

RESPONSIBILITIES

MANAGING DIRECTOR/DIRECTORS

The Managing Director and Work Director accepts ultimate responsibility on behalf of the Company for implementation of this Health and Safety Policy.

WORKS SAFETY MANAGER

To ensure that the Company's Health and Safety Policy is observed and that all requirements necessary for effective compliance with the policy are provided for. To ensure, that through their respective areas Site Managers, and Employees, that all work carried out and all plant / equipment in use complies with the Company's standing instructions and is in accordance with the legal requirements.

SITE MANAGERS

To ensure that all work carried out by the Company complies with current regulations. To provide necessary requirements for the effective compliance with company Health and Safety Policy, and to ensure through their Operatives, Contractors, Sub-Contractors and Visitors, that all work carried out and all plant / equipment in use, complies with the Company's standing instructions and is in accordance with legal requirements.

SAFETY ADVISOR / CONSULTANT

To advise on all aspects of Health and Safety, monitor implementation of the policy and to ensure that all works, sites etc.... are conversant with existing legal requirements. Inspect and submit written reports on all findings and ensure where necessary that action has been taken to remedy any fault, deviation or contravention of the statutory obligations or Company standing instructions. To provide effective administrative action in relation to notification of accidents and to carry out effective site monitoring to ensure competency which reflects, Company policy and complies with the relevant statutory regulations.

OFFICE STAFF

All staff based at permanent or temporary locations are subject to the Company's Health and Safety Policy. The premises in which Employees work may be administered wholly or partly by another party who, because of statutory duty or by agreement, will be responsible for a number of safety aspects affecting the premises. This may be extended to certain services and facilities, which can be conveniently shared but does not relieve the individual occupier of any statutory duties imposed upon him.

DUTIES

MANAGING DIRECTOR/DIRECTORS

- Ensure that an authorised and effective Company policy for occupational Health and Safety is maintained.
- Ensure that the means for implementing the policy are available within the Company.
- Review reports of the Safety Advisor at Management Meetings.

SITE SAFETY MANAGER

- In the absence of the Managing Director or Directors , to ensure that their duties are fulfilled.
- Ensure that all staff are informed of the policy and ensure that they receive adequate Instruction and Training regarding its effective implementation.
- Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- To co-ordinate all action and information relating to the Health, Safety and Welfare of Employees at work and of all persons likely to be affected by the Company's operations, including the safety standards in premises controlled by the Company's Employees.
- Ensure that the organisation for distributing the Company Health and Safety Policy, and related instructions is adequate and that Employees are informed of the contents.
- Report at periodic Management Meetings on the effectiveness of the Health and Safety Policy, and its implementation, accidents statistics and trends, as well as on current and future activities concerning Health, Safety and Welfare.
- Lay down a system of Health and Safety Inspection, Accident Investigation and Reporting, with a view to minimisation of Accident Rates.
- Should evaluate all risks in the Company, relating to Accidents at Work, Health Risks at Work, Loss or Damage to the Company's Property and Risks to the General Public through the Company's activities.
- Shall occasionally accompany the Safety Advisor, on an inspection to satisfy that such inspections are thoroughly carried out.
- Will liaise with the Safety Advisor, the Health and Safety Executive, Local Authority etc.... as may be appropriate to ensure compliance with all requirements.

YARD MANAGERS

- Participate in the implementation of the Company Safety Policy and advise on and recommend amendments as necessary to ensure that current Safety requirements are satisfied.
- Review the standing instructions periodically, but not less than annually and to amend or add to these as necessary.
- Liaise on all such matters, with the Safety Manager responsible for Health, Safety and Welfare.
- Ensure that responsibility is properly assigned and accepted at all levels.
- Review the Safety Advisor inspection reports and ensure action has been taken to rectify unfavourable trends.
- Review accident investigations and satisfy themselves that they come to a correct conclusion and the corrective action has been taken where appropriate.
- Obtain advice from the Safety Site Manager on any legal or insurance aspects relating to their Safety Duties
- Shall conduct Tool Box Talks as required by the Company Procedures.
- Shall accept overall Control of all movements of vehicles and persons in the yard.

SAFETY ADVISOR / CONSULTANT

- Prepare and follow a plan of regular site safety visits and ensure all statutory regulations and safe working practices are being complied with. Provide an optimum coverage of the Company's activities consistent with his other duties.
- Report promptly on matters requiring action to the Directors or Site Safety Manager and advise on corrective actions to be taken.
- To investigate all Accidents, Enforcement Notices, Complaints etc.... and advise on any corrective action necessary.
- Ensure that Accident Reports are returned for all incidents, involving injury or damage or otherwise of a dangerous nature and that the standard and promptness of reporting is satisfactory.
- Provide the Directors with copies of reports or other information as he shall specify or that may otherwise require his attention.
- Shall keep informed on New Legislation, Codes of Practice and any other matter published on Health and Safety and advise management accordingly.
- Shall liaise with appointed Site Safety Manager.
- Shall advise on the suitability of Protective Clothing and Equipment.
- Shall compile and keep Accident Statistics, ensure correct reporting and recording is carried out.
- Shall ensure that all Sub-Contractors employed are conversant with the Company's Health and Safety requirements, as well as observe Safe Working Practices.
- To advise on and special protective clothing as may be necessary..
- To ensure that all enquiry's arising in connection with individual injuries are dealt with fully, promptly and to answer any related correspondence from the Site Safety Manager.
- To advise the Directors of training needs and participate in the training activities as may be directed

SUPERVISORS

- Make themselves familiar with and conform to the Company's Health and Safety Policy at all times.
- Observe all Safety rules at all times and to monitor all operatives under their control.
- Where applicable, to wear the appropriate PPE, and use the appropriate Safety Devices at all times.
- To conform to the instructions given by the Site Safety Manager / Advisor in respect of Safe Methods of Working at all times.
- Report all Accidents or Damage to Company property to the Site Safety and Yard Manager, whether persons are injured or not.
- Report all Safety Hazards to the Yard Manager and any suggestions that might improve the Safe Environment for themselves and fellow workers.

ALL EMPLOYEES

- It shall be the duty of every Employee while at work:

- To take reasonable care of the Health and Safety of themselves and other persons who may be affected by their Acts or omissions at work; and
 - As regards any duty or equipment imposed upon their Employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.
- No person shall Intentionally or Recklessly Interfere with or Misuse anything provided in the interest of Health and Safety or Welfare in pursuance of any of the relevant statutory provisions.
 - All personnel engaged on our sites are required to wear safety PPE, hi-vis and safety boots at all times. There might be a requirement on site that this is increased to include Masks, Glasses or Goggles and Gloves .
 - Make proper use of all Personal Protective Equipment and Access Equipment at all times.
 - Shall follow all Policy and Procedures as required by the Company following your induction.
 - Will be aware of the Companies OPEN DOOR POLICY

SUB-CONTRACTORS

- Shall observe the Company's Health and Safety Policy and the instructions given by persons enforcing the Company's Safety Standard.
- Shall not work for the Company until relevant rules are Read, Understood and Accepted.
- Shall not work for the Company unless covered by Adequate Insurance against risks.
- Shall accept the Company Safety Advisor inspection reports and when necessary, take immediate remedial action and constantly liaise with the Company's Site Safety Manager Advisor.
- Shall wear, safety boots, hi vis and any other specific item of protective equipment when so directed by the Company.

CULPABILITY, IMPROVEMENT AND PROHIBITION NOTICES

In order to protect the Company's interests in the event of being served with a Prohibition or Improvement Notice, by an enforcement agency, it is essential that all supervisory staff understand correctly the measures necessary to comply with such a notice.

IMPROVEMENT NOTICE

Due to the nature of the work we carry out in the Waste industry, it is unlikely that many Improvement Notices will be served. When they are, they are likely to be in respect of Safe Systems of work, etc. The principal of the Improvement Notice is to give the recipient time to improve whatever the Health and Safety Executive (HSE) has criticised, within the time allowed on the Improvement Notice.

If the fault cannot be rectified within the allotted time, then the Health and Safety Executive (HSE) should be approached for an extension before the allotted time has run out, giving a reason why extra time is required. Otherwise the improvement must be carried out as directed.

PROHIBITION NOTICE

Upon receipt of a Prohibition Notice, the activity specified in the Notice MUST be ceased immediately or as otherwise specified and may not re-start, until such time as the contraventions cited in the Notice has been remedied. ***The above Notice will normally be issued to the Senior Person present and the Notice may be issued in his Name and not that of the Company.*** This means that it is the responsibility of the recipient to ensure that the correct remedial action is taken.

CULPABILITY NOTICE

There are nine steps for the court to determine the offence category normally 1 – 4:

- 1) Very High; This is where a deliberate breach or flagrant disregard for the law.
- 2) High; Falling short of H & S standards or systemic failings.
- 3) Medium; Described as falling between high and low culpability.
- 4) Low; is described as where the offender did not fall short of the standard such as a isolated incident.

Harm Category.

Level A Death or physical impairment resulting in life long dependency on a third party.

Level B Physical impairment with long term effect on the suffers ability to carry out normal working duties.

Level C Harm is the catch all cases not falling in A or B

Being served with either an Improvement or Prohibition or Culpability Notice does not mean that Prosecution will not follow, bearing in mind that the Notice will relate to statutory duties.

Failure to comply with either an Improvement or Prohibition Notice is in itself a criminal offence. On receipt of either an Improvement or Prohibition Notice, it is vital that the Directors, Site Safety Manager / Advisor and the responsible Yard Manager are informed by telephone immediately.

PROTECTIVE CLOTHING AND EQUIPMENT

The Company's Policy in connection with the issue of free protective clothing under the provision of the Health and Safety at Work Act (1974), Personal Protective Equipment at Work Regulations (1992) and other legislation is as follows:

- All Employees whose duties involve site visits should be issued with Safety Helmets and Hi Vis. Safety Helmets and Hi Vis will be worn by all Personnel working on or visiting out contracts.
- Persons expected to work in all weathers, such as loading and unloading, should be issued with Weather-Proof Clothing and Rubber Boots.
- Protective Footwear should be made available for Employees, including Mid Soles.
- Each Employee should be supplied with secure storage accommodations for his equipment.
- Eye, Hearing and Hand Protection should be available for issue as required.
- Provisions should be made for Employees wearing spectacles, who engage in operations requiring Eye Protection for them to have impact lenses fitted to their spectacles and visors available when cutting and grinding.
- The Company will complete a Risk Survey for the Personal Protective Equipment to determine the PPE to be provided for each working process.
- All PPE will be issued FREE of charged.

THE REPORTING OF INJURIES AND DANGEROUS OCCURENCES

ACTION BY

SITE SAFETY SUPERVISOR

- All injuries, no matter how slight, should be recorded in the Site Accident Book;

SITE SAFETY SUPERVISOR

- An Accident which results in a person or persons being absent for more than three day, will require an Internal Accident Report being completed and dispatched to Head Office / Safety Manager.

SITE SAFETY SUPERVISOR

- An Accident which results in a person or persons being absent for more than Seven days, needs the Site Manager being notified. (*see appendix one*)

SITE MANAGER / SAFETY ADVISOR

- Details of the 7 Day Accident to be entered on the F2508 form and the Health and Safety Executive (HSE) informed:
 - By Post Health and Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG;
 - By Phone 0845 300 99 23 (*Monday to Friday 8.30am to 5:00pm*);
 - By Email riddor@connaught.plc.uk;
 - Online www.hse.gov.uk/riddor

SITE SAFETY SUPERVISOR

- Accident causing Death.
- Accident causing Major Injury (*see appendix two*).
- Dangerous Occurrence (*see appendix three*).
- Incidents to be Reported Immediately to the Operations / Project Director and Safety Advisor.

SAFETY MANAGER / SAFETY ADVISOR

- Verbal report to Health and Safety Executive (HSE) Area Office by the quickest practicable method.

SAFETY MANAGER / SAFETY ADVISOR

- Written report (F2508 form) to the Health and Safety Executive (HSE) Area Office within 15 days.

Appendix One

- a. Where a Person at Work is incapacitated for work of a kind which he might reasonably expected to do, either under his contract of Employment or if there is no such contract, in the normal course of his work, for more than seven Consecutive Days (*excluding the day of the Accident, but including any days which would have not been Working Days*) because of Injury resulting from an Accident arising out of or in connection with work.

Appendix Two

- a. Any Fracture, other than to a Finger, Thumb or Toes.
- b. Dislocation of the Shoulder, Hip, Knee or Spine.
- c. Any Amputation.
- d. Loss of Sight in an Eye, whether Temporary or Permanent.
 - o A Chemical or Hot Metal Burn to the Eye or any Penetrating injury to the Eye.
- e. Injury, including Burns requiring Immediate Medical Treatment, Loss of Consciousness due to Electric Shock whether direct contact or not.
- f. Loss of Consciousness due to Lack of Oxygen.
- g. Acute Illness / Loss of Consciousness from Absorption of any substance by inhalation, ingestion or through the skin.
- h. Injury which results in admittance to Hospital for more than 24 hours.

Appendix Three

- a. The Collapse of, Overturning of, or Failure of any Load Bearing Part of:
 - o A Lift, Hoist, Crane, Derrick, Mobile Powered Access Platform, Access Cradle, Forklift.
- b. Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.
- c. An Explosion causing the projection of materials, beyond the boundary of the site on which the explosives are being used or beyond the danger zone in circumstances such as any person was or might be injured thereby.
- d. A Collapse or Partial Collapse of any Scaffold which is more than 5 metres which results in a substantial part of the scaffolding falling or overturning.
 - o The suspension arrangements including any outrigger of any slung or suspended scaffolding which causes a work platform or cradle to fall.
- e. The Collapse or Partial Collapse of:
 - o Any building or structure under construction, reconstruction, alteration or demolition, or of any false work, involving a fall of more than 5 tonnes of materials; or
 - o Any floor or wall of any building being used as a place of work not being a building under construction, reconstruction, alteration or demolition.
- f. Failure of any Freight Container or failure of any loading bearing part thereof while it is being raised, lowered or suspended.
- g. An Incident in which Plant or Equipment comes into contact with an un-insulated overhead electrical line exceeding 200 volts, or causes an arc-over.

CoSHH CONTROL

The Control of Substances Hazardous to Health Regulations 2002 is intended to give guidance on implementation and management to achieve effective control of exposure to hazardous substances for all Employees and Workplaces / Sites.

The main duties under this regulation are:

- Assessment of Health Risks created by work involving Substances Hazardous to Health.
- The Prevention and Control of Exposure to Hazardous Substances.
- The Use of Control Measures for Hazardous Substances.
- The Maintenance, Examination and Testing of these Control Measures.
- Monitoring Exposure at the Workplace to Hazardous Substances.
- Health Surveillance of Employees, where required.
- Providing Information, Instruction and Training for Persons who may be Exposure to Substances Hazardous to Health.

Assessment for all Hazardous Substances used on the Company's Projects, utilising the Data Sheets to carry out the CoSHH Assessments will be available on site, to ensure that Management, Engineers and Contractors are aware of CoSHH and its implications.

FIRST AID

- The Company will try to ensure that a First Aider or an Appointed Person is available on every project. This may be an employee, Sub Contractor or Principle contractor.
- The Company will make sure that a First Aid Box is available for each project. This may be supplied by the Principle Contractor, if there is no provision on site for the use of its Operatives, A box will be issued to the Appointed person who will be responsible for its contents.
- If operatives are injured during the course of their work, the First Aider will administer treatment as required. Alternatively the Appointed Person will arrange for the operative to be taken to the local hospital for treatment, and make sure that the Accident Book is filled out.
- At ALL times the Company / Main Contractor/ or Client WILL be informed of operatives who have to be removed from site for treatment.

NOISE ASSESSMENT AND CONTROL

- The Company recognises the Hazards presented by noise in the workplace. This policy is intended to provide a guide to reducing the damage to hearing from prolonged / excessive exposure to noise.
- The Noise should where possible, be reduced at the source, *i.e. use equipment / machinery that produces less noise, screen off the source of the noise*. In accordance with Regulation 6 of the Health and Safety at Work Act.
- Noise Assessments are carried out for all operations likely to exceed the "Action Levels" stated in the Noise at Work Regulations 2005. Operatives are informed when the action levels are, or are likely to be, exceeded and are provided with hearing protection.
- The Noise Assessment is filed in the Company's Head Office and copies of the relevant assessments are kept in the project office for information / reference.

- Noise Assessments will be reviewed as necessary, *i.e. the location of an item of plant / machinery is changed, from an open, to an enclosed environment which may affect the noise level.*
- Noise Assessments will be recorded on the Company's "Noise Assessment" sheet and these will be checked by the Safety Advisor during the Site Safety Inspections.

TRAINING

- It is the policy of the Company to provide adequate and suitable training and instruction to all Employees with regards to Health and Safety, as well as Safe Methods of Working.
 - The Company is highly committed to preserve the Environment and to comply with all relevant Environment and Waste Disposal Legislation. The Company is committed to provide suitable and adequate training, as well as instruction to all Employees and Sub-Contractors on Environment and Disposal Issues.
- The Company uses Specialist Training Agencies to carry out on site training, *i.e. Nationwide Training and Safety Services Ltd (NTSS Ltd) 01945 450044 for items such as Safe Use of Access Platforms, CPCS Plant Operator Tests, Abrasive Wheels etc.....*
- Management Training is carried out using a variety of sources as listed below:
 - Nationwide Training and Safety Services Ltd (NTSS Ltd)
 - Construction Industry Training Board – CPCS / CSCS
 - Institute of Occupational Safety and Health
 - Royal Society for the Prevention of Accidents
- Records of all Training provided are filed in the Company's Head Office and in addition, copies of all Operatives' Certificates for using Plant / Machinery are available on site for Inspection / Reference.
- On Site Training is supplemented by Weekly Tool Box Talks.
- Office Staff are trained to recognise the important of, and resolve, hazards associated with working in an office environment. Office Staff are all trained in the correct use of office equipment, in particular Visual Display Units, General Good Housekeeping and Office Safety.
- The Company's Training policy applies to ALL levels from Director to Operatives.

RISK MANAGEMENT

- As part of the Risk Management Program, Management will assess all operations that represent a Risk or a Hazard to the Operatives who are carrying out the operation.
- Risk Assessments will be carried out in accordance with the following Regulations:
 - Management of Health and Safety at Work Regulations 1999;
 - Manual Handling Operations Regulations 1992;
 - Personal Protective Equipment at Work Regulations 1992;

- Workplace (Health and Safety, Welfare) Regulations 1992;
 - Construction Design and Management Regulations 2007;
 - Noise at Work Regulation 2005;
 - Display Screen Equipment Regulation 1992;
 - Control of Substances Hazardous to Health Regulations 2004;
 - Lifting Operations and Lifting Equipment Regulations 1998;
 - Provision and Use of Work Equipment Regulations 1998;
 - Work at Height Regulations 2005;
 - Control of Vibration at Work Regulation 2005.
- Any Risk associated with the work operation will be addressed by the Risk Assessment, *for example, Working at Height, Working in Confined Spaces, Handling of Materials etc....* these will be addressed on the Risk Assessment Form.
 - The Risks identified by the Assessment will need to be considered and, where possible, alternative methods of carrying out the operation should be investigated.
 - The Risk Assessment may identify an area which will require a Permit to Work System to be put in operation, *i.e. Hot Works, Work in Confined Spaces, etc....* By issuing a Permit to Work Form, the Site Management will be able to more effectively monitor the Operatives at risk.
 - Personal and Protective Equipment is issued to Employees as a last resort.
 - Where Personal and Protective Equipment is issued for the Health and Safety of Operatives it will be in accordance with the Risk Assessment Form.
 - Where more than one item of Personal and Protective Equipment is required for use by Operatives, each item must be compatible with the other so that the protection given to the Employee is not compromised.
 - Items of Personal Protective Equipment identified for an operation will be available on site for issue to the Operatives, as required.
 - The Operatives will receive, all appropriate Instruction and Training for the Safe and Correct Use of any Personal Protective Equipment issued.
 - Personal and Protective Equipment which is damaged or is no longer suitable / appropriate for the operation and will be replaced free of charge, with new / suitable equipment. Damaged equipment will be disposed of in such a manner that it makes re-issue / re-use impossible.
 - All Operatives will be required to sign for any Personal Protective Equipment issued and will be required to return the equipment after use for re-issue at a later date.
 - Operatives will be made aware of their responsibility to correctly maintain Personal Protective Equipment, issued to them.
 - Operatives found to be Misusing, Mistreating, Damaging or Destroying any item of Personal Protective Equipment will be considered to be committing an act of Gross Misconduct and will be disciplined in accordance to the Companies Disciplinary Actions.
 - These Regulations will have a profound effect on the way in which Companies within the construction industry carry out their work.
 - This may mean relying more heavily on Mechanical Plant *i.e. Forklifts, Hoists, Access Platforms etc....*
 - As an expansion of the current Tool Box Talks, they will include a section outlining the risks of lifting heavy items and instructions and training in techniques to help prevent back strain *i.e. kinetic lifting techniques.*

FIRE FIGHTING AND EVACUATION PROCEDURES

Under the Regulatory reform (Fire Safety) Regulations 2005, care must be taken to see that a fire does not occur, therefore the following procedures and observations laid down must be implemented in the event of a fire.

In the event of a Fire Alarm you must:

- Close, but do NOT lock Windows and Doors.
- Do NOT stop to Collect Personal Belongings.
- Use the Nearest Exit available and go to the Assembly Point as directed by the Fire Action Notice and Report to the Person in Charge.
- Do NOT re-enter the building, until the all clear has been given.

IF YOU DISCOVER THE FIRE

- Immediately Operate the Fire Bell or the Alarm System and Shout Fire.
- Attack the Fire if possible, using the correct Fire Extinguisher if properly trained to do so, making sure that your escape route stays clear. Do NOT stay if you cannot see due to smoke.
- Fire Precautions Officer (Wardens) will be appointed and it is their responsibility to tell people the direction of the nearest Exit and to make sure that no person is left. Once your area is clear, Report to the Assembly Point.

CALLING THE FIRE BRIGADE

A Fire Precaution Officer (Warden) will be responsible for making the call to the Fire Brigade and the following must be observed.

- Immediately you hear the Fire Alarm, ring 999 and ask for the Fire Service.
- Wait until the Brigade confirms the address, before you put the receiver down.
- On site there may be a procedure for calling the services.

FIRE PREVENTION

It is better to prevent fire than to have one, therefore it is everybody's responsibility to make sure that any source of heat *i.e. Welding, Grinding, Cutting is controlled and that the correct precautions are taken, such as, Flammable Materials should be removed and if necessary a Fire Warden armed with a Fire Extinguisher will be present. Also that Flammable Materials are removed from in front of heaters or electrical sockets, and smoking is restricted to designated areas.* If an Employee spots a hazard or can offer a suggestion for Improvements, they should inform their Manager.

FIRE ALARM

The Fire Alarm should be tested as necessary and Records Kept, Evacuation Procedures will also be implemented as required by Company Policy or Site Health and Safety Plan.

FIRE EXTINGUISHER OPERATION

It is now a Duty that all Personnel should be Inducted in the Use and Operation of Fire Extinguishers, the Different Types available and Their Uses Relating to Different Types of Fires. A record of all Operatives trained are to be kept in the site office.

FIRE RISK ASSESSMENT

A Fire Risk Assessment **MUST** be completed for every office operated by the Company.

MANUAL HANDLING

It is the duty of the Company to make sure that any lifting, pushing, pulling and carrying of any materials or substance by any employee or persons working for the company understands the principles and techniques of manual handling and that training is given and risk assessments are recorded

OFFICE SAFETY

Ensure that all Equipment and Furniture, including Cables, Plugs and Sockets are always in a safe and satisfactory condition before being used.

Ensure that where Guards are provided, that they are in place and that Machinery or Equipment is **not used unless the Manufacturer's Instructions regarding safety are fully complied with**. Where Machinery with moving parts is used *e.g. shredder, guillotine etc...., items such as ties, scarves etc...* which could get entangled in the moving parts should be removed before use. For those with long hair, extra care needs to be taken. Portable Appliance Testing is to be completed on a yearly basis on any equipment over twelve months old.

Immediately Report to Managers and Defective piece of Equipment or Furniture as soon as it is discovered.

Exercise particular care where trailing Cables are involved. Trailing leads **MUST** only be allowed, where there is no other real alternative *e.g. moving desks, equipment etc...* The importance of avoiding such hazards must always be borne in mind when altering office layouts. Cable covers may be used to reduce Trip Hazards.

New Regulations under the Health and Safety (Display Screen Equipment) Regulations 1992 came into force at the beginning of 1993 and covered the use of all Display Screen Equipment *e.g. the reduction of risk discovered, the suitability and positioning of the screen, keyboard desk and chair, working environment etc...*

Where Accidents are Reported, Managers **MUST** Immediately Investigate any Accident before completing and submitting a Report to the Director and Safety Manager / Advisor.