



**HEALTH AND SAFETY
RISK MANAGEMENT
PROGRAMME**

For

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Submitted by:
Date:

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Please note that this report does not imply that no other hazardous conditions exist. This report is restricted to the occupational health and safety protection of employees and is intended as an information guide only.

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1. A SUMMARY OF OUR FINDINGS

HEALTH AND SAFETY MANAGEMENT CONTROLS		
SECT.	CATEGORY	RATING
4.1	Documentation of Safety Rules and Procedures	
4.2	Risk Assessments	
4.3	Safe Systems Of Work	
4.4	Work Equipment	
4.5	Occupational Health	
4.6	Accident Investigation and Reporting	
4.7	Safety Inspection Procedures	
4.8	Safety Training	
4.9	Third Party Controls	
4.10	Claim Defence Capability	

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2. EXECUTIVE SUMMARY

Comment [GJH1]: Page: 4
Please note that the main page headings include a PAGE BREAK. To add a new page heading for following pages, select the entire heading and copy. Then paste to the position required and a page break will be inserted automatically.

The AAA programme provides a rating system to summarize performance in each of 10 Risk Management categories. The programme includes ratings of 'SD', 'A', 'AA' & 'AAA' with 'AAA' being the highest and most desirable rating. An 'SD' or 'Serious Deficiency' rating is given where necessary procedures are not in place, and considered to be necessary. Recommendations are listed where specific improvements are required to meet ACE standards. Additional comments and details of ratings are listed in the section headed "Summary of Our Findings".

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3. RECOMMENDATIONS

The following recommendations are submitted in the interests of improved health and safety management systems.

**Written feedback on the progress of these Risk Recommendations is
requested within 3 months of receiving the report**

PRIORITY RECOMMENDATIONS

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4. OUR FINDINGS IN DETAIL

4.1 DOCUMENTATION OF SAFETY RULES & PROCEDURES																					
<p>Safety rules and procedures are an important management control tool. They provide guidelines, set goals and are the evidence of management commitment. Correct signage of hazards is also important and sometimes a legal requirement</p> <p>There should be a formal Health and Safety policy document with supporting documentation supplied which includes the following:</p> <p>Safety Policy Statement signed and dated by the most senior person in the organisation Statements setting out the Management and Organisation of the Policy Arrangements statements and procedures to be followed in implementing the Policy The scope of the Safety Policy should include the following as a minimum:</p> <table><tbody><tr><td>* Fire Precautions</td><td>* Safety Inspections</td></tr><tr><td>* Safety Training</td><td>* Permits To Work</td></tr><tr><td>* Safety of Work Equipment</td><td>* Electrical Safety</td></tr><tr><td>* Risk Assessments</td><td>* Harmful Substances</td></tr><tr><td>* Noise</td><td>* Radiation Hazards</td></tr><tr><td>* Biological Hazards</td><td>* Waste Controls</td></tr><tr><td>* Out Of Hours Working and Lone Working</td><td>* First Aid</td></tr><tr><td>* Personal Protective Equipment</td><td>* Accident Reporting and Investigation</td></tr><tr><td>* Signs and Labelling</td><td>* Laser Safety</td></tr><tr><td>* Control of Contractors and Visitors</td><td>* Supervision</td></tr></tbody></table>		* Fire Precautions	* Safety Inspections	* Safety Training	* Permits To Work	* Safety of Work Equipment	* Electrical Safety	* Risk Assessments	* Harmful Substances	* Noise	* Radiation Hazards	* Biological Hazards	* Waste Controls	* Out Of Hours Working and Lone Working	* First Aid	* Personal Protective Equipment	* Accident Reporting and Investigation	* Signs and Labelling	* Laser Safety	* Control of Contractors and Visitors	* Supervision
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* Personal Protective Equipment	* Accident Reporting and Investigation																				
* Signs and Labelling	* Laser Safety																				
* Control of Contractors and Visitors	* Supervision																				
<p>RATINGS:</p> <p>SD Serious deficiencies.</p> <p>A Some safety rules or procedures are in operation but are not documented or adequate.</p> <p>AA Safety rules and procedures are documented but improvements are required to meet ACE Insurance standards.</p> <p>AAA Documentation of the safety rules and procedures manual meets ACE Insurance standards</p> <ul style="list-style-type: none">* Fully covers the areas listed above (where applicable).* Has full management support and is an operational document* Is regularly upgraded or reviewed.																					

Comments:

What needs to be done to Upgrade:

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4.2 RISK ASSESSMENTS	
Risk Assessments are required under legislation and are a primary tool in the control and reduction of risk. Assessments conducted should include the following examples:	
* Management of Health and Safety	* Noise
* Manual Handling Operations	* Control of Substances Hazardous to Health, including biological/animal hazards
* Visual Display Units	* Pregnant Workers and Work Placements and off-site visits
* Fire	
PPE - this may be necessary, following the assessment and risk reduction process, as a final risk measure	
RATINGS:	
SD	Serious deficiencies, with Assessments not done.
A	Assessments not completed or not documented
AA	Assessments documented, but no review process or reduction in risk, where appropriate evidenced
AAA	Good standard of Assessments with full documentation, review process and evidence of risk reduction where appropriate

Comments:

What needs to be done to Upgrade:

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4.3 SAFE SYSTEMS OF WORK	
There should be safety procedures in respect of working involving the following areas as a minimum:	
*	Contractors Permit To Work, Confined Spaces and Roof work
*	Hot Work Permits
*	Working on Electrical Systems and Hazardous Machinery Permits, including lock-off procedures
*	Fire Marshalls and First Aiders in place and Regular Safety Committee meetings
RATINGS:	
SD	Serious deficiencies with no Permit system.
A	Basic standards of permits with major deficiencies, such as lack of a Hot Work Permit system
AA	Average standards of permits but with scope for improvement in documentation, pre- and post work inspections, training of persons involved in the work and/or signing off procedures.
AAA	Good standards of permits with proper record keeping, training and supervision of work where appropriate

Comments:

What needs to be done to Upgrade:

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4.4 WORK EQUIPMENT	
Thorough and/or Statutory Examination required, eg	Pressure Systems Hoists and Lifts Lifting Equipment Local Exhaust Ventilation, Lasers Electrical, incl PAT
Preventative Maintenance recommended, eg	Local Exhaust Ventilation Electrical Lifting Equipment Dangerous machinery and guarding
Other equipment safety management, eg	Maintenance Tools , Mobile equipment, Glazing and other items
RATINGS:	
SD	Serious deficiencies with no examinations done
A	Basic Statutory Inspections and maintenance in place
AA	Statutory inspections and some preventative maintenance done and documented
AAA	Comprehensive Statutory and Preventative Maintenance system in place and fully documented with regular reviews and compliance with appropriate legislation

Comments:

What needs to be done to Upgrade:

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4.5 OCCUPATIONAL HEALTH	
The management control systems should include, where appropriate, some or all of the following areas:	
* Noise	* Radiation
* Legionella controls	* OSHA controls, Lead, Asbestos, biological, animal exposures etc
* DSE and Manual Handling	* Preventative medicals and screening, stress controls
* WRULD	
RATINGS:	
SD	Serious deficiencies with no controls
A	Basic controls in place but with poor documentation or review procedures
AA	Controls in place but with scope for improvement in documentation, screening, review or assessment procedures
AAA	Comprehensive systems in place including documentation, screening, review and assessment procedures in place

Comments:

What needs to be done to Upgrade:

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4.6 ACCIDENT INVESTIGATION AND REPORTING	
Accident investigations and reporting in a timely manner are both statutorily required, in certain cases, and necessary under the Woolf court procedural revisions. Statistical reviews of records can also assist in the formation of action plans to review safety procedures and highlight problem areas which could be resolved as a priority issue	
RATINGS:	
SD	Serious deficiencies with no records kept
A	Basic record keeping and Statutory reporting, with little or no investigation and remedial action
AA	Good record keeping, Statutory reporting and basic investigation and remedial action
AAA	Comprehensive record keeping, statistical analysis and prime cause investigation, review and remedial action taken to systems to prevent recurrence, with witness statements

Comments:

What needs to be done to Upgrade:

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4.7 SELF INSPECTION PROCEDURES	
<p>A formalised self inspection programme is an important safety management control. The following is a list of some of the areas that could be reviewed:</p> <p>Housekeeping to reduce slipping and tripping and eliminate waste accumulation points. Check handrails, stairs etc</p> <p>Fire Equipment, such as extinguishers, hose reels, fire alarms, fire escape routes and hydrants to ensure their accessibility, compatibility and service record</p> <p>Electrical equipment as a visual check on its condition , PAT labelling and security of high risk areas</p> <p>Machinery and other work equipment to visually check its integrity, condition and guarding and testing as well as the keeping of records and access controls to dangerous areas such as lift motor rooms, boiler rooms and the like</p> <p>Flammable Liquids and Hazardous Materials controls</p> <p>Documentation checks to ensure registers, assessments and the like are up to date</p> <p>Building Maintenance to ensure there are no potentially dangerous structures or equipment</p> <p>These Inspections should be done on a frequent basis with a more formal audit done, say, quarterly with checklists and other documentation kept for review and remedial actions signed off as completed</p>	
<p>RATINGS:</p> <p>SD Serious deficiencies.</p> <p>A Inspection undertaken, but ad hoc or not documented.</p> <p>AA Formal inspections carried out, but on an irregular or insufficient frequency basis.</p> <p>AAA Formal inspections are carried out on a timely and frequent basis. Correction of deficiencies are followed up and documented.</p>	

Comments:

What needs to be done to Upgrade:

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4.8 SAFETY TRAINING	
Safety training of staff is extremely important, and should cover as a minimum:	
Fire Equipment use and evacuations	Self-Inspections
Safety Policy and Procedures	Special Hazards eg lasers, radiological, biological
Special Hazard Equipment	Assessments, where appropriate
RATINGS:	
SD	Serious deficiencies.
A	Ad hoc training of personnel, no records kept.
AA	Fully detailed training program with record keeping of personnel and adequate equipment, but minor improvements are required.
AAA	Fully detailed training programs in co-operation with public fire department or equivalent, adequate equipment. Training of personnel is documented and done at least annually.

Comments:

What needs to be done to Upgrade:

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4.9 THIRD PARTY CONTROLS	
Controls must be exercised over both Contractors and Visitors and below is a list of some of the precautions to be taken, as well as off site visits undertaken: <ul style="list-style-type: none">* Site safety rules explained* Emergency procedures explained* Traffic controls and systems explained* Supervision of third parties whilst on site organised, including check on valid Insurance of contractor and method statements, if appropriate* Documentation of third party presence done with sign-out procedure included* Hazardous area exclusion or special arrangements organised* Permits To Work systems organised where appropriate, and competence check on contractor* Safety equipment issued where appropriate* Off-site visits* Young persons access	
RATINGS:	
SD	Serious deficiencies with no controls
A	Basic sign in system but with no third party controls on site
AA	Good system of third party controls but with some deficiencies such as repeat visitors not subject to review of controls
AAA	Comprehensive system of third party controls and documentation

Comments:

What needs to be done to Upgrade:

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4.10 CLAIMS DEFENCE CAPABILITY	
The ability to defend a claim will depend, in part, on the subject areas covered in this report. This section is a summary of the previous areas covered in this report. Compliance with the Risk Improvements in the other areas will upgrade the rating in this area	
RATINGS:	
SD	Serious deficiencies with no documentation
A	Some basic Health and Safety systems and documentation.
AA	Good systems and documentation in place but with deficiencies, such as lack of review or lack of implementation of remedial work to reduce risk
AAA	Comprehensive systems, assessments, safe systems of work, training, review and documentation procedures in place, together with good accident investigation controls

Comments:

What needs to be done to Upgrade: