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Health and Safety Law in Northern Ireland *What you need to know*

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



What employers must do for you

- 1 Check what could harm you in your job and the measures to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for risk.
- 3 Consult and work with you and your health and safety representatives or protectors everyone from harm at the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.

Your health and safety representatives

Other health and safety contracts

What you must do

- 1 Provide toilets, washing facilities and drinking water.
- 2 Provide adequate first-aid facilities.
- 3 Report injuries, diseases and dangerous incidents at work to HSENI on 028 9024 3249.
- 4 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 5 Work with any other employers or contractors sharing the workplace or providing equipment (such as agency workers), so that everyone's health and safety is protected.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, phone our Helpline. We can put you in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. You don't have to give your name.

HSENI Helpline:
0800 0320 121
HSENI website:
www.hseni.gov.uk

Fire safety
You can get advice on fire safety from the Fire and Rescue Service or your workplace fire officer.

Employment rights
Find out more about your employment rights at www.nidirect.gov.uk

hseni
CONTROLLING RISK TOGETHER

Health and Safety Executive for Northern Ireland



WHS Contractor Management Procedure	
Version No:	4.0
Issue:	January 2016
Revised:	11 May 2017
Next Review:	10 May 2020
Principal Contractor	The PCU that commissions a construction project is the Principal Contractor, unless the person appoints another person conducting a business or undertaking to be the Principal Contractor and authorises such person to have management or control of the workplace and discharge the duties of the Principal Contractor. [As defined in the Work Health and Safety Regulations 2012, Regulation 293 and explained in the model Code of Practice Construction Work]
PCU	Person Conducting a Business or Undertaking
Return to WorkSA	Previously known as WorkCover SA
Risk Assessment (RA)	A document which records the risks associated with an activity and the controls to be followed to complete the activity safely.
Safe Work Method Statement (SWMS)	A document required for high risk construction work that will: (a) Identify the work that is high risk construction work; (b) Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards; (c) Describe the measures to be implemented to control the risks; and (d) Describe how the control measures are to be implemented, monitored and reviewed. [As defined in the Work Health and Safety Regulations 2012, Regulation 299]
WHS Management Plan	A document which records the significant prescribed information relating to WHS for a construction project. [As required and prescribed by the Work Health and Safety Regulations 2012, Chapter 6, Part 4] [Refer to the WHS Contractor Management - WHS Management Plan Checklist (Document 12.3.25.10)]
Worker	A person is a worker if the person carries out work in any capacity for a PCBU, including work as: (a) An employee; or (b) A contractor or subcontractor; or (c) An employee of a contractor or subcontractor; or (d) An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) An outworker; or (f) An apprentice or trainee; or (g) A student gaining work experience; or (h) A volunteer; or (i) A person of a prescribed class. [As defined in the Work Health and Safety Act 2012, Section 7]

4. Procedure

4.1 Managing Contracts

4.1.1 The Chief Executive Officer will appoint persons with the responsibility to:

- (a) Manage contracts (in line with the Organisation's WHS Contractor Management Procedure) (e.g. Department Manager / Contract Superintendent / Project Manager) and/or
- (b) Maintain the Organisation's Preferred Contractor Register; and

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