**STFC SHE Training for Non-Technical Managers Course Workbook**

**Note: This document contains the exercises to be use as part of the above course.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SHE Training for Non-Technical Managers Course**

**Outline programme for a morning ½ day course**

**\*\* Please note timings are approximate and will be adjusted to suit progress through the course material \*\***

|  |  |
| --- | --- |
| 09:30 to 09:45 | Introduction and course programme |
| 09:45 to 10:30 | Motivation and the SHE Management System |
| 10:30 to 12:00 | Requirements of SHE Essentials and the SHE CodesSyndicate exercise with summary presentations* includes refreshments
 |
| 12:00 to 12:15 | Code wrap up  |
| 12:15 to 13:00 | Risk assessmentAudit and inspectionSHE improvementSupervision and Leadership |
| 13:00 to 13:30 | Course assessment |

**SHE Training for STFC Non-Technical Managers Course**

**Outline programme for an afternoon ½ day course**

**\*\* Please note timings are approximate and will be adjusted to suit progress through the course material \*\***

|  |  |
| --- | --- |
| 12:30 to 12:45 | Introduction and course programme |
| 12:45 to 13:30 | Motivation and the SHE Management System |
| 13:30 to 15:00 | Requirements of SHE Essentials and the SHE CodesSyndicate exercise with summary presentations* includes refreshments
 |
| 15:00 to 15:15 | Code wrap up  |
| 15:15 to 16:00 | Risk AssessmentAudit and inspectionSHE improvementSupervision and Leadership |
| 16:00 to 16:30 | Course assessment |

**SHE Training for Non-Technical Managers Course**

**Personal Action Log**

|  |  |  |
| --- | --- | --- |
| **Session Title** | **Action** | **Notes** |
|  |  |  |

**Exercise 1: Opening review of management responsibilities**

The table below summarises the delegation of safety responsibilities to all STFC Mangers in Section 3.2 of the H&S Management Arrangements document - use the laptops to look at full wording.

Make an initial assessment of the status of these responsibilities in your own work environment and consider what actions you think may be necessary for you at this stage. We will re-visit this table towards the end of the course.

| **Management Responsibility** | **Your Present Situation.** | **Thoughts on future management actions required.** |
| --- | --- | --- |
| Codes (SHE Essentials)Implementing the H&S standards and controls set out in STFC SHE Codes (SHE Essentials) management systems, ensuring adequate monitoring of H&S performance. |  |  |
| Risk assessmentIdentifying hazards in your work areas, assessing the risks these pose to the H&S of your staff and others, identifying and implementing suitable control measures, communicating the outcome of the assessment to those who are affected. |  |  |
| TrainingEnsuring your staff are competent via the provision of suitable information, instruction and training and experience to undertake their tasks. |  |  |
| Premises and equipmentEnsuring any premises and equipment under your control are safe and adequately maintained, including the arrangements for safe evacuation in the event of a fire or other emergency. |  |  |
| SupervisionProvide adequate supervision of work and the workplace to ensure that H&S standards are maintained for staff and others working on STFC sites. |  |  |
| Incident reportingEncouraging the reporting of all injuries and incidents and ensuring any incidents within your area are investigated (by you as a line manager), drawing on competent advice as necessary, to determine immediate and root causes and acting on the investigation findings to minimise the likelihood of recurrence. |  |  |
| Staff consultationConsulting staff and others working under your authority on H&S matters to enable improvement to arrangements and performance and share lessons identified across STFC. |  |  |
| Personal commitmentDemonstrating your commitment to the health, safety and welfare of those under your authority and others affected by your activities and thus promote a positive safety culture. |  |  |

**Note, record any actions for yourself on your action log.**

**Exercise 2: SHE Website familiarity**

| **No.** | **Question** | **Location** | **Response** |
| --- | --- | --- | --- |
| 1 | List the types of incident that should be reported. | Office SHE Essentials |  |
| 2 | What are the 4 mandatory elements of refreshed STFC SHE Training for all staff? | Office SHE Essentials |  |
| 3 | What is the mileage threshold for staff that drive on Council business to undertake defensive driving training?  | Office SHE Essentials |  |
| 4 | What is the PAT testing interval for typical office equipment? | Office SHE Essentials |  |
| 5 | What are the telephone numbers to contact security? | Emergencies |  |
| 6 | What is a PEEP? Who is responsible for preparing them? | Forms |  |
| 7 | Which Code deals with SHE training in STFC? Where do you find the training catalogue?Who is the co-ordinator for booking courses from the SHE Training Catalogue? | Training |  |
| 8 | Where do you find information on OH services for STFC sites? | Health |  |

**Note, record any actions for yourself on your action log.**

**Exercise 3: Guidance for the Code Summary**

**Activity:**

The purpose of the exercise is to read SHE Essentials and the defined SHE Codes for your syndicate and to prepare feedback summarising:

* The responsibilities of line managers/supervisors
* What is expected of all staff

**Note, record any actions for yourself on your action log.**

**Notes**