

# SAFETY & HEALTH AT WORK

A LEAFLET FOR YOUNG PEOPLE ENTERING THE WORLD OF WORK





## **What is OSH?**

Occupational safety and health (OSH) rules are the formal means for protecting employees from injury and harm.

## **What must employers do?**

Employers must;

- Provide and maintain a safe and healthy work place,
- Ensure that employees can safely use materials and substances without risks to health,
- Provide information, instruction, training and supervision on health and safety matters for all employees,
- Carry out risk assessments, identify and control hazards,
- Develop health and safety systems and procedures,
- Consult and cooperate with employees and any contractors who do work for them, and
- Comply with all relevant health and safety legislation.

## **What must employees do?**

Employees must take care of their own health and safety and that of other people around them by;

- Using equipment and machinery correctly and in the manner instructed,
- Co-operating with managers and supervisors,
- Reporting any hazards, and
- Following all instructions, signs and rules displayed around the workplace.

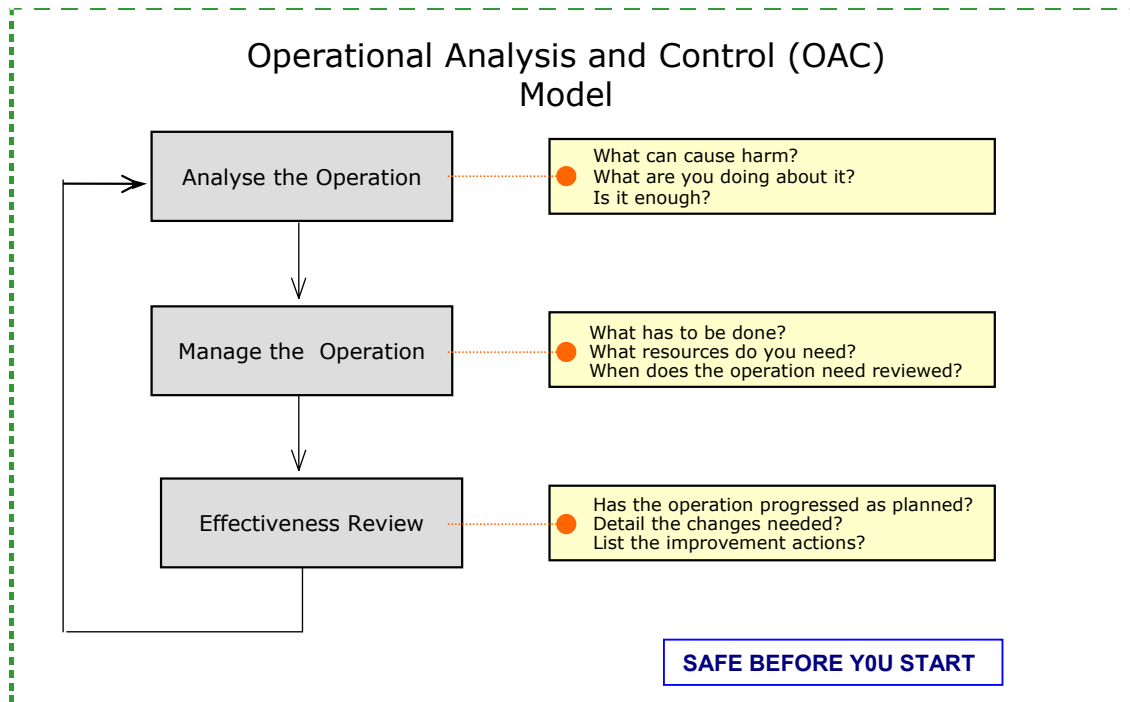
### **BE AWARE...**

**Age restrictions apply to some work activities, such as the use of machinery and certain chemicals.**

## What are risk assessments?

A risk assessment is a formal way of identifying any potential sources of harm in a work operation or workplace, deciding how to eliminate the hazard, or how best to control it to ensure that no harm comes to anyone. Where the hazards and controls are complex, the procedure will be written down and communicated to everyone affected.

The operational analysis and control model (OAC) is an extremely effective way of determining what can cause harm and what you need to do to prevent it.



## Controls include;

- Training and occupational competence,
- Eliminating the hazard before work begins,
- Preventing anyone coming into contact with the hazard through the use of safety equipment and personal protective equipment (PPE), and
- Safe working procedures.

Some work operations present special risks for young people, women, and people with pre-existing conditions (e.g. asthma, dermatitis). The employer must inform these categories of employee what those risks are and what additional controls will be in place. In some instances, employees will be prohibited from carrying out some tasks, e.g. working with particular chemicals.

Some work operations require a high degree of experience and skill from workers that only those formally authorised may do them, e.g. inspecting and repairing plant, or entering into potentially hazardous atmospheres. These are often carried out under a permit to work which strictly controls who works on that task, how and when they may do it.

## **What to do if you spot a hazard?**

- If you are competent and authorised to remedy the hazard, do so immediately, otherwise
- Take immediate action to ensure that no-one can be injured, e.g. warn others in the vicinity, close the room and put a notice on the door.
- Inform your supervisor or manager immediately after wards.
- Do not enter the area again until the hazard has been removed or made safe.

## **What do you do if an accident occurs?**

- Raise the alarm,
- Send for the authorised first aid person immediately if someone needs medical attention,
- Inform others if there is a risk that further harm or injury is likely,
- Inform your supervisor or manager.

### **BE AWARE...**

**Do not attempt to give first aid unless you are trained, certified and authorised to do so.**

## **Where can you get more information?**

Information can be obtained from the

- Your school or college department
- Supervisor or manager
- Works and/or trade union safety representative,
- Health & Safety Executive ([www.hseni.gov.uk](http://www.hseni.gov.uk))
- RoSPA, [www.young-worker.co.uk/home.html](http://www.young-worker.co.uk/home.html)
- External advisors e.g. Expert Ease International, [www.web-safety.com](http://www.web-safety.com)

## Checklist of safety and health responsibilities

Use the following checklist to help you to check your safety and health responsibilities.

	<b>Yes</b>	<b>No</b>
Have you been properly trained and assessed for the job you will be doing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been briefed on the general safety and health rules of the company?	<input type="checkbox"/>	<input type="checkbox"/>
Have you received an explanation of all the safety signs in the work place?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been given specific safety and health instructions for the particular work you will be doing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been instructed on the proper use and maintenance of any equipment you will be using?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been trained in the proper use of any personal protective equipment (PPE) you will use?	<input type="checkbox"/>	<input type="checkbox"/>
Have you seen the risk assessments appropriate to your job and the place you will be working?	<input type="checkbox"/>	<input type="checkbox"/>
Is the work or work place particularly hazardous to you because you are a young person or a woman?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know where the first aid stations are?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know what the emergencies procedures are?	<input type="checkbox"/>	<input type="checkbox"/>
Have you any pre-existing medical condition that your employer or supervisor needs to be aware of before starting work?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, detail here;

<b>Work placement Details</b>	
Company Name	
Company Address	
Company Telephone	
Company email	
Company Contact	
Placement Dates	
Notes	



37 Roughal Park, Downpatrick BT30 6HB  
E-mail [eei@web-safety.com](mailto:eei@web-safety.com)

**EU Contact**

[www.web-safety.com](http://www.web-safety.com)

Tel: +44(0)28 4461 3383

**USA and Canada Contact**

[www.expertease.us](http://www.expertease.us)

Toll Free 1-877-428-2007