

## Health and Safety Responsibility Statement

**Post:** Cleaner  
**Post Number:** HP80, HP81, HP82, HP83, HP84, HP85, HP86, HP87, HP89, HP90, HP91  
**Department:** Community Services  
**Division:** Public Sector Housing  
**Cost Centre:** Warden Services

**Phase  
No. \***

**RESPONSIBILITY**

- 01 You are responsible for your own safety, and the safety of others who may be affected by what you do and what you fail to do.
- 02 Should you have any concerns regarding any aspect of health and safety you must speak to your line manager.
- 04 You are responsible for wearing the personal protective equipment (PPE) with which you have been provided. You are also responsible for checking your personal protective equipment (PPE) and making sure that it is in good order and kept clean.
- 06 You are responsible for reporting any defects to your personal protective equipment (PPE), any defects to your work equipment and for reporting any hazards in the area in which you work, to your line manager.
- 09 If you have an accident at work you must report it to your line manager, and ensure that it is entered into the accident book.
- 12 You must carry out your duties in a safe manner and in accordance with any information, instruction and/or training you have been given.
- 18 You are responsible for using any work equipment in a safe manner, for the purpose for which it is designed and in accordance with any written procedure, operating instruction or manufacturers handbook and to utilise any personal protective equipment (PPE) that is appropriate.
- 21 You must use any chemicals or substances in a safe manner and in accordance with the COSHH assessment, manufacturers' instructions and in accordance with any information, instruction and/or training you have been given.

- 25 Where you identify any hazard in the workplace you are responsible for ensuring that action is taken to remove the hazard. If unable to do so you are responsible for ensuring that it is brought to the attention of your line manager.
- 28 You must not damage or misuse any item provided for safety.

\* Represents Key Phrase Number from master list held by Health and Safety