

Organisation

Specific Responsibilities

The Chief Executive: shall, with advice from the Occupational Health, Safety & Wellbeing Manager, have overall responsibility for the implementation of the Council policy. They will ensure the health, safety and welfare of all Shropshire Council employees and others who may be affected by its work activities and undertakings and will ratify and promote any health and safety action plans made to achieve and maintain the above.

The Chief Executive will ensure the commitment and involvement of Directors in order to maintain a positive health and safety culture.

To achieve this, they will ensure that all Directors know, understand and carry out their duties in accordance with the policy, the general requirements of the Health and Safety at Work etc. Act 1974 and the specific requirements of the Management of Health and Safety at Work Regulations 1999.

The Chief Executive will receive periodical reports from Directors in order that they may formally monitor Service Area action plans for the on-going improvement of health and safety performance in terms of reducing work related accidents and ill-health as well as material resource loss.

The Directors are responsible for the health and safety performance within their Service Area's and the implementation of both the Council and team's health and safety arrangements.

Directors will appoint appropriate persons to form their own organisation for the implementation of health and safety arrangements and for effective co-operation with other Service Area's, working groups and the Occupational Health & Safety Team Officers.

Directors are accountable to the Chief Executive for the continuing implementation and enhancement of the Councils Policy, through their own documented Service Area organisation and arrangements, and will maintain effective health and safety management and authoritative representation on the Health, Safety & Welfare group.

Directors will promote a positive health and safety culture and the necessary competence within their Service Area management teams, needed to ensure on-going improvement in health and safety performance.

The Executive Director of Resources is responsible for providing and maintaining a competent health and safety advisory service for all Council Service Areas as well as effective monitoring and enforcement of systems on behalf of the Chief Executive. They will ensure the on-going competence of all Safety Officers and will seek to ensure adequate resources are available to provide an effective service. They will also promote involvement and commitment of all Service Area's to the implementation of any current health and safety action plan.

Health and Safety Champion: The Council's Health and Safety (H&S) Champion is a senior manager on the Board of Directors. The role ensures that the Council proactively engages and delivers a robust Health and Safety Management System. The Council's Management System follows the Health and Safety Executive's Guidance 'Successful Health and Safety Management System' - HSG 65. The responsibilities of the H&S Champion are:

- To be an active member of the Health, Safety and Welfare Group.
- To ensure that health and safety is given adequate and proper consideration both by senior managers and more widely within the organisation, when developing Council policy and services.

The Occupational Health, Safety & Wellbeing Manager is responsible to the Chief Executive for co-ordinating, monitoring and advising on standards and Service Areas' performance regarding health, safety and welfare and will support Service Area's in implementing any action plan to ensure the on-going improvement of the Councils overall health and safety performance. The Occupational Health, Safety & Wellbeing Manager will draw to the attention of the Chief Executive any areas of serious concern involving imminent danger, hazardous activities, certain major accidents/incidents, fatalities and Service Area non-compliance with statutory requirements, which may involve the Council in criminal and civil litigation. The Occupational Health, Safety & Wellbeing Manager and supporting safety officers will have the authority to stop a work activity or close a work place where there is imminent danger or serious non-compliance with health and safety legislation.

The Occupational Health Service: will provide professional support to management and employees in order to promote high standards of health and safety. The Occupational Health Service will work closely with the Occupational Health, Safety & Wellbeing Manager and will have direct access to the management of all departments.

Service Area Health & Safety Contacts are to carry out the duties delegated to them by the Directors - such duties will include:

- To attend the Health, Safety and Welfare Group on behalf of the service area, i.e. Resources, People, Place and Public Health. (Contacts will be amended to reflect new Directorates and structures as appropriate).
- To keep the Director and Senior Managers apprised of any outcomes/outputs from the Health, Safety and Welfare Group.
- To receive performance information or information regarding health and safety from the Occupational Health & Safety Team

- To disseminate information from the Health, Safety and Welfare Group to their service area.
- To ensure that health and safety is discussed at the Directors, Head of Service's Management Team meetings regularly and request that health and safety information is disseminated to the respective service teams.

Line Managers/Supervisors: are responsible for the implementation of policy and health and safety performance within their section, site, premise, or any undertaking on behalf of the service team or Council. In particular they will:

- Ensure the implementation of any action plans for the improvement of health and safety performance.
- Ensure, and where necessary enforce, safe systems and safe places of work through risk assessment and application of appropriate control measures.
- Stop and rectify any work activity that presents serious or imminent danger to employees' health and safety.
- Monitor and keep under review work activities and places of work with a view to detecting hazards and improving health and safety performance.
- Ensure that all employees receive adequate training, information and where necessary supervision, with regard to health and safety.
- Maintain close liaison with Safety Representatives, Safety Co-ordinator, Occupational Health & Safety Team and similar advisers and specialists.
- Ensure that all necessary health and safety records and reports are maintained and forwarded expeditiously.
- Ensure an effective health and safety management system is maintained.
- Arrange that all employees receive health and safety training and information to ensure the competency necessary to undertake their duties effectively.
- Disseminate health and safety information to all relevant personnel and monitor its receipt and implementation.
- Monitor the well-being of employees where there is a risk of violence, stress and disease.

Employees: are required to foster safety consciousness, co-operate with management and be aware of their own health and safety and that of others who would be affected by their work activity. In particular they will:

- Cease and report any work activity which becomes a risk to their own or others health and safety.
- Report any accidents, violent incidents, ill health conditions (including stress, muscular-skeletal limb disorders, skin and respiratory problems), dangerous occurrences and near-miss situations.
- Carry out user checks and appropriate inspection of plant, equipment and appliances before use and report defects.
- Be aware of the risks presented by any substances hazardous to health that they may use or generate.
- Be aware of and adhere to risk assessment guidance of any work equipment, work place, work activity and the control measures for safe working.
- Use or wear any personal protective equipment deemed necessary to undertake work safely, maintain that equipment to be safe and clean, and report any fault or failure of the equipment.

- Will adhere to any instructions, written guidance or attend mandatory training in methods of safe and healthy working procedures, as directed.
- Co-operate and contribute where possible to ensuring the successful implementation of any Council and service team action plans put forward to reduce work related accidents and ill-health and material resource loss.

Employee Involvement/Consultation/Representatives: Employees and/or their representatives will be consulted about the content of individual safety arrangements. Where a policy has the approval or the involvement of the workforce it is more likely to be adhered to than a system of rules 'imposed' without consultation. The Council as an employer agrees to and supports the appointment of 'Safety Representatives' within any unionised workforce and 'Representatives of Employee Safety' where a union is not involved. Council service teams will consult with employees' representatives on any matters which affect: a) the health, safety and welfare of any personnel they represent b) the arrangements for appointing competent persons c) any health and safety information that must by law be provided d) the planning and organisation of health and safety training e) the health and safety consequences of new technology.

Health & Safety Sub Groups: At the discretion of Heads of Service some service areas, based on the level of risk of the service activities, may decide to form local health and safety groups. These sub groups must formulate Terms of Reference and make these available to the Health, Safety and Welfare Group for consideration and approval. Once agreed, the minutes of any Health & Safety Sub Group must be sent to the Health, Safety and Welfare Group for review.

Health, Safety & Welfare Group: The objectives of the Service Areas are to:-

- establish and maintain standards of health and safety in keeping with legal requirements and Council policy.
- promote co-operation and involvement of all staff in instigating, developing and monitoring measures to ensure the health, safety and welfare of all Council employees and others who may be affected by the work activities and undertakings.
- bring together management and employees (representatives) to ensure mutual understanding, co-operation and consistency of approach to health, safety and welfare matters.
- the group consists of management representatives from all Service Areas and representatives of employees.

Ex-Officio members (advisers) will include:

- a) the Occupational Health, Safety & Wellbeing Manager
- b) Service Area Representatives
- c) Union Representatives
- d) Head of Property & Development

Members of the group will be regarded as employees with special knowledge and skills with the common objective of promoting and maintaining high standards in health, safety and welfare.

Members will receive appropriate health and safety training so as to enable them to fulfil their functions effectively.

The chairperson is responsible for ensuring that any recommendations and views are put before senior management or appropriate committee for action.

So as not to engender 'guilty knowledge', safety officer advice, in terms of health and safety information, will be completely arbitrary to both management and employee representatives.