



Warwickshire & Birmingham Wing ATC

SQUADRON HEALTH AND SAFETY OFFICER

TERMS OF REFERENCE

The Health and Safety Officer (HSO) is accountable to the Sqn Commanding Officer and will to the best of his/her ability:

1. Assist OC Sqn to co-ordinate all H&S issues within the Unit in accordance with HQAC and MOD objectives.
2. Liaise with the Wing HSO when required on Squadron H&S matters.
3. Seek appropriate advice and assistance from the Wing HSO when required.
4. Have a thorough understanding of the ACO H&S Procedures as laid down in ACP 5.
5. Assist the Wing HSO to promote a pro-active attitude towards H&S by attending relevant conferences & training courses at Wing level.
6. Provide a focal point for H&S matters at the Squadron.
7. Liaise with Squadron colleagues with regards to H&S issues in their particular area of responsibility.
8. Communicate H&S information to OC Sqn, Wing Staff Officer & Wing HSO as required.
9. Ensure implementation of suitable and sufficient Risk Assessments for all Squadron activities.
10. Carry out H&S and Fire inspections in accordance with ACP 5 Chapter 6.
11. Ensure all accidents, dangerous occurrences and near misses are reported as appropriate, in a timely manner and ensure that accurate records are kept.
12. Assist/carry out initial accident/incident investigations where competent and directed to do so.
13. Carry out any additional H&S related duties as directed by OC Squadron.

Squadron Health & Safety Officer		
Name:	Signed:	Date:
Squadron Officer Commanding		
Name:	Signed:	Date: