

HEALTH AND SAFETY PROCEDURES MANUAL

HEALTH AND SAFETY RULES

INTRODUCTION

This section details the rules and standards, which relate to all temporary operatives at work. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a breach of contract and, at the discretion of the Management, shall lead to summary dismissal.

It should also be borne in mind that contravention of the Health and Safety Legislation, is a criminal offence and that a prosecution can be taken against the employee by the enforcing authority.

WORKING PRACTICES

1. No machine item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
2. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
3. Any fault, defect, including damage, or malfunction in any item of machinery plant, equipment, tool or guard must be reported immediately.
4. No machine plant or equipment is to be left unattended whilst in motion unless you are authorised to do so.
5. No machine plant or equipment is to be cleaned whilst in motion unless you are authorised to do so.
6. No repairs, maintenance or adjustments to machine plant or equipment are to be carried out, unless you are authorised to do so.
7. All substances are only to be used in accordance with the written instructions.
8. All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
9. All hazard notices or warning signs displayed on the premises are to be obeyed.
10. All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
11. All Safety equipment, signs, notices and facilities provided in the interests at Health Safety and Welfare are to be used or followed and must not be misused or wilfully damaged.
12. Protective clothing and Safety equipment is to be stored in accordance with the instructions.
13. The work area is to be kept clean and tidy at all times.
14. All waste is to be disposed of in the correct container.
15. All liquid spillages are to be cleaned up immediately.
16. All emergency procedures relevant to your work area are to be obeyed.
17. Emergency exits and equipment are not to be obstructed.
18. Any use or damage to fire fighting equipment is to be reported immediately.
19. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.
20. No operative is to attend site under the influence of alcohol or non-prescription drugs.

I have read and understood the above

Signature of Temporary Worker

Name of Temporary Worker

Dated