

Learner Health, Safety & Welfare Handbook

Name	
Programme	
Date of Induction	

Introduction

An understanding and commitment to Health and Safety by Milltech, your employer and you will help to make sure you stay safe and enjoy learning. We hope this booklet will give you a better understanding of what Health and Safety means, including your rights and responsibilities for safety as a learner and an employee.

This workbook has been introduced to improve safety awareness throughout Milltech and in the workplace. The information and tasks will help you think about how health and safety links to your work and the time you spend in the training centre. You will start your workbook today as part of your induction or introduction to Health and Safety.



Some aspects of health and safety covered in the workbook will be more relevant to you than others, depending on which occupational area you are studying and your working environment. However, it is important that you have an overall awareness of Health and Safety in the workplace.

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.

Each day, many people are injured at work.

Some are permanently disabled - Some even die. Don't let this happen to you.



In 2011/12 90 people were involved in fatal accidents at work

As a government funded learner you are entitled to:

- A safe, healthy and supportive environment, wherever learning takes place.
- An induction to health and safety when starting your learning and at your place of work (including being shown around and told about any health and safety matters and facilities).
- Full information on Milltech's and your employer's health and safety policy, responsibilities and procedures.
- Supervision and support for your health and safety at Milltech and your employment.
- Information on any risks associated with the learning programme.
- Advice on suitable personal protective equipment or facilities.
- Information on restrictions, which apply to any action or activity, for example on the use of machinery or vehicles. A health and safety learning plan with objectives for you to achieve.
- Appropriate and timely information, instruction and training on health and safety issues and appropriate use of equipment.
- Regular reviews and assessment of how well you understand health and safety and how well you demonstrate your understanding in your workplace.
- Information on what to do if you have an accident at work.
- Report any dangerous situations or occurrences and refuse to do anything you feel is putting you in danger.

As a learner you are responsible for:

- Co-operating with Milltech and your employer for reasons of health and safety.
- Following health and safety rules and procedures.
- Following the health and safety information, instruction and training you are given.
- Not doing anything that would put you or anyone else at risk.
- Contributing to health and safety by reporting any defects, dangerous situations or where you think health and safety can be improved.
- Co-operating with your supervisor and following instructions given.
- Following any prohibitions or restrictions that apply to you.
- Wearing any necessary personal protective equipment and clothing you have been issued with and instructed to wear or use.
- Not damaging or misusing anything provided for purposes of health and safety.
- Keeping your work area clean and tidy.
- Taking part in any health and safety training organised by Milltech or your employer.
- Following your health and safety training plan and achieving your objectives.

Milltech Health and Safety Policy for Learners

This policy deals with the health, safety and welfare of all learners and employees and applies to everyone within and connected to the organisation. It applies to Milltech's premises, as well as those working with us as apprenticeship or placement providers.

Policy Statement

Milltech is committed to health and safety in every aspect of its activities and aims to provide a safe, healthy and supportive environment wherever learning takes place.

Promotion of Health & Safety

Milltech will promote and monitor **health** and **safety** through:

- The risk assessment and ongoing monitoring of its own and employers' premises to ensure a safe, healthy and supportive learning environment.
- Initial assessment of learners' health, safety and welfare needs and additional support requirements.
- An individual learning plan that includes the learner's health and safety training needs.
- A health and safety induction and ongoing review and assessment of learners' understanding and awareness of key health and safety issues.
- The recording, analysis, evaluation and publication of data regarding accidents and near misses.

Safeguarding

Milltech is committed to ensuring that every young person or vulnerable adult who takes part in any activity provided by the organisation should be able to do so in a safe and protected environment. Safeguarding is addressed as part of the employer health and safety risk assessment process.

Learner Rights

- A learning environment that is safe, healthy and supportive.
- A health and safety induction.
- Information on Milltech's and on employer's health and safety policy and procedures.
- Supervision and support for your health, safety and welfare.
- Information and advice on risks, suitable personal protective equipment and restricted activities.
- A health and safety learning plan and instruction on safety issues and use of equipment.
- Regular reviews and assessment of your knowledge and understanding of workplace health and safety issues.
- Access to information on how to report any dangerous situations or happenings at work and what to do if you have an accident.
- The right to refuse to carry out any activity that you feel is putting your health, safety or welfare at risk.

Learner Responsibilities

In your role with Milltech you have a duty to:

- Co-operate with Milltech and your employer on matters of health and safety and follow all rules and procedures related to it.
- Follow any health and safety information, instruction and training.
- Not do anything that puts you or anyone else at risk.
- Report any defects, dangerous situations, accidents or near misses.
- Follow any prohibitions or restrictions that apply to you, wear any necessary protective equipment and clothing that you have been issued with and instructed to wear.
- Keep your work area clean and free from hazards and not misuse or damage anything provided for the purposes of health and safety.
- Take part in any health and safety training organised by Milltech or your employer, and follow and achieve your training plan.

You may be subject to disciplinary action for failure to adhere to this policy.

Taking Action

If you experience or observe any breaches of health and safety policy or legislation you should take the following action:

1. **Informal Action** where you raise the issue informally and privately with the person(s) responsible for the concern.
2. **Formal Action** should be used where informal action hasn't worked, or if the informal approach is not an option. The issue should be raised with your manager or your tutor/assessor.

Whenever a concern over health and safety is received Milltech will:

- take the concern seriously;
- carry out an immediate investigation into the concern;
- allocate the investigation to a person who is competent in the management of health and safety;
- give you feedback on the findings of the investigation.

Health and Safety in your work place

Keeping safe and avoiding risks to your health at work are obviously important issues. No one wants their lives to be temporarily or permanently affected by bad working conditions.

Whether you are permanent or agency staff, an apprentice, or on a work placement, you need to be aware of issues that affect your health and safety at work.

Although it is up to your employer to make sure that any potential risk to your health and safety are properly controlled, you also need to be aware of your own responsibilities. Fortunately, most dangers are recognisable and can be avoided.

Your own workplace will have its own safety rules - perhaps in a booklet or on a notice board. Some you will be told. Make sure you know and obey them.

This booklet does not replace any safety rules or training. Instead it tells you about common causes of accidents and how to prevent them. Your employer should tell you how to work safely and give you training for each job you have to do.

Important rules

1. LEARN how to work safely.
2. OBEY safety rules.
3. ASK your supervisor if you don't understand any instruction.
4. REPORT to your supervisor anything that seems dangerous, damaged or faulty.



What is Health and Safety all about?

Health and safety is about preventing people from being harmed, or becoming ill by taking the right precautions-and providing a satisfactory working environment.

Why are there Health and Safety laws?

Because Health and Safety at work is 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.



Who enforces the 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



For more information on all aspects of health and safety log on to:

<http://www.hse.gov.uk/>

Health and Safety at Milltech

IF YOU HEAR THE FIRE ALARM:-

- 1) Leave the building immediately by the nearest exit (follow the fire exit signs)
- 2) Close all doors behind you.
- 3) Report to the person in charge of the assembly point which is located at the rear of the building in the car park. Your tutor/training officer will check against the register to ensure that you have left the building and are out of harm's way outside.
- 4) Do not stop to collect personal belongings. **DO NOT** leave the assembly point or re-enter the building until told to do so by a member of staff. Do not take risks

IF YOU OR SOMEONE ELSE HAS AN ACCIDENT AT MILLTECH:-

Notices naming our first aid trained staff are available in the main corridors or reception. If you are unsure ask your training officer/tutor or the staff in Reception for help.

Milltech has first aid boxes situated around the building. If you have an accident and require first aid, report to your training officer/ tutor or any available member of staff and they will provide the appropriate help.

Accidents

Milltech endeavours to operate the principal that **all accidents can be prevented.**

An accident

The HSE define an accident as *"any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity"*.

Example: A window cleaner dropping a bucket from a height, which caused injury to a person underneath, would be classed as an accident.

A "near-miss" incident

A "near-miss" incident can be defined as, *"any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity"*.

Example: A window cleaner dropping a bucket from a height, which just missed a person standing underneath, would be classed as a "near-miss" incident. This incident did not cause an injury to a person but, under slightly different circumstances (the person standing nearer to the contact point) the person may have been injured.

WHAT TO DO IF YOU HAVE AN ACCIDENT (OR NEAR MISS) AT WORK

If you have an accident or near miss at work you must report this to your Supervisor as soon as possible. Your Supervisor or the First Aider must record the accident in the Accident Book. Your Supervisor will report your accident to Milltech and your Training Officer will visit to carry out a risk assessment in your workplace.



The reason for reporting accidents is not to blame other people but to prevent it happening again in the future, to you or to others.

Here at Milltech your safety is our number one priority and we do not want you to feel scared or in danger in your workplace.

Hazard and Risk

Hazard and Risk are mentioned throughout this handbook - it is important that you understand their meaning when learning about accidents and accident prevention.

What is a Hazard?

A Hazard is anything that can cause harm (e.g. chemicals, electricity, working from ladders, slippery stairs etc.)



Slippery stairs

What is a Risk?

A Risk is the chance, high or low, that someone will be harmed by a hazard.



The risk of someone being harmed by untreated slippery stairs is quite high

Slips, Trips and Falls

Thousands of people are injured in workplace falls each year.

AVOID SLIPS - follow these straightforward tips:-

- **Hidden steps** - when turning corners or stepping outside, look out for steps that may be obvious.
- **Loose carpets** - watch for carpets or tiles that are not secured, use caution when walking over loose tiles, pavements or floorboards. Report these problems to a member of staff or your Line Manager.
- **Smooth surfaces** - watch for waxed or highly polished floors.
- **Wet surfaces** - take care on wet surfaces, whether it is while stepping from a shower or from patches of water, ice, oil or grease on the floor.

AVOID TRIPS - make good housekeeping a habit.

- **Furniture** - arrange furniture in a safe manner to avoid an obstacle course of potential falls. Always close drawers and cupboards after use.
- **Electrical Leads** - if electrical cables are in use, route them along walls or overhead where they cannot be walked on, or tripped over.
- **Personal belongings** - store personal belongings in desks or lockers so they do not create a trip hazard.
- **Materials** - do not store items in corridors or stairways, put items away in their correct location. Do not leave even the smallest of items on the floor as this can lead to a big fall.

AVOID FALLS - follow some basic guidelines

- **Check stairways** - ensure that stairs are well lit and handrails are secure.
- **Check lighting** - make sure that lighting is clean and un-obscured. This is especially important on stairs.
- **Equipment** - do not use makeshift ladders or access equipment, always use stepladders or a step tool.
- **Handling** - obtain help when carrying or moving heavy or awkward loads.
- **Dress sensibly** - avoid clothing that may become entangled in moving machinery or equipment. Wear sensible shoes.



GAMES & PRACTICAL JOKES

Work is not a place for practical jokes or silly tricks. Serious injuries and even deaths have been caused this way. Below is an actual incident from a workplace.

Worker Jailed For Practical Joke That Went Wrong

Annoyed by a colleague's habit of drinking directly from a bottle of cola that was supposed to be shared by four people, a garage mechanic added about two inches of antifreeze to the one inch of cola left in the bottle. It was intended to be "no more than a practical joke" but the victim was left permanently blind and deaf as a result. The prankster had expected the man to spit the drink out but instead he swallowed it, there being no noticeable alteration in the taste or smell.

The incident occurred in March 2005 and the victim had worked at the garage for 29 years. At Sheffield Crown Court in February 2006, the mechanic was jailed for 15 months for causing a poison to be taken so as to inflict grievous bodily harm. He had failed to admit what he had done until it was too late to administer an antidote.

Good Housekeeping and Hygiene

It is well known that an untidy workplace is potentially dangerous and that the best person to reduce this danger is - **everybody**.

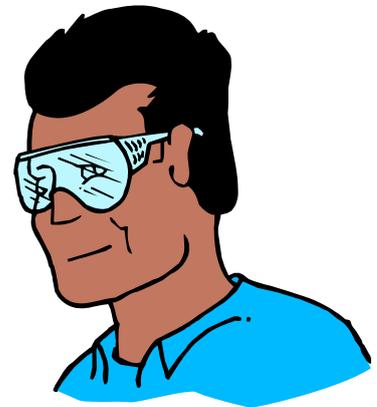
- ✓ Keep work areas and gangways tidy and clear.
- ✓ Don't leave things lying around which people can trip over or bump into.
- ✓ Wet patches on the floor should be mopped up straightaway or someone may slip and fall.
- ✓ Always wash your hands using soap and water or a suitable cleanser, before meals and before and after using the toilet.
- ✓ Use barrier cream if it is provided to protect your skin when you are doing dirty jobs.
- ✓ Dry your hands carefully on the towels or driers provided. Don't wipe them on old rags or on your clothes.



Personal Protective Equipment (PPE) and Clothing



To prevent injury at work you should always wear proper Personal Protective Equipment (also known as PPE). Some protective equipment is necessary for specific jobs, while other items are necessary for any type of work. Employers should know the dangers their workers face whilst on the job or using machinery and provide the equipment suitable to protect them against hazards.



It's important that you are trained on how to use and care for the equipment properly so it will provide maximum protection. Ask your supervisor or member of staff if you are not sure of something.

Many serious accidents involve machinery and it is vital that you use all protective equipment and clothing provided, such as; **ear and eye protectors, dust masks, overalls, safety shoes, helmets and/or boots.**

It may feel strange at first, but keep using it and you will get used to it. **Remember, it's for your own safety!**

Ask your supervisor to replace any item that gets damaged or worn.



Moving about in the workplace

Here are some tips on how to travel around the workplace safely and appropriately:

- ✓ **Walk** don't run or rush about.
- ✓ Use the walkways provided and **never** take short cuts.
- ✓ **Look out** for and obey warning notices and safety signs.
- ✓ **Only** drive a works vehicle if you have been trained to use it and your supervisor allows you to use it.
- ✓ **Never** hitch a ride on a vehicle not made to carry passengers or stand on a fork lift truck.



These are very easy rules to follow in the workplace but you'd be surprised how many people are hurt and injured simply by not following the basic rules and not thinking before their actions.

Lifting and Carrying

Your back is one of the most injury prone parts of your body. In the UK 4 out of 5 people will suffer back pain at some time in their lives. Your back is a complex system which allows you to walk, sit, stand, lift, bend, work, play and sleep.

Because your back is so important your supervisor will arrange for you to be shown how to lift correctly so you will not injure yourself doing your day to day tasks. Only lift or carry what you can easily manage. When lifting, get a good grip; lift smoothly and close to your body.

Get help if you are not sure you can lift or carry something safely and easily by yourself. Your work colleagues will be happy to help.

Also use trolleys or wheelbarrows if these are provided.



When handling heavy items always remember to:

- **Examine the object** - check the size, shape and weight. Decide where and how you are going to hold it. Check for grease, oil and sharp edges. Extra care should be taken with awkward shapes as these often present more risk than smaller heavy objects.
- **Clear the route** - ensure the path you will take is free from obstructions and tripping hazards. .
- **Store heavier items at waist height** - this reduces the need for excessive bending or stretching.

Working at Heights

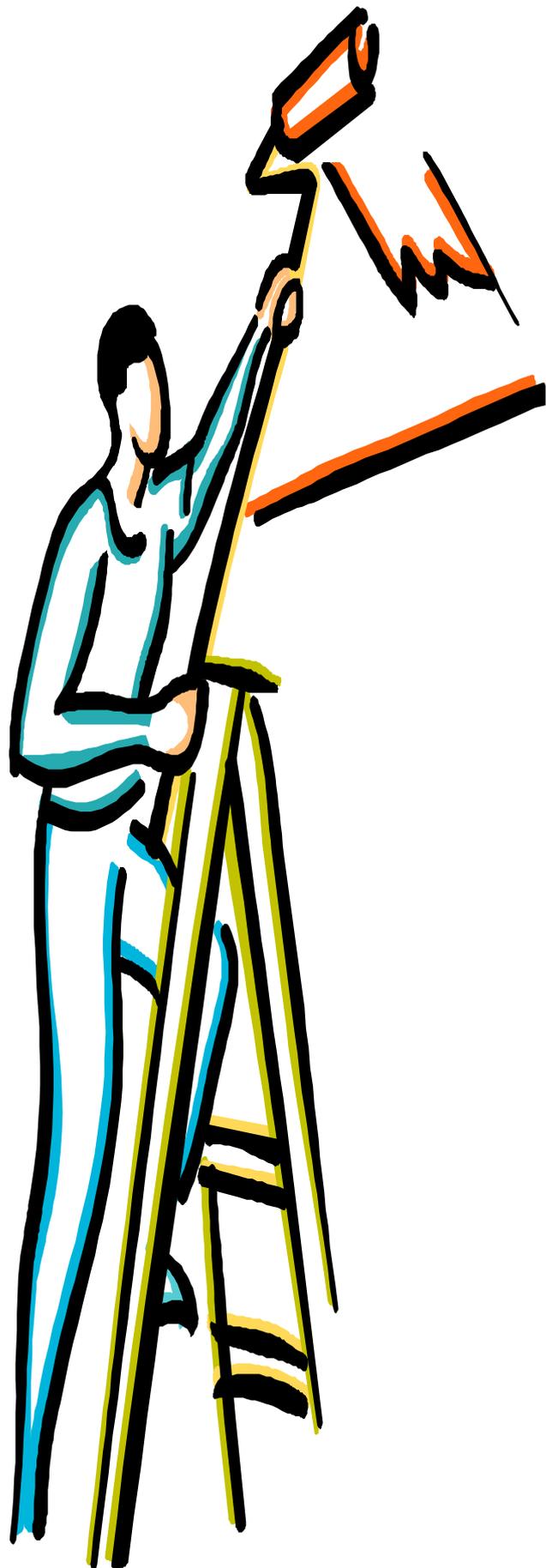
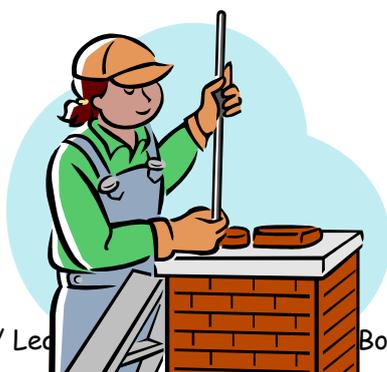
Ladders - Do not use ladders with split, missing or loose rungs. (A *rung* is a step on a ladder)

When working on a ladder:

- ✓ Always make sure that it is placed in the right position, at the right angle, and cannot slip.
- ✓ Don't lean too far to the side; come down and move the ladder to a more convenient place.
- ✓ Always use ladders, scaffolding or lifts to reach high places.
- ✓ **Don't** climb on objects to reach or do something from high up.



Roofs - Roofs may be fragile or the tiles loose. Never go onto a roof unless told to do so by your supervisor and only then if you have been shown the precautions you should take.



Electricity

Thousands of people are killed or severely injured as a result of electrical fires or shocks every year.

YOU COULD BE A VICTIM if you:

- Are careless around electricity
- Handle equipment irresponsibly,
- Use equipment for a job it's not intended to be used for
- Operate faulty equipment



Treat it with care

SAFETY MEASURES

- **Use insulated tools and equipment's** - or double insulated tools.
- **Cut off the supply** - switch off or isolate all equipment before adjusting or maintaining equipment or machinery.
- **Don't touch water** - or damp surfaces while you are touching unearthed metal or bare wires. Keep electrical equipment diary.
- **Check cables** - to ensure that the insulation is not broken or damaged. Ensure that the insulation sheath enters into both the plug and equipment.
- **Maintain equipment** - keep equipment in good condition and free from damage.
- **Damaged equipment** - all electrical equipment must be repaired by authorised staff. Damaged equipment should be passed to a member of staff or your Line Manager.
- **Housekeeping** - keep equipment clean and free from dust, oil and moisture. Always cover or tape down trailing cables.
- **Fire** - never use water on an electrical fire. Use a CO2 or dry powder extinguisher.

Always switch off by the wall before connecting or disconnecting any electrical appliances.

Make sure you understand your supervisor's instructions before using any electrical equipment. If you don't understand, ask your supervisor to show you again.

Machinery

Many serious accidents involve machinery. There are a wide range of hazards associated with machinery/equipment. ALL users of machinery MUST recognise these hazards in order that they can take the appropriate precautions.

- Only operate machines that you have been trained and told to use.
- **Make sure** you can reach the controls easily and know how to stop any machine you use.
- Safety guards are fitted to machines to protect you and **must** be used.
- **Wait** until a machine has stopped and has been switched off before you clean or clear it.
- **Do not** distract other people who are using machines.
- **Tell** your supervisor at once if you think a machine is not working properly.



Remember- never wear dangling chains, loose clothing, gloves, rings, or have your hair hanging loosely whilst operating machines. Hair or clothing can easily become entangled in rotating parts causing serious and sometimes fatal accidents.

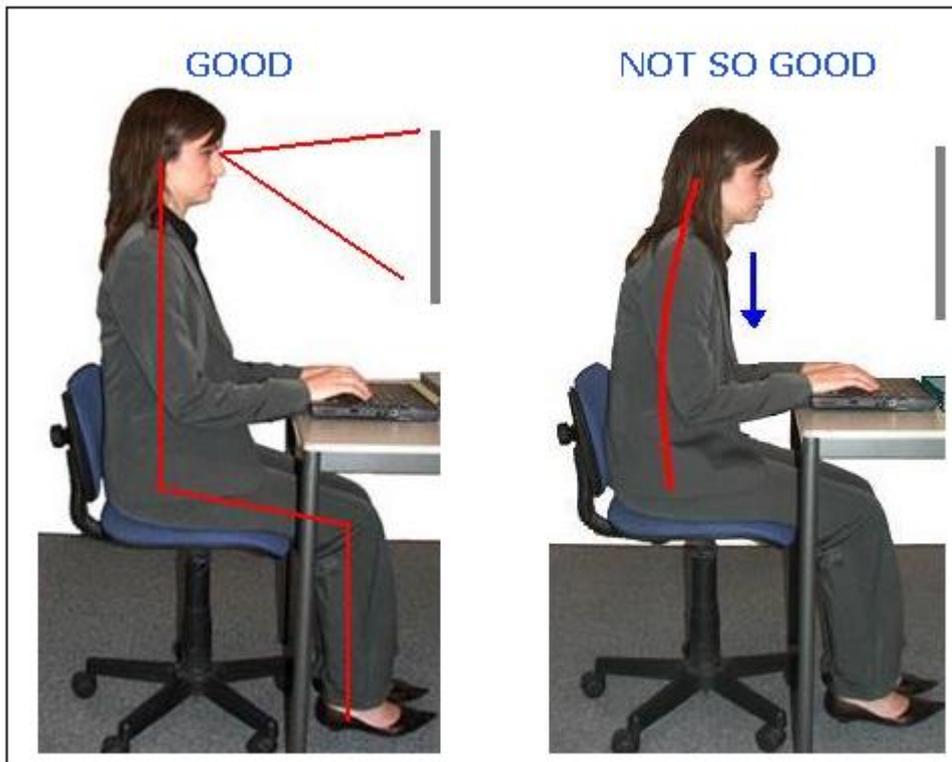


Apron caught in mixer with no guarding

Using Computers

CORRECT POSTURE

- Sit up straight in front of your keyboard and screen.
- Do not sit with your feet or legs crossed. Your feet should be flat on the ground and there should be enough space under the desk/table to move your legs freely.
- Lower arms and thighs should be parallel to the ground. If possible make adjustments to your chair.



USING THE KEYBOARD

- Make sure that the keyboard is tilted on its back legs.
- Your wrists and fingers should line up directly with your lower arms and not be bent as you type. This is important in preventing ULDs.
- Do not hammer at the keyboard when typing and do not overstretch your fingers.

USING THE MOUSE

- Keep your mouse within easy reach. Wrists should not be bent or strained. Hand of hand supported by an appropriate mouse mat is often helpful (combi type mouse mat).
- Flex your hands and fingers to prevent cramps and aches.
- Take frequent short pauses and take your hand off the mouse and let your mouse arm hang straight down from your shoulder.
- Use alternative keyboard actions so that you are not continually using the mouse.
- Try changing your mouse from right to left-handed use (or vice versa) from time to time.

AVOIDING EYE AND NECK STRAIN

- Avoid long spells of work which can lead to tired eyes and discomfort.
- Adjust your screen angle to avoid reflections and use the blinds/curtains at the windows.
- If you notice an eyesight problem after viewing the screen, have your eyes checked. You may need a pair of glasses for working on your computer.
- Adjust the screen angle and height to prevent straining your neck. If you continually strain your neck you will develop discomfort in your shoulders and back.

TAKE A BREAK

- We recommend that no work session should be longer than 90 minutes without a break or change of activity of at least 15 minutes.
- If you have any aches and pains, these should be investigated, and the length of the work session should be reduced to 30 minutes followed by a 5 minute break.

PROBLEMS

- If you get aches, pains, tingling fingers or headaches you should see your doctor.
- If you are experiencing problems with your eyes you should have your eyes checked.



Harmful Substances

Learn to recognise the hazard warning signs or labels which tell you about the type of danger in a particular substance. They should tell you if the product is poisonous, easily set on fire, or can cause burns etc.



Follow all instructions given on the container or by your supervisor.

Before you use a substance, find out what to do if it spills onto your skin or clothes. If you are splashed with a chemical, wash it off at once in the way you have been shown. Then report it to your supervisor or whoever is responsible for first aid.

Overalls or protective clothing that get soaked or badly stained by harmful substances must not be taken home from work.

Do not put liquids or substances into unlabelled bottles or wrongly labelled bottles and containers such as lemonade bottles or empty tins. This can be dangerous to everyone you work with.

Manufacturers Safety Data Sheets (MSDS) must be held for all substances in use. MSDS is a form containing information about a particular substance used in the workplace. This file is important and must be easily assessable at all times.

In the event that someone needs to be taken to hospital as a result of using a substance, the Manufacturers Safety Data Sheet provides vital information which medical staff will require in order to ensure prompt treatment.



Fire

Your employer should make sure you and the rest of the staff know what to do to prevent a fire in the workplace and how to escape if a fire does break out.

If you discover a fire:

- ✓ Ensure the safety of yourself and others in immediate danger.
- ✓ Operate the nearest call point (break glass); these are situated at all fire exits.
- ✓ Evacuate the premises by the nearest available exit.
- ✓ Move away from the buildings and proceed to the nearest fire assembly point.
- ✓ Do not stand in the doorways or on the roads.
- ✓ Remain at the fire assembly point and do not re-enter the building until the all clear is given.
- ✓ Extinguishers are provided for tackling small fires only when it is safe to do so.
- ✓ The key safety point in fighting a fire with an extinguisher is the correct selection of equipment.



IF IN DOUBT, DO NOT ATTEMPT TO FIGHT THE FIRE. LEAVE THE BUILDING.



Fire Extinguishers

Your workplace should have a number of fire exit signs and fire extinguishers. However different types of fires can breakout, therefore you need to know what type of fire extinguisher should be used and should not be used for each fire.

The types of extinguishers used are:

Water Extinguishers

Must not be used on:

Fires involving electrical equipment

Or

Fires involving flammable liquids

Carbon Dioxide Extinguishers

This type of extinguisher is effective on all types of fire including those involving electrical equipment and flammable liquids.

The disadvantage of carbon dioxide is that it does not cool the fire. This could itself be hazardous and re-ignition could occur.

Dry Power Extinguishers

Dry powder blankets the fire and smothers it, particularly suitable for fires involving flammable liquids.



Foam Extinguishers

Due to the presence of water these extinguishers are **not** suitable for fires involving electrical equipment, however suitable for most other types of fire.

Fire Blankets

Fire blankets are the most convenient way of extinguishing very small fires by smothering them.



First Aid

You will be shown the first aid arrangements for your workplace. Every workplace has them so make sure you are aware of the procedures and who needs to be reported if an accident has taken place.



ALL injuries should be treated - even minor injuries can become infected if left untreated. So don't feel any injury is too small, your supervisor or first aid staff will be happy to help. All staff should familiarise themselves with the location of the nearest first aiders to their workplace.

You should let your Training Officer and your workplace Supervisor know if you have any health problems that may need to be treated while you are at work - for example asthma or diabetes.

Report ANY injury, however slight, to your supervisor.



Internet Safety

MAKE SURE YOU KNOW THE SMART RULES:

- **S - SAFE:** To keep safe online, don't give out your personal information - full name, email address, phone number, home address or workplace.
- **M - MEETING:** Meeting someone you have met online can be dangerous. Only meet if your parents agree and someone can be with you.
- **A - ACCEPTING:** Accepting emails and messages from people you don't know can be risky, especially if they have attachments - they can contain viruses or nasty messages.
- **R - RELIABLE:** Information you find on the internet may not be reliable, and people may not be who they say they are.
- **T - TELL:** Tell your parent, carer or someone you trust if something makes you feel worried or if you know someone is being bullied online.

Personal Safety

Here are a few hints and tips on how to stay safe outside of the workplace:

On foot

If you have a personal alarm, carry it with you all times.

- Think ahead. Stay alert. Be aware of what is going on around you.
- Walk with confidence and purpose.
- Avoid short-cuts through dimly lit alleys or across waste ground. Keep to busy well lit roads.
- Walk facing the traffic so that a car cannot pull up behind you unnoticed.
- Walk in the middle of the pavement so you have a good view of doorways and alleys.
- Keep your hands out of your pockets so that you are always free to defend yourself.
- If you regularly work late, try to vary your route home.
- Keep your wallet in a secure place and if you are carrying a handbag keep it close to your body.
- If someone does grab your bag, let it go rather than risk injury by fighting.
- If a motorist in a car threatens you run away in the opposite direction to the way the car is facing.
- If you believe someone is following you on foot move quickly to a place where there will be other people - a pub, shops or a house with plenty of lights on.
- If you are walking with an iPod or mp3 player in, only listen through one earphone then you will hear more of your surroundings.

On public transport

- Avoid using isolated bus stops, particularly after dark.
- On a train sit in a compartment where there are several other people - ideally in a compartment which will be near an exit.
- Sit in a position which allows a good view of your surroundings.



Great health and safety myths



The myth People don't have to take any responsibility for their own health and safety

The reality Employers have a duty to protect workers and the public from dangers caused by their work – and HSE is committed to making sure they do that. But health and safety isn't entirely someone else's responsibility.

We all have a duty to keep ourselves safe, by co-operating with safety measures and not putting ourselves or others in danger. This is just common sense – something we all use every day.

It's important that we aren't put at risk by other people's actions, but if we ignore our own responsibilities, real risks can get missed. Playing the blame game doesn't keep people safe – better to rely on common sense and co-operation.



Go to www.hse.gov.uk/myth/Index.htm to find out more

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