

# HEALTH+ SAFETY AT WORK



For J & E Hall, DAPS and Coulstock & Place employees





# Health and Safety at Work

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## Safety at work

This Handbook is about safety. **Your safety.**

It is important to everyone. It is not intended to be a comprehensive Health & Safety Instruction manual, rather it should be used for reference to ask pertinent questions.

Every year in this country, thousands of industrial accidents occur at great cost to life and limb, personal happiness and lost production.

We must aim to eliminate accidents. Nothing less can ever be accepted as satisfactory.

It is the duty and legal responsibility of all employees to conform to safety regulations and safe working practices at all times.

Your Manager or Supervisor is there to help you; if in doubt ask.

On the following pages you will find the Company Safety Policy to which both the Company and all employees have a legal requirement to adhere; also basic rules on safety which, if followed, may save you and others from needless suffering and worry.



## Statement of Policy

### 1. Policy

- a. SAFETY LEGISLATION and it's enforcement play an important part in securing minimum standards. But legislation cannot touch many areas of the working environment where there is risk of injury to persons and damage to property. If accident prevention is to be effective on this site, contributions must be made at all levels.
- a. The policy of the Company is to do all that is reasonably practicable to ensure the health and safety of its employees at work. The promotion of this policy is a line management function.
- a. The Company considers the promotion of health and safety measures to be a mutual objective for management and employees at all levels.

### 2. Effective implementation

The success of this policy depends upon the full co-operation of all employees whether discharging management functions or as individuals. The Company will:

- a. train employees
- b. ensure that adequate instruction and supervision is given to all employees
- c. review, and where appropriate revise, all safety measures in consultation with representatives of employees

- d. provide tools and equipment, systems of work, and working conditions which are, as far as reasonably practicable, safe and without risk to health
- e. provide first aid facilities

### **3. Duty of Employers**

- a. To ensure so far as reasonably practicable the HEALTH, SAFETY AND WELFARE of all these employees
- b. To prepare a written safety policy
- c. To provide and maintain safe plant, equipment and safe systems of work
- d. Safe transport and storage of materials and substances, including safety in handling
- e. Provide and maintain safe place of work without risk to health, including access and egress.
- f. Provide and maintain a safe working environment - without risk to health
- g. Provide information, instruction, training and supervision
- h. Consultation with safety representatives and committees, monitor effectiveness of consultations
- i. Must not charge employees for safety clothing and equipment required under statute
- j. Provide information of hazards which might effect others
- k. Duty of care to others using the same building
- l. Prevent emission of noxious fumes or offensive substances

### **Duty of employees**

It is the duty of all employees whilst at work:

- a. to take reasonable care for the health and safety of themselves and other persons
- b. to co-operate with management in complying with statutory duties
- c. not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health, safety or welfare in pursuance of statutory provisions

### **Duty of health & safety committee**

The responsibilities of the health & safety committee are to monitor health and safety measures at work. The committee will examine the implications of the health and safety inspections conducted by the safety representatives and inspectors from the enforcement authorities.

They will discuss the results of any accident and dangerous occurrence investigations and any remedial actions required.

They will discuss results from all risk assessments, audits and other harmful effects on the working environment.

They will review the Health, Safety, Quality and Environmental (HSQE) Policy at least annually.

The structure of the Health and Safety Committee will include both management and employee representatives as well as the safety representatives. The number of management representatives will not exceed the number of employee representatives. The members of the Health and Safety Committee are published on the intranet with contact numbers.

#### 4. Organisation

The organisation for safety is shown in the following diagram. Employees are responsible for the discharge of their duties with proper care and attention but should refer to their immediate supervisor or manager for instruction, guidance and advice.

#### 5. Safety Organisation



## 6. General Codes of Practice

The prevention of accidents is the concern of everybody. Management seeks to provide a safe workplace and safe working methods. YOU can play your part by working safely. You must keep your eye on the job and never take risks. If you study these codes you will go along way towards keeping out of harm.

1. Nobody under the influence of drink or drugs will be allowed to work.

### Alcohol

Even a small amount of alcohol consumed at lunch time for example, can reduce a persons reactions then he or she may make an error of judgement when operating plant, machinery or equipment. In addition the person's perception of risk can be reduced.

The 'morning after' condition can also lead to serious incidents and accidents, lack of concentration and carelessness all lead to unsafe working conditions and subsequent injury.

### Drugs

The use of all drugs can at times lead to health and safety hazards, e.g. drugs are taken to induce a feeling of perception different to their current state of alertness.

This is not a compatible situation for a safe working condition.

Be aware that many drug s that are prescribed for medical conditions can also have adverse side effects; these can be detrimental to health and safety.

The warning that 'This drug causes drowsiness - do not operate machinery' is common on prescription tablets but not always heeded.

There can be other effects, which can also cause a hazard in the workplace such as a feeling of cold, sweating, clammy hands etc.

Always tell your manager /supervisor if your doctor has prescribed drugs or medication which could affect your work performance.

Drugs do not have to be prescribed to cause side effects.

Most cold cures will cause drowsiness.

2. Fighting or horseplay is prohibited.

3. Only authorised personnel shall make electrical repairs.

**REMEMBER - ELECTRICITY KILLS**



4. Point out to your supervisor/manager any dangers you discover so that he can take the proper action.
5. If you have an injury or accident, you must report it to your supervisor/manager and obtain first aid treatment even for minor injuries.
6. Observe and obey all warning signs.
7. Maintain good housekeeping at all times.
8. Every effort is made to provide the most suitable type of personal protective equipment for the job, in consultation with Health, Safety, Quality and Environmental department.  
Certain areas are designated as “eye safety” and “safety footwear” area. In these areas eye protection and safety footwear is provided free of charge from the company and should be worn at all times.  
  
Protective clothing, gloves and dust masks etc may be issued to you for certain operations. Your safety depends on using the equipment provided. Any loss or damage to equipment should be reported to your supervisor or manager immediately.
9. Hand Tools - Don't use defective tools or leave tools lying about. Defective tools can cause injury to hand or eyes.  
  
Ill fitting spanners, hammers with chipped faces or loose shaft and chisels with “mushroomed” heads must not be used.  
  
Notify you supervisor or manager of any defects found in any of the tools you might have to use.
10. Good housekeeping is considered to be the foundation of our safety programme in which everyone must play a part. There are arrangements for :
  - The proper storage of clothing, tools and waste
  - The provision of adequate space for machinery
  - Maintaining a clean workshop, offices and toilets
  - Siting and usage of visual display units

## **7. Control of Substances Hazardous to Health (COSHH)**

1. Employers are required to assess the risks to health created by work which is liable to expose their employees to substances hazardous to health and to prevent or control the exposure to the substances.
2. It is your duty to make full and proper use of any control measure, personal protective equipment or other thing or facility provided and to report any defects to your employer.
3. Do not open any container without a label or with an unfamiliar label.

4. Warning labels are designed for your protection don't take chances – read the label every time.
5. Do not handle biohazardous materials unless you have been trained and are equipped to do so.
6. Never eat, drink or smoke in an area where hazardous materials are stored or are in use.
7. Avoid touching your face with unwashed hands, especially your mouth and eyes.



## 8. Noise

Employers are required to assess the noise levels to which their employees are exposed.

Scheduled Assessments are conducted to ascertain Noise levels and Ear protection will be provided where applicable.

You have a duty to use personal ear protectors when required.

Remember – noise induced hearing damage is irreversible. Once you've lost your hearing, it's gone forever.



## 9. Refrigeration Safety

1. Do not carry out any work on refrigeration plant unless you are authorised and competent to do so.
2. Always study and familiarise yourself with the refrigerating system and equipment before operation or maintenance.
3. When working on ammonia refrigerating systems always have a suitable respirator available – not left outside or where you can't reach it. Ensure that copious supplies of clean water are readily available to irrigate liquid splashes. Never work unaccompanied on live ammonia plant.
4. Always ensure that the working area is well ventilated – remember that the halocarbon refrigerants and carbon dioxide are heavier than air, ammonia is lighter than air.



5. Always ensure that there is an unobstructed exit from the working area in the event of a large loss of refrigerant.
6. Always ensure tidy working methods and “good housekeeping”.
7. When isolating components within a system ensure that the system between any pair of valves is not full of liquid refrigerant.
8. Always ensure that isolating valves cannot be opened accidentally by some other person – e.g. lash or remove handwheels, place notices and obtain ‘permit to work’ authority if possible.
9. Use goggles and gloves when breaking any joint where there is even the remotest possibility of liquid refrigerant escaping.

## **10. Safety Considerations in the Use of Oxy-fuel Equipment**

1. Never allow copper or copper alloy with a copper content of more than 70% to come into contact with acetylene.
2. Never allow acetylene to mix with air or oxygen except under carefully controlled circumstances as in a welding or cutting blowpipe.
3. Never allow oil or grease to come into contact with oxygen.
4. Never leave clothes where there is the remotest chance of oxygen impregnation.
5. Never use oxygen for blowing dust from clothes or workbench.
6. Never cool down the body with oxygen.
7. Remember – oxygen can be a life-saver but can also be a life-taker.

## **11. Gas Welding**

1. Always use goggles with dark lenses.
2. Momentarily open the cylinder valve to remove foreign particles before fitting the regulator.
3. Use regulators for the gas they are designed for and nothing else.
4. Release the regulator pressure adjusting screw before opening the cylinder valve.
5. Open the cylinder valve slowly. Close the valve when not in use. Never use excessive force.
6. Use only good quality hose and observe the colour code.
7. Keep hose lines clear of traffic.

8. Purge the hoses before lighting the torch.
9. Do not leave the torch in enclosed vessels or confined spaces when not in use. Leakages can cause explosive mixtures to collect.
10. Do not weld material degreased with solvents unless it is absolutely dry.
11. Do not weld galvanised or coated metals without taking proper precautions against fumes.
12. Do not attempt to weld enclosed vessels or tanks until satisfactory precautions have been taken.
13. Do not weld near flammable material, beware of flying sparks and hot slag; keep fire extinguishing equipment available.
14. All welding operations require the use of efficient fume extractors and screens wherever reasonably practicable.
15. When extinguishing the flame ensure that the acetylene valve on the torch is closed first.
16. Purge the hoses after extinguishing the flame.
17. At the end of each day's welding operations ensure that:
  - all cylinders are shut off and regulator removed
  - all hose lines and cylinders are secured
  - you have inspected the area for smouldering materials

## 12. Gas Welding Cylinders

1. Treat every cylinder as full and handle carefully.
2. Always use a cylinder trolley.
3. Always secure acetylene cylinders in the upright position both in use and in storage.
4. Store all cylinders so that they cannot fall.
5. Keep cylinders away from sun, artificial heat, flammable materials, corrosive chemicals and fumes.
6. Avoid damage to valves and fittings, do not use them for lifting or carrying.
7. Keep valves and fittings of oxygen cylinders free from oil and grease.
8. Segregate oxygen cylinders from fuel gas cylinders.
9. Segregate full cylinders from empty cylinders.
10. Never take cylinders into confined spaces.

### 13. Pipe Welding

Always use gloves, goggles and other protective clothing when preparing pipework for welding by use of mechanical hack saws, flame cutting or grinding.

### 14. Electric Arc Welding

1. Make sure that your shield or helmet contains the correct filter glasses.
2. Wear suitable protective clothing including leather gauntlet gloves, clear goggles for chipping and grinding.
3. Always use screens to protect neighbouring workers and passers-by from the arc flashes.
4. Ensure that cables and connections are in good condition firmly attached and insulated.
5. Never pull mobile equipment along by the electrical leads.
6. Make certain that the welding equipment, bench and work piece are all properly earthed.
7. Check that the electrode holder is fully insulated and always place it on an earthed surface when not in use.
8. Stand on dry non-conductive material when ground is damp.
9. When welding from scaffolding stand on heavy duty rubber matting.
10. Arrange good ventilation and good fume extraction, in the welding area but do not use oxygen to ventilate confined spaces.
11. Never weld near flammable materials and take precautions to avoid fire.
12. Do not weld inside enclosed vessels unless all precautions have been taken for your safety.
13. Keep trailing primary and secondary welding cables clear of roads and walk-ways. Secure overhead fixtures where practicable.
14. At the end of every day's welding operations ensure that:
  - Arc welding plant is switched off
  - All cables are secured
  - You have inspected the welding area for smouldering materials.

## 15. Plant, Tanks or Vessels

Ensure that no plant, tank or vessel which contains or has contained any explosive or flammable substance is subjected:

- a) to any welding, brazing or soldering operation
- b) to any cutting operation which involves the application of heat
- c) to any operation involved the application of heat for the purpose of taking apart or removing the plant, tank or vessel or any part of it, until all practicable steps have been taken to remove the substance and any fumes arising from it, or to render them non-explosive or non-flammable. If any plant, tank or vessel has been subjected to any such operation, no explosive or flammable substance should be allowed to enter the plant, tank or vessel until all the metal is cooled sufficiently to prevent any risk of igniting the substance.

## 16. Dangerous Fumes and Lack of Oxygen

Confined space work must only be carried out if absolutely necessary.

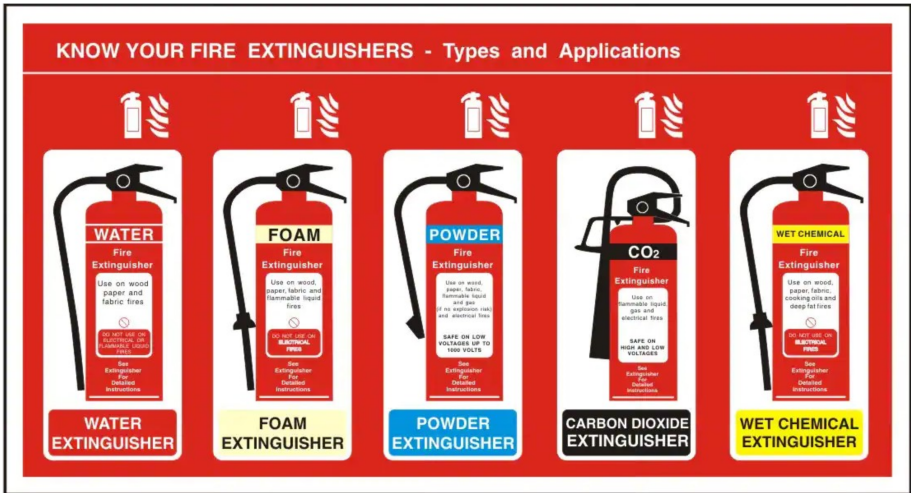
Do not enter or remain in any confined space in which the proportion of oxygen in the air is lower than 19% or higher than 23%

- a) All workers entering the space must be confined space trained.
- b) Provided with equipment and instructions for safe working.
- c) Risk assessments and method statements must be carried out prior to the work commencing.
- d) A permit to work must be issued for all work in confined safe.
- e) A system of work must be in place to ensure safety.
- f) A rescue plan must be in place in the event of an accident.

## 17. Fire

1. Get to know where the fire-fighting equipment is kept.
2. Get to know the extinguisher colour codes and read the instructions on the fire extinguishes so that in an emergency you will know how to operate them immediately.
3. Remember that water type extinguishers are ideal for carbonaceous fires (those involving wood, paper, etc) but not for oil or petrol or where electricity is involved. For oil or petrol fires use foam or dry powder extinguishers. For electrical fires use CO<sub>2</sub> extinguishers.
4. Remember that most large fires arise from small beginnings and prompt attack with a proper appliance may prevent a serious fire.
5. Do not use flammable boxes or baskets for waste paper.

6. Get to know where the nearest fire alarm is situated.
7. Get to know what action you should take in the event of a fire in premises in which you are working.
8. When working on site, proper equipment for prevention of fires must be available with special regard to welding and flame cutting.
9. Regular testing of the fire alarm system will be carried out. Learn to recognise the sound. If you hear it, act immediately.



## 18. Electricity

1. Do not carry out work on electrical equipment or systems unless you are authorised and competent to do so.
2. Do not tamper with electrical equipment.
3. Frayed wires are dangerous, this and any other faulty equipment must be reported immediately.
4. Electrical equipment must never be touched with wet hands.
5. Regularly examine cables of portable tools, especially before use.
6. Portable equipment must never be connected to lighting sockets.
7. Never overload equipment.
8. Before using a portable electric tool make sure that, where necessary, it is properly earthed.

9. Wherever possible use low-voltage equipment.
10. Prior to attempting any work on a control panel or other electrical equipment it is absolutely essential to ensure that the panel is in a safe state. Even if the mains isolator is locked in the off position do not assume that the circuit is safe

**CHECK! It could be a matter of life or death**

## **19. Compressed Air**

1. Use only sound, strong hose with secure couplings and connections.
2. Be sure there are no sharp points on metal hose parts.
3. Close the control valve in portable pneumatic tools before turning on the air.
4. Before changing one pneumatic tool for another, turn off the air at the control valve. Never kink a hose to stop the air flow.
5. Wear suitable goggles, mask, protective clothing, or safety devices.
6. Never use high pressure air for clearing away swarf or dust. Flying particles can be dangerous.
7. Never use air to blow dust or chips from the hair, body or clothing.
8. Never point the hose at anyone. Practical jokes with compressed air have caused many painful deaths.
9. When using compressed air, see that no nearby workers are in the way of the air flow.
10. Ensure that there are no naked flames which could be spread by a draught from an air line.

## **20. Scaffolding ad Towers**

1. It is essential that stagings have the appropriate plants, guard rails and toe boards.
2. Inspect scaffolding and towers regularly, especially after wet weather.
3. Keep walk-ways free of obstruction and slippery surfaces.
4. Never overload a scaffold.

5. When working at high level (e.g. cooling towers, condensers, evaporators) a safety harness should be worn and securely anchored if the risk of a fall could result in serious injury.
6. Only authorised and competent personnel can erect or alter any scaffold, which includes mobile tower scaffolds.

## **21. Overhead and Roof Work**

1. No work shall be carried out until effective precautions have been taken to ensure the safety of persons below.
2. Duck ladders or crawling boards must always be used on sloping roofs, where a person is liable to fall off the edge or where the work is being done on a roof covered with fragile material. It should be noted that asbestos, Perspex and glass coverings are all fragile materials and will not safely bear weight of a man, even at the points of support.

## **22. Safety Points and Hints on Slings**

1. Only authorised persons with certified training can act as crane driver, slinger or banksman.
2. Know the weight of the load.
3. Slings must not be used for any load exceeding the S.W.L. stamped on the slings.
4. When using double or multi-leg slings don't forget the angle at which they are placed could affect the S.W.L.
5. Check the slights for wear and deterioration and that its colour coding is correct.
6. Never improvise. Choose the correct gear for the job.
7. All end links, rings or shackles should fit freely on the hook.
8. Never use slings that have a knot or severe kink in them.
9. Ensure that the load is "free" before lifting take the weight and walk around the load. Check for unfastened connections (earthing strips, flange bolts, etc.).
10. Make sure that the slings have located themselves correctly on the load.
11. Position the hook over the centre of gravity of the load before lifting to prevent load swinging.
12. Warn persons working in the immediate area where the lift is to be made, of your intentions.

13. Never carry a load above a person's head.
14. Never ride on a load or allow other persons to do so.
15. Check for obstructions in the path of travel.
16. Keep hands clear of the slings or load.
17. Protect slings on loads with sharp corners by using packings.
18. Do not drag slings along the floor.
19. Never hide favourite slings in lockers, etc. This can lead to neglect and failure of periodical inspection.
20. When not in use slings should be returned to rigging stores or hung on suitable racks clear of the floor in a warm, dry room.
21. Keep slings away from welding and flame cutting operations.
22. Never drag the slings from under a load.
23. Avoid snatching the load – this can put the slings under severe stress and result in failure of the slings.
24. If at any time, in your opinion the tackle provided is inadequate, it is your duty to report the deficiency to your supervisor. **Do not use until it has been made adequate.**

## 23. Ladders

A ladder is for access and not to be used as a working platform for any prolonged work task, 15 minutes maximum.

The following checklists specify the main points to remember when using ladders.

### 1. Do NOT erect

- On sloping ground
- On top of moveable objects
- In a high wind
- In front of a door which may be opened
- Against a slippery or unstable surface
- At a shallow angle, or use horizontally as a plank or bridge
- Leaning to one side
- At too steep an angle



## 2. Do NOT

- Use tools or do jobs requiring two hands while standing on a ladder; always keep one hand and both feet on a rung
- Drop things from a ladder
- Straddle from the ladder to a nearby foothold
- Allow more than one person up a ladder at a time
- Rest tools or implements against the base of a ladder
- Use a ladder which is too short
- Use a defective ladder
- Use a makeshift or “home-made” ladder
- Splice or lash ladders together
- Leave tools or objects on rungs unless properly hooked on
- Over-reach (generally always keep hips within the stiles)
- Overload a ladder or support it with a plank bearing on a rung
- Slide down a ladder
- Carry a ladder while riding a bicycle
- Carry a ladder on a vehicle which is too short for it
- Use an alloy – or wet – ladder near electrical conductors

## 3. ALWAYS

- Place ladder on a firm level base
- Set at (1:4 Ratio) Every 4 feet up – 1 foot out.
- Tie the ladder in position, preferable at the top (help to foot the ladder will be required to do this)
- Make sure the ladder projects well above the level at which workman stands or climbs off
- Ensure sufficient overlap between stages of extension ladders
- Check support hooks are properly engaged
- Use a bracing board for windows and similar openings
- Use a bag on a rope, or a special belt to carry things so leaving hands free for climbing
- Secure all doors likely to foul a ladder
- Use two hands in climbing a ladder
- Use one hand to hold on while working on a ladder
- Have a mate on guard where appropriate
- Make sure footwear is in good condition and soles are clean
- Make sure rungs are clean
- Carry a ladder with the end high enough to clear people’s heads, where possible
- Secure ladders firmly on vehicles
- Get help with long ladders
- Keep children and unauthorised persons away from erected ladders
- Report all defects immediately

- Return ladders to store as soon as they are finished with
- Inspect ladders regularly and keep records
- Inspect a ladder immediately after any fall or overload
- Consider using alternatives such as stagings, tower platforms, etc.
- Use correct ladder for the job
- Store ladders carefully
- Fibreglass ladders should be used for all electrical work

#### 4. A ladder should not be used if it has:

- A missing, loose or defective rung or tread
- A rung or tread supported solely on nails, spikes or similar
- An insecure tie-rod
- A defective stile or side-member
- A defective rope or associated fitting (rope operated extension ladders)
- Any sign of warping
- Missing fastenings or rivets, guide or latching hooks
- Makeshift repairs

## 24. Safe Operation of Lift Trucks

### 1. NEVER

- Drive a lift truck unless you have been trained and authorised to do so
- Attempt to lift loads that exceed the trucks stated capacity as shown on the data plate
- Carry an unstable or insecure load
- Stack on an incline
- Park trucks with forks raised
- Carry passengers unless truck is designed to do so
- Drive a faulty truck
- Turn on an incline
- Leave the ignition keys in an unattended truck

### 2. ALWAYS

- Carry out a daily check of the truck
- Be sure ground/floor can take the weight of each wheel when laden
- Carry loads as near to the ground as possible
- Travel at a speed consistent with conditions
- Lower loads as soon as they are clear of stack/lorry
- Sound horn at corners or when vision is obstructed
- When driving on gradients remember the load must always face uphill
- When no load is carried point the forks downhill to ensure maximum breaking capacity

## 25. Clothing

1. Parts of clothing, ties and open coats, flapping cuffs, scarves and gloves are always dangerous near rotating machinery.
2. Even smooth shafts are dangerous and will readily catch up loose clothing or ling hair. Wear safety shoes or boots at work, and keep them in good repair. It pays in the long run because you will be less liable to foot injuries and falls.

## 26. Safety Helmets

1. The Company will provide safety helmets for employees when there is a risk of head injury.
2. Wearing of safety helmets is compulsory on construction sites and when required by the person in control of the site.



**Safety helmets  
must be worn  
on this site**

## 27. Handling Weights

1. Think before acting – size up the job.
2. Wherever possible use mechanical means i.e. crane, fork lift truck, sack barrow, etc
3. Do not try to lift an object that is obviously too heavy – get help or use tackle.
4. Examine the surroundings. What can happen?
5. Remove obstructions before lifting.
6. Use the correct tools and tackle – do not improvise.
7. See that tools and tackle are in good condition before use.
8. When lifting without tackle take a good firm grip.
9. Lift correctly with your leg muscles and a straight back.
10. Put down carefully the object you have lifted.
11. Keep the area clean and tidy – loose articles on floors are dangerous.

## 28. Office Safety

1. Never attempt to modify or repair any office machinery or electrical equipment unless you are authorised and competent to do so.
2. When using any electrical office machines make certain that they are properly earthed using the correct 3 pin plug.
3. Never leave cables or wires lying across a floor – they are the perfect trip for the unwary.
4. At the end of the day, apart from equipment intended to run continuously, make certain all office electrical appliances are switched off and unplugged.
5. Be aware of the locations of all fire alarm buttons, fire extinguishers and fire hoses.
6. Know your fire drill and the location of every fire exit.
7. Do not go into motor rooms, GPO exchange rooms, boiler or electrical supply rooms or on to the roofs of buildings unless you have been authorised to do so.
8. Never leave the drawer of a filing cabinet open at one time – the cabinet could easily become unbalanced and fall on to you.
9. Never putt more than one drawer of a filing cabinet open at one time – the cabinet could easily become unbalanced and fall on to you.
10. Do not carry heavy loads without assistance.
11. Never throw broken glass, razor blades, light bulbs or sharp objects into the wastepaper baskets; they should always be carefully wrapped and put into dustbins or skips.
12. Do not bring unauthorised equipment or chemicals into your place of work.
13. Toilets should be kept clean and tidy. When you use a wash-hand basin make certain you leave it rinsed out and clean.

## 29. Display Screen Users

The following points should be considered when using display screen equipment (DSE).

1. Ensure that your chair is suitable and provided support for your back. The height should be adjustable, as should the back and back support height.
2. Always set the chair to your own particular requirements.
3. If your feet do not touch the ground with comfort, use a foot rest.



4. Organise your work, if possible, so that you have occasional breaks away from the screen.
5. Adjust the screen settings to suit yourself.
6. Position the screen so there is no glare.
7. Report equipment or software faults immediately
8. Set the keyboard so that it is comfortable and use wrist supports when required.
9. Use carefully positioned holders for your work when you are copy typing.

### 30. Tidiness

1. Tidiness is the foundation of accident prevention.
2. Keep your workplace tidy, and if you see anything anywhere in an unsafe place, remove it or report it. **Do not ignore it.**
3. Remember the job is not finished until you have cleared up.
4. A tidy worker stacks goods and materials so that they do not fall down.
5. A tidy site is invariably a safer site – but only **you** can see that it stays that way.

### 31. Young Persons

Young Persons - Regulation 19 of MHSWR provides that every employer shall ensure that young persons employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

The Company will not employ any young person under the age of 18 years of age without first carrying out a suitable and sufficient risk assessment in order to determine the particular risks that may affect them in the light of their immaturity, lack of experience and unfamiliarity with the workplace. This will take into account the layout of the workplace, relating to the machines, plant and equipment in use.

In addition, consideration will be given to the risks that young persons are likely to face, including the amount of training they need to receive, before the commencement of their employment with us. All young persons will be supervised at all times.

## 32. New or Expectant Mothers

New or Expectant Mothers (regulation 18 MHSWR) - A general risk assessment will be conducted for new or expectant mothers. The assessment needs to take into account their working conditions, the type of work in which they are involved and their working environment to which they are exposed e.g. noise, cold, heat, chemicals, biological agents etc.

It is the duty of the expectant mother to notify the company as soon as possible after their pregnancy has been confirmed.

## 33. Information, Instruction and Training

It is the practice of the Company to give as much information, instruction and training as possible to employees in order to ensure that they are properly equipped to carry out their respective tasks in a safe and proper manner.

All employees will receive instruction in safety aspects of the situations that they may come into contact with in their daily work and the actions that they are expected to take should encounter a health and safety hazard or risk to themselves and—or anyone else.

## 34. Company Vehicles

1. Ensure you are competent to drive the vehicle allocated, have the appropriate licence and are comfortable with the vehicle. Make sure you understand all the controls and their uses. Make sure you are aware of the vehicle braking distances at various speeds.
2. Carry out daily/weekly inspections.. Ensure servicing intervals are observed. Report any defects to supervision. Do not drive a vehicle with defects that contravene the Road Traffic Act 1988.
3. Ensure loads are distributed correctly and do not unbalance the vehicle, if heavy loads are carried it may be necessary to increase the tyre pressure, for amounts refer to the vehicles handbook, however, you must lower the pressure to normal when the load has been discharged. You must also ensure the load is secured correctly . Do not carry heavy items on rear seats. Observe Manual Handling procedures when loading and unloading vehicles.
4. Depending on the amount consumed, alcohol can remain in the system for more than 12 hours. This can seriously impair driving ability and reaction times and encourage drowsiness. Particular attention should be given to taking medication before driving as some medicines can cause drowsiness, always read the instructions accompanying such medication before use. Recreational drugs are illegal and the use of them would make the user subject to severe disciplinary measures.

5. Plan the journey to take into account road conditions, road works (if known) and forecasted weather conditions. Allow extra time if adverse conditions are forecasted.
6. Observe local and national speed limits, leave enough time to ensure that you do not have to speed to make an appointment. You are required to report any Traffic and Road offences to management.
7. Observe the J & E Hall Policy on the use of mobile phones in vehicles.
8. Try to get good nights sleep before a long journey. The high risk times for drivers is between midnight and 6 a.m. and between 2 p.m. and 4 p.m. If feeling sleepy pull off the road and have a short nap or pull into a service station and have a caffeine drink, allowing 15 mins for it to work. Opening car windows or having the radio on high volume does not work.
9. Road Rage incidents are increasing throughout the country and can take many forms, from gesticulation and horn blowing to threats and violence. The only way to deal with it is to ignore it, also ensure car doors are locked if another motorist gets out of his car to remonstrate etc, also do not make eye contact with said motorist.
10. As we grow older our vision can begin to deteriorate quite slowly and in time falls below the standard required for driving. Eyesight tests should be carried out at regular intervals to ensure that all drivers conform to the standard.
11. When driving in city or urban areas it is wise to keep the car doors locked as there have been an increasing number of instances of car jackings. Also it is best if valuable and attractive items are kept from view. Do not leave valuable items in the vehicle when leaving the car, especially overnight.

It is against company policy to pick up hitchhikers, they would not be covered by insurance and could pose a security risk.

When filling up with fuel at a service station lock the car when you go to pay for the fuel.

## 35. Signs

### Warning Signs

This type of sign warns of hazards and will be displayed where a hazard is likely to exist.



### Prohibition Signs

This type of sign is posted where something is not allowed to be done. Failure to conform to this could result in serious accident, disciplinary action or prosecution.



### Mandatory Signs

This type of sign is posted where something must be done.



### Fire Fighting Signs

This type of sign indicates where fire fighting equipment is located.



### Fire Signs

This type of sign indicates the nearest fire escape route.



### Fire Action Signs

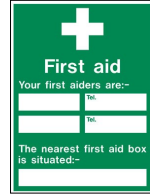
This type of sign indicates what to do in case of a fire.





### First Aider Signs

This type of sign indicates where first aiders are located.



### First Aid Signs

Location of first aid kits.



## REMEMBER:

Accidents do not just happen. They are caused

**NOTES:**

**NOTES:**

