

HEALTH & SAFETY

GUIDE BOOK



HEALTH AND SAFETY LAW – WHAT YOU SHOULD KNOW

Your health, safety and welfare at work are protected by law.

Your employer has a duty under the law to ensure, so far as reasonably practicable, your health, safety and welfare at work.

Your employer has a duty to protect you and keep you informed about health and safety.

If there is a problem, discuss it with your employer (they want your feedback)

Your employer must consult you or your safety representative on matters relating to your health and safety at work including:

- Any change which may substantially affect your health and safety at work e.g. in procedures, equipment or ways of working.
- The Employer's arrangements for getting competent people to help him/her satisfy health and safety laws.
- The information you have to be given on the possible risks and dangers arising from your work, measure to reduce or get rid of these risks and what you should do if you have to deal with risk or danger.
- The health and safety consequences of introducing new technology.

IN GENERAL, YOUR EMPLOYER'S DUTIES INCLUDE:

- Making your workplace safe without risks to health.
- Ensuring plant and machinery are safe and the safe systems of work are set out and followed.
- Ensuring articles and substances are moved, stored and used safely.
- Providing adequate welfare facilities.
- Giving you the information, instruction, training and supervision necessary for your health and safety.

IN PARTICULAR, YOUR EMPLOYER MUST:

- Make arrangements for implementing the health and safety measures identified as being necessary by the assessment.
- If there are five or more employees, record significant findings of the risk assessment and the arrangements for health and safety measures.
- If there are five or more employees, draw up a health and safety policy statement, including the health and safety organisation and arrangements in force, and bring it to your attention.
- Appoint someone competent to assist with the health and safety responsibilities and consult you or your safety representative about this appointment.
- Co-operate on health and safety with other employers sharing the same workplace.
- Set up emergency procedures.
- Provide adequate first-aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and sanitary, washing and rest facilities.
- Make sure that the work equipment is suitable for its intended use and that it is properly maintained and used.



- Prevent or adequately control exposure to substances which may damage your health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation.
- Avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury.
- Provide health surveillance as appropriate.
- Provide free, any protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences to appropriate health and safety enforcing authority.

EMPLOYEES HAVE LEGAL DUTIES TOO! THEY INCLUDE THE FOLLOWING:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating with your employer on health and safety.
- Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions.
- Not interfering with or misusing anything provided for your health, safety and welfare.

If you think there is a health and safety problem within your workplace, you should discuss it with your employer or safety representative.

More information can be found on the HSE Website 'www.hse.gov.uk'

If you require information regarding general fire precautions etc. you can obtain the information from the Fire Brigade or visit 'www.hse.gov.uk/fire/safety'

IN SUMMARY, THE UK REGULATIONS REQUIRE EMPLOYEES TO:

- Look after your own health and safety, and that of others whilst at work.
- To co-operate with your employer to enable legal obligations to be met.
- To make full and proper use of anything provided by the employer in the interest of health and safety.

YOUR WORKPLACE – GOOD HOUSEKEEPING

Housekeeping is one of the most important single items influencing safety in the industry. 'Cleaning up as you go' should be the rule, so that it does not become a burden and a hazard.

- All stairways, walkways and corridors should be free of materials and obstructions.
- Spillages of oil or other substances should be cleaned up immediately.
- Tools and equipment not in use should be stored appropriately to avoid tripping hazards.
- Keep your work area clean. Remove unwanted items via the appropriate disposal routes.
- Toilets and washing facilities are provided for your use and comfort. Please help to keep them clean.



EMPLOYEES AND VISITORS

Harm on level ground can be reduced by:

- Keeping walkways clear and unobstructed
- Immediately reporting trip hazards and clean up any spillages
- Wearing appropriate footwear
- Ensuring adequate lighting
- Keeping to designated routes

Harm at height can be reduced by:

- Ensuring that you have been trained in the use of the equipment e.g. ladders are for access and not to be used as a working platform.
- Avoid a task where the risk is too great – it's important that all tasks carried out are 'risk assessed' – they may require a permit to work.

TRANSPORT

Every year, there are over 5000 accidents involving transport in the workplace. About 50 of these result in people being killed (HSE statistics)

Therefore it's imperative the following principles are followed:

- Loading and off-loading in designated areas
- Check the area behind the vehicle is clear before reversing
- When on foot, never walk behind a vehicle – always stay visible
- Avoid working at height, always sheet and un-sheet on the ground
- Never climb, hang or jump onto the vehicle
- Always wear PPE
- Always Give Way where the sign is displayed (see sign right)



SIGNS & LABELS



Information



Mandatory



Prohibition



Warning

FIRE PREVENTION

Lives, jobs and financial loss are at risk if a fire breaks out in a big way.

The prevention of fires at work is vital.

MAKE SURE YOU KNOW:

- Evacuation procedures (safe/clear access and egress)
- Location of fire escapes
- Location and type of firefighting equipment
- Location of call points
- Location of assembly points

HOW TO PREVENT FIRES AT WORK?

- Obeying NO SMOKING signs
- Never using unapproved heating, lighting or cooking appliances
- Not placing clothes on, or near, heating appliances
- Not allowing combustible materials and debris to accumulate
- Making sure you know the location of extinguishers, their contents and appropriate use

SMALL FIRES CAN SPREAD QUICKLY – WHAT TO DO IN THE EVENT OF A FIRE?

- Keep calm – sound the alarm or report the fire immediately
- Only attempt to extinguish small fires if you can do so without placing yourself at risk
- On hearing the alarm, evacuate the building, or site by the nearest exit

Classifications of Fire

CLASS A Rags, wood, paper, fabrics etc.

CLASS B Petrol, diesel, solvents

CLASS C Gases

CLASS D Metal

Types of Extinguishers

*** ALL NEW EXTINGUISHERS ARE RED ***

WATER (CLASS A)

DRY POWDER (CLASS A, B, C & ELECTRICAL. M28 FOR CLASS D)

CARBON DIOXIDE – CO2 (CLASS B & ELECTRICAL)

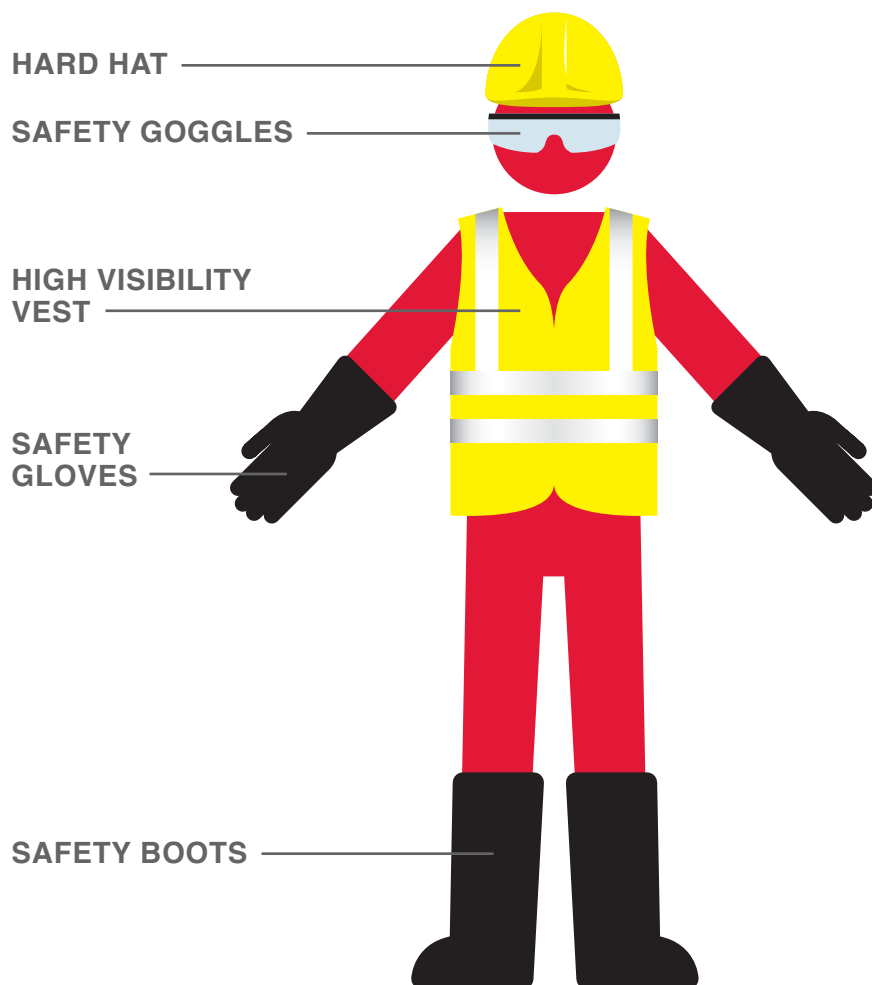
FOAM (CLASS A & B)



PERSONAL PROTECTIVE EQUIPMENT

In some work activities personal protective equipment (PPE), has to be supplied and used because there is no other way to protect you from the possible risk of injury and or, ill health.

- Wearing your PPE is YOUR RESPONSIBILITY!
- If in doubt ask your supervisor/manager what, if any, PPE should be used for your work activity
- Check that your PPE is suitable for the task. If necessary, ask for training in the correct use of PPE, before you start work
- Make sure that the PPE is properly adjusted for comfort and it complies with recommendations
- Ensure the necessary tests are carried out regularly and result recorded. Report any defects
- Ensure that your PPE is stored appropriately



MANUAL HANDLING

Manual handling causes over a third of all workplace injuries.

Where the load is within the lifting capability of an employee, the following steps must be taken to avoid a possible manual handling injury occurring:

- Always wear appropriate protective clothing, including gloves if necessary and know your limitations.
- Prior to lifting, check that the load can be moved and that there are no sharp edges.
- You should be as close to the load as possible, with the feet about hip width apart and your lead foot slightly forward. Where possible, face the direction in which you intend to take the load.
- The knees should be bent to enable you to get down to the load and the back should be kept as straight as possible
- Obtain a firm grip and raise your head with your chin tucked in as this will also help straighten your spine.

Reducing the risk of injury

Mechanical assistance

- Hoists
- Conveyors
- Trolleys
- Lifts

Improving the task

- Use more than one person
- Divide the load
- Individual selection



USING HAZARDOUS SUBSTANCES

Hunterskill Recruitment Ltd has procedures in place for complying with the requirements of current rules and regulations on asbestos and other hazardous substances. You should always follow these rules and any subsequent guidance given.

Using Substances Safely

- Always read and understand the label before you use, transport or store any substance
- Follow the safety instructions on the label
- Report any hazard, leak or spillage to your Manager – don't assume someone else will!
- Never mix substances together unless the instructions say it is safe to do so
- Use all necessary protective equipment provided
- Ask you manager to see the relevant Material Safety Data Sheet for more information about the substance such as first aid measures
- Use minimum quantities
- Use ventilation or enclosures provided
- Are there safe systems of work?
- Use PPE as required/directed
- * Ensure personal hygiene
- If asbestos is believed to be present in any circumstances, then it should be reported immediately to your manager - this will then be dealt with under the Control of Asbestos Regulations 2006

(Do not handle asbestos unless you have been trained to do so)

EUROPEAN SYMBOLS



NEW INTERNATIONAL SYMBOLS



HAZARD CHECKLIST

- Does the product you use have a danger label?
- Does your process produce gas, fume, dust, mist or vapour?
- Is the substance harmful to breathe in?
- Can the substance harm your skin?
- Is it likely that harm could arise because of the way you use it?
- What are you going to do about it?
- Use something else?
- Use it in another, safer way?
- Control it to stop harm being caused?

ELECTRICITY

Electricity is a familiar and necessary part of everyday life but electricity can kill and severely injure people – therefore it is important to follow these simple steps:

- Check plugs and cables of all electrical tools and equipment, make sure they are in good condition
- Check for overheating, such as burn marks or staining on the plug or lead
- Do not use equipment in unsuitable conditions, such as wet or dusty environments
- Do not leave trailing cables, these become a trip hazard
- Only use equipment suitable for the job
- Don't attempt to repair equipment, unless you are a competent electrician and are authorised to do so
- Report any damage or defects to your supervisor or manager
- Always switch off and isolate all electrical equipment after use
- If faulty equipment is taken out of use, label it "DO NOT USE" and keep it in a secure location until a competent person examines it
- Where possible, ensure tools and power sockets are switched off before plugging in and/or unplugging
- Equipment must be switched off and/or unplugged before cleaning or making any adjustments.



NOISE

It is often difficult to completely eliminate noise in the workplace. The following steps should however help to reduce the risk of hearing damage:

- If you feel uncomfortable about the noise level you are working in, please report this to your supervisor or manager
- Wear the ear protection provided by your employers, (ear muffs or ear plugs)
- Look after the ear protection and report defects immediately
- Make full and proper use of any relevant noise reduction equipment your employer provides, such as silencers on machines – these must not be removed!

Note: If people have difficulty speaking to each other over approximately two meters, using normal speech levels, you may need to be provided with ear protection.

Under 80dB No Action

Between 80dB - 85dB First Action Level / Ear Protection Recommended

85dB and above Second Action Level / Ear Protection Must be Worn (Mandatory)

Threshold of Normal Hearing	0
Whispered Voice	20
Fridge/Freezer Hum	40
Normal Conversation	60
City Traffic Noise	80
Lawn Mower or Motorcycle	90
Work Shop	100
Chainsaw	110
Racing Cars, Snowmobile	120
Rock Concert, Firecrackers	140

WORKING WITH MACHINERY

- Ensure that you are competent (had relevant training)
- Always work to the safe systems of work
- Be sure of the controls and emergency stops
- Always use the guards
- Do not allow unauthorised use

DO

- Keep the area around your machine clear – good housekeeping
- Make sure you always wear the appropriate PPE when operating machinery
- Always isolate power driven plant before you attempt any maintenance
- Report damage immediately
- Ensure long hair is tied back

DON'T

- Use machinery unless guards are in position and firmly secured
- Clean machinery when in use/motion
- Reach or climb over machinery
- Use hands to slow or stop machinery
- Wear loose clothing which could become entangled in the machine

LEPTOSPIROSIS

There are two types of Leptospirosis that can affect workers in the UK. When working and handling waste, you only need to be concerned with one type:

- Weil's disease – this is a serious fatal infection that is transmitted to humans by contact with urine from infected rats.

How might you catch it?

The bacteria can get into your body through cuts and scratches and through the lining of your mouth, throat and eyes, after contact with infected urine or contaminated water.

How you can prevent it?

- Wash cuts and grazes immediately, with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work
- Wear your personal protective equipment
- Always wash hands, contaminated clothing or other materials before eating, drinking and smoking



What are the symptoms?

The disease starts with a flu-like illness, with persistent and severe headaches, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the disease can be fatal.

What else should you do?

Report any illness to your doctor, tell the doctor about the nature of your work. Leptospirosis is much less severe if it is treated promptly

If your doctor decided you have Leptospirosis, tell your employer, who will then report it to the HSE

If you are self-employed, you must report it yourself

SUMMARY

- Never undertake a task if you believe it is unsafe to do so
- Always seek advice or source information if you are unsure about any safety issue
- Ensure that you have adequate training for the job that you are expected to do
- Carry out duties as per any current legislation
- Never act in any way that may put you or someone else at risk
- Always obey safety information and warning signs
- Make sure you become familiar with any substance you use and the accompanying safety symbols – check data sheets
- Always follow safe work procedures or established safe working practices
- Always wear any required personal protective equipment
- Never tamper with guards, shields or interlock devices on tools or equipment
- Only use tools and equipment for the task they were designed for
- Ensure health and safety remains a constant part of every function at work, regardless of your job

The information relayed in this booklet cannot cover every aspect of Health and Safety at Work, or while visiting our site but it does provide a basic awareness and reminder of the more common factors associated with the workplace. If you wish to seek more advice you should speak to your supervisor, manager or company director.

Alternatively contact Hunterskill Recruitment Ltd

Tel: 01473 216611

Email: enquiries@hunterskill.com

