



## **HEALTH AND SAFETY**

**EMPLOYEE**

**PERSONAL**

**HANDBOOK**

## **PERSONNEL RESPONSIBILITIES**

It is a statutory duty under the Health and Safety at Work etc. Act 1974 for every employee to take reasonable care for the Health and Safety of him / herself and of other persons who may be affected by his / her acts or omissions at work.

### **GENERAL**

Every effort must be made to prevent accidents by:

1. Applying the safe working practices for the task being undertaken.
2. Making proper use of the safety equipment or protective clothing specified for the task and taking care with tools used in the course of working.
3. If the equipment or clothing is unavailable or is unusable, report the matter to your supervisor so that proper provision can be made.
4. Avoid unnecessary risks and improvisation, which could result in a reduction of safety standards.

### **ACCIDENT REPORTING**

It is inevitable that accidents will occur. You should report any accident, which causes injury, or damage or any incident, which you believe, has the potential for doing so to your supervisor and issued on intrastats to Reporting Accidents and Near misses.

- This ensures your own protection
- That the circumstances are investigated to try and prevent a recurrence
- A record is kept
- The relevant authorities are informed.

### **HARMFUL SUBSTANCES**

#### **Safety equipment**

As specified in the product or COSHH data sheets, the Company Personnel Manual or in a specific Safe Working procedure.

#### **Hazards**

Chemical – Gas, Liquid or solid eg. powder. That is touched, breath in or ingested. That can cause irritation, burning, vomiting or damage. To eyes, skin, air ways and digestive tract.

### **GENERAL**

All personnel should make themselves aware of the chemicals they are using and what the dangers are, and use them only in accordance with the manufacturers instructions. The information you require can be found in Intrastats Document Index.

## **GUIDELINES**

1. Chemicals must be stored only in properly marked containers.
2. When chemicals are handled, the appropriate safety equipment and clothing must be used.
3. Spillages must be dealt with in accordance with the appropriate product instruction.
4. Do not eat drink or smoke in areas where chemicals are used or stored.
5. After using chemicals thoroughly wash your hands, using the bacterial soap provided, before eating, drinking or smoking
6. If, during or after, handling chemicals symptoms of illness occur, obtain medical attention and report the matter to your supervisor immediately. After resolution add an issue to intrastats to Reporting Accidents and Near misses.

## **USE AND GUARDING OF TOOLS**

### **Safety Equipment**

Masks, gloves, goggles, ear defenders, protective clothing hair net or hat and machine guards and guides.

### **Hazards**

Cuts, burns, noise, shrapnel or other ejected material, loose hair or clothing getting caught or pulled into machinery. Wrong tool for the job. Badly maintained, greasy or dirty tools.

## **HAND TOOLS**

1. All hand tools should be kept clean and free from oil, grease or anything that could cause them to slip.
2. It is dangerous to use a screwdriver on components held freely in one hand
3. The correct size screwdriver should always be used.
4. Files should never be used without a handle.
5. Pointed and edged tools should never be carried in clothes pockets. Refer to HSE document - How to Reduce Hand knife Injuries.
6. Defective or worn tools should be repaired or returned to supervision for replacement.

## **MACHINE TOOLS**

1. The tool or machine must be suitable for the task.
2. You must be trained in the use of the tool / machine.
3. Suitable safety clothing for the task must be worn.
4. Guards must always be in place and securely fixed before starting the task.
5. There must be adequate lighting at the place of work.
6. Any defective machines must be reported to your supervisor.
7. On completion of the task, clean and check the machine.

**ALL TOOLS MUST BE USED ONLY FOR THE PURPOSE FOR WHICH THEY WERE DESIGNED**

## **LIFTING AND STACKING**

### **Safety Equipment**

Safety shoes, gloves, ladders or steps.

### **Hazards**

Back injury, obstruction, falls, items falling from a height.

## **LIFTING BY HAND**

1. Clear away any obstructions from around the load.
2. Check load is secure and safe to lift.
3. Assess weight of load, if in doubt get help.
4. Decide before hand how you will lift the load.
5. Get a firm footing.
6. Bend your knees and get a firm grip.
7. Lift with a straight back, letting your legs do the work.
8. Refer to the HSE document HSE Manual Handling at Work A brief guide.

## **STACKING OF MATERIALS**

1. Remember when articles or materials are stacked, someone at a later time will have to remove them.
2. Keep all entrances and exits clear.
3. Always store heavy articles at ground level.
4. Do not stack materials to a dangerous height.
5. Always choose a stable and level area.
6. Fire doors, extinguishers and passageways must always be kept clear.
7. When racking is used, it should be stable and assembled as per manufacturers instruction to prevent instability and collapse. When practicable, it should be secured to the building.
8. Never stack items or material on shelving or racking in such a way that there is any danger of it falling onto other personnel.