

SAFEQUAL

RISK HEALTH & SAFETY TRAINING NEWS

Leading health & safety at work



Whether you are a director of a large organisation or small business, your obligations to health and safety are binding.

Get it wrong and the best outcome could be the company bears the cost of an HSE intervention, and possibly a fine. Worst case scenario is that you would be prosecuted.

A guide to help you understand your responsibilities

RISK has produced a guide and a series of articles outlining the obligations on directors, board members, business owners and organisations of all sizes. It provides the knowledge to demonstrate good safety leadership and enables board members, directors and senior management to understand current health and safety legislation as well as the accountability for the organisation, and as individuals.

The essential principles of health and safety

Health and safety is an essential part of organisational strategy, decision-making processes and supply chain management. This means strong and active leadership from the top down, making your health and safety visible, and demonstrating active commitment within business decisions.

The 9 Components of a Safety Plan

Developing a safe and healthy workplace makes good business sense. Your employees will feel more valued and visitors will be protected from harm.

Effective health and safety management systems result from strong leadership

It's likely to increase productivity and reduce the cost impact on your business of any downtime from employee injuries. Everyone has a duty to work safely and report hazards, but you still need to manage and coordinate the overall health and safety programme.

The safety plan is a project specific dynamic document

The safety plan is project specific, it's not a static document, it is subject to review. The review time is always stipulated inside the plan. The safety plan helps identify hazards which could cause harm, draw out measures to manage the risk accompanying the hazard, allocate responsibilities, and also plan emergency response in case of any failure in the safety management system.



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Managing Director

Health & Safety responsibilities of a Managing Director

The managing director is responsible for the overall arrangements and for ensuring that the company's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its operations.

Managing Director Health & Safety responsibilities include:

- 1 Ensure there is an effective company policy for Health & Safety and that all employees, contractors and temporary workers are made aware of their individual responsibility.
- 2 To understand and ensure, through the appointment of competent persons, that the company's responsibilities as employers under the Health & Safety at Work etc. Act 1974 and any relevant Acts of Parliament and Statutory Instruments are met.
- 3 To appoint a director responsible for safety.
- 4 To ensure that all directors and managers understand and fulfill their responsibilities with regard to Health & Safety.
- 5 Arrange for funds and facilities to meet the requirements of company policy and legislation.
- 6 Make provision for adequate and appropriate training to be given to all employees.
- 7 To ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
- 8 Set a personal example on all matters of Health & Safety.

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Director Responsible for Health & Safety

Health & Safety responsibilities if you're a Director specifically responsible for Health & Safety

The director responsible for Health & Safety is accountable to the managing director for all matters relating to health, safety and welfare of employees and those affected by the companies operations.

Health & Safety Director responsibilities include:

- 1 Understand and ensure that the implications and duties imposed by new Acts of Parliament, Statutory Instruments, H.S.E. Guidance Notes and Codes of Practice are brought to the attention of the Board of Directors.
- 2 To bring company related Health & Safety matters to the attention of the Board of Directors at regular intervals.
- 3 To ensure that good communications exist between employer and employees and are maintained.
- 4 To liaise with the person appointed in the role of safety manager over the full range of their duties and responsibilities, with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources.
- 5 Ensure adequate means of distributing and communicating health, safety and welfare information obtained for the H.S.E., Safety organisations and Trade associations regarding new techniques of accident prevention, new legislation requirements and codes of practice etc.
- 6 Ensure that an adequate programme of training for Health & Safety is established and that the safety culture is encouraged amongst employees.
- 7 Set a personal example at all times by using the correct personal protective clothing/equipment and following all safety requirements and procedures.

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Managers/ Heads of Department

Health & Safety responsibilities of Managers and Heads of Department

Each manager/department head is responsible for his personal safety and that of all personnel under his or her authority, including others who may be affected by the company's activities.

In particular they will:

- 1 Understand and implement the company safety policy.
- 2 Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibility and are equipped to play their part.
- 3 Conduct Risk Assessments on activities within their department ensuring that the methods and systems of work are safe. Also, that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- 4 Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with.
- 5 Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate.
- 6 Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.
- 7 Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of Appointed First Aiders are displayed and maintained in prominent locations.
- 8 Ensure that all new employees in the company are provided with a copy of the policy statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and their personal responsibilities as set out in this manual.
- 9 Reprimand any employee for failing to discharge their Health & Safety responsibilities.
- 10 Set a personal example with regard to Health & Safety matters.

