

INSTRUCTION 1

SAFE PLACE OF WORK

References:

- A. Health and Safety at Work Act 1974.
- B. The Workplace (Health, Safety and Welfare) Regulations (as amended).

Introduction

1.1 Legislation requires all workplaces within the Local Authority's to be kept clean, tidy and in a safe condition. Managers and supervisors are responsible for conducting regular checks to ensure that 'good housekeeping' is maintained. Safety Representatives should conduct random checks to ensure that their department's 'housekeeping' is in order.

1.2 Below are guidelines on how to reduce potential hazards:

- a. Within worksites walkways, gangways, paths and roads are clearly marked, in good condition and unobstructed.
- b. Arrangements are in place for the removal and clearing up of hazards such as spilt fluids (especially oil and lubricants), snow and ice.
- c. Tripping and falling hazards are identified and removed, where ever possible.
- d. Safe access and egress exists throughout the workplace.
- e. Staircases, landings and floor openings are guarded to prevent falls of stores and personnel.
- f. Heavy items are not stacked on top of racking as this presents a fall hazard.
- g. Stores are kept tidy with safe and easy access. Individual items are held in or on correct storage systems.
- h. The storage of flammable, toxic and corrosive substances conforms to current regulations and presents no risk (note: refer to instruction 10 of this policy).
- i. Emergency equipment is prominently located and clearly identified.
- j. Warning signs and notices are clearly displayed.
- k. Caution is to be taken when operating in areas where there is vehicle movement.
- l. Use of the correct Personal Protective Equipment.

1.3 The above list is not exhaustive but common sense and a keen eye for potential problem areas should enable the majority of hazards to be identified. Employees at all levels are encouraged to adopt a 'prevention is better than cure' philosophy.

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