

## **1.0 Purpose**

- a. To define the arrangements required to enable Roads Service to plan, implement and use Health and Safety information / guidance from miscellaneous sources.

## **2.0 Scope**

- a. All Roads Service employees.

## **3.0 Definitions**

- a. **Miscellaneous Health and Safety Resources** – any miscellaneous Health and Safety information / guidance generated by sources considered applicable to Roads Service undertakings and can be associated with the Health and Safety Management System.

## **4.0 Procedures**

### **4.1 Control of Miscellaneous Health and Safety Resources**

- a. Head of Engineering Policy and Parking Services shall ensure the development and maintenance of access to miscellaneous Health and Safety resources / documentation.
- b. Engineering Policy and Parking Services shall develop and publish suitable miscellaneous Health and Safety resources / documentation.
- c. Line Managers shall ensure that their staff are informed of and comply with the information / guidance from miscellaneous resources / documentation as they apply to their work activities.
- d. Line Managers may identify and develop new miscellaneous resources / documentation and request these to be associated with the Health and Safety Management System.
- e. Employees (including Managers) shall comply with the information / guidance from miscellaneous resources / documentation as they apply to their work activities.

### **4.2 Co-operation**

- a. Employees (including Managers) shall fully co-operate across all Business Units to ensure that information / guidance from miscellaneous resources / documentation are implemented where appropriate.

### **4.3 Communication**

- a. All information / guidance from miscellaneous resources / documentation and any revisions shall be communicated to all relevant staff.

#### **4.4 Competence**

- a. Line Managers shall ensure that relevant staff have the necessary knowledge, skills, advice, guidance and resources to implement the miscellaneous Health and Safety resources process.

#### **5.0 Responsibility**

- a. All employees (including Managers) shall take responsibility for the implementation of relevant miscellaneous Health and Safety resources.

#### **6.0 Documentation**

- a. All information / guidance published under the Miscellaneous Section of the Health and Safety Management System.

#### **7.0 References**

- a. Health and Safety at Work (NI) Order 1978.