



To be completed by student:

General Health & Safety in the workplace - a few guidelines - read, sign and return to Careers

Your responsibilities:

- ❖ You must follow health and safety rules and procedures and not misuse or interfere with health and safety equipment
- ❖ Ask if you don't understand something
- ❖ Don't use equipment/machinery unsupervised unless you have been trained and have permission
- ❖ Report an unsafe environment or faulty/unsafe equipment
- ❖ Do not put yourself or your fellow workers at risk
- ❖ Work tidily and put things away once finished with
- ❖ Use guards and safety equipment
- ❖ Wear/use personal protective equipment correctly
- ❖ If you are asked to do something that you think is unsafe, or you are feeling pressured for any reason talk to your supervisor

Be aware of: (You should have your attention drawn to these on your first day)

- ❖ Who your supervisor is
- ❖ Emergency procedures for fire, first aid and accident reporting
- ❖ The hours you will work and when you can take breaks
- ❖ Who to tell if something is broken or faulty
- ❖ The safety instructions
- ❖ The safety policy
- ❖ The risk assessment carried out by your employer
- ❖ How to use, wear and store protective equipment

Your Employer's responsibilities

- ❖ Your employer has a duty to provide you with a safe working environment, this includes where you work, how you work and the equipment you use

Will any of these affect you?

- ❖ Lifting, carrying, pushing, pulling
- ❖ Using a computer
- ❖ Handling hazardous substances
- ❖ Working in a noisy environment
- ❖ Using sharp knives or blades
- ❖ Working with machinery
- ❖ Caring for animals
- ❖ Working with electricity

If so take care

And finally.....

- ❖ Take care when using public transport
- ❖ If you carry a mobile phone make sure it is charged and has credit BUT make sure it is turned off at work
- ❖ Let your supervisor know if you are going to be absent or late - this saves the employer worrying about you!

Signed: _____

Date: _____