

Unit 226: Understand employer organisations

HANDOUT 1: HEALTH AND SAFETY AT WORK



INTRODUCTION

Health and safety within the business environment is often ignored or not seen as important.

Health and safety is crucial within any business environment whether it be an office or an oil rig.

It is important to recognise the hazards and risks within each environment and for employers to ensure they are dealt with accordingly.



HEALTH AND SAFETY AT WORK ACT 1974

Details the responsibilities of

- employers
- management
- staff
- visitors
- external contractors.



EMPLOYERS' RESPONSIBILITIES

- ensure the health and safety and welfare at work of employees 'so far as is reasonably practicable'
- provide safe systems of work and equipment
- a safe working environment and adequate welfare facilities
- safe means of entry and exit to and from work
- have in place (and regularly update) a written statement on the health and safety policy of the organisation and this must be known to the employees of the organisation
- provide information and instruction on health and safety and the safe use of equipment.



EMPLOYEES' RESPONSIBILITIES

- take reasonable care of their own health and safety
- take reasonable care of the health and safety of others affected by what they do
- cooperate with their employer in carrying out the health and safety requirements.



EMPLOYEES' RIGHTS

- a healthy and safe working environment
- safe systems of work in place
- adequate welfare facilities
- safe access to and from work
- information and training on the systems and equipment in use to ensure they work in a healthy and safe way.



ORGANISATIONS' RIGHTS

- employees who work in a safe and healthy manner having due care for their own safety and that of others
- employees who cooperate with them in ensuring health and safety requirements are met.



OTHER HEALTH AND SAFETY LEGISLATION

Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) 1992

The Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

The Health and Safety (Display Screen Equipment) Regulations 1992

The Provision and Use of Work Equipment Regulations 1998



FIRST AID

Organisations must provide first aid facilities according to their size and the work carried out.

First-aid boxes should be regularly checked.

Organisations must provide suitably trained and qualified first aiders or appointed person(s).

The appointed person is responsible for

- ensuring the first aid box is refilled
- taking control of the situation and calling any emergency services.

An appointed person is not a qualified first aider and so must not carry out any first aid.



ACCIDENT REPORTING

Accidents must be reported to the appropriate person in the organisation.

A written record must be completed.

In some circumstances it must be reported to the environmental health department of your local authority or the Health and Safety Executive (HSE).

They will then visit and carry out an investigation.

The organisation must carry out an investigation of any accident, reportable or not, to ensure the hazard is removed.



HAZARDOUS SUBSTANCES

Hazardous substances in the office, eg

- photocopier toner
- bleach for cleaning.

Legislated for under the Control of Substances Hazardous to Health (COSHH) 1999.

COSHH Regulations cover use and storage of substances.

Data sheets on each hazardous substance should be obtained from the manufacturer or supplier and retained in an accessible area.



RISK ASSESSMENT

Your employer will assess the hazards within your workplace and the risks they may present.

A hazard is anything that has the potential to cause harm.

A risk is the likely chance (low, medium or high risk) that the hazard will cause harm.

The Management of Health and Safety at Work Regulations 1999 requires risk assessments to be carried out no matter the level of risk.

It is your responsibility to report any hazard.



IN SUMMARY

Health and Safety needs to be considered in any task you carry out.

Ensure you have a tidy and organised work area and should at all times minimise waste.

Remember, you have responsibilities for Health and Safety in the workplace and not just your employer.

Being aware of your responsibilities should ensure that you and others remain healthy and safe, and contributes to a pleasant and productive working environment.

