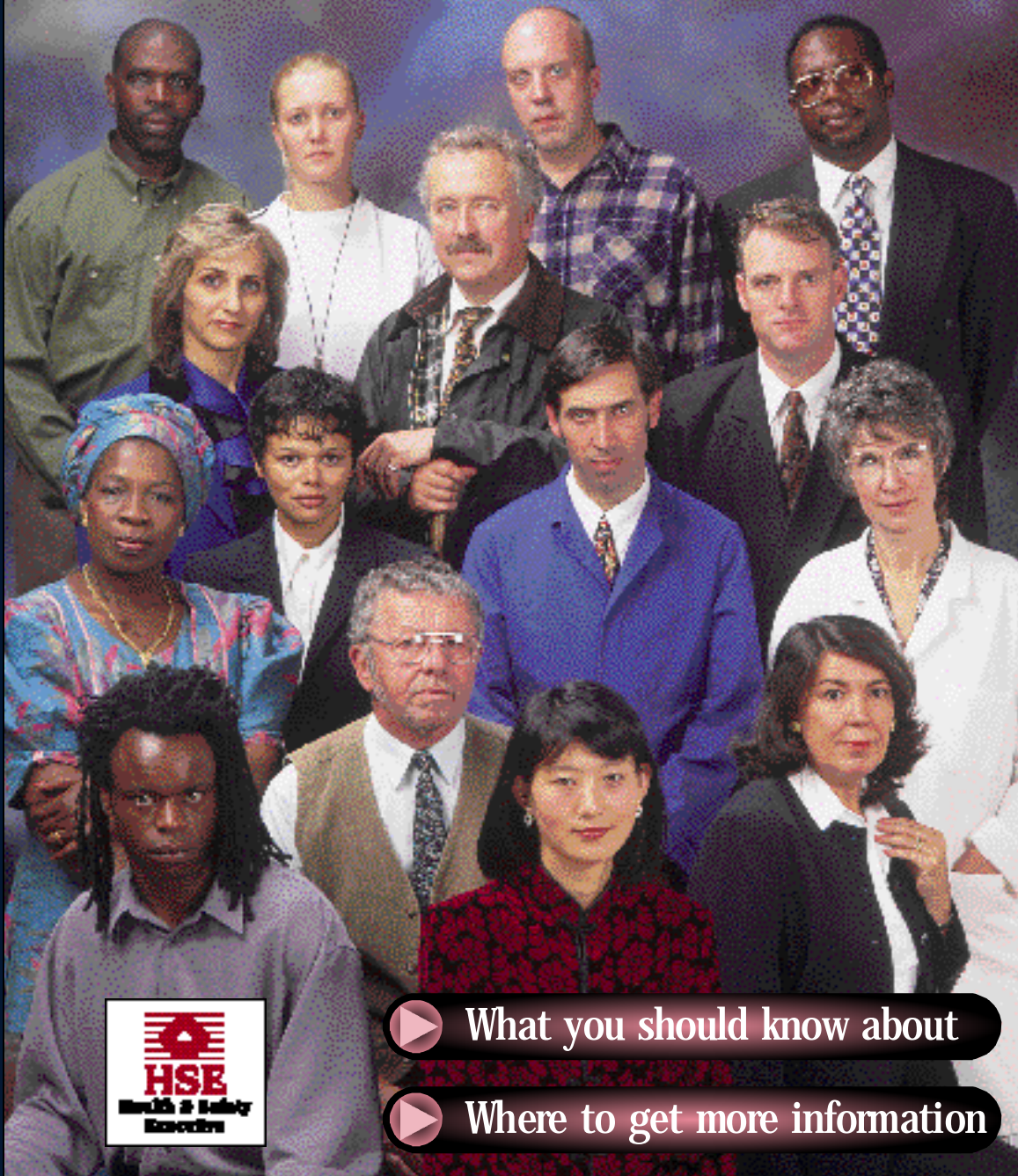


An **INTRODUCTION** *to* *health* **AND** *safety*



▶ What you should know about

▶ Where to get more information

It's YOUR business – so look after it!



Getting hurt at work is not a pleasant subject to think about. The reality is that 300 people a year lose their lives at work in Britain. In addition, around 158 000 non-fatal injuries are reported each year, and an estimated 2.2 million suffer from ill health caused or made worse by work.

The mistake is to believe that these things happen in highly unusual or exceptional circumstances that never occur in your workplace. This is not the case. Some basic thinking

and acting beforehand could have prevented these things from happening.

This booklet shows you the kind of things which cause the more common accidents and harm to people's health. Its purpose is to let you see what applies to your work activities, and to tell you how you can get more help and information.

This is especially important if you are in charge of work activities, eg an employer, because you have legal responsibilities.



Ten questions AND answers for EVERYONE

1 *What is health and safety all about?*

Preventing people from being harmed by work by taking the right precautions – and providing a satisfactory working environment.

2 *Why are there health and safety laws?*

Because health and safety at work is so important, there are rules which require all of us not to put ourselves or others in danger. The law is also there to protect the public from workplace dangers.

3 *Do health and safety laws apply to me?*

Yes. To all firms, however small; also to the self-employed and to employees.

4 *Who administers health and safety law?*

Inspectors from the Health and Safety Executive (HSE) or

your local authority. For example:

- HSE at factories, farms and building sites;
- local authorities in offices, shops, hotels and catering, and leisure activities.

5 *What do inspectors actually do?*

They visit workplaces to check that people are sticking to the rules. Mainly they help you to understand what you need to do. They enforce only when something is seriously wrong.

6 *Do I have to contact an inspector to get information?*

No. HSE operates a confidential telephone helpline called **InfoLine**, phone

08701 545500

Or you can write to

**Health and Safety Executive,
Information Centre,
Caerphilly Business Park,
Caerphilly CF83 3GG.**

7 *Do I need to register my business?*

It's likely if you employ anyone – contact HSE or your local authority.

8 *Do I need to have employers' liability compulsory insurance?*

It's the law if you employ anyone – and you should display the certificate.

9 *Do I need to display any posters?*

Yes, the health and safety law poster (ISBN 0 7176 1380 1) if you employ anyone. To order a poster, ring HSE Books on **01787 881165**.

10 *Do I have to report injuries at work?*

Yes, and other incidents. For information on which ones and who should report them, see page 19.

How to **USE** this booklet— how each section **WORKS**

▶ LIST OF TOPICS

Managing Health and Safety

Slips, Trips & Falls

Hazardous Substances

Asbestos

Manual Handling

Noise

Vibration

Electricity

*Work Equipment
& Machinery*

Pressure Systems

Transport

*Maintenance &
Building Work*

Fire & Explosion

Radiation

First-Aid & Accident Reporting

No matter where you work, this booklet summarises the key common areas of risk at work and tells you how you can find out more to ensure that work is made safe.

In each section, you will see the pages laid out like this:

▶ This section gives you a brief introduction to the subject.

■ This section gives you some pointers to whether the subject is relevant to your business.

■ This section gives you the main rules which apply in addition to the general duties in the Health and Safety at Work etc (HSW) Act 1974.

■ This section is a selection of HSE publications which will give you more detailed information and guidance on the subject, and how to order them*.

■ At the bottom of each page you will find HSE's World Wide Web address, and also HSE's InfoLine number which you can ring if you need more information.

* HSE Books will accept orders for single copies of up to 25 assorted free publications. You should allow 10 working days for delivery.

ASBESTOS

Do YOU work with, OR come into contact with, asbestos?

DOES THIS CONCERN ME?

Do you know whether there is asbestos in your premises? It can be present as a building or insulation material.

Does your work involve maintenance and repair of buildings? You might disturb asbestos while doing routine work.

Do you know what the rules are about removing asbestos?

Would you know how to find someone licensed to do this work?

Do you know whether there is asbestos in any of the materials you work with?

WHAT LAW APPLIES?

The Control of Asbestos at Work Regulations 1987

The Asbestos (Licensing) Regulations 1983

The Asbestos (Prohibitions) Regulations 1982

HOW AND WHERE YOU CAN GET MORE HELP

Asbestos dust: The hidden killer! INDG187 **FREE** (available in packs of 10 ISBN 0 7176 1208 2 **£5.00**)

Asbestos and you INDG107 (rev) **FREE** (available in packs of 15 ISBN 0 7176 1241 4 **£5.00**)

The Control of Asbestos at Work Approved Code of Practice L27 ISBN 0 11 88203 7 0 **£5.00**

Maintenance work, you need to be particularly careful. Asbestos can be found in most buildings built between 1950 and 1980, as insulation and lagging. It is still used in some brake pads and clutch linings, and can be met in vehicle servicing and repair.

Asbestos is the largest single cause of fatal disease and ill health caused by work in Great Britain. Although almost all the deaths and ill health related to asbestos today are due to exposures that happened several decades ago, if you work with asbestos, or come into contact with it as a result of repair and

Managing asbestos in work place buildings INDG223 **FREE** (available in packs of 10 ISBN 0 7176 1179 5 **£5.00**)

Good health is good business (to be updated in 1999) MS CO69 **FREE**

To order any of these titles, call **01787 881165** or use the order form at the back of this book

8 Our World Wide Web Site with all the latest health and safety information can be found at <http://www.hse.gov.uk/Asbestos.htm>

Have YOU got health and safety UNDER control?

▶ DOES THIS CONCERN ME?

Did you know employers with five or more employees should have a written health and safety policy?

Did you know all employers and self-employed people have to assess the risks from their work activities?

Did you know employers with five or more employees have to record the significant findings of their risk assessment?

Did you know employers have to consult their employees or their employees' representatives on certain health and safety matters?

Did you know employers have to provide health and safety training for employees?



Controlling dangers at work is no different from tackling any other task – recognising the problem, knowing enough about it, deciding what to do, putting the solution into practice.

The law requires health and safety policies and risk assessments, but they have a practical purpose. This is to help you set your stall out and to get the balance right



▶ WHAT LAW APPLIES?

Health and Safety at Work etc Act 1974 (policies)

Management of Health and Safety at Work Regulations 1992 (risk assessment)

Health and Safety (Consultation with Employees) Regulations 1996

Safety Representatives and Safety Committees Regulations 1977

▶ HOW AND WHERE YOU CAN GET MORE HELP

Five steps to information, instruction and training
INDG213 FREE
(available in packs of 10
ISBN 0 7176 1235 X £5.00)

Five steps to risk assessment
INDG163(rev) FREE
(available in packs of 10
ISBN 0 7176 1565 0 £5.00)

Writing your health and safety policy statement
ISBN 0 7176 0424 1 £3.00

Consulting employees on health and safety: A guide to the law
INDG232 FREE

To order any of these titles, call
01787 881165
or use the order form at the back of this book

What ARE the chances of SLIPPING or TRIPPING at work?

▶ DOES THIS CONCERN ME?

Do you have floors which can become wet or slippery?

Can floor conditions change quickly, eg because materials or waste build up?

Do people use unlit areas such as paths or yards in the dark?

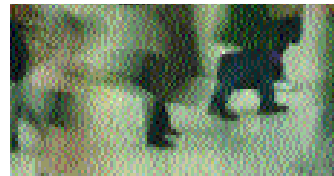
Might temporary work such as maintenance or alterations take place? It could introduce slipping and tripping hazards such as trailing cables.

Do you use floor cleaning materials anywhere? Are the right methods and materials being used?



The most common cause of injuries at work is the slip or trip. Resulting falls can be serious. They happen in all kinds of businesses, but sectors such as food and catering report higher than average numbers. It's a particularly important subject if members of the public use your premises. The estimated cost to employers of all these injuries is over £300 million a year, and insurance only

covers a small part of this. Effective solutions are often simple, cheap and lead to other benefits.



▶ WHAT LAW APPLIES?

Workplace (Health, Safety and Welfare) Regulations 1992.

▶ HOW AND WHERE YOU CAN GET MORE HELP

Preventing slips, trips and falls at work INDG225 FREE (available in packs of 15) ISBN 0 7176 1183 3 £5.00

Workplace health, safety and welfare INDG244 FREE (available in packs of 10) ISBN 0 7176 1328 3 £5.00

Slips and trips HSG155 ISBN 0 7176 1145 0 £7.50

To order any of these titles, call
01787 881165
or use the order form at the back of this book

Do you **WORK** with hazardous substances?

▶ DOES THIS CONCERN ME?

Do you use chemicals at work (including cleaning materials)?

Did you know suppliers of hazardous substances have to provide information to users, including safety data sheets and proper labelling?

Are dust and fume present in your workplace?

Do you have any water systems which could be colonised by legionella?

Do you work with animals or their products that may be infected with bacteria or viruses?



Thousands of people are exposed to all kinds of hazardous substances at work. These can include chemicals that people make or work with directly, and also dust, fume and bacteria which can be present in the workplace. Exposure can happen by breathing them in, contact with the skin, splashing them into the eyes or swallowing them. If exposure is not prevented or properly controlled, it can cause serious illness, including cancer, asthma and dermatitis, and sometimes even death.



▶ WHAT LAW APPLIES?

Control of Substances Hazardous to Health Regulations 1994 (COSHH)

Control of Lead at Work Regulations 1980 (to be updated in 1998)

Chemicals (Hazard Information and Packaging for Supply) Regulations 1994

▶ HOW AND WHERE YOU CAN GET MORE HELP

There are many publications which deal with particular industries or individual substances. HSE's InfoLine can help identify what is relevant to you.

COSHH: A brief guide to the regulations INDG136(rev) FREE (available in packs of 10 ISBN 0 7176 2444 7 £5.00)

Preventing dermatitis at work INDG233 FREE (available in packs of 15 ISBN 0 7176 1246 5 £5.00)

Health risk management HSG137 ISBN 0 7176 0905 7 £6.50

Respiratory sensitisers and COSHH: Breathe freely INDG95(rev2) FREE (available in packs of 15 ISBN 0 7176 0914 6 £5.00)

To order any of these titles, call
01787 881165
or use the order form at the back of this book

Do YOU work with, OR come into contact with, asbestos?

▶ DOES THIS CONCERN ME?

Do you know whether there is asbestos in your premises? It can be present as a building or insulation material.

Does your work involve maintenance and repair of buildings? You might disturb asbestos while doing routine work.

Do you know what the rules are about removing asbestos?

Would you know how to find someone licensed to do this work?

Do you know whether there is asbestos in any of the materials you work with?



Asbestos is the largest single cause of fatal disease and ill-health caused by work in Great Britain. Although almost all the deaths and ill health related to asbestos today are due to exposures that happened several decades ago, if you work with asbestos, or come into contact with it as a result of repair and

maintenance work, you need to be particularly careful.

Asbestos can be found in most buildings built between 1950 and 1980, as insulation and lagging. It is still used in some brake pads and clutch linings and can be met in vehicle servicing and repair.

▶ WHAT LAW APPLIES?

The Control of Asbestos at Work Regulations 1987

The Asbestos (Licensing) Regulations 1983

The Asbestos (Prohibitions) Regulations 1992

▶ HOW AND WHERE YOU CAN GET MORE HELP

Asbestos dust: The hidden killer! INDG187 FREE (available in packs of 10) ISBN 0 7176 1208 2 £5.00

Asbestos and you INDG107 (rev) FREE (available in packs of 15) ISBN 0 7176 1241 4 £5.00

The Control of Asbestos at Work Approved Code of Practice L27 (Third edition) ISBN 0 7176 1673 8 £6.75

Managing asbestos in workplace buildings INDG223(rev 2) FREE (available in packs of 10) ISBN 0 7176 2092 1 £5.00

Good health is good business MISC196 FREE



To order any of these titles, call **01787 881165** or use the order form at the back of this book

Do you **SUFFER** from sprains, strains AND pains?

▶ DOES THIS CONCERN ME?

Does lifting and carrying involve strenuous pushing, pulling or reaching?

Is there repetitive handling?

Do you have to carry objects or awkward loads across long distances?

Do you have repetitive finger, hand or arm movements?

Is there twisting, squeezing,

Manual handling is transporting or supporting loads by hand or by bodily force. Many people hurt their back, arms, hands or feet. One bad lift can cause injury and cumulative damage can build up over time – even with lighter loads. More than a third of all over-three-day injuries reported each year to HSE and to local authorities are the result of manual handling.

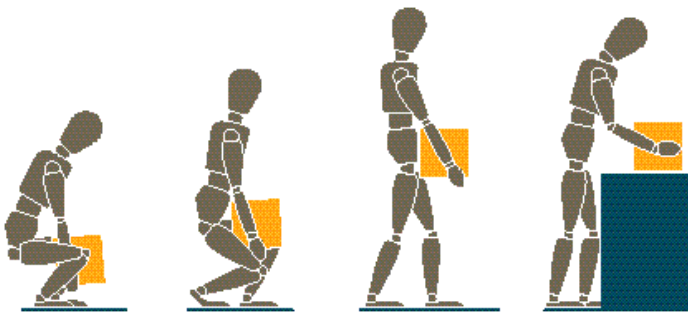
Upper limb disorders, including repetitive strain injury, can occur in office-



based as well as manual jobs. They can happen if people have to adopt awkward body positions because of poorly designed workstations, and as a result of repetitive or fast movements.

▶ WHAT LAW APPLIES?

- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992



▶ HOW AND WHERE YOU CAN GET MORE HELP



Getting to grips with manual handling INDG143(rev1)
(available in packs of 15
ISBN 0 7176 1754 8 £5.00)

Upper limb disorders INDG171
(available in packs of 10
ISBN 0 7176 0751 8 £3.50)

VDUs: An easy guide to the regulations HSG90
ISBN 0 7176 0735 6 £5.00

To order any of these titles, call
01787 881165
or use the order form at the
back of this book

Is your WORKPLACE noisy?

▶ DOES THIS CONCERN ME?

Is anywhere so noisy that people have to shout to each other at normal speaking distance to make themselves heard? If so, there is likely to be a danger to hearing.

Does anyone go home with ringing in their ears? Also a sign of a noise problem.

Are tools or equipment used which make loud, explosive noises, eg a cartridge operated fixing tool?

Do people wear ear protection in some areas? Noise control may need checking to make sure it is working well enough.



High levels of noise at work can cause hearing loss. This can take many years to become serious. Young people can be damaged as easily as the old. But premature deafness is even worse. Sufferers first start to notice hearing loss when they cannot keep up with conversations in a group, or when the rest

of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends and colleagues.



▶ WHAT LAW APPLIES?

Noise at Work Regulations 1989

▶ HOW AND WHERE YOU CAN GET MORE HELP

Noise at work: Advice to employees INDG99 (rev) FREE (available in packs of 20 ISBN 0 7176 0962 6 £5.00)

Good health is good business MISC196 FREE

Controlling noise at work INDG75(rev) FREE (available in packs of 15 ISBN 0 7176 0961 8 £5.00)

Guidance on the Noise at Work Regulations 1989 ISBN 0 7176 1511 1 L108 £9.75

Sound solutions: Techniques to reduce noise at work HSG138 ISBN 0 7176 0791 7 £10.95



To order any of these titles, call
01787 881165
or use the order form at the back of this book

Are you **EXPOSED** to vibration?

▶ DOES THIS CONCERN ME?

Does anyone work with powered handtools such as angle grinders or needle guns?

Does anyone doing this work get tingling or numbness in the fingers or hands?

Does anyone often drive tractors or fork-lift trucks?

Vibration from work with powered hand-held tools, equipment or processes can damage the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.



Whole body vibration can happen when driving or riding in vehicles over rough terrain and can lead to back problems.

▶ WHAT LAW APPLIES?

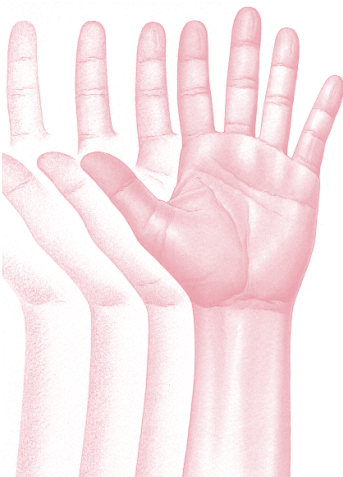
No specific regulations. Covered by the general requirements of:

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1992



▶ HOW AND WHERE YOU CAN GET MORE HELP



Hand-arm vibration: Advice for employers INDG175 FREE

Vibration solutions HSG170
ISBN 0 7176 0954 5 £13.75

Health risks from hand-arm vibration INDG126(rev)
FREE (available in packs of 15
ISBN 0 7176 1554 5 £5.00)

Hand-arm vibration HSG88
ISBN 0 7176 0743 7 £7.50

In the driving seat: Advice to employers on reducing back pain in drivers and machinery operators INDG242 FREE
(available in packs of 10
ISBN 0 7176 1314 3 £5.00)

To order any of these titles, call
01787 881165
or use the order form at the
back of this book

How **SAFE** is electricity in **YOUR** workplace?

▶ DOES THIS CONCERN ME?

Does anyone do electrical work in your business? Only those with appropriate technical knowledge and experience should be allowed to do this.

Is your electrical equipment in good working order?

Do you choose equipment that is suitable for its working environment?

Do you dig in the street, pavement or near buildings? Knowing the proper precautions for avoiding underground cables is essential.

Do you work near or under overhead powerlines? There are essential safety precautions to follow.



Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be



the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

▶ WHAT LAW APPLIES?

Electricity at Work Regulations 1989

▶ HOW AND WHERE YOU CAN GET MORE HELP

Electrical safety and you
INDG231 FREE
(available in packs of 15
ISBN 0 7176 1207 4 £5.00)

Avoidance of danger from
overhead electric power lines
GS6 (new edition)
ISBN 0 7176 1348 8 £5.00

Avoiding danger from under-
ground services HSG47
(Second edition)
ISBN 0 7176 1744 0 £7.50

To order any of these titles, call
01787 881165
or use the order form at the
back of this book

Do you know how to use AND maintain YOUR work equipment?

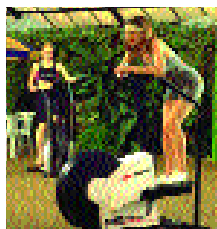
▶ DOES THIS CONCERN ME?

Do you use ladders or other equipment for working at heights? For example, knowing when to select an access tower instead of a ladder is important.

Do you have machinery of any kind? You need to guard the parts that could cause injury; have the right controls, especially for starting and stopping; clean, or clear blockages in a safe way; and carry out preventive checks and maintenance.

Are hand tools used in your workplace, eg screwdrivers, knives, hand saws, meat cleavers, hammers?

Do you have lifting equipment such as pulley blocks, cranes, and lift trucks?



Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders and pressure washers. Important points include: using the right equipment for the job, making sure machines and handtools are safe, maintaining them in a safe condition, and following manufacturers' or suppliers' instructions.

Accidents involving work equipment are happening all the time – many serious, some fatal.

▶ WHAT LAW APPLIES?

Provision and Use of Work Equipment Regulations 1992

Power Presses Regulations 1965 and 1972

Both to be amended and updated

▶ HOW AND WHERE YOU CAN GET MORE HELP

There are many publications available on this subject by industry or class of machine, too numerous to list here. HSE's InfoLine (08701 545500) can help identify what is relevant to you.

Using work equipment safely
INDG229 FREE
(available in packs of 5
ISBN 0 7176 1326 7 £5.00)

To order any of these titles, call
01787 881165
or use the order form at the
back of this book

Do you KNOW the dangers of pressure systems?

▶ DOES THIS CONCERN ME?

Do you have any pressure systems or equipment in your business that contain a fluid or gas under pressure?

Do you know that most pressure systems have to be designed, installed, maintained and periodically examined so as to prevent danger?

Are you aware that as an employer or self-employed person, it's your job to choose a competent person to carry out examinations of the pressure systems?



Pressure cookers, boilers, steam heating systems and air compressors are common examples of equipment and systems containing a fluid or gas under pressure. They can cause death or injury to people, and serious damage to property, if the contents are released unintentionally. There are about 150 incidents of this kind every

year. They mainly happen when equipment fails through poor design or maintenance or when the method of work is unsafe, or someone makes an operating mistake.

▶ WHAT LAW APPLIES?

Pressure Systems and Transportable Gas Containers Regulations 1989

▶ HOW AND WHERE YOU CAN GET MORE HELP

Pressure systems safety and you INDG261(rev) FREE (available in packs of 15 ISBN 0 7176 1562 6 £5.00)

Safety of pressure systems L122 ISBN 0 7176 1767 X £7.50



To order any of these titles, call **01787 881165** or use the order form at the back of this book

What are the **DANGERS** from transport in **YOUR** workplace?

▶ DOES THIS CONCERN ME?

Which kinds of vehicles operate at your workplace?

Who is allowed to drive or operate them? They should be trained and competent.

Which routes around the workplace are they allowed to use?

Do vehicles have to do reversing manoeuvres?

How are loading and unloading operations carried out?



Every year about 70 people are killed and more than 1000 seriously injured in accidents involving vehicles at the workplace. Being struck or run over by moving vehicles, falling from vehicles, or vehicles overturning are the most common causes. Vehicles operating in the workplace include cars and vans, lift trucks, heavy goods vehicles, dumpers, specialised vehicles or plant. Often there is significantly more danger from vehicles in the workplace than on the public highway since the operating conditions are different.



▶ WHAT LAW APPLIES?

Workplace (Health, Safety and Welfare) Regulations 1992

▶ HOW AND WHERE YOU CAN GET MORE HELP

Managing vehicle safety at the workplace: A short guide for employers INDG199
FREE (available in packs of 10
ISBN 0 7176 0982 0 £5.00)

Workplace transport safety
HSG136
ISBN 0 7176 0935 9 £7.50

Reversing vehicles INDG148
FREE (available in packs of 15
ISBN 0 7176 1063 2 £5.00)

To order any of these titles, call
01787 881165
or use the order form at the
back of this book

WHAT *maintenance* AND *building* work takes place?

▶ DOES THIS CONCERN ME?

Did you know that if you are the person responsible for your business, you are also responsible for contractors, service engineers, etc who do work for you?

Does anyone ever have to work on the roof, at a height or on fragile materials?

Does anyone have to fault find and repair when machinery or equipment breaks down?

Is there a tank, pit, silo or similar confined space into which someone might go – and would you know if they did?

Have you found out whether there is any asbestos in your buildings or plant which could be disturbed during maintenance or alterations?*



* Also see page 8

It's easy to overlook these activities because they happen now and again, and it's often a contractor or service agency doing the work. Sometimes people are in places where no one normally goes, eg the roof or electrical switchboard. They may be fault finding, trying to repair something quickly – often outside the routine. Not surprising there are many accidents. Falls



from heights, eg ladders, are the most common cause of serious injury.

▶ WHAT LAW APPLIES?

Construction (Health, Safety and Welfare) Regulations 1996 (building work)

Construction (Design and Management) Regulations 1994

Confined Spaces Regulations 1997 (come into force 28 January 1998)

▶ HOW AND WHERE YOU CAN GET MORE HELP

Managing contractors: A guide for employers
ISBN 0 7176 1196 5 £8.50

Health and safety in construction HSG150 (Second edition) ISBN 0 7176 2106 5 £9.95

Safe work in confined spaces INDG258 FREE (available in packs of 20) ISBN 0 7176 1442 5 £5.00

A guide to the Construction (Health, Safety and Welfare) Regulations 1996 INDG220 FREE (available in packs of 10) ISBN 0 7176 1161 2 £5.00

To order any of these titles, call
01787 881165
or use the order form at the back of this book

Do you know HOW to PREVENT fire or explosion?

▶ DOES THIS CONCERN ME?

Do you store highly flammable substances?

Do you use or store gas in cylinders (eg propane)? A small amount of released gas can fill a large area with a potentially explosive mixture.

Do you work with plastic foams or polyester wadding? Some types will ignite easily, burn fiercely and give off dense black smoke.

Do you spray flammable paints? Vapours are heavier than air and collect at low level.

Do you know the dangers of 'brightening' fires with flammable liquids?

Do you use oxygen, eg in cylinders, for welding?



Each year many people suffer burns caused by the flammable materials they work with. The wide variety of flammable substances found in the workplace ranges from the obvious, eg heating fuel, petrol, paint thinners and welding gases to the less obvious, eg packaging materi-

als, dusts from wood, flour and sugar. For a fire to start, fuel, air and a source of ignition are needed. Controlling these can prevent fires.

If you would like information on fire exits, alarms, or extinguishers, contact your local fire authority.

▶ WHAT LAW APPLIES?

Health and Safety at Work etc Act 1974

Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 (in factories)



▶ HOW AND WHERE YOU CAN GET MORE HELP

Safe use of petrol in garages
INDG331
ISBN 0 7176 1836 6 £5.00

Dispensing petrol HSG146
ISBN 0 7176 1048 9 £7.50

Safe use and handling of
flammable liquids HSG140
ISBN 0 7176 0967 7 £8.50

Safe working with flammable
substances INDG227 FREE
(available in packs of 15
ISBN 0 7176 1154 X £5.00)

To order any of these titles, call
01787 881165
or use the order form at the
back of this book

Do you KNOW where harmful radiation OCCURS?

▶ DOES THIS CONCERN ME?

Do people in your business spend a lot of time working outdoors?

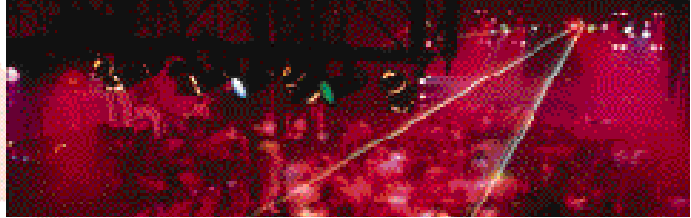
Do you have equipment which gives off ultra-violet radiation eg for curing plastics or inks?

Do you work with lasers?

Is your business in an area where levels of radon are higher than average?

Are any radioactive sources used in your business, brought in by a specialist contractor, or do you transport them?

Is X-ray equipment used?



Our bodies can be affected by various kinds of radiation. Some occur naturally and others tend to be used for specialised purposes in business. The public as well as operators can be affected.

Non-ionising radiation:

- ultraviolet radiation can damage the skin and lead to skin cancer: the main source is the sun;
- lasers can cause burns and damage the eye.

Ionising radiation:

- naturally occurring radon gas can come from the ground;
- radiation from sources

used in radiography or in thickness measuring gauges: this can cause burns, sickness and cancer.

▶ WHAT LAW APPLIES?

Ionising Radiations Regulations 1985

There are no specific regulations for non-ionising radiation. It is covered by the general requirements of:

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1992



▶ HOW AND WHERE YOU CAN GET MORE HELP

Controlling the radiation safety of display laser installations INDG224

Keep your top on
INDG147(rev) FREE
(available in packs of 20
ISBN 0 7176 1578 2 £5.00)

Radon in the workplace
INDG210 FREE

To order any of these titles, call
01787 881165
or use the order form at the
back of this book

What do you DO if there's an ACCIDENT at work?

▶ DOES THIS CONCERN ME?

Do you have the minimum first-aid provision at your workplace? This is a suitably stocked first-aid box and a person appointed to take charge of first-aid arrangements.

Do you know whether you might need to provide more than the minimum? Read INDG214.

Do you know which accidents and ill health cases to report, including who should do it, when and how? Employers, the self-employed and people in control of work premises all have duties – read HSE31.

Do you know what accidents cost – and that insurance policies do not cover all the costs?



This booklet has been all about prevention. But sometimes things do go wrong. If someone has been hurt or fallen ill at work it's important to take care of them straight away, and make any dangerous conditions safe.

First-aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. It can save lives and prevent minor injuries becoming major ones.

Reporting accidents and ill health at work is a legal requirement. The enforcing authorities use the information to see the big picture of where injuries, ill health and accidental losses are occurring, and to advise on preventive action.



▶ WHAT LAW APPLIES?

Health and Safety (First-Aid) Regulations 1981

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INDG259 12/01 C1500

Printed and published by the Health and Safety Executive