

# Section 1

## Staff Induction - Health & Safety Law Handout

*As an employee of the Practice, you should ensure that you are familiar with the safe working procedures that exist in your workplace. You should also make yourself aware of the names of the key people who can help with any health and safety advice and in particular your health and safety representative. Your health, safety and welfare are protected by law. The Practice, as your employer, has a duty to protect and keep you informed about your health and safety. You, as an employee, also have a responsibility to look after yourself and others. If you are aware of a problem you must discuss it with your manager or safety representative. Below is an overview of health and safety law with which you should familiarise yourself.*

**The Practice has a duty under the law to ensure, as far as is reasonably practicable, your health, safety and welfare at work.**

**The Practice therefore has put in place management arrangements to enable you or your safety representative to be consulted on matters relating to your health and safety at work including:**

- any change which may substantially affect your health and safety at work for example, changes in procedures, equipment or ways of working.
- the practice's arrangements for getting competent people to help satisfy health and safety laws.
- the information you have to be given on the likely risks and dangers arising from your work, the measures to control these risks and what you should do if you have to deal with a risk or danger.
- the overall planning of health and safety.
- the health and safety consequences of introducing new technology.

**In general, the Practice's legal duties include:**

- making your workplace safe and without risks to health.
- making sure that plant and machinery are safe and that safe systems of work are set and followed.
- ensuring articles and substances are moved, stored, used and disposed of safely.
- providing adequate welfare and Occupational Health facilities.
- providing you with the information, instruction, training and supervision necessary for your health and safety.

**Specifically, the Practice has in place measures to:**

- assess the risks to your health and safety.
- implement the health and safety measures identified as being necessary by the risk assessment.
- record the significant findings of the risk assessment and the arrangements for health and safety.
- provide a health and safety policy statement, including the health and safety organisation and arrangements in force, and bring it to your attention.
- appoint competent advisers to assist with health and safety responsibilities, and consult you or your health and safety representative about this appointment.
- co-operate on health and safety with other employers sharing the same premises or workplace.
- set up emergency procedures.
- provide adequate first-aid facilities.
- make sure that the workplace satisfies health and safety and welfare requirements, eg for ventilation, temperature, lighting, and sanitary, washing and rest facilities.
- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used.
- prevent or adequately control exposure to substances which may damage your health.
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation.
- avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury.
- provide health surveillance where appropriate.
- provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
- ensure that appropriate safety signs are provided and maintained.
- report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive.

- taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- co-operating with your manager on health and safety.
- correctly using work items provided by the practice, including personal protective equipment, in accordance with training or instructions.
- not interfering with or misusing anything provided for your health, safety or welfare.

*If you think there is a health and safety problem in your workplace you should first discuss it with your manager or supervisor. You may also wish to discuss it with your safety representative.*

*If you think the Practice is exposing you to risks or is not carrying out legal duties, and you have pointed this out without getting a satisfactory answer, you can contact the enforcing authority for health and safety in your workplace. Health and safety inspectors can give advice on how to comply with the law. They also have powers to enforce it. Information on health and safety can be obtained, in confidence, by calling the Health and Safety Executive's InfoLine telephone service on 0541 545500.*

*HSE's Employment Medical Advisory Service can give advice on health at work. You can contact them at the address below.*

*The Health & Safety Executive*

*Tel:*

*You can get advice on many aspects of health and safety, general fire precautions, moving and handling, control of infection etc from the specialist advisers employed by the practice. Ask your manager or health and safety representative for details on how to contact them.*

**As an employee you have legal duties too. They include :**

