

Health and Safety Employee Handbook

**Produced by
TEAM Safety Services Ltd**



QSPHCR
Registered Consultant



TEAM Safety Services Ltd's health and safety Employee Handbook provides employees with important information to help them manage their own health and safety effectively.

All employees will be given a copy of this handbook at their company induction training; they will also be given an updated copy when changes have been made within it. This handbook forms part of the health, safety and welfare information that employers have to provide to their employees at work.

If you receive this handbook from your employer please ensure that you read and fully understand the contents within it. It is your responsibility to ensure that you follow the guidance within this handbook and that you work within your employer's policies, procedures and safe systems of work. Failure to do so could lead to disciplinary action and even dismissal from your company.

If you have any questions regarding this handbook please contact your line manager.

Your safety is our priority – and it should be yours!

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Health and Safety Policy

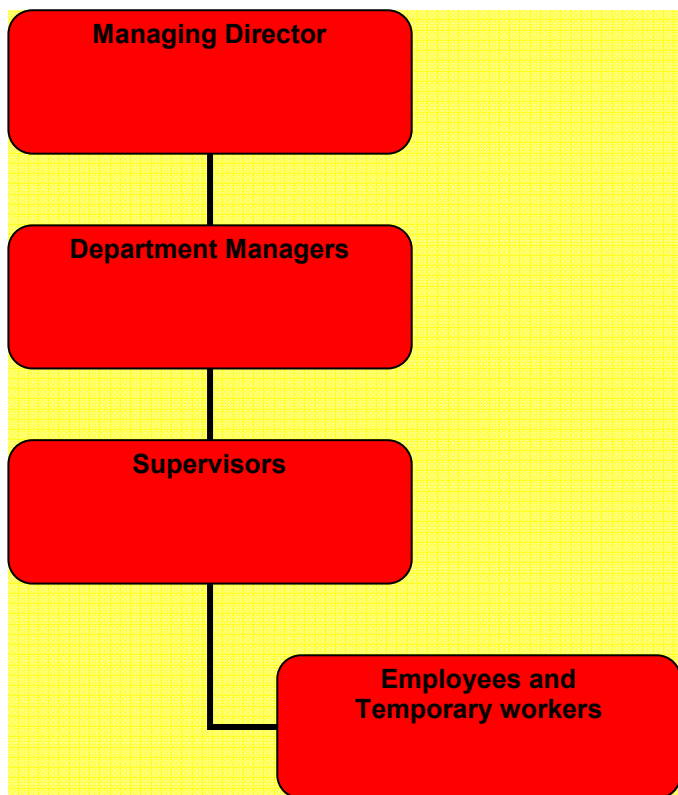
In compliance with the requirement of Section 2 (3) of the Health and Safety at Work Act 1974, your company is effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy has been compiled and outlines the company's health and safety arrangements. A copy of this is available for all employees to read. This policy will be prominently displayed on the company's health and safety notice board. If any interested person wishes to view the master health and safety policy it can be seen by contacting your line manager who will arrange for the document to be made available.

Please read the health and safety policy regularly to ensure you are up to date with its contents.



Organisation



Organisation

The **Managing Director** will implement the company's health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The **management of the company** looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees at all levels. Therefore it is the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the company aims to protect everyone, including members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard of danger.

All **employees** have duties under the Health and Safety at Work Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company so that it can comply with the legal requirements placed upon it in its implementation of this policy.

Organisation

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing risk, determining suitable and sufficient control measures, and informing employees of the correct procedures.

The company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, and the provision of adequate safety equipment. It will also ensure that appropriate information, instruction, training and supervision is given.

Please refer to your company's health and safety policy for your individual health and safety roles and responsibilities.

Health and Safety Law

What you need to know



This is a web-friendly
version of pocket card
ISBN 978 0 7176 6350 7,
published 04/09

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre: **0845 300 9923**. Report other injuries, diseases and dangerous incidents online at **www.hse.gov.uk**.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: **www.hse.gov.uk**

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at:
www.direct.gov.uk

This pocket card is available in priced packs of 25 from HSE Books, ISBN 978 0 7176 6350 7. A web version can be found at www.hse.gov.uk/pubns/law.pdf. The information in this pocket card is available in other formats.

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Arrangements

3.1 Accidents

Why do workplace accidents happen?

They do not '**just happen**'! There is always a reason for them. For example:

- A lack of safety management, planning and control
- Dangerous systems of work
- Dangerous plant and equipment
- Lack of training
- Poor attitude of employers and employees

How can I prevent workplace accidents occurring?

By following these 5 steps below!

Step 1 - Carry out a thorough risk assessment

If the control measures identified are realistic and achievable (e.g. by adding a guard to a machine, training staff to use equipment, implementing an equipment maintenance programme) they will be effective.

Step 2 - Record all Accidents

Keeping an accident book is a good idea because it enables you to become aware of all accidents, thus giving an accurate picture of the hazards in the workplace. Employees need to be made aware of the need to report accidents and that it is in their interests to do so.

Step 3 - Investigate Accidents

By looking thoroughly at the circumstances surrounding the accident, the cause or contributing factors can be identified. This means that a recurrence can be avoided. A simple investigation kit may be useful and should contain:

- Investigation Checklist
- Camera
- Incident Report Forms

3.1 Accidents

Step 4 - Communication

The findings should be reported back to all employees in a manner that does not apportion blame to anyone. Remember, in order to promote a positive safety culture, the whole process must be managed by someone who is approachable, level-headed and knowledgeable.

Step 5 - Don't ignore near misses

Research has shown that for every accident resulting in a major injury e.g. broken leg, there are 29 minor injuries (sprained ankle) and 300 no injury accidents (near misses).

So by being aware of the number of near misses and minor injuries you can prevent major injuries.

Reporting of injuries, diseases and dangerous occurrences regulations.

Employers must report accidents that result in serious injury to employees or visitors. Other "work-related" diseases and dangerous occurrences must also be reported.



3.1 Accidents

Who do I report accidents to?

To your Line Manager.

What details do I record in an accident book?

You should record the following details as a minimum:

- The name of the casualty
- Their home address and telephone number
- A brief description of how the accident happened
- The names of any witnesses
- Follow-up action taken (if any)

Legally, you must have an accident recording system. It is recommended that this is done by having an accident book so that you can record and identify accident causation trends in order that something can be done to stop their recurrence.

RIDDOR reportable Accidents / Incidents

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Some accidents and incidents are reportable. These include:

- Death
- A major injury (see RIDDOR schedule 1)
- Reporting of three-day plus accidents
- Dangerous Occurrences (see RIDDOR schedule 2)
- Diseases (see RIDDOR schedule 3)

These must be reported to the Incident Control Centre via:

<http://www.hse.gov.uk/riddor/report.htm>

For more information on RIDDOR see the above link.

3.2 Alcohol and drugs

All alcohol and drugs impair individual reaction speeds and it is not wise to be in the workplace after consuming any alcohol or drugs.

Under no circumstances:

Report or endeavour to report for work on any of the company premises having consumed alcohol or under the influence of drugs.

Be in the possession of any drugs whilst on the premises.

Drugs properly prescribed by a general practitioner for medical treatment are permitted, provided such use does not adversely affect the person's ability to carry out the work for which he/she is employed in a healthy and safe manner. Employees should advise management if they have any medical condition or are taking medication that could affect their work and the health and safety of either themselves or others.

Failure to comply with this requirement may result in immediate removal of the subject person from the premises and formal disciplinary action.



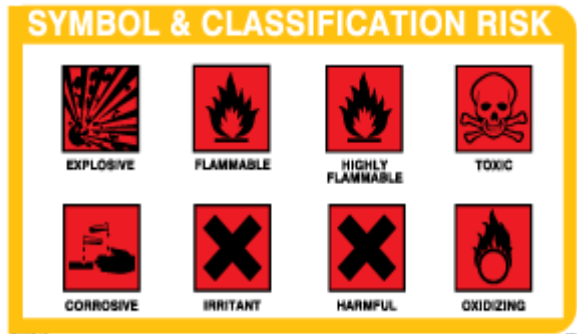
3.3 COSHH

The Control of Substances Hazardous to Health Regulations are more commonly known as the 'COSHH Regulations'. They require the employer to assess the risks to health from the use of substances needed as part of a work activity.

Why do I need to know about COSHH?

The effects from some substances are not immediately obvious (e.g. exposure to wood dust in a timber cutting area can cause cancer of the respiratory passages. This may only become apparent after a number of years). Similarly, prolonged repeated exposure to cleaning agents may cause sensitization. This is where an employee develops an irreversible allergy to the substances used which may prevent them continuing with this job. A thorough COSHH assessment will help eliminate or reduce these effects.

COSHH Labelling



**ALL HAZARD WARNING LABELS ARE
ORANGE IN COLOUR.**

3.3 COSHH

COSHH Do's and Don'ts

DO NOT WORK WITH ANY HAZARDOUS SUBSTANCE WITHOUT A COSHH ASSESSMENT.

Do

- Read the product label and COSHH assessment provided so that you understand the hazards of the job before you start work.
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are closed when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur according to COSHH assessment.
- Follow all instructions on the storage and transportation of chemicals as detailed in the COSHH assessment.
- Look for COSHH labelling on all work substances.

Don't

- Taste chemicals or touch them with your bare hands.
- Try to identify chemicals by their smell.
- Smoke or drink in the workplace.
- Leave unmarked chemicals around - label as original container.
- Be afraid to ask questions.
- Work with substances that you have not been trained to use.
- Work with substances with a COSHH label without a suitable COSHH assessment.

3.4 Disciplinary Rules (Safety)

Please note that you may be subjected to disciplinary action and could be dismissed if after an investigation you are believed to have acted in any of the following ways.

- Deliberately breaking any of the company safety instructions / rules.
- Remove or misuse any piece of equipment, labels, sign or warning device which is provided by the company for the protection and safety of its employees.
- Used a naked flame in a no smoking area.
- Failed to follow the laid down procedure for the use of:
Isolations.
Permits to work.
Flammable or hazardous substances.
Items of lifting equipment.
- Behaved in any manner that could lead to accidents / incidents and the injury of any persons.
- Acted in a manner which could affect the professional reputation of the company.
- Undertook any action that may interfere with an accident investigation.



3.5 Display Screen Equipment (DSE)

DSE is any alpha-numeric or graphic display screen. Within most work environments the DSE that we need to be concerned with are desk top computers and lap top computers.

The Health and Safety (Display Screen Equipment) Regulations (1992, 2002)

The regulations require that an employer does the following:

- Perform a suitable and sufficient DSE RA
- Review these assessments when changes occur
- Provide training and information
- Provide eyesight tests
- Provide money towards glasses for DSE use
- Plan DSE work to include breaks

DSE User

The DSE regulations defines a user as:

User - an **employee** who habitually uses DSE as a significant part of their normal work.

The workstation needs to be adjusted according to individual requirements. This means that each user will need to have an assessment carried out. Therefore, if two people use the same workstation an assessment will have to be done for each person.



3.5 Display Screen Equipment (DSE)

DSE Assessments are to take place:

- For a new employee
- When the employee believes they are at risk
- When a Manager/Supervisor believes the employee is at risk
- When there has been a significant change.

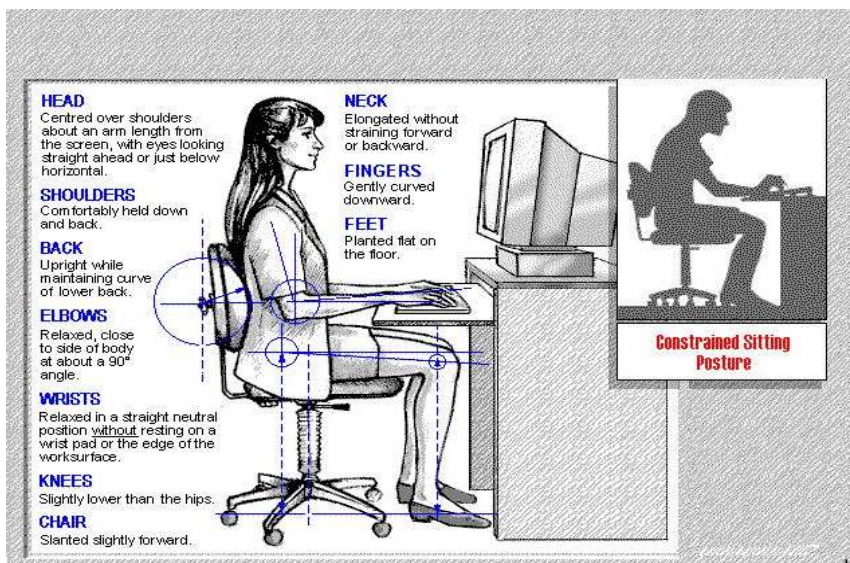
Risks of using DSE

All of the following can happen as a result of using DSE without considering the hazards.

- **Work Related Upper Limb Disorder (WRULD)**
- **Stress**
- **Eyestrain / headaches**
- **Dry eyes.**

If a person is experiencing any of these symptoms it could be a warning that the workstation or work habits need attention.

Please see below what an assessor should be looking for.



3.6 Electricity

ELECTRICITY CAN KILL!

The main dangers from the use of electricity are shock, burns, fires and explosion. The Electricity at Work Regulations control the use of electricity in all workplaces by placing duties on employers, employees and the self-employed to use the electrical installation and equipment safely.

The following are some examples of common electrical hazards to look out for:

- **Damaged equipment, e.g. cuts to cable and flexes, broken plug tops, etc.**
- **Non-standard repairs including taped joints, taped plugs or equipment.**
- **Overheating of flexes or appliance - tell tale signs are burn marks or staining.**
- **Cables not secured by the cord grip within the plug.**

The electrical installation of the premises should be installed to BS 7671:1992 requirements for electrical installations, and any electrical work must be carried out by a competent person. It is also recommended that the installation is thoroughly inspected by a competent person at least every five years.

A record of all electrical appliances should be made and regularly checked to ensure they are safe to use. The check can be visual to identify any physical damage or burn marks, and then, at appropriate intervals an in-depth inspection and test can be carried out by a competent person (PAT testing).

3.6 Electricity

Electricity Do's and Don'ts

Do not:

- Leave cables where they can get damaged, wet or pulled out of their connection.
- Lift, pull, lower or carry electrical equipment by the electric wire.
- Misuse electricity or electrical equipment.
- Force a plug into a wrong socket or jam wires into sockets.
- Overload sockets.

You should:

- Take care not to run chairs or other objects over cables.
- Take care not to damage cables that are under desks.
- Check that leads are in good condition.
- Only use equipment that has been checked and labelled as safe and has a date code mark.
- Use extension leads only when necessary and have been approved by the organisation.
- Always follow the manufacturer's instructions.
- Report and isolate faulty or damaged equipment.
- Always keep switchboards and main electrical panels clear of obstructions at all times.



3.7 Fire

If you discover a fire:

- **Raise the alarm.**
- **Call 999.**
- **Close all doors and windows to prevent the spread of fire.**
- **Evacuate the office/site by the nearest exit.**
- **Do not use lifts.**
- **Report to assembly point.**
- **Report information to Site Manager or Fire Marshal.**
- **Do not re-enter until the “responsible person” has told you to.**

If you hear the fire alarm:

- **Evacuate the office/site by the nearest exit.**
- **If safe to do so, turn off any plant, cylinders etc.**
- **Do not use lifts.**
- **Do not collect belongings.**
- **Go straight to assembly point.**
- **Wait for role call.**
- **Do not return until authorised.**

You must:

Find out where your fire assembly point is.



Find out your nearest fire escape route / routes.

Find out where the nearest fire call point is.



Fire 3.7

Fire can Kill

The following fire safety checklist will aid you in your risk assessment of the workplace.

Fire Prevention:

- Keep work areas clean and tidy.
- Dispose of waste regularly.
- Store goods and equipment tidily.
- Keep electric fires/lamps away from combustible material.
- Regularly inspect and have repaired any worn or damage electrical equipment or wiring. Periodic examinations must be carried out by a competent person.
- Never put items such as books, papers or clothing over heaters or ventilation openings on equipment.
- Develop a system for checking work areas at the end of the day to make sure that equipment is switched off.
- Devise a smoking policy.
- Remove grease frequently from kitchen ventilators and cooker extractor hoods.
- When flammable substances are used, keep them in a proper storage cabinet, and for large quantities, provide a "flammables" fire resisting cabinet.
- Make sure that liquefied petroleum gas appliances are serviced regularly and that cylinders are stored/installed outside in a well ventilated compound area where no tampering can take place.
- Ensure good ventilation to areas where flammable vapours or dust may be created, e.g. welding, battery charging, etc.

Fire 3.7

Fire Protection:

- Keep fire doors closed - if fire doors are on automatic door release units, ensure they are not obstructed;
- Make sure that any smoke detectors, sprinkler systems, etc., are well maintained;
- Check fire dampers in ducting and hoods operate efficiently;
- Before carrying out any alterations to fire resisting structures inform Local Building Control Department;
- Make sure staff know how to raise the alarm and how and when to use fire extinguishers.

Fire Fighting Equipment:

It can be very dangerous to use the wrong extinguisher. Only competent persons should attempt first aid fire fighting.

Types of fire extinguishers:

Water - used for general fires such as burning paper, cloth or wood.

Foam - used for burning liquids, chip pan fires, petrol fires.

Fire Blanket - used for pan fires, when a person's clothes are on fire.

Powder Standard - used for burning liquids, electrical fires, pan fires.

Carbon Dioxide (CO₂) - used for burning liquids, electrical fires.

3.8 First Aid

All employers and self-employed people must provide adequate first aid arrangements which will differ depending on the size of the company, and the hazards and risks inherent in the workplace.

All workplaces require a first aid box (including transport vehicles used for work). The contents of the first aid kit should be linked to the risks in the workplace, but as a guide and where there is no special risk in the workplace, a minimum stock of first aid items would be:

- A leaflet giving general guidance on first aid e.g. HSE leaflet Basic Advice on First Aid at Work
- 40 individually wrapped sterile adhesive dressings (assorted sizes)
- 4 sterile eye pads
- 6 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 8 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 4 large sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- Paramedic shears
- 2 pair of disposable gloves
- Sterile eyewash if no clean running water.

The above is a suggested contents list for up to 50 persons.

You must know who your first aiders are and where the first aid points are located at your place of work.

3.8 First Aid

The names of the first aiders can be found on the first aid notices which are displayed in prominent locations around the company's premises.

In an emergency:

**DIAL 999
ASK FOR THE AMBULANCE
GET THE NEAREST FIRST AIDER**



If medical treatment is required dial 999 and ask the emergency services to send an ambulance, giving the address and the nature of the injury. If necessary post a look out for the ambulance and crew so that they can be directed to the casualty quickly.

The contents of the first aid kits will be checked and replaced as required by the company's first aider.

3.9 Gas Cylinders & Gas Safety

All compressed gas cylinders must be kept upright and secured in the correct storage area with the correct warning signs displayed. It is important to ensure that the various gas cylinders are segregated accordingly i.e. fuel gas separate from oxygen, full cylinders from empty etc.

Always:

- Store cylinders in a cool place.
- Turn off the gas at the cylinders and allow the gas in the pipeline to burn off before closing the valves.
- Make sure when changing the cylinder that the valve is closed before removing the regulator.
- Ensure that hoses are in good condition.
- Keep naked flames and other sources of ignition away from gas cylinders.

Never:

- Use or store a gas cylinder on its side.
- Store gas cylinders below ground level.
- Attempt to heat a gas cylinder, however cold the weather.

Gas systems and appliances must be kept in a safe condition so as to prevent the risk of injury to any person or damage to buildings. Gas systems that are in a defective condition may give risk to carbon monoxide poisoning or injury from explosion.

Gas heating systems, mobile gas heaters, cooking equipment, etc., must be checked for safety at least every 12 months.

The check must be carried out by a Gas Safe registered gas fitter.

3.10 Hazard Detection

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations both state that employers and employees have a legal duty to inform persons of hazards within the workplace.

The management informs employees by means of risk assessments, instruction, supervision, training and documentation.

The employees inform management by means of safety representatives or verbal and written communication.

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all members of the workforce have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it must be reported immediately to your Line Manager.

Near miss

Near misses are accidents that nearly happened, e.g. potholes, trailing cables or faulty equipment. These need to be reported when they happen so that action can be taken to put them right.

When a near miss has been identified it must be reported immediately to your Line Manager.

3.11 Hazards and Risk

A hazard is something that has a potential to cause harm, including ill health or injury.

A risk is the likelihood that a hazard will cause harm during the course of the work activity.

The company accepts that some of its work activities could create risks to employees and other people unless properly controlled. Therefore it is the company's policy to take all reasonable steps to reduce the risks to an acceptable level.

A **risk assessment** will have been completed for all work activities undertaken by the company that contain significant risks. These risk assessments are kept in the risk register and you have access to the assessments through your line manger.

You should ensure that you are familiar with the relevant risk assessments for the work that you are undertaking prior to commencement of work.

If you identify any hazards that may put someone at risk you should report it immediately to the your line manager.

3.12 Ladders

More accidents occur from the use or misuse of ladders than any other item of work equipment!

Only trained persons should use ladders at work.

Ladders should only be used when the work is of a short duration and can be completed safely.

There are three classes of ladders, class 1, 2 and 3. However class 1 is the only type of ladder that should be used at work. All ladders should be of sound construction and free from any defects.

Set-up for leaning ladders

- Do a daily pre-use check (include ladder feet)
- Secure it
- Ground should be firm and level
- Maximum safe ground side slope 16° (level the rungs with a suitable device)
- Maximum safe ground back slope 6°
- Have a strong upper resting point (not plastic guttering)
- Floors should be clean, not slippery.

Leaning ladders in-use

- Short duration work (maximum 30 minutes)
- Light work (up to 10 kg)
- Ladder angle 75° - 1 in 4 rule (1 unit out for every 4 units up)
- Always grip the ladder when climbing
- Do not overreach - make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task
- Do not work off the top three rungs - this provides a handhold.

3.12 Ladders

Set-up for stepladders

- Daily pre-use check (feet included)
- Ensure there is space to fully open
- Use any locking devices
- Ground should be firm and level
- Floors should be clean, not slippery.

Stepladders in-use

- Short duration work (maximum 30 minutes)
- Light work (up to 10 kg)
- Do not work off the top two steps (top three steps for swing-back/double-sided stepladders) unless you have a safe handhold on the steps
- Avoid side-on working
- Do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task.



3.13 Manual Handling

Do any of your work activities involved people lifting, carrying, pushing or pulling any load? If so, you need to assess the risk of injury to your workers posed by manual handling. You need to ask yourself the following question: Can the activity be done by using mechanical aids, e.g. trolleys, sack trucks, etc? If not, then the manual handling operation should be assessed by considering:

- the task to be carried out
- the load to be moved
- the environment in which handling takes place
- the capability of the individual involved in the manual handling

Failure to properly assess the handling operation can lead to people receiving injuries such as bruising, cuts, hernias, fractures etc.



3.13 Manual Handling

All possible steps must be taken to reduce the risk of injury to the lowest level possible.

Please consider the following:

- Wherever reasonably practicable, mechanical devices should be used for the lifting and moving of objects rather than manual handling. The equipment used should always be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
- The route over which the load is to be lifted or moved should be inspected prior to undertaking the lifting operation to ensure that it is free of obstacles or spillages which could cause tripping hazards.
- Employees should not attempt to lift or move a load that is too heavy to manage comfortably.
- Where team lifting or moving is necessary one person should act as coordinator, giving commands to lift, lower etc.
- When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back.

3.14 Noise

Noise is unwanted or unpleasant sound. Exposure to high noise levels can cause **incurable hearing damage**.

The effect that it has depends on the noise level (measured in decibel units as dB(A)) and the exposure time. Damage most commonly occurs due to exposure over a period of time, a single noise can also cause instantaneous harm. Once damage occurs there is no cure.

Some typical noise levels are shown below.

0dB(A) Hearing Threshold

60dB(A) Normal conversation

70dB(A) Traffic

90dB(A) Tube train, typical process plant

100dB(A) Pneumatic drill, chain saws

120dB(A) Diesel engine room

140dB(A) Threshold of pain

Remember - If you have to shout to be heard 1m away then you may need a noise assessment!

The company will:

- Assess the risks to your employees from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide your employees with hearing protection if you cannot reduce the noise exposure enough by using other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide your employees with information, instructions and training
- Carry out health surveillance where there is a risk to health.

3.14 Noise

Where an assessment shows that any employee is exposed to occupational noise exceeding the recognized noise values, the noise level must be reduced.

Methods for achieving this include:

- Reducing the noise produced
- Replacing worn machine parts
- Placing machinery on rubber mountings
- Changing the machine to a quieter model
- Reducing the time the machine is used for or the length of time the employee spends in that area
- Enclosing the machine so that there is a barrier between the employee and machine.

If the noise cannot be reduced to below the required level the company will provide ear protection to all employees exposed.

Any employee exposed to work place noise within the action levels will receive information and training about the risk to hearing and what they can do to minimise these.

You Must:

- Obey noise safety signage
- Wear you PPE correctly
- Report defected PPE
- Highlight noise hazards to your line manger.



3.15 Personal Hygiene

All workplaces must, by law, be safe and healthy and the employer should provide basic facilities for staff and visitors alike. This applies whether you work in a shop, hotel, office or factory.

You should have:

- Separate clean, ventilated toilets for each sex
- Wash hand basins with hot and cold (or warm) running water
- soap and a means of hand drying
- Suitable facilities for sanitary dressing disposal.

In order to safeguard your health it is important that you maintain a high standard of hygiene to help prevent illness or industrial disease. This will benefit yourself and your colleagues.

Always:

- Wash your hands regularly.
- Wash your hands after handling contaminated material or waste.
- Wash your hands before eating.
- Wash your hands after using the toilet.
- Protect cuts and grazes properly.
- Report any rashes which occur after handling chemicals or contaminated materials.

3.16 Personal Protective Equipment (PPE)

The company will compile detailed risk assessments for all work activities that are undertaken by the organisation. Where risks cannot be controlled by any other means, then suitable personal protective equipment will be provided. Where equipment is required to be worn, safety signs will be displayed in prominent positions.

The company will:

- Ensure PPE is maintained and cleaned
- Remove any defective equipment from use until it has been repaired
- Provide adequate storage for the equipment whilst not in use
- Ensure the equipment is used in a proper manner
- Give adequate training, information and instruction for the proper use of the equipment by employees.

All personal protective equipment or clothing should:

- Fit correctly
- Be comfortable and fully adjustable where required
- Be compatible with any other personal protective equipment that is required to be worn, e.g. safety glasses and ear defenders.

Before any employee is issued with personal protective equipment they will be instructed on the following points:

- The importance of wearing the equipment and how to wear the safety equipment correctly.
- How to maintain and clean the equipment correctly.

It is important to report **all** defects, damage, or loss of PPE to your line manager immediately.

3.16 Personal Protective Equipment (PPE)

Types of PPE most commonly used in the workplace:

Safety visors and goggles

The choice depends on the materials from which the eyes are being protected. Visors are useful to protect the full face from chemical splashes; close fitted goggles may be necessary to avoid dust vapours and gases getting into the eyes.



Respiratory Protection

A range of respiratory products is available from simple dust masks to specialist equipment for working in unbreathable atmospheres.

Ear plugs and muffs

Hearing protection equipment can now be purchased which will filter out the bulk of residual noise whilst allowing reasonable hearing of speech.



3.16 Personal Protective Equipment (PPE)

Footwear

Properly designed shoes or boots can provide non-slip properties, resistance to penetration by sharp objects, protection from splashes of hot, toxic or corrosive materials, protection from cold or from ingress of moisture and protection to the toes and soles of your feet.

Gloves

An extensive range of gloves can be supplied: chain mail gloves when working with sharp knives; rubber gloves for chemicals and micro organisms; leather or cloth gloves against abrasion; heat resistant gloves for handling hot materials.

Safety helmets

Some helmets have attachment points for ear defenders, visors, etc.

Over-clothing

Over-clothing obviously may be necessary to give water or cold protection. Less obvious uses are to give high visibility, to protect or enclose personal clothes, to protect the user from splashes of hot, toxic or corrosive materials, or for purposes of hygiene.



You must wear your PPE when instructed to by your Employer, when stated on the risk assessment, and when safety signs order you to.

3.17 Personal Safety

Although statistically very few employees are likely to become victims of crime or suffer injury, whether accidental or otherwise, personal safety is an issue that affects all companies.

Here are some practical steps that you can take to reduce risk:

- Ensure a record of intended movements is left with somebody when at all possible.
- Dress appropriately for the area that you plan to visit, avoid wearing jewellery.
- Think ahead and plan your journey. Avoid going to deserted areas, particularly late at night.
- Consider whether you should be taking somebody else with you.
- Whenever possible, keep to well lit and busy main roads when walking alone at night.
- Avoid short cuts like alleyways, waste ground and wooded, bushy areas.
- Stay alert; be aware of what's going on around you.

If you find yourself in a situation that could turn violent:

- Try to stay calm.
- Be aware of your body language and the other person's.
- Try to keep a safe distance and avoid physical contact if possible.
- If you cannot calm the situation down, call for help or look for opportunities to move away.
- Report all incidents to your employer.

3.18 Safety Signs

It is important that you take notice of all warning signs at work. They have been installed for your safety.

All safety signs are colour coded and each colour has a meaning.

			
Circular red signs indicate PROHIBITED . Red is also used to show the position of fire fighting equipment or No Smoking	Blue signs indicate that it is MANDATORY to carry out an action such as wearing of personal protective equipment.	Yellow and black give the WARNING of a hazard	Green signs identify or locate safety equipment as well as marking emergency escape routes.

Under statutory legislation certain signs and notices must be displayed in prominent positions around the premises.

The Health and Safety (Safety Signs and Signals) Regulations 1996 came into force on the 1st April 1996. The regulations state that employers must use a safety sign where there is a risk to health and safety that cannot be controlled by any other means.

Safety signs are now required to convey the messages pictorially as well as in writing to ensure that the information can be understood by everyone in the workplace.

It is important that you make yourself familiar with all safety signs that are displayed around the company premises and obey them!

3.19 Stress

Stress is the adverse reaction people have to excessive pressure or other demands that are placed upon them. It can be caused by issues at work or by concerns outside work or in some cases both.

Stress may be caused by a number of factors including:

- Long hours.
- Too much or too little work.
- Poor management.
- Working alone.
- Bad relations with work colleagues.
- Low pay.
- Lone working.
- Low job satisfaction.
- Shift work.
- Either actual or threatened violence, bullying or harassment.

The company has a duty to ensure that your health and safety is not harmed by work-related stress and will consult with you about organisational or workplace changes that are likely to increase demands. Management also have a duty to assess the risk to your health from work-related stress.

If you are feeling the effects of stress at work please contact:

**Your line manager , or
a trusted manager at the company, or
the HR department, or
an employee representative, or
your GP.**

3.20 Training

All employees have a legal responsibility to take reasonable care of themselves and others who may be affected by their acts and omissions. Employees must also cooperate with the organisation in relation to all training aspects and will be expected to attend any training courses that are provided.

It is company policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure that the company complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the organisation's undertakings.

Management will ensure that all new employees undertake a thorough induction course within the first week of employment. This will include:

- Company health and safety systems
- Company health and safety rules
- Accident procedure
- Company fire and emergency procedures
- Company first aid provisions
- PPE - use, maintenance, storage
- Job-specific training

The Managing Director is responsible for the health and safety training of all employees in areas under his/her control. He/she is also responsible for the induction of existing employees who are transferred into his/her departments.

All health and safety training will be undertaken as far as possible during working hours.

All training will be recorded, signed by the employee and trainer and will be retained on each individual employee's personal file for future reference.

3.20 Training

Why we have health and safety training



Examples of job-specific training:

- Abrasive wheel training
- Working at height
- Mobile tower training
- Confine space entry.

Please refer to the company training matrix for job-specific training requirements.

3.21 Visit from Enforcement Authority

They expect to see the following documents during an inspection.

- Information for Employees in poster or leaflet form on "Health and Safety Law"
- Safety Policy
- Risk Assessment and control measures identified
- Accident Book and Reporting forms
- Display Screen Equipment assessment
- COSHH assessment
- Work Equipment Maintenance Record
- Examination reports for all lifting equipment
- Written examination scheme and inspection records for pressure systems
- Manual Handling Assessment
- Electrical Test Certificate (for the installation)
- Inventory of all portable electrical appliances and details of maintenance checks
- Gas Systems Inspection reports
- Noise assessments
- Training records
- Internal safety check reports
- Previous Inspection Reports

The company recognises the need to co-operate with enforcement authorities. For this reason, it is important that all required documentation be maintained and kept up-to-date. Such documentation will include the health and safety policy, relevant risk assessments, emergency plans etc.

It is every employee's responsibility to co-operate with the company to ensure that all health and safety documentation is kept up-to-date and all relevant documentation is completed where necessary.

3.22 Work Equipment

Machinery is often fitted with guards to prevent any person coming into contact with moving parts.

The law requires all dangerous machinery be guarded. **It is illegal** for you to remove any guards or tamper with any safety devices such as interlocks. If you are required to remove any guards it is important to ensure you are authorised to do so and the machine is isolated.

Safety Checklist for Work Equipment

- Only trained and authorised users must be allowed to operate machinery. Young persons (those who have not attained the age of 18) must only use machinery while under supervision and training. They must not clean or get involved with maintenance work unless under proper supervision after thorough training.
- Machinery must never be used without proper guards in place. Posters, signs and supervision should be used to remind operatives of the need to use guards.
- Areas around machinery should be clean, tidy and free from obstructions.
- Appropriate safety clothing and equipment should be worn when operating machinery.
- A sufficient standard of lighting must be provided around machinery. In particular, "light flicker" must be prevented as this can cause problems when working with moving parts.
- A clear system of signage must be operated for defective machinery in order to prevent unauthorised use. Defects must be remedied promptly.

3.22 Work Equipment

Lifting Equipment and Lifting Operations

This includes any equipment used at work for lifting or lowering loads which also includes people.

A wide range of equipment is covered including cranes, fork lift trucks, passenger/goods lifts and hoists, mobile elevating work platforms and vehicle inspection platform hoists. Lifting accessories such as chains, slings, hooks, eyebolts, etc., are also covered.

If you use this type of equipment please ensure:

- All passenger lifts must be inspected every 6 months
- All ropes, chains, slings and other accessories must be of good construction, made of sound materials and checked every 6 months
- Safe Working Load must be displayed on all lifts and lifting tackle
- To get your lift equipment checked by a competent person (in line with their recommendations)

Remember!

Work equipment includes any equipment used in connection with work, e.g. tools, stepladder, stock trolley, stool, vacuum cleaner, abrasive wheel, etc. They all need to be maintained in a safe condition. It is important to look at the manufacturers' instructions to see how often the equipment should be maintained and by whom and action accordingly.

You must:

- Inspect your work equipment
- Defect any damaged or broken work equipment
- Only use work equipment you are trained to use.

**DO NOT USE DAMAGED OR BROKEN
WORK EQUIPMENT**



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