

HEALTH AND SAFETY AT WORK

What you should know that:

The Law protects your health, safety and welfare at work.

You have a responsibility to look after yourself and others.

If there is a problem, you should discuss it with the safety representative on your work site.

This is a brief outline of some of the more important aspects of health and safety law, which are likely to be relevant to you. It does not describe the law in detail.

For further details please contact the Health and Safety Executive Information line on 0207 9545 991.

All candidates are expected to give all possible assistance to take reasonable care for their own safety and that of others. In order to achieve this end, you must:

Comply with any safety instructions and directions issued by us or by the supervisor on site, whether given orally or in writing.

Take reasonable care for your own health and safety and the health and safety of others who may be affected by your acts or omissions at work, by observing all safety rules, which are applicable to you.

Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.

Use equipment or protective clothing provided in accordance with the training you have received.

Not attempt to carry out any task if you do not have the appropriate authority, license or training to carry out such work. Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure to comply with any aspect of our health and safety procedures, rules or duties specifically assigned to you (whether by us or by the site supervisor) with regard to health and safety will be regarded by us as misconduct which will be dealt with under the terms of our disciplinary procedure.

If you suffer an accident whilst on site, you (or someone on your behalf) must report that fact to your supervisor and also to Payroll Village on **0207 9545 991** as soon as is practicable after the event. All accidents should be reported, however trivial. The accident will be recorded in our Accident Book which is kept at Payroll Village, New Loom House, 101 Back Church Lane, London E1 1LU.