

# GUIDE FOR MANAGERS

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## Where to start Guide for Managers Health, Safety and Wellbeing Knowledge Base for Managers

### Learning You Must Have

Source: [HSE LanD e-Learning](#)

1. [Managing Health and Safety in the Healthcare Setting](#) online course will provide an initial insight into a manager's responsibility.

If you need more information about Risk Assessment, why not sign up for a RA workshop through the National Health and Safety Function (NHSF) [Helpdesk](#).

Risk Assessment is the continuous improvement of safe systems of work which will lead to a reduction in the number of workplace accidents and episodes of ill health.

A Risk Assessment Workshop will clarify what is the expected outcome from the risk assessment process.

2. [Systems Analysis Training](#) \*(QPS Division) will provide investigative skills when incidents occur.

3. Display Screen Equipment (DSE) [DSE e-Learning](#) programme.

4. [Manual Handling Training e-Learning](#)

5. Fire Safety training—contact your local representative to arrange training.

### Documentation You Must Read

Source: [National Health and Safety Function \(NHSF\) Website](#)

Read and familiarise yourself with the HSEs' Corporate Safety Statement.

Get to know the key elements of a successful safety and health management programme.

Make sure there is a signed site/service specific safety statement in your area to include current risk assessments for example, this is a non-exhaustive list:

- General Risk Assessment
- Electrical Safety
- Equipment
- Chemical safety
- Sharps
- Biological Agents
- Pregnancy Risk Assessment
- Manual handling
- Environmental
- Slip, trips and falls
- DSE Risk Assessments

Ensure all incidents are recorded, investigated and reported via the NIMS system to the State Claims Agency and that learning takes place.

Ensure all necessary health and safety records are maintained for when we visit.

Review and audit to continue improving. We can help you with this.

### Communicating about this with others

Source: [National Health and Safety Function Website](#)

Consulting with your staff is really important.

Make sure your management/team meetings always have health and safety as an agenda item.

Think about the need for a specific health and safety committee/meeting for your area.

Involve staff in the risk assessment process and give them feedback on risk assessments, inspections audits and meetings.

Ideas for Communication

- Notice Board
- Shared folders
- Links
- Make Health & Safety part of your conversation.

**Don't Forget We Are Here.**

**For further advice contact the Helpdesk and request support**



**Or call 1850 420 420, 10:30 -12:00hrs and 14:00 – 15:30hrs**

**You're only a click away from Expert Advice**