


## HSE Unit Manager's Objectives UK & Ireland 2023 - 2024

Objectives/ KPIs (At least one personal objective must support HSE priorities) Delivering 	
<p><b>Delivering – Managing</b></p> <p><b>Frontline colleagues and In unit Managers</b></p>	<ul style="list-style-type: none"> <li>• Implement FSMS Updates effectively within unit.</li> <li>• Implement the WSMS as appropriate to the services delivered.</li> <li>• All colleagues to complete assigned e-learning, or classroom as relevant.</li> <li>• All colleagues to complete refresher training on slips, trips &amp; falls, and handling, lifting &amp; carrying.</li> <li>• Complete Quarterly HSE audit and where possible record on AIR3.</li> <li>• Complete an Allergen risk assessment and record on AIR3.</li> <li>• Record and report any food safety incidents or external enforcement officer visits in a timely manner through AIR3.</li> <li>• 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.</li> <li>• INCIDENT INVESTIGATION PACKS completed and submitted to HSE department within 7 days.</li> <li>• The Climate Net Zero Toolkit has been fully completed within the last 2 years and reviewed annually.</li> <li>• All units with food spend must record food waste weight daily using The Source (sector equivalent) or the Small Site Solution.</li> <li>• Where practicable, all surplus food should be donated and recorded in accordance with the Surplus Food Donation Guide.</li> <li>• As appropriate, follow Authority to Work process for visiting contractors working on site.</li> <li>• GM's, HOD's to complete See Care Share GM Session on L&amp;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.</li> <li>• All chemical product safety assessments to be reviewed and updated.</li> </ul>
<p><b>Delivering to Shaping</b></p> <p><b>Above unit and Central Functions</b></p>	<ul style="list-style-type: none"> <li>• Validate that the FSMS and WSMS updates have been successfully implemented.</li> <li>• Check allergen compliance via the sector specific FOH audit process, via AIR3.</li> <li>• Ensure Net Zero Toolkit has been updated, implemented and trained.</li> <li>• Ensure you and all colleagues complete assigned e-learning, or classroom training.</li> <li>• Engage and ensure all Incident Investigation packs are completed and submitted within 7 days.</li> <li>• Support action plans for units not achieving full compliance in HSE quarterly records or internal and external audits, and all enforcement visits.</li> <li>• Complete the See Care Share, Mindful Leadership one-day programme where your sector has begun implementation.</li> <li>• Undertake safety leadership walks as agreed with Line Manager.</li> <li>• Complete IOSH Managing Safely up to RM.</li> <li>• Support the implementation of any site action plan following the issue of a 3* or below (I.R Scotland, unsatisfactory Rol) Food Hygiene Rating.</li> </ul>