

## **SECTION 3**

# **HEALTH & SAFETY INFORMATION**

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## 3.1 CODE OF CONDUCT - GENERAL H&S RULES

The Code of Conduct set out below is designed to cover the main areas of the required standards of behaviour and performance. The code includes Company Rules, which all Employees are required to comply with, and examples of misconduct which the Company normally regards as Gross Misconduct. A breach of the Company Rules will render an employee liable to disciplinary action in accordance with the Disciplinary Procedure. An instance of Gross Misconduct may render an employee liable to dismissal without notice.

The Company Rules and the examples of misconduct are not exhaustive. Employees are under a duty to comply with the standards of behaviour and performance required by the Company, and to behave in a reasonable manner, at all times.

### General Health and Safety Rules

- Report unsafe conditions to your immediate supervisor
- Promptly report all accidents/injuries/incidents to your immediate supervisor
- Dress properly. Wear appropriate work clothes, gloves and shoes or boots. Loose clothing and jewellery shall not be worn.
- Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to immediate supervisor.
- Do not leave materials in aisles, walkways stairways, work areas, or other points of egress.
- Practice good housekeeping at all times.
- Training on equipment is required prior to unsupervised operation.
- Compliance with all Regulations and Rules and all Company health and safety policies and procedures is mandatory.
- Properly care for and be responsible for all personal protective equipment (PPE)
- Use eye and face protection where there is a danger from flying objects or particles, (such as when grinding, chipping, burning and welding etc.) or from hazardous chemical splashes.

## 3.2 WORKING ENVIRONMENT - HOUSEKEEPING

Employers have a duty to provide and maintain a safe working environment. Employees can play an important part in this.

### HOUSEKEEPING

#### General

- Do not rush about, this causes accidents
- Do not run in the workplace
- Don't fool around. Horseplay causes accidents
- Do not rush around blind corners, especially if you are pushing or carrying a load in front of you.

#### Waste and rubbish

- All work area should be kept clean and in a tidy condition
- Accumulations of waste and rubbish can cause slip, trip and vermin problems. There is a legal requirement to remove accumulations of rubbish on a daily basis.
- If you cause any rubbish or waste or spill anything on the floor, YOU are responsible for clearing it up.
- Use the appropriate bins remembering that some rubbish has to go into dedicated bins for waste removal purposes.

#### Spillages

- If you cause a spillage, take the appropriate steps to clean it up.
- If you come across a spillage, don't just leave it for someone else to fall over it. Take whatever action is necessary to clear it up. Tell your manager, warn employees, barrier off the area.

#### Obstructions

- Never cause an obstruction to any gangway, fire exit, fire point, first aid box or any area where someone might need emergency access.
- Don't allow gangways to be obstructed by items projecting onto them.
- Close filing cabinet drawers.
- Close doors behind you.

#### Storage

Ensure that all items are stored in their correct location.

Don't leave things lying about; do not overload cabinets, drawer's etc; do not place articles on the top of filing cabinets, cupboards etc.

Three areas of particular importance are:

- Slips and trips
- Workplace transport
- Working at height

## Slips and trips

Slips and trips are the most common cause of major injuries at work. They occur in almost all workforces. 95% of major slips result in broken bones and they can also be a precursor of other accident types such as falls from height.

Remember:

- Keep walkways clear
- Avoid trailing cables
- Report worn flooring
- Use of unsuitable footwear

## Workplace transport

Most transport-related accidents involve people being hit or run over by moving vehicles, falling from vehicles, being struck by objects falling from vehicles or being injured as a result of vehicles overturning.

Here are some tips to improve workplace transport safety:

- Have good lighting in all areas
- Keep delivery areas tidy - remove crates, bins, rubbish etc
- Mark out with paint, parking areas for vehicles
- Segregate pedestrians and vehicles
- Wear high visibility vest or jackets
- Avoid reversing if possible - one way system
- Send information about your site to drivers before they arrive
- Drivers - check you have site information before you leave your depot
- Mirrors can help with blind spots - keep them clean
- Drivers stay in the rest room, safe area or the cab during unloading/loading

## Working at height

Falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The Working at Height Regulations require employers have a duty of carry our risk assessments, avoid working at height wherever possible, provide safe platforms and arrest systems (if necessary) and ensure that employees are appropriately trained.

For the majority of employees, working at height involves the use of leaning ladders or step-ladders. Here are a few safety tips:

### Leaning Ladders set-up

- Do a daily pre-use check (include ladder feet)
- Secure ladders
- Ground should be firm and level
- Have a strong upper resting point (not plastic guttering)
- Floors should be clean and not slippery

### Leaning Ladders in-use

- Short duration work (maximum 30 minutes)
- Light work (up to 10kg)
- Ladder angle 75-1 in 4 rules (1 unit out for every 4 units up)
- Always grip the ladder when climbing
- Do not overreach
- Do not work off the top three rungs

### Stepladders set-up

- 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 and not slippery

### Stepladders in-use

- Short duration work (maximum 30 minutes)
- Light work (up to 10kg)
- 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

## 3.3 FIRE

Fire safety at work is always vitally important. You should make sure you know what to do to prevent a fire in the workplace and your means of escape if a fire does break out.

You should:

- Know what action to take on discovering a fire or hearing the fire alarm and the arrangements for calling the fire brigade. Read your “Fire Action Notice”.
- Know the evacuation procedures and assembly points.
- Familiarise yourself with escape routes and fire exit signs. Never obstruct escape routes, gangways or passages.
- Know the locations and types of fire extinguisher available and how to use them.
- Report any instances of increased risk.
- Keep fire doors closed to stop the spread of fire, heat and smoke.
- Not smoke in areas designated as a no-smoking area and always.
- Make sure cigarettes are fully extinguished.
- Report any thoughts you may have on reducing risk.
- Remind yourself on a regular basis of fire safety issues.
- Set a personal example of good fire safety.



## Types of Fire Extinguishers

There are several types of fire extinguisher available and your place of work should have sufficient types and numbers suitable for the risks present.

### Water extinguishers - Red body or Red Body with Red Label

- Used for general types of fire involving paper, wood, cardboard etc - 'Class A fires'.
- These extinguishers must not be used for fires involving electricity or flammable liquids or for fat fires.
- They are operated by aiming the nozzle at the base of the fire. The fire is extinguished using a sweeping action. As progress is made, the jet is directed progressively higher until the fire is out.

### Carbon Dioxide extinguishers - Black body or Red Body with Black Label

- Carbon dioxide extinguishers are mainly used for fire involving electrical equipment 'Class C fires', but to some degrees can be effective on other fire types.
- Carbon dioxide extinguishes flames by depriving them of oxygen. As with most extinguishers, the jet should be aimed at the base of the fire but care should be taken to ensure that the flames are driven away from you.
- It should be remembered that gas makes a loud noise when the extinguisher is used, getting louder as it empties.
- The gas coming out of the nozzle is very cold and often freezes like snow.
- Care must be taken to ensure that the skin does not come into contact with the gases as cold injury can occur. Always hold the nozzle at the correct place, taking care not to put your finger near or over the end. Do not hold black horn is rigid pipe and horn is fitted.
- Squeeze the trigger in bursts to extinguish the flames.
- Although carbon dioxide is not poisonous, it will decrease the amount of oxygen in the air so should not be used in a confined space or suffocation may result. Likewise it should not be directed at persons.

### Dry Powder Extinguishers - Blue Body or red Body with Blue Label

- Normally these are used for flammable liquid fires.
- They can be used for Flammable Gas fires 'Class C fires' however it is not advisable to extinguish gas fires unless the gas supply can be definitely shut off (or a serious explosion risk may be created) - it is recommended you leave this type of fire to the Fire Services.
- They can also be used for paper, wood, cardboard etc. 'Class A fires'.
- They should be used in a similar way to water by directing the nozzle at the base of the fire. The flames are then forced down and away from you.
- Be careful when using powder extinguishers in a confined space as the dust can form clouds which can be difficult to see through, and may affect breathing.
- Some specialised powders are for flammable metal 'Class D fires' and should be used as directed on the extinguisher.

### Foam extinguishers (including Aqueous Film-Forming Foam (AFFF)/Spray Foam) - Cream body or Red body with Cream Label

- Foam extinguishers are ideal when used on a contained burning liquid as 'Class B (l) fires. If used correctly, they form a blanket over the liquid preventing oxygen reaching the liquid, thereby extinguishing the flames.
- Correct operation is essential, as the foam has to be directed to the sides of the container allowing it to fall onto the liquid and spread across the surface.
- NB If directed at the surface it will usually sink.
- Foam can also be used instead of water. AFFF is frequently considered a suitable replacement for water.

Fire Extinguisher Chart							
Extinguisher		Type of Fire					
Colour	Type	Solids (wood, paper, cloth etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	Special Notes
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages

## 3.4 FIRST AID - ACCIDENT REPORTING

People at work can suffer injuries or fall ill. It is important that they receive immediate attention and that an ambulance is called in serious cases. First Aid can save lives and prevent minor injuries becoming major ones. It does not include giving tablets or medicines to treat illness.



In first aid terms, an appointed person is the person who takes charge when someone is injured or falls ill, including calling an ambulance if required. They should also look after the first aid equipment e.g. restocking the first aid box. Appointed persons should not attempt to give first aid for which they have not been trained.

A first aider is someone who has undergone a training course administering first aid at work and holds a current first aid at work certificate. A first aider can undertake the duties of an appointed person.

Remember:

- Find out who the appointed persons or first aiders are
- Find out where the nearest first aid box is kept.

### FIRST AID PERSONNEL

It is a lawful requirement for an employer to provide an adequate number of suitably trained persons.

When considering your risk the following should be evaluated and appropriate allowances made:-

- The operations undertaken at the place of work
- Your location in relation to obtaining medical assistance - response time(s)
- The number of persons employed/present at any one time
- Holiday and or periods of sickness/absence cover.

## CONTENTS OF FIRST AID KITS/CONTAINERS

Capitol Floor & Hygiene Maintenance Ltd's First Aid boxes contain the following:

	Number
Leaflet giving general guidance on First Aid IND (G) 215L 1997	1
Individually wrapped sterile adhesive dressings (Assorted Sizes)	20
Sterile Eye Pads	2
Individually wrapped triangular bandages (Preferably Sterile)	4
Medium sized individually wrapped sterile unmedicated wound - dressing approx 12 cm x 12 cm	6
Large sterile individually wrapped unmedicated wound dressing - approx 18 cm x 18 cm	2
One pair of disposable latex gloves	1
Safety Pins	6
Individually wrapped medi-wipes	10

First aid boxes are inspected monthly and the results recorded on the appropriate form.

All deficiencies must be reported to a responsible person so that replacement items can be arranged.

## CONTENTS OF TRAVELLING FIRST AID KITS/CONTAINERS

Where provided will contain at least the following:

	Number
Leaflet giving general guidance on First Aid IND (G) 215L 1997	1
Individually wrapped sterile adhesive dressings	6
Large sterile unmedicated dressing (approx 18 cm x 18 cm)	1
Triangular bandages	2
One pair of disposable latex gloves	1
Safety Pins	2
Individually wrapped medi-wipes	5

## 3.5 WORK EQUIPMENT

Work equipment is almost any equipment used by an employee at work including:

- Machines such as circular saws, drilling machines, photocopiers, mowing machines, tractors, dumper trucks and power presses;
- Hand tools such as screwdrivers, knives, handsaws and meat cleavers;
- Lifting equipment such as lift trucks, elevating work platforms, vehicle hoists, lifting slings and bath lifts;
- Other equipment such as ladders and water pressure cleaners.

Employer's duties include ensuring that work equipment is:

- Suitable for use, and for the purpose and conditions in which it is used;
- Maintained in a safe condition for use so that people's health and safety is not a risk;
- Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Any inspection should be carried out by a competent person and a record kept until the next inspection. You may be required to carry out and record daily inspections on certain items of work equipment.

Employers also need to ensure that people using work equipment have received adequate training for the particular equipment.

Risks created by the use of work equipment should be eliminated where possible or controlled by:

- Taking appropriate 'hardware' measures, e.g. providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment;
- Taking appropriate 'software' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

## Remember

- Read and understand your employer's risk assessment
- Ensure that you only operate (or maintain) work equipment where you are competent to do so
- Work within any safe system of work
- Use guards at all times
- Ensure maintenance is carried out safely e.g. isolate or remove the power source

## Training

Before someone uses an item of plant, machinery or equipment you must adequately trained and in some circumstances be of a certain age.

The operator of the equipment should be trained in the hazards associated with the machine as well as in the method of operating it.

## Operating

The machine must be operated in the prescribed manner and in conformance with the manual supplied by the manufacturer or supplier of the machinery.

All guards provided must be used at all times and never bypassed.

It is illegal to remove anything from the machine that is provided in the interests of safety. It is also very dangerous.

Ensure that you know how to stop the machine before starting it and how to disconnect it from its power sources, electricity, gas, air, etc. before operating it.

Report any dangerous situations you observe and do not operate the machine until the hazard has been removed.

## Cleaning

Do not clean the machine without switching off ALL its power sources and ensuring the machine is stationary, has come to its proper stopping position, and cannot be accidentally re-started.

If necessary lock controls in the off position and remove any keys that will allow re-energisation.

## 3.6 MANUAL HANDLING

### General

Everyone who has to lift or carry, and that includes most should be trained in the correct way to do it.

Every person should follow the guidance below when lifting or carrying.

### Method

- Keep you back straight, bend the knees and lift using the strong muscles in the leg.
- Keep objects as close to your body as you can, ensuring that where possible, the narrowest side is facing forward.
- When pushing or pulling keep your back and arms straight, tuck your chin in and use your front foot to balance you whilst you thrust your back foot.
- Wherever possible use mechanical means of lifting.
- Use trolleys, hoists etc. when lifting or moving.
- Remember when carrying large items, you may be unable to see where you are walking. Always check your route before starting.
- Keep the heaviest part of the load to the body when lifting or carrying.
- Wear suitable protective equipment but remember that gloves which are too big may cause problems if your fingers do not reach the end. Never 'snatch' a load or drag it off a surface when lifting. If it is too heavy you will drop it or cause serious injury.

Manual handling injuries can occur wherever people at work - on farms and building sites, in factories, offices, warehouses, hospitals, banks, laboratories, etc. Manual handling injuries are the most common reason for absence from work.

Here are some practical tips for good handling technique for lifting:

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- **Keep the load close to the waist.** While lifting keep the load close to the body for as long as possible. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). You should be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or suitable footwear which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or full flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen as the legs begin to straighten before starting to raise the load.
- **Avoid twisting the back or leaning sideways** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Here are some practical points to remember when loads are pushed or pulled.

- **Handling devices.** Aids such as barrows and trolleys should handle heights that are between the shoulder and waist. Devices should be well-maintained with wheels that run smoothly.
- **Force.** As a rough guide the amount of force that needs to be applied to move a load over flat, level surface using a well-maintained handling aid is at least 2% of the load weight. You should try to push rather than pull when moving a load, provided you can see over it and control steering and stopping.
- **Slopes.** You should enlist the help from another worker whenever necessary if you have to negotiate a slope or ramp, as pushing and pulling forces can be very high.
- **Uneven surfaces.** Moving an object over soft or uneven surfaces requires more forces. Again you should enlist the help from another worker whenever necessary.
- **Stance and pace.** You should keep your feet well away from the load and go no faster than walking speed. This will stop you becoming too tired too quickly.

## 3.7 DSE - DISPLAY SCREEEN EQUIPMENT

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

- Ensure that your chair is suitable and provides support for your back
- The height should be adjustable, as should the back and back support height
- Always set the chair to your own particular requirements
- If your feet do not touch the ground with comfort, use a foot rest
- Organise your work, if possible, so that you have occasional breaks away from the screen.
- Adjust the screen settings to suit yourself
- Position the screen so that there is no glare.
- Report equipment or software faults immediately
- Set the keyboard so that it is comfortable and use wrist support when required
- Use carefully positioned holders for your work when you are copy typing
- Make full use of the equipment provided, and adjust it to get the best from it and to avoid potential health problems.

Here are some practical tips:

## Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare or bright reflections on the screen. This will be easiest if neither you nor the screen are directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be useful, particularly for smaller users.

## Keying In

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't over-stretch your fingers. Good keyboard technique is important.

## Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

## Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- Software should display text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are unlikely to cause eye strain (avoid red text on a blue background, or vice-versa).
- Individual character on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

## Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this is frequent, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. filing or photocopying. Make use of them. Frequent short breaks are better than fewer long ones.

## 3.8 PPE - PERSONAL PROTECTIVE EQUIPMENT



### Clothing

Clothing in this sense covers the things that people wear including jewellery etc.

The wearing of some jewellery can cause hazards to people whilst at work. Hanging chains can catch in moving machinery, rings can catch when lifting or carrying, earrings can affect the fitting of earmuffs, and watches can snag on moving machinery.

Loose clothing can get caught in moving machinery or be hooked onto passing vehicles. Hanging ties/cuffs can get caught in moving machinery.

If required, wear the protective overalls provided. These not only keep your personal clothing clean, but also reduce the risk of being caught. Sometimes there is a legal obligation to wear overalls.

### Issue

All personal protective equipment (PPE) is issued on an individual basis.

No one should use PPE issued to someone else.

## Wearing PPE

Wherever possible, the necessity to wear PPE will be reduced by removing the reason at source. Where this is not possible, or where engineering solutions may take time to implement, the wearing of PPE may be compulsory.

Disciplinary action will be taken against anyone who is not using their PPE in the circumstances for which it has been issued and when it is required.

## Care of PPE

There is a legal requirement on anyone issued with PPE to take care of it and to take steps to have it maintained or replaced when necessary. In some circumstances the only way your health and safety can be ensured is by requiring you to use personal protective equipment (PPE). The decision to use PPE is only made when other means of controlling risks have been considered and found impractical. It is the last line of defence. You will be supplied with, and trained in the proper use of, suitable PPE and have the risks and control measures involved in your work will be explained to you. You will be expected to take care of the PPE issued to you, store it safely and report any defects to a responsible person.

Here are some examples of PPE:

### Head Protection

- Helmets used to protect against falls.
- Helmets used to protect against falling objects or impact with fixed objects.
- Scalp protectors (bump caps).

### Eye/Face Protection

- Safety Spectacles
- Goggles
- Welding filters
- Faceshields

### Foot Protection:

- Safety boots and shoes
- Clogs
- Foundry Boots
- Wellington Boots
- Anti-static boots
- Conductive footwear

### Hand & Arms:

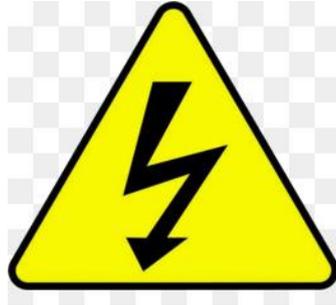
Gloves and Gauntlets (protection against cuts, temperatures, hazardous chemicals), vibration, sharp objects etc.

### Clothing for the Body:

- Overalls, etc. to protect against hazardous substances
- Clothing to protect against cold, heat and bad weather.
- High visibility clothing
- Life jackets and buoyancy aids

Once issued with PPE, you have a duty to wear it in circumstances for which you have been trained. You may be subject to disciplinary procedures if you do not do so.

## 3.9 ELECTRICITY



Electricity can kill. It can also cause serious injury, burns, fires and other damage.

- Switch off appliances
- Unplug appliances that are infrequently used
- Only use the appliance for its intended purpose
- Use the appliance in a safe and stable position
- Check that portable electrical equipment that you use at work bears a current PAT test sticker.
- Do not place items on an electrical appliance that could cause it to overheat or obstruct cooling air supplies
- Position leads, extension leads and plugs to avoid tripping hazards
- If you use a multi-socket extension lead, do not overload it and make sure it is fused
- One extension lead is enough! Never add a further extension lead
- Use an extension lead of appropriate length but always fully uncoil a wind-up extension lead before use
- Report any damaged sockets, light switches or other fittings and do not use them until they have been competently repaired
- Never attempt electrical repairs or alterations unless you have been trained and authorised to do them

- If you bring electrical equipment in from home it needs to be PAT tested before it is plugged in at work
- Visually check electrical appliances before use (see checklist below) and don't use any damaged items. (95% of faults on portable electrical appliances can be seen).

Remember to switch off and unplug any appliance before you carry out the following visual checks:

## Appliance

- Obvious damage to casing
- Obvious damage to grommet, sleeving or other protection at the point where the lead passes through to casing
- Obvious damage to switches
- Loose screws or other parts
- Water damage, evidence of past spills of liquid, or other contamination

## Leads

- Cuts, punctures or abrasion
- Discolouration or distortion which might indicate overheating
- Hardening of the outer insulation
- Kinks
- Taped or other non-standard joints

## Plugs

- Physical damage, cracks, holes in casing, bent pins
- Discolouration or distortion which may indicate overheating
- Outer insulation layer of lead is not secured within the plug casing. In this case you may see the coloured insulation on the wires

## 3.10 HAZARDOUS SUBSTANCES

### Use of hazardous chemicals

Only use hazardous chemicals if you are authorised to do so, have received adequate training in the risks associated with them and have the associated hazard data sheets available.

Only use hazardous chemicals for the task intended. Unauthorised use could result in mixed chemicals giving off dangerous fumes or undergoing a violent reaction

### Storage of hazardous chemicals

Hazardous chemicals must only be stored in the containers intended for such storage. The hazard warning labels appropriate to the contents should be clearly displayed on the container.

### Hazard Data Sheets

There must always be COSHH assessment sheets posted or available where hazardous chemicals are stored, handled, transported and or used.

These must be kept up to date and must describe the chemical, its reaction, what to do in an emergency, how to dispose of the chemical, how to dispose of the container etc

### Empty Container

Containers, which have held hazardous chemicals, can be as dangerous as the chemical itself if it contains residue.

Always follow the supplier's instructions when disposing of the empty container.

## Buying hazardous chemicals

The person who buys or supplies hazardous chemicals within Capitol Floor & Hygiene Maintenance Ltd has a duty to obtain the necessary hazard sheet and to ensure that it is distributed.

## What are hazardous substances?

Hazardous substances include most hazardous chemicals (including waste and by-products), biological agents and any dust.

Harmful substances that employers may come across and which are covered by COSHH (Control of Substances Harmful to Health Regulations) include the vast majority of commercial chemicals, many of which have a warning label.



Harmful

Irritant

Toxic

Oxidising

Corrosive

## Examples may include:

- Cleaning - bleach and other cleaning agents with a warning label (note that household washing-up liquid has no warning label and so is not covered);
- Building maintenance - wood dust, glues and adhesives, solvents, paints, and oils;
- Grounds maintenance/ gardeners - pesticides and chemical fertiliser;
- Healthcare - medicines and biological agents (note that COSHH does not cover patients receiving medicine as part of their treatment);
- Transport - oils and fuels; and
- Office work/printing - printer/photocopier toner, inks and paper dust.

When considering hazardous substances, remember: that they may come in various forms (gas, liquid and solid), each of which may be more or less hazardous; that some may contain hazardous impurities; and that exposure to more than one substance at the same time may have additional or worse effects.

Some hazardous substances have separate specific laws covering them, and are not covered by COSHH, asbestos and lead for example. Substances which are dangerous just because they are explosive, flammable or radioactive are also not covered.

### The Effects on Health

There are three main ways a substance can enter the body: inhalation (breathing it in), absorption (through the skin), and ingestion (swallowing it).

The effects on health may develop quickly (acute) and be easily seen or may take years (chronic) making linking the ill-health to the exposure difficult. The effect may develop at the area where the substance enters or comes in contact with the body (local) or it may affect unrelated parts of the body (systemic). Workers may suffer: irritation perhaps leading to dermatitis, sensitisation possibly leading to asthma, a loss of consciousness if overcome by toxic fumes, infection by bacteria, and long-term effects such as cancer. According to the Health and Safety Executive (HSE), exposure can result in “discomfort, pain, time off work and, all too often, premature retirement and early death.”

### Employees Duties

These include:

- Making proper use of any control measures e.g. wearing gloves, etc
- Following safe systems of work
- Abiding by local rules
- Reporting defects in safety equipment.

**Remember, if you are in any doubt about using a hazardous substance - ASK!**

### 3.11 VIOLENCE AND AGGRESION

Although instance of violence at work have been decreasing in recent years, personal safety remains a high priority especially for people who occasionally work alone. People who work alone should consider the following:

- Always tell someone where you are going, who you are meeting and when you expect to return
- Prepare yourself for difficult meetings by finding out everything you need to know before arriving and planning in your mind how you are going to deal with it
- Do not meet aggression with aggression
- Do not enter a building, particularly someone else's home if you do not feel comfortable or safe
- If driving, ensure you belong to a national breakdown service and that you know where you are going and how to get there
- Always check the identity of people visiting you in your own office or home. Where possible arrange not to be alone or instigate a "buddy" system where someone checks up on you
- Record the name and contact details of people you are meeting

### 3.12 ALCOHOL AND DRUGS

#### Alcohol

People under the influence of alcohol or drugs whilst at work are liable to either injure themselves or their colleagues.

Even a small amount of alcohol consumed at lunchtime can reduce reaction times and may cause errors of judgement when operating plant, machinery or equipment. In addition the perception of risk can be reduced.

The “morning after” condition can also lead to serious incidents and accidents, lack of concentration and carelessness.

#### Drugs

The use of drugs may lead to a risk to health and safety.

Be aware that many drugs that are prescribed for medical conditions can also have adverse side effects which can be detrimental to health and safety.

The warning ‘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 direct senior 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.

## Medical conditions

All medical conditions should be explained to your 'senior' and the First Aiders.

Any condition, which could affect your work, should be explained so the adequate measures can be taken to reduce the risk of the condition causing an accident i.e.

- Diabetes
- Epilepsy
- Angina
- Hypertension, etc.

## Disciplinary matters

Remember that it will be a disciplinary offence to present yourself for work under the influence of alcohol or drugs

Disciplinary action may well be taken if you fail to disclose any permanent or temporary condition caused by medicines or illness that could affect the health and safety of yourself or others.

It could also be a breach of legislation for which action could be taken.

## 3.13 SAFETY SIGNS AND SIGNALS

There is a legal requirement to provide signs in certain circumstances in line with the Health and Safety (Signs and Signals) Regulations 1996. We will comply with this requirement.

### Notices and Posters

There is a legal requirement to provide and display certain statutory notices including the "Health and Safety - What you should Know" poster.

These are displayed in the workplace, as is our Employers Liability Insurance certificate.

### Fire Signs

Fire signs detailing the means of escape from our premises are displayed over every exit door leading from our premises. The outside of the final exit doors are marked to indicate that they are a means of escape route from the premises and so have to be kept clear at all times.

There are fire procedure notices posted around the premises and at every fire point detailing the action to take should a fire occur or the alarm sound.

Each fire point is marked with a sign detailing what each fire extinguisher is to be used for.

### Hazard and information signs

There is a legal requirement to ensure that the signs can be seen, so they must not be obscured and must be kept clean at all times.

TYPES OF SIGNS

## 3.14 ROAD VEHICLES - AND SIMILAR WORK VEHICLES

Vehicles are examples of work equipment that may take many types, forms and capacities and may be used to carry passengers, carry loads, perform specialist tasks or undertake combinations of these roles.

Whilst not undermining the principle that drivers (while in charge of a vehicle) remain responsible for their own and others' safety and have the responsibility to drive safely their employers are expected to actively manage at-work vehicle risks.

The enforcement of vehicle safety falls to a number of agencies - primarily the HSE on premises, vehicle inspectorates on the public highway and the police. Drivers must comply with road traffic acts and must co-operate with their employer and persons implementing law.

Note: the carriage of dangerous goods by road in large quantities is frequently a specialist topic and such specialist activity is not covered by this guide - you should seek specialist advice.

Many principals for the safe operation of vehicles are common for both on premises and in the public highway.

A brief summary is outlined below:

Operations to be planned within vehicle design parameters, road traffic rules and the Highway Code (including driver's hours) and prevailing conditions.

- Traffic rules and the highway code to be followed
- Speed to be reasonable under the prevailing conditions and below statutory limit
- Due care and consideration for other and no dangerous or reckless driving
- Seatbelts(s) to be worn where fitted
- Load to be secure, distributed (where practicable) and not obstruct the driver
- Gross vehicle weight and axle weights not to exceed statutory limits
- No driving under adverse influence of alcohol or drugs or above statutory limit
- No hand-held mobile telephone/device with an interactive communication function to be operated by the driver (some two-way radios are exempt)
- Vehicles parked with due consideration to others and in approved locations
- Driver's hours to be reasonable under the prevailing conditions and below statutory limit

- Authorised drivers and passengers only
- Access and operating keys and similar devices to only be available to authorised drivers
- Passengers only permitted where suitable seating or other approved position provided
- Driver to be in charge and to instruct passengers (except for drivers under instruction)
- Vehicle drive engine to be stopped when the vehicle is unattended
- Parking brake to be applied when the driver is not in the driving position
- Vehicle maintenance requirements to be met
- Records to be kept
- Vehicle operating parameters and driver's hours
- Maintenance
- Drivers and other employees (or their representatives) to be consulted on operations
- Drivers (while in charge of a vehicle) remain responsible for their own and others' safety and have the responsibility to drive safely

## 3.15 ROAD VEHICLES - MOBILE PHONES

Prohibition of use of Mobile Phones and Other Devices (Hand-held)

- (1) No person shall drive a motor vehicle on a road if he is using:-
  - (a) a hand-held mobile telephone
  - (b) a hand-held device, other than a two-way radio, which performs an interactive communication function by transmitting and receiving data.
  
- (2) No person shall cause or permit any other person to drive a motor vehicle on a road while that other person is using -
  - (a) a hand-held mobile telephone
  - (b) a hand-held device, other than a two-way radio, which performs an interactive communication function by transmitting and receiving data.
  
- (3) No person shall supervise a holder of a provision licence at a time when the provisional license holder is driving a motor vehicle on a road if the person supervising is using -
  - (a) a hand-held mobile telephone
  - (b) a hand-held device, other than a two-way radio, which performs an interactive communication function by transmitting and receiving data.

For the purposes of these Regulations:

A mobile telephone or other device is to be treated as hand-held if it is, or must be, held at some point during the course of making or receiving a call or performing any other interactive communication function

A person does not contravene a provision of these regulations if, at the time of the alleged contravention -

- (a) he is using the telephone or other device to call the police, fire, ambulance or other emergency service on 112 or 999;
- (b) he is acting in response to a genuine emergency; and
- (c) it is unsafe or impractical for him to cease driving in order to make the call, or for the provisional license holder to cease driving while the call was being made.

## 3.16 WORK AT HEIGHT

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. There is no such thing as a '2 metre rule'.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) and will include use of ladders for access/egress.

Is working at height really necessary? Could the task be brought to a lower level? Remember - what goes up can come down (usually much faster) don't let it be you.

Make sure you are medically fit to work at height.

Ladders are only suitable as a working platform for simple short tasks. It is much better to get a more substantial platform.

Independent ladders should be set at 75 degrees to the horizontal; 1:4 (one unit out for 4 units up) on a firm level surface and should have a handhold, or extend 1200mm, beyond a step-off.

Ladders should be secured at the top wherever possible, side or bottom stabilisers or ties may be suitable. A person may "foot" the bottom of a ladder when necessary (they should wear a safety helmet against falling objects).

Wear suitable footwear with a defined heel when using a ladder and avoid climbing with tools or materials in your hands - use a tool belt or haul using a rope.

Do not over reach when using ladders (or over guard-rails on work platforms). Do not use the top step/platform of a ladder unless it has a knee frame.

Use roof ladders on pitched roofs and provide fall prevention edge protection on flat roofs.

Work platforms must have guard rails, mid rails and toe boards if there is risk of falling.

Traditional scaffolding and tower scaffolds must be designed, erected, modified or dismantled by competent persons (do not modify, remove parts or add sheeting etc.)

Mobil access equipment such as mobile elevating work platforms (MEWP) such as 'cherry pickers' and 'scissor lifts' must only be operated by competent trained and authorised persons.

Suspended access equipment and work platforms such as cradles, bosun's chairs and rope access equipment must only be operated by competent trained and authorised persons.

All access and work platforms must be examined by a competent person and checked daily by the user or a responsible person such as a supervisor etc. Any damage etc. must be reported and put right before use.

Where the risk of a fall is not totally eliminated then fall prevention and fall protection systems such as restraint and fall-arrest PPE (full body harnesses and shock

absorbing lanyards) and safety nets must be used if there is risk of falling. Use when erecting /dismantling scaffolding.

Check PPE every time before you use it. If damaged, or if you are in doubt, don't use it until it has been confirmed as serviceable or replaced. Do not repair or modify PPE unless you are trained, competent and authorised to do so - your life may depend on it!

Attach fall-arrest harness lanyards to a suitable anchorage that can take a fall loads. Do not attach yourself to a scaffold tower since a fall may cause it to overturn. Where practicable attach at a high point so as to minimise a fall distance.

Make sure you have emergency arrangements to rescue a suspended fallen person (long periods of suspension can kill)

Wherever there is a risk of a fall, including where there are fragile materials at or near your place of work then measures must be taken to prevent falling from or through them. Look out for warnings of fragile materials-remember that many materials get weaker with age.

Look out for falling materials from above. Do not throw materials or tools on or from working platforms etc. Use debris chutes where provided.

Beware of obstructions and overhead hazards. Remember when working at height some obstructions bring special hazards that were previously beyond normal reach:

- Electrical power cable and conductors such as busbars - electrical shock and burns either through direct contact or close proximity leading to arcing of current;
- Pipes carrying steam, compressed air or chemicals - release of contents or high or low temperature;
- Radio and radar aerial - electromagnetic / microwave heating etc;
- Radiant and infrared "black" heaters - burns and heating;
- Moving machinery (eg cranes) and powered drive mechanisms (e.g. belts, chains, shafts etc). - impact or entanglement etc.

Injury may be caused by obstructions and overhead hazards during the erection, use or dismantling of access equipment.

All lifting equipment used must be examined by a competent person and checked periodically.

Communications may be more difficult when working at height, especially with others at low level. Make sure you have verbal or signal communications and that all persons understand them.

The weather may seriously hinder or even prohibit working at height, think about the risks that come from strong winds, rain, ice, frost, snow, lightening - if in doubt check before starting work or halt during work if risk becomes unacceptably high. Ensure you have adequate lighting at night.

Make sure you have sufficient time to complete your task whenever possible, don't risk serious injury by rushing. If you must leave the task or leave work platform unattended ensure that unauthorised persons cannot gain access to the work platform or otherwise come to harm.

**Remember - Falls from height can (and do) kill and injure many people each year.**

**DECLARATION**  
**HEALTH AND SAFETY HANDBOOK**

I have read the Health and Safety Handbook and fully understand the health and safety arrangements and my responsibilities and obligations to ensure their compliance.

I understand that persistent disregard of the rules, regulations and recommendations may lead to Disciplinary action.

.....

(Print Name)

.....

(Signature)

.....

(Date)

