

# TOOL BOX TALK

<b>SUBJECT:</b>	<b>Legal Duties – What they mean to you</b>
<b>REASON:</b>	You need to be aware of your legal duties
<b>WHY:</b>	You cannot comply with the law if you are not aware of what it is.
<b>OUTLINE:</b>	This talk explains the legal duties of employees under the health & safety at work act 1974 and regulations.

## Frame work of health and safety

1. The health and safety at work act 1974 provides general guidelines on the way in which work activities are to be carried out.
2. More detailed guidance is provided through the issue of regulations, which also carry the full force of the law.
3. We all have a duty to comply with the act and all regulations that affect us through our work.

## Your legal duties under the health and safety act

- You must safeguard your own health and safety and that of others (such as other workers and members of the public) who may be affected by your actions.
- You must co-operate with your employer to help them comply with their legal duties.
- You must not interfere with anything provided for health and safety.

## Your legal duties under the regulations

Some of the legal duties imposed on employees by regulations are shown below, this is not the full list.

- **General safety.** To follow the training and instructions provided when using machinery, equipment, dangerous substances, transport equipment or safety devices.
- **PPE.** You must use personal protective equipment (PPE) in accordance with training and instructions given to you. You must report loss or damage and store PPE correctly.
- **COSHH.** You must make use of any control measures provided to enable you to avoid contact with hazardous substances.
- **Noise.** You must wear hearing protection devices and take other actions that your employer may decide are necessary to protect your hearing.
- **Manual handling.** You must make use of any system of work provided by your employer to eliminate or reduce the risk of manual handling injuries.
- **Electricity.** You must co-operate with your employer and follow instructions with regard to working safely.

## What you must do

- ✓ Use PPE in accordance with the instructions and training given to you.
- ✓ Return PPE to its storage, where provided, after each use.
- ✓ Take reasonable care of your PPE and report its loss or any damage to your line manager.
- ✓ Never work without PPE when it is known to be necessary.
- ✓ Keep your PPE clean at all times.

**Safety together, first time, every time**



Health & Safety Officials