

## Introduction

Standards of health and safety in the working environment have increased significantly during the past few decades. The advances of science and medical knowledge have brought about a major improvement in working conditions and methods. Health and Safety legislation has played a major part in this. The Health and Safety at Work Act places a duty on employers to publish a Health and Safety policy that details the organisational structure and arrangements for ensuring that adequate safety standards are maintained.

## Distribution and Updating of the Policy

It is a legal requirement that the Health and Safety Policy Manual is brought to the attention of each employee. During a period of unprecedented change in safety legislation it is crucial that staff have access to the most current information. To facilitate this, the policy manual is available on the [Health and Safety Team's webpage](#). As changes occur, the relevant sections of the manual will be updated and added to the webpage. In addition to this, where these updates are prompted by significant changes in legislation, they will be publicised via the weekly Staff Bulletin and formally issued to the Chief Executive and Executive Directors by email. Managers are responsible for ensuring that any policy changes are implemented within their service or establishment.

Where staff do not have access to the webpage it is important that managers provide them with access to the information in paper copy form. If a paper copy of the manual is retained on site, the responsibility for inserting amendments should be assigned by the manager to a named member of staff to ensure the document is kept up to date.