**Duties of the Unit Safety Co-ordinator**

- Be fully familiar with the MRC's Health and Safety Policy Statement and 'local' Health and Safety Policy Statement.
- Provide advice on matters of occupational health and safety, in particular advise the Director on the formulation and revision of the local Health and Safety Policy Statement and risk assessment and control procedures.
- Act with the delegated authority of the Director with respect to health and safety.
- Refer promptly to the Director and notify the Regional Health and Safety Co-ordinator of any health and safety problems which cannot be resolved locally on a time scale commensurate with the risk.
- Liaise with the host institution's Health and Safety function.
- Be a member of the local health and safety committee.
- Ensure that written systems of work for any significant risks that may be encountered are produced and adhered to.
- Ensure that any significant hazards intended to be introduced into the establishment for the first time are brought to the attention of the Director, the Regional Health and Safety Co-ordinator and, where appropriate, the host institution.
- Ensure that sufficient information on significant risks is provided for the benefit of the Emergency Services.
- Ensure that systems for the reporting and investigation of accidents and near misses are in place.
- Assist management in identifying members of the establishment for appropriate occupational health medical surveillance.
- Assist team leaders in identifying staff health and safety training requirements.
- Assist managers, through monitoring, to ensure that:
  - a high standard of housekeeping is maintained;
  - safe working practices and procedures, together with any necessary risk assessments for project work, are complied with;
  - adequate health and safety records are being maintained where appropriate;
  - personal protective equipment needs are assessed and provided for;
  - systems are set up and maintained to check that health and safety facilities such as first-aid boxes, fire fighting equipment, etc., are provided and maintained in a readily usable condition;
  - accident reporting and investigation procedures are in place and are complied with.
- Such other health and safety duties that may be assigned by the Director.