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## Basic Health & Safety Employee Handbook

### 1. Introduction

This handbook outlines the essential health and safety expectations for all employees. Its purpose is to ensure a safe, healthy, and legally compliant workplace. Every employee must read, understand, and follow the guidance in this document.

The company is committed to:

- Preventing accidents and work-related ill health
- Providing safe equipment and systems of work
- Ensuring employees receive appropriate information, instruction, and training
- Maintaining safe and healthy working conditions

Employees have a legal duty to take reasonable care of themselves and others who may be affected by their actions.

### 2. Roles & Responsibilities

Employer Responsibilities:

- Provide and maintain safe working conditions
- Conduct risk assessments and implement control measures
- Provide training, PPE, and supervision
- Ensure safe handling and storage of materials
- Consult with employees on health and safety matters

Employee Responsibilities:

- Follow all safety procedures and instructions
- Use equipment and PPE correctly
- Report hazards, accidents, or near misses immediately
- Cooperate with training and safety initiatives
- Avoid horseplay or unsafe behaviour

### 3. General Workplace Safety Rules

- Keep work areas clean, tidy, and free from obstructions

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- Do not remove or tamper with safety guards or devices
- Follow signage, warnings, and site rules
- Only operate machinery or equipment if trained and authorised
- Report damaged equipment immediately
- Maintain good housekeeping at all times

## 4. Personal Protective Equipment (PPE)

Employees must:

- Wear PPE as instructed (e.g., gloves, safety boots, eye protection, hearing protection)
- Inspect PPE before use
- Report defects or damage
- Use PPE only for its intended purpose

The company will provide PPE free of charge where required.

## 5. Fire Safety

- Know the location of fire exits, alarms, and extinguishers
- Keep escape routes clear
- Do not use lifts during evacuation
- Follow the fire marshal's instructions
- Only attempt to fight a fire if trained and it is safe to do so

If you discover a fire:

1. Raise the alarm
2. Evacuate immediately
3. Report to the assembly point

## 6. First Aid & Accident Reporting

- First aid kits and trained first aiders are available on site
- All accidents, injuries, and near misses must be reported immediately
- Accident records must be completed accurately
- Serious incidents may require RIDDOR reporting

## 7. Manual Handling

- Assess the load before lifting
- Keep the load close to your body
- Bend your knees, not your back
- Ask for help with heavy or awkward loads
- Use mechanical aids where available

## 8. Hazardous Substances (COSHH)

- Follow COSHH assessments and safe-use instructions
- Never mix chemicals
- Store substances in labelled containers
- Wear appropriate PPE
- Report spills immediately

## 9. Machinery & Equipment Safety

- Only trained and authorised staff may use machinery
- Conduct pre-use checks
- Never bypass safety devices
- Switch off and isolate equipment before cleaning or maintenance

## 10. Workplace Behaviour

- No violence, bullying, or harassment
- No alcohol or drugs during working hours
- Report concerns about unsafe behaviour
- Maintain professionalism at all times

## 11. Lone Working

- Follow lone-working procedures
- Maintain communication with supervisors
- Do not undertake high-risk tasks alone

## 12. Driving & Company Vehicles

- Only authorised employees may drive company vehicles

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- Conduct pre-use vehicle checks
- Follow road laws and company driving policies
- Report defects or incidents immediately

## 13. Emergency Procedures

Employees must be familiar with:

- Evacuation routes
- Assembly points
- Emergency contacts
- Site-specific emergency plans

## 14. Training

Employees will receive training appropriate to their role, including:

- Induction training
- Task-specific training
- Refresher training
- Toolbox talks

Attendance is mandatory.

## 15. Health & Wellbeing

The company promotes a healthy working environment by:

- Supporting mental health awareness
- Providing access to welfare facilities
- Encouraging early reporting of health concerns

## 16. Environmental Responsibilities

Employees must:

- Dispose of waste correctly
- Prevent pollution and spills
- Conserve energy and resources
- Follow environmental procedures

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## 17. Review & Updates

This handbook will be reviewed regularly to ensure compliance with legislation and best practice. Employees will be informed of any updates.