



Viamed HSE Code of Practice

15 May 2001

Specific location	Specific hazard	Company code of practice
Walkways middle of rooms	Packages and boxes	Not to be left in places where they could be classed as an obstruction or hazard. Particularly applies to "Goods in" "Goods Out", & Goods returned from REPs
Offices	Filing cabinets left open	Close after use
Offices and workshops	Electrical appliances & VDU's Includes: Heat guns, Soldering Irons Test equipment	All electrical appliances should be switched off when not being used for an extended time. They should always be switched off when the work station is vacated. PCs must be left at rest i.e. no programmes running. At close of day they should be run down and switched off. Vacation of the work station should not be necessary except during breaks. Problems arising at the work station should be resolved there. i.e. draw attention of the supervisor or member of management.
All areas	Overflowing waste bins	Not only untidy, but also a fire risk. Paper should be torn up before entering the waste bin. Confidential information must be shredded. Emptying the waste bin is the responsibility of the work station occupier. The bin bags should be pricked to let the air out when they are placed in the exterior wheelie bin.
All areas	Knives left around	Replace in draws or tool boxes after use
	Noise	Noise is a distraction. Background radio must be low enough not to distract the attention of workers nearby. Talking and discussions on topics outside of the immediate task is not a right. It is a prerogative of management and is being abused if it distracts anyone. It becomes a safety risk if it distracts anyone using tools.
Repairs & R & D	Jobs in progress	Equipment powered by mains must not be left unattended if the case is open or the equipment is subject to overheating
Swing Doors		Must not be obstructed at any time
Compressor room		No entry to unauthorised persons
Boiler room		No entry to unauthorised persons
Kitchen	Unwashed crockery	Used crockery and cutlery must be placed in the dishwasher, not left on the bench or in the sink. If the dishwasher is full it should be emptied or the dishes should be washed, dried, and replaced in the cupboard by the user. This operation must not be in company time.
Kitchen	Paper towels	The person who uses the last paper towel has the

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		responsibility of refilling the holder.
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Kitchen	Drinks machine	The tray must not be allowed to overflow, Used plastic cups must be placed in the waste bin. Out of order machine should be reported.
Toilets	Disease	Toilets must be kept clean & Tidy Paper towels;toilet rolls; soap, must not be allowed to run out: No spitting The basins should be rinsed and wiped with a paper towel after use. Any excess water around the bowl due to sprinklers should be mopped up. It is the responsibility of everyone to ensure the cleanliness of the WC s and that no litter is left and no breeding ground for germs is allowed to develop
Car Park	Accident	Care should be taken when passing through the car park especially if cars or delivery vans are occupied or parked in the centre area.
Car Park		Anyone in the car park outside of the area under the canopy must clock out unless you are on official Viamed business. . There is no reason why anyone should be outside of this area during working hours Once clocked out our employee insurance liability will not cover you
		All visits to the shop or village during breaks are at the employees own risk and must be preceded by clocking out.