

What is ACTION?

Acronym for 'A Commitment to Improving Our Nation', **ACTION** is a voluntary programme introduced by the Labour Department with the aim of fostering occupational safety and health (OSH) self-management among public and private enterprises. The programme seeks to determine and improve, not only the level of compliance with the Safety and Health at Work Act, Cap. 356, but also the functionality of the company's safety management system (SMS): from the presence of a safety policy to the implementation of that policy in the company's day to day operations.

Why Should My Company Join ACTION?

The main advantage of joining the programme and implementing a functioning SMS is the creation of a safer workplace. As this occurs, the following benefits, and others, are expected to occur:

- Reduced cases of accidents and ill-health and associated costs;
- Improved employee morale and job satisfaction;
- Improved productivity;

- Improved quality of work;
- Improved competitiveness in the marketplace; and
- Reduced absenteeism and employee turnover.

In addition, after successful enrolment in the programme, companies may be eligible to benefit from a reduced inspection schedule from the Labour Department's OSH inspectorate and national recognition in the form of tangible awards. Awards are obtained based on the results from the audit and fall into the categories: Bronze, Silver, Gold and Platinum, the ultimate level.

How Can My Company Join ACTION?

Joining **ACTION** is simple. Just contact any Safety and Health Officer within the Labour Department who will provide you with a Self-Assessment Checklist to complete and submit. Other documents that aid in the formulation of a SMS will also be provided. Following the submission of the Self-Assessment Checklist, an audit will be conducted by the Labour Department to confirm the information submitted and to review the company's management system. Arrangements will be

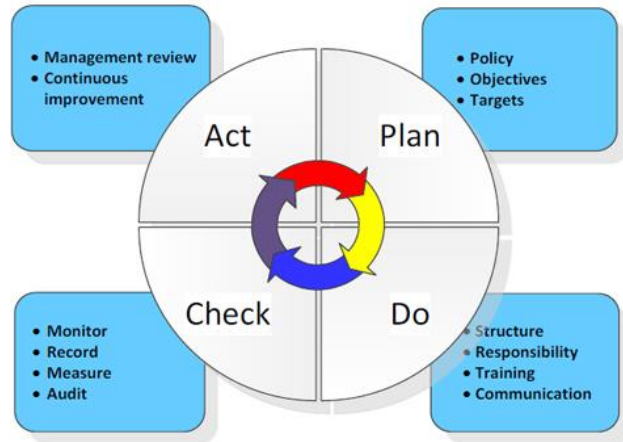
made for interviewing workers, and viewing any necessary documents.

What Criteria Are Monitored During the Audit?

The monitoring criteria are outlined in the document **Implementing an Occupational Safety and Health Management System**. A few of the key factors that are assessed are as follows:

- (1) The Company's Safety Policy.
- (2) The risk assessments that are conducted, ensuring that hazards are adequately identified and that risks are sufficiently evaluated, controlled and monitored.
- (3) The methods used to monitor safety and health performance including the reporting and investigation of accidents, near misses and cases of ill-health and the conducting of workplace inspections.
- (4) Compliance with the Safety and Health at Work Act.
- (5) Management commitment and employee involvement.

Further information on **ACTION** can be obtained by contacting the Occupational Safety and Health Section of the Labour Department.



The Quality and Safety Management Cycle



2nd Floor East
Warrens Office Complex
Warrens
St. Michael
Tel: 535-1523/4
Website: labour.gov.bb
Email: labour@labour.gov.bb

The ACTION Programme at a Glance



A COMMITMENT TO IMPROVING OUR NATION

An initiative of the Labour
Department