

## HSP 2: Roles Responsibilities Authorities & Accountabilities



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**AUTHORISATION: Signature**

**Date**

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**Purpose and Scope**

This procedure defines the requirements for establishing roles and responsibilities for health and safety management within the Company.

**Procedure**

**The Director responsible for H&S shall:**

- have overall responsibility for the implementation of the HSMM throughout the Company;
- appoint the Nominated Holders of the controlled copies of the HSMM;

**and ensure that:**

- the H&SMM is maintained to meet the needs of the business;
- an effective structure is in place to manage H&S;
- responsibility, authority and accountability for the management of H&S issues is cascaded throughout the line management chain;
- all those with responsibilities for H&S are made aware of their responsibilities and have the appropriate training as outlined in **HSP 6**;
- systems and procedures are in place to implement the requirements of the Company's HSMM and any other requirements made upon it by legislation;

**Nominated Individuals shall**, irrespective of other roles and responsibilities, have responsibility for and authority to:

- ensure that H&S management within their area of responsibility is established, implemented and maintained in accordance with the HSMM;
- ensure that responsibility, authority and accountability for the management of H&S issues is cascaded throughout the line management chain;
- regularly review the H&S performance of their area of responsibility and annually report the agreed performance indicators;
- report details of any relevant and significant H&S incidents.

Whilst responsibility for the implementation of effective HSMMs may be delegated to Nominated Individuals, the ultimate responsibility for ensuring the requirements of the HSMM are met, must remain with the Director responsible for H&S.

Where the Director responsible for H&S delegates responsibility in this manner, systems of audit, review and reporting, as outlined in **HSPs 14** and **15**, will include the requirement for the Nominated Individuals to report back to the Director responsible for H&S.