

## *Adopting safe working practices, recognise and react to potential hazards*

*Safe working practices:*

*Safe working practices usually cover the following aspects:*

- Training
- Machine maintenance and guarding
- Extraction systems
- Provision of PPE
- Accident reporting

*Employers:*

- Welfare facilities provided (first aid kits etc)
- Dangerous items and substances stored safely
- Correct training for personnel
- PPE is provided
- Machinery has guards, safe to use, maintained in working order
- Appropriate safety signage
- Accident reporting system in place (RIDDOR- reporting injuries. Diseases and dangerous occurrences regulations)

*Employees:*

- Take responsible care for their own health
- Use the PPE provided
- Use machinery in line with training instructions
- Report any accidents, near miss or dangerous events

*Training:*

- Employees trained in safe use of machinery and equipment
- Training may be done in-house
- May require formal certification

### *Machine maintenance and guarding:*

- All machinery part of regular maintenance
- Blades are replaced as required
- Gears are lubricated
- Proves the machine is adequately looked after in case of legal case
- Machinery should have correct guards to protect employee
- Could use micro switches (laser cutter, turns it off)

### *Extraction systems:*

- If workshop processes produce any dust/fumes extraction must be produced
- Extraction systems ensure timber dust/welding fumes are extracted at the source
- Stops harmful airborne particles being inhaled
- Extractions systems must be regularly maintained, usually done by an external company on a 12 - 14 month schedule

### *Provision of PPE:*








- Employers should ensure that personal protective equipment is available to any employee
- Can include safety helmets, eye protection, dust masks, respiratory equipment, high visibility clothing, safety footwear and gloves
- Properly assessed before use to ensure it suitable
- Maintained and stored properly
- Provided with instructions on how to use it safely
- Used correctly by employees

### *General safe working practices:*

- Work areas should be kept clean/neat/free of hazards
- Spillages should be reported
- All personnel aware of emergency procedures (fire alarm/location of fire extinguishers etc)
- Walkways should be kept clear/free of trip hazards
- Injury/illness must be reported to a supervisor

- Where are the designated safe walkways?\*
- Forklift trucks fitted with lights/reversing alarm to alert those around\*
- Job rotation so workers are not at risk of repetitive strain injuries\*

\*Implemented in industry/factories only

Health and safety signage		Example
	Prohibition signs are used to prohibit actions to prevent personal injury and the risk of fire.	
	Mandatory signs convey action that must be taken, e.g. procedures in case of fire.	
	Warning signs are to warn personnel of possible dangers in the workplace.	
	Safe condition signs show directions to areas of safety and medical assistance and indicate where a safe area, safety equipment or first aid equipment is located.	
	Fire equipment signs show the location of fire equipment and compliance with Fire Precautions.	

The *health and safety executive (HSE)* are a national independent watchdog for work related health, safety, and illness

- The HSE helps companies and employers to meet health and safety obligations
- They produce guidance documents and investigate accidents in the workplace
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*Understanding the need for risk assessments:*

*Identification of potential hazards:*

Use risk assessments to identify potential hazards in the workplace.  
(Must be reviewed regularly)

- Risk assessments must be carried out by law, and should be recorded where there are 5 or more employees
- Must consider what might cause harm to people
- Considers whether reasonable steps are being taking to prevent injury
- Employer can't remove all risks- must identify the risks and try to minimize the risk of injury

*Identifying the people at risk:*

The *employee*:

- Machines malfunctioning
- Repetitive strain injuries
- Hazard warnings not in place leading to injury/illness

The *employer*:

- Legal cases if correct laws are not followed
- Company being shut down if fail to meet Health and safety executive standards

The *customer*:

- Designer and manufactures need to consider the safety of the potential user of their product, and ensure that the product is safe to use
- To help protect the user, many products have specific legislation and standards that specify certain requirements that the product must meet

- These include suitable safety levels and the right for consumers to get their money back if goods are found to be faulty or do not perform as the manufacturer claims

### *Evaluation of risks:*

If there is a potential risk, they are evaluated to see how they can be reduced or prevented. (flying debris prevented my machinery guards)

### *Risk assessments:*

- Employer required to carry out risk assessment by law where there are 5 or more employees
- Considers what might cause harm
- Considers what reasonable steps are taken to prevent harm
- Not all risks can be eliminated however reasonable practicable measures to identify potential hazards and minimise the risks

### *Implement control methods:*

- Guards, properly maintained
- Machinery properly maintained
- Training
- Rules in the job place
- Following H and S executive advice/guidelines

### *Recording and storing of risk assessment documentation*

Documentation of risks and how to store item must be recorded and stored in the workplace. (e.g. COSHH data sheets **Refer to 10.2**, BSI, CE, ISO **Refer to 11.4**)