

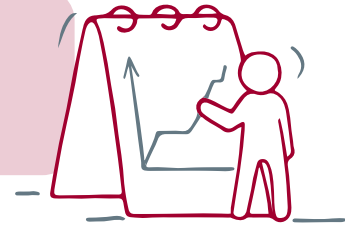
Your Safety, Health and Wellbeing (SHaW) Roles and Responsibilities

Managers



Make Safety
Personal

Policy and Planning



Leadership

Lead by example, demonstrate and promote behaviours that ensure you and your team work in a safe manner (taking care of both your own safety, health and environment and that of people who may be affected by what you do).

Culture

Be a visible and proactive leader. Promote a positive SHaW culture through the re-enforcement of NHSGGC SHaW policy/standards, guidance and safe behaviours, preventing physical and mental harm and minimising the impact upon the environment.

Organisation

Ensure that SHaW responsibilities are established within the management structure and accountability is clearly identified, documented and understood.

Objectives and Goal

Communicate and comply with the relevant NHSGGC SHaW policy/standards. Ensure others comply with SHaW objectives and targets are SMART.

Assessment and Management of Risk

Make sure that the relevant risk assessments are completed and reviewed in accordance with NHSGGC SHaW policy/standards and procedures. Ensure all safeguards and controls required by the risk assessment are implemented or escalated within the prescribed timescales and maintained. The control measures must be communicated to all.

Effective Planning

Confirm that there is sufficient provision for effective SHaW management, including sufficient time to complete all activities safely and with minimal risk to the environment.

Legal Compliance

Be aware of, and comply with, the NHSGGC SHaW policy/standards and processes. Support employees who raise concerns around legal compliance and escalate concerns with the relevant policy owner.



Engagement



Training, Competence and Capability

Arrange the necessary training for yourself and staff under your responsibility. Ensure all are properly qualified and are up to date with training for the tasks they undertake. Ensure only suitably qualified and experienced people are appointed.

Communication

Communicate the SHaW policies, standards, processes, good practice, learning outcomes and procedures. Maintain active and effective safety consultation and include safety as an agenda item in all meetings.

Personal Behaviour and Conduct

Prioritise the application of NHSGGC SHaW policies, standards, processes and procedures, always setting a good example to your colleagues and staff. Behave in line with NHSGGC Core Values. As a visible leader, undertake work activities in a safe manner. Take action in accordance with NHSGGC disciplinary procedures for those who fail to follow SHaW policies, standards, processes and procedures.

Staff Side Representatives

Arrange regular health and safety meetings with your staff side health and safety representative. Work closely and in partnership with each other and involve them in audits, inspections review of accidents, refresh and update of risk assessment and any other applicable safety, health and wellbeing activities.



Implementation



Working Environment

Lead by example to provide a safe and healthy working environment for employees under your control. Actively participate in SHaW inspections, risk assessments and implement control measures effectively to address any issues identified.

Safety Equipment and Personal Protective Equipment

Provide suitable and sufficient safety devices and protective equipment, together with appropriate training, information and instruction. Ensure all relevant NHSGGC and statutory inspections of plant, machinery and equipment are carried out, risk assessments are undertaken, and records are kept, in accordance with the NHSGGC SHaW policy/standards.

Safeguarding Equipment and Estate

Arrange for all statutory inspections and checks of all applicable plant, machinery or equipment in line with NHSGGC policy/standards.

Management of Contractors

Deploy contractor/agency induction arrangements in accordance with NHSGGC policy/standards. Monitor and supervise the induction, co-ordination, control and activities in line with their and our risk management controls.

Incident Investigation

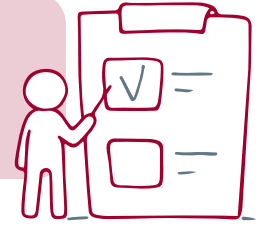
You must ensure incidents (safety, health and environmental) including near misses are investigated, reported, recorded and reviewed appropriately, in accordance with NHSGGC policy/standards with learning shared.

Emergency

You must monitor emergency procedures making sure that these are brought to the attention of, and understood by all persons associated with NHSGGC activities in your service.



Monitoring and Review



Intervention

You should encourage, welcome and accept colleagues, contractors and others intervening and raising safety health and wellbeing concerns accordingly.

Step in and address the issue.

Inspection and Audit

Undertake SHaW inspections and audits as required by NHSGGC standards. Address any issues identified ensuring adequate and timely production and completion of appropriate SHaW plans.

Monitoring and Review

Contribute information to the management reviews. Communicate SHaW information, report findings, good practice and alert notices to your managers and employees.



