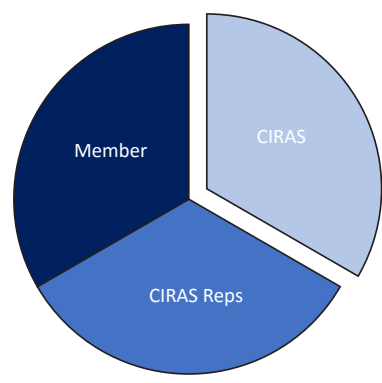




HEALTH SAFETY



Membership: roles and responsibilities



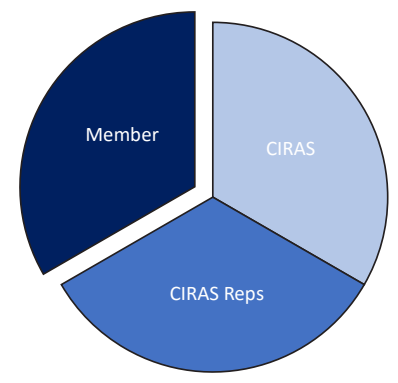
CIRAS will:

- Process reports efficiently and effectively
- Help you prevent incidents
- Share good practice
- Help you realise all the benefits of being a member of the scheme
- Be professional, collaborative and personal
- Respond to feedback



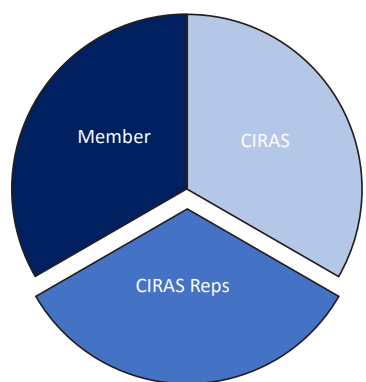
We ask our members to:

- Integrate CIRAS into your safety processes
- Proactively promote CIRAS
- Make CIRAS available to all staff
- Produce good quality responses to CIRAS reports within the given time frames
- Implement promised changes
- Pay the annual agreed subscription rate on time
- Embrace the spirit of confidentiality, focusing on the issue not the individual
- Appoint and support a nominated CIRAS representative



We ask our CIRAS Reps to:

- Act as the single point of contact for CIRAS reports
- Facilitate good quality responses to reports
- Promote the scheme to staff
- Complete a biannual scorecard
- Distribute and encourage completion of an annual CIRAS staff survey
- Cascade relevant information to your staff – e.g. newsletter, periodic reports



As guidance, we recommend that your CIRAS rep:

- Has a health and safety role / experience / qualification
- Is fully supported by the organisation in terms of their role as CIRAS rep
- Has endorsement and support from their line manager
- Is given adequate time to be able to fulfil their role