health and Safety

Policy Index No.	Policy Sponsor	Page/s	Approved by	Date
021	Compliance	4	The Director General	10/07/15

Related policies/standards	Date
See Section 5	

Legacy reference of policy	Date for review of policy	Date of issue/amendment
-	14/07/2016	14/07/2015

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## 1. Aim of this policy

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- 1.1 To achieve the highest occupational health and safety standards across our operations and to conform to relevant Irish and European legislation within the context of our unique working environment.
- 1.2 The Director General, Directors and Governors are committed to the implementation of the Occupational Health and Safety Policy and undertake to review and revise it in light of changes in legislation, experience and other relevant developments.

## 2. Purpose of this policy

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- 2.1 To set a clear direction for the organisation to follow as part of a demonstrable commitment to continuous improvement in Health and Safety.
- 2.2 To set out our policy statement for display (Appendix I)

## 3. Scope of this policy

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This policy is applicable to all those to whom the Irish Prison Service owes a duty of care e.g. staff, prisoners, visitors, contractors etc.

## 4. Procedures for implementation

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It is a prime objective of the Irish Prison Service to achieve the highest occupational Health and Safety standards across its operations and to conform to relevant Irish and European legislation within the context of its unique working environment.

The Irish Prison Service is committed in so far as is reasonably practicable to the:

- 4.1 Promotion of standards of health, safety and welfare that comply with the provisions and requirements of the *Safety, Health and Welfare at Work Act 2005*, and other relevant legislation, standards and codes of practice.
- 4.2 Protection and monitoring of health and well-being of Prison Service employees through the development of appropriate occupational health services in compliance

with statutory requirements.

4.3 Setting of OHSMS objectives annually, based upon the completion of the Prison Management Review and;

4.3.1 Continuous monitoring of the progress of these objectives through Quarterly Progress Reviews.

4.3.2 Implementation of this policy shall be monitored by the H&S Compliance Subgroup and the IPS Compliance Executive

4.4 Provision of information, training, instruction and supervision as necessary to enable employees to perform their work safely.

4.5 Maintenance of a constant and continuing interest in health and safety matters pertinent to the activities of the Irish Prison Service.

4.6 Strive for continued improvement of our Occupational Health and Safety Management System and reviewing it periodically to ensure it remains relevant, appropriate and effective.

4.7 Consultation with Safety Representatives on all matters related to safety, health and welfare at work.

4.8 Ensuring that health and safety responsibilities are included in all contracts of and for employment.

4.9 Provision of adequate resources to ensure the safety of all those to whom it owes a duty of care, including staff, prisoners, contractors, visitors etc.

4.10 Application, where appropriate, of relevant disciplinary procedures to deal with breaches of safety rules and regulations.

4.11 Ensuring the Irish Prison Service Occupational Health and Safety Policy is communicated to all its employees;

4.11.1 Appendix I of this policy shall be prominently displayed at each IPS location;

4.11.2 Information regarding this policy shall be displayed on the location's LCD screens and notice boards;

4.11.3 Information regarding the policy shall be communicated to IPS staff via training courses, manuals, orders, posters and IRIS.

4.12 This policy will be scheduled for review by the IPS Compliance Executive on the date for review on the cover of this policy and may be reviewed and will be revised in light of any changes in legislation, experience and other relevant developments.

## 5. Related policies/standards

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Safety, Health and Welfare at Work Act 2005 and 2010

**General Application) Regulations 2007:** [Safety, Health and Welfare at Work \(General Application\) Regulations 2007](#).

List of legislation (Feb 2015) may be sourced on the Health & Safety Authority web page at [http://www.hsa.ie/eng/Legislation/List\\_of\\_Legislation/february\\_2015.pdf](http://www.hsa.ie/eng/Legislation/List_of_Legislation/february_2015.pdf)

## 6. Definitions

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IPS – Irish Prison Service

## APPENDICES

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## APPENDIX I

### Sample policy statement for display – *unsigned version* (Issue No.6 - 2015)

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#### IRISH PRISON SERVICE OCCUPATIONAL HEALTH AND SAFETY POLICY (Issue No.6 - 2015)

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**It is a prime objective of the Irish Prison Service to achieve the highest occupational health and safety standards across its operations and to conform to relevant Irish and European legislation within the context of its unique working environment.**

The Irish Prison Service is committed in so far as is reasonably practicable to the:

- Promotion of standards of health, safety and welfare that comply with the provisions and requirements of the *Safety, Health and Welfare at Work Act 2005*, and other relevant legislation, standards and codes of practice.
- Protection and monitoring of health and well-being of Prison Service employees through the development of appropriate occupational health services in compliance with statutory requirements.
- Setting of OHSMS objectives annually, based upon the completion of the Prison Management Review and;
  - Continuous monitoring of the progress of these objectives through Quarterly Progress Reviews,
  - Implementation of this policy shall be monitored by the H&S Compliance Subgroup and the IPS Compliance Executive.
- Provision of information, training, instruction and supervision as necessary to enable employees to perform their work safely.
- Maintenance of a constant and continuing interest in health and safety matters pertinent to the activities of the Irish Prison Service.
- Strive for continued improvement of our Occupational Health and Safety Management System and reviewing it periodically to ensure it remains relevant, appropriate and effective.
- Consultation with Safety Representatives on all matters related to safety, health and welfare at work.
- Ensuring that health and safety responsibilities are included in all contracts of and for employment.
- Provision of adequate resources to ensure the safety of all those to whom it owes a duty of care, including staff, prisoners, contractors, visitors etc.
- Application, where appropriate, of relevant disciplinary procedures to deal with breaches of safety rules and regulations.
- Ensuring the Irish Prison Service Occupational Health and Safety Policy is communicated to all its employees;
  - This Policy Statement shall be prominently displayed at each IPS location;
  - Information regarding this policy shall be displayed on the location's LCD screens and notice boards;
  - Information regarding the policy shall be communicated to IPS staff via training courses, manuals, orders, posters and IRIS.
- This policy will be scheduled for review by the IPS Compliance Executive on the date for review on the cover of this policy and may be reviewed and will be revised in light of any changes in legislation, experience and other relevant developments.

The Director General, Directors and Governors are committed to the implementation of the Occupational Health and Safety Policy.

Signed:


\_\_\_\_\_  
Director General

\_\_\_\_\_  
Governor

\_\_\_\_\_  
Date

## APPENDIX II

### Sample policy statement from OHSAS 18001 Safety Management System

 <b>IRISH PRISON SERVICE</b>	<b>Xxxx Prison Manual</b>	Section: 4.2 Occupational Health & Safety Policy
<b>Occupational Health and Safety Management System</b>	Issue No 4 Issue Date dd/mm/yy	

#### 4.2 OCCUPATIONAL HEALTH AND SAFETY POLICY

##### Corporate Policy Statement

It is a prime objective of the Irish Prison Service to achieve the highest occupational health and safety standards across its operations and to conform to relevant Irish and European legislation within the context of its unique working environment.

The Irish Prison Service is committed in so far as is reasonably practicable to:

- Promoting standards of health, safety and welfare that comply with the provisions and requirements of the *Safety, Health and Welfare at Work Act 2005*, and other relevant legislation, standards and codes of practice.
- Providing information, training, instruction and supervision where necessary, to enable employees to perform their work safely and effectively.
- Maintaining a constant and continuing interest in health and safety matters pertinent to the activities of the Irish Prison Service.
- Continually improving the occupational health and safety management system and reviewing it periodically to ensure it remains relevant, appropriate and effective.
- Consulting with Safety Representatives on all matters related to safety, health and welfare at work.
- Ensuring that health and safety responsibilities are included in all contracts of and for employment.
- Providing the necessary resources to ensure the safety of all those to whom it owes a duty of care, including staff, prisoners, contractors, visitors etc.
- Applying, where appropriate, the relevant disciplinary procedure to deal with breaches of safety rules and regulations.

The Director General, Directors and Governors are committed to playing an active role in the implementation of the Occupational Health and Safety Policy and undertake to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

\_\_\_\_\_  
Director General

Date: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Governor  
Prison/Institution/Centre

Date: \_\_\_\_\_

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