

## RESPONSIBILITIES INCLUDE

- Support the Controller to ensure that all those involved in the response are kept safe in accordance with the requirements of the Health and Safety at Work Act 2015
- Ensure the Controller and wider IMT are informed of the Safety aspects of the response
- Provision of Safety advice and recommendations to support SitReps, Action Plans, and the response in general
- Provision of a process and guidance for identification and management of risks
- Monitoring and review of safety, health, and wellbeing information
- Monitoring and verification of Health and Safety practices across the response, assuring they are embedded in each function's activities and processes
- Oversight of fatigue management across the response
- Provision of coordination, direction, support, and/or mentoring to local level Safety leads

## KEY RELATIONSHIPS

- Controller (and deputy), Response Manager
- PCBU
- The IMT and other functions
- Safety functions at other ECCs and at local and national level (if applicable)
- Risk Advisors, Health and Safety Technical Advisors
- Governance, Senior Leadership Teams
- Recovery

## KEY OUTPUTS

- Safety log
- A record of incidents, near misses, and activities pertaining to Health and Safety
- Risk register
- Response-specific documentation and tools (if required)
- Health and Safety performance reporting
- Input into the Action Plan
- Safety Status Reports

## CONSIDERATIONS

*Safety considers the principles of risk management: risk management is integrated, executed using a structured, comprehensive, customised, inclusive, and dynamic approach based on the best information available on human and cultural factors, regularly reviewed, adapted, and improved.*

- **Risk ownership:** Is it clear who is responsible for and leading actions to manage each risk?
- **Risk profile:** Is the overall risk profile for the response being communicated effectively?
- Understanding and appreciation of culture on the ground
- Embedding Cooperation, Coordination and Consultation (the 3 'C's') across the response
- Have staff in the response had appropriate Health and Safety inductions and training and received appropriate information, resources, and supervision to do their job?
- How will you ensure that operations can pause or stop if the environment is unsafe?
- Blind spots, e.g. safety of lone workers, cultural safety of responders
- Is there a Health and Safety common operating picture (COP)?
- The level of Health and Safety protection being given to volunteers (must be same as paid workers)
- The availability of Health and Safety contractors with appropriate technical Health and Safety competence

## INITIAL TASKS

- Obtain briefing from the Controller to gain situational awareness / obtain Controller's intent
- Establish Safety function; appoint, brief, and task staff; ensure staff have had an induction (including a Health and Safety induction)
- Assess the situation and define any problems
- Set up logs (as required) to record decisions and actions
- Determine immediate and ongoing measures required to ensure safety and check they are fit-for-purpose
- Establish critical relationships; confirm a Safety point of contact within other functions or agencies (if required)
- Identify the Health and Safety obligations, policies, and practices of other agencies involved in the response and whether they are fit-for-purpose
- Identify what is already in place and whether it is fit-for-purpose
- Establish monitoring and reporting arrangements for health, safety, and wellbeing across the response
- Monitor and review risk management, ensuring controls for registered risks are still effective and/or have not created unintended additional risk
- Contribute to the development of the Action Plan
- Determine staffing requirements and establish if any Health and Safety Technical Advisors are required

## ONGOING TASKS

- Assess, identify, and advise on risk as appropriate; notify the Controller of potential safety issues and risks
- Ensure all personnel, including volunteers, have had a Health and Safety induction and are aware of standards and expectations
- Conduct appropriate verification that staff have the appropriate training, information, resources, and supervision to do their job
- Verify Health and Safety processes and registers are in place and being used consistently
- Monitor and review safety, health, and wellbeing information across the response to provide insights to the IMT and assurance to the Controller
- Provide reports, briefings (including handovers for incoming shifts) and situation updates (as required)
- Contribute strategic insight, judgement, advice, and information to SitReps, Action Plans, and other response documents
- Review plans, registers, and staffing requirements as response activities change or new risks emerge
- Record Health and Safety decisions, actions, and other activities
- Manage reporting to national level (if applicable)
- Encourage and promote clear lines of Health and Safety communication across the response
- Problem solve Health and Safety issues escalated from local level or escalate to national level (as necessary)