

Health and Safety Information for New Employees.

The West Suffolk NHS Foundation Trust welcomes you and hopes you enjoy your employment here. All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work.

Under the Health & Safety at Work Act 1974 the Trust has duties to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees, and other persons not in the Trusts employment (visitors, patients and contractors) who could be affected by its activities.

To ensure this happens the Trust must:

- 1) provide and maintain plant and systems of work that are, safe and without risks to health
- 2) have in place arrangements for ensuring, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- 3) provide such information, instruction, training and supervision as is necessary to ensure, the health and safety at work of all employees and others present on site
- 4) ensure as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks
- 5) provide and maintain a working environment that is, safe, without risks to health, and adequate as regards facilities and welfare arrangements for their welfare at work

To enable the Trust to ensure it complies with these requirements there are a number of policies and procedures in place which can be found on the intranet.

The Trust has a legal duty to have in place a Health, Safety and Welfare Policy.

The Trusts Health, Safety and Welfare Policy (PP018), gives detailed information on the Trusts and employees responsibilities towards health and safety and it is therefore paramount that every employee has read, understood and abides by the policy contents.

The following is an extract from the policy that details employee responsibilities, these are not exhaustive and other responsibilities may be applicable within specific areas/departments.

3.5 Employees Responsibilities

It shall be the duty of every employee, while at work to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions. Employees are required to co-operate with the employer on health and safety matters. Where an employee feels a health and safety measure needs to be improved they should raise this with their line manager initially.

It will be the responsibility of all employees to bring to the employer's attention any defective equipment or potential hazard they have identified, which might present a serious and imminent danger to health and safety of themselves and others within the Trust.

Every employee who has been made aware of the hazards related to their tasks **shall use** any machinery, workplace equipment, dangerous substances, transport equipment, clinical safety devices and personal protective equipment provided to them by the Trust, in accordance with the information, instruction and training provided, to ensure the effectiveness of control measures.

Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.