

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM			
ANNEX TO BMM		BMM - ANNEX 4	
MANAGEMENT OF HEALTH & SAFETY		ISSUE 002	
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1. Purpose and Scope

1.1 This Annex to the Business Management Manual identifies the high level Duty Holders within the NSD Health and Safety Management system. It specifies the high level responsibilities for the system.

1.2 Individual roles are allocated to staff via the various procedures that make up the Business Management System.

2. Roles and Responsibilities

2.1 Head of Directorate:

1) establishing and maintaining an effective safety management structure throughout the Directorate with clearly defined health and safety standards and responsibilities,

2) ensuring procedures and guidance are defined to ensure that the risks to NSD staff are properly assessed and controlled,

3) appointing, and ensuring the competency of staff whose roles are to assist management and staff in meeting their Directorate responsibilities,

4) inviting Trades Union to nominate staff representatives,

5) ensuring Directorate health and safety performance and monitoring arrangements are maintained and reviewed,

6) monitoring health and safety performance assisted by the NSD Health and Safety Manager, the NSD Health

and Safety Committee and staff appointed to specific health and safety duties.

2.2 Directorate Health and Safety Manager:

- 1) chairing the NSD Health and Safety Committee,
- 2) representing Directorate at SMG for H&S matters,
- 3) appointing appropriate NSD staff as H&S duty holders in the Directorate, and ensuring their maintained competence (except those appointed by BSD e.g. First Aiders, Nominated Fire officer),
- 4) where NSD staff are appointed by BSD and H&S duty holders, the H&S Manager shall monitor the arrangements made, so as to ensure that BSD are kept abreast of staff changes or other organisational developments which would affect the arrangements so made,
- 5) representing NSD at the HSE Health and Safety Liaison Group.

Lower tier responsibilities, and the health and safety roles of posts within NSD are clearly defined within procedure BSS/HRM/013.

3. Associated documents

3.1 NSD Business Management Manual, Issue 001

3.2 HSE Health & Safety Policy