

THE ROLE OF A SAFETY LIAISON OFFICER

Presentation to
Safety Liaison Officers Group
Friday 8 December 2006

The responsibilities of a safety liaison officer are detailed in Section 4.3 of the council's health and safety manual

This can be found online at :

www.wightnet2000.iow.gov.uk/library/policies_and_procedures/images/healthsafety/manualversion3.pdf

The role of a health and safety liaison officer

- Appointed within each directorate
- To coordinate health and safety arrangements
- Provide support to directors, heads of service and workplace managers in planning and implementing health and safety throughout their directorate

Main responsibilities

- Establish **effective internal communication links** with heads of service and managers who have a responsibility for health and safety management
- Review and develop **internal policy statements** and safety procedures to meet legislation requirements and to control risks
- Be proactive in **setting and monitoring** health and safety targets

- Keep managers **informed** of council policies and procedures and notify them of any changes
- **Disseminate health and safety information** to managers and other staff
- Receive **accident investigation and incident reports**. Review work activities and work places where performance standards are inadequate or additional funding is required.

- Receive **health and safety audit reports** from the health and safety assistance section and confirm with workplace manager that remedial action is implemented
- Identify **any common features** or trends from statistical accident analysis and make recommendations to head of service

- Represent your directorate at SLOs meeting
- Attend employee consultation meetings of SLOs
- Report any current **health and safety issues** to your DMT, and, where necessary make recommendation for action and monitor progress

- **Liaise with trade union** safety representatives on health and safety issues
- **Maintain regular contact** with the health and safety assistance section, seeking their advice and requesting visits where necessary
- Ensure that **your own awareness** of health and safety is kept up to date

So, what does this is all mean to
you and me as SLOs?

This is what I do to fulfil my SLO role in Cultural
and Leisure Services

Internal communication

Health and safety is a standing item at :

- Weekly meeting with director
- Fortnightly senior management team
- Bi-monthly departmental management team
- Bi-monthly facility managers meeting

Keep managers informed

At these meetings I cover :

- Minutes of SLO meetings
- Ongoing issues
- New and proposed council policies
- New and proposed health and safety legislation
- Media articles

Awareness of health and safety issues

Information on new and proposed legislation comes from :

- Health and Safety Executive newsletter
- Signup
- HSE website (www.hse.gov.uk)
- Arrow Leisure Services - safety file bulletin
- Health and Safety Section

Through the HSE website, you can

- Order publications
- Order leaflets (many of which are free)
- Access HSE research documents
- Order multimedia

It's useful to keep a library of their main publications for internal use

Accident investigation and incident reports

- Main facilities provide monthly summaries of their accidents and incidents
- These are reviewed for trends and potential issues
- Issues are either resolved through existing budgets or referred to the director

Health and safety training

- We've produced a matrix of all posts within leisure services and the training required for each one
- This avoids confusion and assists the planning of inductions and our annual training requirements

- All health and safety training is coordinated and booked centrally
- All staff are required to sign a learning agreement
- Improved attendance rates

Sub-groups

- Opportunity to be actively involved in review of existing policies and development of new policies

Key messages

- This is a **key role** in ensuring effective health and safety management across the council
- SLOs are there to help each other and offer assistance and guidance to colleagues through an informal network
- Through effective management, it can form part of the 'day job'

Thank you –

Any questions?