

S8 – Responsible Director/Senior Manager Duties & Responsibilities H&SD&R08

What are the responsible director's or senior manager's duties and responsibilities?

The responsible director/senior manager is appointed by the managing director. He/she shall:

- Review health and safety compliance as per the company's procedures and develop a management action plan as appropriate;
- Ensure a responsible manager has been appointed for all active and closed sites within the area of responsibility;
- Ensure a relief manager has been appointed to take on responsibility in the responsible manager's absence (Fulfil this activity if no appointment is made);
- Ensure all employees have been trained and are competent to do their jobs and suitable training records are maintained;
- Ensure all employees have been appointed and authorised as necessary;
- Ensure all accidents / incidents have been fully investigated and remedial actions have been put into place;
- Ensure risk assessments and safe working practices are in place for all activities with a significant risk;
- Ensure an Isolation and Lock Off procedure is in place and that it is specific to the site and the individual items of plant;
- Ensure an electrical inspection and maintenance scheme is in place and fully operational on-site;
- Ensure a structural survey has been completed and remedial measures are rectified;
- Ensure site specific rules are approved covering the workplace and if appropriate tipping/excavation, shotfiring, face activities, hot work and vehicles;
- Ensure contractors are fully inducted;
- Ensure risk assessments and safe working practices are available for all contractor activities;
- Ensure emergency procedures have been prepared and are routinely tested;
- Ensure there are an adequate number of trained first aid personnel available at all times;
- Ensure that if appropriate the site has up-to-date geotechnical appraisals, assessments, inspections and an up-to-date development plan; and
- Appoint an explosives supervisor who has sufficient practical and theoretical knowledge and experience to manage, plan, co-ordinate and supervise work with explosives.

