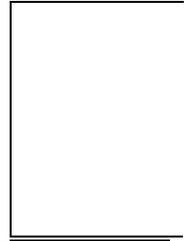




Health & Safety

The Legal Framework for Care Providers



HEALTH & SAFETY INFORMATION AND DUE DILIGENCE GUIDELINES

1. Health & Safety Law

The Health and Safety at Work etc. Act 1974 is the major piece of the health and safety legislation in Great Britain. It provides the legal framework to promote, stimulate and encourage high standards.

The Act, when first introduced, provided an integrated system dealing with workplace health and safety and the protection of the public from work activities. By placing general duties upon employees, employers, the self-employed, manufacturers, designers and importers of work equipment and materials, the protection of the law, rights and responsibilities are available and given to all at work.

Regulations made under the Act have the same scope and provide the potential to achieve clear and uniform standards. Examples of such regulations are:

- The Management of Health & Safety at Work Regulations 1999
- The Workplace (Health, Safety & Welfare) Regulations 1992

Duties of Employers

An employer has a general duty to, as far as is reasonably practicable, safeguard the health, safety and welfare of employees by ensuring: -

- plant and equipment are safe;
- safe handling, storage, maintenance and transport of articles and substances;
- provision for employees of information, instruction, training and supervision;
- a safe working environment and adequate welfare facilities;
- safe access and egress;
- a safe system of work.

Where there are five or more employees, an employer has an absolute duty to provide a written health and safety policy and to ensure that all employees have seen it.

Employers must consult with employees on health and safety matters.

2. Other Health and Safety Legislation

- 2.1 *Health and Safety (First Aid) Regulations 1981* – provide a framework for first aid arrangements in the workplace.

The regulations require provision of adequate and appropriate first aid equipment and trained personnel so that first aid can be administered to employees. The employer must make an assessment to determine needs. It is important that employees are aware of who first aiders/appointed persons are and where they can be contacted.

Leaflets on these can be found at www.hse.gov.uk/pubns/firindex.htm.

- 2.2 *The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR) and Accident Reporting)

The Regulations cover employees, self-employed people, members of the public and other people who die or suffer injuries or conditions listed in the regulations as a result of work activities.

The responsible person within a company must report any of the injuries/conditions listed in the regulations.

- 2.3 *Reporting an Accident*

The arrangements for reporting accidents changed on 1st April 2001. There is now a simplified procedure to report all cases to a single point, the Incident Contact Centre based at Caerphilly. You can report accidents in a variety of ways; by telephone, fax, via the Internet or by post. (The telephone service is available Monday to Friday from 8.30am to 5pm). You can still report directly to your local authority (by telephone and then on Form 2508 or 2508A), and these reports will be forwarded to the ICC for processing.

Using the Internet or telephone service means that you may not have your own copy of the official reporting forms – the requirement to keep a record of reported incidents for inspection by visiting officers still remains. To help with this you will be sent a copy of your report and given the chance to correct any errors.

www.hse.gov.uk/pubns/accidents/htm

www.riddor.gov.uk

It goes without saying that the form must be completed: -

- (a) Timeously;
- (b) Accurately; and
- (c) Comprehensively.

Doing so protects you!

2.4 *The Health and Safety Information for Employees Regulations 1989*

Information relating to health, safety and welfare must be furnished to employees by means of posters/leaflets in approved form, published by the Health and Safety Executive.

The following details must be included: -

- The name and address of the enforcing authority;
- The address of the Employment Medical Advisory Service;
- The persons responsible for health and safety management;
- The name and location of trade union or other safety representatives and the groups they represent.

3. **General Information**

3.1 **Fire**

All employees are required to comply with the necessary fire precautions within their workplace. This area is now even more critical in light of the recent tragic Rosepark Nursing Home fire.

Prevention of Fires

- Ensure all flammable substances are properly stored
- Dispose of rubbish and maintain a tidy workplace
- Switch off appliances when they are not being used and never overload circuits
- Only smoke in authorised areas

Action in Emergencies

- Co-operate with fire drills and other evacuation planning
- Take note of all evacuation procedures – ensure everyone knows where assembly points are located.

How to Raise the Alarm

- Be sure employees know whom to call and the correct phone number

Ensure fire drills are carried out periodically.

There is also a duty under Fire Regulations to carry out a fire risk assessment

Record Findings and Action Taken

- Prepare emergency plan
- Inform, instruct and train employees on fire precautions

- Keep clear and accurate records, and as contemporaneously as is possible in the circumstances

Review

- Keep assessment under review
- Revise if situation changes.

3.2 **Safety Signs Health and Safety (Signs and Signals) Regulations 1996**

The appropriate warnings signs at work – should be displayed as required by the Regulations. Each colour has a special meaning:

- Circular red signs indicate prohibited
- Yellow signs give a warning of hazard
- Blue signs tell you to do something
- Green signs identify or locate safety equipment or escape routes.

3.3 **Electricity – Electricity at Work Regulations 1989**

Electricity can kill. Each year about 1000 accidents at work involve electric shock or burns are reported to the Health and Safety Executive.

It is important that employees do not:

- Change fuses or plugs if not authorised to do so;
- Overload electrical sockets, for example, using fan heaters from extension sockets; and
- Use equipment that is faulty or appear to be damaged.

If any electrical equipment is faulty or damaged it should be reported to the Manager. Such equipment should not be used until it is repaired.

www.hse.gov.uk/pubns/elecindx.htm

3.4 **Manual Handling - The Manual Handling Operations Regulations 1992**

Lifting and moving loads manually is the biggest cause of injury, so it is important to make use of any lifting equipment that is provided.

A large number of personal injury claims in which I am involved relate to breaches by employers of Manual Handling Regulations.

It is important when lifting for staff to be trained and to ensure that they use the right method. If employees have any medical problems they should not be undertaking manual handling if inappropriate to do so. Manual handling involves and requires specialised training.

3.5 **Slips, Trips and Falls**

About one third of all accidents that occur are due to slips, trips and falls. The majority of these could be avoided by good housekeeping procedures.

Avoid slips ...

Keep an eye out for hazardous walking conditions, such as: -

- Icy spots
- Wet spots
- Oil and grease

Avoid trips ...

Keep an eye out for obstacles such as:

- Electrical leads
- Untidy floors
- Hidden steps

Avoid falls ...

- If it's too dark, use a torch or have appropriate lighting
- Wear appropriate footwear
- Don't encourage anyone to jump over things

The winter months introduce particular hazards with fewer daylight hours, wet and slippery conditions and snow covered obstacles.

3.6 **Chemicals - Control of Substances Hazardous to Health Regulations 1999**

Some substances used at work or which arise from a work activity are considered to be hazardous.

The risks associated with and the use of such substances should be assessed in measures taken to ensure exposure is minimised. Employees should be informed of any assessments which affect them.

Substances which can be hazardous to health may be in the form of gas, liquid or solid. The categories for substances which are hazardous are easily recognised warning symbols usually displayed on containers and packages. The categories are:

- Irritant
- Harmful
- Corrosive
- Toxic
- Very toxic
- Flammable
- Explosive
- Oxidising

For purchased chemicals, suppliers are obliged to give as much information as necessary in order to ensure that the person using the chemical can do so safely.

3.7 **Lone Working**

For some people their job may involve working alone for short periods of time. For others, due to the remoteness of the site or the nature of the work, they will be alone for most of their working day or shift. When this is the case there are clear reporting procedures which must be followed to ensure that everyone is safely accounted for.

If there are medical reasons why an employee should not work alone the Manager should know.

Some people who work alone are in contact with the public and should be trained accordingly for the work that they do.

www.hse.gov.uk/pubns/loneindx.htm

3.8 **Display Screen Equipment – Health and Safety (Display Screen Equipment) Regulations 1992**

Visual display units are now a common feature in every aspect of our work.

If used as recommended it has to be shown that VDUs do not have properties which are inherently dangerous to health. In particular you must ensure that the following are safe:

Sitting

Most musculoskeletal disorders are the result of long periods of misuse of the body, a common one being that of sitting in a bad posture.

Chairs should be adjustable for height and tilt and give good back support with stability.

Screen

The height and angle of the screen should be adjusted to ensure correct position of the head and neck. Glare should be minimised on the screen should have well defined characters, with no flickering.

Keyboard

An important aspect of using the keyboard is comfortably positioning for use. Ideally it will be directly in front of the user, with enough work table space to rest the hands and wrists as work proceeds.

Workstation

There must be adequate space and lighting.

www.hse.gov.uk/pubns/vduindex.htm

3.9 **Working Hours (Working Time Regulations)**

The Working Time Regulations provide rights for workers to ensure they do not have to work excessive hours.

These Regulations apply to all workers except:

- The self-employed
- Persons working in transport sectors
- Persons working in sea fishery/other work at sea
- Doctors in training

APPENDIX 1**STATUTORY DOCUMENTS & PROCEDURES CHECKLIST**

The following Statutory notices/documents displayed as applicable and recommended:

	YES	NO
Health & Safety Policy Statement displayed on a prominent notice board or in areas of high risk		
Employers Liability Compulsory Insurance Certificate as above		
Health & Safety Law Poster with address as required		
Operating instructions adjacent to all pieces of dangerous Equipment		
Maximum Number of Persons allowed in lifts		
Maximum Permissible Load on hoists		
Fire procedure instruction displayed adjacent to all fire alarm call points and staff notice boards		
Fire Brigade call-out instructions displayed adjacent to main telephone or switchboard		
Fire Door Keep Closed on both sides of fire doors		
Fire Door Keep Shut on doors to all cupboards and stores along escape routes		
Fire Exit signs as required		
Automatic Fire Door – Keep Clear – Close at Night on all automatic fire doors fitted with magnetic catches.		
Push Bar to Open above all panic bars		

All signs are to be displayed clearly and where employees, visitors and customers can see them.

APPENDIX 2**RESIDENTIAL CARE HOMES SAFETY CHECK LIST**

YES

NO

1. Records

- Are records up to date?
- Is there an accident book?
- Do staff know where the accident book is kept?
- Are all reportable accident reported to the enforcing Authority?
- Are all assessments up to date? (e.g. general, COSHH, manual handling)
- Are the results of assessments implemented in working procedures/practices?

2. Procedures

- Do procedures need updating?
- Is a review o the safety policy and management policies needed?
- Are arrangements in place for liaising with contractors, employment agencies, etc?
- Are there procedures for consulting with staff and union safety representative?

3. Staff Training

- Are all staff trained? (including night staff and temporary workers)
- Is training adequate and suitable?
- Are all agency staff/contractors informed of policies, procedures and risk assessments?
- Is sufficient supervision provided?
- Is the effectiveness of training evaluated?

4. First Aid

- Is the First Aid Box stocked?
- Is staff training up to date?

5. COSHH Chemicals

- Are the health hazards from all substances assessed?
- Are control measures implemented?
- Are all staff trained in safe procedures and the use of PPE?
- Are procedures for spillages in place?

- Are all new staff trained before using substances?

6. COSHH (Blood-borne diseases)

- Have assessments been made?
- Are staff trained in safe working practices?
- Are safer procedures implemented and followed?
- Are staff given appropriate protective equipment/clothing, and is it used?
- Are cuts and grazes always covered with waterproof dressings?
- Are basic hygiene procedures in place, including hand washing?
- Are there procedures for cleaning up spillages?
- Do staff know what to do in an accident? (encourage bleeding, liberally wash hands with soap and water, report and record accident)
- Are staff offered Hep B immunisation?

7. Clinical Waste

- Is all clinical waste properly bagged in yellow bags?
- Is clinical waste segregated from general waste?
- Are sharps disposed of in properly constructed sharps containers?
- Is the waste storage area safe, secure, clean and tidy?
- Is waste collected regularly?
- Are there procedures to deal with spillages?

8. Drugs

- Are storage to cupboards locked?

9. Water Temperatures

- Are thermostatic mixing valves operating at required temperatures?
- Is the temperature comfortable?

10. Manual Handling

- Is manual handling avoided where possible by providing lifting aids/altering work methods?
- Have all manual handling tasks been assessed for risks and preventive measures implemented?
- Do assessments cover the load, work method, workplace, working environment and individual capability?
- Are appropriate lifting aids available and used?
- Is equipment (e.g. beds) adjustable where possible?

- Are all staff trained in use of equipment and handling techniques where appropriate?

11. Floors

- Are there any slippery surfaces?
- Are carpets frayed, holed or uneven?
- Are floor surfaces, suitable, non slip, flat properly maintained?
- Are there any obstructions/tripping hazards?

12. Stairs

- Are stairs well lit?
- Is the stair covering in good condition?
- Are stairs obstructed?

13. Lighting

- Are all bulbs working?
- Are lighting levels sufficient, including corridors and stairs?

14. Ventilation

- Is the atmosphere “fresh”?
- Are there any odours?
- Are there any drafts?
- Is there adequate means of providing ventilation/fresh air?
- Do chemicals, fumes, steam, condensation accumulate in any areas of the premises?

15. Windows

- Are restraints in place?
- Is the glazing in good condition?

16. Electrical Safety

- Is electrical equipment and the installation suitable and safe?
- Are appliances in good condition?
- Are plugs, sockets and leads in good condition?
- Are there any trailing leads?
- Are appliances correctly fixed?
- Are there enough sockets?
- Are circuit breakers used?
- Are regular inspections carried out?
- Is equipment taken out of use and repaired promptly

if faulty?

- Do competent persons check and maintain equipment?
- Are staff trained in safe use of equipment?

17. PPE

- Is personal protective equipment provided (e.g. gloves, Aprons, overalls)?
- Is PPE suitable and safe?
- Is PPE appropriately stored, cleaned and maintained?
- Do staff know how to use PPE provided?

18. Kitchen Safety

- Are machines properly guarded?
- Are floors clean?
- Is there sufficient room to work safely?
- Is there sufficient ventilation?
- Are staff trained to use machinery?
- Are floors clean, slip resistant and dry?

19. Violence

- Is there a reporting system in place?
- Do staff know how to report incidents?
- Are staff encouraged to report incidents?
- Does the general risk assessment include violence?
- Have any problems with violence been identified?
- Have preventive measures been implemented?
- Is the effectiveness of preventative measures monitored?

20. Welfare

- Are there adequate toilet and washing facilities?
- Are facilities clean and well maintained?
- Is storage provided for staff belongings?
- Are staff provided with rest breaks?
- Are smoke free areas provided?
- Is the home regularly cleaned, in good repair and decorative order?
- Have the working time regulations been considered when organising staff working rotas?

21. Laundry

- Are machines interlocks working?
- Is there separation of soiled laundry?

22. Outside

- Are paths and steps in good condition and well lit at night?
- Are hand rails available where appropriate?
- Are pesticides locked away?

APPENDIX 3**MANUAL HANDLING CHECKLIST FOR CLEANING (MANUAL HANDLING OPERATIONS REGULATIONS 1992)****CHECKLIST**

	Yes	No	Risk Assessment Needed
1. <u>Task</u>			
1.1 Does the cleaner have to reach above shoulder height for heavy objects?			
1.2 Does unbalanced carrying occur when grasping loads on shelves that can only just be reached?			
1.3 Is there a requirement to stoop to move equipment onto and off the floor from high shelves?			
1.4 Is twisting likely, due to lack of space in storage area?			
1.5 Are awkward movements required to get equipment out of the lift and up and down steps?			
1.6 Does heavy equipment have to be transported over long distances between storage areas and work areas?			
1.7 At the cleaning area, does the job involve a lot of frequent or forceful or awkward gripping/squeezing/twisting/reaching or moving things?			
1.8 Have any complaints been made by cleaners of any aches and pains in hands, wrists, arms, shoulders etc?			
1.9 Have any home-made improvised changes been made to cleaning equipment etc?			
1.10 Are the tools right for the job with no ill-fitting components?			

Yes	No	Risk Assessment Needed
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2. Load

- 2.1 As floor buffer and other boxes of containers of cleaning material may be heavy, do you know what their weight is?
- 2.2 Are any materials bulky and awkward to lift?
- 2.3 Are any materials contained in flimsy cardboard boxes?
- 2.4 Are loads securely packed so that there is no shifting of centre of gravity?
- 2.3 Do any of the cleaning materials have anything dangerous in them which could cause a risk if dropped?
- 2.4 Is there any risk of other injuries if heavy loads on top shelves are full or are dropped?

3. Working Environment

- 3.1 Is there a lack of space in the storage area?
- 3.2 Are there high shelves in the store with no ladder provided for access?
- 3.3. Are there any specific instructions for cleaning special equipment?
- 3.4 Is any part of the work carried out in dim shadow or flickering light?
- 3.5 Is there any risk of electric shock or fire from fault switches?
- 3.6 Are there any trolleys, wheeled boxes or buckets on castors to move equipment?
- 3.7 Are there any warning signs available?

APPENDIX 4

EMPLOYERS OF 5 OR MORE STAFF – HEALTH & SAFETY AT WORK ACT 1974

If you employ five or more people you must, by law have a written statement of your health and safety policy. This should be your own statement, specific to your firm or company, setting out your general policy for protecting the health and safety of your employees at work and the organisation and arrangements for putting that policy into practice.

Under section 2(3) of the Health and Safety at Work etc. Act 1974, the written statements must: -

- State your general policy on health and safety
- Describe the organisation and arrangements for carrying out your policy
- Be brought to the notice of all your employees
- Be revised whenever appropriate, and every revision must be brought to your employees' attention

Checklist

The following checklist is intended as an aid in writing and reviewing your safety policy statement. There may be additional points which you may wish to cover.

General

- Does the statement express a commitment to health and safety and are your obligations towards your employees made clear?
- Does it say who is responsible for seeing that the policy is implemented and for keeping it under review and how will this be done?
- Is it signed and dated by you (or a partner or senior director)?
- Does it say who is responsible for the following matters and specify their duties?
 - recording (and reporting) of accidents?
 - fire precautions, fire drill, evacuation procedures?
 - first aid?
 - training and safety matters?
 - ensuring legal requirements are met, for example regular testing of lifts and notifying accidents to the Environmental Health Officer?

Arrangements to be considered

- Is the workplace, including staircases, floors, ways in and out, washrooms etc. kept in a safe and clean condition by cleaning, maintenance and repair?

- Are maintenance and checks on equipment such as tools and ladders carried out?
- Is there maintenance (including formal visual checks and inspection) of portable electrical appliances?
- Is there maintenance of electrical installation (system)?
- Is there prevention of unauthorised entry into certain areas?
- Is there prevention of unauthorised entry into certain areas?
- Have you considered the lifting of heavier awkward loads?
- Are there arrangements for protecting employee against assault in the home?

Emergencies

Are there arrangements for:

- Ensuring that fire exits are marked, unlocked and free from instructions?
- Organising annual checks on fire extinguishers, etc., fire drills and evacuation procedures?
- First aid, including name of person responsible (+deputy) and the location of the first aid box?

Communication

Is there:

- A system for giving your employees information about their general Duties under the HSW Act and specific legal requirements relating to Their work?
- Arrangements for liaison with contractors who may work on site?
- Details of training arrangements, supervision and checks which may be Made of the workplace, machinery or working methods?

www.hse.gov.uk/pubns/sfindex.htm

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 requires that employers of five or more staff must make a written record of the significant risks to employees or others (e.g. customers) and the procedures in place to guard against or protect against those risks.

Every day risks need not be recorded. The sorts of risks that need to be considered in retail premises may be: -

- Violence to staff
- Risks to customers and staff from changes in flooring levels or space heating appliances, etc.
- Use of equipment, e.g. trailing lead from vacuum cleaner
- Risk of injury to staff from lifting heavy or awkward items
- Risks from hazardous substances such as chemicals
- Other risks you may identify

In order to carry out an assessment yourself, walk around your workplace and look afresh at what could reasonably be expected to cause harm. Ask your employees what they think. They have noticed things which are not immediately obvious. Perhaps have a suggestions box for health and safety matters which can be provided anonymously to the Manager. Encouraging staff to give anonymous tips or suggestions is a way of getting to the truth!

When you have identified a risk, consider how it is controlled or could be controlled. Ideally you should eliminate it altogether. Make a record of the risk and the control measures, e.g. risk of burning by contact with the hot surface of a space heater. Control measures: increase central heating systems so heater not required; or relocate heater where contact is very unlikely; or provide a guard to the hot surface to prevent accidental contact.

www.hse.gov.uk/pubns/raindex.htm

APPENDIX 5

SLIPS, TRIPS AND FALLS – HEALTH AND SAFETY ADVICE

Ten facts about slips and trips

1. In 1999/2000, slips and trips in British workplaces accounted for 31% of all reported major non-fatal injuries to employees.
2. During the same period they accounted for 20% of over three days injuries to employees.
3. 95% of reported slips and trips result in broken or dislocated bones.
4. Well over a million working days are lost each year as a result of slips and trips.
5. The increasing development of a “compensation culture” and the number of business operating on a “no win, no fee” basis will increase costs to employers.
6. Three people have died in each of the last two years following slips and trips.
7. Wet floors account for 90% of such accidents.
8. The food and drink industry has four times as many slips and trips as other industries.
9. The cost to society could be as much as £800 million with employers having to pick up a bill for around £400 million.
10. As the facts show, slips and trips do not usually just result in embarrassment or bruised pride, they can prove very costly slip-ups in many other ways.

Slip/trip hazards include:

- Spills/splashes of liquid – a few drops may drastically reduce slip resistance;
- Inadequate drying of floors after cleaning;
- Ingress of rain into indoor pedestrian areas during wet weather;
- Use of unsuitable flooring types/footwear;
- Poorly maintained/uneven floors;
- Obstructions/objects on the floor;
- Curling edges to doormats/carpets;
- Trailing electric cables across pedestrian thoroughfares;
- Build-up of residues on flooring, e.g. grease, animal excreta, leaves, ice, etc;
- Items left across pedestrians thoroughfares by contractors working.

These are just a few examples. Risk assessments can be used to identify such hazards and to ensure to ensure adequate controls are in place.

Good Working Practice to prevent Slips, Trips and Falls

Where possible, the aim should be to eliminate risk at source (e.g. levelling uneven floor surfaces). The next preferred option is substitution (e.g. using an alternative method of floor cleaning), followed by separation (e.g. using barriers to keep workers away from wet floors). The final prevention measure is protection (e.g. wearing footwear with non slips soles). The use of personal protective equipment should be a last form of protection after all organisational and technical measures have been exhausted. There are often simple but effective measures that can be taken to reduce or eliminate slip and trip risks. Preventative actions to consider include:

Good housekeeping – Keep the working environment clean and tidy, floors and access routes kept clear of obstacles. Remove rubbish regularly so it does not build up.

Cleaning and maintenance – Regular cleaning and maintenance will minimise risks. Cleaning methods and equipment must be suitable for surface being treated. During cleaning and maintenance work, take care not to create new slip and trip hazards.

Lighting – Ensure good lighting levels, functioning and positioning of lights to ensure all floor areas are evenly lit and all potential hazards, e.g. obstructions and spills can be clearly seen. Lighting levels need to allow safe passage through the premises. Exterior lights may be required as outdoor workplaces must be adequately lit.

Flooring – Floors should be checked for damage on a regular basis and maintenance carried out when necessary. Holes, cracks, and loose carpets and mats should be checked. The floor surface should be suitable for the work carried out e.g. resistant to oil and chemicals. It should be kept clean.

Stairways – Many accidents occur on stairways. Handrails, slip resistant covers to steps, high visibility and non slip mark on the front edges of steps and sufficient lighting can all help in preventing slips and trips on stairs. Other changes of level such as ramps are often difficult to see. They need to be well marked, with appropriate use of safety signs.

Spillages – Clean up spills immediately using an appropriate cleaning method. Use warning signs where the floor is wet and arrange alternative routes. What caused the spill to occur – can work methods or workplace be changed to minimise spillages?

Obstructions – Where possible, obstructions should be removed to prevent trips occurring. If it is not possible to remove an obstruction then suitable barriers and/or warning notices should be used.

Trailing cables – Place equipment so cables do not cross pedestrian routes. Use cable covers to securely fix cables to surfaces.

Footwear – Workers need to have footwear that is suitable for their working environment. Take account of the type of job, floor surface, typical floor conditions and the slip-resistant properties of the sole.

Outdoor workplaces – Outdoor workplaces must be arranged so that risks of slipping and tripping are minimised – e.g. through anti-slip measures in icy conditions and suitable footwear.

Employers' Responsibilities

European Directives set requirements which are relevant to prevention of slips and trips including: -

- Ensuring that, as far as possible, workplaces receive sufficient natural light and are equipped with artificial lighting adequate to protect workers' safety and health.
- Ensuring that workplace floors are fixed, stable and level and have no bumps, holes or slopes and are not slippery.
- Providing safety and/or health signs where hazards cannot be avoided or adequately reduced by preventive measures.
- Providing personal protective equipment such as protective footwear appropriate for the risks involved and where they cannot be avoided by other means. It should be comfortable and well maintained, and not lead to any increase in other risks.
- Following a general framework to manage health and safety, including: -
 - Assessment and prevention of risks
 - Giving priority to collective measures to eliminate risks
 - Providing information and training; and
 - Consulting employees, co-ordination on safety with contractors

Maintaining a healthy and safe working environment is not only a management responsibility. Employees also have duties to cooperate and look after their own and others' safety, following instructions in accordance with training given. Everyone should be encouraged to contribute to improving health and safety.