

Faculty of Engineering – Code of Practice for Managing Unsafe Acts and Unsafe Conditions in the Workplace

The Faculty requires that all of its staff, students and visitors shall respond to any unsafe acts or unsafe conditions that they might observe or be made aware of whilst on College premises or on College business.

The response could include direct intervention where practicable (and where there is no personal risk) to make a situation safe, and/or reporting to a responsible person such as a safety officer, member of security or a line manager, so that they can take appropriate action.

If the unsafe act or condition poses a significant risk to health, or could cause serious damage, then immediate action must be taken to that leads to the activity, area or item of equipment being stopped, protected or taken out of use.

All unsafe acts or unsafe conditions must be recorded, either using the College electronic incident reporting system (SALUS) or, if noticed during a routine inspection or audit, documented as part of a formal report. The only exception to this requirement would be things that are very trivial, low risk and clearly one-off occurrences.

Where an unsafe act or condition is recorded, the inspection/audit report or subsequent incident/near miss investigation must include a specific recommendation or instruction of what action is required to remove or mitigate the safety risk. The action(s) must be forwarded to the person(s) deemed responsible as soon as they are compiled, with an instruction to notify both the originator and the Departmental Safety Officer when the action has been completed.

Actions must, wherever possible, be assigned to an individual, not a role or wider College department. For example, a named Building Manager, rather than just Estates Facilities. Where this is difficult to determine, or non-specific action by College Management is required, advice regarding ownership should be sought from Department Heads, Faculty or Central Safety staff.

The Departmental Safety Officer (DSO) must maintain a record of these actions in a format where it is easy to track progress, can be shared with senior managers upon request, and can be presented at Departmental Safety Committees. As a minimum, it must contain a description of **what** is to be done, **who** is responsible for it being done, the date **when** it should be done by, and the **current status**. An example template is attached, but Departments may choose to develop and use their own.

The Departmental Safety Officer must also monitor completion, update the status regularly, and follow up any exceeded action deadlines without delay. If an agreed action has not been completed, the DSO must establish the reason(s) why, and either grant an extension, if they consider the risk can be tolerated, or escalate through departmental line management. If necessary, support and guidance from Faculty or College Safety Officers should be sought to help progress a solution.

If the person receiving the action considers that it has been either allocated incorrectly or cannot be achieved, or that there is an alternative solution that is as good as or better, then they must respond as soon as possible to the originator with their explanation. If agreement on the allocation or action itself cannot be reached, the originator will seek the advice of Departmental, Faculty or College Safety Officers, who may in turn refer it to Department Heads or other senior College managers, or a safety committee.

Disputes about actions allocated to individuals or departments outside the Faculty of Engineering must be referred to the Faculty Safety Manager or Operating Officer, who will intervene or escalate as necessary.

Any assigned and accepted safety recommendation or instruction – whether from an incident investigation, routine safety inspection or audit – must, as far as reasonably practicable, be completed within the timescale set, which will reflect the likelihood of a (repeat) safety incident taking place, and the severity of harm or damage that could occur – that is, the risk.

Approved by the Faculty of Engineering Management Committee, 19/11/2018

Appendix – Safety Action Tracker Example Template

DEPARTMENT:- MULTIFUNCTIONAL ENGINEERING

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