# <COMPANY>

# DEPARTMENTAL HEALTH AND SAFETY GUIDELINES

# DEPARTMENT: …………………………………………

## STATUTORY PROVISIONS

All Health & Safety Act(s), Regulations, E.C. Directives and Policies which apply to the Department are held in the Personnel Department

Regulations specific to this Department are: ................................

Details and implications of Act(s), Regulations and Policies will be included on the induction checklist and be brought to the attention of all new employees.

## METHODS OF WORKING

Methods of work governing the activities undertaken in this Department are laid down in the Departmental Guidelines.

These Guidelines take account of safe practice, identify hazards and the means of controlling them. Health and Safety aspects of working methods are reviewed annually as part of the Health and Safety audit procedure or more frequently if deemed necessary by management or a Health and Safety Representative.

Hours worked, breaks taken etc will be recorded and the information monitored to ensure all employees meet the requirements of the Working Time Regulations (1998)

## EMERGENCY ARRANGEMENTS

### Fire

The procedure for dealing with fire and evacuating this department in the event of fire is displayed at .......................................................................

Fire evacuation drills are carried out annually and may be initiated without warning.

Each member of staff is familiarised with these arrangements during induction.

Each member of staff must attend a fire lecture annually. It is the responsibility of the Department Manager to ensure that this is done and that records of attendances are kept. Any fire incident must be reported as soon as possible to the Safety Officer.

### Accidents and First Aid

The First Aider for this Department is ........................................................

who is responsible for the First Aid Box, which is kept at ..........................

in accordance with the Company Health & Safety Policy.

All Accident/injuries must be reported to the Head of Department who is ..............

in accordance with the Accident Reporting Policy and recorded in the accident book kept by ............................................

## THE ROLE OF THE SAFETY REPRESENTATIVE

The Company has a policy of involving safety representatives fully in Health and Safety matters; in particular, the drafting and updating of 'guidelines', the conduct of safety audits, and the carrying out of inspections.

Your departmental safety representative is: ..........................................

## SPECIALIST ADVICE

It is open to safety representatives through the representative machinery; to individual members of staff through their supervisor; or to any manager through his/her manager, to submit items to these bodies if specialist advice is required.

Specialist advisory bodies which may be approached are .........................

## TRAINING

It is the responsibility of all managers to ensure that their staff receive appropriate Health and Safety training and to record such training.

## LEGAL RESPONSIBILITY

It is a statutory requirement that health and safety is the responsibility of both employer and employee. Failure to comply with Department Health and Safety guidelines could result in disciplinary action, dismissal or, ultimately, litigation.

The following are mandatory requirements in the Department and breaches will result in disciplinary action being taken:

• ..............................................................................................................................

• ..............................................................................................................................

• ..............................................................................................................................

## MANAGEMENT ACCOUNTABILITY

The person responsible for implementing the Company's Health, Safety and Welfare Policy for this department is...............................

Signed.....................................................................

Designation................................................................. Date........................................................