

TERMS OF ENGAGEMENT FOR TEMPORARY WORKERS
(N.B. For use when the Employment Business is acting as Principal)

1. DEFINITIONS
1.1. In these Terms of Engagement the following definitions apply:
‘Assignment’ means the period during which the Temporary Worker is supplied to render services to the Client;
‘Client’ means the person, firm or corporate body requiring the services of the Temporary Worker (together with any subsidiary or associated company as defined by the Companies Act 1985);
‘Employment Business’ means PJ Locums of 3a Archway Mews Putney Bridge Road London SW15 2PE;
‘Temporary Worker’ means
1.2. Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.
1.3. The headings contained in these Terms are for convenience only and do not affect their interpretation.

2. THE CONTRACT
2.1. These Terms constitute a contract for services between the Employment Business and the Temporary Worker and they govern all Assignments undertaken by the Temporary Worker. However, no contract shall exist between the Employment Business and the Temporary Worker between Assignments.
2.2. For the avoidance of doubt, these Terms shall not give rise to a contract of employment between the Employment Business and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although the Employment Business is required to make statutory deductions from his remuneration in accordance with clause 4.1.
2.3. No variation or alteration of these Terms shall be valid unless approved by the Employment Business in writing.

3. ASSIGNMENTS
3.1. The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker to work as a dietitian.
3.2. The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees; that suitability shall be determined solely by the Employment Business; and that the Employment Business shall incur no liability to the Temporary Worker should it fail to offer opportunities to work in the above category or in any other category.
3.3. For the purpose of calculating the average number of weekly hours worked by the Temporary Worker on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be the date on which the Temporary Worker commences the first Assignment.
If during the course of an Assignment or within 6 months after the end of an Assignment the Client wishes to employ the Temporary Worker direct, the Temporary Worker acknowledges that the Employment Business will be entitled either to charge the Client an introduction fee or to agree an extension of the hiring period with the Client at the end of which the Temporary Worker may be employed direct by the Client without further charge to the Client.

4. REMUNERATION
4.1. The Employment Business shall pay to the Temporary Worker remuneration calculated at a minimum hourly rate of £ . The actual rate will be notified on a per Assignment basis, for each hour worked during an Assignment (to the nearest quarter hour) to be paid weekly in arrears, subject to deductions in respect of PAVE pursuant to Section 134 of the Income and Corporation Taxes Act 1988 and Class 1 National Insurance Contributions and any other deductions which the Employment Business may be required by law to make.
4.2. Subject to any statutory entitlement under the relevant legislation, the Temporary Worker is not entitled to receive payment from the Employment Business or Clients for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

5. STATUTORY LEAVE
5.1. For the purposes of calculating entitlement to paid annual leave pursuant to Working Time Regulations 1998 under this clause, the leave year commences on first day of January 2004.
5.2. Under the Working Time Regulations 1998, the Temporary Worker is entitled to 4 weeks’ paid leave per leave year. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year.
5.3. Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year. The amount of payment which the Temporary Worker will receive in respect of periods of annual leave taken during the course of an assignment will be calculated in accordance with and paid in proportion to the number of hours which he has worked on Assignment
5.4. In the course of any assignment during the first leave year the Temporary Worker is entitled to request leave at the rate of one-twelfth his total holiday entitlement in each month of his leave year. (Where the Temporary Worker wishes to take any leave to which he is entitled, he should notify the Employment Business in writing of the dates of his intended absence. The amount of notice, which the Temporary Worker is required to give, should be at least twice the length of the period of leave that he wishes to take. (Unless the Employment Business informs the Temporary Worker in writing that it is not possible for him to

take leave on the specified dates, the Temporary Worker shall be entitled to take up his notified leave entitlement. *)
5.5. Where a Bank holiday or other public holiday falls during an Assignment and the Temporary Worker does not work on that day, the public holiday shall count as part of the Temporary Worker’s paid annual leave entitlement.
5.6. (Where this contract is terminated by either party and a P45 is requested the Temporary Worker shall be entitled to a payment in lieu of any untaken leave where the amount of leave taken is less than the amount accrued in accordance with clause 5.3 above.)
5.7. None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Temporary Worker’s status as a self-employed worker.

6. SICKNESS ABSENCE
6.1. The Temporary Worker may be eligible for Statutory Sick Pay provided that he meets the relevant statutory criteria.
6.2. For the purposes of the Statutory Sick Pay scheme there is one qualifying day per week during the course of an assignment and that qualifying day shall be the Wednesday in every week.

7. TIME SHEETS
7.1. At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Temporary Worker shall deliver to the Employment Business his time sheet duly completed to indicate the number of hours worked by him during the preceding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a time sheet for hours worked may delay payment for those hours.
7.2. For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker’s working time shall only consist of those periods during which he is carrying out his activities or duties for the Client as part of the Assignment. Time spent travelling to the Client’s premises, lunch breaks and other rest breaks shall not count as part of the Temporary worker’s working time for these purposes.

8. CONDUCT OF ASSIGNMENTS
8.1. The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if he does so, during every Assignment and afterwards where appropriate, he will:
a) co-operate with the Client’s reasonable instructions and accept the direction, supervision and control of any responsible person in the Client’s organisation;
b) observe any relevant rules and regulations of the Client’s establishment (including normal hours of work) to which attention has been drawn on which the Temporary Worker might reasonably be expected to ascertain;
c) take all reasonable steps to safeguard his own health and safety and that of any other person who may be present or be affected by his actions on the Assignment and comply with the Health and Safety policies and procedures of the Client;
d) not engage in any conduct detrimental to the interests of the Client;
e) not at any time divulge to any person, nor use for his own or any other person’s benefit, any confidential information relating to the Client’s or the Employment Business’ employees, business affairs, transactions or finances.
8.2. If the Temporary Worker is unable for any reason to attend work during the course of an Assignment he should inform the Client or the Employment Business within one hour of the commencement of the Assignment or shift.

9. TERMINATION
9.1. The Employment Business or the Client may, without prior notice or liability, terminate the Temporary Worker’s Assignment at any time.
9.2. The Temporary Worker may terminate an Assignment at any time without prior notice or liability.
9.3. If the Temporary Worker does not inform the client or the Employment Business (in accordance with clause 9.2) should they be unable to attend work during the course of an assignment this will be treated as termination of the assignment by the Temporary Worker in accordance with clause 9.2 unless the Temporary Worker can show that exceptional circumstances prevented him from complying with clause 9.2.
9.4. If the Temporary Worker is absent during the course of an assignment and the contract has not been otherwise terminated the employment business will be entitled to terminate the contract in accordance with clause 9.1 if the work to which the absent worker was assigned is no longer available for the Temporary Worker.
9.5. If the Temporary Worker does not report to the Employment Business to notify his availability for work for a period of three weeks, the Employment Business will forward his P45 to his last known address.

10. LAW
10.1. These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.

Signed by the Temporary Worker*

Date -----

48 HOUR OPT OUT AGREEMENT
For use with Terms of Engagement of Temporary Workers

1. DEFINITIONS
1.1. In this Agreement the following definitions apply: -
‘Assignment’ means the period during which the Worker is engaged to render services to the Client;
‘Client’ means the person, firm or corporate body engaging the services of the Worker;
‘Employment Business’ means of PJ Locums 3a Archway Mews Putney Bridge Road London SW15 2PE
‘Temporary Worker’ means
‘Working Week’ means an average of 48 hours each week calculated over a 17-week reference period.
1.2. References to the singular include the plural and references to the masculine include the feminine and vice versa.
1.3. The headings contained in this Agreement are for convenience only and do not affect their interpretation.

2. RESTRICTION
2.1. The Working Time Regulations 1998 provide that the Temporary Worker shall not work on an Assignment with the Client in excess of the Working Week unless he agrees in writing that this limit should not apply.

3. CONSENT
3.1. The Temporary Worker hereby agrees that the Working Week limit shall not apply to the Assignment.

4. WITHDRAWAL OF CONSENT
4.1. The Temporary Worker may end this Agreement by giving the Employment Business notice in writing.
4.2. For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as termination by the Temporary Worker of an Assignment with a Client.
4.3. Upon the expiry of the notice period set out in clause 4.1 the Working Week limit shall apply with immediate effect.

5. THE LAW
5.1. These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Court of England & Wales

Signed by the Temporary Worker*
Date -----

COMPLAINTS POLICY

PJ Locums is committed to providing a high level service to our customers. If you do not receive satisfaction from us we need you to tell us about it. This will help us to improve our standards.
If you have a complaint, please contact Julieanne Murray. You can write to her at: 3a Archway Mews, Putney Bridge Road, London, SW15 2PE.
1. We will send you a letter acknowledging your complaint and asking you to confirm or explain the details set out. We will also let you know the name of the person who will be dealing with your complaint. You can expect to receive our letter within 5 working days of us receiving your complaint.
2. We will record your complaint in our central register within a day of having received it.
3. We will acknowledge your reply to our acknowledgment letter and confirm what will happen next. You can expect to receive our acknowledgement letter within 5 working days of your reply.
4. We will then start to investigate your complaint. This will normally involve the following steps:
• We may ask the member of staff who dealt with you to reply to your complaint within 5 days of our request;
• We will then examine the member of staff’s reply and the information you have provided for us. If necessary we may ask you to speak to them. This will take up to 4 days from receiving their reply.
5. Julieanne Murray will then invite you to meet her to discuss and hopefully resolve your complaint. She will do this within 5 days of the end of our investigation.
6. Within 2 days of the meeting Julieanne Murray will write to you to confirm what took place and any solutions she has agreed with you. If you do not want a meeting or it is not possible, Julieanne Murray will send you a detailed reply to your complaint. This will include his/her suggestions for resolving the matter. She will do this within 5 days of completing her investigation.
7. At this stage, if you are still not satisfied you can write to us again. Another Director of the company will review Julieanne Murray’s decision within 10 days.
8. If you are still not satisfied, you can contact the Employment Agencies Standards Office at the Department of Trade and Industry or the REC, the industry trade association, of which we are a member by writing to the Professional Standards Manager, REC, 36-38 Mortimer Street, London W1W 7RG.
If we have to change any of the time scales above, we will let you know and explain why.

Locum Information

Health and Safety at Work
and Terms and Conditions

PJ LOCUMS
3A Archway Mews
Putney Bridge Road
Putney, London SW15 2PE
Tel: 020 8874 6111
Fax: 020 8874 7222
Email: info@pjlocums.co.uk
www.pjlocums.co.uk



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different address option



HEALTH & SAFETY AT WORK

Preventing Accidents

As far as possible accidents at work should be reduced by the use of safe systems of work, safe equipment and the proper training and supervision of staff. This handbook explains some of the ways in which you can do this.

When accidents do occur, the arrangements for first aid and summoning of medical assistance should be clear. Proper accident investigation should be carried out immediately in order to prevent similar accidents recurring.

If investigation is to be successful it must look beyond the immediate to the underlying causes and must avoid simply placing blame. Your safety inspector can advise on internal accident investigation procedures.

Reporting Accidents And Disease

All injuries should be recorded in a suitable book. In addition, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require some events to be reported to the enforcing authority. A summary of the Regulations is given here.

The following events must be reported to the enforcing authority (HSE or Council inspector) as quickly as possible (normally by telephone or fax) and then confirmed in writing using the appropriate form within ten days:-

A death or major injury to an employee (for example the fracture of a bone - other than to the thumbs, fingers or toes), a dangerous occurrence (for example the collapse of a lift or hoist) resulting from your work or an injury resulting in admission to hospital for more than 24 hours.

An accident connected with your work where a member of the public is killed or taken to hospital.

An accident resulting in a person being off work, or unable to do their normal work, for more than three days or a case of a specified occupational disease certified by a doctor resulting from your work.

First Aid

All employers must make adequate arrangements for first aid treatment under the Health and Safety (First Aid) Regulations 1981. The level of provision required is determined by the number of employees, the location of the workplace (whether it is remote or close to proper medical facilities) and the potential gravity of the hazards likely to be encountered.

A low hazard workplace such as a bank or library should normally provide at least one trained first-aider for every 50 workers; a more hazardous environment would require more. First-aiders must hold a valid first-aid certificate approved by the HSE. Guidance on appropriate courses is available from ETAS (see the introduction at the front of the book for contact details).

In a small, low-hazard workplace it may be sufficient to provide an 'appointed person' instead of a 'first-aider'. An appointed person is someone who is authorised to take charge of the situation in the event of an accident and to take responsibility for the first aid equipment. They should be provided with emergency first aid training.

First aid boxes and kits must be kept adequately stocked but should not contain medication of any kind. A notice should be displayed to clearly indicate the location of the first aid boxes and the names of the first aiders or appointed persons.

Accidents and first aid - a checklist

- Are all reasonable measures taken to prevent accidents?
- Are accidents properly recorded and reported?
- Are accidents investigated internally?
- Is appropriate provision made for first aid?

Think about...

Are safe systems of work in place?

Is the accident book up to date and readily accessible?

Are you aware of who the appropriate first aiders/appointed persons are?

Manual Handling

Manual handling should be reduced as far as possible by the use of mechanical or other means. Workers should be instructed in safe lifting techniques and should be provided with protective clothing where necessary, particularly for hands and feet.

The Manual Handling Operations Regulations 1992 and require employers to identify, examine and assess all manual handling operations occurring in the work place. The assessment should identify where there may be a risk of injury and determine measures to reduce the risk of injury to the lowest level reasonably practicable.

Checklist for Safe Lifting

- Before attempting to lift a load assess its size and shape, obtain assistance if required. Check there is sufficient space to make the lift and space to reposition the load as required.
- Stand correctly, with a straight back and your chin tucked in, close to the load you are to lift. Your feet should be apart with one foot in

front of the other facing in the intended direction of travel.

- Lift with your knees bent and use your legs, not your back, as the lifting power. Make sure you have a good grip on the load before lifting and don't change your grip once carrying.
- Don't allow the load to obstruct your field of view - if it is too large seek assistance.
- Set the load down gently - again keep your back straight and knees bent.

Mechanical Lifting

Mechanical lifting aids reduce the need for manual handling but pose their own hazards in use. The two most common types are fork lift trucks and cranes, and some of the safety precautions to be followed are given below.

- 1) All lifting equipment must be clearly marked with its safe working load that must never be exceeded.
- 2) A competent person, usually a representative of your insurance company who will provide you with a certificate of inspection, must regularly examine lifting equipment. Where serious safety defects are found a copy of the inspection certificate is sent to the health and safety enforcing authority responsible for your premises who may then contact you to make sure corrective action is taken.
- 3) Ensure workers carry out visual safety checks prior to using any lifting equipment. Implement proper defect-reporting, maintenance and inspection systems for all lifting equipment.
- 4) Ensure that only trained and competent personnel use lifting equipment. Specified levels of training are required for some workers such as forklift truck operators. Training records must be kept up to date and readily available.

Transport

If you operate any vehicle as part of your work activity or if other vehicles visit your work place you should:

- 1) Ensure roadways are clearly marked, properly maintained and well lit.
- 2) Supervise vehicles' movements particularly at blind corners and when reversing. Ensure the safety of banksmen and loading personnel.
- 3) Separate vehicles and pedestrians whenever possible by providing separate, clearly marked walkways and crossing points.
- 4) Ensure drivers are properly trained before they are authorised to drive.
- 5) Check vehicles are in good order before use and rectify faults promptly. Implement maintenance schedules and defect reporting systems.
- 6) Check that vehicle loads are stable and secure.

Vehicle maintenance work has its own risks; consult some of the guidance literature below for further information.

Prevention Of Fire

Fire prevention measures centre upon the removal or control of available fuel and ignition sources. Typical fuel sources include waste and debris, flammable gases and liquids. Waste and debris should be controlled by efficient housekeeping and waste disposal; provide proper bins and avoid accumulations. Minimum supplies of flammable materials should be kept on premises and safe storage procedures must be followed to minimise fire risk.

Electrical installations and portable appliances must be inspected and maintained regularly to avoid the risk of an electrical fire. Special care must be taken with portable heaters, which should be strictly controlled, provided with suitable guards and not placed near flammable materials, or in escape routes. Finally, the use and disposal of smoking materials, including ashtrays, must be controlled, and the risk of arson, one of the common causes of fire, should be addressed through proper security and alarm measures.

Raising the alarm and means of escape

There are many different types of fire alarm systems, from a simple manually operated one to the very sophisticated. Advice on appropriate systems for individual premises is available from the fire authority. Whatever system is chosen, regular testing, inspection and maintenance is vital. In addition you must ensure that everyone on your premises is familiar with the sound of the alarm, and that it can be heard throughout the premises at all times.

There must be adequate means of escape in all work premises. Again, the fire authority can advise. Escape routes must be kept clear at all times and must be clearly marked. Escape routes must not, under any circumstances, be used for storage and fire doors must not be blocked or wedged open. Ensure that everyone knows the procedure in case of fire by holding regular fire drills and clearly displaying fire instructions.

The Management of Health and Safety at Work Regulations 1999 require that all employers have procedures for dealing with serious and imminent danger. As an extension to this the Fire Precautions (Workplace) (Amendment) Regs 1999 require that a specific fire risk assessment is carried out.

Fire Fighting Equipment

It can be very dangerous to use the wrong extinguisher. Types of fire extinguishers

Water-Use on: general fires such as burning paper, cloth or wood

Foam-Use on: burning liquids, chip pan fires, petrol fires

Fire Blanket-Use on: pan fires, when a person's clothes are on fire

Power Standard-Use on: burning liquids, electrical fires, pan fires

Carbon Dioxide (CO₂)-Use on: burning liquids, electrical fires, pan fires

Halon-Use on: electrical fires, burning liquids

Fire fighting equipment must also be provided in all work premises. Ensure that there are sufficient fire extinguishers of the appropriate type for your workplace, suitably located to deal with any small outbreaks of fire. Provide fire blankets at locations such as kitchens.

Fire fighting equipment must be regularly inspected and checked: this is usually carried out by the contracted supplier. It is important that staff who might be expected to use fire equipment have had some training in its use and are aware of its location.

Since January 1997, all new fire extinguishers must have 95% of their body painted red. To show what medium they contain, extinguishers will have a small coloured panel corresponding to the colours in use now ie black for carbon dioxide, cream for foam, blue for powder, green for vapourising liquids, all red for water based.

Existing extinguishers and those in company liveryes will be phased out.

Extinguisher identification signs will also have to be changed to take account of the new standards. Education programmes to re-train staff will be vitally important.

Relevant Fire Safety Legislation

The Fire Precautions Regulations 1971

These require that the following premises must have a Fire Certificate issued by the Fire Authority:

a) Hotels and Boarding Houses which provide sleeping accommodation for more than 6 people, or which provide sleeping accommodation above the first floor or below the ground floor.

b) Work Places (Factories, Offices, Shops and Railway Premises) where:

- (i) more than 20 people are employed to work at any one time, or
- (ii) more than 10 people are employed to work at any one time elsewhere than on the ground floor, or
- (iii) the premises are part of a larger building which meets conditions (i) or (ii), or
- (iv) explosive or highly flammable materials are stored or used.

A copy of the fire certificates, which deal with matters such as means of escape and fire fighting must be kept on the premises. The local fire authority will advise on requirements (see reference section at the back of the book for contact details).

These require that a fire risk assessment is carried out in all places of work where one or more people are employed. Where 5 or more are employed the significant findings of the assessment must be recorded. Guidance is available on what the assessment should cover and how to carry out the assessment.

Fire Safety - A Checklist

- Are all reasonable measures taken to prevent fire?
- Are there adequate arrangements to control fire?
- Would you be able to escape safely in the event of a fire?

Think About...

Is a good standard of housekeeping maintained to prevent the accumulation of waste and debris?

Is fire fighting equipment checked and inspected?

Has consideration been given to the use of fire resistant fittings, furnishings and building materials in the premises?

Are fire doors kept closed?

Have you been properly trained in the fire drill

Are escape routes clearly marked and kept free from obstruction at all times?

THE WORKING ENVIRONMENT

Guidance On The Welfare Provisions Regulations

Cleanliness - premises and fittings are to be kept clean and good standards of housekeeping to be maintained (refuse to be removed regularly for example).

Hygiene - **Sufficient toilet accommodation** to be provided; usually separate provision to be made for each sex. Toilets to be easily accessible and kept clean, well lit, ventilated and in good repair.

Washing facilities with hot and cold water, soap and provisions for hand drying are to be provided. Nail brushes, barrier creams, skin cleansers and conditioners may be required.

Drinking water - Clearly marked supply of wholesome drinking water to be provided.

Temperature - A comfortable working temperature to be provided, usually above 16°C (60°F). Legislation does not specifically provide for a maximum working temperature but action must be taken to avoid discomfort. Where low temperatures prevail (a cold store for example) workers should be provided with protective clothing and

have access to heated rest rooms where necessary.

Space - Each employee must have sufficient working space to enable them to do their work safely and without risks to their health.

Lighting - A good standard of general illumination should be provided and sustained by regular cleaning and maintenance. Certain work activities such as work with display screens (VDU's), machinery and very close work require special attention to lighting.

Floors and Gangways - Floors to be kept clean, dry and in good repair. Floor openings to be kept properly covered and guarded and hazards and obstructions to be clearly marked. Floor loading capacities should not be exceeded. Gangways should we well marked and kept clear. Handrails must be fitted to staircases providing they do not cause an obstruction.

Ventilation - Premises to be properly ventilated for comfort and impurity/odour removal. Heating systems should not give off fumes into the workplace.

The Workplace Regulations and the Approved Code of Practice lay down revised welfare standards and introduce some new requirements covering:

- 1) Maintenance of workplace and of equipment, devices and systems.
- 2) Falls or falling objects.
- 3) Safety of windows, and transparent or translucent doors, gates and walls.
- 4) Safety of skylights and ventilators.
- 5) Ability to clean windows etc safely (safe access and safety devices).
- 6) Organisation of traffic routes to ensure safety (including safety in loading bays).
- 7) Safety of doors and gates.
- 8) Safety of escalators and moving walkways.
- 9) Provision of changing facilities where protective clothing is worn.
- 10) Provision of facilities for rest and eating meals. (Rest rooms and rest areas to include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke).

Visual display units

Visual display units (VDU's) have become extremely common in all types of workplaces in the last decade. The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to analyse work stations of employees who habitually use VDU's for a significant part of their normal work with a view to assessing and reducing risks. Areas like the hardware, the environment and factors specific to the individuals using the equipment need to be looked at including eyesight testing for operators.

Noise - A Checklist

Has the risk of hearing damage been reduced as far as reasonably practicable?

Has the noise exposure been properly assessed where necessary?

Have staff been provided with adequate information and training?

Is ear protection provided where necessary?

Safe Uses Of Substances At Work

Many products and substances used or generated at work are hazardous. Working practices must aim to minimise the risk of using such substances and minimise the consequences of any accidents. Certain hazardous substances are covered by the Control of Substances Hazardous to Health (COSHH) 1999 which require an assessment of likely health risks to be carried out.

COSHH regulations

The Regulations cover:

- 1) Substances labelled as 'very toxic', 'toxic', 'harmful', 'corrosive', or 'irritant'.
- 2) Substances with maximum exposure limits or occupational exposure standards.
- 3) Substantial quantities of dust.
- 4) Harmful microorganisms including legionella.
- 5) Any other substance that creates a comparable health hazard.

This would include cleaning chemicals, paints, photocopier toner, adhesives, wood dust, vehicle exhaust gases and metal fume for example. The COSHH Regulations apply to all workplaces but the effort involved in complying with them will depend upon the substances and process in use. In their fullest form the Regulations require employers and the self-employed to:

- 1) Make a written assessment of the health risks of substances used at work.
- 2) Implement appropriate control measures for those risks.
- 3) Inform anyone who might be at risk from substances at work.
- 4) Carry out monitoring and health surveillance where necessary

Safe Use of Substances at Work - A Checklist

- 1) What hazardous substances are in use?
- 2) Have the risks of those substances been properly assessed?
- 3) Have the risks been properly controlled?
- 4) Has adequate information and training been provided for staff?
- 5) Have monitoring and surveillance procedures been implemented where appropriate?

