

## HEALTH AND SAFETY POLICY

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### INTRODUCTION

This document defines the standards and rule which relate to all employees whilst at work.

It is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work. Failure to comply with the following rules will render employees liable to action involving the established disciplinary procedure. It should also be borne in mind that a breach of Health and Safety Legislation by an employee is a criminal offence and any action taken by an Enforcing Officer against an individual may result in penalties such as fines and imprisonment.

The Parish Council recognises that it is not possible to prepare in written form every safety rule laid down by the Parish Council as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to verbal instruction given by the Council.

### HEALTH AND SAFETY RULES

These rules are important. Please read them carefully to ensure that you understand what is expected of you. **If you do not understand ask the Parish Clerk.**

### WORKING PRACTICES

1. You must not operate any machine, plant or equipment unless you have been trained and authorised to do so.
2. You must make full and proper use of all machine guarding.
3. You must report to Management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
4. You must not clean any moving machinery, plant or equipment unless authorised to do so.
5. You must not leave any machinery, plant or equipment in motion whilst unattended unless authorised to do so.
6. You must not make any repairs or carry out maintenance work of any description unless authorised to do so.
7. You must use all substances, chemicals, liquids etc in accordance with all written and verbal instructions.
8. You must return all substances, chemicals, liquids etc to their designated safe storage area when not in use.
9. You must not engage in confrontation with members of the public. Any problems with members of the public must be reported as soon as possible to the Parish Office.
10. Potentially harmful waste must be dealt with according to established procedures or reported to the Parish Clerk.
11. You must **NOT** sweep the highway (this is due to Health & Safety Regulations)

## **NOTICES AND WRITTEN INSTRUCTIONS**

1. You must comply with all hazard warning signs, notices and instructions displayed on the premises.

## **WORKING CONDITIONS/ENVIROMENT**

1. You must make proper use of all safety equipment and facilities provided.
2. You must keep work areas clear and in a clean and tidy condition.
3. You must clear up and spillage of liquid as soon as practicable.
4. You must not pollute watercourses, sewers or drains with chemicals, oils or other hazardous substances.
5. You must avoid putting yourself in potentially dangerous situations.
6. Your mobile must be kept charged and during working hours it must be switched on.

## **PROTECTIVE CLOTHING AND EQUIPMENT**

1. You must use all items of protective clothing and equipment provided, as instructed.
2. You must not misuse or wilfully damage any item of protective clothing and equipment provided.
3. You must store and maintain protective clothing and equipment in accordance with your employer's instructions.
4. You must report any damage, loss, fault or unsuitability of protective clothing and equipment to the Parish Office.

## **FIRE PRECAUTIONS.**

1. You must conform with all emergency procedures that relate to your workplace.
2. You must not obstruct and fire escape route, fire equipment or fire doors.
3. You must report any use of firefighting equipment to the Parish Office.

## **ACCIDENTS/INJURIES**

1. You must seek medical treatment for injuries you sustain, no matter how slight and ensure that appropriate records are entered in the Accident Book.
2. You must report all accidents, dangerous occurrences or hazards which could endanger you or any members of the public to the Parish Office as soon as it is practicable.
3. You must notify the Parish Office of any incident in which damage is caused to property.

## **HEALTH**

1. You must report to the Parish Office any medical condition that could affect the safety of yourself or others.
2. You are expected to co-operate on the implementation of the medical and occupation health provision.
3. You must take precautions to safeguard your own health, by using protective clothing and equipment, cleansing hands before eating.

## **RULES COVERING GROSS MISCONDUCT**

An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways:-

1. A serious or wilful breach of the Safety Rules.
2. Unauthorised removal or interference with any guard or protective device
3. Unauthorised operation of any item of machinery, plant or equipment.
4. Unauthorised removal of any item of first aid or fire equipment.
5. Wilful damage, to misuse of or interference with any item provided in the interest of Health and Safety or welfare at work.
6. Unauthorised removal or defacing of any lable, sign or warning device.
7. Misuse of hazardous substances.
8. Smoking in any designated "No Smoking" area.
9. Smoking whilst handling flammable substances.
10. Horseplay or practical jokes which could cause accidents.
11. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrences.

**This list is not exhaustive**