

Example of an HSE annual cycle at a local unit. Manager's responsibilities

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January	<ul style="list-style-type: none"> • Deadline HSE annual reporting, previous year (Annual review/internal control) • Prepare/revise local HSE action plan • Overview of delegated HSE tasks
January	Overall HSE risk assessment at the unit (conduct/update)
February	Deadline faculty/department HSE annual report, previous year (internal control)
Spring	Mapping the physical working environment (HSE round)
May/June	"Management review" (HSE status meeting) (internal control)
Spring/Autumn	Quarterly meetings VO/manager
Spring/Autumn	Conduct performance appraisals
Autumn	Mapping the psychosocial working environment (HSE meeting)
Regularly	<ul style="list-style-type: none"> • HSE-Risk assessments (if necessary: travel, lab/clinic, workshop, project, etc.) • Safe Job Analysis (SJA) (for individual tasks/activity/procedure, can be used)
Regularly	<ul style="list-style-type: none"> • HSE as a topic at management meetings, including status HSE action plan • Ensure participation • Ensure that employees/students/guests are made aware of HSE information, receive HSE training (HSE as a topic in meetings/emails/teams/newsletters, etc.)
Regularly	<ul style="list-style-type: none"> • Coordinate HSE work with other employers where both are located and/or carry out activities (if applicable)
Always	Follow up reported HSE nonconformities