


**HSE Unit Manager's
Objectives UK & Ireland 2022 - 2023**

Objectives/ KPIs (At least one personal objective must support HSE priorities) Delivering 	
<p>Delivering – Managing 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. • All colleagues to complete refresher training on slips, trips & falls, and handling, lifting & carrying. • Complete Quarterly HSE Record. • Record and report any food safety incidents or external enforcement officer visits through AIR3. • All accidents to be investigated and reported promptly on AIR3 system and INCIDENT INVESTIGATION PACKS completed and submitted to HSE department within 7 days. • All near misses, food safety related incidents and Enforcement officer visits to be reported on AIR3 within 48 hours. • The Climate Net Zero Toolkit has been fully completed within the last 2 years and reviewed annually. • All units with food spend must record food waste weight daily using The Source or the Small Site Solution (even where another system is used i.e. Winnow). • Where practicable, all surplus food should be donated and recorded in accordance with the Surplus Food Donation Guide. • As appropriate complete Hard Services Monthly Focus survey and associated toolbox talk. • 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 CoSHH assessments to be reviewed and updated.
<p>Delivering to Shaping Above unit and Central Functions</p>	<ul style="list-style-type: none"> • Validate that the FSMS updates have been successfully implemented • Check allergen compliance via the sector specific FOH audit process, via AIR3. • Ensure all colleagues have been trained on slips, trips and falls. • Ensure Climate Net Zero Toolkit has been updated, implemented and trained. • Ensure you and all colleagues complete assigned e-learning. • Engage and ensure all Incident Investigation packs are completed on time. • Support action plans for units failing H&S Internal Audit and or ISOQAR Audit. • 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. • 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) Food Hygiene Rating.