



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.

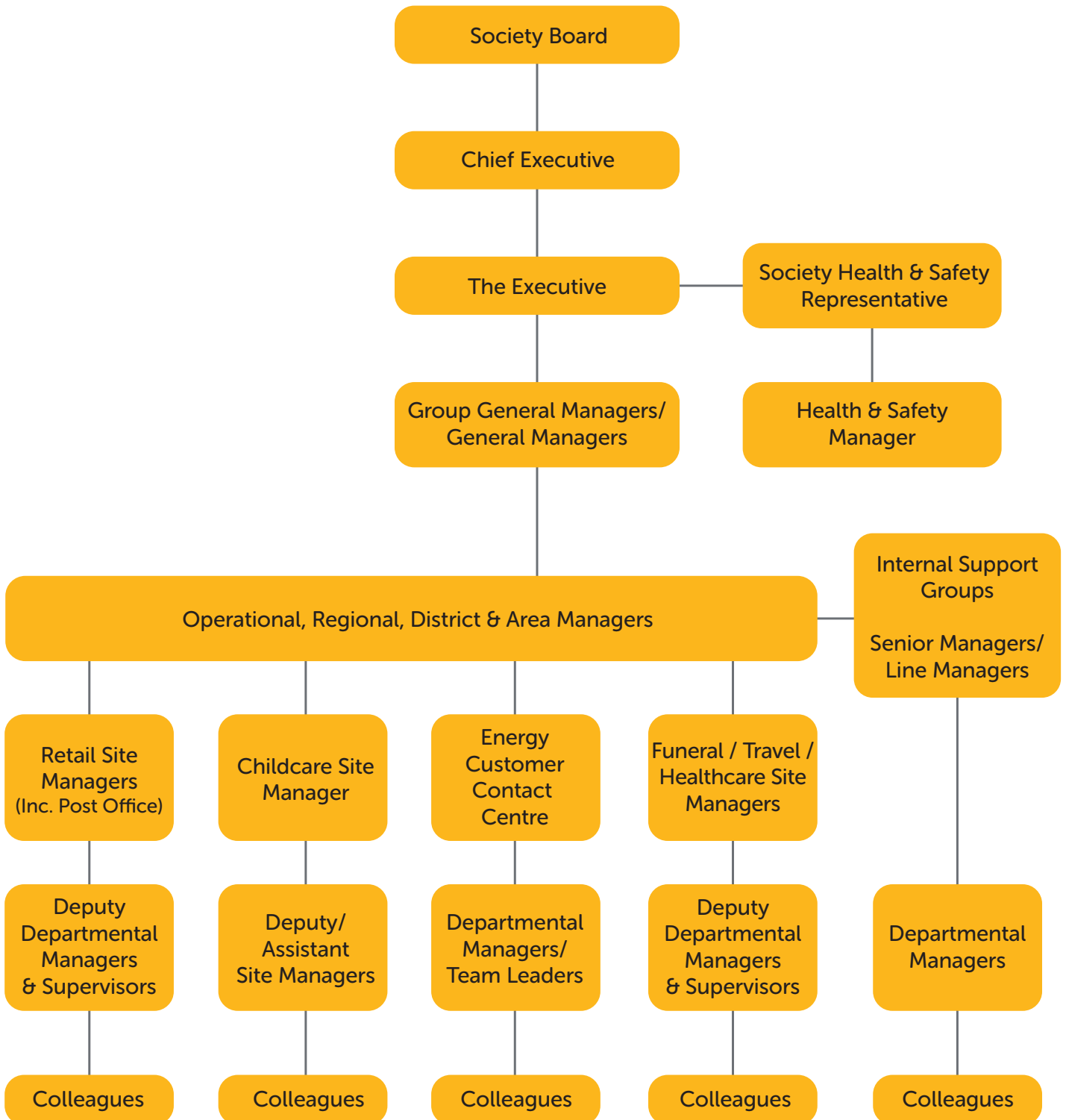
The full Society Health and Safety Arrangements Policy can be found on Colleague Connect. The following outlines the duties required of all Colleagues in respect of Health & Safety.

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.

Society Health and Safety Structure



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