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**Maintenance Foreman, Electrical**

**Job Specification and Terms and Conditions**

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| **Job Title and Grade** | Maintenance Foreman, Electrical*(Grade Code:5061)* |
| **Campaign Reference** | L7971 |
| **Closing Date** | Tuesday 3rd December 2024 at 4pm |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date.Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances.  |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | Letterkenny University Hospital There is currently one permanent Maintenance Foreman, Electrical vacancy available in the Maintenance Department, Letterkenny University Hospital.The successful candidate may be required to work in any service area within the vicinity as the need arises.A panel may be created from this campaign from which current and future permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Declan Friel, Maintenance ManagerLetterkenny University HospitalTe|: 07491 28832 Email: declan.friel@hse.ie |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital)
* [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital)
* [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital)
* [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital)
* [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital

The region’s Academic Partner is NUI Galway.The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff **Vision**Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.**Guiding Principles**Care - Compassion - Trust – LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.

Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.**OUR VISION STATEMENT** Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.**OUR GUIDING VALUES** **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.**Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential. **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.*These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.*  |
| **Reporting Relationship** | The post holder will report to the Maintenance Manager.  |
| **Purpose of the Post**  | The post holder will have a responsibility to supervise and oversee all electrical services works and contracts including maintenance and repair to services and installations across all infrastructure and facilities at the location where employed:This ensures quality of design, construction and maintenance is delivered with consistency, value for money, statutory compliance, and user satisfaction, and that project delivery is standardised, compliant and future proofed. |
| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree.
* Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of role and you will be required to participate in the Group’s performance management programme.

**General***The Maintenance Foreman, Electrical will:** Work under the direction of the Buildings & Maintenance Manager or other designated Officer.
* Meet regularly with the Buildings & Maintenance Manager and other designated Managers to plan daily/weekly objectives and planned preventative maintenance programs; to report progress on work and to ensure that issues/queries are addressed on an on-going basis.
* Supervise staff assigned to him/her and assist in the planning, supervision and control of work programs; including the supervision of the time keeping, attendance, productivity and the quality of work and competency of staff under his/her control.
* Participate in any afterhours work such as overtime or on-call as required and as deemed necessary by the Buildings & Maintenance Manager.
* Carry a bleep or pager or communication device as required.

**Professional/Technical***The Maintenance Foreman, Electrical will:*Supervise the efficient operation and effective maintenance of all electrical services within the remit of the Maintenance Department, visiting work locations and overseeing works as delegated by the Buildings & Maintenance Manager/ other designated Managers.Supervise and liaise with all trade staff, general operatives and associated trades engaged in the maintenance, repair and alteration of electrical services.Supervise and control of external/internal electrical contractors engaged in works, particularly in relation to extensions and alterations of existing buildings and services.Keep the Buildings & Maintenance Manager/ other designated Managers informed on a planned basis, in relation to energy consumption, plant performance, energy conservation, planned preventive evaluation, trades performance and standards.Assist the Buildings & Maintenance Manager and service management in the setting up and implementation of planned electrical maintenance programmes highlighting areas which need corrective attention.* Be responsible for the ordering or requisitioning of materials etc., required in the execution of their duties.
* Be familiar with new technology and be prepared to participate and cooperate in such training courses considered appropriate by the HSE from time to time.
* Be expected to co-operate with the implementation of new technology.
* Be familiar with BMS/CMMS and other IT systems that are relevant to the position.
* Give full cooperation with future ongoing developments within the Maintenance Department and with changes in work practices as a result of new technology.
* Assist the Buildings & Maintenance Manager/ other designated Managers in relation to tendering of contracts, including development of specifications and asset registers.
* Be familiar and comply with the requirements of the Health & Safety Act 2005 and ensure that his/her staff work in a safe manner.

Be responsible for the safe custody, maintenance and satisfactory working order of all tools and appliances in use in the various workshops and other departments under his/her control.Ensure all premises under HSE remit comply with statutory fire, health and safety obligations.Test all fire detection equipment and fire fighting equipment in association with the Fire and Safety Officer.Plan and supervise existing or proposed rota arrangements with the Buildings & Maintenance Manager. S/he may be required to work overtime or flexi-time occasionally.Assist in various programmes on energy conservation.* Participate as required in carrying out work other than supervision, this may include day to day hands-on repair.
* Carry out such duties as may be assigned to him/her from time to time by a nominated officer, including various other nominated managers.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.

**Education & Training***The Maintenance Foreman, Electrical will:** Undertake training as required to enhance his/her ability and safety at work.

Monitor manual handling and all mandatory training.* Assist in identifying the training needs of staff under his/her supervision.

**Financial***The Maintenance Foreman, Electrical will:** Ensure value for money in purchasing of materials and awarding contracts.
* Issue Purchase Orders and process invoices as may be assigned.
* Assist the Buildings & Maintenance Manager/other designated Managers in the preparation of budgets for energy and general maintenance.
* Adhere to approved procedures for quotations, ordering and processing of payment.

**Management / Administration** *The Maintenance Foreman, Electrical will:*Manage staff, monitor equipment and finances and liaise with contractors associated with the Maintenance Department.Assist with tender process for contracted services, as required.Assist with managing the maintenance service within allocated budgetary constraints.Plan, organise and control the work such that a continuous and quality service is provided to the hospital.Maintain good outward communications with medical personnel, patients, senior management and committees.Motivate department staff and develop good staff relations.Promote a quality working environment within the Department.Undertake line management responsibility for personnel in accordance with HSE policies on Managing Attendances and Disciplinary Procedures,* Keep log books and service records as required and submit for checking.

Maintain records associated with staff, timesheets, work requisitions, roster of duties and work in progress etc.* Maintain Safety Statements and assist in carrying out risk assessments.
* Act in a higher capacity from time to time as required.

**KPIs*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**General Conditions*** Employees must attend fire lectures periodically and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Hospitals Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the responsibility of the post holder to be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.

It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the ward/department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant ward/department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local **SSSS**. **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or Experience** | **Candidates must have at the latest date of application:** 1. **Professional Qualifications, Experience etc.**
2. (i) Hold a third level qualification to a minimum standard of Higher Certificate (Quality and Qualifications Ireland Level 6), in Electrical Services.

**or**1. Possess a Quality and Qualifications Ireland (QQI) (NFQ) Level 6 (or higher) Advanced Certificate Craft (or equivalent qualification).

**Or**1. Possess the National Craft Certificate issued by FETAC.

**Or**Possess the Senior Trades Certificate issued by the Department of Education**And**(b) Have 5 years satisfactory post qualification / apprenticeship experience of maintaining industrial and domestic type buildings, of which 2 years experience must be in the management of a small maintenance team. 1. **Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. 1. **Character**

Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience maintaining industrial and domestic type buildings, including experience in the management of a small maintenance team, as relevant to the role.
* Demonstrate depth and breadth of experience in electrical engineering, installation, operation and maintenance, in industrial, domestic type buildings and/or healthcare setting, as relevant to the role.
* Demonstrate depth and breadth of experience in the installation of new equipment, in an industrial setting, as relevant to the role.
* Have successfully undertaken or be willing to undertake the Solas Safe Pass Health & Safety Awareness Training Programme, or equivalent approved training programme in line with service need. (Please note if you have not undertaken this training, you will be required to successfully complete this training on taking up the post).
* As this post will involve the driving of HSE owned vehicles, the successful candidate is required to hold a full clean valid Drivers Licence.
* Be familiar with BMS/CMMS and other IT Systems that are relevant to the position.
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| **Other requirements specific to the post** | * Access to appropriate transport, as this post may involve frequent travel between sites.
* Some overtime may be required to be performed periodically as the hospital is a 24 hour facility.
* The Maintenance Foreman, Electrical may be required to participate in emergency call outs.
* The Maintenance Foreman, Electrical should live within a reasonable travel time of Letterkenny University Hospital, such that emergencies can be responded to within a reasonable period of time.
* The Maintenance Foreman, Electrical shall be required to carry a personal mobile phone during working hours.
* Due to the nature of the business of the Maintenance Department, some of the works will be conducted outdoors (on roofs etc.) and in difficult weather conditions. The post holder will be required to work in all weather conditions when requested to do so, or when circumstances dictate.
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| **Skills, Competencies and/or Knowledge** | **Technical / Professional*** Demonstrate good knowledge of construction, environment and building technology, mechanical and electrical services including their installations, building maintenance, maintenance management issues, practice and procedures.
* Demonstrate knowledge of current regulations regarding building, fire, electrical, and gas installations.
* Demonstrate significant knowledge of Building Management Systems.
* Demonstrate sufficient technical knowledge to carry out the duties and responsibilities of the post.
* Demonstrate evidence of project management skills encompassing all streams of work appropriate with key responsibilities.
* Demonstrate evidence of experience and ability to perform hands-on maintenance repair work on equipment with tools, if required.
* Demonstrate the ability to read and interpret architects’/engineers’ drawings, specifications and technical directions.
* Demonstrate the ability to develop and write technical engineering reports.
* Demonstrate the ability to design and implement structured policies and systems for the management of service and maintenance of hospital equipment and systems.
* Demonstrate knowledge and experience of managing budgets; including the ability to adhere to deadlines within budgetary levels.
* Demonstrate evidence of experience in control and supervision of staff and record keeping.
* Demonstrate evidence of computer skills including the use of AutoCad, Microsoft Word, Excel, e-mail and the internet, as relevant to the role.
* Demonstrate awareness of relevant standards, policies and legislation for example Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards.

**Leadership & Team Skills*** Demonstrate leadership and team management skills, including the ability to work within a multidisciplinary team.
* Demonstrate the ability to work on own initiative; without close supervision.
* Demonstrate the ability to advise multidisciplinary and management teams on equipment related issues.

**Planning & Organising*** Demonstrate evidence of effective planning and organising skills including awareness of value for money in the performance of work and the ability to carry out duties to best practice.
* Demonstrate experience of the development of work schedules for personnel and contractors.
* Demonstrate experience of the development of planned maintenance programs and method statements.
* Demonstrate experience in working effectively under pressure.
* Demonstrate the ability to manage deadlines and effectively handle multiple tasks.

**Problem Solving & Decision Making*** Demonstrate the ability to evaluate information, solve problems and make decisions in a timely manner.
* Demonstrate the ability to work within a multidisciplinary team to resolve problems and implement solutions.

**Commitment to Providing a Quality Service*** Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user such as patients, the general public, medical and non-medical staff.
* Demonstrate the ability to contribute to the development of the service.

**Communication & Interpersonal Skills*** Demonstrate effective communication and interpersonal skills including the ability to present information in a clear and concise manner.
* Demonstrate the ability to receive and implement instructions in an effective and efficient manner.

Demonstrate the ability to communicate effectively with other staff members to coordinate works and update on progress of works. |
| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, information for candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

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**Maintenance Foreman, Electrical**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent, whole time and pensionable.A panel may be created for Maintenance Foreman, Electrical, Letterkenny University Hospital, from which permanent and specified purpose vacancies of full or part time duration may be filledAppointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The salary scale for the post is at (01/06/2024): € 51,341, 51,893, 52,161, 52,459, 52,742, 52,890, 53,033, 53,178, 53,326, 53,558, 53,736, 54,172New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is 39 hours HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[3]](#footnote-3), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[4]](#footnote-4).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)
3. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-3)
4. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-4)