

# **HEALTH & SAFETY GUIDELINES**

These notes are for guidance only. You must follow Health and Safety Rules and/or instruction as laid out at your place of work.

## **Please read these Health & Safety Rules and sign the bottom**

### **TIDINESS**

Keep work areas and gangways tidy and clear. Do not leave things lying around which people can trip over or bump into. Wet patches on the floors should be mopped up straight away, or someone might slip or fall.

### **HYGIENE**

Always wash your hands, using soap and water or a suitable cleaner, before meals and before and after using the toilet. Dry your hands carefully. Do not dry them on old rags or on your clothes.

### **PROTECTIVE EQUIPMENT AND CLOTHING**

Use all protective equipment and clothing provided, such as ear/eye protectors/dust masks/overalls/safety shoes/helmets/boots. It is also advisable that you remove any Jewellery before entering your place of work.

### **MOVING ABOUT THE WORKPLACE**

WALK, do not run or rush about. Use the gangways provided – never take short cuts.

Look out for and obey warning notices and safety signs. ONLY DRIVE a works vehicle if you have been trained to use it and hold a current valid licence (where required). Never hitch a ride on a vehicle not made to carry passengers. Do not stand on a fork–lift truck or on a tractor trailer drawbar.

If you are working in an area where others are working or there is other traffic in the area such as VEHICLES or FORK LIFT TRUCKS, you must ensure you keep in designated areas.

### **LIFTING AND CARRYING – MANUAL HANDLING – SAFE PRACTICE**

- Think First
- Stand close to load, feet hip-width apart – do not over reach
- Feet positioned one in front of the other for balance
- Relax knees and keep the back straight
- The knees are bent as you “sit” to collect the object
- Grasp firmly, lift smoothly, straighten the back
- Keep load close to your body
- Maintain balance and avoid twisting
- Avoid jerky movements
- Get help or use a mechanical aid if too large.

### **Elevated Working Practices**

**Ladders** – Do not use ladders with split, missing or loose rungs. Always make sure that the ladder is placed in the right position, at the right angle, and cannot slip. Always use ladders, scaffolding or lifts to reach high places. Never hitch a lift in a crane bucket, or in the forks of a forklift.

**Roofs** – Roofs may be fragile or the tiles loose. Never go on the roofs unless you are told to do so by your Supervisor and have been shown the precautions you should take.

**Scaffolding**- Never assume that the scaffold is safe- it may not be. Before attempting to use any scaffold for access, you must ensure it is in a Safe condition, and only use the scaffold if you have been told you can do so.

### **ELECTRICITY**

YOUR HEALTH & SAFETY IS OF PARAMOUNT IMPORTANCE TO US – PLEASE READ, SIGN AND RETURN THIS FORM.

Remember, electricity can kill or cause severe burns. Treat it with care. Make sure you understand instructions before connecting or disconnecting any electrical appliance. If you are unsure ask your supervisor before attempting to connect or use any electrical equipment.

**MACHINERY**

Operate only machines you have been **TRAINED TO USE** and told to use. Make sure you can reach the controls easily and know how to stop the machine. Safety guards are fitted to machines and must be used. Wait until a machine has been switched off before you clean and clear it. Dangling chains or loose clothing could get caught in moving parts. Keep long hair tucked under a cap or tied back. Do not distract other people who are using machines. Inform Supervisor if machine is not working properly.

**HARMFUL SUBSTANCES**

Follow all instructions given by a Supervisor. Wear relevant protective clothing.

**FIRE**

Take care when handling petrol or other flammable substances; keep them away from naked flames or sparks. Do not smoke. Do not throw rubbish or cigarette ends and matches into corners, or under benches.

Many companies have a NO SMOKING POLICY. If you smoke, make sure you know what this is- as anyone found to be smoking in an area, which is not permitted, will be asked to leave site.

Make sure you take time to familiarise yourself with your workplace so you know where the nearest escape exit is, and what you need to do in case of an Emergency. If you are unsure about what action to take you need to ask your supervisor.

**FIRST AID**

If you have an accident on site, you must report it immediately- no matter how minor. The majority of Industrial Workplaces have an onsite first aider, if not they will have procedures in place to get you first aid.



**I understand that these guidelines are for information purposes only, and that any specific Health and Safety guidance relating to my place of work will be instructed to me before I commence work.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_

