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The health, safety and wellbeing of employees and customers are fundamental to the values and mission of UECS. We want to provide a supportive, safe and healthy work environment for all and this requires the involvement and commitment of all staff at all levels of UECS.

This leaflet briefly outlines the UECS Health, Safety and Wellbeing Policy, which describes responsibilities we all have to look after ourselves, our customers, work colleagues and others who may be affected by what we do at work. It is important that you take time to read the leaflet, as it provides valuable information on your responsibilities and how to meet them.

Why do we have a Health, Safety and Wellbeing Policy?

We want to help employees to keep healthy, protect them from work-related harm, and provide a supportive environment through which staff with health conditions and disabilities can be helped to remain at work. The Health, Safety and Wellbeing Policy describes how we do this and who is responsible for making it happen.

The law requires UECS to protect you from work-related harm. You also have a legal responsibility to look after your own work-related safety and health and that of others affected by your work. Following the policy will help you to ensure you are meeting your legal responsibilities and help UECS to meet its responsibilities to you.

Who is responsible for health and safety within UECS?

Everyone has health and safety responsibilities, but the extent of your responsibilities will depend on your role. As an employee you are responsible for:

- Looking after your own work-related health and safety and the health and safety of others affected by your work activities
- Following safe working practices and carrying out your health and safety responsibilities as detailed in UECS health and safety policies and standards
- Reporting accidents, work-related ill-health, hazards and incidents. Also, unsafe working practices that could lead to someone being harmed
- Taking part in health and safety training and development as required
- Using work equipment safely and in accordance with instructions or training
- Making sure that suitable precautions are put into place to protect people from harm before you organise activities, events or projects
- Seeking advice if you do not feel competent to carry out your responsibilities

If you are a line manager you are responsible for the health and safety of your employees and the work areas and activities within your area of control. You must make sure that employees understand what they need to do to stay safe, are competent and work safely and in accordance with UECS requirements. You must also ensure that suitable risk assessments are carried out for hazardous work activities and that they take account of the needs of individual employees.

The Board of Directors has overall responsibility for the health and safety within UECS whilst the Director of Campus Services is the most senior employee responsible for the implementation of UECS Health, Safety and Wellbeing Policy. Unit General Managers have responsibility for ensuring that their business unit complies with UECS health and safety requirements and has effective systems in place for the management of health and safety. The Deputy Director - Operations has responsibility for ensuring compliance to UECS health and safety requirements and has effective systems in place for the management of health and safety. Their full responsibilities, along with those of other senior managers can be found in the Health, Safety and Wellbeing Policy, which is available via the health and safety pages of the University’s website (see back page).

What do I need to do to meet my responsibilities?

UECS has a range of health and safety standards that tell you what you need to do to meet your responsibilities. These can be found on the health and safety pages of the University’s website. Your manager will also have risk assessments and safe working procedures relating specifically to your work. Make sure that you are following them. If you don’t understand what you need to do, or feel you need further training and development, speak to your manager.

If you are a manager make sure that you understand the health and safety risks arising from the work you are responsible for. Keep employees informed on anything that affects their health and safety and make sure they get the information, training and equipment they need to do their work safely. Regularly check that safety precautions are in place and being followed. Guidance and training is available to help you manage health and safety (read further).
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