

Your Safety, Health and Wellbeing (SHaW) Roles and Responsibilities

Directors and Chief Officers



Make Safety
Personal

Policy and Planning



Leadership

Accept an individual role for the effective leadership of safety, health and wellbeing (SHaW) within NHSGGC. Maintain active engagement on SHaW matters with your direct reports, ensure they have adequate control over SHaW issues and set the SHaW direction for the service.

Culture

Actively embed the NHSGGC SHaW policy/standards to improve the behaviours and culture in NHSGGC. Develop and maintain a positive SHaW culture with a commitment to continuous improvement in performance. Be integral in developing an open culture where responsible individuals feel supported and have the confidence to report incidents.

Organisation

Maintain an effective management structure and appropriate arrangements for delivering and ensuring compliance with the NHSGGC SHaW policy/standards.

Objectives and Goal

Provide active leadership in the promotion and achievement of SHaW policies and arrangements. Involve all levels of the service in the development of SHaW planning and ensure targets and objectives are SMART.

Assessment and Management of Risk

Ensure arrangements are in place for the application and compliance of NHSGGC SHaW policy/standards for your area of responsibility. Review and provide assurance of the completion of your risk management actions within your area of operations or activities.

Effective Planning

Plan to ensure that sufficient SHaW resource, structures and arrangements are in place and are implemented effectively across the service. Undertake periodic reviews of management structures and risk controls for health and safety.

Legal Compliance

Remain aware of your legal responsibilities and the requirements of NHSGGC SHaW policy/standards.

◉ Engagement



◉ Training, Competence and Capability

Prioritise equal focus in achieving compliance to staff training and development, including training programmes. Include SHaW objectives in performance management metrics within the appraisal system for direct reports.

◉ Communication

Actively ensure the communication of the policies, standards, processes and procedures within SHaW Management Systems throughout your area of responsibility, ensuring an effective consultation process which includes staff side.

◉ Personal Behaviour and Conduct

Actively provide and demonstrate visible leadership by being committed towards the application of all NHSGGC SHaW policies. Engage in the promotion and achievement of safe, healthy working environments and conditions. Uphold NHSGGC Core Values including SHaW responsibilities and accountabilities, taking appropriate action where issues arise.

◉ Staff Side Representatives

Work in partnership ensuring the requirements within the Safety Representatives and Safety Committees Regulations 2015 are deployed within your area of responsibility.



Implementation



Working Environment

Deliver compliance and governance by maintaining a safe and healthy workplace, safe operations and one that does not increase the risks to the environment in accordance with NHSGGC standards and statutory regulations.

Safety Devices and Personal Protective Equipment

Ensure processes and procedures are in place with resource made available to provide suitable and sufficient safety devices, training and protective equipment for employees in accordance with NHSGGC SHaW policy/standards.

Safeguarding Equipment and Estate

Ensure the application of NHSGGC policy/standards, processes and procedures are in place and that resource is available to maintain facilities, estate, equipment and plant.

Management of Contractors

Ensure that decisions to appoint, engage and manage contractors reflect NHSGGC SHaW policy/standards and statutory requirements.

Incident Investigation

Review significant incidents and resolve identified issues where required. You should ensure that action is taken to address any weakness and that a system is in place to monitor implementation.

Emergency

Provide provision of adequate emergency arrangements and crisis management procedures.



Monitoring and Review



Intervention

Lead by example and be an active visible Safety Health and Wellbeing champion. Encourage, welcome and accept colleagues, contractors and others intervening and raising concerns.

Inspection and Audit

Ensure your managers regularly inspect and close audit activities under their control with respect to compliance against NHSGGC SHaW standards and procedures.

Monitoring and Review

You must monitor SHaW performance against NHSGGC standards and procedures. Review SHaW issues at scheduled leadership meetings and confirm that the remedial actions are appropriate.



