



Health and Safety - A First Primer



Tangram Technology Ltd.
www.tangram.co.uk
sales@tangram.co.uk

© Tangram Technology Ltd. 2004

TANGRAM TECHNOLOGY Ltd.

P.O. Box 24, HITCHIN, HERTS. SG5 2FP

Tel: +44 (0) 8700 278 379

Fax: +44 (0) 8700 278 493

Email: sales@tangram.co.uk

Web: www.tangram.co.uk

Specialist Consulting Engineers for Plastics Processing, Plastics Building Products and PVC-U Windows.



COMPANY PROFILE

- Tangram Technology Ltd. was formed in 1996 as a technology based consultancy dealing with the needs of the plastics processing, plastics building products and PVC-U windows industries.
- Tangram provides high quality change management, technical writing, training, product design consultancy and field services for these diverse industries.
- Our client base consists of some of the largest plastics processing companies in the UK, window systems designers, window fabricators, specifiers, large contractors, hardware manufacturers and computer services companies. We carry out extensive work for the UK Government (DEFRA and DTI), the EC and the World Bank in a variety of fields.
- Tangram is a technology based consultancy, not a management consultancy. We supply specialist technical knowledge needed by our client base.

TANGRAM TECHNOLOGY LTD. - Products and Services

Change Management

We develop and implement manufacturing strategies, quality systems and Health and Safety management systems to meet the requirements of the latest legislation. We can also provide project management services for similar large projects.

Manufacturing Strategy, Quality Management, Factory Layout, Health & Safety Management, Project Management.

Technical Writing

We develop technical literature to back-up or sell your products. These can be complex product manuals, specification guides or internal training information. All are designed to your needs and to a variety of formats from paper based to Help files or web pages.

Product Manuals & Technical Information, Specification Guides, Help Files & Expert Systems, Public Relations & Article Generation, Quality Documentation Services, Web Site Generation and Management.

Training Seminars

We provide standard courses and also develop special courses to your specifications.

Manufacturing Strategy, Quality Management, PVC-U Windows - Technical Aspects, How to specify PVC-U windows, Statistical Process Control, Potential Failure Mode Effects Analysis, Health & Safety, Project & Design Management.

Product Design

We help to design and produce new products. At the forefront of product developments for 20 years we can help to get your product to market.

Product Design & Management.

Field Service

We carry out a truly independent review and assessment of your needs for new machinery or systems.

Health Checks, Customer Set-up & Service, Information & Telephone Service.

Contents

1. Introduction
2. Risk Assessments
3. The Management of Health and Safety at Work Regulations 1999
4. The Workplace (Health, Safety and Welfare) Regulations 1992
5. The Personal Protective Equipment Regulations 1992
6. The Provision and Use of Work Equipment Regulations 1998
7. Manual Handling Regulations 1992
8. The Display Screen Equipment Regulations 1992
9. The Electricity at Work Regulations 1989
10. The Control of Substances Hazardous to Health Regulations 1999
11. The Noise at Work Regulations 1989
12. Accidents - Preventing and Reporting
13. First Aid
14. Fire Safety
15. Legionnaires' Disease
16. The Working Time Regulations 1998
17. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
18. Enforcement and Advice
19. Safety Auditing

Introduction

Personal Health and Safety at work is of concern to everybody who goes to work. The main piece of legislation which applies to health and safety at work; The Health and Safety at Work etc. Act 1974, places a legal duty on people at work to take reasonable care for their own health and safety and for the health and safety of other people who may be affected by their acts or omissions. For example, injuries or accidents caused by horseplay or misuse of work equipment apart from possibly leading to tragic consequences, may even lead to an employee being prosecuted.

The Health and Safety at Work etc. Act also places certain general duties on employers:

- To provide a safe place of work and maintain all plant, equipment and machinery.
- To ensure that materials are properly stored, handled, used and transported.
- To provide information, instruction, training and supervision.
- To provide a safe work environment, including safe access to and from the workplace.
- To provide a written safety policy when there are more than four employees.
- To look after the health and safety of people other than employees who may be affected by the work activity.

The Health and Safety at Work etc. Act not only covers nearly all workplaces (there are certain exceptions such as

domestic premises) and all employees but, extends the employer's duty of care to customers, visitors and anyone who could be affected by a work activity. The Act is supported by a comprehensive set of Regulations, Codes of Practice and guidance relating to a wide range of work activities and specific hazards.

This primer is to provide an outline of the major Regulations as guidance only.

It is, of necessity short and should not serve as a substitute for the full documents and appropriate expert advice.

Risk Assessments

The need for Risk Assessments was first implied in the Health and Safety at Work Act 1974. It has been a feature of most of the subsequent Health and Safety Regulations.

What is risk assessment

Risk Assessment is a systematic general examination of a work activity to identify any hazards involved and the likelihood of those hazards causing harm.

Hazard is anything that can cause harm e.g. chemicals, electricity, fire, work methods and equipment.

Risk is the likelihood or chance, great or small, that someone will be harmed by the hazard.

Risk = Hazard x Likelihood of Occurrence

An effective risk assessment will:

- Identify hazards.
- Identify those at risk.
- Evaluate the risk.
- Eliminate or minimise the risk by the introduction of control measures.
- Monitor control measures.
- Review control measures.

The risk assessment should be reviewed periodically, and whenever the working procedures change. For any work undertaking employing five or more people the significant findings of the assessment should be recorded.

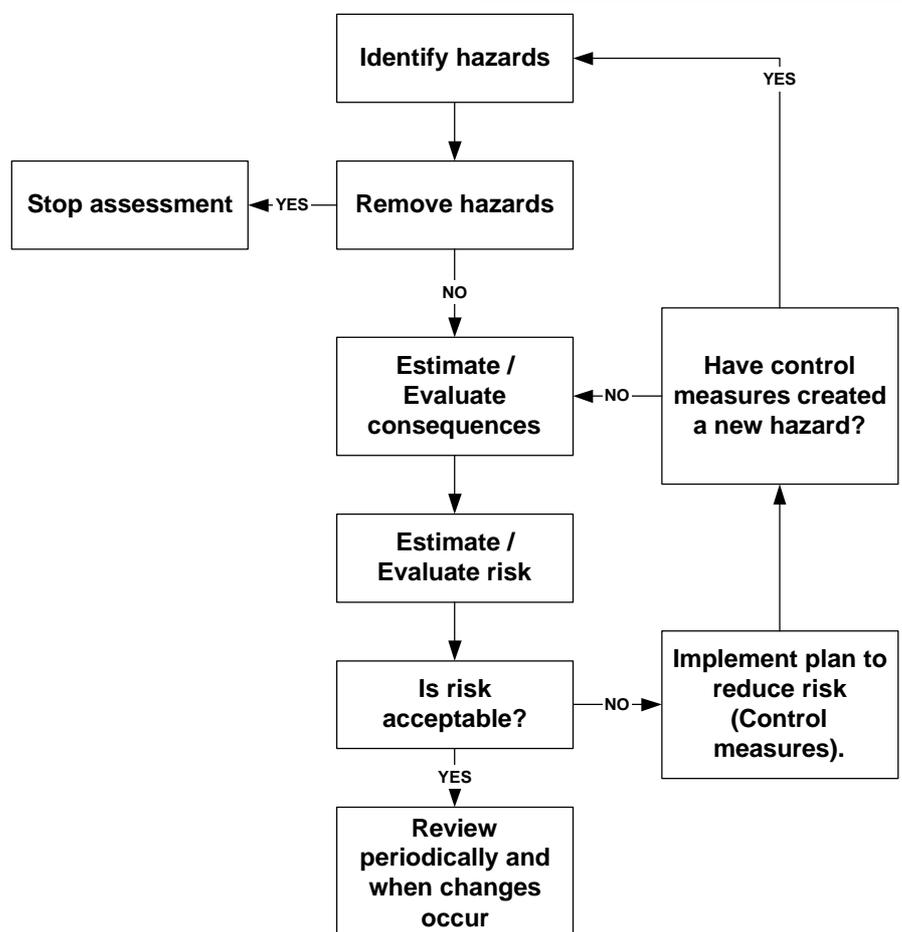
For further details of risk assessment methods see the more detailed Tangram technology Ltd. Publication on risk assessment.

Further reading:

Five Steps to Risk Assessment HSE Leaflet

INDG 163 (rev 1) 5/99 C 2620

ISBN 0 7176 1565 0



The Management of Health and Safety at Work Regulations 1999

The EC directive on Health and Safety resulted in some new UK laws, in the form of Regulations. The first is called 'the Management of Health and Safety at Work Regulations'. These Regulations reinforce the provisions of the Health and Safety at Work Act 1974 and introduce measures to encourage improvements in health and safety at work, mainly through effective management. The main requirements are placed on employers, but employees and self-employed persons are given responsibilities too.

The main responsibilities of the employer are:

- To assess the risks to the health and safety of their employees and others who may become affected by their work. Where there are five or more employees a record must be kept to monitor the findings. This is an extension to the requirement to have a safety policy).
- To make provisions for organising, controlling, monitoring and reviewing all the preventive and protective measures that this risk assessment identifies. Again, where there are 5 or more employees a record should be kept.
- To provide employees with relevant health and safety information/ instructions and provide adequate training.
- To ensure that their employees are provided with appropriate health surveillance when a risk is identified.
- When the workplace is used in

common with other employers, to co-operate with them on health and safety matters.

Note: Employers may appoint one or more competent persons to carry out their duties, but the responsibility remains with the employer.

The main responsibilities of the employee are:

- To ensure that adequate instructions, information and training have been received before starting duties (e.g. when using machinery) and to use equipment properly.
- To report any dangerous situations or shortcomings in their employer's health and safety arrangements to the employer.
- To co-operate with their employer's health and safety measures.

The main responsibilities of self-employed persons are:

- To assess risks to health and safety, as in the case of an employer.
- To implement measures to provide a safe and healthy work environment for themselves any others who may become affected by their work practices.

Further reading:

L21 ISBN 0717604128 Management of Health and Safety at Work Regulations 1999.

Essentials of Health and Safety at Work. HSE books 1994 ISBN 0 7176 0716 X

Successful Health and Safety Management HSG 65 ISBN 7176 7 1997

The Workplace (Health, Safety and Welfare) Regulations 1992

These Regulations apply to all places of work.

What is a workplace?

Any premises other than a domestic dwelling made available to any person as a place of work and includes any place within the premises to which that person has access e.g. lobby, corridor, stairs, loading bay, restrooms, private roads etc.

Who is responsible?

It is the employer's duty to ensure that workplaces (including tenanted workplaces) under their control comply with the Regulations. Facilities should be readily accessible, but it is not essential that they are within the employer's own workplace.

What are the employer's duties?

The workplace, equipment, devices and systems must be maintained in an efficient state (with regard to health, safety and welfare), in working order and in good repair. Any defects should be rectified as soon as possible. If there is a risk from the defect then immediate steps should be taken to protect anyone who may be put at risk. Maintenance should be carried out at regular intervals on equipment and devices such as emergency lighting, fencing, mechanical ventilation systems, escalators, powered doors etc.

Ventilation

All enclosed places of work must be effectively ventilated. This may be achieved by opening a window or by mechanical ventilation systems.

Temperature in indoor workplaces

The temperatures in workrooms should provide reasonable comfort without the need for special clothing. Where this is impracticable, all reasonable steps should be taken to achieve a temperature which is close as possible to comfortable. This should be at least 16°C. If the temperature is uncomfortably high then steps should be taken to reduce the heat e.g. insulating hot plant and pipes, shading windows, providing fans etc.

Falls or falling objects

Changes of level, such as a step between floors, which are not obvious should be marked to make them conspicuous.

Materials and objects should not be stored or stacked in such a way that they are likely to fall and cause injury.

Appropriate precautions in stacking and storage include:

- safe palletisation;
- banding or wrapping to prevent individual articles falling out;
- setting limits for the height of stacks to maintain stability;
- regular inspection of stacks to detect and remedy any unsafe stacks; and
- particular instruction and arrangement for irregularly shaped objects.

Windows and transparent or translucent doors, gates and walls

See through surfaces in doors, gates, walls and partitions should be of a

safety material or be adequately protected against breakage; in doors and gates where any part of the surface is at shoulder level or below; or in windows, walls and partitions, where any surface is at waist level or below.

It should be possible to reach and operate the control of openable windows, skylights and ventilators in a safe manner; neither the controls nor open windows should project into an area where persons are likely to collide with them.

Suitable provision should be made so that windows and skylights can be cleaned safely if they cannot be cleaned from the ground or other suitable surface.

Organisation etc. of traffic routes

A traffic route is defined as a route for pedestrian traffic, vehicles or both and includes any stairs, staircase, fixed ladder, doorway, gateway, loading bay or ramp. There must be sufficient traffic routes, of sufficient width and headroom, to allow people on foot or in vehicles to circulate safely and without difficulty. Special consideration should be given to people in wheelchairs and with impaired sight or hearing.

Routes used by pedestrians and vehicles should be wide enough to enable any vehicle likely to use the route to pass pedestrians safely. Where pedestrian and vehicle routes cross, appropriate crossing points should be provided and used. Barriers and rails may need to be provided to prevent pedestrians crossing at particularly

The Workplace (Health, Safety and Welfare) Regulations 1992 (cont).

dangerous points. Loading bays should be provided with at least one exit point from the lower level or a refuge provided to avoid being struck or crushed by a vehicle. Potential hazards on traffic routes should be indicated by suitable warning signs.

Accommodation and facilities for clothing

Accommodation must be provided for work clothing with at least a separate hook for workers' own personal clothing where it can hang in a dean, warm, well-ventilated place. A changing room or rooms should be provided for workers who change into special work clothing and where they remove more than outer clothing. Effective measures should be taken to ensure the security of clothing e.g. by providing a locker for each worker.

Facilities for rest and to eat meals

For workers who have to stand to carry out their work, suitable seats should be provided if the type of work gives them an opportunity to sit from time to time. Rest areas or rooms provided should be large enough and have sufficient seats with backrests and tables, for the number of workers likely to use them at any one time.

Where workers regularly eat meals at work suitable and sufficient facilities should be provided for the purpose. Seats in work areas can be counted as eating facilities provided they are in a sufficiently dean place and there is a suitable surface on which to place food. Eating facilities should include a facility for preparing or obtaining a hot

drink, such as an electric kettle, a vending machine or a canteen. Where workers work during hours or at places where hot food cannot be obtained reasonably near to the workplace, means should be provided for heating their food. Provisions must be available for pregnant and nursing mothers to rest. They should be conveniently situated in relation to a toilet and, where necessary, include the facility to lie down.

Rest areas and rest rooms should be arranged to enable employees to use them without experiencing discomfort from tobacco smoke. This may be achieved by providing separate areas for smokers and non-smokers or prohibiting smoking in rest areas and rest rooms.

Further reading:

Workplace (Health, Safety and Welfare) Regulations 1992 Approved code of Practice and Guidance L24 HSE Books 1992158N 0717614136

EH22 - Ventilation of the Workplace

The Personal Protective Equipment Regulations 1992

What is Personal Protective Equipment (PPE)?

PPE includes protective clothing such as aprons, protective clothing for adverse weather conditions, gloves, safety footwear, safety helmets, high visibility waistcoats etc. With respect to adverse weather conditions also included is protective clothing and/or modified working practices relating to the prevention of skin cancer. It also includes protective equipment such as eye protectors, lifejackets, respirators and safety harnesses. However, there are some specific items of equipment which are excluded from these Regulations as they are covered by other legislation e.g. ear protectors by the Noise at Work Regulations 1989.

PPE as a 'last resort'

If an assessment of the workplace identifies a risk, the most appropriate means of reducing those risks to an accepted level must be determined. There is in effect a descending level of control measures to protect against risks to safety and health; engineering controls and safe systems of work should always be considered first and PPE should always be regarded as the 'last resort'.

There are good reasons for this approach. Firstly, PPE protects only the wearer, whereas measures controlling the risk at source can protect everyone at the workplace. Secondly, specified levels of protection may not be achieved with PPE in practice and the actual level of protection is difficult to assess.

Employers must ensure that the equipment is readily available, or at the very least, have clear instructions on where it can be obtained. The employer must not make a charge for the use of PPE which is only used at work. PPE must provide adequate protection to control the risk. If this is not possible (e.g. fire fighters clothing) then the PPE must offer the best protection practicable in the circumstances. PPE must not be worn if the risk caused by wearing it is greater than the risk against which it is meant to protect.

If more than one item of PPE is being worn, they must not counteract each other, and must still adequately control the risks against which they are provided to protect.

Selection and maintenance of suitable PPE

When assessing the need for eye protection, employers should first identify the types of hazard present, such as airborne dust, liquid splashes or projectiles and then assess the degree of risk. A suitable type of PPE from the range of 'CE' marked equipment available can then be selected. An effective system of maintenance of PPE is essential to make sure that PPE continues to provide the degree of protection for which it was designed e.g. cleaning, disinfection, examination, replacement, repair and testing.

Accommodation for PPE

Storage must be provided for PPE so that it can be kept safe when it is not in use. This may be simple e.g. pegs for weather-proof clothing or safety helmets, or a suitable carrying case for

safety spectacles. The storage should be adequate to protect the PPE from contamination, loss, or damage by e.g. harmful substances, damp or sunlight. Equipment which is ready for use must be clearly separated from that awaiting repair or maintenance.

Information, instruction and training

Employers must provide suitable information, instruction and training for their employees. Employees must be informed of the risks present and why PPE is needed and be trained in its operation, performance limitations, how to wear it and how to recognise defects.

Use of PPE

PPE should be used in accordance with the employer's instructions, which should be based on the manufacturer's directions. PPE should be used only by people adequately trained in its use. Adequate levels of supervision should be provided to ensure that the training and instructions are being followed. There should be a system to ensure that employees can properly report the loss of, or defects in PPE. These arrangements should also ensure that defective PPE is repaired or replaced before it is used again.

Further reading:

Personal Protective Equipment at Work Regulations 1992

ISBN 01 18863347, HS (G) 53 Respiratory Protective Equipment a Practical Guide for Users

The Provision and Use of Work Equipment Regulations 1998

What is work equipment?

Any powered or non-powered machinery, fixed or portable appliance, apparatus or tool and any parts of a working system e.g. lift trucks, ladders, automatic car washes, soldering irons, hammers and butcher's knives. Excluded are structural items, private cars, livestock and materials e.g. cement, water, paper etc. Personal protective equipment can be work equipment, but this is governed by specific Regulations.

Stability of work equipment

All equipment provided or used must be suitable, by design, construction or adaptation, for the actual work it is intended to do and be 'properly maintained'.

'Properly maintained' means that work equipment is in an efficient state, in efficient working order and in good repair. 'Efficient' in this respect relates to the condition of the equipment and how it might affect health and safety; it is not concerned with productivity. You are also advised to keep a current maintenance record.

Users and supervisors must be adequately trained in the safe use of equipment and all risks brought to their attention. They should have easy access to information and instructions in a language they are able to understand. This can either be verbal where this is considered to be sufficient, otherwise in writing.

Dangerous parts of machinery must be effectively protected, as appropriate, either by fixed guarding, other

guarding or protection devices e.g. interlocks, or appliances e.g. push sticks, jigs etc. Effective protection measures provided may need to be used in particular ways (defined by training, information and instruction) and must not be abused. Personal protective equipment should not be used as an alternative to fixed guarding.

Measures must be taken to ensure that risks are prevented or adequately controlled if persons are exposed to the risk of:

- material falling or being ejected from the work equipment
- the equipment breaking apart
- the unintended discharging of any material e.g. dust, gas, liquid, vapour or other substances which is used or stored in the equipment.

Appropriate protection must be provided against parts and products used or stored which reach very high or low temperatures and are likely to cause injury e.g. by burn or scald.

Controls

One or more controls must be provided to start work equipment and to change the speed, pressure or other operating conditions which result in risks to health and safety; they must be capable of bringing the equipment to a safe condition in a safe manner. The equipment does not necessarily need to stop instantly unless there is a risk. For this, there must be an independent emergency stop control.

All control systems must be safe

You should be able to isolate equipment from its source of energy. Where necessary work equipment or any part of it must be stabilised, e.g. securing abrasive wheels or ladders etc. Suitable lighting must be provided. Any relevant health and safety guidance should be followed and specific Regulations complied with, e.g. the Abrasive Wheels Regulations 1970.

Wherever possible, maintenance operations should be carried out when the work equipment is not in use. If this is not possible the appropriate measures must be taken to prevent risks e.g. providing temporary guards, limiting movements and posting signs.

Markings and warnings

Work equipment must be marked with any appropriate markings for health and safety, e.g. warning labels, maximum rotation speeds of abrasive wheels, colours on gas cylinders etc. The markings must conform with the Safety Signs Regulations.

Warning devices can be audible, visible or both, e.g. reversing lights, klaxons etc. Whatever warnings are used, they must be quite clear and capable of being understood.

Further reading:

Safe Use of Work Equipment Provision and Use of Work Equipment Regulations 1992 ISBN 0 7176 1626 6

Manual Handling Regulations 1992

These Regulations came into force on the 1st January 1993. They apply to all workplaces where loads are moved (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force.

Risk Assessment

All manual handling operations at work must be avoided so far as is reasonably practicable if the task involves a risk of employees being injured. To establish this a risk assessment should be carried out. Most employers will already have mentally assessed the tasks employees are required to do and have adopted methods to reduce manual handling problems. There may already be rules or instructions laid down, these Regulations now make assessment and remedy a formal responsibility. It may be that manual handling loads can be eliminated altogether i.e. the operations could be automated or mechanised. Where it is not reasonably practicable to avoid the need for manual handling a suitable and sufficient assessment must be made to see whether there is a risk of injury and if so, whether that risk can be reduced. Assessment includes the task, the load, the working environment and individual capability.

Who Should Carry Out the Assessment?

In most cases employers should be able to carry out the assessment or delegate it to others within their organisation. Employees, their safety representatives and safety committees should be encouraged to play a positive part in the assessment process. It may sometimes be useful to seek outside

assistance, for example to give basic training to in house assessors or where manual handling risks are novel or particularly difficult to assess.

How Detailed will the Assessment be?

This will depend on the type of operations performed. The assessor should look at the overall operations that the employees are required to perform. Significant findings of the assessment should be recorded and the record kept. It may be helpful to use a checklist to aid this process.

Further reading:

Manual Handling, Manual Handling Operations Regulations 1992

ISBN 0 7176 24153

The Display Screen Equipment Regulations 1992

These Regulations came into force on the 1st January 1993 and apply to all work stations which use Display Screen Equipment (DSE).

What is DSE?

Apart from a few exceptions (see below) most conventional display screens (VDU's), liquid crystal displays and non-electrical display systems such as microfiche. These Regulations do not apply to portable systems not in prolonged use e.g. lap top computers, calculators, cash registers, window typewriters and equipment available for public use e.g. cashpoint machines and microfiches in public libraries.

Who is a display screen 'User' or 'Operator'?

As part of your assessment you must identify all those who are users or operators.

'User' refers to an employee who uses DSE for a substantial part of their working day (including those that are required to work at home on equipment supplied by the employer), e.g. word processing pool staff, secretaries dedicated to word processing, data input operators, journalists, graphic designers etc.

'Operator' refers to a self-employed person who works on an employer's equipment for a substantial part of their working day.

Note: Staff supplied through an agency are employees (users) of that agency and are operators at their place of work. Those that are definitely not users include: Senior Managers using DSE's for occasional monitoring or at month

end for generation of financial statistics and receptionists who use DSE's occasionally for limited purposes such as obtaining details of the organisation.

Workstation assessments

Employers need to carry out an analysis of DSE workstations and any risks identified must be reduced so far as is reasonably practicable. These risks relate to physical problems, visual fatigue and mental stress and apply to both users and operators.

Risks identified in the assessment must be remedied as quickly as possible. Remedial action is often straightforward, examples in the DSE workstations include:

- postural problems - these may be overcome by simple adjustments to the workstation such as repositioning equipment or adjusting the chair.
- visual problems - which may be tackled by repositioning the screen or using blinds to avoid glare, placing the screen at a more comfortably viewing distance from the user, or by ensuring the screen is kept clean.
- fatigue and stress - which may be relieved by correcting obvious defects in the workstation as indicted above. If possible the task should provide users with a degree of personal control over the pace and nature of their tasks. Proper provision must be made for training, advice and information, not only on health and safety risks, but also on the use of software.

Requirements for workstations

Equipment - must not be a source of risk for operators or users.

Display Screen - must swivel and tilt easily and freely, be free of reflective glare and the image on the screen should be stable, with no flickering or other forms of instability. It must be possible to use a separate base for the screen or an adjustable table. The characters on the screen must be well-defined and clearly formed, adequate in size and with adequate spacing between the characters and lines. The brightness should be easily adjustable and the screen kept clean.

Keyboard - must be tiltable and separate from the screen. The space in front of the keyboard must be sufficient to provide support for the hands and arms of the user. The surface must have a matt finish and the symbols on the keys must be legible.

Work surface or desk - should be sufficiently large, have a low reflective surface and allow a flexible arrangement of the screen. The document holder must be stable, adjustable and positioned to minimise head and eye movements. There must be adequate space for users to find a comfortable position.

Work Chair - must be stable and allow the user easy freedom or movement and a comfortable position. The seat must be adjustable in height and the seat back must be adjustable in both height and tilt.

Footrest - should be made available to

any user who wishes to use one.

Lighting - must achieve an appropriate contrast between the screen and the background environment, taking into account type of work and the vision requirement of the user.

Reflections and glare - from windows and other openings, transparent or translucent walls and brightly coloured fixtures or walls must be eliminated. Windows should be fitted with a suitable system of adjustable covering to control the daylight that falls on the workstation.

Noise - emission must be taken into account when equipping a workstation, with a particular view to ensuring that attention is not distracted and speech is not disturbed.

Heat - emitted must not be excessive to cause discomfort to users.

Radiation - must be kept at negligible levels. To ensure this, all cracks and defects in any parts of the equipment must be checked. However, to avoid stress and anxiety, women who are pregnant should be given the opportunity to discuss their concerns with someone adequately informed of current scientific information.

Scientific studies have shown that there is no link between miscarriages or birth defects and working with visual display units.

Daily work routine of users

Whenever possible jobs at display screens should consist of a mix of screen based and non screen based work, when this is not possible deliberate breaks or pauses must be

introduced. General guidance on the types of breaks is as follows:

- informal breaks, that is time spent not viewing the screen (e.g. on other tasks), appear from study evidence to be more effective in relieving visual fatigue than formal rest breaks;
- breaks should be taken before the onset of fatigue, not in order to recuperate and when performance is at a maximum, before productivity reduces. The timing of the break is more important than its length;
- breaks or changes of activity should be included in working time. They should reduce the workload at the screen, i.e. should not result in a higher pace or intensity of work on account of their introduction;
- short, frequent breaks are more satisfactory than occasional, longer breaks; e.g. a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours;
- if possible, breaks should be taken away from the screen;
- wherever possible, users should be allowed some discretion as to how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.

Employers are not responsible for any corrections for vision defects or examinations for eye complaints which are not related to display screen work.

Eyes and eyesight

Employers must provide and pay for a professional eyesight test when requested by a user. Employers must also provide users with further tests at recommended intervals and a basic pair or spectacles if prescribed as necessary for the users work.

Training

Operators and users must be adequately trained and informed of all aspects of health and safety relating to their workstations. Training should cover the following:

- the use of adjustment mechanism on equipment, particularly furniture, so that stress and fatigue can be minimised;
- the use and arrangement of workstation components to facilitate good posture, prevent over-reaching and avoid glare and reflections on the screen;
- the need for regular cleaning (or inspection) of screens and other equipment for maintenance;
- the need to take advantage of breaks and changes of activity.

Further reading:

Health and Safety (Display Screen Equipment) Regulations 1992 ISBN 011 8863312,

IND (G) 36 (L) Working with VDU's

The Electricity at Work Regulations 1989

These Regulations became law on 1 April 1990 and apply the same standards of safety to all workplaces and the electrical equipment used in them. They require precautions to be taken against the risk of death or personal injury from electricity in work activities. They impose duties in respect of 'systems', 'electrical equipment', 'conductors' and the 'competence of persons' in respect of work activities on or near electrical equipment. Put simply, those at work must make sure that everything that uses or carries electricity in the workplace is safe, that those people do not interfere with or abuse anything electrical that has been supplied for their use or bring into the workplace anything electrical that is unsafe.

One of the most important facets of electrical safety is the regular routine visual inspection of electrical equipment. The visual checking of electrical leads to appliances etc. should be made part of every employee's work habits. To comply with the Regulations you may also need to make arrangements to ensure that portable electrical appliances which are themselves high risk e.g. electric drills, or used in a high risk environment for example outside or in wet environments e.g. electric mowers, are inspected by a competent person on a regular basis. Keep a record of all maintenance, including test results, throughout the working life of each appliance. You may find it helpful if a small sticker noting the date of inspection is attached to each piece of equipment.

Adaptors

The use of multi way adaptors is not recommended. There should always be sufficient socket outlets provided to supply any portable appliances used. A wall socket is designed to have sufficient strength to cater for a single plug; when an adaptor is used with a number of plugs, the weight of the assembly and its leverage increases the mechanical stress on a socket contact. There is also the danger of electrical overload as the combined loads may exceed the rating of the socket outlet.

Residual current devices

The danger of metal work becoming live may be reduced by the use of a residual current device (RCD) designed to operate rapidly at very small leakage currents (typically not exceeding 30 mA) although these devices do not eliminate the risk of electric shock. RCD's should be considered only as providing a second line of defence. They should be tested regularly using the trip button and a record of the test kept. Miniature circuit breakers which are increasingly being used to replace wired or cartridge fuses in fuse boxes (consumer units) do not afford earth leakage protection.

Further reading:

Memorandum of Guidance on the Electricity at Work

Regulations 1989 HS(R)25 ISBN 0 11 8839632.

A Guide to Electricity at Work Regulations 1989:

An Open Learning Course ISBN 011 8854437

Electrical Safety and You INDG 231 1996

Maintaining Portable Electrical Equipment in Offices IND(G) 236L 11196 C1000

Maintaining Portable Electrical Equipment in Hotels IND(G) 237L 11 196 C300

The Control of Substances Hazardous to Health Regulations (COSHH) 1999

These Regulations are designed to prevent people at work being exposed to hazardous substances, which includes solids, liquids, dusts, fumes, vapours, gases or micro organisms.

The crucial requirement of COSHH is that the employer must carry out an assessment of all substances used in the workplace in order to evaluate the risks to health and decide on the action needed to remove or reduce those risks.

All employees must be informed of all risks from hazardous substances and receive instruction and training in their safe usage. COSHH assessments should be recorded.

Harmful micro-organisms such as bacteria which cause legionnaires disease are also included within the requirements. Legionella has been linked with the water supplies in certain types of air conditioning and hot water systems. The risk of other types of occupational disease, such as hepatitis, should be included in a COSHH assessment where appropriate.

Further information relating to occupational illness can be obtained from the Employment Medical Advisory Service (EMAS), at your local Health and Safety Executive office.

A typical COSHH Assessment would include the following steps:

- The identification of all hazardous substances used in the workplace (including any substance produced in the workplace which may be hazardous).

- Identify those at risk.
- Evaluate the risk.
- Introduce control measures.
- Monitor and review control measures.

Preventing exposure to hazardous substances is the aim of COSHH assessments, by:

- Eliminating a particular substance altogether if it is harmful, or substitute it with a safer alternative.
- The provision of suitable information, instruction and training for workers.
- Engineering controls, such as ventilation.

Further reading:

A step by step guide to COSHH assessment HSG 97 HSE Books 1992 ISBN0 7176 14468

See also: COSHH Assessment HS(G3 97158N 011 8863797, A Brief Guide for the Employer IND (G) 136 (rev 1)

The Noise at Work Regulations 1989

These Regulations require employers to consider the noise to which workers may be exposed. This is because exposure to high levels of noise can cause incurable hearing damage. Usually the important factors are:

- The noise level, given in dB(A)
- How long people are exposed to the noise, not only daily but over a number of years.

Sound is a pressure wave, and sometimes the peak pressure of the sound may be so great that there is risk of instantaneous damage. This is most likely when explosive sources of noise are involved like cartridge operated tools or guns.

Noise at work can cause other problems, such as disturbance, interference with communications and stress. Although the Regulations do not deal with them you should bear in mind that they might also need to be tackled.

The main requirements of the Regulations apply where noise exposure is likely to be at or above any of the 3 Action levels. The first two Action levels are values of daily personal exposure to noise, namely 85 dB(A) and 90 dB(A) taken over an 8 hour working day. The third Action level which depends on the maximum pressure reached by the sound wave is given as 140 dB (or 200 pascals).

Employers must decide if they have a noise problem. A useful rule of thumb is that if a person has to shout to someone else 2 metres away to be heard. If this is the case then it is

important to have the noise exposure of workers assessed by a competent person, tell the workers of the findings, reduce the noise as far as reasonably practicable and implement ear protection measures as required.

This should all be followed up by routine monitoring of the whole programme.

Further reading:

Noise at Work Guides 1 and 2 ISBN 07176 04543.

Noise at Work (Noise Assessment Information and Control) Guides 3-8158N 011 8854305, IND (G) 75(L). The Noise at Work Regulations 1984. IND(G) 99(L) (Rev)

Noise at Work: advice for employees 1991 IND(G) 122(L)

Listen Up! 1992

Accidents - Preventing and Reporting

There's been an accident

Whatever the size and nature of your business, there must be means of recording injuries sustained on the premises i.e. an accident book or accident record.

What sort of accidents should be recorded?

All injuries, whether minor or major, should be recorded so that

- accidents can be investigated and recurrences avoided, and
- entitlements, e.g. to DHSS cash benefits, are not disputed.

It is also useful to record 'near misses' which do not actually cause injuries so that they can be investigated and have actions put in place to prevent the occurrence happening again, possibly preventing future accidents.

Where should the record book be kept?

Ideally, with the first aid box. Appoint a responsible person to look after both, and make sure that all staff know who - and where - this is. The book must be kept for 3 years from the date of the last entry and made available for inspection by the health and safety inspector.

What headings are needed in the record book?

You can buy an official accident record book (Code BI 510) from Her Majesty's Stationary Office.

Alternatively, you can use an exercise book and rule it up into the column headings.

If you have less than 10 employees,

you are only obliged to keep a record of accidents. This could take the form of photocopies of accident reporting forms F2508. If you have 10 or more employees you must keep a book as detailed above.

First Aid

Under the Health and Safety (First Aid) Regulations 1981, work places must have first aid provision. The form it should take depends on various factors, including the nature and degree of hazards at work, whether there is shift working, what medical services are available and the number of employees.

How many first aiders are needed?

The number of first aiders needed depends primarily on the degree of hazards. If employees work in a low hazard work place (e.g. a bank or a library) then at least one first aider for every 150 workers should be provided. In a more hazardous work place (e.g. a factory or quarry) a larger number is needed.

An appointed person should always be present.

When deciding how many first aiders are needed then shift work and provision during holidays and sick leave should be taken into account.

What is an 'appointed person'?

An appointed person is someone who is authorised to take charge of the situation, (e.g. to call an ambulance) if there is a serious injury or illness. The person will act in the absence of a trained first aider, or where a first aider is not required, i.e. a small non-hazardous work area. Emergency first aid training should be considered for all appointed persons.

What if COSHH assessments show hazards that require specific first aid provision?

Make sure that there are enough employees trained to deal with the hazards. Advice on organisations that give training on specific hazards can be obtained from the local Employment Medical Advisory Service.

What training should a first aider receive?

First aiders must have undertaken training and obtained qualifications approved by the HSE. At present, first aid certificates are valid for three years. Refresher courses must be started before certificates expire, otherwise a full course will need to be taken.

What records should a first aider keep?

First aiders should record all the cases they treat. Each record should include at least the name of the patient, date, place, time and circumstances of the accident and details of injury suffered and treatment given. The records should be kept in a suitable place, and should be readily available.

A written account should also be kept of first aiders' certification dates, and the dates of additional, specific or refresher training.

What should the first aid box or kit contain?

First aid boxes and kits should contain only the items that a first aider has been trained to use. They should not contain medication of any kind. They should always be adequately stocked. First aid

kits may be provided for particular situations and should be stocked accordingly. An antidote or special equipment needed to deal with a specific hazard may be kept near the hazard area or in the first aid box.

Contents of First Aid Boxes:

There is no standard list of items to put in a first-aid box. It depends on what you assess the needs are. However, as a guide, and where there is no special risk in the workplace, a minimum stock of first-aid items would be:

- A leaflet giving general guidance on first aid e.g. HSE leaflet Basic advice on first aid at work
- 20 individually sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approx. 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings
- Two large (approx 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- One pair of disposable gloves

You should not keep tablets or medicines in the first-aid box.

The above is a suggested contents list only; equivalent but different items will be considered acceptable.

Is there anything else to be done?

Yes, employees should be told, as part

of their initial training and through notices posted in conspicuous positions, where they can find the first aid equipment and personnel.

Further Reading:

The free leaflet basic advice on first aid at work (IND(G)215L 1997) is published by HSE Books. It is also available in priced packs (ISBN 0 7176 1070 5).

More detailed practical guidance on complying with your first aid at work duties has been published by the Health and Safety Commission First aid at work: Approved Code of Practice and Guidance L74 1997 ISBN 0 7176 10500.

Fire Safety

The relevant regulations are the Fire Precautions (work place) Regulations 1997 (as amended) and the Management of Health and Safety at Work Regulations 1999. This legislation requires employers to:

- Carry out a fire risk assessment of the work place, taking into consideration all employees and other people who may be affected by a fire in the work place, and to make adequate provision for any disabled people with special needs who use or may be present in the premises.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded in writing if you employ more than 5 people).
- Provide and maintain such fire precautions as are necessary to safeguard those who use your work place.
- Provide information, instruction and training to employees about the fire precautions in the work place.

The risk assessment will help you decide the nature and extent of the fire precautions you will need to provide. The risk assessment process is similar to that carried out for other risks.

For a fire to start three things are needed:

- A source of ignition
- Fuel
- Oxygen

You can identify the potential ignition sources in your work place by looking at possible sources of heat which could get hot enough to ignite material in the work place. These sources of heat could include smokers materials, naked flames, electrical or gas fired heaters, cooking, hot processes such as welding or grinding work, faulty or misused electrical, lighting equipment etc. Indications of 'near misses' such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, can help you identify hazards which you may not otherwise notice.

Any thing that burns is fuel for a fire. Some of the most common 'fuels' for fire found in work places include flammable liquid such as paints, varnishes, thinners and adhesives, metholated spirit, wood, paper and card, plastics and flammable gases such as liquefied petroleum gas (LPG). The construction of the premises should also be taken into consideration and thought given to how this might contribute to the spread of fire.

Simple fire prevention activities would include reducing the sources of ignition, and minimise the potential fuel for a fire (by placing highly flammable materials in fire resistant cabinets).

Fire detection and fire warning

Employers need to have an effective means of detecting any outbreak of fire and for warning people so they may escape to a place of safety. In small

work places it is likely that any fire will be quickly detected by the people present and a shout of 'fire' may be all that is needed. In larger premises an electrical fire warning system with manually operated call points is likely to be the minimum needed.

Means of escape

Once a fire has been detected and a warning given, every one in the work place should be able to evacuate without being placed at undue risk. In buildings, most deaths from fire are due to the inhalation of smoke. Also, where smoke is present people are often unwilling to travel a few metres through it to make their escape. It is therefore important to make sure that, in the event of a fire in one part, people in other parts of the building can use escape routes to get out safely without being exposed to the smoke or gases from the fire. In some buildings the means of escape will need to be approved under building legislation, a fire certificate or a licence. If any risk assessment you undertake suggest that change may be necessary, you should check what you propose with the fire authority.

Means of fighting fire

You need to have enough appropriate fire fighting equipment in place for your employees to use, without exposing themselves to danger, to extinguish a fire in its early stages. The equipment must be suitable to the risks and appropriate staff will need training and instruction in its proper use. In small premises, having one or two

portable extinguishers in an obvious location may be all that is required. The advice of the fire prevention officer should be sought in cases of doubt.

Fire procedures and training

In the event of a fire employees will need to know what to do. The employer will need to have adequate pre planned procedures in place 'the emergency plans' and ensure employees are trained in either of those procedures. The procedures would also need to be regularly tested. The complexity of the procedures involved would depend on the size of the business and the type of premises occupied.

The emergency plan

Employers need to plan the action that employees and other people in the work place should take in the event of a fire. If more than 5 people are employed then there should be a written emergency plan. The emergency plan should be kept in the work place and be available to employees and the employees representatives (where appointed) and form the basis of the training and instruction provided. Any written plan should be available for inspection by the fire authority.

The purpose of the emergency plan is:

- To ensure that the people in the work place know what to do if there is a fire and;
- To ensure that the work place can be safely evacuated.

In drawing up their emergency plan employers need to take into account the

results of their) risk assessments.

Information and instructions for employees

It is important that employees know how to prevent fires and what they should do if a fire occurs. They should all be given information about fire precautions in the work place and what to do in the event of a fire. Employers also need to ensure that employees working in the premises outside normal working hours, such as cleaners or shift workers, are included. Information should be given in a way that the employees can understand any learning difficulties or other disabilities should be taken into consideration.

Training employees

The type of training should be based on the particular features of the work place and:

- Should explain the emergency procedures
- Take account of the work activity, the duties and responsibilities of employees
- Take account of the findings of the risk assessment
- Be easily understandable by employees

Review

Changes in the work place will occur from time to time. These have an effect on the fire risks and precautions which need to be taken. So if there is any significant change, employers will to review their assessments in the light of any new hazard or risk.

Further information:

Fire Safety - An employers guide HSE books 1999 ISBN 0 1 1341229 0

Legionnaires' Disease

What is Legionnaires' disease?

It is a disease caused by a bacterium called *Legionella pneumophila*. Infection is caused by breathing in a fine spray of airborne water which carries the bacterium. There is no evidence to show that you can get the disease from someone who has already been infected or from drinking water carrying the bacterium.

Between 100 and 200 cases of Legionnaires' Disease are reported each year in England and Wales. The disease starts with high fever, chills, headache or muscle pain. A dry cough and pneumonia soon develop and although most people recover this can be a serious disease and in some cases is fatal.

Who is most at risk?

Those most at risk include smokers, alcoholics and patients with cancer, diabetes, chronic respiratory or kidney disease. However, you could be infected even if you are healthy. Most cases have been in people aged between 40 and 70 years; men are more likely to be affected than women.

Where is Legionella found?

The *Legionella* bacterium is found in natural water supplies and in soil. It is also found in many recirculating and hot water systems. Outbreaks have occurred in or near large building complexes such as hotels, hospitals, offices and factories. There is no evidence that water systems in domestic homes present any risk.

If Legionella is so widespread why aren't there more outbreaks?

All infections are caused by people breathing contaminated water sprays from equipment such as air conditioning plant, cooling towers, industrial sprays and showers.

Special conditions are needed in water systems before the bacterium multiplies. These include:

- the presence of sludge, scale, rust, algae and organic matter;
- a water temperature in the range of 20°C to 45°C.

Fortunately the combination of circumstances required to result in an outbreak does not occur very often.

How can the risk be reduced?

Since the *Legionella* bacterium is widespread, you cannot prevent it from entering water systems. However, the risk of an outbreak developing can be reduced by taking the following precautions:

Hot and cold water services

- tanks and pipe work should be designed so that water is not allowed to stand undisturbed for long periods;
- tanks should be well covered to prevent the entry of dirt, debris and vermin, and should be periodically inspected, cleaned and disinfected;
- water temperatures between 20°C and 45°C should be avoided; e.g. by storing hot water at 60°C and circulating it at 50°C (beware of scalding);

- water system fittings and materials complying with the water authority by-laws should be used (certain materials, e.g. leather, some rubbers and plastics, support the growth of bacteria and should not be used).

Cooling towers

- Cooling towers and their associated water systems need to be well designed, maintained and operated; the fitting of drift eliminators which reduce the escape of spray is especially important;
- Systems should be cleaned and disinfected at least every six months;
- Water should be cleaned and disinfected at least every six months;
- Water should be treated to prevent corrosion and microbiological growth, including the multiplication of bacteria;
- It may sometimes be possible to replace cooling towers with dry cooling systems.

Other water systems

Precautions are necessary wherever conditions are ideal to support the growth of the bacterium and there is a means of dispersing droplets, e.g. commercial spa baths and humidifiers.

If there is an outbreak what action is taken?

Hospitals and the Public Health Laboratory Service monitor the incidence of Legionnaires' Disease so that outbreaks can be quickly identified and not confused with isolated cases, many of which result from holidays or

visits abroad.

As soon as an outbreak is suspected a team of specialists carry out an investigation to:

- Identify the source;
- Identify the people likely to be affected;
- Ensure the contaminated water system is treated as quickly as possible.

The Working Time Regulations 1998

Introduction

These regulations implement the EC Directive on the organisation of working time.

The Employer should consider whether their employees are in within the scope of the regulations. It is up to the employer to ensure that any employees receive the protection provided by the regulations. Employers will need to consider whether their working practices need to be changed in the light of these regulations.

The regulations introduce definitions of who is a worker, the self employed, trainees, adolescent workers, domestic servants and the employer.

The regulations introduce a new mechanism to allow agreements to be made between employers and employees where there is no recognised trade union presence.

Agreements

The regulations allow for some of the measures to be adapted through agreements between employers and employees. This allows some flexibility to take into account the specific needs of the work situation. Both sides will need to agree which is the most appropriate way forward for their particular circumstances. There may be three types of agreement:

1. Collective agreements between an employer and an independent trade union present in the work place.
2. General united workforce agreements where there is no independent trade union.

3. An agreement in writing between an individual worker and their employer. These may include some provisions contained in other agreements as mentioned above.

The working time limits are as follows:

- An employer is required to take all reasonable steps to ensure that workers do not work more than an average of 48 hours a week over a 17 week period. This period may be extended in some circumstances.
- The employer must keep records of each employees working time.
- If an employee is working in excess of 48 hours a week, steps should be taken to reduce their working time or seek the workers agreement to continue to exceed this limit.

The standard reference period is 17 weeks. This may be extended to 26 weeks in certain circumstances upon workers and employers agreements. The calculation of average working time is made as follows:

The average weekly hours can be calculated by using the equation:
 $(a + b) / c$

Where:

a is the total number of hours worked during the reference period

b is the total number of hours worked, immediately after the reference period during the number of working days equal to the number of days missed due to annual leave entitlement, sick leave and maternity leave

c is the number of weeks in the

reference period.

The employer must maintain records showing which workers have made any agreements relevant to their employment for more than the 48 average weekly limit. Such agreements must be made available to Health and Safety Inspectors.

An employer is also required to take all reasonable steps to ensure that the normal hours of their night workers do not exceed an average of 8 hours for each 24 hours over a 17 week period. The averaging period may be extended in certain circumstances.

An employer must offer a free health assessment to any worker who is to become a night worker. Employers must also give night workers the opportunity to have further assessments at regular intervals.

A worker is entitled to a rest period of 11 consecutive hours between each working day. A worker is also entitled to an uninterrupted rest period of not less than 24 hours in each 7 day period. This may be averaged over a 2 week period i.e. a worker is entitled to 2 days rest over a fortnight.

A worker is entitled to an uninterrupted break of 20 minutes when daily working time is more than 6 hours. It should be a break in working time and should not be taken either at the start, or at the end, of a working day. It should not overlap with a workers daily rest period.

A worker is entitled, from 23 November 1999 to at least 4 weeks paid leave each year.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

Introduction

The main points to remember are:

- If an employee - or anybody else, such as a customer, on the premises - has a fatal or 'major injury' you must telephone your enforcing Authority as soon as possible to report it.
- Similarly, if there is a dangerous occurrence - whether or not it injures anybody - you must inform the relevant authority.

Note: 'Major injury' includes fractures, loss of consciousness, and hospitalisation, while dangerous occurrences includes an overturned crane or burst pressure vessel. The full list of definitions is contained in the booklet 'Reporting under RIDDOR'. If in doubt - contact HSE for advice.

What is an over-3-day injury?

An injury that is not 'major', but incapacitates the persons for more than three days. There is no need to report the injury by phone, but the details must still be sent on a form within 10 days of the accident.

Where do I get a form?

The form is called an F2508 and may be obtained from HMSO.

The reporting procedure offers a facility to report all cases to a single point, the Incident Control Centre (ICC) at Caerphilly.

You can report incidents in a variety of ways, by telephone, by fax, via the Internet, by e-mail or by post.

- the telephone service - 0845 300 9923 is available Monday to Friday

8.30 to 17.00

- fax the form F2508 or F2508A to - 0845 300 9924.
- for Internet reports please go to: www.riddor.gov.uk
- e-mail to: riddor@natbrit.com
- postal reports should be sent to: Incident Contact Centre Caerphilly Business Park Caerphilly, CF83 3GG
- You can still report to your local HSE office or local authority (by phone and then on form F2508 or F2508A) - the requirement to keep a record of reported incidents for inspection by visiting officers still remains. To help with this you will be sent a copy of your report and be given the opportunity to correct any errors in it.

In all instances you must send details within 10 days of the accident.

For a concise summary see also the HSE leaflet 'Report that Accident'

Enforcement and Advice

There are two main authorities responsible for enforcing health and safety legislation in the workplace. These are the Health and Safety Executive (HSE) and the Environmental Health Department of the local District Council. The authority responsible for your premises will depend on the type of work that you undertake. For instance, if your business is an office, retail/wholesale shop, hotel, restaurant or warehouse, then your enforcing authority will normally be the Environmental Health Department. However, if your business is industrial, agricultural or involves manufacturing or the adapting for sale of any products then your enforcing authority will normally be the Health and Safety Executive.

If you are uncertain who your enforcing authority is, either contact the Environmental Health Department or the local office of the HSE.

Powers of inspectors

Wherever possible, inspectors prefer to consult and advise employers and managers when problems arise, but where appropriate legally binding notices can be served to effect improvements or prohibit the use of equipment, products or materials. As a last resort they also have the power to prosecute businesses which fail to comply with health and safety legislation. Inspectors are obliged to supply information on how to make a representation to their line manager or make a complaint in the unlikely event of a dispute.

In order to enable the inspectors to carry out their duties they have certain powers assigned to them by the Health and Safety at Work etc. Act 1974. An inspector may:

- Enter a business to inspect it at any reasonable time.
- Take photographs or samples when necessary.
- Interview managers and staff.
- Serve notices requiring improvements to be made or prohibiting the use of all or part of a work process.
- Where appropriate, take prosecutions .

Inspections may be routine, or in response to accidents and complaints. Visits by inspectors will normally be unannounced, but in some circumstances advance warning may be given of inspections, e.g. for security purposes. Inspectors must carry identification and written authorisation with them at all times and you should always ask to see this in order to verify an officer's status.

Safety Auditing

What is a safety audit?

It is a full health and safety inspection of the workplace in order to identify any problems and ensure that they are put right before it is too late. An audit could be held once a year or as often as once a month - it depends on circumstances. If possible do not give advance warning - you will get a clearer picture of the true conditions.

Compare the audit to a full service on your car. How regularly it is needed and what work needs to be done depends on your car and how much you drive it. Of course it will still need routine maintenance in between each service - possibly even new tyres, etc. - liken these to the routine safety checks and hazard reporting procedures in your workplace

Who should be involved?

Certainly management as they have the means to put right any problems. Involving supervisory and shop floor staff as well could mean greater coverage and commitment. Union appointed safety representatives should also be involved.

What should we look for?

Again, this depends on the type of business and the premises. Use a basic list, but be prepared to be flexible and add (or delete) items as appropriate, for instance as you upgrade machinery or introduce new systems.

