



HEALTH AND SAFETY BOOKLET

(Temporary Workers)

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INTRODUCTION

Randstad CPE has produced this safety handbook to assist you in maintaining safe working practices whilst at work and to act as a reminder of some essential precautions which are necessary for your safety and safe working.

It is not a finite list and in specific instances additional information and advice may be issued to meet particular working practices.

As you will be working under the direction, control and supervision of the host employer and to their environmental, safety, health and welfare policies and procedures, prior to starting work at any placement you **MUST** receive a workplace induction.

This induction, given by a nominated person of the host employer and/or main contractor, will inform you of any potential hazards within that workplace and any measures that have been put into place to manage the potential risks as well as any basic safety requirements and instructions.

High safety performance requires the active co-operation of all parties and we expect every worker to co-operate on work placement and:

- Develop a personal concern for safety, health and the environment for yourself and for others
- Work safely and if you do not understand any instructions given **ASK**
- Warn any new staff off known hazards
- Report any defects in plant, or equipment, or any obvious health or environmental risks to your immediate supervisor
- Notify immediately any hazard, accident or dangerous occurrence which has, or may have caused injury or damage, including the environment
- Use the correct tools for the job and keep them in good condition
- Refuse to carry out any tasks that are beyond your capabilities, you are not trained for or is not associated with your job description
- Refuse to carry out any tasks which you consider to be unsafe and/or detrimental to the environment (if you are asked to carry out any of these tasks you must inform your local Randstad CPE office immediately)
- Avoid consumption of alcohol or non-prescribed drugs which may adversely affect your safe and efficient performance of your duties

REMEMBER – you have legal and moral responsibilities to look after your own safety and that of those that work around you

Temporary Workers' Safety, Health & Environmental Duties and Responsibilities

You have responsibilities to comply with specific legal duties and the following expectations apply to all temporary workers while on placement with Randstad CPE Limited.

1.	You are primarily responsible for your own health and safety and that of other persons who may be affected by what you do and/or don't do and are required at all times to ensure avoidance of injury to yourself and colleagues.
2.	You must not commence work unless you have been inducted and adequately briefed on, and understand the method of work, site specific risks, local hazards and the emergency arrangements for the workplace and you must use, or be briefed on, task specific method statements and risk assessments for the work you are undertaking.
3.	You MUST only undertake the tasks associated with your role that has been confirmed by Randstad CPE for each particular placement and work to the instruction of the person in charge of the job. However if you are asked to undertake any other tasks outside of your agreed role or for which you have not been trained, or are beyond your capabilities you MUST raise your concerns at the worksite and inform your point of contact at Randstad CPE who will then contact the hirer's representative forthwith.
4.	You are expected at all times to co-operate with the hirer, contractor and/or any other person to enable them to comply with their duties relating to health and safety and to minimise risk to the environment, infrastructure and the public.
5.	You are expected to demonstrate a positive and enthusiastic attitude towards safety in all dealings while on placement and are expected to participate with relevant input in safety briefings and other team meetings.
6.	You must ensure that you have been provided with adequate and task specific safety equipment and Personal Protective Equipment and that you use it correctly, keep it clean and have it replaced if necessary.
7.	You must only use the correct tools and equipment for the job, which belong to you or have been provided by the hirer, and must be used in accordance with instructions and any applicable training and must report any defects in plant and equipment to the hirer.
8.	If you are aware of any serious or immediate danger or if you consider that there are associated uncontrolled risks that may affect health, safety and the environment at the worksite you MUST raise your concerns with the hirer' representative and inform your Randstad CPE point of contact immediately.
9.	You MUST inform the hirer, and Randstad CPE, of any accident, incident or near miss (including environmental) that you may be involved in and especially any personal injury that you suffer in the workplace to ensure it is entered into the accident book. You will be expected to participate in accident and incident investigations which will be reported in accordance with procedures and the discussion of accidents, incidents, close calls and near misses will be carried out openly and in a 'no blame' culture.
10.	Always work safely and always conduct yourself in a responsible and safe manner

HOST EMPLOYERS/MAIN CONTRACTORS DUTIES

Under the same health and safety regulations a duty of care is due to all workers, including you, who carry out their duties in the workplace owned and/or controlled by the hirer or main contractors and must:

- Allocate, maintain and make available to our temporary workers suitable and sufficient Safety, Health, Welfare & Environmental resources i.e. 1st Aid and provide all relevant information
- Be responsible for the direct control and supervision of our temporary workers
- Treat our temporary workers as they would their own employees for all health, safety and environmental matters
- Foster and maintain co-operation and good communication between all parties
- Ensure our temporary workers follow all of your work policies, procedures, rules, requirements of risk assessments and instructions at each of your locations
- Carry out briefing's to our temporary workers on all of your relevant SHE Policies, procedures, risk assessments, SSW etc.
- Undertake briefings, toolbox talks, updates, etc. as required, including our temporary workers, and conduct any specific training as necessary
- Undertake full and proper Safety Inductions with our temporary workers as carried out by nominated competent persons
- Report, maintain records and inform the relevant authorities, and Randstad, of all accidents, incidents, near misses and reportable events relating to our temporary workers
- Select and issue accordingly, task/hazard specific suitable PPE to our temporary workers and provide relevant information and training on its use
- Ensure that temporary workers are competent to undertake the task which they have been supplied to do
- Ensure that our temporary workers understand their systems of work and the action to take in the event of an emergency i.e. fire evacuation
- Where necessary, conduct health surveillance on our temporary workers prior to commencement of, and for the duration of, the placement
- Identify any occupational qualification/skills needed to carry out the work

WORK SAFE PROCEDURE

Randstad CPE Limited is committed to promote and where practicable safe guard the safety, health and welfare of temporary workers and to support our clients, host employers, contractors in their workplace safety and environmental initiatives.

All work activities should be assessed, resourced and conducted in a manner that will anticipate and eliminate the occurrence of any situation that may prove to be hazardous to safety, health and the environment and the need for anyone to refuse work on the grounds of serious danger, inadequate safety measures or environmental issues should rarely occur.

However the possibility exists and the following Work Safe procedure must be followed

BEFORE YOU START ANY TASK:

- Have the risks been assessed and is there a Safe System of Work?
- Do you have the correct training?
- Do you have the correct authorisation?
- Do you have the right tools and equipment and are they in good condition?
- Do you have the correct PPE?
- Do you know what to do in an emergency?

If circumstances change while carrying out a task:

- **STOP** what you are doing and re assess the risks involved.

If you cannot comply with the Work Safe procedure:

- **STOP** what you are doing and tell your immediate supervisor or manager
- Report the situation to your Randstad CPE contact immediately

Randstad CPE will operate a "NO WORK" policy in all cases where there is a threat to your health and safety and/or where workplace property or equipment or the environment is compromised

ACCIDENTS/INCIDENTS & EMERGENCY REPORTING

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require fatal and certain non-fatal accidents, certain specified diseases and certain specified dangerous occurrences to be reported directly to the appropriate enforcing authority.

Likewise environmental incidents may not only need to be reported in the workplace but may also need to be reported to the necessary authorities i.e. Environment Agency, Environmental Health (local authority)

Therefore you should ensure that **ALL** accidents, incidents, dangerous occurrences, potential hazards and near misses are reported immediately to your line manager so that necessary actions can be taken to reduce risks and it is also your responsibility to report any accident suffered by you, however small, in accordance with the workplace and Randstad CPE procedures:

- Report any accident, no matter how minor, or instances of occupational ill health to your immediate supervisor or manager
- Ensure that any injury is treated by a First Aider and that all relevant details are entered into the workplace accident book, or log, as soon as possible
- The accident must then be reported to your Randstad CPE contact either by yourself or a representative of the host employer/workplace
- Your CPE contact will forward the details of your accident, together with details of your workplace, IMMEDIATELY onto the CPE Health and Safety Manager
- The accident will be investigated by Randstad CPE to ensure that ALL regulatory requirements have been met i.e. Reportable incidents to enforcing authorities

EMERGENCY PLANNING

Your workplace induction should include clear guidelines concerning emergency situations and actions following accidents/incidents and whilst under the direction, supervision and control of the host employer/contractor the temporary worker will co-operate with the emergency procedures that are in place and:

- Follow the contractors procedures
- Co-operate with all relevant bodies i.e. HSE, Police etc.
- Must not leave the workplace until told to do so
- In the event of an accident co-operate with witness statements if relevant
- Refer to and comply with the Randstad CPE "Work Safe Procedure"
- Report any threat of exposure to danger to your line manager

You **MUST NOT**:

- Interfere with any accident scene
- Talk to the press
- Work if you think you could be exposed to serious and imminent danger

At the earliest convenience any emergency situation needs to be reported to your Randstad CPE consultant and include full details of your involvement.

Please note that it is in everybody's interest that all incidents, accidents, instances of ill health, welfare provision failings, near misses and environmental issues are reported and addressed which can only be achieved by close co-operation and communication between all parties.

DRUGS & ALCOHOL

More than likely there will be specific rules in place at your workplace with regards to drugs and alcohol and would be brought to your attention either at your pre placement interview or during your workplace induction.

Individuals who enter the workplace (defined as any site, factory, depot or office) having consumed alcohol or illegal substances (drugs) can have a devastating effect not only on their own safety but on that of their co-workers as well. Therefore:

You must not:

- Report for work, or attempt to report for work in an unfit state due to the consumption of alcohol or the use of any drugs of abuse
- Be in possession of and/or supply any drugs of abuse while in the workplace or whilst on duty
- Consume any drug of abuse or alcohol while in the workplace or whilst on duty

You must:

- Submit to an alcohol and drugs test if requested to do so
- Declare any alcohol or drugs related problem which you have or suspect you may be developing
- Report any prescription or over the counter medication which may affect your ability to undertake your normal duties.

Unfit through Alcohol:

For the purpose of this policy being unfit through consumption of alcohol is defined as detection by testing:

- More than 29 milligrammes per 100 ml of blood
- More than 13 microgrammes of alcohol in 100ml of breath
- More than 39 milligrammes of alcohol in 100 ml of urine

This is known as a "positive result" of an alcohol test

Unfit through Drugs

For the purpose of this policy an unfit state through the use of drugs is defined by urine testing as a positive result for any of the following:

- Amphetamines
- Benzodiazepines
- Cannabis
- Cocaine
- MDMA (Ecstasy)
- Methadone
- Opiates
- Propoxyphene
- Any other drug of abuse

Some of these substances are contained in medication available both on prescription and "over the counter" so you must provide information about any drugs taken prior to any alcohol and drugs test being carried out.

Medication

Some medical drugs (medication) available either on prescription or 'over the counter' can affect your work performance and your ability to carry out work safely.

Therefore it is your responsibility to ensure that:

- You are aware of the effects of any medication that you may have to take
- You tell your line manager or Randstad CPE contact if the medication can affect your work performance or ability to work safely.

DRUGS & ALCOHOL (CONT.)

If you are prescribed medication give details of the kind of work you do to your GP and ask about the possibility of any side effects of the medication and/or before you take any "over the counter" medication check to see if it could affect your work performance or ability to work safely.

Tell your line manager or Randstad CPE contact that you are taking medication, either prescribed or over the counter, especially if there are any possible side effects, before you return to work.

Remember - You may not be able to undertake your normal duties whilst you are taking certain medication

Routine Testing

Host employers/main contractors and Randstad CPE has procedures in place to carry out alcohol and drug testing for:

- Prior to starting work on applicable workplaces (Pre-employment)
- Transferring to Randstad from other sources

All Randstad CPE A&D testing is carried out by an approved testing provider.

Unannounced Testing

Host employers/main contractors and Randstad CPE has procedures in place to carry out unannounced drug and alcohol testing in the workplace and could take place at any time whilst you are at work or on duty and would require you to provide a sample of breath and/or urine.

You would not be notified that you have been selected for testing until immediately prior to your test and would not normally be released from duty after testing and any refusal to submit to testing would be treated as a positive test result

'For Cause' Testing

For cause testing may take place at any time whilst you are at work or on duty if:

- You have been involved in a dangerous incident or accident
- Your manager or supervisor considers that your actions or behaviour give reasonable grounds to believe that you are unfit for duty because of alcohol or drugs

This may involve a breathalyser test and/or you providing a urine sample and you will be released from duty until the test result is known.

It is a criminal offence (under Section 27 of the Transport and Works Act 1992) to undertake safety critical work whilst unfit to do so through alcohol and drugs, so you may also be subject to 'for cause' testing by a Police Officer.

You commit a criminal offence if you:

- Refuse to give a specimen
- Have more than 80 milligrammes of alcohol in 100ml of blood (**50 in Scotland**)
- Have more than 35 microgrammes of alcohol in 100ml breath (**22 in Scotland**)
- Have more than 107 milligrammes of alcohol in 100ml of urine (**67 in Scotland**)
- Are unfit to carry out your duties through drink and drugs

BREACHES OF THE POLICY

Anyone found to be in breach of Alcohol and Drugs Policies may be subject to disciplinary procedures and may face Summary Dismissal for Gross Misconduct and/or expulsion from the workplace, as will those who refuse to take part in, or supply specimens for testing when required.

You would be in breach of any A&D policy if you:

DRUGS & ALCOHOL (CONT.)

- Report for duty or attempt to report for duty, having recently consumed alcohol
- Report for duty, or attempt to report for duty, in an unfit state due to the consumption of alcohol, or use of any drug
- Are in possession of and/or supply any drug of abuse in the workplace or whilst on duty
- Refuse to submit to an alcohol or drug test
- Decline or discontinue an approved course of treatment or rehabilitation for an alcohol or drug related problem without reasonable cause
- Declare an alcohol or drug problem after you have been notified of your selection for alcohol and/or drug testing

Being in breach may involve a ban from undertaking work in any capacity for and/or on the behalf of Randstad CPE Limited and any applicable Competence Card that you hold may be cancelled.

Also if you are found to be in breach through testing at a pre-employment medical examination and you have not previously held an applicable Competence Card you will not be permitted to become a Competence Card holder.

You would not be considered for placement by Randstad CPE in any capacity and your fail result would be recorded onto the Company database.

Note Randstad CPE is not looking to victimise anyone who admits to having a drink and drug related problem, who approach us for help and who are prepared to undergo an agreed form of treatment.

However, approaches of this nature will not be accepted when they have been made subsequent to, or to just prior to, a company check that either has, or would have, revealed that person had breached any A&D policy.

YOUR DISCIPLINARY/GRIEVANCE PROCEDURE

Randstad CPE will do all in its power to ensure your well-being and safety whilst at work.

However any action by you which endangers the health and safety of yourself and/or others whilst in the workplace may lead to action being taken which could result in your removal from the workplace.

In order that the most satisfactory and safe working environment is created and maintained within the placement worksite, and Randstad premises, published health, safety, welfare, environmental and fire rules and procedures must be observed at all times.

MISCONDUCT

Any general misconduct in the workplace may lead to disciplinary procedures and includes –

- Evidence relating to deliberate violation of Regulations.
- Symptoms of prescribed drugs and alcohol abuse.
- Unauthorised driving of vehicles
- Horseplay
- Removal of safety devices, e.g. machine guards.
- Unauthorised removal of warning signs and notices.
- Smoking in prohibited places.
- Damage or abuse of safety equipment.
- Unauthorised repairs to equipment.
- Abuse of welfare amenities.
- Removal of materials and equipment from workplace without authority.
- Giving false information during enquiries or investigations of accidents and occurrences.
- Failure to report defective equipment and hazardous situations and operations.
- Failure to wear Personal Protective Equipment (PPE) issued in respect of applicable regulations.

GRIEVANCE PROCEDURE

Where you have a grievance relating to any aspect of your engagement provided by Randstad CPE you should follow the procedure set below:

- You should first raise the matter with your CPE Consultant. This should be done in confidence giving full details and allowing them time to fully consider your grievance.
- Should your CPE Consultant fail to resolve the matter within three working days of you raising the matter, you should refer the matter in writing via the Randstad CPE contact page on our website <https://www.randstad.co.uk/cpe>
- Full details of your grievance, together with all related correspondence will be recorded in your Randstad CPE personal files unless you request in writing that this is not to be done.

COMMON WORKPLACE SIGNAGE

In all workplaces you will see safety signage. Below are some examples but not a finite list of what you will find in your workplace.

Blue Mandatory Signage a sign prescribing specific behaviour



Yellow Hazard Warning Signs a sign giving warning of a hazard or danger



Red Fire Signs fire fighting signs



Prohibition Signs a sign prohibiting behaviour likely to increase or cause danger



Emergency Escape or First Aid Signs a sign giving information on exits, first aid or rescue facilities



ASBESTOS

EVERY WEEK ON AVERAGE 20 TRADESMEN DIE FROM THIS HIDDEN KILLER

Asbestos was extensively used as a building material in the UK from the 1950's through to the mid 80's for a variety of uses and especially ideal for fireproofing and insulation.

Any building (houses, factories, schools, offices, hospitals etc.) built before 2000 can contain asbestos which can be found in wall and roof sheets, pre-formed insulation, lagging, sprayed on structural steel work, boilers, roofs, Asbestos Insulation Board (AIB), textiles, textured coatings, insulation jackets, floor tiles etc.

How can you be contaminated?

Asbestos materials in good condition are safe unless asbestos fibres become airborne which can happen when materials are damaged. Then you can become affected by breathing in airborne asbestos spores/fibres (invisible to the naked eye) which can deeply penetrate the lungs.

What are the potential health risks?

Asbestos can cause the following fatal and serious diseases:

- Pleural Thickening of the lung lining
- Asbestos related Lung Cancer
- Asbestosis a serious scarring of the lungs and can be fatal
- Mesothelioma exclusively related to asbestos and almost always fatal

Your host employer/main contractor/occupier should know the requirements of the Asbestos regulations and of their duty to manage i.e. asbestos surveys

If your workplace has, or is suspected of having, asbestos present then asbestos management plans should be in place and you should have been informed of this prior to your placement by Randstad CPE and/or at your workplace induction.

As part of your role and if applicable to your workplace, are you **COMPETENT, TRAINED and AUTHORISED** to identify, and/or work on or with, asbestos or asbestos containing materials (ACM) i.e. have you taken an Asbestos Awareness course?

While in the workplace if you suspect or know you have found asbestos you –

- **MUST STOP work immediately**
- **REPORT** it to both your immediate line manager and your Randstad CPE consultant
- **MUST NOT** re enter the area until you are told it is safe to do so

MANUAL HANDLING

Manual handling causes over a third of all workplace injuries which include work related musculoskeletal disorders (MSDs) such as pain and injuries to the arms, legs and joints and repetitive strain injuries of various sorts.

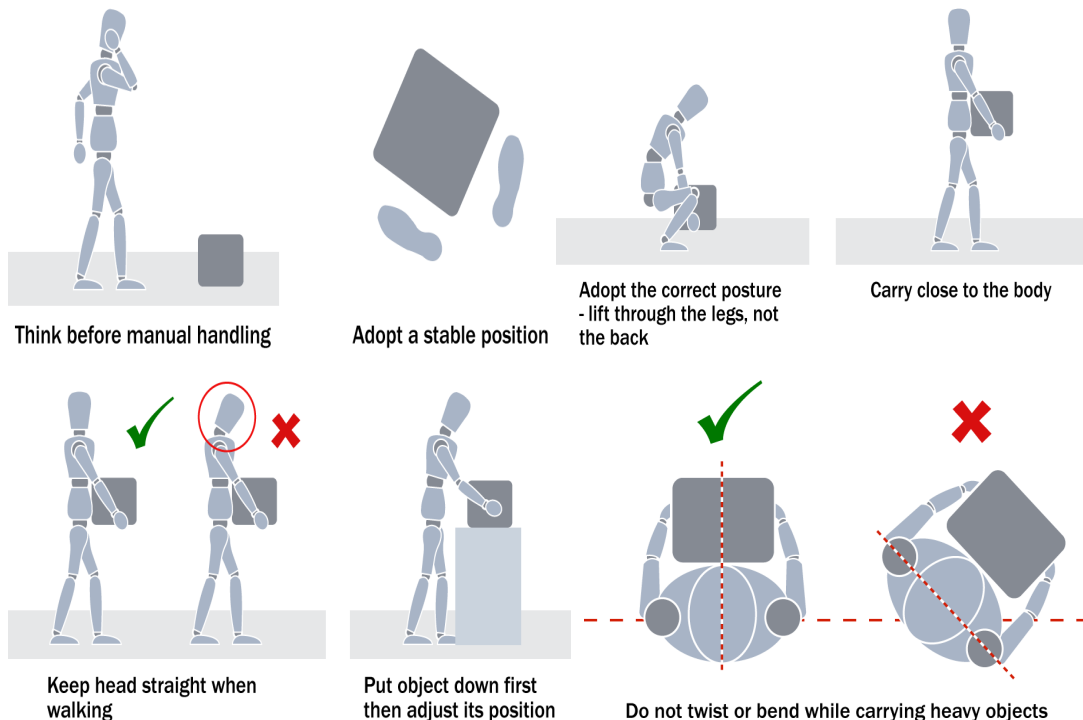
The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying and if any of these tasks are not carried out appropriately there is a risk of injury.

Manual handling injuries can have serious implications for the person who has been injured. They can occur almost anywhere in the workplace and heavy manual labour, awkward postures, repetitive movements of arms, legs and back or previous/existing injury can increase the risk.

Best practices in handling loads involve ways to AVOID handling, or if not to ASSESS and REDUCE the risks i.e.

- Designers/manufacturers innovations to combat the risk at source
- Avoid and/or Eliminate the hazard (use of mechanical lifting and lifting aids)
- Risk Assessment (Load, Individual, Task, Environment – “LITE”)
- Minimise the risks
- Plan the work
- Implement and monitor control measures (use of lifting aids, team lifting, split loads)
- PPE
- Information, instruction, training and supervision

Stop & think –



Ensure that you apply the above advice to what you might even consider to be a light load as when they are repeatedly lifted badly they can have the same detrimental health effects and remember back injuries caused by poor or incorrect manual handling will often stay with you for life affecting both work and pleasure.

FIRE

When you start in the workplace your induction MUST include information, instruction and/or training in emergency evacuation procedures which you need to follow i.e.

WHAT TO DO IF YOU DISCOVER A FIRE:

- Raise / Sound the alarm IMMEDIATELY.
- Inform your fire warden/Marshall immediately of the exact location of the fire.
- Telephone 999 to call the fire brigade.
- ONLY Fight the fire if you are trained to do so and it is safe to do so with the appropriate appliances provided
- **Do not** allow the fire to come between you and your escape route.
- **Do not** take risks
- Leave the premises by the nearest emergency exit. **Do not take anything with you.**
- Do not use passenger lifts.
- Close doors behind you.
- Report to the Fire Warden/Marshall at the designated assembly point
- **Do not return to the building until you are told it safe to do so**



WHAT TO DO ON HEARING THE ALARM:

- Leave the premises by the nearest safe emergency exit. Do not use passenger lifts.
- **Do not take anything with you.**
- Close all doors behind you
- Help any others including visitors who may need your assistance
- Report to the Fire Warden/Marshall at the assembly point
- **Do not return to the building until you are told it safe to do so**

In your workplace:

- Do you know your emergency exit route or where your fire assembly point is?

You will be expected to take part in all evacuation drills. They are carried out to ensure that everyone knows what to do, how to do it safely and efficiently and have the opportunity to practice it.

Be aware that during an evacuation, anyone obstructing other workers, causing a delay to the evacuation process, or ignoring the fire wardens/marshals' and emergency services' instructions would be in breach of current health and safety legislation and could be subject to workplace disciplinary procedures and/or potential prosecution.

The prevention of fire is crucial and can save lives. It is essential that in the workplace you consider the following:

- Good housekeeping – waste disposal, keep work areas tidy, do not block escape routes or fire exits, secure storage to prevent arson
- Ignition sources – observe no smoking rules, safe use of electrical equipment, safe storage of flammable liquids
- Processes – observe safe systems of work, follow instructions
- Plant, machinery, and portable tools – check that they are fit for use, operate to instructions, switch off after use, regular inspection and maintenance

ELECTRICITY

Electricity can kill **AND** cause fires – TREAT IT WITH RESPECT

Your workplace induction will include any specific rules, best practice and operational processes however you should consider the following general precautions:

Use of Electrical Equipment

- Use 110v electrical equipment instead of 240v (or even cordless if suitable)
- Only use equipment that has evidence of regular Portable Appliance Testing
- Use of correct fuses
- Check equipment prior to use for damage to cables, plugs, casings etc.
- When in use uncoil electrical leads fully
- Use of RCD's – protection from electrocution
- Never misuse tools
- Avoid trailing leads
- Report defects immediately to your line manager
- Switch off and disconnect from mains when not in use or when changing parts etc.
- Electrical installation and distribution should be carried out by a competent person

Electrical Supplies and Cables (Overhead & Underground)

During certain operations within the workplace you may need to consider how the electrical supply is fed in. Either underground or overhead supplies can create hazards if struck when working and lead to death, electrocution, burns, fire, damage to internal organs, damage to equipment.

Consider the controls/safe procedures:

- Use a Safe System of Work as directed by the host employer/main contractor
- Who owns the service supply?
- What is the power and/or service?
- Safe distances to work
- Contact the supplier so they can re-route or make dead
- Permit to work system in place?
- Tool box talks, information, instruction, training and supervision
- Limiters on plant
- Smaller plant
- Earthing plant
- Signage, goal post, barriers
- Lighting
- Emergency procedures in place
- Exclusion zones, safe distances, traffic and access routes

Also consider other activities or equipment that could also be affected by underground and overhead electrical supplies and cables i.e.

Tower scaffolds, ladders, fixed scaffolds, roof work, maintenance works, steel erection, lifting operations, elevating work platform, any working at height and tree work, excavations, piling, drilling, demolition etc.

HOUSE KEEPING

The majority of all reported injuries in the workplace are due to SLIPS, TRIPS AND FALLS.

They are the most common of workplace hazards and usually result from POOR HOUSEKEEPING which can also result in untidiness, overcrowding and an unhygienic or dirty workplace.

Poor housekeeping can create hazards for you and others i.e. fire and can be a factor in many incidents/accidents.

You should follow the specific rules that apply to your workplace but should also consider the following precautions:

- Ensure proper storage of materials
- Use any designated areas and provision of containers for waste
- Adequate collection and removal of debris to keep the workplace orderly including the disposal of scrap, waste and surplus materials
- Keep your work area and equipment tidy
- Keep stairways, passageways and gangways clear and free of ANY obstructions
- Use of battery operated tools to eliminate trailing leads
- Provision of good levels of illumination
- Where trailing leads are necessary ensure they do not create a trip hazard
- Removal of nails, screws from timber etc.
- Cover or barrier off trip hazards that are part of design, such as reinforcing starter bars and holding-down bolts
- Do not be untidy particularly if falls of equipment from height are possible or your obstructions block fire exits or doors
- Report any poor housekeeping and potential hazards i.e. spillages, loose flooring etc. immediately to your line manager
- Avoid undue haste

Stack It, Store It; Clear it, Do Not Trip over It

HAZARDOUS SUBSTANCES/MATERIALS

The use of hazardous substances or materials may be included in your workplace induction and your duties are to co-operate with the host employer/main contractor and their safe systems of work and must:

- Make full and proper use of any control measures including **good hygiene practices** and PPE/RPE
- Report any defects to your immediate line manager
- Attend organised medical examinations, where appropriate
- Co-operate regarding COSHH assessments and data sheets as they are there to give you information and advice for the protection of your health. Ask to see them. Who knows it may remind host employers of the need to do something about it.

You should always consider the hazards as certain substances and materials may cause harm to your health by entering or contaminating your body by inhalation, ingestion, contact with skin and eyes, absorption, piercing or infecting open wounds.

LEAD: There are three forms solid, dust & fume and lead in the body and can cause constipation, anaemia, kidney damage, fits, abdominal pain, weak muscles, brain damage and coma

Solid Lead – can be found in roof work and plumbing systems and lead on your skin may be ingested (swallowed)

Precautions:

- Never eat, drink or smoke while working with lead
- Always wash hands, arms and face thoroughly
- Only eat, drink, and smoke in clean areas such as the welfare facility

Lead Dust – is created when rubbing down or disturbing old paintwork.

Precautions:

- Wear respiratory protection at all times
- Ensure high levels of hygiene.

Lead fumes – are created when welding, soldering, brazing & hot cutting activities.

Precautions:

- Wear respiratory protection at all times
- Ensure high levels of hygiene

CEMENT PRODUCTS - can cause dermatitis, skin burns and ulceration to the mouth & nose Problems can arise when wet concrete gets inside gloves and boots or soaks through clothing and sometimes the effects can take some time to develop. You think it's not harming you and it's too late when you realise differently.

Dermatitis is incurable and may prevent you from working.

SILICA - can be the cause of a fatal disease called silicosis

Crystalline silica is found in sand e.g. cement concrete & mortar and can enter the body by breathing in dust or by dust on skin contaminating food & being ingested

Contamination can occur when grit blasting, tunnelling in silicate rock, scrabbling, power cutting brickwork/concrete or granite polishing

HAZARDOUS SUBSTANCES/MATERIALS (CONT.)

SOLVENTS - can be flammable, toxic, an irritant and can cause fire, damage to skin and eyes, damage to liver & kidneys, nausea and headaches, sensitisation, cancers/death
Always read the labels to know what you are dealing with, follow the instructions and consider the hazards.

Precautions:

- Use the data sheet and COSHH assessment
- Don't use solvents to clean your skin
- Use all protective clothing provided & as advised especially respiratory protection
- Don't wear contact lenses
- Beware of use in confined spaces or badly ventilated areas.
- Can you substitute a solvent-based product for a less harmful one?

Also consider other alternatives such as skin protection, brush not spray application, safe working, extraction, hygiene/welfare, good ventilation, instruction/training, RPE

ORANGE HAZARD SIGNS to look out for on packaging:



ACUTE TOXICITY



AQUATIC ENVIRONMENT HAZARD



COMPRESSED GAS



CORROSIVE



EXPLOSIVE



FLAMMABLE



HEALTH HAZARD



OXIDISING



RESPIRATORY HAZARD

HAZARDOUS WASTE

WASTE can consist of any household, commercial or industrial waste for disposal from private dwellings, shops, offices, factories, building sites or any other business and can include soils.

It can be classified as controlled waste and either inert (e.g. rubble, concrete, metal) or special waste (e.g. asbestos, lead) and specific procedures for working and dealing with waste products in your workplace should be covered in your induction if applicable.

However be aware that the **HAZARDS** from waste products or articles can include:

- Disease
- Personal injuries
- Explosion
- Fire
- Toxic fumes
- Environmental damage

Please consider the following general advice for dealing with waste:

- You should take all reasonable steps to look after any waste you have, or create, and prevent its illegal disposal
- Can you create less waste?
- Avoid burning waste
- Are suitable arrangements for storage, segregation, handling, reconstituting, loading, unloading, and transportation of ALL waste in place?
- Are you competent to deal with hazardous waste? (instruction & training)
- Have you been briefed on the potential hazards and safe systems of work?
- Are suitable welfare facilities available? (Hand washing, showers etc.)
- Have you been issued with any applicable PPE and instructions for use?
- Contact with the Local Authority pollution Control Officer and Environmental Officers is advisable
- Registered carriers for specific waste should be used (evidence)
- Licenced operations and waste transfer notes may apply
- Are records of waste disposal kept?

If you are asked to perform any task involving waste products which you may consider is unsafe, harmful to the environment and/or illegal notify your line manager and Randstad CPE consultant.

FLAMMABLE LIQUIDS

Where workplaces contain, or operations involve the use of, flammable liquids your induction must contain details of any specific assessment and resulting safe method of working that identifies and manages any **HAZARDS** associated with the use and storage of flammable liquids e.g.

- Fire
- Explosion
- Health risks associated with any particular substance i.e. asphyxiation, toxicity, burns

However you should consider the basics e.g.

- Ignition sources – identify and keep clear i.e. “NO NAKED FLAMES”
- Explosion – bear in mind the workplace environment i.e. confined space
- Vapours – consider spread and ignition sources i.e. extraction/ventilation systems
- Spills – have you the facilities to contain and clear up safely?
- Storage – follow manufacturer’s instructions, keep under lock and key
- No smoking – follow instructions and applicable safety signage
- Heat sources – consider safety of welding/cutting operations
- Fire fighting equipment – is it sufficient and suitable for its needs?
- ALWAYS follow manufacturer’s instructions and information
- Emergencies – is there an emergency plan in place and do you know what it is?
- All spillages MUST be reported IMMEDIATELY to your line manager

Remember flammable liquids may flow into drains and water courses etc. which not only creates a risk of explosion or fire on a wider basis but a serious threat to the environment.



HOT WORKS

You should be made aware of any methods of work specific to your workplace and the **HAZARDS** associated with hot working processes which include:

- Fire
- Burns
- Explosion
- Asphyxiation
- Equipment

As well as any specific instructions you should also consider the following:

- Quality and condition of equipment – is it suitable for the job and in good working order? Has it been checked recently and passed for use?
- Competent operatives – are you trained to carry out this role and use the applicable equipment?
- Have Fire Co-ordinators been selected, instructed and positioned?
- Are Fire Marshals aware of hot works operations?
- Have you done a pre-check of the area prior to commencement of work and made safe?
- Has a Permit to work been issued if required? (safe systems of work are followed)
- Will hot waste be safe – away from flammable liquids, combustible materials?
- Have you considered heat conduction, convection and radiation – will your operations be contained?
- Is the workplace safe to leave during breaks?
- On completion and after 1hour have you re-checked areas of operation?
- No smoking – follow the rules
- Fire fighting – have you the correct working fire fighting equipment to hand?
- Emergency procedures – do you know what they are?

WORK EQUIPMENT (including POWER TOOLS)

HAZARDS associated with the use of power tools and work equipment can include:

- Incorrect tool selection
- Removal of or by passed, or inoperable, safety devices i.e. guarding, electric cut out device
- Lack of maintenance
- Operators not competent or authorised
- Unsafe operation
- Noise from equipment and/or operation
- Dust caused by operation
- Vibration caused by use of equipment
- Mist and fumes from equipment and/or operations

The **CONSEQUENCES** of the above hazards could lead to personal injury and/or ill health but can also be a risk to others who may be working alongside you and to the workplace in general:

- Loss of sight or permanent damage to the eyes
- Puncture/Injection wounds
- Cuts and Bruises
- Loss of a limb or digit
- Burns
- Scalds
- Electrocutation
- Manual handling injuries
- Repetitive strain injuries (RSI)
- Work related upper limb disorders (WRULDS)
- Hand arm vibration syndrome (HAVS),
- Entanglement.
- Fire and explosion
- Exposure to carcinogenic materials i.e. asbestos, silica

In order to **MANAGE THESE RISKS** you should consider the following:

- Correct tool for the job – is it suitable for the task and meets specific requirements?
- Check its operation – does it work properly, are safety features in place i.e. guarding?
- Inspections, testing, examination and maintenance – i.e. when did the last electrical Portable Appliance Test take place?
- Markings and manuals – have you access to operating instructions and can you read any labels?
- Operator competency – have you had any applicable training/instruction for safe usage?
- Always follow manufacturers operating instructions and information
- Safe operation and safe fuelling – always follow the Safe Systems of Work
- Switch off all equipment before changing discs, blades materials, cartridges, etc.,
- Isolate and leave your equipment safe during breaks and remove entirely on completion
- Lock tools away in the applicable storage
- Always wear any applicable PPE and/or RPE as identified and issued
- DO NOT USE and report any faulty equipment immediately to your line manager
- Emergency procedures – do you know what they are?
- Take part in any on-going workplace tool box talks, instructions that may apply to work equipment use

HAND ARM AND/OR TOTAL BODY VIBRATION

Hand arm vibration syndrome (HAVS) is a disorder, which affects the blood vessels, nerves, muscles and joints of the hands and arms and can be severely disabling.

You are at risk if you use any vibrating equipment such as:

- Breakers
- Chipping hammers,
- Vibrating pokers
- Sanders
- Grinders
- Drills
- Compactors
- Scrabblers
- Needle guns

Be aware of the **Symptoms** which can entail:

- Tingling and numbness in the fingers
- Blanching (whitening) of the fingers
- Loss of feeling
- Pain, tingling or numbness in the hands, wrist or arms
- Loss of strength in the hands (grip)

Measures to protect you from the risks of HAVS caused by exposure to vibration in your workplace should include:

- Assessing the risks from vibration exposure
- Taking steps to reduce vibration exposure
- Taking into account vibration risks when purchasing or hiring equipment
- Providing training and information for all workers on the risks from vibration and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate

However you should always consider the following:

- The selection and use of remotely-operated machines
- The selection of vibration-reduced hand held tools
- Regular maintenance of tools and equipment
- Use of suitable PPE i.e. such as specialist gloves as issued
- Job rotation of team workers – regular breaks from use
- Following Safe Systems of Work and operation
- Your regular health surveillance and health records – as part of workplace activities

DO NOT IGNORE the symptoms and promptly report any instances to your immediate line manager and Randstad CPE consultant.

PLANT AND EQUIPMENT

The presence and use of specialist plant and equipment in your workplace can create specific **HAZARDS** which can include:

- Overturning
- Operator errors
- Sideways thrust
- Falling
- Noise
- Dust
- Vibration
- Overhead cables
- Pedestrians
- Mist/Fumes
- Fuel spillages

CONSEQUENCES of the above can include ill health as well as injuries:

- Loss of sight
- Puncturing/Injection wounds
- Cuts & Bruises
- Crushing/impact injuries
- Loss of a limb or digit
- Fire/Explosion
- Burns/Scalds
- Electrocutation
- Manual handling injuries
- Repetitive strain injuries (RSI)
- Work related upper limb disorders (WRULDS)
- Hand arm vibration syndrome(HAVS) and/or total body vibration syndrome
- Entanglement

MANAGING THE RISKS needs to include the following:

- The hire, selection and acceptance checks of plant
- Initial assessment & selection
- Checks on its operation (safety critical devices)
- Siting and positioning
- Safe operation
- Movement and over sailing
- Inspections, testing, examination and maintenance programmes
- Markings and manuals
- Leaving plant safe during breaks
- Following manufacturer's instructions and information
- Authorised use by competent operators and their monitoring and control
- Safe fuelling
- Security
- PPE and/or RPE
- No smoking
- Fire fighting
- Emergency procedures – do you know yours

If you are asked to operate workplace plant and/or equipment and are not competent to do so refuse, inform your line manager and your Randstad CPE consultant.

PEDESTRIANS AND WORKPLACE TRAFFIC

Take care in your workplace where there is a potential for pedestrians and work traffic to mix together. By law pedestrians and vehicles must be able to use a traffic route without causing danger to their health and safety. Problems can occur when pedestrians are not provided with safe routes and crossing facilities –

- A lack of clearly marked, signed and segregated routes and crossings – strategy that outlines pedestrian routes, procedures and safe working practices that should be followed (hi-vis clothing)
- Blocked pedestrian routes – can cause pedestrians to divert into vehicle routes
- Pedestrians taking short cuts – if there is a more direct route they will use it
- Large numbers of pedestrians and vehicles using the same route at peak times
- Unsuitable and dangerous routes – poorly maintained, damaged/cracked footpath, poorly lit
- Narrow roads – force pedestrians and vehicles into the same space
- Being struck by vehicles because a driver can't see you – especially while reversing
- Feeling unsafe and insecure when walking to and within a site – poor lighting, blind corners, concealed routes
- Locked emergency doors and gates – restricted escape routes
- Poor drainage and prone to flooding

General Principles of Control - People and vehicles:

- Clearly marked and signed pedestrian routes that are separated from traffic whenever it is reasonable to do so
- Hi visibility clothing for pedestrians
- Appropriate crossing points where pedestrians need to cross vehicle routes
- Separate entrances to site buildings for vehicles and pedestrians
- A one way system if roads are narrow
- Limit or prevent either vehicles or pedestrians from using busy routes at peak periods
- Use pedestrian routes which represent the paths people would naturally follow
- Adequate lighting for vehicles and pedestrians
- Good housekeeping
- Signage
- Suitable maintenance system
- Information, Instruction, Training and Supervision (IITS)

Control measure – vehicles:

- Minimise reversing
- Use of banks persons
- Clear of obstructions
- No gradients or bends
- Minimise junctions
- Signage
- Speed limits

Where workplace traffic is in operation applicable safety rules should be in place and instructions included in your induction process.

Always observe these workplace rules and as a pedestrian be aware of workplace traffic.

If you are asked to drive a workplace vehicle and are not competent to do so refuse, inform your line manager and your Randstad CPE consultant.

LIFTING EQUIPMENT and OPERATIONS

Lifting equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing or supporting it and include cranes, forklift trucks, lifts, hoists, mobile elevating platforms and platform hoists. It also includes lifting accessories such as chains, slings, eyebolts etc.

DO NOT ATTEMPT TO USE ANY EQUIPMENT OR ATTEMPT ANY LIFTING OPERATION UNLESS YOU HAVE BEEN TRAINED TO DO SO

Equipment Safety:

DO –

- Check that the equipment is well maintained and fit to be used – right for the job, working properly and safety measures in place
- Make sure all parts, including attachments, can accommodate the load weight
- Use the equipment properly and in accordance with the manufacturer's instructions
- Make sure that you are wearing the appropriate protective clothing and equipment i.e. safety glasses, head protection, safety shoes

Don't –

- Use equipment that has a danger sign or tag attached to it. (Danger signs should only be removed by an authorised person)
- Remove any safeguards even if they seem to make the job more difficult
- Wear dangling chains, loose clothing and rings or have loose long hair that could get caught in moving parts
- Distract people who are using equipment

Lifting Safely:

Do –

- Use only certified lifting equipment, marked with its safe working load and is not overdue for examination
- Make sure the load is properly attached to the lifting equipment and securely bound to prevent slipping if necessary
- Before lifting an unbalanced load find its centre of gravity, raise it a few inches off the ground
- Use packaging to prevent sharp edges from damaging slings and don't allow tackle to be damaged by being dropped or dragged
- When using jib cranes make sure any indicators for safe loads are working properly and set correctly
- Use outriggers where necessary
- Make sure the sling angle is taken into account when using multi slings
- Have a responsible slinger/banksman and use a recognised signalling system

Don't –

- Use unsuitable equipment e.g. makeshift, damaged, badly worn chains, shortened with knots, kinked or twisted wire ropes and frayed or rotted fibre ropes etc.
- Exceed the safe working load of machinery or accessories like chains, slings and grabs
- Lift a load if you doubt its weight or the adequacy of the equipment

If you are not sure seek advice from your immediate supervisor before you start any operation.

NOISE – don't lose your hearing

Too much noise can cause **permanent and disabling** hearing damage which can be hearing loss that gets worse over time, damage caused by sudden extremely loud noises or tinnitus (permanent ringing in the ears).

Is there a noise problem where I work?

If any of the following apply something should be done about the noise:

- Intrusive noise – like a busy street, a vacuum cleaner or crowded restaurant, or worse for most of the working day
- You have to raise your voice to have a normal conversation when about 2m apart for at least part of the day
- Using noisy powered tools or machinery for over half an hour per day
- Noisy tasks e.g. construction, demolition, road repair, woodworking, engineering, fabrication, forging/stamping, foundries, bottling etc.
- Noises caused by impacts (hammering, drop forging, pneumatic impact tools), explosive sources (cartridge operated tools or detonators)

If you have muffled hearing at the end of the day, even if it is better by the morning, or you have any hearing trouble inform your immediate supervisor immediately.

What needs to be done?

- Using quieter equipment or process
- Engineering/technical changes to reduce noise at source
- Use of screens, barriers enclosures etc.
- Layout of workplace
- Improved ways of working to reduce levels
- Limiting time spent in noisy areas
- Provide suitable and sufficient PPE



What do I have to do?

Legal duties on you –

- Co-operate with your host employer/contractor
- Wear any hearing protection supplied
- Look after your hearing protection as instructed
- Attend hearing checks
- Report any problems to your line manager

**EAR PROTECTION ZONE
EAR PROTECTORS MUST
BE WORN**

Personal Hearing Protection:

Hearing protection such as earmuffs and plugs are the last line of defense against damage. You should be provided and trained how to use it. There are many different types and designs available:

- Earmuffs should totally cover the ears, fit tightly and have no gaps around the seals and can be helmet mounted
- Earplugs go right into the ear canal and can be either re-useable or disposable
- Semi-inserts/canal caps are held in or across the ear canal by a band which needs to be kept tight

WORKING AT HEIGHT

Work at height means work in a place where, if precautions were not taken, a person could fall down and injure themselves even if it is at or below ground level. Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury.

If your work is above ground level, or you could fall from an edge, through an opening or fragile surface and if you could fall from ground level into an opening in a floor or hole in the ground you will be working at height and includes –

- Using working platforms i.e. scaffolds, tower scaffolds, cherry pickers, scissor lifts and podium steps
- Work on a roof, piece of plant or equipment
- Using ladders or stepladders

In your workplace routine or one off working at height tasks should have been assessed in order to choose the right precautions however you must –

- Report any safety hazard
- Use the equipment supplied properly following any training and instructions **(unless you think that would be unsafe and seek further instructions)**

Can work at height be avoided?

- AVOID the need to work at height wherever possible
- Use of long handled tools can sometimes be used to carry out a task from ground level i.e. water fed poles for window cleaning, long handled brush or roller for painting

Can a fall be prevented?

If work at height can't be avoided the use of work equipment or other measures to prevent falls must be used –

- Working from an existing place of work that is already safe e.g. a roof with a permanent guard rail or parapet
- Using work equipment to prevent falls i.e. tower scaffolds, podium steps, cherry pickers etc.

Can the consequences of a fall be minimised?

If work at height cannot be avoided and measures to prevent a fall are not possible then measures that will minimise or limit the consequences may be applied –

- Airbags and safety nets should minimise the risk of injury if someone falls
- Fall arrest equipment will do the same providing the equipment is set up correctly and users understand its limitations

What additional measures are needed to reduce the risk of a fall?

When using any equipment for work at height you need to make sure that -

- You are trained to use it safely
- Your equipment is regularly inspected and well maintained
- The work is supervised and you are working safely
- Weather conditions do not endanger your health and safety

NOTE – THE NORMAL USE OF LADDERS/STEP LADDERS DOES NOT PROVIDE MEASURES WHICH EITHER PREVENT FALLS OR MINIMISE THE CONSEQUENCES

WORKING AT HEIGHT (cont.)

Are there any Fragile Surfaces?

Fragile surfaces are liable to break if a person worked or fell on it and increases the risk of falls from height e.g. fibre and asbestos roof sheets, skylights etc.

- Avoid the need to work on or pass across them e.g. repair a skylight from underneath using scaffold or from above using a cherry picker
- Prevent a fall by using fixed walkways with guard rails or use suitable working platforms with guard rails
- Minimise the consequences of a fall using nets, airbags or fall arrest

Falling Objects

You must be involved with the prevention of anything falling from height that may cause an injury –

- Do not throw or tip anything from height if it is likely to injure anyone
- Store objects in a way that so that its movement will not injure anyone
- Ensure that the work area is clearly indicated and secured to prevent unauthorised people from entering into it

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways and includes:

- Safety helmets
- Gloves
- Eye protection
- High-visibility clothing
- Safety footwear
- Safety harnesses

Hearing protection and respiratory protective equipment are covered by other regulations but need to be compatible with other PPE.

PPE will be supplied on the understanding that it –

- Is properly assessed before use to ensure it is suitable
- Is maintained and stored properly
- Will be provided with instructions on how to use it safely
- Will be used correctly by the worker
- Is issued free of charge
- Complies with current CE standards and the PPE Regulations

In your workplace hazards will have been considered and applicable types of PPE will have been assessed for their suitability to protect against the hazard and for the task to be done.

When protective clothing and/or equipment is issued to you either by Randstad CPE or the host employer/contractor you must:

- Make sure that you are aware of why it is needed, when it is to be used, repaired or replaced and its limitations
- Have had instruction of how to use it properly
- Check for suitability, fit, and any defects before use
- Wear or use the equipment as instructed and all of the time that you are exposed to the risk
- Look after the equipment and return it to the supervisor on completion if applicable
- Store it carefully and ensure that it is available for use when needed
- Follow the manufacturer's instructions and maintenance schedule
- NOT interfere with anything given to you for Health & Safety reasons

Not wearing and/or the misuse of safety equipment could leave you unprotected and consequently personally liable.

If you have any doubts about the correct use, adjustment or maintenance of the equipment issued to you at your workplace you must ask your line manager/supervisor.

Sub-contractors and the self-employed must provide and maintain suitable PPE for themselves and their employees.

REMEMBER: The wearing of safety helmets in one year saved approximately 30 lives!

ENVIRONMENTAL AWARENESS

While in your placement you should be given as part of your induction environmental instruction/awareness applicable to the workplace and may include:

Waste Management

Ensure all wastes are properly stored in segregated skips and check to see if storage containers are leaking or overflowing. Skips and other receptacles should be covered to prevent any accumulation of rainwater and to help prevent waste from being blown away. Ensure waste is being properly disposed of and that Waste Transfer notes are completed.

Cleaning Operations

Where cleaning activities could result in contaminated effluent or chemicals draining into any foul or surface water sewer; ensure that appropriate arrangements are in place to prevent any such contamination and that the area is properly bunded and drains are clear of debris.

Hazardous Waste

These include waste oils, solvents, acids, wood preservatives and batteries. Ensure hazardous wastes are properly stored; ensure that all hazardous waste is disposed of by authorised persons / authorities; Check Waste Transfer/Consignment Notes are in place.

Chemicals & Fuels

Ensure all such substances are stored within bunded areas; the bund should contain 110% of the maximum volume of the container/tank. Drip trays should be used to catch any drips or leaks from portable equipment and spill kits must be provided near storage and refuelling points. Check for leaks or damage to bunds and containers and ensure the storage facilities are secure and safe from vandalism.

Water Pollution

All deliveries should be supervised with bunding provided around all storage areas; spill kits should be readily available; concrete wash-out areas should be carefully positioned to prevent pollution of watercourses, drains or the subsoil/groundwater.

Dust & Air Pollution

All operations likely to cause excessive dust, such as the cutting of concrete, use of road saws, excavations of loose dry material and vehicle movements during dry weather should be carefully controlled and the use of water sprays, wheel washes and sheeted stockpiles shall be considered. Road sweepers to keep roads clean and the maintenance of plant and equipment shall also be adopted to minimise emissions of dust and exhaust fumes etc.

Pollution Response

Appropriate spill kits are to be provided at key locations around the site, this should include all refuelling and storage areas. Emergency spill procedures and contact numbers are to be prominently displayed and communicated to all staff on site.

Noise & Vibration

Ensure any noise reduction measures and barriers are in place and operational. Plant should be well maintained and regularly inspected with the most suitable plant for the job being used, this will help to prevent both noise and vibration issues. Ensure that all plant is turned off when not in use to help reduce and eliminate any unnecessary noise pollution.

SUMMARY/FEEDBACK

Always bear in mind that separate industries and individual workplaces can present their own specific hazards and risks as well as the more common ones such as manual handling, slips, trips and falls, fire etc. for example –

- **CONSTRUCTION** – excavations, demolition, contaminated land, working at height etc.
- **WASTE MANAGEMENT AND RECYCLING** – Green waste collection, chemicals, discarded needles, noise, transport etc.
- **SOCIAL HOUSING** – Asbestos, lone working, lack of supervision, working with tenants etc.
- **BUILDING MANAGEMENT (FM)** – Asbestos, ladders/stepladders, working with the public, lone working etc.

However in all cases as a temporary worker –

What you NEED to do and what the law requires you to do is –

- **Take Care** for your own health and safety and that of others that may be affected by what you do, or fail to do
- **Co-operate** with your employment business, host employer/contractor, fellow workers and others to enable them to keep the workplace safe
- **Never** interfere with or misuse anything provided for your health and safety

What you NEED to know, employers and contractors who control workplaces are required to assess the risks and provide you with –

- **Induction** - suitable workplace induction on health, safety and environmental matters
- **Information and training** for the particular work carried out including the risks and the precautions required
- **Workplace rules** and emergency procedures

You need to take care and look after your own health and safety and that of others by –

- **Being competent** and only do work that you are competent to do safely
- **Removing hazards** by not walking past obvious hazards that can be dealt with easily, remove it or tell someone who can

You need to co-operate; good standards of safety are achieved when everyone in the workplace works together –

- **Follow workplace rules** health and safety rules are important and you can help by following the rules and any directions given by those who manage the work
- **Report and discuss** any health and safety problems arising from your work so that significant risks can be controlled
- **Consultation & communication** should enable you to take part in arrangements within the workplace on health, safety or welfare matters

Finally for any clarification, further advice, help and assistance regarding your placements with Randstad CPE please do not hesitate to contact your local consultant.

We value your feedback contact us via our website www.randstadcpe.com and click on **contact us** for answers to common questions, office locations and contact options.