

## S8 – Opening Statement

### Duties, Responsibilities & Structure

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Knowing what to do and what is expected of you is a basic requirement whether you are the managing director, a line manager or a plant operative.

These procedures outline the duties and responsibilities of key job roles. You will be provided with simple clear documents that can be issued as part of a health and safety induction or to re-induct existing employees and the document can be used to set key performance targets. There is a template for a health and safety structure chart that when used will ensure that employees, contractors and visitors know who is ultimately responsible for health and safety on site, who to contact in an emergency or for advice and support.



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### What is this?

This is a written procedure which outlines the company's requirements to put into place a suitable structure, and ensure that people within the structure are aware of their duties and responsibilities.

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### The person responsible for implementing this procedure is:

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### What are the main requirements?

The main requirements are that:

- Good planning takes place to develop an organisational structure with competent people appointed;
  - Organisation of workplace activities is undertaken and appropriate controls are put into place;
  - Periodic monitoring is carried out;
  - A regular review of performance is completed and the outcomes fed back into the planning stage.
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### What is required in the workplace?

Employers must have suitable arrangements in place to ensure:

- There is an adequate health and safety structure in place;
- The structure along with duties and responsibilities is recorded and displayed;
- Competent staff and employees are appointed;
- Everyone with a responsibility understands what they have to do in order to discharge those responsibilities;
- Adequate information, instruction, training and supervision is in place;
- Assessment of workplace risk occurs and safe systems of work are put into place;
- All plant and equipment is suitably inspected and maintained;
- Appropriate emergency arrangements are prepared and used;
- They co-operate and consult with employees;
- Performance is monitored and targets are set;
- The appointment of competent contractors.



## Legislation

- Health and Safety at Work etc. Act 1974
  - Management of Health and Safety Regulations 1999
  - Quarries Regulations 1999
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## Associated documentation

The following documentation is relevant to this procedure:

- Managing director duties and responsibilities
- Senior director / manager duties and responsibilities
- Responsible manager duties and responsibilities
- Assistant manager / supervisor / foreman duties and responsibilities
- Employee duties and responsibilities
- Managing director appointment
- Responsible director appointment
- Senior management appointment
- Responsible manager appointment
- Relief person in charge appointment
- Employee appointment



## Duties, responsibilities & management structure

