



Colleague Responsibilities

Introduction

The Chief Executive recognises that he / she holds the ultimate responsibility for all matters relating to the Society's legal obligation to protect the health, safety and welfare of its colleagues and others who may be affected by its business activities.

The full Society Health and Safety Arrangements Policy can be found on Colleague Connect. The following outlines the duties required of all Colleagues in respect of Health & Safety.

All colleagues are required to:

- Take account of the safety features associated with their work and the site and comply with all relevant instructions and risk assessment requirements.
- Take care for the health & safety of themselves, other colleagues and customers whilst carrying out their work.
- Carry out manual handling manoeuvres within the guidelines set by the business.
- Ensure all safety devices and machine guards are correctly used at all times and refrain from interfering with anything provided for the protection and safety of persons at work.
- Follow safe working methods and use any equipment, tools and machinery in accordance with instructions, including any equipment provided to avoid manual handling.
- Refrain from using equipment, tools and machinery (including vehicles) unless trained and appropriate authorisation has been given. In particular, refrain from cleaning dangerous machinery unless trained, authorised and 18 years of age or over.
- Use protective clothing and equipment supplied.
- Report all accidents as soon as possible (including incidents which do not result in injury) and any verbal or physical abuse incidents.
- Remain vigilant and report safety hazards without delay.
- Wherever possible remain at the site of and immediately arrange the removal of spillages and debris from the sales area (and elsewhere) which may cause persons to slip.
- Co-operate as required with management, supervisors and others in order that the Society's legal obligations and procedures for safety may be fulfilled.
- Report to their manager or supervisor immediately any medical condition, including pregnancy, or association with an infection, which may affect their ability to work safely.

Where a colleague of the Society is found to be in breach of their health & safety responsibilities in a manner that may or has the potential to endanger themselves or others due to their actions, they may face disciplinary action, which could result in instant dismissal.



Deputy, Department & Line Managers & Supervisors

Introduction

In addition to general Colleague duties, all those who deputise for site managers or who carry out a supervisory role over colleagues, departments or general activities, will carry out the responsibilities assigned to their immediate manager in his / her absence.

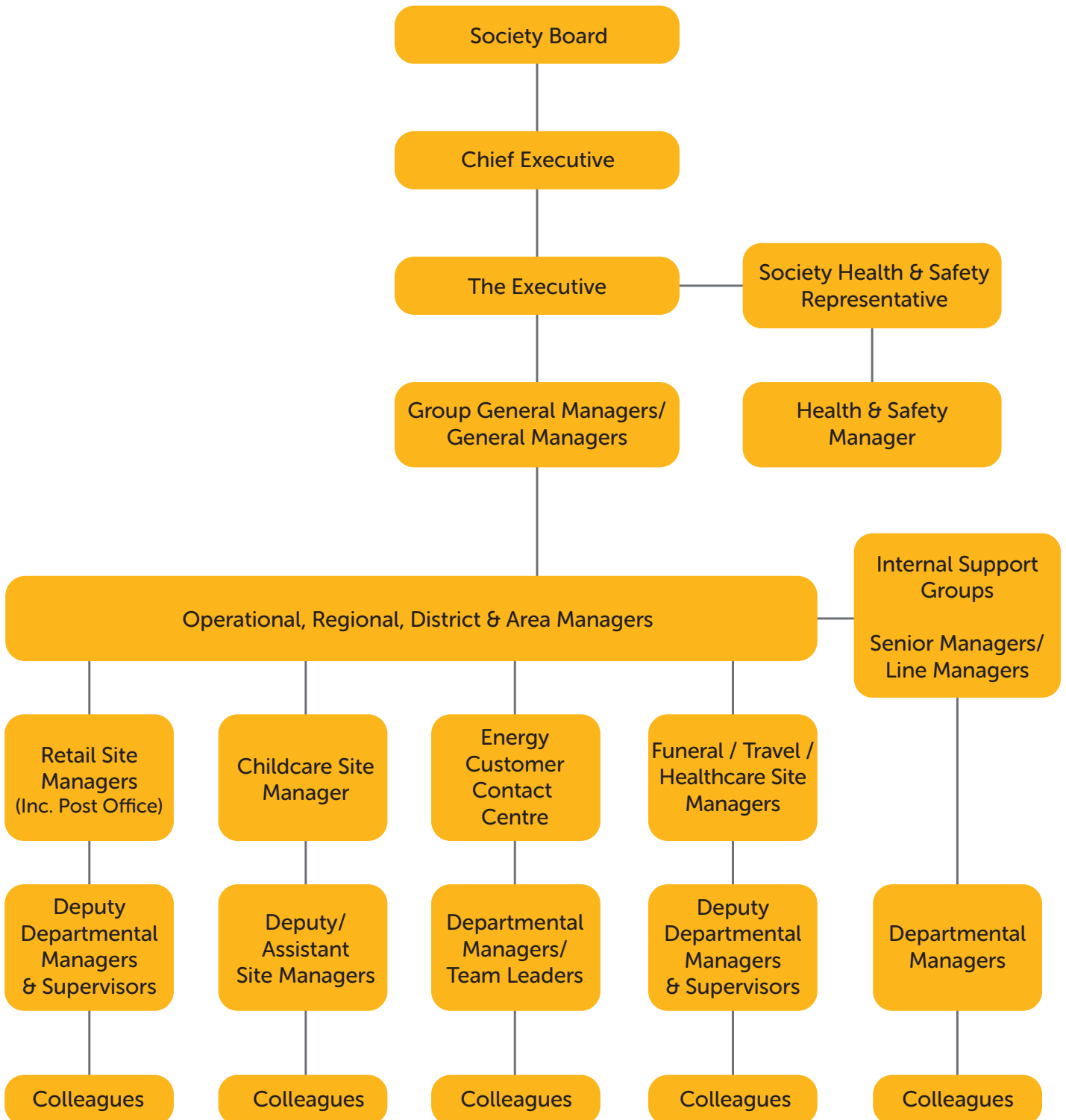
They will ensure that they:

- Advise their immediate manager regarding any matter that requires attention within their supervisory role in health & safety.

They will also be responsible for:

- Ensuring persons under their control:
 - Work safely and in accordance with the contents of this policy document.
 - Are kept informed, trained (with reference to the appropriate manual or literature) and supervised as necessary to achieve safe working conditions.
 - Are encouraged to report hazards and potential safety problems immediately.
 - Are familiar with safety requirements, any safety signs displayed and other information issued.
 - Understand that all machinery may only be used and cleaned by trained and authorised persons and that all machine guards must be fully used, correctly fitted and kept in good order.
 - Know the location of first aid boxes and the names of any authorised first aid colleagues.
 - Are familiar with site emergency and evacuation procedures.
 - Have available and use the protective clothing and equipment required for their work.
 - Understand that all accidents (however minor) must be reported and recorded, including incidents of verbal or physical abuse.
 - Are aware that all near misses, faulty equipment and defects must be reported and recorded.
 - Keep their area clean and tidy and place goods, stock, equipment etc. so that it may be safely retrieved and accessed.

Society Health and Safety Structure



Note: Society Policy Statement and Policies and Procedures can be found on Colleagues Connect