

WORKING SAFELY

a course covering the 'Working Safely' syllabus, approved and validated by
The Institution of Occupational Safety & Health

Recognised and valued wherever you choose to work...

When Cable were asked by clients for a basic Health and Safety distance learning pack, it was agreed that the course which students should be undertaking should help to improve work-related health and safety, have credibility, and be instantly recognisable throughout business, industry and commerce.

With this in mind an approach was made to the Institution of Occupational Safety and Health, Europe's leading body for Occupational Safety and Health, who were happy to give their support.

Cable are proud and delighted to be associated with IOSH, certain in the knowledge that when you receive your Certificate, or 'passport' card, it will be recognised and valued wherever you choose to work.

The Institution of Occupational Safety and Health (IOSH) is Europe's leading body for occupational safety and health professionals, with over 25,000 individual members worldwide, working across the full spectrum of industry and commerce.

IOSH promotes the importance of the safety and health professional and works to encourage employees to protect themselves and their colleagues from workplace hazards.

Services offered by IOSH include:

- Register of Safety and Health Consultants
- Accredited training courses for non-health and safety specialists
- Publications, website, conferences and seminars
- Member support and networking, including Technical Information Services and Continuing Professional Development

IOSH is pleased to accredit this learning course and believes this programme will contribute to the promotion and improvement of work-related health, safety and environmental sustainability on an ongoing basis.

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All legislation is correct at time of printing but is liable to change (please ensure when referencing legislation that you are working from the most recent edition/amendment).

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Contents

Introduction

Introducing working safely

Health & Safety law	3
How it was	4
How it is.....	4
Health and Safety Act 1974	5
HSE, Inspectors and offenders	6
Questions	9

Defining hazards and risks

Recognising hazards.....	14
Slips, trips and falling objects	17
Housekeeping	17
Vehicles	18
Noise	20
Fire, Fire	21
Manual handling	30
Electricity	37
The right gear	39
Working at height	43
Harmful substances	45
VDUs	46
Asbestos	48
Smoke-free workplaces	50
First aid	51
Reporting.....	52
General Health and Welfare	54
Bullying	57
Violence and security	59
Stress	60
Special people	62
Signs.....	64

Improving safety performance

Risk Assessment	68
Safety Policy	71
Safety Management System	72
Safety Representatives	74

Protecting your environment

How things have improved	76
Being environmentally aware	79
Benefits to industry	79
Managing transport	81

Answers to self assessed questions

Answers.....	84
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Introduction

Johnny Casson the Yorkshire comedian once said "If I'd have known I was going to live this long I would have looked after myself better..."
The main aim of this course is to help you to look after your self and your workmates better, by making you and your workplace safer.

Safety in the World of Work is an IOSH validated course.

This course will enable you to gain an IOSH certificate. It is about your responsibilities to Health & Safety in your workplace.

Accidents can be tragic, time wasting and costly. The course will help you to understand the real and potential dangers in your workplace, in this way you are more likely to be safe. Also explained are your duties towards others and your employer's duties towards you.

The course is divided into four modules, you may find the first part a bit heavy - it does get better - so please don't be put off. It is important that you work through them in order, as one follows logically from another.

Questions

Questions are set towards the end of each section with spaces given for your answers. All answers to questions are to be found within the text and are not there to catch you out, but to show whether you have understood what has been written. Check them yourself with the answers at the back of the book.

Activities

There are 10 Activities. These deal with your own workplace situation and should all be completed.

Assessments (Tutor marked)

When you have finished the course you will be required to complete a final assessment under examination conditions. The final assessment will consist of a series of multiple choice questions and a practical element on hazard identification.

If you have any problems with the course refer to the tutor you have been given, or your supervisor, this may be by telephone or in person.

We hope you enjoy your course of study -

Good Luck.

Introducing working safely

In this section you will learn about....

How and why laws are made
The 1974 Health & Safety at Work Act
The Health & Safety Executive
Health & Safety Inspectors





Health & Safety Law

Somewhere, in your place of work, you should see a notice from the Health & Safety Executive, it might be in the office, on a wall, or even (for your convenience) on the back of the toilet door. Wherever it is, you need to find it and read it, there you will see the following statement.

HEALTH AND SAFETY LAW

What you should know

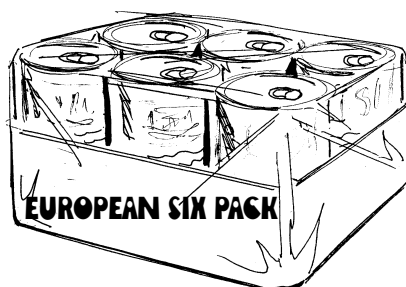
Your health, safety and welfare are protected by law. Your employer has a duty to protect and keep you informed about health and safety. You have a responsibility to look after others. If there is a problem discuss it with your employer or safety representative, if there is one.

The main law covering Health and Safety in the workplace is the 1974 Health & Safety at Work Act. It is statute law, which means that it is a **legal requirement** and has been passed as an Act of Parliament.

I know my rights !

Well whether you do or not, we all have rights, both as **employees** and **employers**, but with our **rights** come **responsibilities**. Your rights and responsibilities are clearly set out in the Health and Safety at Work Act 1974, but as well as these there are regulations dealing with specific activities, such as working with dangerous substances (the Control of Substances Hazardous to Health Regulations - known as COSHH Regs.), as well as many others.

Requirements covering the workplace itself are given in the Workplace (Health, Safety and Welfare) Regulations, and were formulated as a result of directives from the European Union, along with Regulations on:



- Manual handling,
- Display Screen Equipment
- Provision and use of Work Equipment
- Personal Protective Equipment and
- Management of Health and Safety at Work
- Work at Height Regulation

Collectively they are commonly known as the European Six Pack.



Do I need to know the law?

You do not have to study the law in depth, but it will help you understand why you have to work in a certain way, if you know some of the legislation.

How it was

In our modern day society we are all entitled to a healthy and safe way of life both at work and play, but it wasn't always so.

In 1840 an act had been passed prohibiting boys from being employed as human chimney sweeps. Giving evidence before a Select Committee in 1862, when many boys were still being employed in this way, a young sweep told of the cruelty in preparing a boy for the job. The following account shows just how bad some working conditions were.

"The flesh must be hardened. This is done by rubbing it, chiefly on the elbows and knees, with the strongest brine, close by a hot fire. You must stand over them with a cane, or coax them with the promise of a halfpenny.... At first they will come back from their work with their arms and knees streaming with blood, and the knees looking as if the caps had been pulled off; then the brine must be rubbed in again."

Despite terrible stories like this, it wasn't until 15 years later that an act was passed which was effective in bringing an end to this practice.

Thankfully things have changed since then and successive governments have put laws in place to prevent exploitation and keep us as safe as possible.

How it is

The law is constantly changing, generally speaking for the good of all. Something may need updating or an area of concern may arise and in answer to this, the Government will debate and then pass a law to cover the problem. As well as laws which are unique to Britain, being part of the European Union, we must also abide by their directives.



Health and Safety at Work Act 1974

The Health and Safety at Work Act 1974 is the main law under which most Regulations are made. This established guidelines for employers and employees to **agree** proper working conditions, the idea being to protect anyone at work and give some protection to the public at large. **It made all of us responsible for one another's health and safety.** It was different in that it provided a framework for more detailed Regulations to follow and;

- it protected virtually everyone by law
- it allowed accidents to be investigated by inspectors
- it allowed inspectors access to working premises
- it gave workers and employers duties and responsibilities
- it included provision of adequate toilet and washroom facilities

Failure to comply with the Act could result in fines or imprisonment for employers and employees.



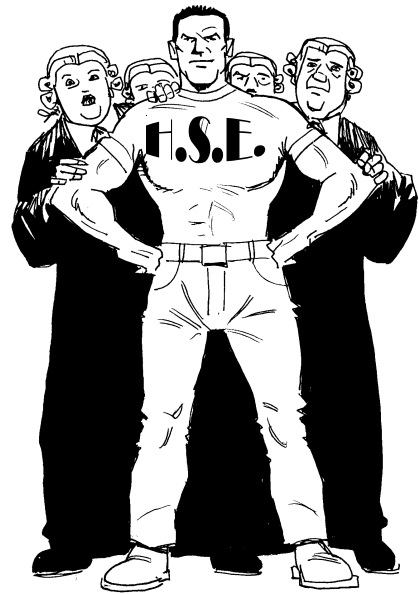
SO TAKE YOUR RESPONSIBILITIES SERIOUSLY



The Health and Safety Executive

The Health and Safety Executive, or H.S.E. for short is a very powerful body who has the full weight of the law behind them.

The Health and Safety Commission, who advise the Government on all aspects of health and safety, act on information given to them by the H.S.E. They appoint **inspectors** and **local authority environmental health officers** to act on their behalf.



The Inspectors

H.S.E. Inspectors have full access to any work place premises and can visit factories, railways, construction sites etc. at any time. Most premises will be visited at some time, it could be by the Fire Brigade, the Local Environmental Health Officer or the representative of the Health and Safety Executive and if any problems are found they will explain the requirements of the law and advise on action. If that is not good enough they will enforce the law by issuing a notice.

Notices - there are two types of notice:

Improvement Notices

An Improvement Notice states what should be done and gives a deadline for action.

(Common recommendations can be found on the following page.)

Prohibition Notices

Prohibition Notices are issued when there is a real danger of personal injury. Prohibition means STOP, the notice takes effect immediately and the machines or equipment must stop until improvements are made.

Offenders

Both employers and employees, **(and that means you)**, can be prosecuted and sent for trial in a Crown Court for offences committed under the Health and Safety Act. Intentional obstruction of an officer preventing him from doing his duties is also an offence and liable to a fine.



Inspectors can...

...inspect various aspects of the workplace and may recommend that some of the following are implemented by the employer:

- Purchase of new equipment.
- Development of a new maintenance procedure.
- Protection of equipment from weather.
- Change of storage location.
- Redesign of the work area.
- The removing of unnecessary materials.
- The removing of unnecessary equipment.
- Improvements in ventilation.



- Improvements in lighting.
- Limitation of access to an area.
- Provision of new tools and equipment.
- Development or revision of safety procedure.
- Installation of warning devices.
- Increasing provision of warning signs.
- Retraining of staff.
- Provision of new training.
- Increase in level of supervision.
- Training of personnel in hazard recognition.
- Revision of work permit procedure.
- Improvements in internal communication.
- Removing of equipment and tools in poor condition.
- Closure of the premises until essential work has been done



Questions answered

To help you understand the various Acts in a more practical way read the following questions and answers.

- Q. *Is it just the employer that can be fined or sent to prison for a breach of the 1974 Act ?*
- A. No. Employees are subject to similar penalties should he or she put himself or others at risk.
- Q. *Are the Health and Safety Executive concerned only with major disasters ?*
- A. No. They regularly inspect factories, railways, construction sites, etc., looking at working conditions.
- Q. *Does the Act only apply to employers and employees of the company ?*
- A. No. Anyone legally entering the premises has the right to be safe.



- Q. *Does European Health and Safety Law have any bearing on UK law ?*
- A. Yes. In 1992 the European Commission approved a set of six Health and Safety Laws which all member states were directed to incorporate into their own legislation.



Questions

1 What does COSHH stand for ?

2 What brought about the 1992 Workplace (Health, Safety & Welfare) Regulations?

3 After reading the account given by the young chimney sweep, write down four changes in working practices that you can think of since those times.

4 What made the 1974 Act different to what had gone before?

5 Who advises the Government on matters of health and safety ?

6 Who issues a prohibition notice and what does it do?

7 What is the difference between an Improvement Notice and a Prohibition Notice?

8 State the three bodies responsible for enforcing Health & Safety law.



Questions

- 9 If there was a food safety issue, which of the inspecting bodies would you expect to attend?

- 10 Who would investigate if there was a fire at a night club?

- 11 Who do you think would investigate a rail crash?

- 12 What would be the punishment for anyone obstructing a Health & Safety Inspector in his duties?

You have learnt that the 1974 Act gives us all rights and responsibilities, with this in mind, answer the following questions.

- 13 A bucket of water is left in an obvious place by a member of the cleaning staff. Your workmate trips over it and sprains her ankle. Who is responsible?

- 14 Your company has sent Mary on a manual handling course. During the course she is trained in the correct way to manoeuvre tall trolleys. When she gets back to work, she finds that the new techniques slow her down, so she goes back to her old method of pushing the trolley instead of pulling it. As a result, she knocks down a customer and injures them. Who is responsible and why?

