

**Be Safe!**

## Induction to Health and Safety in the Workplace

Apprentice Name .....



## Be Safe!

Many people are injured at work every day. Some are permanently disabled and some even die.\*

***Don't let this happen to you!***

This booklet will help you to avoid accidents and ill health at work.

It is only an introduction and you will need to find out other information that relates to your own occupation, course, programme and personal circumstances.

Your Host Organisation will have their own health and safety policy, which will state their organisation's commitment to Health and Safety.

It will spell out the procedures which are in place to ensure that you are working in safe conditions.

The Host Organisation should also have produced an assessment of the risks to your Health and Safety. You should be told about the results of this assessment.

You may be given a leaflet or find copies of these documents on a notice board. Make sure you understand them. **If in doubt, ASK.**

## First Things First!

- Avoid hazards where you work. You must be risk aware to stay safe!
- Always find out who your Host Organisation supervisor is. They will tell you how to work safely and arrange training for each job you do. Ask if you feel unsure about how to carry out a task.
- Note that the exercises enclosed within this booklet can be used to help you provide evidence if you are taking a Health and Safety qualification.

## Tips for your own Health and Safety

- By law, you must not interfere with, or misuse, anything provided for safety
- Learn how to work safely and obey safety rules
- Use all equipment and protective clothing provided
- Report things that seem dangerous, damaged or faulty
- Only use tools, machinery or substances after you have been trained and given permission to do so
- Never play practical jokes - they can kill
- You are responsible for your own safety too. Be smart and think before you act.

## What am I entitled to regarding Health and Safety?

As a SWAC apprentice you are entitled to:

- A safe, healthy and supportive environment wherever your apprenticeship takes place
- Advice on and access to suitable personal protective equipment (PPE) or facilities
- An induction to Health and Safety when starting your Apprenticeship and at each new location (if applicable)
- Information on restrictions, which apply to any action or activity on your part, for example restrictions on the use of certain machinery or vehicles
- Full information on the Host Organisation Health and Safety policy, responsibility and procedures
- Training on Health and Safety issues and appropriate use of equipment
- Information on supervision arrangements
- Information on any risks associated with the apprenticeship programme

## Working with computers

There is no evidence to suggest that display screen equipment can cause you harm, provided that you:

- Are trained on how to use the equipment
- Adjust your chair correctly
- Use a footrest and a document holder, if you need them
- Make sure that you have regular breaks or change to other work away from the screen

You must report any problems with your eyes or any aches and pains in your wrist, arms or neck to your Host Organisation supervisor.

Sometimes health problems can occur if you are carrying out repetitive tasks using computers.

### Use this checklist to make sure you can work safely:

1. Can you adjust equipment or tools to suit your needs?
2. Is the work environment suitable for example: heating, lighting, workspace, work position?
3. Can you change activities/tasks at regular intervals to use different muscles?
4. Can you adjust the pace or speed of the work you do?
5. Have you been shown how to carry out the activities correctly?
6. Do you know who to talk to if you have any concerns about the tasks?

## Fire

Don't take risks. If you don't know ASK!

- Make sure you know and understand the organisation's evacuation procedures
- Keep away from flames or sparks when handling petrol or other flammable substances
- Find out about the smoking policy and obey 'No Smoking' rules
- Do not create a fire hazard by throwing cigarette ends in corners or under benches
- Keep fire doors unlocked and free from obstruction.

## Fire checklist

*Do you know...?*

What to do if there is a fire?

How to raise the alarm?

What the alarm sounds like?

Where the fire exits are?

Where the assembly point is?

## Bullying and Harassment

*What is bullying?*

- Constant fault-finding and criticism of a trivial nature
- A constant refusal to acknowledge you and your achievements
- Constant attempts to undermine you, your position and potential
- Being isolated, ignored, and separated from colleagues and excluded from what's going on
- Being humiliated, shouted at and threatened, often in front of others
- Having unrealistic goals set, which change as you approach them

*Who gets bullied?*

Nearly everyone gets bullied at some time in their lives: by brothers and sisters, by neighbours, by adults or by other children. If you are being bullied, you may feel scared, vulnerable and quite alone but you owe it to yourself to try and sort out the situation so that the bullying stops.

***Remember, no-one deserves to be bullied!***

***If you have any concerns speak to your Learner Account Manager (LAM)***

*What is harassment?*

Bullying tends to consist of many small incidents over a long period of time, whereas harassment may consist of one more serious incident. Harassment includes unwanted behaviour that has the effect of creating an intimidating, hostile or offensive environment. It can take many forms and can occur for a variety of reasons. It may be related to age, sex, race, disability, religion, sexuality or any personal characteristic of an individual.

## First Aid

- Make sure you know about your Host Organisations first aid arrangements.
- Get to know the names of the first aiders and where they can be found
- Report to your Host Organisation supervisor and LAM any injury or any illness

Get medical advice about any skin complaints, rashes, blisters, ulcers etc. and follow any treatment recommended to you.

Tell your supervisor and Learner Account Manager (LAM) about your medical problem immediately.

## Tidiness

Slips, trips and falls are the major cause of accidents in the workplace.

To help prevent them:

- Don't leave things lying around, keep your work area and gangways tidy and clear
- Clean up spills straight away
- Always close drawers

## Hygiene

Dirt and contact with chemicals, oil, and so on, can make you ill and cause unpleasant skin complaints. Always:

- Wash your hands using soap and water or a suitable cleanser before you eat a meal, and before and after using the toilet
- Dry your hands with towels or dryers provided. Don't wipe them on rags or on your clothes
- If supplied, use barrier cream to protect your skin when doing dirty jobs. You may also need to put on a cream after washing when the job is finished

## Moving about the workplace

Even simple tasks like moving around the building or areas where you work need careful consideration:

- Walk, don't run!
- Use gangways provided and never take short cuts
- Look out for, and obey all warning notices and safety signs
- You are only allowed to drive vehicles for which you have been properly trained and have passed necessary tests for
- Take particular care where vehicles like fork-lift trucks are operating
- Never 'hitch' a ride on any vehicle not designed to carry passengers

## Lifting and Carrying

Back problems can cause a lot of pain, and may last a lifetime.

Always use trolleys, wheelbarrows or other appropriate lifting equipment if these are available.

You must be shown how to lift and carry items correctly.

### ***Make sure that you:***

- Only lift or carry what you can easily manage
- Can see clearly where you are going
- Get help with anything that you think might be too heavy or awkward to manage on your own

***If in doubt, don't do it and ask for help!***



## Protective Equipment and Clothing

Protective equipment and clothing such as ear defenders and eye protectors, dust masks, overalls, safety shoes or boots and helmets, are supplied to protect you!

Always wear any items you are given - it may feel strange and you won't win any fashion contests but you'll have a better chance of staying out of hospital!

Make sure you know how to put protective equipment on correctly and how to look after it. **If in doubt, ASK!**

Any item that doesn't fit properly, gets damaged or worn out will need to be replaced immediately.

## Safety around the building

### ***Electricity***

Electricity can kill or cause severe burns. Treat it with respect.

Make sure you:

Understand the instructions given before using any electricity equipment.

### ***If you don't understand ASK!***

- Always switch off at the mains before connecting or disconnecting any electrical appliance
- Report any damaged tools or equipment, including cables and extension leads.

### ***Roofs***

Roofs may be fragile or have loose tiles. Never go on a roof unless you have been trained to use the proper precautions. Tell the supervisor at your Host Organisation if you feel giddy, faint or unsafe when at heights.

## Working at Heights

Falls, sometimes from quite low levels, can cause death or serious injury. Following these rules can keep you safe:

- Make sure you are shown the correct way to place a ladder
- Do not use a ladder with split, missing or loose rungs
- Always make sure that the ladder is placed in the way you have been shown and cannot slip. If you are unsure, have it checked
- Don't overstretch. Keep your body within the frame of the ladder. If necessary, come down and move the ladder to a more convenient position
- Always use ladders, scaffolding or lifts to reach high places
- Never ride in a crane bucket or on the forks of a fork-lift truck



## Machinery

Only operate a machine after you have been trained and given permission to use it. Follow the safe way of using the machine, and use it only for the job it is intended to do. **Do not take short cuts to save time.**

- Make sure that you know where all the controls are and what they do. When using any machine, know how to stop it in an emergency
- Safety guards are fitted to machines to protect you. They must be used. If you think that any moving part could cause damage, ask your supervisor if there should be a guard
- Always follow the systems set up for adjusting or cleaning machines. Make sure that no one else can switch a machine on again while you are working on it
- Don't wear jewellery or loose clothing which could get caught in moving parts
- Keep your hair tucked under a cap or tied back
- Do not distract other people who are using machinery
- Never use compressed air to clean machinery
- Tell your supervisor at once if you think a machine is not working correctly or is unsafe

## Handling Tools and Knives

*Imagine how difficult life would be if you lost one of your fingers!*

Ordinary, everyday things like hand tools and knives can be dangerous. You should be trained to use the correct knife or tool for the particular job.

- Never use worn or broken equipment
- Never misuse tools
- Clean equipment after use and store it correctly



## Hazardous Substances

*There are regulations, Control of Substances Hazardous to Health (COSHH) to protect you from hazardous substances used at work. Some of the substances are so common you may not realise how harmful they can be.*

Follow your Host Organisation's instructions - ask if you are unsure.

Read all hazard warning signs and the instruction labels on containers. They should tell you if, for example, a substance is poisonous, easily set on fire, or can cause burns.

Before you use a substance, find out what to do if it spills onto your skin or clothes.

Overalls or protective clothing which are soaked or badly stained by hazardous substances must not be taken away and should be left at your workplace to be cleaned or destroyed properly.

Do not transfer small quantities of any liquids or substances into unlabelled or wrongly labelled containers - this is dangerous for everyone!

A dusty atmosphere can also damage your health - ask if there are any special precautions you need to take.

## Working with Animals

Animals can pass on serious or fatal diseases to humans. Treat all living creatures with care and respect. You can avoid accidents by taking the following precautions:

- Be aware of circumstances - animals that are under stress, ill or who have young are more likely to be dangerous
- Follow instructions exactly
- Do not enter areas containing animals unless it is necessary
- Be careful with personal hygiene - always wash your hands after contact with animals

## Personal Safety

Personal safety is important. Learn to plan ahead and take practical precautions to keep yourself safe.

**Be aware** - trust your intuition and try not to be influenced by peer pressure.

**Be alert** - if you are going out, find out how to get to your destination and tell someone where you are going and what time you expect to return.

**Plan ahead** - what will you do if you face violence - your aim should be to get away from the situation quickly. Remember it is not weak to walk away.

**Always report incidents** - it may help others in the future. Further information is available from your LAM.

Name .....

Phone .....

## What happens if I have an accident at work?

If you have an accident or become ill as a result of your work, inform your LAM immediately or call the office on 01452 733962

## Useful Links

### HSE

Information about health and safety at work  
[www.hse.gov.uk](http://www.hse.gov.uk)

### Bullying UK

Bullying advice from Bullying UK - bullying at work, cyberbullying, and find out how you can deal with it  
[www.bullying.co.uk](http://www.bullying.co.uk)

### Kidscape

This site provides help with safety and bullying.  
[www.kidscape.org.uk](http://www.kidscape.org.uk)

### Other useful sources of Health and Safety information

<https://www.gov.uk/browse/employing-people/health-safety>

[www.iosh.co.uk](http://www.iosh.co.uk)

[www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

# Workbook

**This workbook contains some exercises for you to complete.**

You will need to discuss these with your Learner Account Manager (LAM) and other relevant work colleagues. They deal with the issues raised in the Be Safe! guide.

***This workbook should be completed when your LAM visits for your suitability review (after 4 weeks)***

When you have completed the activities successfully, your LAM can sign the certificate. This will count as evidence towards your programme of development.



## Be Safe!

### Policy

If the Health and Safety policy is written, where can it be found?

The things I am prohibited from doing or restricted from doing are listed below and have been agreed with my host supervisor:

The name of my host supervisor is:

My contact at SWAC is:

(Tell this person if you think your workplace is not looking after your Health and Safety or if you have an accident.)

## Be Safe!

My Host Organisation's policies for the issues below are as follows:

Smoking in the workplace:

Drug use/substance abuse:

Alcohol consumption in the workplace:

The person with overall responsibility for Health and Safety in my Host Organisation is:

## Emergency Procedures

Write below the procedure for evacuating the workplace in an emergency and the procedure for first aid treatment in an accident. Include the names of the people responsible for any actions:

Write below the name(s) of the person(s) who carry out Health and Safety risk assessments. If there is more than one, name them all:

The name of the competent Health and Safety adviser is:

## Hazards

Different workplaces will have different things that can harm people - these are called 'hazards'. Some examples are listed below. Complete a plan of your workplace on a separate piece of paper (or a computer) and produce a hazard map showing which hazards are present in different areas. Create a symbol for each hazard and draw them on the plan, with a key to explain what each symbol means.

The plan should also show all safety equipment, for example fire extinguishers, fire exits, escape routes, first aid boxes, signs, and so on.

Examples of hazards include:

Chemical substances

Dust and fumes

Excessive noise

Moving vehicles

Moving parts in machinery

Electricity

Extremes of heat/cold

Work at height

Animals

Biological substances, for example waste products from animals and plant poisons

Repetitive movements

Uneven floors; and

Stress/harassment/bullying

Add any others you identify below:

## Safe work precautions (controls)

*Write down any precautions or controls  
that you need to know for the following:*

For workplace equipment and tools

For moving and handling objects:

For fumes, dusts, materials, chemicals, etc.

Precautions/rules in my workplace to  
prevent trips, slips and falls:

## Carry out a risk assessment

To be risk aware, you need to identify the hazards in your workplace and find out what measures are in place to combat them. How badly could a person be hurt? How likely is this to happen?

*Find a possible hazard in your workplace then answer the following questions:*

How likely (or unlikely) is such an accident to happen?

What is the hazard, and what precautions/controls are there to combat it?

Are there any extra precautions you need to take to BE SAFE?

If there was an accident, how serious could the injury be?

## Fire

The key elements for a fire are:

1. F \_ \_ \_ \_
2. H \_ \_ \_ \_ or (I \_ \_ \_ \_ \_ \_ \_ \_)
3. O \_ \_ \_ \_ \_

The fire prevention rules in my organisation are listed below

## **My Health and Safety Responsibilities**

My main Health and Safety responsibilities are listed below:

Continued...

# Be Safe! Quick Quiz

**1) What is the most common cause of accidents in the workplace?**

- a) Slips and trips
- b) Falling from a height
- c) Cutting your finger

**2) What should you do before eating a meal?**

- a) Find a knife and fork
- b) Wash your hands
- c) Take out your chewing gum

**3) What should you do if you have lost your safety equipment?**

- a) Share with your mate, one glove is better than none
- b) Carry on with the job it won't matter this once
- c) Tell your supervisor and get some more

**4) You notice the keys have been left in a fork lift truck and you know the driver has gone home, do you?**

- a) Tell your supervisor
- b) Decide to have a test drive
- c) Do nothing - it's not your problem

**5) You are asked to lift a heavy box, do you?**

- a) Struggle to lift the box - you don't want to look weak in front of your mates
- b) Leave the box where it is - someone else can move it
- c) Ask your supervisor whether there are any lifting aids available

**6) The fire alarm goes just as you are about to start your lunch, do you?**

- a) Wait until you have finished your sandwiches and then leave the building
- b) Vacate the building in accordance with instructions
- c) Ignore it - you are always having false alarms

**7) You come into work and notice some suspicious liquid spilled on the floor, do you?**

- a) Inform someone who normally deals with this and warn your work colleagues
- b) Clear it up yourself
- c) Leave it for someone else to sort out

**8) You slip and hurt your arm quite badly, do you?**

- a) Wait until you finish work and then go to casualty -you don't want to make a fuss
- b) Tell your supervisor/first aider, get it treated and enter the accident in the accident book
- c) Ignore it - your arm will feel better soon, you can use the other one

**9) A manager asks you to do a task but you are unsure how to do it, should you?**

- a) Explain you have not done it before and ask them to show you how
- b) Refuse because it's not in your job description
- c) Have a go and use your initiative

**10) You are asked to do a task you consider dangerous, do you?**

- a) Shout aggressively at your supervisor about the state of the company
- b) Have a go - life is risky
- c) Calmly state that you are not willing to do the task until the safety measures in place are explained to you

**Your results**

**30** Excellent - you are a safe learner!

**25-30** Read 'Be Safe' again, don't be afraid to speak out if you think something is wrong

**20 or less** Be risk aware, Health and Safety is also your responsibility

## Do you know?

Test yourself on the following questions to make sure you have understood the key Health & Safety points of where you work:

Why hygiene is important?

How to operate machines properly?

What to do if substances spill on to your skin or clothes?

How to lift items correctly?

What the fire drill is?

The safe methods of working aboveground level?

What to do if someone is injured at work?

How to operate electrical equipment?

***If you don't know - find out!***

# *Certificate*

*This is to certify that*

\_\_\_\_\_

*has successfully completed the*

## **Be Safe! Induction To Health and Safety in the Workplace**

*including:*

- Identifying hazards, risks and controls
- Identifying own Health and Safety responsibilities
- Completing a hazard survey
- Identifying key Health and Safety staff members
- Recording the emergency procedures currently in place
- Identifying applicable safe work procedures
- Identifying applicable prohibitions and restrictions

Host Organisation: \_\_\_\_\_

Learner Account Manager: \_\_\_\_\_

Date: \_\_\_\_\_