

Health and Safety Leadership Checklist

This list of questions is designed to assist Directors and Senior Managers to check the status of their leadership within their Organization/s on health and safety matters. It builds upon the HSE/loD Guidance for Directors.

Board Level

and that sensible control measures are established and maintained?

1. Who is responsible for health & safety in your Organization?
2. How do you demonstrate the board's commitment to health and safety?
3. What information does the board receive regularly about health and safety, eg performance data and reports on injuries and work-related ill health?
4. What do you do to ensure appropriate board-level review of health and safety data?
5. How do you ensure that the board reviews the correct monitoring information?
6. What have you done to ensure your Organization, at all levels including the board, receives competent health and safety advice?
7. How does the board communicate with the Organization on health & safety?
8. What targets have you set to improve health and safety and do you benchmark your performance against others in your sector or beyond?
10. How do you know what is happening on the ground? What audits or assessments are undertaken to inform you about what your Organization and contractors actually do?
11. How confident are you that your workforce, particularly safety representatives, are consulted properly on health and safety matters, and that their concerns are reaching the appropriate level including, as necessary, the board?
12. Where changes in working arrangements have significant implications for health and safety, how are these brought to the attention of the board?
13. Who is contacted in an emergency? How confident are you that any emergency response plan will be implemented?

Workforce

Safety Management System

9. What systems are in place to ensure your Organization's risks are assessed,
14. How do you ensure that adequate supervision of employees is in place
15. How do you ensure that adequate supervision of contractors takes place?
16. How are you ensuring all staff, including the board, are sufficiently trained and competent in their health and safety responsibilities?
17. How do you ensure that disciplinary action takes place for health & safety breaches?