**Health & Safety (H&S) Management System: Allocation of Responsibilities and Training**

**1. Introduction**

Our Health & Safety (H&S) Management System is designed to ensure a safe and healthy workplace by clearly defining roles, responsibilities, and training requirements for personnel at all levels. This document outlines how responsibilities for H&S are allocated and the formal training provided to managers and supervisors to uphold our safety standards.

**2. Allocation of Responsibilities**

**2.1 Senior Management**

Senior management is responsible for establishing the company’s H&S policies, ensuring compliance with legislation, and fostering a culture of safety. Their key responsibilities include:

* Setting strategic H&S objectives and ensuring resources are available.
* Monitoring H&S performance and implementing continuous improvement initiatives.
* Ensuring compliance with legal and regulatory requirements.
* Reviewing risk assessments and safety audits regularly.
* Appointing competent persons for H&S management.

**2.2 Health & Safety Manager/Officer**

The H&S Manager or Officer is responsible for the operational implementation of the H&S management system. Their key responsibilities include:

* Developing and maintaining H&S policies and procedures.
* Conducting risk assessments and ensuring control measures are in place.
* Delivering safety training and awareness programs.
* Investigating incidents and ensuring corrective actions are implemented.
* Liaising with regulatory authorities and staying updated on H&S legislation.

**2.3 Managers & Supervisors**

Managers and supervisors play a crucial role in implementing H&S policies at an operational level. Their responsibilities include:

* Ensuring employees comply with safety policies and procedures.
* Conducting regular workplace inspections to identify hazards.
* Investigating and reporting accidents and near misses.
* Providing guidance and support to employees on safe working practices.
* Enforcing the use of personal protective equipment (PPE) where required.
* Encouraging open communication about H&S concerns.

**2.4 Employees**

Employees have a duty to take reasonable care of their own health and safety and that of others. Their responsibilities include:

* Complying with H&S policies and procedures.
* Reporting hazards, accidents, or unsafe practices.
* Using equipment and PPE correctly.
* Participating in H&S training and initiatives.

**3. Formal Training for Managers & Supervisors**

To equip managers and supervisors with the necessary knowledge and skills to manage H&S effectively, we provide structured training programs. These include:

**3.1 Induction Training**

* Overview of company H&S policies and procedures.
* Understanding roles and responsibilities in H&S management.
* Legal and regulatory H&S requirements.

**3.2 Risk Assessment & Hazard Identification**

* Conducting workplace risk assessments.
* Identifying hazards and implementing control measures.
* Reviewing and updating risk assessments periodically.

**3.3 Incident Investigation & Reporting**

* Techniques for investigating workplace incidents.
* Root cause analysis and corrective action implementation.
* Reporting requirements and documentation procedures.

**3.4 Emergency Preparedness & Response**

* Fire safety and evacuation procedures.
* First aid training and response to medical emergencies.
* Crisis management and communication.

**3.5 Specialized Training (As Required)**

* Working at heights, confined spaces, or hazardous substances handling.
* Manual handling and ergonomic safety.
* Electrical safety and machinery operation.

**4. Continuous Improvement & Refresher Training**

Regular refresher training and updates are conducted to ensure that all managers and supervisors stay informed about new safety regulations, emerging risks, and best practices. This is achieved through:

* Periodic H&S workshops and seminars.
* E-learning modules and toolbox talks.
* Annual competency assessments and feedback sessions.

**Health & Safety Qualifications**

To ensure competence in H&S management, the following qualifications are required;

**4.1 Senior Management**

* NEBOSH Diploma in Occupational Health and Safety
* IOSH Leading Safely
* MBA or Certificate in Risk Management (optional)

**4.2 Health & Safety Manager/Officer**

* NEBOSH National/International General Certificate
* Level 6 Diploma in Occupational Health and Safety
* Certified Safety Professional (CSP)
* Institution of Occupational Safety and Health (IOSH) Membership

**4.3 Managers & Supervisors**

* IOSH Managing Safely
* NEBOSH Award in Health and Safety at Work
* Certificate in Workplace Risk Assessment

**4.4 Employees**

* Basic First Aid Training
* Fire Warden/Marshal Certification
* Manual Handling Awareness Certificate