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HEALTH AND SAFETY HANDBOOK

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1 INTRODUCTION

Accidents are a menace to everyone. Their prevention is everyone's concern, including yours. How can you avoid accidents? By making sure you know the safety arrangements in the works and by playing your part in them. Accidents are prevented by safety-mindedness. This means sticking to the rules and not taking risks. Machinery is not the only cause of accidents: this booklet underlines other hazards and reminds you of the ways to avoid them. Young people in particular are influenced by more experienced workers. Remember someone may be looking at the way you do things, so don't let your example contribute to someone else's accident. Stop and think for a moment, now. Are you playing safe and doing everything you can to prevent accidents? Remember your responsibility, not only to yourself but to your workmates and to your family.

2 GENERAL POLICY

It is the policy of the Company to take all reasonable steps to create an environment that is healthy and safe for all its employees and insofar as is reasonably practicable, the health and safety of the public as affected by its work activities. In the establishment and maintenance of such an environment full recognition will be given to the need to involve employees in developing and promoting safety procedures and practices. Management recognises its duties under the Health and Safety at Work Act 1974 and will maintain safe premises, plant and systems of work and provide adequate training.

2.1 POLICY AIMS

The following basic aims are set to fulfil the policy:

- ❑ Provision of a healthy and safe system of working for all employees
- ❑ Provision of appropriate safety clothing and equipment where necessary and
- ❑ supervision to ensure that such items are used effectively
- ❑ Adequate instruction to all employees in accident prevention, safe working methods
- ❑ damage control and fire prevention
- ❑ Placement of employees in jobs which are not likely to aggravate any known health
- ❑ problems
- ❑ Provision and maintenance of adequate first aid facilities
- ❑ Provision of specialists competent to assist and advise Management on the safety
- ❑ performance of its activities as and when appropriate

3. RESPONSIBILITY AND ACCOUNTABILITY

Accountability

Section 7 of the Health and Safety at Work Act 1974 imposes general duties on every employee at work. These are:

- ❑ to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and
- ❑ as regards any duty or requirement imposed on their employer or any other person by or
- ❑ under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.
- ❑ Section 2 of the Act imposes general duties on employers to their employees.

- ❑ Section 3 of the Act imposes general duties on employers towards persons other than their employees.
- ❑ Section 6 of the Act imposes general duties on manufacturers as regards articles and substances manufactured for use at work.
- ❑ Section 7 of the Act imposes general duties on persons in control of certain premises in relation to harmful admissions into the atmosphere.

4. EXECUTIVE RESPONSIBILITY

The Company's Health and Safety Policy is based on implementing the requirements of the Act. The Board of Directors is ultimately accountable for the observance of health and safety legislation and the Safety Officer is accountable to the Board through those personnel reporting to them, with managerial authority for their areas of control for the establishment and achievement of a Health and Safety Policy.

All Directors are responsible for knowing their obligations under the Act and for implementing the Company's Health and Safety Policy. The Safety Officer, together with the Managers and Supervisors within their specialist areas of responsibility are available as the accountable technical specialists to give advice and guidance to all as appropriate and will be responsible for establishing suitable working relationships with properly authorised members of the Health and Safety Executive and other statutory authorities.

5. SUPPORTING SERVICES

Special attention is drawn to Section 37 of the Act which deals with offences by the Company. This section affects Directors, Managers and anyone purporting to act in a role of responsibility and enables the Health and Safety Executive and the Courts to impose penalties on any individual who has failed to honour their obligations under the Act as well as penalising the Company

5. SAFETY INSPECTORS

The Act enables authorised Inspectors to enter the Company's premises at any reasonable time without notice. Whilst on the premises Inspectors have wide powers. It is the Company's policy to recognise the powers of Inspectors and to accord them every facility when visiting the Company.

5. SPECIFIC JOB RESPONSIBILITIES

Under the Health and Safety Policy, all employees have basic responsibilities for which they are accountable and these are:

- ❑ all employees conform to the Company's Health and Safety Policy Codes of Practice and specific safety requirements of the areas in which they work
- ❑ conform to instructions given to them relating to their health and safety at work
- ❑ always wear protective clothing when provided and use appropriate safety devices on machinery or processes on which they are working
- ❑ always obtain permission of a responsible Manager prior to entering an unauthorized area
- ❑ request an explanation on safety instructions if not fully understood and if in any doubt on the task being performed, to ask their Manager for further guidance
- ❑ contribute to keeping the environment in which they work as safe as possible and to inform their Manager of any hazard of which they become aware

- ❑ report all accidents to their immediate Manager regardless of whether or not persons are injured
- ❑ recognise that anyone deliberately damaging or misusing protective equipment or failing to use safety devices or behaving in breach of the Health and Safety Policy
- ❑ render themselves liable to disciplinary action.

Directors

- ❑ All matters relating to health and safety of employees
- ❑ Implementing the Health and Safety Policy, Procedures and Programmes
- ❑ Providing the necessary manpower, material and resources to ensure that all health and safety requirements are met
- ❑ Ensuring that notices on the Company's Safety Policy, Codes of Practice and specific operating instructions are well displayed as appropriate
- ❑ Promoting a general awareness of the continued importance of health and safety
- ❑ Instituting a programme to ensure that the Company's Health and Safety Policy has a specific role, thus ensuring safety requirements and responsibilities are fully understood by all employees
- ❑ Expediting any improvements, modifications or other matters arising from Health and Safety Executive Inspectorate visits
- ❑ Ensuring, as far as is reasonably practicable, that where responsible for importing or supplying articles or substances for use on the Company's premises, these are not a risk to health and safety when properly used
- ❑ Informing the Safety Officer, Departmental Managers and Supervisors of new processes or machinery to be installed on the Company's premises or of the movement or relocation of any existing equipment
- ❑ All matters relating to employees liability insurance and other legal matters and proceedings
- ❑ Evaluating all risks in the Company relating to damage to property and risks to the public through the Company's activities

Departmental managers and supervisors

- ❑ Ensuring that equipment, machinery and premises under their control are in a satisfactory condition and present no risk to the health and safety of personnel under their control or the general public
- ❑ Ensuring an operational programme so that all subordinates have been thoroughly instructed in all aspects of health and safety relating to their role before commencing work and also have a knowledge of the Company's Safety Policy
- ❑ Acquaint themselves thoroughly with the Health and Safety at Work Act
- ❑ Taking whatever steps are necessary to ensure that any work to provide for the health and safety of subordinates is done as soon and as efficiently as possible
- ❑ Ensuring that the general level of cleanliness and environmental conditions within their departments or areas of responsibility are maintained to the highest standard and comply with all statutory requirements
- ❑ Ensuring that all subordinates are aware of the appropriate procedures in the event of fire or accident.

2.2 COSHH (Control of Substances Hazardous to Health)

It is the responsibility of the Directors, General Manager, Departmental Managers and Supervisors to:

- ❑ Ensure that supplies of user instructions for items or materials or substances purchased are readily available, used and complied with by all personnel under their control handling such items, materials or substances
- ❑ Assist in maintaining up to date knowledge of acceptable alternatives
- ❑ Specify within contracts appropriate safety requirements and hygiene conditions
- ❑ Maintain an up to date register and record as required under these Regulations and advising the appropriate staff of their individual responsibilities in respect of usage and operating instructions

Contractors

- ❑ The Safety Officer is responsible for ensuring that all contractors' personnel on the Company's premises understand the Company's Safety Policy, Codes of Practice and are instructed in their usage, in relation to the area in which they are working
- ❑ Ensure that contractors' personnel conform to such instructions as if they were employees of the Company
- ❑ Contractors must comply with the health, safety and hygiene conditions as specified in their contracts

2.3 GENERAL

Visitors

- ❑ It is the person who the visitor visits who is responsible in ensuring the health and safety of visitor whilst on the Company's premises
- ❑ Visitors must be accompanied at all times by a representative of the Company and advised of all precautions to be taken to protect their health, safety and welfare whilst on the Company's premises.

3 GENERAL SAFETY HAZARDS

3.1 CLEANLINESS & TIDINESS

Your health may suffer if you are careless about cleanliness in the workplace. Also the practice of good housekeeping is a big factor in the prevention of accidents.

- ❑ Before eating, wash your hands well to remove dirt and grease; do not use spirit solvents which may cause rashes - use soap (or specially approved cleansers) and warm water.
- ❑ Eat your meals only in the places provided; the workshop is not the place.
- ❑ If a barrier cream is provided, use as directed before starting work.
- ❑ Avoid wiping your arms and hands on a dirty cloth or on your clothing; small bits of metal may pierce your skin and start infection.
- ❑ Do not drop rubbish on the factory floor; use the waste bins.
- ❑ Spitting is forbidden - for obvious reasons.
- ❑ Make sure there is nothing on the floor around you which will cause you or someone else to slip or trip. This means no improperly stored materials or tools - no oil, grease or water on the floor.
- ❑ Keep all gangways clear.

3.2 PROTECTIVE CLOTHING AND EQUIPMENT

Be properly dressed for work - it can prevent an injury - and use the protective equipment provided for your safety.

- ❑ Loose clothing and long hair can easily be caught round rotating shafts, work that is revolving and in other moving parts - so:Keep buttons fastened and the loose ends of neckwear tucked in and secured. Keep your hair short or under a cap.
- ❑ Never wear clothing saturated with oil or other such liquid; not only can your clothes catch fire much more easily in that state but your health may suffer as a result of the contamination.
- ❑ Always wear stout shoes or boots - old and worn ones are particularly dangerous. Best of all, wear safety shoes or boots which have protective toe-caps; they are available in the latest styles, are fairly inexpensive and are good value.
- ❑ Wear any special protective clothing, respirators, gloves or eye protection which may be issued to you for certain operations and ensure that it is properly adjusted and fitted.
- ❑ Take good care of the safety equipment supplied to you. If any defects appear, report the fact to your Supervisor.

FIRST AID

Even a slight scratch can become serious if not properly treated, so it is important that:

- ❑ You know who the First-Aider is in your department, the location of the nearest telephone and first-aid equipment such as eyewash bottles.
- ❑ Injuries - especially foreign bodies in the eye - should only be treated by an expert.
- ❑ If you suffer an injury, however slight, or get a skin rash or other skin trouble, tell your Supervisor at once and go to the First Aid post for proper treatment and advice.
- ❑ If you get chemicals on your skin or in your eye, immediately wash it thoroughly with plenty of clean water. Check with the medical centre as soon as possible afterwards.

MANUAL HANDLING

Lifting and moving loads by manual effort is the biggest single cause of injury in industry, largely because incorrect methods are used which could result in a back strain either immediately or after a period of time.

When lifting, follow these simple safety hints:

- ❑ Get help if the load is awkward or beyond your capability.
- ❑ Look for sharp edges, projecting nails wire or splinters. Wear close-fitting gloves if necessary.
- ❑ Plan the lift - remove any obstructions that may be in your path, make sure you can see over or round the load
- ❑ when carrying it, see that there is sufficient space to put the load down after moving it.
- ❑ To lift safely:
 - stand close to the load with feet slightly apart and with one foot in advance of the other, pointing in the direction you intend to move;
 - tuck your chin in and bend the knees keeping your back straight not necessarily vertical;
 - position elbows as close to your body as possible and grip the article using the palm of the hand and roots of the fingers;
 - straighten your knees - the thigh muscles do the work of lifting not those in your back – and move off;
 - lift in easy stages if necessary - floor to knee then from knee to carrying position;
 - reverse this lifting method when setting the load down.
 - When working in a lifting gang - take instructions from one man.
 - Use to the best advantage all your body weight when pushing, pulling, shovelling and digging.
 - Do not change your grip whilst carrying loads.

Daydreaming or inattention in the factory whilst working or going from place to place are habits which you will have to overcome if you are not going to be a menace to yourself or other people.

For instance when moving about the factory:

- ❑ Always walk , never run.
- ❑ Keep to recognised gangways and pathways - don't take what would seem to be a short cut.
- ❑ Keep a special look out: when people are working overhead;
- ❑ when using staircases (use the handrail - keep hands out of your pockets);

3.5 FIRE

Lives and jobs as well as financial loss are involved if fire strikes in a big way. Its prevention is vital.

Prevent fires starting:

- ❑ By never smoking in "No Smoking" areas and by always making sure that in other areas smoking materials are put out before being thrown away.
- ❑ By not allowing combustible materials and rubbish to accumulate in corners, under benches, etc.
- ❑ By reporting any defective electrical equipment or frayed electric flex or cables, overloaded electrical socket outlets, misuse of heating appliances, and any leakage of flammable liquids.

ACTION TO TAKE

- ❑ By making yourself familiar with your Business's fire regulations. This means knowing how to sound the alarm, the position and operation of the fire extinguishers and the way to escape in case of emergency.
- ❑ By extinguishing a small fire immediately on discovery - the first few seconds count. If this cannot be done, sound the alarm first and then tackle it with an extinguisher. However, do not endanger yourself - make sure your escape route is free.

Fire Extinguishers

Dependant on the issuing date of the extinguisher it will be either a solid colour or a recent issue, red with a coloured band.

The Types are:

RED - WATER

To be used on combustible materials. Not suitable for use on oil, fat or inflammable liquids. This type of extinguisher **MUST NOT** be used on or near live electrical points or electrical fires.

BLACK - CARBON DIOXIDE GAS

To be used on or near live electrical points, equipment or electrical fires, and inflammable liquids or for general purposes.

BLUE - POWDER

To be used on or near live electrical points, equipment or electrical fires, and inflammable liquids.

CREAM - FOAM

To be used on inflammable liquids such as Fat and Oil. This type of extinguisher **MUST NOT** be used on or near live electrical points or electrical fires.

Note: No extinguisher is to be put anywhere other than its proper position. If an extinguisher is discharged accidentally or otherwise, it must be reported and refilled as soon as possible.

- ❑ By making your escape by the nearest route on the sounding of the alarm (if you are not directly involved) and proceeding to the roll-call station outside. Switch off your machine

3.6 TRANSPORT

Drivers and pedestrians alike must take particular care when motor vehicles are in use. There are all kinds of vehicles and other moving equipment, so drivers will have to follow safety instructions issued separately by their manager, but generally the following safety rules apply:

- ❑ Only authorised persons may drive a vehicle. Passenger must not be carried unless a proper seat is provided in a safe position.
- ❑ Do not leave a vehicle where it can be a danger or obstruction to others.
- ❑ Keep vehicles tidy and free from tools, personal property, etc., which may obstruct the controls.
- ❑ Never move with an insecure load.
- ❑ Take particular care in confined spaces.
- ❑ Travel at safe speeds consistent with the conditions, particularly in the wet or snow.
- ❑ If you leave a vehicle unattended, apply the brakes, put in neutral gear and remove the ignition key.
- ❑ Observe the Highway Code and all warning notices. Take particular care if you drive through doorways and round corners.

Report any accident involving a vehicle, however slight, to your Manager.

3.7 COMPRESSED AIR

Serious injury or death can be caused by quite a small pressure of air especially if directed on the eyes, nose or ears. If air is allowed to enter a scratch or other puncture of the skin, it can cause a painful swelling and air could get into the bloodstream with fatal results. Always handle compressed air with care and :-

- ❑ NEVER dust your own or other peoples' clothing down with it.
- ❑ NEVER use it for cleaning away swarf, filings, dust etc., unless properly shielded air pistols are provided.
- ❑ NEVER "skylark" with or play a joke involving an air hose.

3.8 LADDERS

Ladders are provided to enable you to reach places safely without the need to improvise by climbing over stacked material, fixtures or machinery. However, if used incorrectly you can easily fall - so treat them with respect, ensuring that:

- ❑ The ladder you use is not damaged in any way; report actual or suspected faults immediately.
- ❑ It is positioned on a firm level base, if not, don't wedge it up, but level the ground or place the foot on a sand bag.
- ❑ It is placed at the correct angle to the job - the height of the top support to be four times the distance out at the base. Make sure the ladder is long enough - at least 1 meter (3ft 6ins), above the highest rung reached by your feet when you are working or above the platform to which you are going.
- ❑ The ladder is securely lashed at the top support (get someone to hold the foot of the ladder whilst this is being done) or otherwise secure it at the bottom to prevent it slipping.
- ❑ Mud or grease is cleaned from your footwear before climbing.
- ❑ Steps are taken where necessary to prevent people knocking against the base of the ladder.
- ❑ Always ensure you never overload ladders and stepladders, there is a maximum load that applies to them.

- ❑ Never over-reach from the ladder. Move it and be safe.

STACKING MATERIALS

Stack goods and materials neatly and only high enough to be safe with no chance of falling.

- ❑ See that there are no dangerous projections from the stack into gangways.
- ❑ Leave sufficient space between stacks to act as gangways.
- ❑ In processes that involve acid or welding, special precautions are taken for the safety of those employed on them.
- ❑ If you have to pass near such areas you may not have the necessary protective clothing and equipment so be especially watchful and heed any warning given to you without question. One such warning is: never watch a welder at work, the intense light of the arc can cause a painful inflammation of the eye.

OFFICE ENVIRONMENT

In general terms, the office environment should provide:

- ❑ sufficient space for easy access to each workstation, whilst providing reasonable storage for equipment and materials needed to do the job;
- ❑ sufficient space at the workstation to change position and vary movement;
- ❑ whether artificial or natural, lighting that is appropriate at the workstation for the job being done;
- ❑ ability to adjust the covering or shading of windows so that there is not direct glare or reflection on the VDU screen;
- ❑ control of excessive noise from equipment to avoid interruption by and intrusion of such noise;
- ❑ maintenance of adequate heat and humidity levels, together with reasonable ventilation.

The Workstation Chair

- ❑ The chair should be stable, and should allow the occupant to vary position without undue effort.
- ❑ It is essential that you know how to adjust the chair, and that the adjustment mechanisms all work.
- ❑ If you have a medical condition that may require a special chair, or are unable to achieve comfort for some other reason, you must make Management aware of the situation.
- ❑ You must report any problems immediately

The Computer Screen and Keyboard.

- ❑ Problems of reflection or glare are quite common, usually related to overhead lights and windows.
- ❑ These can often be overcome by slightly changing the angle or position of the screen on the desk, or by adjusting window blinds.
- ❑ Unless a screen is built into a fixed display position, as may be appropriate for some jobs and for which there is specific dispensation within regulations, the screen should be capable of being tilted and twisted so that the viewing angle can be adjusted, the display images should be stable, without flicker.
- ❑ VDU screens attract dust and dirt, and the quality and clarity of the display will decline as a result if the screen is not cleaned regularly

The Desktop

The desk or worktop should be large enough to accommodate all of the equipment and material needed to do the job, and to allow a flexible arrangement of equipment and material to suit the individual.

Eyesight and visual fatigue

Many of the aches and pains associated with VDU use arise because people sit in a fixed position for too long, even when adopting an ideal posture, and it is not only the arms, wrists and shoulders that will benefit from a change of activity - the eyes could be helped too.

It is now accepted by all authorities that there is no reliable evidence that work with VDU equipment causes any permanent damage to eyes or eyesight. However, working with a VDU may make people who already have sight problems more aware of those problems, especially if equipment is badly adjusted or positioned, or if they are straining to see a screen, or papers, when they should in fact be wearing glasses, or should have had their glasses replaced.

Many of the potential risks associated with Display Screen Work, have postural issues at their root.

- ❑ the seat height should be set so that there is approximately a right angle at the elbow, and the forearms are near horizontal when using the keyboard.
- ❑ check that the knee is approximately at right angles, so that it is roughly at the same height as the hip, and that the feet can be placed flat on the floor.
- ❑ If your feet cannot be placed flat on the floor you may need a footrest.

Desktop equipment and material should be arranged as described, so that it is easily reached and operated from this position. A workstation set up in this way will minimise the risk of discomfort, but the important thing is that it should be comfortable; there is no such thing as the definitively correct posture applicable to everyone.

Hazardous substances

Whilst at work most people will have cause to use aerosol sprays, correction fluid, solvents and photocopiers, all of which contain chemicals. Anyone using them must be aware of the hazards involved. Staff are reminded to make themselves aware of the following points:

- ❑ Before using any chemicals, read and understand the instructions on the labels of the containers.
- ❑ Any warning instructions regarding fire risk must be complied with.
- ❑ Empty containers or residue should be disposed of as directed in the manufacturer's instructions; you should always read these instructions carefully.
- ❑ You should take care not to allow chemicals to come into contact with your eyes, skin or clothing. In the event of contamination, use plenty of cold water to wash the area and seek medical advice without delay.
- ❑ Always wear the protective clothing recommended on the chemical container's label. Gloves, masks, goggles and other forms of protective equipment/clothing are available.
- ❑ Only the minimum quantities of solvents or chemicals required should be kept and stored in suitable cabinets. You must always keep them properly labelled and in the containers which the manufacturers supplied.
- ❑ You should always use an alternative to an aerosol spray if one is available.
- ❑ Never mix one chemical with another. Some chemicals will react, resulting in fuming, fire or explosion. Any chemicals bearing any of the symbols set out below must be used with extreme caution, and only in accordance with manufacturers' instructions.
- ❑ Take special precautions as appropriate where substances are labeled:

POISONOUS
CORROSIVE
HARMFUL
FLAMMABLE

Do not ignore warning signs in the workplace. As a help to you these will normally be coloured and each colour has a special meaning.

For example:

RED signs indicate STOP and also they are used to show the position of fire-fighting equipment.

ORANGE-YELLOW signs (sometimes with diagonal black stripes) give WARNING OF DANGER

BLUE signs identify MANDATORY actions that must be done.

GREEN signs identify or locate any safety equipment or escape routes.

Never interfere with these signs (unless you have authority to move them) and give "danger areas" a wide berth if you are not working there.

3.9 MACHINERY

Machinery guards

- ❑ Guards are fixed on machines to protect you from accidentally coming into contact with dangerous moving parts.
- ❑ It is not only dangerous but illegal for you to remove guards whilst a machine is running. Do it whilst it is stationary and only then if instructed to do so.
- ❑ Before starting any machine, check that the guards are fixed in their proper position and that any safety devices (such as limit switches) are working correctly; report any defects immediately.

Machine operations

- ❑ Make sure you know how to STOP any machine before you set it in motion.
- ❑ Don't use improvised platforms in order to reach your machine; they may collapse when least expected.
- ❑ Never look away from the work you are doing nor let your concentration wander.
- ❑ Take care not to startle or distract machine operators as this might cause an accident.
- ❑ Never clean a machine whilst any part is in motion and do not start to clean a machine unless you are sure that there is no possibility of it being started accidentally.
- ❑ Do not clean away swarf with your bare hands or compressed air. Use the means provided i.e. a rake, brush or something similar.
- ❑ See that oil or grease does not drip onto the floor around the machine. If it does, wipe it up immediately.
- ❑ Report to your Supervisor any dangerous floor conditions which might cause someone to slip or stumble.

Always use the correct cutting implement for the job. When using a knife or a pair of scissors make sure that:

- ❑ it has a handle that you can hold properly and firmly.
- ❑ only use sharp knives and scissors
- ❑ you have enough room and no one can bump into you while you are cutting
- ❑ you can cut with an even pressure and cut down and away from your body.
- ❑ what you are cutting cannot move while you are cutting it.
- ❑ Always put disposable blades into the special containers provided do not throw disposable blades into bins or scrap bags.
- ❑ Always carry knives and scissors with the point downwards.
- ❑ Make sure cutting boards and tables are clean, clear and smooth.
- ❑ When using a knife or pair of scissors make sure that you do not:
 - try to catch it, if it is falling.
 - leave it lying around.
 - leave it on top of machines.

- leave it on top of storage bins or hoppers.
 - cut near to someone who does not know what you are doing.
 - store it unprotected where they cannot be seen.
 - put anything on top of it.
 - carry it unprotected in your pockets.
-
- ❑ Do not use defective tools as they can cause severe injury - particularly to the hand and eye.
 - ❑ Make sure that handles are fitted on files, hammers, scrapers and screwdrivers, and that they are not split or insecure.
 - ❑ Ill-fitting spanners, hammers with chipped heads and chisels or drifts with "mushroomed" heads, must not be used.

3.10 **BENCH WORK**

- ❑ Keep your bench tidy. Tools laid aside should be put in a safe place where they cannot be dislodged or fall.
- ❑ When you have finished using them put them away tidily and in a serviceable condition.
- ❑ Where necessary, clamp your work in a vice or use some other effective method. A vice should grip the workpiece firmly so that it will not fall out or slip when you are working on it.
- ❑ Don't use worn vice jaws.

3.11 **ELECTRICAL EQUIPMENT**

Electric Shock can kill - and it cannot be seen or heard!

Always follow this code of behaviour:

- ❑ Do not interfere with any electrical apparatus or equipment or attempt to repair it unless you are an electrician and authorised to do the work. Also these are the right people to withdraw and change fuses.
- ❑ Keep switchboards, distribution boards and similar installations clear of obstructions at all times.
- ❑ Do not improvise with electrical equipment, this means:
 - Never jam wires in sockets with matchsticks or nails;
 - Never run power tools from lighting sockets;
 - Never hang flexible cables over nails, leave them where they can get damaged or wet, or use them to lift or pull the equipment to which they are connected;
 - Never use an electric tool without the earth wire connected or force a plug into the wrong socket.
- ❑ Report details of any ineffective or damaged electrical equipment to your Supervisor. Don't use it until it is repaired.
- ❑ If anyone suffers from an electrical shock know what to do. If the victim is still in contact with the electrical current - switch off (or remove the plug). Take special care if the power cannot be cut off - stand on a dry non-conducting surface and pull the casualty away using a length of dry cloth or other non-metallic material. If and when free, apply artificial respiration immediately

4 **PERSONAL SAFETY WHILST TRAVELLING**

4.1 **In a Motor Vehicle**

Ensure the vehicle is maintained regularly and that you know how to deal with basic problems such as punctures.

- ❑ Ask yourself before setting out:
 - Do I have enough fuel?

- Do I know my route and have I got a map of the area?
- ❑ Do not keep valuables on the passenger seat.
- ❑ Be wary of apparent accident scenes. Although rare, some accidents are not what they seem.
 - do not stop unless you are satisfied the situation is genuine.
 - If stopped by the Police, check Police identification. When you are satisfied they are genuine get out of the car if you are asked to.
- ❑ Should drivers and or passengers in other vehicles intimidate you, avoid eye contact and ignore them. Do not 'join in the game". If it continues, pull off into an area where there are people, such as a service station, pub or supermarket and call the police.
- ❑ Do not give lifts to people.

Avoid confrontations.

- ❑ If you think you are being followed whilst in your vehicle, make a safe detour to check. Follow the instructions above. If worried or in doubt, draw attention to the vehicle by sounding the horn continuously and use head and hazard lights.
- ❑ When parking, choose a well-lit area.
- ❑ If you stop on the motorway use the emergency telephone provided. They need no money and will connect you to a central control room. Stand behind the telephone, watch out for traffic and anyone approaching. If you are a woman travelling alone, tell this to the control room. When the breakdown truck arrives, check that the driver knows your name and has, in fact, been sent to you.

4.2 Whilst on Foot

Avoid walking in poorly lit areas and taking short cuts through unlit alleys and deserted car parks. Walk facing the oncoming traffic. If you think you are being followed whilst on foot, cross the street, several times if necessary. Keep moving and if you are still suspicious, go to the nearest busy place you can find - e.g. a pub or service station - and call the Police.

General Points

When seated in a public place, e.g. on public transport, keep close control of your handbag/wallet. In your vehicle never leave a handbag or wallet on the seat; put it on the floor or in your pocket. Limit the amount of cash credit cards you carry.

5 DUTIES OF EMPLOYEES

- ❑ As an employee, it is illegal under legislation for you to intentionally interfere with or misuse any means, appliance, convenience or other thing provided to secure the health, safety or welfare of the persons employed.
- ❑ Also, you have a duty to use any such means or appliance provided to secure your health or safety and you must not wilfully and without reasonable cause do anything likely to endanger yourself or others.
- ❑ It is the duty of every employee to familiarize themselves with the contents of this handbook and to abide by its instructions and recommendations.

Practical Joking

Don't fool around. A practical joker is a menace to his workmates - people have been killed or seriously injured as a result. The workplace is not the place for stupid jokes or horseplay.