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LEAFLET 5 TO

PART 2 TO SHEF MANUAL

RESPONSIBILITIES OF LINE MANAGERS

1. Line Managers at all levels are responsible for health, safety and welfare matters affecting personnel in or attached to their areas. They are also responsible for environmental and energy matters relating to their areas of responsibility. In particular they are to ensure that:

- a. Written risk assessments are completed and reviewed at the required date for all significant work related hazards.
- b. All work processes are inherently safe, or are rendered so by the provision of safe environments, safety devices, special tools/equipment, safe systems of work or other control measures as defined by risk assessment.
- c. All work processes and activities do not pose a threat to the environment through effective management, procedures and supervision.
- d. Adequate training is given to ensure personnel are competent to perform their tasks safely and responsibly and that training records are maintained.
- e. Personnel are provided with induction training on arrival.
- f. Up to date publications, written instructions, safe systems of work etc are displayed and/or available and that attention is brought to them by all personnel within their control.
- g. Where the need for personal protective equipment (PPE) has been identified it is provided, serviceable and appropriate for the task, the user, and that the user has been trained in its correct use.
- h. Tools and equipment are maintained and serviceable.
- i. COSHH assessments are carried out for all hazardous substances and processes.
- j. Accident/Dangerous Occurrence investigations are conducted and reporting procedures are strictly adhered to.
- k. Routine and documented safety inspections are carried out.