



Health & Safety at Work Booklet 2024

Please sign here:

(By signing you agree to follow all instructions given, described or mentioned in this booklet)

(If stamped, the signature above has been accepted)



Guernsey
Occupational
Safety
&
Health
Association



States of Guernsey
Health and Safety Executive

Impressions Guernsey

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BEFORE READING THIS BOOKLET

Please note that this booklet is just a general health and safety protocol. Some sections of this book may not apply to all members of staff.

We ask that the person reading this should take the time to read this properly in order for a better understanding.

Reading this booklet is required by law.

Anything the employee cannot understand must be pointed out immediately.

CONTINUE READING



Employee Responsibilities

Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.

Maintain tools and equipment in good condition.

Keep corridors, access points and work areas free from trip hazards.

Use correct procedures, tools and equipment for the job and also use the appropriate protection.

Co-operate with employees and/or any other person.

No smoking. Smoking is illegal indoors at work.

No alcohol. Drinking alcohol is prohibited at work whether inside or outside of the workplace.

Employees must only wear Impressions branded workwear whilst at work but are permitted to wear it outside of work at the employees risk.

Some jobs may not always provide a toilet facility that our workers are permitted to use. If you require a toilet break, please ask a member of staff or customer at the workplace.

They must maintain a good manner when speaking to or conversing with customers or other members of staff.

Upon customers request or when suggested, staff must listen to the customer and obey any rules that they set out.

Accident & Near Miss Reporting

By law, Impressions are required to keep a record of any accidents at work. A form is required to be filled out explaining in detail how and when the accident happened and any doctor's notes must be added to this information.

Employees cannot return to work unless it is safe to do so or they have been informed by their doctor or medical professional that it is okay to proceed with undertaking work.

If you happen to notice something that may cause a future accident, please:

Contact Impressions at impressions@cwgsy.net

or phone us at [07781 104398](tel:07781104398)

Use of Hazardous Substances

Only use a hazardous substance if you have been trained and authorised to do so.

Wear the correct PPE. (Cover up any open wounds or cuts)

Clean up/wash any spills immediately.

DO NOT mix any substances unless an induction with the employer has previously been undertaken.

DO NOT dispose of any hazardous substance(s) down any drains, sinks or toilets.

Make sure there is good ventilation when applying or using hazardous substances.

Ventilation: Store, dispense and use flammable liquids where there is plenty of fresh air so any vapours will disperse rapidly.

Ignition: Ensure there are no obvious ignition sources, such as sparks from electrical equipment, welding and cutting tools, exposed flames, smoking materials etc. Treat any container or drum with flammable liquids in the same way you would a full one, there may be residues or vapours left.

Containment: Use lidded containers and catchment trays to stop accidental spillages. Have absorbent material at hand to quickly soak up spills. Staff must be aware of spill procedures.

Exchange: Can you exchange the substance for less flammable ones, or non-flammable liquids?

Seperation: Store flammable substances well away from other processes and general storage areas. Store the substances safely. A metal cupboard or bin for quantities between 5 and 50L should have a 30 minute fire resistance. Larger amounts should be stored in bunded areas and have 1 hour fire resistance.

Working at Height

In operation of any ladder that is over 14 feet in height must legally be footed by another adult.

When using a cherry picker, make sure that your harness is attached properly and that correct PPE is worn.

Hi-Vis must be worn in any areas of low visibility and when working in the dark or on machinery which may pose a threat to others.

Rigging and Derigging a ladder over 14 feet or with a weight heavier than 20kg must be done with assistance of another employee.

If you notice a ladder has any of the following problems, avoid using it all costs unless advised by a professional that it is safe to use:

- Loose bolts
- Rusty components
- Too much flexing
- If ladder is wooden

** Remember to erect barriers or appropriate signage at ground level when using ladders or scaffolds.

Scaffolding and Moving Towers

Some jobs require a scaffold or mobile/moving tower. The following apply to every employee using the scaffold:

Before using, check that an inspection has been made on the safety of the scaffold.

- DO NOT alter the scaffolding. Only trained contractors may alter a scaffold.
- DO NOT climb outside of the scaffolding.
- Wear a hard hat, Hi Vis and steel toe cap boots when working on any scaffold.
- DO NOT use it if the weather is not suitable. You will be contacted if the weather is not good enough for use of the scaffold.
- Be careful of any objects falling in between the gaps of scaffolding boards.
- When locating your way around, please keep to the middle of the scaffold.
- DO NOT lean on safety nets.
- Be careful on the inner-side of scaffolding where gaps between the building and scaffold are visible.

Slips and Trips

To reduce the risk, you should ensure floors and walkways are:

- Well lit
- Unobstructed
- Even and with non-slip surfaces
- Kept in a good state of repair.

- Cleaned, as far as possible, when access is not required. (If this is not possible they should be dried immediately after cleaning.)
- Cleaned with appropriate substances for the floor material.
- Anti-slip mats used in wet floor areas, particularly entrances.

To reduce the risk, staff should:

- Wear appropriate footwear with sufficient grip and have steel toe caps.
- Wear padding if needed.
- Keep an eye on their surroundings.
- Keep their ladder level.
- Erect barriers if in a public place.

Health Management

The most common work-related health problems are:

- Muscle and joint disorders
- Noise related hearing loss
- Stress
- Lung diseases (i.e. asthma)

Individuals usually suffer as a result of long-term exposure to the damaging conditions. For example, repeatedly lifting excessive loads, prolonged exposure to dust, high noise levels from machinery or excessive pressure, high workloads or bullying at work.

Employees should be encouraged to report any problems as soon as possible, but this should not be the only method of identifying potential problems.

Work related stress:

Whilst pressure is an accepted element of work which helps us to keep motivated, excessive pressure may lead to stress, undermining performance, destroying workplace morale and can make people feel ill, which is costly to employers.

Noise:

Excessive noise exposure accelerates the normal hearing loss we experience with age. As it happens gradually, it may not be noticed by the individual. Additionally, there are less obvious side effects or increased pulse rate, blood pressure and breathing rate – indicating excessive noise also causes stress.

If you think noise may be a problem in your workplace, the first step is to arrange for a noise survey to be undertaken by a competent person who can advise you on the findings and anything you need to do to control the risks.

The level of risk is not only from the noise level, but how long employees are exposed to the noise on a daily or weekly basis.

Protection against noise at its source is the best remedy. Below is a sequence of action that will reduce exposure:

- Use professional quality ear-defenders.
- Ensure all machinery is subject to regular maintenance as wear and tear increases noise levels.
- Reduce the duration of exposure by job rotation, or taking a small break between.

Hand arm vibrations:

The effects of HAV can be extremely debilitating and irreversible, such as 'vibration white finger'.

Employees can be exposed by use of a wide range of tools such as planes, sanders etc.

Symptoms are wide ranging, but can include numbness and tingling in the fingers, blanching of the fingers from the effects on circulation, reduction in the sense of touch and a loss of dexterity.

There are several steps that can be taken to reduce the risk of exposure to excessive vibration levels:

- Limit the time that employees are in use of these machines.
- Do a job rotation when other employees are at the job.
- Use thick gloves or mufflers to reduce vibration.

Dust from abrading filler:

Dust can cause serious nasal infections or lung related illnesses. In order to prevent this from happening, all staff will be provided with a professional grade dust mask. You are required to wear this whenever possible.

People with asthma or any other breathing related issues must notify a member of staff before undertaking sanding or abrasive work.

It must be noted that other problems can occur from certain work experiences. If you need to know more information on injuries that can be caused from work-related activities then visit the [hse.gov.uk](https://www.hse.gov.uk) website or [gov.uk](https://www.gov.uk).

It should also be noted that this booklet only lists the most common experiences from a survey completed in 2020 on the most work-related medical conditions.

This booklet should not be used as a replacement for advice from a doctor or medical professional.

Smoking and Alcohol Abuse

Smoking in the workplace:

Smoking in the workplace is prohibited by Guernsey law. The Smoke (Prohibition in Public Places and Workplaces) (Exemptions and Notices) (Guernsey) Ordinance 2006 is administered by the Office of Environmental Health and Pollution Regulation who may be contacted on telephone (01481) 711161

Smoking in commercial vehicles is not illegal but highly frowned upon. Employers have full right to instruct the employee to stop smoking at any time in the commercial vehicles.

When smoking in commercial places, it is required that smoking zones are used when provided. If the employee wants information on where they can smoke, they are encouraged to ask a member of staff who works at the site.

Smoking in or directly outside of a customers house is prohibited and employers can take further action of their decision if they notice or are notified of a member of staff smoking in or directly outside of any customers house. Even if the customers allow the employee to smoke inside or directly outside, the employee **MUST STILL NOT** smoke in these areas.

Smoking in any area must have decent ventilation and be free from large crowds or young kids and animals.

Drinking before or during work:

Drinking is also prohibited. Any workers caught drinking will endure the risk of a serious fine by both the company and the Royal Court of Guernsey.

If employees are found to be drunk or drinking on-site, the employer has full right to take the respective action towards this.

Asbestos

We undertake a risk assessment of all domestic buildings before work is undertaken and with commercial buildings or States Housing property, we insist on a written statement confirming the site to be safe and suitable to work at.

Any asbestos identified will be removed from a professional asbestos removal contractor.

All new employees will be taught how to identify asbestos in the working environment and how to keep themselves safe and away from harm.

When working in a commercial or residential environment, if asbestos is present, all people will be identified and removed from the building immediately.

Fire Safety

An emergency procedure will be put in place and run through with the staff evaluating the escape routes and meeting points for evacuating the site in the event of a fire.

When working in a commercial or residential environment, all people will be identified and removed from the building immediately.

Flammable materials such as:

- Thinners
- Fuel
- Oil
- White spirit

... will either be removed from site after each working day or will be stored in a safe place away from electrical appliances and the public.

Employees will be notified where all fire extinguishers are located and also how to operate them.

Make yourself aware of the location of the fire extinguisher nearest to your working area. Know how to operate each kind and know the type of fire on which each kind should be used - use of improper types of extinguishers can cause fire to spread and endanger the operator.

Class A: These fires are fuelled by solid combustibles like wood, paper, and cloth.

Class B: These fires are fuelled by flammable liquids such as oil, petroleum, and gasoline.

Class C: These fires are started or fuelled by faulty wiring, fuse boxes, and appliances.

Class K: These fires are started or fuelled by cooking oils and greases, animal fats, and vegetable fats.

It can be difficult to think clearly during an emergency, so fire safety has a long-standing acronym to help you recall the steps involved in operating your fire extinguisher. When extinguishing a fire, you should **PASS**:

Pull the pin on the fire extinguisher.

Aim the extinguisher nozzle on the hose low, toward the base of the fire.

Squeeze the handle or lever to discharge the extinguisher.

Sweep the nozzle back and forth. Keep the fire extinguisher aimed at the base of the fire and move it from side to side until the flames are extinguished.

Tools and Machinery

All employees are required to notify a member of Impressions staff when they feel that the tools they have been provided are not safe enough to use. It must be noted that all tools are quality checked before being given to staff.

Regular maintenance is undertaken for all tools that are put out onsite.

Electricity

Only professional grade devices should be used on the work site. The employee must know how to operate this machinery safely and correctly.

Employees are advised on checking the following on a regular basis:

- Plugs
- Cables/wires
- Power supply (i.e. sockets)

DO NOT touch any exposed electrics until given the all clear from management or from any sub-contractors.

DO NOT use any heavy machinery around electrical appliances which could cause sparks or a possible fire.

Carrying Heavy Objects

To lift heavy objects properly, please do the following:

- Bend your knees when lifting.
- DO NOT carry loads over 30kg on your own.
- Try avoiding steps and slopes.
- Avoid trip hazards and slippery substances.

If you had a recent surgery or healed from a broken ligament, DO NOT lift until given permission from your doctor or medical professional.

Impressions can provide sac trucks and wheelbarrows if the employee feels uncomfortable carrying something heavy or dangerous.

Report an Accident at Work

Before reporting to the States it is mandatory to call 07781 104398. Make sure to provide a highly detailed statement on what injuries you have sustained.

To report an accident please use the link below:

gov.gg/riddor

To view more about Impressions liability and employer responsibilities, please view the following link:

<https://gov.gg/CHttpHandler.ashx?id=104283&p=0>

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END OF BOOKLET