

Guidance

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Senior manager Health, Safety and Environment tours – guidance

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1 Purpose

To provide information to those undertaking senior manager Health Safety & Environment (HSE) tours to maximise their effectiveness and consistency.

Senior manager HSE tours will:

- improve HSE culture in TfL and supplier organisations by demonstrating leadership commitment
- provide management with information on how well HSE is understood & applied on the front line
- identify employee (including supplier employee) HSE concerns

2 Scope

Applies to all senior managers identified to undertake HSE tours within TfL. Managers identified by their employing manager to undertake HSE tours are deemed as senior by virtue of having senior, lead in their job title as a minimum.

3 Guidance

Take time to plan tours properly. The senior manager must consult the person responsible for the works to ensure the tour is planned and undertaken at an appropriate time. This will depend on the hazardous nature of the work being carried out and the number of tours and inspections planned during a given period.

Senior managers must ensure that they focus on the behavioural aspects of staff working in a specific location. In doing this it is essential to remember that you should not walk past a hazard/near miss – all hazards should be noted and ideally rectified on site. Those not rectified should be noted and actioned as appropriate.

Senior managers undertaking HSE tours on site must seek to determine how suppliers interface with TfL staff on those sites, and how they cooperate and coordinate with other suppliers. They must therefore ensure they speak with TfL staff and staff from other supplier organisations as appropriate.

TfL HSE manager's will advise you on your proposed programme / frequency of tours and can accompany you on tours as required and may also provide coaching in maximising the benefit of HSE tours.

Where applicable to the business, safety representatives should be invited to attend HSE tours by the senior manager.

3.1 Section 1 - Planning for a senior manager HSE tour and recording the details

Things to consider when planning your SM Tours Programme:

- a) which of your areas present the highest risk?
- b) how often do you plan to visit these?
- c) are all areas / time / jobs covered?
- d) when are you going (day/night)?