


HSE Unit Manager's Objectives UK & Ireland 2024 - 2025

Objectives/ KPIs (At least one personal objective must support HSE priorities) Delivering 	
<p>Delivering – Managing</p> <p>Frontline colleagues and In-unit Managers</p>	<ul style="list-style-type: none"> • Implement FSMS Updates effectively within unit. • Implement the WSMS as appropriate to the services delivered. • All colleagues to complete assigned e-learning, or classroom as relevant. • All colleagues to complete refresher training on slips, trips & falls, and handling, lifting & carrying. • Complete Quarterly HSE audit and where possible record on AIR3. • Complete an Allergen risk assessment and record on AIR3. • Record and report any food safety incidents or external enforcement officer visits in a timely manner through AIR3. • All near misses, hazard observation, workplace safety and food safety related incidents and Enforcement officer visits to be reported within 24 hours and recorded on AIR3 within 48 hours. • INCIDENT INVESTIGATION PACKS completed and submitted to HSE department within 7 days. • The latest version of the Climate Net Zero Toolkit to be reviewed annually. • All units with food spend must record food waste weight daily using The Source (sector equivalent). • Where practicable, all surplus food should be donated and recorded in accordance with the Surplus Food Donation Guide. • As appropriate, follow Authority to Work process for visiting contractors working on site. • GM's, HOD's to complete See Care Share GM Session on L&D Platform and GM's, HOD's to then deliver the Front Line See Care Share Coaching Session in unit, where your sector has begun implementation. • All chemical product safety assessments to be reviewed and updated.
<p>Delivering to Shaping</p> <p>Above unit and Central Functions</p>	<ul style="list-style-type: none"> • Validate that the FSMS and WSMS updates have been successfully implemented. • Check allergen compliance via the sector specific FOH audit process, via AIR3. • Ensure Net Zero Toolkit has been updated, implemented and trained. • Ensure you and all colleagues complete assigned e-learning, or classroom training. • Engage and ensure all Incident Investigation packs are completed and submitted within 7 days. • Support action plans for units not achieving full compliance in HSE quarterly records or internal and external audits, and all enforcement visits. • Complete the See Care Share, Mindful Leadership one-day programme where your sector has begun implementation. • Undertake safety leadership walks as agreed with Line Manager; all to be recorded on the Origami App. • Complete IOSH Managing Safely up to RM. • Support the implementation of any site action plan following the issue of a 3* or below (I.R Scotland, unsatisfactory Rol) Food Hygiene Rating.