

Health and Safety Responsibilities - you and your employer

This Good Practice Guide gives a brief introduction to health and safety in the workplace based on guidance from the HSE website. It provides a useful reminder that everyone has a role to play in preventing accidents.



1. What you need to know

All workers have a right to work in places where risks to their Health and Safety are properly controlled. Health and Safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for Health and Safety but you must help.

2. What employers must do

- ◆ Set standards of health, safety and welfare that not only complies fully with the Health and Safety at Work Act 1974 and all other relevant statutory provisions, approved codes of practice and guidance notes etc. but act positively to ensure that all its premises are safe and healthy places in which to work
- ◆ Provide Risk assessments for all tasks required for the operation of the Company and ensure all staff is fully aware of the risks to work safely.
- ◆ Develop safety awareness amongst all employees and accountability for health, safety and welfare at all levels through training and education.
- ◆ Encourage full and effective consultation on all matters related to health, safety and welfare through safety meetings and regular briefings.
- ◆ Provide all employees with suitable and sufficient information instruction, training and supervision enabling them to work safely and efficiently.
- ◆ Maintain a healthy and safe working environment for all employees with adequate facilities for their health and welfare.



- ◆ Ensure that the storage, transport and use of substances, which could be hazardous to health, is carried out safely.

3. What you must do to help your Company

All employees on their part are encouraged to contribute actively towards achieving a work environment, which is free of accidents and ill health.

Not all responsibility for health and safety rests with management. Each employee has a duty to co-operate with the employer on the carrying out of the employer's statutory duties. Failure to do so could lead to disciplinary action and even prosecution under the Health and Safety at Work Act 1974. These duties in general are:

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- ◆ to wear correctly any item of Personal Protective Equipment issued to you by the Company to protect you in the tasks you are performing. The risk assessment will detail the requirements.
- ◆ report to your supervisor/manager any safety concerns in your workplace or any near miss incidents
- ◆ to report immediately any injury sustained at work and any practice or situation regarded as unsafe
- ◆ take reasonable care for the health and safety of him/her and other persons who may be affected by his/her acts or omissions whilst at work.
- ◆ to not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

FOR MORE INFORMATION REFER TO:

The Health and Safety Executive website at <http://www.hse.gov.uk>

Guidance is available on all aspects of health and safety obligations, legislation and accident prevention such as:

Identifying Risk and carrying out Risk Assessments

<http://www.hse.gov.uk/risk/index.htm>

Asbestos <http://www.hse.gov.uk/asbestos/index.htm>

Control of Substances Hazardous to Health <http://www.hse.gov.uk/coshh/index.htm>

Slips and trips <http://www.hse.gov.uk/slips/index.htm>

Temperature and thermal comfort <http://www.hse.gov.uk/temperature/index.htm>

Falls <http://www.hse.gov.uk/falls/index.htm>

Electricity <http://www.hse.gov.uk/electricity/index.htm>

Workplace transport <http://www.hse.gov.uk/workplacetransport/index.htm>

First aid <http://www.hse.gov.uk/firstaid/index.htm>

Noise <http://www.hse.gov.uk/noise/index.htm>

Vibration <http://www.hse.gov.uk/vibration/index.htm>

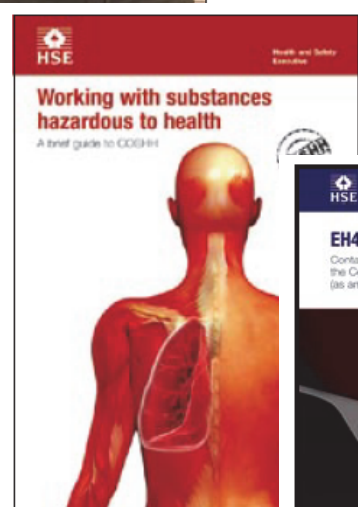
Young people at work <http://www.hse.gov.uk/youngpeople/index.htm>

Human factors <http://www.hse.gov.uk/humanfactors/index.htm>

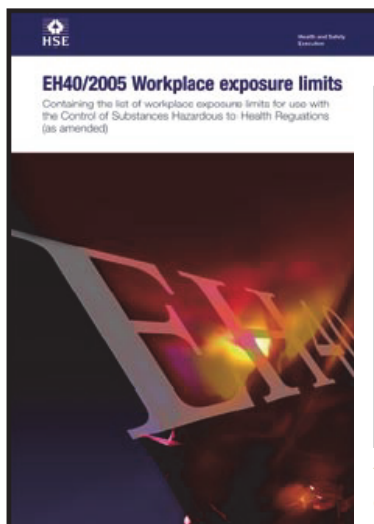
Work equipment and CE marking <http://www.hse.gov.uk/work-equipment-machinery/index.htm>



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