Staff Responsibilities – Workers

The HS336 Health and Safety (HS) Responsibility, Authority and Accountability Procedure outlines the individual responsibilities and accountabilities for various levels of staff. Staff should read this document to familiarise themselves of their own responsibilities. Below is an extract.

Workers
Every worker must:
• Take reasonable care for his or her own health and safety;
• Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
• Comply with any reasonable instruction that is given by the university that is required for the purposes of meeting health and safety legislation;
• Co-operate with university policy and procedure.
• Not interfere with anything provided for health, safety and welfare.
• Ensure that notifications and licences are adhered to prior to undertaking any work.
• Complete any training required to perform their job safely.
• Comply with all risk control measures
• Report any health and safety hazards, incidents, accidents.
• Take part in health and safety consultative arrangements.
• Maintain all health and safety records as required.
• Follow Emergency and Evacuation procedures.

Accountability
Workers are accountable to their supervisor through:
• Regular one-to-one meetings
• The Performance Development Scheme
• Job descriptions

All workers have the authority to:
• Commence an emergency response
• Raise health and safety issue
• Cease work where there is an immediate and serious threat to the health and safety.