



**Introduction**

This section sets out the detailed responsibilities and accountabilities for employees at all levels within Grafton Merchants GB. It must be remembered that whilst responsibility for carrying out particular actions can be delegated to others, the accountability for ensuring that responsibilities have been fulfilled cannot.

**It is essential that all Directors and Managers ensure that these responsibilities are clearly communicated to all members of their department or team.**

**Responsibilities and Accountability**

**Chief Executive Grafton Merchants GB**

The Chief Executives of Grafton Merchants GB has ultimate responsibility for the safe operation of the Company and the protection of all individuals who may be affected by the Company’s activities.

Duties arising from this responsibility are delegated to Directors and Managers within our individual businesses, who will implement the Policy and monitor compliance as set out in their individual responsibilities.

The Chief Executive **will**:

- Develop and promote the aims and objectives of the Policy
- Ensure the successful implementation of, and compliance with, the overall aims and objectives of the Policy
- Ensure adequate resources are available to meet Policy objectives
- Monitor implementation of the Policy and overall health & safety performance
- Demonstrate visible commitment to the Policy, set a good example at all times and promote responsible attitudes within the Company.

**Business Managing Directors**

The Managing Directors of individual Grafton Merchants GB businesses are responsible and accountable for the implementation of this Policy and associated arrangements within their own business.

Managing Directors **will**:

- Ensure the Policy is effectively implemented and complied with throughout their business
- Monitor implementation of the Policy and the health & safety performance of their business
- Ensure that the arrangements for control and reduction of health & safety risks are effectively implemented
- Demonstrate visible commitment to the Policy, set a good example at all times and promote responsible attitudes among staff.



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**Responsibilities and Accountability**

***Divisional Directors, Regional Directors and Heads of Department***

Directors and senior Managers are responsible for protecting the health and safety of all employees, contractors, visitors, customers and members of the general public who may be affected by their department's activities.

Directors and HQ Departmental Managers are responsible and accountable for the effective implementation of this policy and associated arrangements within their own area of control.

**They must:**

- Ensure that the Health & Safety Manual and other Grafton GB health and safety management systems are implemented effectively at each branch or operational location
- Ensure that risks have been assessed, documented and reviewed as required
- Ensure that risks have been adequately controlled and that appropriate safe systems of work and other health and safety procedures are properly implemented
- Ensure that all employees have been provided with appropriate information, instruction, training and supervision
- Ensure that regional, branch or departmental health & safety performance is regularly reviewed and act to improve performance where required
- Ensure that action is taken to address health & safety risks identified by employees or others
- Ensure that all accidents, incidents and cases of work-related ill health are fully investigated and recorded and that appropriate remedial action is taken to prevent recurrence
- Ensure that action is taken to address failings or issues of concern identified through health & safety audits
- Ensure that employees within their area of responsibility comply with the requirements of this Policy and follow health and safety rules and procedures
- Demonstrate visible commitment to the Policy, set a good example at all times and promote responsible attitudes among their staff.



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**Responsibilities and Accountability**

**Branch Managers**

Branch Managers are responsible for protecting the health and safety of all employees, contractors, visitors, customers and members of the general public who may be affected by their location’s activities. In particular, Branch Managers are responsible and accountable for the effective implementation of the requirements contained within the Health & Safety Manual (HSM) and other related documents.

**They must:**

- Ensure that the requirements contained within the HSM are fully and effectively implemented
- Ensure that the key findings of risk assessments are communicated to employees
- Ensure that the workplace and work equipment are maintained in a safe condition
- Ensure that specified safe systems of work and other health and safety procedures are fully and properly implemented
- Ensure that all employees are provided with clear and appropriate information, instruction and training in relevant safe systems of work and other safety procedures and ensure that all such instruction and training is recorded and refreshed as required
- Ensure that health and safety checks and inspections are carried out and recorded as detailed in the HSM
- Ensure that all accidents, incidents and cases of work-related ill health are fully investigated and recorded and that appropriate action is taken to prevent recurrence
- Ensure that action is taken to address health and safety risks or concerns identified by employees or others
- Ensure that all employees within their area of responsibility comply with the requirements of safe systems of work and other safety rules and procedures
- Set a good example at all times and promote responsible attitudes among all branch staff.

**All Employees**

All employees are responsible and accountable for looking after their own safety and the safety of those who may be affected by their actions and behaviour.

**Every employee must:**

- Act in a safe and responsible manner at all times and not do anything that may put themselves, anyone else, or the environment at risk
- Follow all safe systems of work and other safety rules or procedures at all times
- Follow any training or instruction they have been given
- Use all equipment or materials correctly and safely, in accordance with any safe system of work or other instructions
- Keep their own work areas clean and tidy
- Co-operate with the Branch Manager and other managers or supervisors on matters of health, safety



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**Responsibilities and Accountability**

- Report all accidents (no matter how minor) or cases of suspected work-related ill health to their manager or supervisor as quickly as possible
- Report all hazards, dangerous conditions, incidents, near misses or concerns (including concerns over the behaviour of others) to their manager or supervisor as quickly as possible
- Remove or deal with any hazards they come across, as far as they are able to.

**Head of Health, Safety, Quality and Environment**

The Grafton GB Head of Health, Safety and Environment is responsible and accountable for advising the Company on effective health & safety management strategies and procedures.

Via the team of specialist health & safety advisors, **he must:**

- Develop appropriate health & safety policies, strategies and standards in line with current legislation and codes of practice
- Provide appropriate guidance, support and advice to Directors and Managers regarding:
  - Legal requirements and compliance
  - Relevant standards and good practice
  - Assessment and control of risks.
- Develop and maintain the Company's Health & Safety Manuals
- Ensure that adequate means exist for distributing and communicating health & safety-related information within the Company
- Help monitor the overall effectiveness of safety management systems, reporting key performance indicators to relevant managers
- Maintain Company accident records, ensuring compliance with RIDDOR
- Act as an interface with statutory authorities and ensure that required actions are taken promptly
- Consult with appropriate external specialist qualified health & safety advisors
- Set a good example at all times and promote responsible attitudes among staff at all levels.



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