

HAZARD REPORTING AND SAFETY COMPLAINTS

Any area of work; be it plant or building, or any items of equipment which is considered dangerous by an employee should, in the first instance, be reported to his or her immediate supervisor.

If the supervisor is not available, the employee must notify the hazard to the responsible officer for his or her workplace.

After taking the action outlined above, should any employee remain dissatisfied with the action taken by the supervisor or the senior officer he or she may request that the matter be referred to the Health, Safety and Welfare Assistance Section for an opinion. At this stage in the proceedings the employee may also, if he or she so wishes, seeks the support of the trade union.

Where an employee requests reference to the Health, Safety and Welfare Assistance Section the supervisor must bring the matter to the attention of his/her senior officer and the Health, Safety and Welfare Assistance Section with the minimum of delay.

On occasions it may be necessary, because of a particularly high risk to the employee to act immediately and on these occasions it is understood that the employee should stop work if there is any doubt that by continuing an accident may be caused to the employee, a work colleague or a member of the public. In this event the supervisor and the Health, Safety and Welfare Assistance Section must be informed immediately.

Departmental managers must be given the opportunity to consider representation about safety hazards and to take remedial action since the responsibility is that of management. The Health, Safety and Welfare Assistance Section should only be called in, in accordance with the procedure outlined above.

Telephone: **814790** (Int 4790) (this is a dedicated line for health and safety advice)

Postal address Health, Safety and Welfare Assistance Section,
Human Resources (Floor Five),
County Hall, High Street, Newport, PO30 1UD.

Fax: 01983 823122

E-mail: hsassistance@iow.gov.uk

In the event of a fatal accident or serious injury after office hours contact:

Wightcare: 821105