

Safety Posters & Literature : Signs

Regulation & Safety Guidance

WHAT YOU NEED TO KNOW

Control of Noise at Work Regulations 2005

Incurable damage to hearing can be caused by exposure to high noise levels. The control of noise at work regulations 2005 calls for employers and employees to reduce the risk of damage to hearing at work. Ensure you are familiar with the categories of risk and the actions to be taken.

Employers Must	Health Risk	Ear Protection	Personal Action
Reduce the risk of hearing damage to the lowest reasonably practicable level.	✓	✓	✓
Ensure noise assessments are carried out by a competent person.	✓	✓	✓
Ensure a record of assessments is kept until no longer needed.	✓	✓	✓
Use measures other than ear defences to reduce noise to noise.	✓	✓	✓
Provide necessary hearing protection and information on risks to hearing to employees who are exposed to noise.	✓	✓	✓
Do not use reasonably practicable noise control measures where a risk of hearing damage.	✓	✓	✓
Provide hearing protection to employees who are exposed to noise.	✓	✓	✓
At provided to employees who ask for them. Provided by those responsible for the noise and maintained to a satisfactory standard.	✓	✓	✓
Ensure ear protection is used by those who enter the protection zone.	✓	✓	✓

Employees Must	Health Risk	Ear Protection	Personal Action
Use the ear protection provided.	✓	✓	✓
Use all other protective equipment provided.	✓	✓	✓
Report any faults or defects found with the ear protection or any other equipment provided.	✓	✓	✓

U 400 x 600 RPVC 13364

WHAT YOU NEED TO KNOW

Manual Handling Operations Regulations 1992

These regulations (revised in 1998 and updated in 2004) place duties upon the employer to ensure that employees avoid hazardous manual handling operations so far as reasonably practicable. Employers should assess unavoidable manual handling operations and take steps to reduce the risk of injury from such operations as far as reasonably practicable.

- 1. Assessment**
Establish if the lift is needed or if you can use a mechanical aid to lift or move the load. Avoid:
• Assisted lifting
• Ensure you know what you are lifting, when it is to go and to weight, the level of the load and degree of curvature/loads.
- 2. Personal limitations**
Know the limit of your own ability. Ask for help if needed.
- 3. Stance**
Lifting: Lift above the knee, below the shoulder. Stand over the load, feet shoulder width apart and one slightly in front of the other. Bend your knees and not your back.
- 4. Proper Grip**
Ensure you have a firm grip of the load, using the palm of your hands and the roots of the fingers. Never lift with the fingers!
- 5. Body Position**
Keep your arms close to your body, ensuring your legs take the weight of the load and not your arms. Take your feet to your chest.
- 6. Lifting**
Use your legs to lift both your upper body and the load, ensuring you keep your back straight and the load close to your body.
- 7. Moving**
Keep the load close to your body. Without twisting the trunk, use your feet to move the load.
- 8. Co-ordinated Lifting**
If the load is unable to be lifted by one person, co-ordinate the lift with colleagues, ensuring the above techniques are used.

U 400 x 600 RPVC 13365

WHAT YOU NEED TO KNOW

Personal Protective Equipment at Work Regulations 1992

In situations where risks cannot be controlled by other means such as systems of work or engineering controls, employers are required to protect their employees from risks to health and safety by providing suitable personal protective equipment (PPE).

THE EMPLOYER MUST:

- Provide suitable protective equipment free of charge.
- Maintain PPE in working order and good condition.
- Provide relevant training in the use of PPE.
- Consult with employees on the suitability of the PPE to be provided.

THE PPE PROVIDER MUST:

- Be relevant to the work being undertaken.
- Protect effectively against the particular risks involved.
- Comply with relevant standards.
- Fit the user properly and comfortably and adjust where necessary.
- Should not hinder the performance of the task or add to the risks involved.

THE EMPLOYEE MUST:

- Use the PPE provided.
- Report any loss, defects or damage to PPE.
- Take care to correctly store the PPE when not in use.

U 400 x 600 RPVC 13363

POWER - WHAT YOU NEED TO KNOW

The Provision and Use of Work Equipment Regulations 1998

These regulations require the employer to prevent or control health and safety risks created by equipment used at work. If an employer allows employees to provide their own equipment then this equipment is also covered by POWER, and the employer should ensure it complies to the regulations.

General Provisions

In general terms, POWER regulations require that equipment used at work must be:

- Suitable for intended use.
- Used by persons who have had received the appropriate training.
- Accompanied or incorporated suitable health and safety warnings or safety measures.
- Safe for use - equipment should be maintained in a safe condition and in certain circumstances inspected to ensure it.
- Able to have maintenance work carried out without exposing the person carrying this out to risk of danger.
- Designed so that breakdown or damage of the control systems will not result in danger to the operator.
- Designed to prevent any risk of fire, over-heating, discharge of gas, dust or other substance, explosion or contact with electricity.

Main Provisions

The employer must ensure that:

- Measures are in place to minimise risk.
- Only fully trained personnel should only be allowed to use equipment where there is a specific risk.
- Work equipment provided is suitable, maintained and used without risk. The employee does not have specific duties under POWER, but should:
- Advise the relevant parties of unsafe equipment.
- Ensure that their own and their colleagues equipment are treated with care.

U 400 x 600 RPVC 13721

WHAT YOU NEED TO KNOW

Health and Safety (Display Screen Equipment) Regulations 1992

These regulations require employers to perform suitable and regular assessment of employees, their daily routines and work stations and reduce risks identified to the lowest extent practicable. The employer should plan work activities of users to ensure that their daily work is periodically interrupted by breaks or changes of activity, and are provided with adequate health and safety training. In addition, the employer should ensure that users are provided with an appropriate eye test (at the users request and not against their will) to be carried out by a competent person, and this should be repeated at regular intervals.

Workstation Minimum Requirements

Display Screen	Keyboard	Work Surface	Work Chair	Space	Room/Environment	Lighting	Reflections and Glare	Posture and Noise	Heat and Humidity	Software	
The screen should be adjustable in height and tilt. The screen should be at least 100cm from the user's eyes.	The keyboard should be adjustable in height and tilt. The keyboard should be at least 10cm from the user's feet.	The work surface should be sufficient to support the monitor, keyboard and mouse. The work surface should be at least 10cm from the user's feet.	The work chair should be adjustable in height and tilt. The work chair should be at least 10cm from the user's feet.	There should be space necessary to allow the operator to change positions.	The room should be well lit. The room should be at least 100cm from the user's feet.	The lighting should be sufficient to allow the operator to work comfortably. The lighting should be at least 100cm from the user's feet.	The lighting should be sufficient to allow the operator to work comfortably. The lighting should be at least 100cm from the user's feet.	The lighting should be sufficient to allow the operator to work comfortably. The lighting should be at least 100cm from the user's feet.	The lighting should be sufficient to allow the operator to work comfortably. The lighting should be at least 100cm from the user's feet.	The lighting should be sufficient to allow the operator to work comfortably. The lighting should be at least 100cm from the user's feet.	The lighting should be sufficient to allow the operator to work comfortably. The lighting should be at least 100cm from the user's feet.

U 400 x 600 RPVC 13722

A guide for a safer workplace

Risk Assessment

It is the duty of an employer to:

- Identify hazards and risks where possible remove them.
- Evaluate risks.
- Reduce or control risks to low levels.
- Record this assessment.

It is the duty of an employee to:

- Co-operate with the employer on all health and safety matters.
- Inform your supervisor if you are concerned about a safety matter.
- Adhere to all work and safety procedures.

Consider the above points when assessing the items below:

The Management of Health & Safety	Work Equipment & Work Practices	Display Screen Equipment	Personal Protective Equipment (PPE)
<ul style="list-style-type: none"> • Are safety work systems followed? • Are accidents and hazards accurately reported? • Have employees who are most at risk been identified? 	<ul style="list-style-type: none"> • Is the equipment safe, suitable for the job and properly maintained? • Is the equipment maintained and stored properly? • Are hazardous substances identified, used and stored properly? • Do employees have proper instructions, training, information and supervision? 	<ul style="list-style-type: none"> • Is the work area set up correctly for the user? • Is the software and software suitable for the tasks? 	<ul style="list-style-type: none"> • Does the PPE meet current standards? • Is it fit for purpose? • Have employees been trained in the use of appropriate PPE? • Is it properly fitted, used and stored properly?

A safer workplace for everyone.

U 400 x 600 RPVC 13879

WHAT YOU NEED TO KNOW

Globally Harmonised System (GHS)

GHS stands for the Globally Harmonised System of classification and labelling of chemicals. It has been developed by the United Nations to ensure that information about hazards is available to users, with the aim of avoiding different hazard information requirements on physical, health and environmental hazards for chemicals worldwide.

For the Employer: Under the mandatory requirements, data for 'Pure chemical substances in mixtures' and 'Hazardous mixtures' must be provided. This information must be provided in a standardised format, which includes hazard statements, hazard pictograms and hazard symbols.

For the Employee: If a manufacturer chooses the GHS system they no longer use MSD systems.

Old MSD System to be phased out

New GHS symbols for Physical Hazards

New GHS symbols for Health and Environmental Hazards

CLP REGULATION

U 400 x 600 RPVC 13958

COSHH - WHAT YOU NEED TO KNOW

The Control of Substances Hazardous to Health Regulations 2002

Under COSHH regulations, all persons at work should know the relevant safety procedures to take so as not to endanger themselves or others through exposure to substances hazardous to health.

COSHH Symbol	Description of Hazard	Recommended Safety Precautions
	CORROSIVE	• Avoid contact with skin, eyes and clothing. • Do not breathe vapour or dust. • Do not get in eyes, nose or mouth. • Do not get on clothing.
	EXPLOSIVE	• Do not breathe vapour or dust. • Do not get in eyes, nose or mouth. • Do not get on clothing.
	FLAMMABLE	• Do not breathe vapour or dust. • Do not get in eyes, nose or mouth. • Do not get on clothing.
	TOXIC	• Do not breathe vapour or dust. • Do not get in eyes, nose or mouth. • Do not get on clothing.
	VERY TOXIC	• Do not breathe vapour or dust. • Do not get in eyes, nose or mouth. • Do not get on clothing.
	EXTREMELY TOXIC	• Do not breathe vapour or dust. • Do not get in eyes, nose or mouth. • Do not get on clothing.
	HAZARDOUS TO THE ENVIRONMENT	• Do not breathe vapour or dust. • Do not get in eyes, nose or mouth. • Do not get on clothing.

U 400 x 600 RPVC 13366

THE ELECTRICITY AT WORK REGULATIONS 1989

These regulations require employers to ensure that employees are protected from the risks of electric shock, fire and explosion. The employer should ensure that employees are provided with adequate health and safety training. In addition, the employer should ensure that users are provided with an appropriate eye test (at the users request and not against their will) to be carried out by a competent person, and this should be repeated at regular intervals.

U 400 x 600 RPVC 13362

ABRASIVE WHEEL SAFETY

THE ABRASIVE WHEEL REGULATIONS 1976 HAVE BEEN REVISED BY THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 (POWER), PLACING A GREATER EMPHASIS ON THE NEED FOR TRAINING AND WIDENING THE SCOPE OF THOSE WHO NEED TO BE TRAINED.

Grinding wheels are safe if used correctly - DO

- Read and understand the supplier's safety instructions.
- Ensure that the wheel is suitable for its intended use.
- Handle and store wheels with care.
- Inspect regularly for signs of possible damage before mounting.
- Check mounting flanges for equal and correct diameter and that they are clean, free from burrs and not recessed where applicable.
- Use mounting flanges when required.
- Fit the wheel to the machine.
- Always use a correctly designed and adjusted wheel guard.
- Wear appropriate PPE (sensible eye, ear and hand protection).
- Conduct a trial run at operating speed with guard in place for at least one minute, checking clear of the machine before use.
- Turn off coolant before stopping the wheel to avoid creating an out of balance condition.
- Check frequently to remove wear and to ensure that the wheel is cutting correctly.

Grinding wheels are dangerous if abused - DO NOT

- Allow untrained persons to mount or use abrasive wheels.
- Use a wheel that has been dropped or damaged in any way.
- Force a wheel to fit on the mounting device or modify the size of the mounting device.
- Exceed the maximum operating speed marked on the wheel.
- Apply shock or excessive force to the wheel.
- Use mounting flanges which are not clean and flat.
- Tighten the mounting nuts excessively.
- Stop the work piece between the wheel and the work rest.
- Start the machine until the wheel guard is in place and securely fastened.
- Grind on the side of a wheel unless it is specifically designed for this purpose.
- Stand directly in front of a grinding wheel when a machine is started.
- Stop the wheel by applying pressure to its surface, not its stop material.

DON'T FORGET

To ensure the highest level of safety, ensure products are manufactured and marked in accordance with BS EN 12543, BS EN 12544 or BS EN 12545.

50 Page Booklet HSG17

HOW TO TREAT AN ELECTRIC SHOCK CASUALTY

IMPORTANT - PLEASE READ

First aider is:

Tel no: _____

First aid box is at:

IMMEDIATE ACTION

1. Do not touch the casualty with your bare hands.
2. Switch off the electric current - remove the plug or pull the cable free. NEVER try to lift the casualty as this is still in contact with the current.
3. If you cannot break the current stand on a dry, non-conducting surface and use a WOODEN broom, broomstick or a plastic object to remove the casualty away from the source of electricity.

DIAL 999 immediately and ask for an ambulance

A THE RECOVERY POSITION

If the casualty is breathing

1. Assess the victim. Check their airways and breathing. If they are breathing place them in the recovery position.

If the casualty is NOT breathing

B ARTIFICIAL RESPIRATION

1. Open the airway by tilting the head back and lifting the chin. Check for mouth obstructions.
2. Pinch the nose closed.
3. Take a deep breath, seal around the mouth and blow until the casualty's chest rises - normally within 1-2 seconds.
4. Remove your mouth and allow the casualty to exhale on its own.
5. Count to 5 and repeat the process, breathing for the casualty 10 times in a minute.

C EXTERNAL HEART COMPRESSION

when there is STILL no pulse

1. Lay the casualty on a firm, flat surface.
2. Place the heel of your hand on the lower half of the breast bone and push down on the breast bone and give your other hand on top of it.
3. Keeping your arms straight push down on the chest to a depth of 4-5 cm or a 1/3 of 100 compressions per minute.
4. After every 30 compressions administer 2 breaths of artificial respiration.

CONTINUE THIS ACTION UNTIL HELP ARRIVES

Wash for a release - the heart may stop beating again. Cover the casualty with a blanket and keep comfortable.

U 400 x 600 PVC 4240

Burns and Scalds

Treatment

- Immediately immerse the burnt area under cold running water (or pour over) for at least 10 minutes or until the pain is relieved.
- If the burn is serious ensure an ambulance is called.
- Whilst cooling check the patient's breathing and pulse.
- If possible remove any items that may cause constriction if there is any swelling (e.g. belt, rings watches, etc.)
- Carefully remove clothing unless sticking to the burn
- Cover the burn with a dry sterile dressing.
- Treat for shock.

DO NOT

- DO NOT apply any lotions, ointments, fats or creams.
- DO NOT touch or place anything other than a sterile dressing on the affected area.
- DO NOT attempt to remove any item of clothing that may be sticking to the affected area.
- DO NOT burst any blisters that may form on the burn.

EMERGENCY SERVICES

HOSPITAL TEL: _____
 DOCTOR TEL: _____
 NEAREST FIRST AID: _____
 YOUR FIRST AIDER IS: _____

U 400 x 600 PVC 4241

WHAT YOU NEED TO KNOW

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U 400 x 600 RPVC 14612

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U 400 x 600 RPVC 14613

first aid signs & kits

Emergency eye wash

AED Automated External Defibrillator

First aid

For our range of first aid signs and kits please see page 8.