



Construction Employee **SAFETY MANUAL**

Insert Your Company Name Here

Provided by: Plan Insurance Brokers

Legal disclaimer to users of this sample manual:

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This employee safety manual is just a **SAMPLE** and needs to be edited and adapted. It is not exhaustive, nor is it a bespoke safety manual for your specific company. If you are planning to create, edit or adapt an employee safety manual, seek assistance from a recognised health and safety expert and/or the Health and Safety Executive.

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Insert Your Company Name Here recognises that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Insert Your Company Name Here's employees will take into account the intent of this safety manual. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Insert Your Company Name Here is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Insert Your Company Name Here.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on-site. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing our safety programme will be the strict compliance to all applicable UK regulations and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Insert Your Company Name Here will make every reasonable effort to provide a safe and healthy workplace that is free from any recognised or known potential hazards. Additionally, Insert Your Company Name Here subscribes to these principles:

1. All accidents are preventable through implementation of effective health and safety control policies and programmes. Insert Your Company Name Here will conduct periodic risk assessments and record the significant findings in order to monitor and prevent workplace accidents.
2. Health and safety controls are a major part of our work every day.
3. Accident prevention is good business. It minimises human suffering, promotes better working conditions for everyone, holds Insert Your Company Name Here in higher regard with customers, and increases productivity. This is why Insert Your Company Name Here will comply with all health and safety regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Insert Your Company Name Here is committed to allocating and providing all of the resources needed to promote and effectively implement our safety programme. This includes providing employees with adequate training and ensuring that all employees are competent to do their tasks.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication and consult with employees. This includes soliciting and receiving comments, information, suggestions and assistance from employees where health and safety are concerned.
6. Management and supervisors of Insert Your Company Name Here will set an exemplary example with good attitudes and strong commitment to health and safety in the workplace. Towards this end, Management must monitor company health and safety performance, working environment and conditions to ensure that programme objectives are achieved.
7. Our safety programme applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Insert Your Company Name Here must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Managing Director

Risk Manager

Insert Your Company Name Here is committed to providing safety- and health-related orientation and training for all employees at all levels. Insert Your Company Name Here will maintain and support a programme to educate and familiarise employees with health and safety procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data. All safety training will be taught by the Health and Safety Officers, **[INSERT NAME]**. A record of training will be kept and made available as well.

The training may include, but is not limited to, the following:

1. Facility-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment (PPE)
6. Emergency procedures
7. Employee accident-reporting requirements
8. Return to work programme
9. Any HSE-required training not included or addressed above

The primary responsibility of the employees of Insert Your Company Name Here is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey Insert Your Company Name Here's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact a Health and Safety Officer.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

Periodic Inspections

It is the policy of Insert Your Company Name Here that workplaces are subject to periodic health and safety inspections to ensure implementation and execution of our policies and procedures.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Insert Your Company Name Here has conducted a 'suitable and sufficient' risk assessment of all workplace hazards, as required by the Health and Safety at Work etc Act 1974. Our risk assessment process consists of five steps:

1. Identify the hazards
 - Inspect the workplace for anything that could reasonably be expected to cause harm
 - Ask your employees to find hazards you may have overlooked
 - Review manufacturers' instructions, data sheets, and accident and ill-health records
2. Decide who might be harmed and how
 - Identify how people/groups may be harmed and what type of injuries may occur
 - Include people with disabilities, contractors, members of the public, etc
3. Evaluate the risks and decide on precaution
 - Compare your actions with a source of good practice (HSE website)
 - Try to eliminate the risk entirely. If this is not possible, decide how to control the risk so that harm will be unlikely
4. Record your findings and implement them
 - Write down results and share with your staff
 - Make an effort to implement changes and tackle the most important issues first
5. Review your assessment periodically and update when necessary
 - Formally review your risk assessment at least once a year. Keep up to date on changes, new equipment and procedures that could lead to new hazards

A copy of the risk assessment can be found at: _____.

It is your responsibility to familiarise yourself with relevant risk assessments within your area of work. If you feel that there is a significant risk not currently supported by the written risk assessment, please notify your supervisor immediately.

THE HSE HEALTH AND SAFETY POSTER IS POSTED AT: _____

Leaflets are also available from a Health and Safety Officer, **[INSERT NAME]**.

FIRE SERVICE: _____

TELEPHONE: _____

POLICE FORCE: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

TELEPHONE: _____

JOBSITE TELEPHONE NUMBERS:

PROJECT NAME/NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

HOME TELEPHONE: _____

CLIENT CONTACT: _____

OFFICE TELEPHONE: _____

HOME TELEPHONE: _____

This Section contains SAMPLE employee safety rules. All organisations need to adapt this section to their own specific workplace needs, based on their risk assessments.

This is a general overview of health and safety rules in the workplace. There may be a more specific policy available for many of the following rules. The longer policies may be found online at [INSERT WEBSITE] or contact [INSERT NAME].

1. Conduct

- Horseplay, 'practical jokes', etc, are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behaviour. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

2. Drugs and Alcohol

- Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

3. First Aid

- There are a sufficient number of first aiders and/or appointed persons to help you in the event of a medical injury or emergency. Their names and contact numbers are: _____.
- There are numerous first aid boxes strategically placed throughout the workplace. These first-aid boxes are marked with a white cross on a green background and located at: _____.
- Please make yourself aware of your nearest first aid box and how to contact a first aider.

4. Reporting Injuries

- Any work-related injury, suspected injury, 'near-misses' and hazardous conditions must be reported to your supervisor immediately.
- Insert Your Company Name Here will follow all guidelines and requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) when dealing with any accidents or ill-health at the workplace. [INSERT NAME] is in charge of complying with RIDDOR requirements reporting accidents, diseases or dangerous occurrences to the appropriate authorities.
- An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
- Any attempt to defraud Insert Your Company Name Here with a false injury claim will result in disciplinary action.
- Insert Your Company Name Here also provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

5. Fire Prevention

- [INSERT NAME] is in charge of conducting a fire risk assessment and implementing fire safety procedures. This risk assessment will be reviewed periodically, [INSERT TIME FRAME], and as circumstances in the workplace change. Emergency evacuation tests will be conducted [INSERT TIME FRAME].
- All escape routes and the following areas must remain clear and unobstructed at all times:
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire extinguishers
- Fire extinguishers are located throughout the worksite at: [INSERT LOCATIONS].

- Hot work: contractors performing hot work (welding, grinding, flame cutting, brazing, soldering, etc) must contact [INSERT NAME] for approval prior to the start of the work.
- No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact Human Resources for guidance.
- Follow all electrical safety rules.

6. Housekeeping:

- The following areas must remain clear of obstructions:
 - Aisles/exits
 - Fire extinguishers and emergency equipment
 - All electrical breakers, controls, and switches
 - Eye wash/safety showers
- You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of rubbish and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

7. Personal Protective Equipment (PPE):

- Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
 - Hard Hats – must be worn at all times in designated areas.
 - Safety Glasses – must be worn at all times in designated areas in this facility.
 - Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
 - Welding – appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
 - Respirators – only employees trained and authorised to use respirators are allowed to do so.
 - Hearing Protection – is required in areas where noise exposure is more than 85dBA (80dBA if you already have experienced a hearing loss).

8. Equipment Operations

- You must specifically be trained and authorised by your supervisor to operate vehicles and machines. Before operating/using any equipment or machinery, visually check that all safeguards are in place and there are no maintenance issues. If you see any issues or have any concerns, contact [INSERT NAME] immediately. This includes:
 - Forklifts
 - Machine and power tools
 - Paint sprayers
 - Welders
 - Cranes/hoists
- Basic safety tips when operating machines: do not wear loose clothing, long hair should be tied up and back, remove jewellery, and sleeves should either be rolled all the way up, or all the way down.

- Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.
- Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations.
- Never reach into an operating machine or moving machine part.

9. Work From Height

- Never work from height if there a reasonable alternative method. If work at height is a must, only employees properly trained and authorised may do so.
- When using ladders:
 - Inspect all ladders prior to each use
 - Ladders must be placed on secure footing
 - Only one person is allowed on a ladder at a time
 - Never stand on the top two steps of a stepladder
 - Always maintain 3-point contact when working on ladders
 - Never reach beyond arm length when working on a ladder
 - Never use metal ladders when working on or around electrical equipment
- When using cranes/hoists/lifting devices:
 - Inspect all cranes, hoists and lifting devices (slings, hooks, etc) prior to each use. Never use damaged equipment.
 - Never walk under a load suspended from a hoist or crane.
 - Keep all personnel clear of the 'fall zone' of the crane/hoist.
 - Know the weight of material being lifted. Never overload a crane/hoist.

10. Isolation/Lockoff

- Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.
- Never remove or tamper with a lockoff operation performed by another employee or contractor. A lockoff could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as 'DANGER - DO NOT OPERATE' may also be used for isolation/lockoff. If you see the lock, the tag, or both applied to an energy control device it means, 'Keep your hands off'.

11. Confined Space Entry

- Only trained and authorised employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmosphere, or entrapment hazards.

12. Electrical Safety

- Never operate or tamper with the electrical main switch or breakers. You are authorised only to operate switches/disconnects on/for individual machines.
- Report all electrical problems and suspected problems to your supervisor immediately.

- Keep electric cables out of areas where they will be damaged by stepping on/kicking them. Never run cables under rugs or other floor coverings.
- All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- Inspect all plugs, cables, and portable equipment prior to use.
- Report any damaged electrical equipment to your supervisor. Only authorised personnel are permitted to work on electrical equipment.
- Extension cables are to be used only for temporary applications. Never stretch cables across aisles or areas where others may trip over them. Do not attach extension cables to the building or run them under rugs/mats or through walls.
- Turn electrical appliances off with the switch, not by pulling out the plug. Turn all appliances off before leaving for the day.
- Any personal electrical devices must be approved by Insert Your Company Name Here prior to use. Radios, CD players and PDAs are the only personal electrical devices allowed to be used in the workplace. These devices must be in good repair. Insert Your Company Name Here reserves the right to instruct you to remove personal electrical devices at any time.

13. Lifting/Manual Handling

- If you need help moving material, request assistance.
- Take time to fully assess the handling/lifting task.
- Consider moving the load by other means—eg a trolley—if possible. If manual lifting is necessary, try to reduce the load.
- When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- When you turn holding an object, move your feet, and do not twist.
- Place the load and ensure it is left in a stable condition

14. Asbestos

- Asbestos is common construction material in older buildings. If you see any materials labelled as containing asbestos or have suspicion to believe the material is asbestos, leave the area immediately and contact a supervisor. Under no circumstances should you disturb any of the materials. Insert Your Company Name Here will comply with all Asbestos Regulations.

15. Working at Night

- Insert Your Company Name Here recognises that some staff may wish to work in the evenings, on weekends, or very early in the mornings. When working outside normal working hours, consideration must be given to the reduced presence of staff throughout the building. Medium and high hazard activities are inappropriate unless arrangements are in place to avoid lone working. Access to the building outside of normal working hours must be granted by a supervisor. In case of an emergency after working hours, please call: _____.

16. Using Display Screen Equipment (DSE)

- Position your monitor at, or slightly below, eye level. As an exception, bi-focal users should lower their monitors more to avoid tilting their head back while working.
- Move your eyes when viewing the screen as opposed to moving your head.

- Avoid twisting your body in order to use your computer. Set up your workstation to achieve a comfortable position in front of the computer.

- Adjust your computer chair such that your forearms are horizontal to the desk with your elbows at right angles. Keep your wrists flat and in a neutral position whilst avoiding resting your wrists on the desk during typing.
- Adjust your monitors resolution, brightness and contrast to avoid eyestrain.

17. Temperature

- The temperature in workrooms shall be reasonable to the circumstances. For normal environments, the temperature will be at least 16C. All reasonable steps will be taken to ensure the temperature does not get uncomfortably high.

18. Noise

- Insert Your Company Name Here will take proper precautions concerning noise in the workplace. Noise risk assessments will be conducted periodically and employees at risk of high noise exposures will be notified of the results in writing. Whenever feasible, noise exposure exceeding 80 dB will be controlled by engineering or administrative means. Proper personal protective equipment, such as ear plugs and ear defenders will be issued to employees in the event engineering controls do not lower noise levels to under 80 dB in the workplace.
- All employees exposed to noise levels of 80 dB or higher will be required to participate in a hearing conservation programme. This consists of audiometric testing, mandatory hearing protection, and safety training.

19. Disabled Persons

- Traffic routes, facilities and workstations will be suitable for employees with disabilities to use. We will make reasonably practicable adjustments to ensure a suitable working environment. Please consult your supervisor if you have specific concerns concerning your work environment.

20. Young Workers

- Insert Your Company Name Here's risk assessment will take into account specific characteristics of young workers and the activities they may be assigned. The risks will then be identified and shared with the young worker. Specific safety training will be provided to any worker under the age of 18 and all working hour rules and regulations will be followed. Night work will not be permitted.
- Safety training will also include emergency procedures and permitted work assignments. Additional supervision will be provided to all young workers to ensure their safety. For any questions and concerns on youth workers, please see a Health and Safety Officer, [INSERT NAME].

21. Off-Site Safety

- If Insert Your Company Name Here duties take you to an offsite location you are expected to continue to maintain a high standard for safety.
- Employees of Insert Your Company Name Here are required to follow all company standard safety and security procedures during off-site visits.
- If your contact person does not advise you regarding safety hazards:
 - Note emergency exit location(s) when indoors.
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three-point contact (hand on rail and feet on stairs).
 - Look for features on a property that could present a unique hazard to the task at hand.
- When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

22. Blood-borne Pathogens

- Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
- Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
- In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
- In the event that you find spilt bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources or your supervisor immediately for instructions.

23. Staying Safe

- Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, ask for help. Asking for help when you are unsure reduces the chance of injury.
- These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.
- When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

ADD ADDITIONAL GENERAL SAFETY RULES HERE

This Section contains SAMPLE job-specific safety rules. All organisations need to adapt this section to their own specific workplace needs, based on their risk assessments.

1. Heavy Equipment Operation

- No passengers are permitted on heavy equipment.
- Keep the windows and windscreen clean.
- Do not use heavy equipment if the horn or reverse alarm do not sound.
- Turn off the engine before leaving heavy equipment unattended.
- Do not jump off or onto any heavy equipment.
- Keep heavy equipment in gear when going down grade. Do not use neutral.
- Display a 'Slow Moving Vehicle' sign when operating heavy equipment on roads.
- Do not operate excavators, power shovels and other heavy equipment within one metre from the edge of an excavation.
- Do not use a bucket or other attachments for a staging or temporary platform for workers.
- Do not operate an excavator over or across underground utilities that are marked by paint, flagged or staked.
- Set swing brake of an excavator bucket arm when moving the vehicle to and from the digging site.
- Stay in the compartment during operation of heavy equipment. Do not reach in or attempt to operate controls from outside the piece of equipment.

2. Crane Safety

- Do not use load hooks that are cracked, bent or broken.
- Do not use cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.
- Passengers are not permitted to ride inside the operator's cab of a crane.
- Keep crane windows clean. Do not use a crane if its windows are broken.
- Do not exceed the rated load capacity as specified by the manufacturer.
- Do not operate a crane on soft ground without using cribbing and mats.
- Fully extend outriggers before attempting a lift.
- Stay outside the barricades of the posted swing radius.
- Do not perform any crane refits or modifications without the manufacturer's approval.
- Do not leave the crane unattended with a hoisted load.
- Do not hoist loads over people.
- Do not drive on the road shoulders.
- Wear a high visibility waistcoat when working as a signalman.
- Only follow the signals of the person designated to give you signals when operating a crane.
- Replace the belts, gears or rotating shaft guards after servicing a crane; do not use the crane if guards are missing from these areas.

3. Sling Safety

- Do not use chain slings if links are cracked, twisted, stretched or bent.
- Do not shorten slings by using make-shift devices such as knots or bolts.
- Do not use a kinked chain.
- Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
- Wear work gloves when handling rough, sharp-edged or abrasive chains, cables, ropes or slings.
- Do not alter or remove the safety latch on hooks. Do not use a hook that is missing a safety latch or has a bent latch.
- Do not place your hands between the sling and its load when the sling is being tightened around the load.
- Lift the load from the centre of hooks, not from the point.

4. Personnel Safety

- Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.
- Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.
- Do not approach any heavy equipment until the operator has seen you and has signalled to you that it is safe to approach.
- Do not work outdoors during lightning storms.
- Drink plenty of liquids during your breaks.
- Take breaks in shaded areas.

5. Scaffold Safety

- Follow the manufacturer's instructions when erecting the scaffold.
- Do not work on scaffolds outside during stormy or windy weather.
- Do not climb on scaffolds that wobble or lean to one side.
- Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
- Do not use any scaffold tagged 'Out of Service'.
- Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
- Do not work on platforms or scaffolds unless they are fully planked.
- Do not use a scaffold unless guardrails and all flooring are in place.
- Level the scaffold after each move. Do not extend adjusting leg screws more than 30 centimetres.
- Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.
- Use your seatbelts and lanyards when working on scaffolding at a height of 3 metres or more above ground level. Attach the lanyard to a secure member of the scaffold.

- Do not climb the cross braces for access to the scaffold. Use the ladder.
- Do not jump from, to, or between scaffolding.
- Do not slide down cables, ropes or guys used for bracing.
- Keep both feet on the decking. Do not sit or climb on the guardrails.
- Do not lean out from the scaffold. Do not rock the scaffold.
- Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
- Do not throw anything 'overboard' unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
- Do not move a mobile scaffold if anyone is on the scaffold.
- Chock the wheels of the rolling scaffold, using the wheel blocks and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

6. Electrical – Hot Line Safety

- Clean all protective line equipment after each use, prior to storage.
- Wear rubber gloves when removing tree branches, limbs or similar objects from contact with high voltage lines, panels or equipment.
- Do not wear rubber protective gloves while climbing or descending a pole.
- Wear 100 per cent cotton or flame resistant shirts or jumpers (with sleeves rolled down) and protective hats when working on or near live parts, lines, and panels or when climbing poles.
- Wear body belts with straps or lanyards when working at an elevated position (poles, towers, etc).
- Visually inspect body belts and straps before use for defects, wear and damage.
- When working with lines of 600 volts or more:
 - Wear rubber gloves or use hot sticks when placing protective equipment around energised voltage conductors.
 - Do not work on a line that is removed from service until the line is cleared, tagged, tested, and grounded.
 - Treat bare wire communication conductors on structures as energised lines unless they are protected by insulated conductors.
- Treat bare wire communication conductors on power poles and structures as energised lines (with voltages in excess of 600 volts) unless the conductors are protected by insulating materials.
- Make sure all employees are clear of the temporary earthed lines or equipment.
- After a capacitor has been disconnected from its source of supply, wait five minutes before short-circuiting and earthing it.
- Do not contact the terminals, jumpers or line wires connected directly to capacitors until the capacitors have been short-circuited and/or earthed.
- Visually inspect and wipe down all hot line tools each day before use.
- Do not wear rubber gloves with protectors while using hot line tools.
- Do not use defective hot line tools. Mark them as defective and turn them in for repair or replacement.

7. Machine Safety

- Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
- Replace guards before starting the machine, after making adjustments or repairs.
- Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing it.
- Do not wear loose clothing, jewellery or ties in the machine shop.
- Read and obey safety warnings posted on or near any machinery.
- Long hair must be contained under a hat or hair net, regardless of gender.

8. Power Saws

- Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.
- Turn the saw power switch 'Off' before making measurements, adjustments or repairs.
- Keep your hands away from the exposed blade.
- Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
- If the saw becomes jammed, turn the power switch of the saw to 'Off' before pulling out the incomplete cut.
- Do not alter the anti-kickback device or blade guard.

9. Abrasive Cut-Off Saws and Chop Saws

- Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
- Allow the saw to return to its stored position before removing the cut material from the table.
- Lay the material squarely and solidly down before sawing it.
- Use a clamp to secure cylindrical materials to the saw 'table' before cutting.
- Do not use the abrasive cut off saw for grinding or sharpening any tool or material.

10. Drill Press

- Replace the belt and pulley guard before starting the press and after making adjustments or repairs to the press.
- Make sure the press table is locked into place and the depth adjustment is set before turning on the power.
- Remove the chuck key before turning on the power.
- Clamp small pieces of stock that are to be drilled in the drill vice or to the work bench.
- Do not wear rings, wristwatches or gloves when working with the drill press.
- Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.
- Keep the drill press and the area around the drill press clear of metal cuttings and lubricants.
- When adjusting the chuck size, do not turn on the power to the drill press while holding the chuck with your hand.

11. Grinders & Grinding Wheels

- Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a 'ring test'. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
- Do not use a grinding wheel that has chips, cracks or grooves.
- Do not use the grinding wheel if it wobbles. Tag it 'Out of Service'.
- Adjust the tongue guard so that it is no more than 3/4 of a centimetre from the grinding wheel.
- Adjust the tool rest so that it is no more than 1/4 of a centimetre from the grinding wheel.
- Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
- Do not install a grinding wheel whose labelled RPM is lower than the rated speed of the grinder.
- Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
- Grind on the side of the wheel only when it is made for side grinding.
- Turn the grinder 'Off' when you have finished working with it and remain at the machine until it has completely stopped turning.

12. Portable Grinders

- Do not use a portable hand held grinder with a wheel diameter larger than 5 cm unless the grinder has a positive action switch to ensure the switch cannot be locked in the 'On' position.
- Do not use a portable grinder if the grinding wheel guard is missing.
- Do not clamp a portable grinder in a vice to use it as a bench grinder.

13. Pneumatic & Hydraulic Tools

- Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
- Lock and/or tag tools 'Out of Service' to prevent usage of the defective or damaged tool.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
- Turn the power switch of the tool to 'Off' and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.

14. Electrical Powered Tools

- Do not use power equipment or tools on which you have not been trained.
- Keep power cables away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, knives and grinders.
- Do not use cables that have splices, exposed wires or cracked or frayed ends.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cable.
- Disconnect the tool from the socket by pulling on the plug, not the cable.

- Turn the tool off before plugging or unplugging it.
- Do not leave tools that are 'On' unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark inducing tools such as grinders near containers labelled 'Flammable'.
- Turn off the electrical tool and unplug it from the socket before attempting repairs or service work. Tag the tool 'Out of Service'.
- Do not use extension cables or other pronged power cables that have a missing prong.
- Do not run extension cables through doorways, through holes in ceilings, walls or floors.
- Do not drive over, drag, step on or place objects on a cable.
- Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cable in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

15. Hand Tool Safety

- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses.
- Tag worn, damaged or defective tools 'Out of Service' and do not use them.
- Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
- Do not perform 'make-shift' repairs to tools.
- Do not throw tools from one location to another or from one employee to another.
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

16. Forklift Safety

- Only employer authorised personnel may operate forklifts.
- Do not exceed the forklift lift capacity and refer to the lift capacity plate on the forklift.
- Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
- Lift the load a few centimetres first to test for stability. If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
- Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
- After picking up a load, adjust the forks so that the load is tilted slightly backwards for added stability.

- Drive with the load at a ground clearance height of 15 centimetres at the tips and 5 centimetres at the heels in order to clear most uneven surfaces and debris.
- Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
- Approach railway tracks at a 45 degree angle.
- Do not drive over objects in your pathway.
- Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
- Steer wide when making turns.
- Do not drive up to anyone standing or working in front of a fixed object such as a wall.
- Do not drive along the edge of an unguarded elevated surface such as a loading bay or staging platform.
- Obey all traffic rules and signs.
- Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
- Do not exceed a working speed of five miles per hour and slow down in congested areas.
- Stay a minimum distance of three forklift lengths from other operating mobile equipment.
- Drive in reverse and use a signal person when your vision is blocked by the load.
- Look in the direction that you are driving; proceed when you have a clear path.
- Do not use bare forks as a man-lift platform.
- Do not load pallets of wood that are not banded on to the forklift.
- Do not drive the forklift while people are on an attached aerial lift platform.
- Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
- Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
- Raise the forks an additional five centimetres to avoid hitting or scraping the ramp surface as you approach the ramp.
- Do not attempt to turn around on a ramp.
- Do not use 'Reverse' to brake.
- Lower the forks completely, turn off the engine and set the hand brake before leaving your forklift.

17. Compressed Gas Cylinders – Storage & Handling

- Do not handle oxygen cylinders if your gloves are greasy or oily.
- Store all cylinders in the upright position.
- Place valve protection caps on gas cylinders that are in storage or not in use.
- Do not lift cylinders by the valve protection cap.
- Do not store compressed gas cylinders in areas where they can come in contact with chemicals labelled 'Corrosive'.
- Do not place cylinders against electrical panels or live electrical cables where the cylinder can become part of the circuit.

- Do not store oxygen cylinders near LPG cylinders or near combustible material such as oil or grease.
- If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

18. Dolly Safety

- When loading dollies, employees must keep feet clear of the wheels.
- Employees may not exceed the manufacturer's load-rated capacity.
- Employees should use straps, if they are provided, to secure the load.
- For extremely bulky or pressurised items, such as gas cylinders, employees must strap or chain the items to the dolly.
- Employees must tip the load slightly forward so that the tongue of the dolly goes under the load.
- Employees must push the tongue of the dolly all the way under the load that is to be moved.
- Employees should keep the centre of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- Employees should push the load so that the weight will be carried by the axle and not the handles.
- Employees must ask a spotter to assist in guiding the load.
- Employees must not walk backwards with the dolly unless going up ramps.
- When going down an incline, employees should keep the dolly in front so that it can be controlled at all times.
- Dollies must be stored with the tongue under a pallet, shelf or table.

19. Welding/Cutting/Brazing

- Obey all signs posted in the welding area.
- Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
- Do not perform 'hot work', such as welding, metal grinding or other spark producing operations, within 20 metres of containers labelled 'Flammable' or 'Combustible'.
- Use the red hose for gas fuel and the green hose for oxygen.
- Do not use worn, burnt or cracked hoses.
- Do not use oil, grease or other lubricants on the regulator.
- 'Blow Out' hoses before attaching the torch.
- Ignite torches with friction lighters only. Do not use a cigarette lighter.
- Do not change electrodes with bare hands; use dry rubber gloves.
- Bleed oxygen and fuel lines at the end of the work-shift.
- Do not wear contact lenses when welding.
- When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long trousers, and an apron.
- Wear clothing made of cotton, wool, or non-synthetic fibres. Wear long sleeve shirts, long trousers, boots, and gloves.

- Use the welding screen to shield other employees from flying slag and intense light.
- Before welding place the floor fan behind you to keep welding fumes away from your face.
- Do not use a torch on any container that is labelled 'Flammable' or 'Combustible'.

20. Electrical Arc Welding

- Obey all signs posted in the welding area.
- Use the welding screen to shield other employees from flying slag and intense light.
- Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt and long trousers when welding.
- Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
- Do not change electrodes with bare hands; use dry welder's gloves.
- Do not use the welding apparatus if the power cable is cut, frayed, split or otherwise visibly damaged or modified.

21. Spray Painting

- Store rags that have oil or paint on them in closed metal containers labelled 'oily rags'.
- Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
- Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
- Do not operate spark inducing tools such as grinders, drills or saws near containers labelled 'Flammable' or in an explosive atmosphere such as paint spray booths or rooms.
- Perform all spray painting operations in the spray booth or room.
- Do not point the spray gun towards any part of your body or at anyone else.
- Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.

ADD ADDITIONAL JOB-SPECIFIC SAFETY PRECAUTIONS HERE

1. Heat-Related Illnesses

- Wear light-coloured clothing and a hat.
- Adapt to working in hot conditions gradually, avoid over-exerting yourself during peak temperature periods.
- Drink water frequently— at least 235 mL every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
- Watch for the following signs and symptoms of heat-related illnesses:
 - Heat cramps – Severe muscle spasms in the back, stomach, arms and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - Heat exhaustion – Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting and fast pulse.
 - Heat stroke – High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhoea, seizures, confusion or unconsciousness.
- Treat heat illness as soon as possible by doing the following:
 - Heat cramps – Move to a cooler area and drink approximately 235 mL of water every 15 minutes. Follow up with a medical examination.
 - Heat exhaustion – Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately 235 mL of water every 15 minutes. Follow up with a medical examination.
 - Heat stroke – Call 9-9-9 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

2. Cold Weather Illnesses

- Exposed skin freezes within one minute at -29C when the wind speed is five miles per hour (mph), and will freeze at -12C if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above -12C, and even above freezing (0C). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
- Watch for the following signs of cold-related illnesses:
 - Uncontrollable shivering
 - Slurred speech
 - Clumsy movements
 - Fatigue
 - Confused behaviour
- Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.
 - Inner layer – synthetic weave to keep perspiration away from the body.
 - Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
 - Outer layer – material designed to break the wind and allow for ventilation.
- Wear a hat to avoid losing almost 40 per cent of your body heat.
- Place heat packets in gloves, vests, boots and hats to add heat to the body.

- Watch out for the effects of cold temperatures on common body functions such as:
 - Reduced dexterity and hand usage
 - Cold tool handles reducing your grip force
 - The skin's reduced ability to feel pain in cold temperatures
 - Reduced muscle power and time to exhaustion

3. Contact with Insects, Bees and Rodents

- Do not touch rodents, even if they look dead.
- Steer clear of animals in nests or dens.
- Never pick up, disturb or corner a snake – move away quickly.
- Do not pick up or disturb a spider.
- Wear the appropriate repellents for animals you may come in contact with.
- Keep your skin covered by wearing a hat, socks, long-sleeved shirts, long trousers and high boots.
- Tuck your trousers into your boots and be mindful of exposed skin on your neck, wrists and ankles.
- Do not wear cologne or perfume, which may attract animals.
- Properly control and dispose of food and rubbish in your work area to avoid attracting pests.
- If you are allergic to any insects, keep medication with you at all times. Alert colleagues of your allergy so they can assist you in the event of an emergency.

1. GENERAL EMERGENCY GUIDELINES:

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance 999
 - Internal Emergency Number _____
 - Human Resources _____
 - Page _____
 - Operator _____
- In the event of any emergency, do not take lifts, use the stairs
- Know where the stairwell exits are located
- Do not hesitate to call/alert others if you believe that an emergency is occurring — you will not ‘get in trouble’.
- Know where emergency equipment is located: **[INSERT LOCATION]**.

2. FIRE EVACUATION

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest stairs. Do not delay evacuation to get personal belongings or to wait for colleagues. Also, all doors should be closed as the last person passes through. (Note: never use lifts during fire alarm situations.)
- Supervisors should be the last persons to leave the area. Check in all areas to be sure that all personnel have evacuated.
- Any employee having a mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, personnel should report to **[INSERT MEETING LOCATION]** for a headcount. All employees should gather and be accounted for by **[INSERT NAME]**.
- If any employee is missing, an immediate report should be made to **[INSERT NAME]** who will in turn report to the first available fire service officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by **[INSERT NAME]**.
- In the event of inclement weather, **[INSERT NAME]** will make arrangements for all personnel to move to shelter.

3. EMPLOYEE DISCOVERING A FIRE:

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call **[INSERT NAME]** to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P=Pull the safety pin
 - A=Aim the nozzle at the base of the fire

- S=Squeeze the operating lever
- S=Sweep side to side covering the base of the fire
- When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.
- Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.
- Have someone notify **[INSERT NAME]** where the emergency is located. He/she will relay this information to the fire service.

4. MEDICAL EMERGENCY: (chest pains, loss of consciousness, fall from height, etc)

- Upon discovering a medical emergency, contact a first aider or call 999.
- Contact a supervisor and report the nature of the medical emergency and location.
- Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
- Send two persons (greeters) to the building entrance, **[INSERT AREA]**, to await the fire service. One person should call and hold the lift. Often two fire service units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

5. SEVERE WEATHER:

- Employees will shut down equipment and will be instructed where to go for safety.
- The supervisor will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

6. WORKPLACE VIOLENCE:

- If any person is observed exhibiting threatening behaviour or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behaviour.
- Depending upon the level of concern, the police (999) should be called immediately.
- Never attempt to confront any person exhibiting threatening behaviour.
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

1. All Insert Your Company Name Here employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely. If there are any substances hazardous to your health in the workplace, a COSHH risk assessment will be performed. Employees will be informed and trained on steps to eliminate, reduce and control exposures. This COSHH risk assessment will be conducted and reviewed periodically by: **[INSERT NAME]**.
2. Employees working with hazardous substances will receive on-going health surveillance. The following jobs at Insert Your Company Name Here involves working with hazardous substances: **[INSERT JOBS, IF ANY]**.
3. Safety Data Sheets (SDSs) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards, and general safe handling guidelines. At Insert Your Company Name Here, the SDS collection is located at **[INSERT LOCATION]**. Employees are free to utilise the SDS as needed.
4. All chemical containers must be labelled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - **FIRE** (red background colour) - will the material burn?
 - **HEALTH** (blue background) - is the material dangerous to my body?
 - **REACTIVITY** (yellow background) - is the material dangerously unstable?
5. After each hazard (Fire, Health, Reactivity), a number from 0-4 will be assigned. The number reflects the degree (or amount) of hazard:
 - **0** - Minimal
 - **1** - Slight
 - **2** - Moderate
 - **3** - Serious
 - **4** – Severe
6. General rules for handling chemicals are:
 - Read all label warnings and instructions.
 - Do not mix chemicals unless authorised to do so.
 - Do not eat, drink, or smoke while using chemicals. And always wash your hands after handling chemicals.
 - Follow instructions for quantity. More is not better.
 - Minimise contact with chemicals. Use Personal Protective Equipment to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to Human Resources.
7. Employees and former employees who are, have been or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by Insert Your Company Name Here upon request.

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimise the impact from regulators, such as HSE.

1. Be prepared to talk to local police officials, investigators and HSE compliance officers. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. Operate under the assumption that the HSE will investigate. Take steps to be sure that your entire facility is as prepared as possible.
2. If an incident occurs, have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, this contact should be made in person. Offer to provide transport and/or other support. (For example, providing a Insert Your Company Name Here representative at the hospital will convey the company's concern.)
3. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
4. Render safe any hazards created by the accident scene—ie potential falling materials, leaking chemicals, etc. Rope off or otherwise isolate the accident scene early on to prevent it from becoming a 'tourist attraction'.
5. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
6. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, number plate numbers, etc.
7. Follow Insert Your Company Name Here's procedure for blood-borne pathogens in cleaning any bodily fluid spills.
8. Consider meeting with employees in small groups to discuss, in general terms:
 - The serious accident that occurred.
 - That all the necessary steps were taken to care for the person involved.
 - That an accident investigation is being performed.
 - That all employees will be kept informed.
 - The availability of the Employee Assistance Programme (EAP) (if applicable).
9. Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardising their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a doctor on contract, have him/her follow the case.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Insert Your Company Name Here and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work. Insert Your Company Name Here also has an administrator, [INSERT NAME], who will work with you to see whether you are eligible for Statutory Sick Pay.

Insert Your Company Name Here wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work programme, which includes transitional or light duty work. The Return to Work programme is temporary, not to exceed six months.

Employee Procedures

1. All work-related injuries should always be reported immediately to your supervisor.
2. If a **post-accident drug screen** is not performed the **same day** as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected. **[DELETE IF COMPANY DOES NOT HAVE DRUG SCREENING]**
3. You must complete and sign a Report of Injury or Illness form. Have your doctor complete a Statement of Fitness for Work (FIT note) and submit it to your supervisor.
4. Under this programme, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
5. If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty.
6. Employees who are unable to work and whose absences Insert Your Company Name Here approves must keep us informed on a weekly basis of their status. Failure to do so will result in discipline, up to and including termination from employment.
7. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
8. If you have problems or concerns, please contact your supervisor and the Human Resources Department.

1. Employees of Insert Your Company Name Here are required to follow all client safety and security procedures during client visits.
2. If your client host does not advise you regarding safety hazards consider the following:
 - Emergency exit location(s).
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs).
 - When visiting manufacturing or construction sites, eye protection, hearing protection, and hard hats are frequently required. Ideally, this equipment will be in the possession of the Insert Your Company Name Here employee and not provided by the client.
3. If you will be touring a factory or construction site, dress appropriately. Wear shoes that support your feet and are slip resistant. Avoid clothing that is either constrictive or too loose; loose clothing be get caught in machinery or other equipment.

Insert Your Company Name Here does not tolerate harassment of our job applicants, employees, clients, guests, suppliers, customers, or persons doing business with Insert Your Company Name Here. Any form of harassment related to an employee's race, colour, sex, religion, national origin, age, handicap, or any other protected class is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, colour, sex, religion, or national origin; sexual advances; requests for sexual favours and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to Insert Your Company Name Here guidelines as:

1. Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when:
2. Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
3. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
4. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by this policy include but are not limited to:

1. Unwelcome sexual flirtation, advances, or propositions.
2. Verbal comments related to an individual's age, race, gender, colour, religion, national origin, disability, or sexual orientation.
3. Explicit or degrading verbal comments about another individual or his/her appearance.
4. The display of sexually suggestive pictures or objects in any workplace location including display via computer.
5. Any sexually offensive or abusive physical conduct.
6. The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures.
7. Displaying cartoons or telling jokes that relate to an individual's age, race, gender, colour, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Insert Your Company Name Here's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

To: All drivers of Insert Your Company Name Here

Effective: **[INSERT DATE]**

This policy applies to:

1. Vehicles owned, leased or rented to Insert Your Company Name Here.
2. Personally owned vehicles driven by employees on behalf of Insert Your Company Name Here.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Insert Your Company Name Here.

1. All drivers must have a valid driving licence.
2. Only employees authorised by Insert Your Company Name Here are permitted to operate Insert Your Company Name Here vehicles.
3. Driving records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver', your employment may be terminated.
4. Your supervisor must be notified of any change in your licence status or driving record.
5. No 'side trips' or personal use of company vehicles are permitted.
6. Seatbelts/shoulder harnesses must be worn whenever the vehicle is in motion.
7. All traffic regulations and signs must be followed.
8. No unauthorised riders, hitchhikers, etc, are allowed.
9. Driving while under the influence of alcohol or other drugs is forbidden.

When operating your **own** vehicle for Insert Your Company Name Here business:

1. Your Personal Motor Vehicle Liability insurance is the primary payer. Ensure that your personal policy covers business use of the vehicle.
2. You should carry at least **£(insert amount)** per occurrence liability cover. Evidence of insurance cover is to be provided to Insert Your Company Name Here each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
3. Insert Your Company Name Here is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive cover.
4. Report your mileage for expense reimbursement.

In the event of an accident:

1. Take necessary steps to protect the lives of yourself and others.
2. Comply with police instructions.
3. Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
4. Report the accident to Insert Your Company Name Here as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Employee's Signature

Date

Insert Your Company Name Here is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

We value you not only as an employee but also as a human being critical to the success of your family, the local community, and Insert Your Company Name Here.

You are encouraged to report any unsafe work practices or safety hazards encountered on-site. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing our safety programme will be the strict compliance with all applicable UK regulations and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Insert Your Company Name Here will make every reasonable effort to provide a safe and healthful workplace that is free from any recognised or known potential hazards. Additionally, Insert Your Company Name Here subscribes to these principles:

1. All accidents are preventable through implementation of effective Health and Safety Control policies and programmes. Insert Your Company Name Here will conduct periodic risk assessments and record the significant findings in order to monitor and prevent workplace accidents.
2. Health and safety controls are a major part of our work every day.
3. Accident prevention is good business. It minimises human suffering, promotes better working conditions for everyone, holds Insert Your Company Name Here in higher regard with customers, and increases productivity. This is why Insert Your Company Name Here will comply with all health and safety regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Insert Your Company Name Here is committed to allocating and providing all of the resources needed to promote and effectively implement our safety programme.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where health and safety are concerned.
6. Management and supervisors of Insert Your Company Name Here will set an exemplary example with good attitudes and strong commitment to health and safety in the workplace. Towards this end, management must monitor the company's health and safety performance, working environment, and conditions to ensure that programme objectives are achieved.
7. Our safety programme applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Insert Your Company Name Here must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of Insert Your Company Name Here's employee safety manual. I have read and understood all policies, programmes, and actions as described, and agree to comply with these set policies.

Employee Signature

Date