

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

Employees



Make Safety
Personal

Policy and Planning



Leadership

Act as a role model and demonstrate behaviours that ensure you work in a safe manner (taking care of both your own safety, health and environment and that of people who may be affected by your actions).

Culture

Co-operate with NHS Greater Glasgow and Clyde (NHSGGC) to support a positive health and safety culture. Follow NHSGGC SHaW policy/standards and guidance, best working practices, control measures and any training you have received. Do not interfere with or misuse anything provided for your health, safety or welfare, or for the protection of the environment.

Organisation

Make sure that you understand your local management and reporting structure within NHSGGC and be aware of where to access SHaW support.

Objectives and Goal

Comply at all times with NHSGGC SHaW policy/standards, requirements and objectives, including training. Take care of your own health, safety, wellbeing and that of people who may be affected by your actions.

Assessment and Management of Risk

Ensure that you follow the procedures and safeguards provided for your protection within the risk assessments. You should raise any SHaW issues or concerns with your line manager.

Effective Planning

Raise any SHaW concerns that you have with your manager to allow for planning and corrective measures including an appropriate action plan to address these concerns.

Legal Compliance

Be aware of, and comply with NHSGGC SHaW policy/standards and processes. If you are unsure about legal compliance ask your manager, SHaW advisor or staff side representatives.



Engagement



Training, Competence and Capability

Don't carry out tasks without the instructions, information and adequate training. Only operate equipment and machinery you are authorised to use. Ensure your training is up to date.

Communication

Participate in the communication and consultation process by taking part in briefings, handovers and huddles, SHaW messaging and meetings as required. Communicate any SHaW concerns to your manager or record in the incident reporting system.

Personal Behaviour and Conduct

Undertake your work activities in line with instructions, information and training received. Don't place yourself, others or the environment at risk. Co-operate with NHSGGC SHaW policy in an effort to protect your safety and that of others.

Staff Side Representatives

You have the right to engage with your staff side health and safety representative when you are involved in an accident or any safety, health and wellbeing issues that concern you. Staff side reps should also be supportive and encourage employees on how to be safe, healthy and maintain their wellbeing.



Implementation



Working Environment

Keep your workplace in a safe and tidy condition and report any unsafe conditions, unsafe acts or any unsatisfactory environmental conditions.

Safety Equipment and Personal Protective Equipment

Use work equipment correctly and safely. Use the required protective equipment that has been provided, allowing you to carry out your activities safely, in accordance with all training, instruction and information received. Always ask for advice and clarification if you are unsure.

Safeguarding Equipment and Estate

Use all facilities and equipment provided correctly in accordance with any training, instructions and information received.

Management of Contractors

Demonstrate an equal level of care for the safety of contractors and agency personnel, ensuring they are not negatively affected by your actions or behaviours.

Incident Investigation

You must report all incidents (safety, health and environmental) including near misses immediately so that they can be investigated and any remedial steps taken. You must co-operate with the incident investigation.

Emergency Preparedness

Make sure that you are aware of and follow any emergency procedures that apply to your workplace.



Monitoring and Review



Intervention

You must not “walk by” unsafe conditions, acts or environmental risks and should challenge the unsafe act using a positive and polite manner. Respond to and co-operate with others who step in to help you.

You have the authority to raise concerns with your line manager.

Inspection and Audit

Participate in any sampling or checking processes required by NHSGGC standards and contribute to workplace inspections and audits as required.

Monitoring and Review

Share any significant SHaW issues or improvement opportunities you have identified with your manager and staff side representatives.



