

GENERAL INFORMATION ABOUT RULES COVERING HEALTH & SAFETY

WORKING PRACTICES

- ✓ You MUST NOT operate any item of equipment unless trained and authorised to do so.
- ✓ You MUST NOT remove any guarding from equipment used or deviate from your authorised usage of the equipment.
- ✓ You MUST report immediately any equipment defect and never attempt repair.
- ✓ You MUST undertake all duties as instructed and never deviate.

HAZARD/WARNING SIGNS & NOTICES

- ✓ You MUST comply with all hazard/warning signs and notices displayed on the premises.

WORKING CONDITIONS/ENVIRONMENT

- ✓ You MUST make proper use of all equipment and facilities provided to control working conditions/ environment.
- ✓ You MUST ensure you keep your work areas clear/tidy.
- ✓ You MUST dispose of waste/scrap in the appropriate receptacles.

PROTECTIVE CLOTHING & EQUIPMENT

- ✓ You MUST wear protective equipment where required.
- ✓ You MUST never obstruct any fire escape route, fire equipment or doors.

ACCIDENTS

- ✓ You MUST see the first-aider for any injury you may receive, irrespective of how minor and ensure details are entered into the accident book.
- ✓ You MUST report any incident in which damage is caused to property.

HEALTH

- ✓ You MUST report any medical condition that could affect the safety of yourself or others.
- ✓ You MUST NOT become involved with horseplay or practical jokes.
- ✓ You MUST follow all rules pertaining to non-smoking areas.