

## **JAC 2009/10 SHE Improvement Plan**

### **1. Background**

This document establishes, following the launch of STFC Safety Code No.7 SHE Improvement Planning, JAC improvement objectives for safety, health and environmental performance.

JAC is a relatively small organization of approximately 60 staff spread across three sites (JAC Hilo office, UKIRT and JCMT). Activities include the operation of two telescopes, service, repairs and upgrades to instrumentation, project infrastructure work to support new instrumentation, office and laboratory work, and attendance at conferences and meetings some of which can include extensive international travel.

JAC is organized into 5 Divisions with Division heads. These Division heads join with the Director JAC and the Human Resource Manager (secretary) to form the JAC Senior Management Team (SMT). This management team meets monthly to discuss various matters including SHE. The improvement plan will be developed and agreed by the Safety Committee in April each year and forwarded for endorsement by the SMT at its May meeting. The SMT will review progress on the plan at least quarterly, based on updates from the Chair of the Safety Committee.

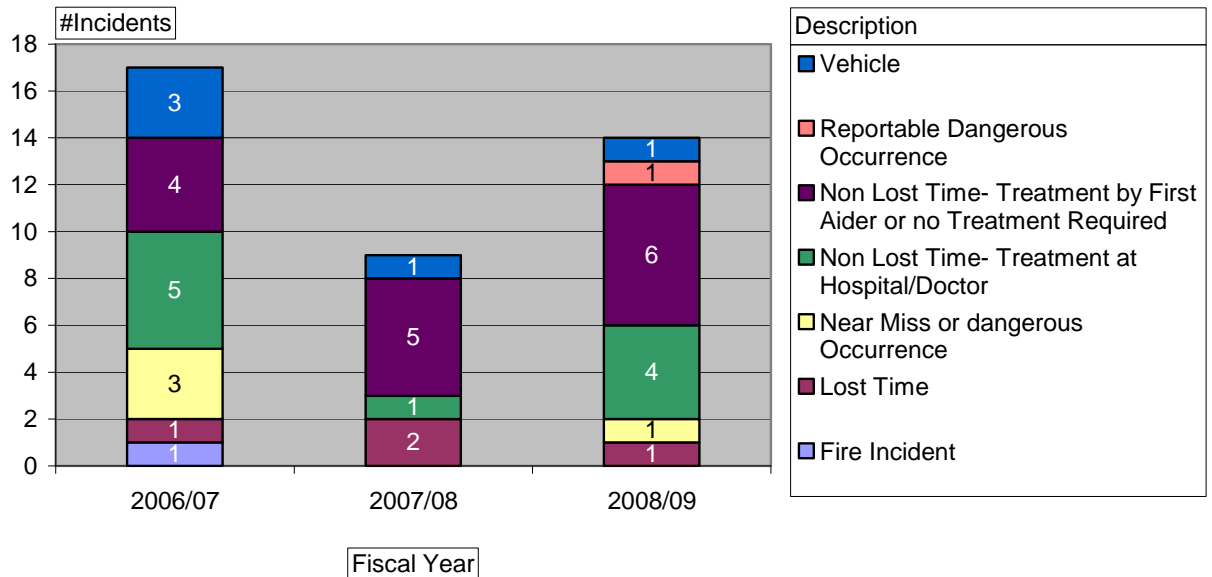
### **2. Executive Summary**

The JAC management team are committed to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for its staff, together with effective management of Health and Safety risks. Management requires that all activities and operations comply with local and State of Hawaii Occupational Safety and Health standards. The JAC is also required to comply not only with the state standards but, where the requirements are more stringent, and where it is reasonably practicable, with UK standards encompassed by the Health and Safety at Work Act 1974 as well. Projects, activities and operations shall make appropriate consideration of relevant standards and if possible guidance through STFC codes of practice. To maintain a high degree of protection for employees, facility users, visitors, contractors and the public the JAC uses risk assessments, safety tours and project safety policies where appropriate.

This is the first year that the JAC has developed a specific plan to cover the Health and Safety of its activities. As a consequence this plan will focus on targets and plans for the upcoming fiscal year.

### **3. Review of 2008/09 SHE performance**

The data presented in the table below represents a summary of all SHE incidents reported at the JAC since 01 April 2006.



**All Reported SHE Incidents by Year and Incident Category**

**The following is notable for 2008/09:**

- There was 1 reportable dangerous occurrence, JCMT roof and door shutter interlock failure. A Serious or Potentially Serious (SoPS) incident investigation report was completed.
- Out of the 6 non lost time - treatment by first aider or no treatment required incidents in 2008/09, 5 incidents involving observatory users were related to altitude sickness.
- Although there has been an increase in incidents over the 2007/08 period, the incident rate was lower then in 2006/07.

**Review of 2008/09 Environmental Management**

The JAC is committed to promote waste-minimization and energy savings throughout our operations. The following is the summary of our 2008/09 environmental management program:

- Recycled white paper/magazines/phone books totaled 1,500 lbs.
- Recycled scrap metals totaled 600 lbs.
- Recycled batteries totaled 100.
- Obsolete electronic equipment was donated to the Hawaii Community College.

#### **4. SHE Improvement Targets and Plans for 2009/10**

##### **4.1 Incident reporting**

Improve the reporting of SHE incidents and near misses in the ‘SHE Enterprise’.  
Ensuring that reports are made with 2 weeks of the incident.

##### **4.2 Office Ergonomics**

Increase the awareness of staff to the hazards associated with computer workstation equipment and the potential impact on their health.

##### **4.3 SHE Training**

Maintain the currency of SHE mandated training at >95%.

##### **4.4 Risk Management**

Continue to carry out risk assessments for all applicable activities.  
Review all applicable risk assessments at least yearly.

##### **4.5 Management of SHE (actions on SMT)**

Monitor the implementation of this plan through the SMT meeting.

##### **4.6 Management of SHE (actions on JAC Safety Committee)**

Update this plan on an annual basis (update during April, plan in place by May)  
Monitor safety tour action items in each regular committee meeting.

##### **4.7 Environmental Management**

Develop and publish an Environmental Management policy statement and supporting guidance

##### **4.8 Altitude Sickness**

Minimise the risks of serious health incidents caused by altitude sickness by reviewing incidents to ensure that JAC response procedures remain robust and appropriate. In addition, maintain awareness (including communication with the JAC’s Medical Adviser) of developments/studies associated with working at altitude.