



The Health & Safety Division of Human Resources

1. Your Health and Safety

The law puts responsibility on employers and employees to look after health and safety at work. Part of the role of the health and safety team is to help managers and employees understand these legal duties – and to ensure they are taken seriously.

As an employee your legal duties include:

- Taking reasonable care for your own health and safety and that others who may be affected by what you do, or what you fail to do.
- Co-operating with your employer on health and safety, especially adhering to training and safe systems of work provided.
- Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions.
- Not interfering with or misusing anything provided for your health and safety or welfare.
- Reporting what you consider to be deficiencies or defects in safety procedures or equipment.

2. How can the Health & Safety Team help?

The Health and Safety Division is a Business Unit of Personnel. We provide advice and guidance to all Council Services and Employees on all aspects of Occupational Health, Safety and Welfare issues.

There are five qualified Safety Advisers who provide full support to the Council, its Services and Employees.

The Occupational Health Service (see separate leaflet) is also part of the Health and Safety team.

Information about the team and the individual Lead Safety Advisers is published on navigate and you are welcome to contact the team at any time.

We would, however, urge you to notify health & safety concerns to your supervisor or line manager in the first instances.

Your first point of contact is via the Administration Support – Telephone 01294 324606. You can also contact the Safety Adviser for your Service direct.

3. Health & Safety Training Courses

North Ayrshire Council has a Post Entry Training Scheme to help employees to either gain health and safety qualifications, or simply gain knowledge and experience to help understand and manage health and safety issues, duties and responsibilities.

In addition to having a number of corporate courses the health and safety team also deliver a wide range of topics or service specific courses.

These courses are available to all employees; just ask your manager/supervisor as part of your PDR to nominate you for the course best suited to your training needs.





Your name should be submitted to your Nominating Officer who will then request your place on the relevant course via CHRIS.

4. What we do for you?

Provide Advice & Guidance on Health, Safety and Welfare such as:-

- Risk Assessments
- Office & Display Screen Equipment
- Moving & Handling
- Lone Working
- Work Related Ill-Health

Deliver Health & Safety Training Courses such as:-

- IOSH Managing Safely
- Health & Safety Induction
- Fire Safety Awareness
- Violence Aggression/personal Safety
- C.O.S.H.H
- Toolbox Talks

5. Health and Safety Team

- Health & Safety Manager
Charlie McBreen
Tel: 01294 324686

- Lead Health & Safety Advisers
Corporate Services
Tel: 01294 324689