DE&S SAFETY AND ENVIRONMENT BULLETIN (SEB)

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Keeping our Safety and Environmental Practitioners informed

DE&S Safety Critical and Safety Enabling Post Definitions

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Background

1.   Within DE&S, the terms Safety Critical (SC) and Safety Enabling (SE) have been adopted, which highlight the responsibilities of System Safety Management posts. In broad terms, staff in Safety Critical posts are responsible for undertaking key safety-related functions, functions which would cease if the posts are not filled. Safety enablers are the deep subject matter experts who provide essential support, allowing those decisions to be made efficiently, effectively and competently. The importance of ensuring these posts are filled by competent individuals is recognised at the most senior level. A target of reducing the number of vacant Safety Critical posts across the whole of DE&S to no more than 50 has been set by CDM, with progress reports being provided on a regular basis.

2.   CDM and the Safety Board rely on HRMS data to generate these reports. As a consequence it is of the utmost importance that this information is actively managed and maintained up-to-date. Whilst OCs may use other tools such as ASSERT for the identification, management and reporting of Safety SQEP information, HRMS remains the primary tool for the identification of Safety Critical and Safety Enabling Posts.

3.   OCs hold a responsibility for managing all posts with a Safety designation by maintaining and ensuring the accuracy of records held on HRMS by means of 'tagging' (SC -1072, SE -1073).

4.   Whilst QSEP will continue to develop ASSERT to provide a DE&S wide tool which aligns to Role Profiles and allows OCs to manage Safety SQEP data with greater fidelity, it is not intended to replace HRMS as the primary repository for Safety Critical and Safety Enabling records.

Action

5.   The following descriptions have been adopted pan-DE&S for Safety Critical and Safety Enabling activity and are to be used by domain OCs when assigning Safety Management Posts. These definitions may be domain tailorable subject to consultation and agreement with DTECH QSEP.

a. **SAFETY CRITICAL POSTS:** Those with safety accountabilities and responsibilities for decisions such as the following:

    I. Positions that hold a Safety Letter of Delegation (LOD) and have responsibilities for the delivery of equipment or services.

    II. DE&S Duty Holders in line with S&EP Leaflet 05/2012.

    III. Assurance Authority personnel who provide certification or equivalent of safe outputs.

b. **SAFETY ENABLING POSTS:** Those with a controlling responsibility for one of the functional outputs that support DE&S or Facility safety and cover any of the following:

    I. Supply commodities, spares etc upon which high hazard systems or facilities depend.

    II. Maintenance of documentation for high hazard systems or facilities.

    III. Provision of common services upon which high hazard systems or facilities depend.

    IV. Positions that provide safety information in direct support of safety decisions made by those in safety critical posts.

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