

APR AGENCY GUIDANCE ON HEALTH AND SAFETY FOR WORKERS

General information

Working Practices

- You must not operate any item of equipment unless trained, and authorised to do so.
- You must not remove any guarding from equipment used or deviate from your authorised usage of the equipment
- You must report immediately any equipment defect, and never attempt repair.
- You must undertake all duties as instructed and never deviate.

Hazard/Warning Signs & Notices

- You must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions/Environment

- You must make proper use of all equipment and facilities provided to control working conditions/environment.
- You must ensure you keep your work areas clear/tidy.
- You must dispose of waste/scrap in the appropriate receptacles.

Protective Clothing & Equipment

- You must wear protective equipment where required.
- You must never obstruct any fire escape route, fire equipment or doors.

Accidents

- You must see the first-aider for any injury you may receive, irrespective of how minor, and ensure details are entered into the accident book.
- You must report any incident in which damage is caused to property.

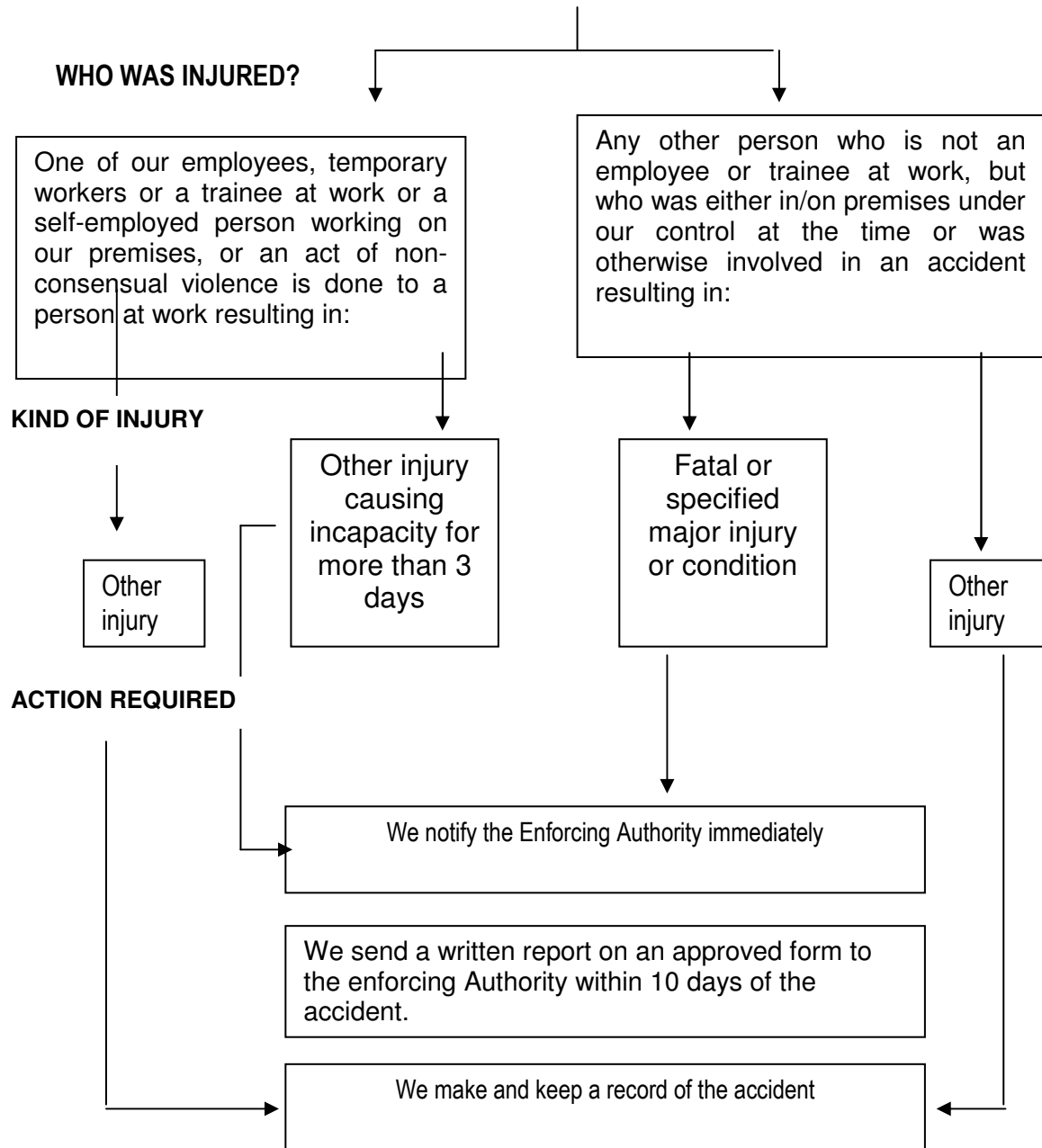
Health

- You must report any medical condition that could affect the safety of yourself or others.
- You must not become involved with horseplay, or practical jokes.
- You must follow all rules pertaining to no smoking areas.

Accident reporting

ACCIDENT

Accident arising out of or in connection with the work of our business which is covered by the Regulations and involves: -
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ACCIDENTS INVOLVING PEOPLE NOT AT WORK (E.G. THE PUBLIC) ARE REPORTABLE IF THEY ARE TAKEN TO HOSPITAL FOR TREATMENT FOR A WORK-RELATED INJURY.

First Aid

There is no mandatory list of items that should be included in a first-aid container and the decision on what to include in the first aid container is obtained from information gathered during the assessment of first-aid needs made during the risk assessment process.

As a guide, where no special risk arises in the workplace, we recognise that a minimum stock of first-aid items would normally be:

FIRST AID BOXES		TRAVELLING FIRST AID KITS	
Guidance Card	1	Guidance Card	1
Individually wrapped sterile adhesive dressings (assorted sizes and appropriate to work e.g. detectable for food handlers)	20	Individually wrapped sterile adhesive dressings	6
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Safety Pins	6	Safety Pins	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 x 12cm)	6	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped unmedicated wound dressings (approx. 18 x 18cm)	2	Large sterile unmedicated dressing (approx. 18 x 18cm)	1
Disposable gloves	1	Disposable gloves	1

NB: Tablets and medicaments should not be kept.

If you are to allow temporary employees on your premises to use your first aid facilities, you should take their numbers into account.

Induction information

[The following list is not exhaustive and should be adapted/added to as necessary, in order to bring relevant information to the attention of temporary workers regarding the premises. This is for guidance only.]

If you have any problems please refer to *[insert name]*

who is located:

The warning sound of the fire alarm is:

In the event of a fire evacuate the building and assemble:

The first aider(s) are *[insert name(s)]*

who can be located:

The first aid kit is located:

The accident book is located:

If you need to contact the emergency services dial [9] for an outside line, then dial 999.

Our address is:

Our telephone number is:

The following areas are regarded as hazardous and you must not enter unless authorised:

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Do you know where the above areas are? If not, seek advice from the person at the top of the page immediately.

Smoking is permitted in the following areas:
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