

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT FOREWORD		BSS/HRM/FWD
		ISSUE 002
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1. PURPOSE & SCOPE

1.1 This section of the manual sets out the key processes within the area of Human Resource Management and Health and Safety Management. This grouping of activities and how they contribute to NSD's enabling objective can be considered in terms of :-

- 1) Vacancy filling (getting staff in)
- 2) Training and development (improving performance)
- 3) Health and safety (looking after staff)

2. POLICY

2.1 Individual policies for each of the three groups of Human Resource activities have been developed, and are provided below. These are designed to support HSE policies, and to demonstrate NSD's commitment to continually meeting the requirements of the liP award.

2.2 Vacancy Filling

1) All staff shall have equal opportunities to apply for vacancies and shall be recruited in a fair and open process.

2.3 Training and development

1) Staff are a valuable resource to NSD and are the primary agents by which we achieve our mission and objectives.

2) NSD is committed to the training and development of staff in order to:

- i) meet business needs, and

ii) satisfy staffs' own personal long term development needs.

3) Such a commitment requires the regular review of training and development needs within wider HSE frameworks such as the Development Review process.

4) Proper induction, whether it be into NSD or into new posts, is a key element in achieving effective performance. NSD is committed to full and proper induction of new staff into the organisation and for existing staff on changing jobs.

5) Staff within NSD have equal access to all training and development activities.

2.4 Health and Safety

1) NSD is committed to setting and maintaining exemplary standards of Health and Safety performance to ensure the health and safety of all staff at work in NSD.

2) NSD is committed to ensuring that the risks which staff face as part of their normal work are reduced as far as is reasonably practicable. This is achieved by establishing systems that identify the hazards that staff encounter, assess the associated risks, assign responsibilities and where appropriate introduce control measures.

3) Whereas some staff have specific health and safety responsibilities clearly defined in their personal work plans, responsibility for health and safety lies with line management and not with the Safety Advisor, Health and Safety Committee or safety representatives. In this context line managers are responsible for reviewing on an annual basis the health and safety aspects of the work undertaken by the staff they manage.

4) NSD's health and safety arrangements will set performance standards for both practice and procedures.

5) Health and safety will be included as a standing item on appropriate management agendas.

6) Health and safety forms a key part of our business and will be reported upon via the Health and Safety Committee and Health and Safety manager to the Director.

3. ROLES AND RESPONSIBILITIES

3.1 Specific roles and responsibilities in each of the areas identified in this policy have been assigned. These are set out in the subsequent sections of this manual.

4. ASSOCIATED DOCUMENTS

4.1 **BSS/HRM/013** - Roles and Responsibilities of NSD Health and Safety Committee

4.2 **BSS/HRM/014** - Duty holders in the NSD Health and Safety System

4.3 **Health and Safety Guidance for Managers in HSE offices** - HSE Health and Safety policy statement.