

Minimum standards for Health & Safety

New minimum standards have been added to this page, see the new Minimum Standards;

- Highly Flammable Liquids (HFLs)
- Incident reporting and investigation
- Ionising Radiation
- Lifting Equipment and Lifting Accessories
- Lifts
- LPG (Liquefied Petroleum Gas)
- Managing construction work
- Noise
- Permit to work
- Personal Protective Equipment (PPE)
- Pressure systems
- Prevention and Management of Violence and Aggression
- Risk Assessment
- Safe working on or near roads
- Transportable Gas Containers
- Vibration
- Workplace Transport

Corporate occupational health and safety policy

This policy sets out what your department must have in place to keep your work safe.

It provides information on:

- what your responsibilities are
- how we identify risks
- how risks are to be controlled
- safety training and supervision at work
- involving you in safety at work
- where to find information on health and safety

Minimum safety standards

We have written some safety standards which your department must achieve.

Ask your line manager if you require more information.

Asbestos

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to identify asbestos containing materials (ACMs) in buildings and structures and to ensure adequate arrangements are in place to manage the risks where there is a risk of persons coming into contact with asbestos.

Confined spaces

The aim of this Minimum Standard is to provide guidance on the steps which should be taken to ensure safe working in confined spaces, such as any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space.

 [Confined Spaces Minimum Standard](#)

Control of contractors

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities in relation to engaging contractors and provides practical guidance on reviewing documentation and measuring performance. All departments should develop their own arrangements for ensuring that only competent contractors are engaged and that their work is properly assessed and monitored.

 [Control of Contractors Minimum Standard](#)

Control of Substances Hazardous to Health (COSHH)

The aim of this minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure that hazardous substances are stored, handled, and used safely in the workplace.

All departments should develop their own arrangements for ensuring that any hazardous substances used are identified, the level of risk assessed, and adequate controls are put in place, including the provision of safe systems of work, suitable personal protective equipment, and adequate training.

 [COSHH Minimum Standard](#)

Display screen equipment at work

If you are a line manager with display screen equipment users or a regular user, this guidance contains details on workstation assessments and eye tests.

[Workstation assessments](#)

 [Display screen equipment](#)

Fire Safety Management

Roles and responsibilities for fire safety in States of Jersey buildings

 [Fire Safety Management](#)

 [Fire risk assessment form](#)

First Aid

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure that appropriate first aid cover is provided to employees and any visitors to sites or buildings under the control of the Government of Jersey.

 [First Aid Minimum Standard](#)

Highly Flammable Liquids

Are you responsible for managing the use of highly flammable liquids in the workplace? If you are, then you need to be aware of a new minimum standard.

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure the safe storage and use of highly flammable liquids.

All departments should develop their own arrangements to include the requirement to carry out a risk assessment and COSHH assessments, to ensure storage areas are properly designed and that controls are in place to enable safe working and for dealing with possible emergencies.

The document follows recognised standards but also provides flexibility for departments to develop their own internal procedures to reflect their specific circumstances.

If support is needed, please contact your Health and Safety lead or advisors.

 [HFLS - Minimum Standard](#)

Incident Reporting and Investigation

The aim of this minimum standard is to ensure that managers and colleagues understand their responsibilities in relation to the reporting and investigation of incidents.

All departments should develop their own arrangements to include the method of reporting to be used, when investigations should be carried out, the process to be followed and who should be involved.

 [Incident Reporting and Investigation Minimum Standard](#)

Ionising Radiation

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities, which include, the identification of relevant activities, appointing competent persons to provide advice and supervise the works, developing safe systems of work and monitoring exposure.

 [Ionising Radiation Minimum Standard](#)

Legionella

If you're responsible for looking after any hot and cold water systems, this policy sets out your responsibilities for managing legionella bacteria risks.

 [Control of exposure to legionella bacteria](#)

Lifting Equipment and Lifting Accessories

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure that lifting equipment and lifting accessories are used safely in the workplace.

All departments should develop their own arrangements to include the need to ensure that lifting equipment and lifting accessories are suitable for their intended use, that they are tested and thoroughly examined as required and that persons using them are trained and competent.

 [Lifting Equipment and Lifting Accessories Minimum Standard](#)

Lifts

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure that all types of lifts are installed, inspected, maintained and used correctly to ensure their continued safe use.

 [Lifts Minimum Standard](#)

Lone working

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities regarding the identification of lone workers and the implementation of controls to manage the risks.

 [Lone Working Minimum Standard](#)

 [Lone working risk assessment form](#)

LPG (liquefied Petroleum Gas)

Are you responsible for managing the use of liquefied petroleum gas in the workplace? If you are, then you need to be aware of a new minimum standard.

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure the safe storage and handling of LPG in cylinders up to a total quantity of 400kg. It does not cover where LPG is used as a fuel for heating, cooking or lighting, which are covered by the GoJ Minimum Standard – Gas Systems.

All departments should develop their own arrangements to include the requirement to carry out a risk assessment, to ensure storage areas are properly designed and that arrangements are in place to deal with possible emergencies.

The document follows recognised standards but also provides flexibility for departments to develop their own internal procedures to reflect their specific circumstances.

If support is needed, please contact your Health and Safety lead or advisors.

 [LPG - Minimum Standard](#)

Managing construction work

If you are involved with construction work, you need to comply with the Management in Construction (Jersey) Regulations 2016. A separate minimum standard for each of the key roles has been developed to ensure compliance. Minimum standards are available for the Client, Designer, Health and Safety Project Co-ordinator, Principal Contractor and Contractor.

[Managing construction work](#)

Manual Handling

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities in relation to ensuring the safe handling of loads, including people, in the workplace.

 [Manual Handling Minimum Standard](#)

Noise

The aim of this minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure that persons are not exposed to levels of noise which could be harmful.

All departments should develop their own arrangements to ensure that noisy activities which could pose a risk to persons are identified and that suitable controls are put in place.

 [Noise Minimum Standard](#)

Occupational Health

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure that occupational health assessments and surveillance are carried out as required to ensure the health of employees.

 [Occupational Health Assessment and Surveillance Minimum Standard](#)

Permit to Work

The aim of this minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure that Permit to Work Systems are prepared, implemented, and adhered to.

All departments should develop their own arrangements for ensuring that working activities which require a Permit to Work are identified, that persons involved with the work are competent and that sufficient monitoring takes place.

 [Permit to Work Minimum Standard](#)

Personal Protective Equipment (PPE)

The aim of this minimum standard is to ensure that managers and colleagues understand their responsibilities to assess the need for PPE, ensure it is suitable for its intended purpose, provide training on the use and storage of PPE and monitor its use.

All departments should develop their own arrangements for ensuring that suitable PPE is provided and used appropriately by employees.

 [PPE Minimum Standard](#)

Pressure Systems

Are you responsible for managing the use of pressure systems in the workplace? If yes, then you need to be aware of a new minimum standard.

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure the safe operation of pressure systems.

All departments should develop their own arrangements to include the requirement to ensure that pressure systems are properly maintained and thoroughly examined as required and that persons operating them are adequately trained and competent to do so.

The document follows the standards set out in the Safety of Pressure Systems and Transportable Gas Containers – Approved Code of Practice but also provides flexibility for departments to develop their own internal procedures to reflect their specific circumstances.

If support is needed, please contact your Health and Safety lead or advisors.

 [Pressure Systems- Minimum Standard](#)

Prevention and Management of Violence and Aggression

Are you involved in managing the risk of violence and aggression in your workplace? If you are, then you need to be aware that the minimum standard which sets out the arrangements for dealing with these behaviours has been revised and updated.

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure that suitable arrangements are in place for managing any identified risks to employees and others from violence and aggression.

All departments should develop their own arrangements including the need to ensure that the risks are identified and assessed, that proper consideration is given to the working environment and practices and that incidents are reported and investigated and any affected employees are provided with suitable support.

The updated document follows recognised standards but also provides flexibility for departments to develop their own internal procedures to reflect their specific circumstances.

If support is needed, please contact your Health and Safety lead or advisors.

 [Prevention and Management of Violence and Aggression Minimum Standard](#)

Risk assessment

This Government of Jersey (GoJ) Minimum Standard is a revision of the previous policy and provides practical guidance to departments on the steps which should be taken to ensure a successful program of risk assessment.

The document follows recognised standards but also provides flexibility for departments to develop their own internal procedures to reflect their specific circumstances.

 [Risk Assessment Minimum Standard](#)

Safe Working on or Near Roads

The aim of this minimum standard is to ensure that managers and colleagues understand their responsibilities to identify tasks which require employees to work on or near roads and to put arrangements in place to ensure their safety.

All departments should develop their own arrangements for ensuring that all activities on or near roads are risk assessed and that suitable controls are put in place.

The document follows recognised standards but also provide flexibility for departments to develop their own internal procedures to reflect their specific circumstances.

 [Safe Working on or Near Roads Minimum Standard](#)

Slips and trips

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities regarding the identification and control of slip and trip hazards and practical guidance on how to tackle typical hazards is provided.

 [Slips and Trips Minimum Standard](#)

Transportable Gas Containers

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure the safe storage and handling of transportable gas containers.

All departments should develop their own arrangements to include the requirement to carry out a risk assessment taking into account the type of gases used, to ensure storage areas are properly designed and managed and that arrangements are in place to deal with possible emergencies.

 [Transportable Gas Containers Minimum Standard](#)

Vibration

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities to ensure that persons are not exposed to levels of vibration which could be harmful.

 [Vibration Minimum Standard](#)

Working at height

This Government of Jersey (GoJ) Minimum Standard has been prepared to provide practical guidance to departments on the steps which should be taken to ensure safe working at height.

 [Working at Height Minimum Standard](#)

Workplace Transport

The aim of the minimum standard is to ensure that managers and colleagues understand their responsibilities in relation to the safe use of workplace transport, including bicycles and e-bikes.

 [Workplace Transport Minimum Standard](#)

Further information

Further policies and guidance are being developed.

If you have a specific query, contact your health, safety and wellbeing lead or advisor.

[Health, safety and wellbeing leads and advisors](#)

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