

Safety at work Policy
ELECTRICAL EQUIPMENT, MANUAL HANDLING & TRANSPORTATION

The Electricity at Work Regulations 1989

The legislation covers all places of work.

If electricity is treated with the respect it demands, it is perfectly safe.

The Company has a duty to comply with the provisions of the legislation.

Employees also have legal responsibilities under the regulations.

Employees must comply with the regulations as they relate to matters within their control.

We are all responsible for the safe and proper use of electrical equipment.

The management are responsible for ensuring that the supply and equipment is safe by organizing periodic inspections by competent persons.

Guidance

All employees and management must:

Always:

1. Follow manufacturers' instructions when using electrical equipment.
2. Position sockets, leads and plugs in such a manner as to protect them from damage from pedestrians etc.
3. Ensure that new appliances are fitted with an undamaged plug with a fuse of the correct amperage.
4. Replace blown fuses with new fuses of the correct amperage.
5. If a fault of any type is suspected on any piece of electrical equipment it should be switched off, unplugged and isolated in order that it cannot be used and the appointed person informed.

Never:

1. Carry out any repairs beyond replacement of bulb or fuse. N.B. always switch off and unplug when replacing the above. Always inform the designated Health & Safety Officer.
2. Put electrician's tape etc on a damage cable (see 5 above).

A. Routine for inspecting plugs and cables for loose connections and faults:

1. Switch off and unplug the equipment
2. Run your hand along the length of the cable, can you feel a fault?
3. Is the cable gripped correctly? Examine closely.
4. Is the plug intact or is it damaged in any way?

If a fault of any type is suspected on any piece of electrical equipment it should be switched off, unplugged and isolated to prevent it from being used.

B. Rules for use of extension leads and portable equipment:

1. Ensure that extension lead has a current in date inspection sticker in place.
2. Ensure that the amperage of the extension lead is equal to or greater than that of the appliance or, in the case of more than one appliance being plugged into the same extension, the total of those appliances.
3. Follow the manufacturer's instructions.
4. If not otherwise stated in the manufacturer's instructions, fully unwind the extension cable.
5. Ensure that tripping hazards etc are not created by your positioning of the cable.
6. Carry out checks outlined in "A" above.

If a fault of any type is suspected on any piece of electrical equipment it should be switched off, unplugged and isolated in order that it cannot be used.

Arrangements with electrical contractors for periodic checks of the installation and equipment.

All portable electrical equipment, including extension leads, shall be inspected by a suitably competent person annually.

MACHINERY/EQUIPMENT

Laminator

Rules for use:

The laminator must be used in accordance with the manufacturer's instructions, copies of which will be maintained with this document and suitably located as to be reasonably accessible to any person using it.

Mr. Matin Ahmed is responsible for:

- A checking that these copies of the instructions are available and suitably located;
- B that the laminator is used in accordance with the instructions;
- C that staff are suitably trained where appropriate.

A suitable electrical test (PAT) should be carried out on the laminator every year and the result recorded.

Trolleys

Rules for use:

The Trolley must be used in accordance with the manufacturer's instructions, copies of which will be maintained with this document and suitably located as to be reasonably accessible to any person using it.

All persons using the trolley should have regard to the sections within this document with regards to manual handling, working on site etc.

Mr. Matin Ahmed is responsible for:

- A checking that these copies of the instructions are available and suitably located;
- B that the trolley is used in accordance with the instructions;
- C that staff are suitably trained where appropriate.

Knives / Cutting blades / Scissors

Rules for use:

Whilst opening packaging or cutting open cardboard boxes, only the safety Knives/ cutters provided shall be used.

Craft knives or penknives should not be used.

If a safety knife is damaged or lost etc it is the employee's responsibility to report this matter to a member of management in order to arrange its replacement. A minimum of two knives should be maintained, so far as is reasonably practicable.

Shredders

Rules for use:

The Shredders must be used in accordance with the manufacturer's instructions, copies of which will be maintained with this document and suitably located as to be reasonably accessible to any person using it.

Mr. Matin Ahmed responsible for:

- A checking that these copies of the instructions are available and suitably located;
- B that the shredders are used in accordance with the instructions;
- C that staff are suitably trained where appropriate.

A suitable electrical test should be carried out on the shredders every year and the result recorded

Hot Water Dispenser / kettle

For hot water:

- Only use suitable drinking utensils i.e. that are heat tolerant
- When pushing the red lever or while pouring water from kettle, ensure that water does not flow onto hands.

NB Manual handling techniques must be followed when changing bottles.

TRAVELLING FROM SITE TO SITE

To drive any vehicle in connection with work:

All employees must have taken a driving test and hold a full driving licence.