

# VIAMED Ltd

## SUPERVISOR

### **YOUR PERSONAL RESPONSIBILITIES for HEALTH & SAFETY**

1. Read and understand the company's Health & Safety policy and carry out your work in accordance with its requirements.
  2. Ensure that the clothing and footwear you wear at work is suitable from a safety viewpoint.
  3. Do not use, repair or maintain any equipment or machinery for which you have not received full instructions or training.
  4. Report any defects in equipment or machinery immediately to your superior.
  5. Keep all tooling and equipment you use in good condition.
  6. Plan and maintain a tidy and safe working area.
  7. Report any personal injury, which results from an accident at work, even if the injury does not stop you working.
  8. Report any accident or incident, whether damage has occurred or not, however minor, to your superior.
  9. Ensure that you know the location of the First aid point and the First aider.
  10. Ensure that you know the relevant procedures in the event of fire.
  11. Ensure that corridors, floors, doorways etc. are kept clear and free from obstructions.
  12. Do not lift or move, on your own, articles or materials so heavy as likely to cause injury. If you do lift objects, use the correct manual handling techniques.
  13. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up: do not improvise or climb.
  14. Suggest ways of eliminating hazards and improving working practices.
  15. Warn new employees, particularly young people, of known hazards.
  16. Work in a safe manner at all times and in accordance with the company's "Safe Systems of Work". Do not take unnecessary risks, which could endanger yourself or others. If possible remove site hazards yourself.
  17. Do not play dangerous or practical jokes, or indulge in horseplay.
  18. Discipline those who refuse to conform to these rules.
  19. Ensure that everyone knows where the First aid point is and who the First aider is
  20. Nominate others to act, and know what to do, in an emergency.
  21. Ensure that COSHH data sheets are available on all relevant substances connected with the work you control.
  22. Organise the workload so that it is carried out to the required standard with the minimum of risk.
  23. Ensure that operatives receive precise instructions on their responsibilities and follow the company's Safe working methods.
  24. Arrange safe delivery and storage of materials.
  25. Set a personal example at all times, particularly by using the correct working methods and personal protective equipment.
  26. Ensure that all your staff meet the requirements for Health & Safety /Product & process training. If not then bring this to the attention of the relevant management personnel.
  27. Report to supervision any person seen abusing the facilities provided.
  28. When arriving on customers, or suppliers, premises report your presence immediately and ask if there are any specific Health & Safety instructions concerning your presence.
  29. Ensure that if you are driving a vehicle it has been serviced and that you have carried out the daily safety checks.
  30. **Ensure that your staff understand and conform to their own "Personal Responsibilities".**

I have read and accepted that the above  
Are my personal responsibilities

For and on behalf of  
VIAMED LIMITED

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14 April 2003

J.S. Lamb  
MANAGING DIRECTOR