

HEALTH & SAFETY LEGISLATION

National 4/5 Admin & IT

WHAT IS LEGISLATION?

- ◉ Legislation are **laws** which need to be followed
- ◉ Businesses need to follow many laws, we will be dealing with Health & Safety laws only in this section

HEALTH & SAFETY LEGISLATION YOU NEED TO KNOW

- ◉ Health and Safety at Work Act (1974) - known as HASAWA
- ◉ Health and Safety (First Aid) Regulations 1981
- ◉ Workplace (Health & Safety and Welfare) Regulations 1992
- ◉ Health and Safety (Display Screen Equipment) Regulations 1992
- ◉ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - known as RIDDOR
- ◉ Fire Precautions (Workplace) Regulations 1999

HASAWA 1974

- ⦿ Employers AND employees are responsible for health and safety
- ⦿ Must keep the workplace safe and prevent accidents/injuries
- ⦿ Employers must e.g.:
 - Provide protective clothing if appropriate
 - Keep an up-to-date health and safety policy
 - Train staff on health and safety
 - Provide a safe working environment
 - Ensure safety equipment is provided and maintained

TRAINING HEALTH & SAFETY NOTICES

[illegible]

Kitchen Hygiene

The microbes that exist on all food can be kept fairly well under control by cooking and refrigeration processes. When used the chance, however, they can spread easily around a kitchen environment and cause serious illness through cross-contamination.

This poster gives general guidance on maintaining a clean kitchen environment and controlling the spread of harmful germs and bacteria that can cause serious illness.

KEEPING YOUR KITCHEN CLEAN

You should set your cleaning schedule. Part of a cleaning schedule is to ensure that the kitchen and its equipment are cleaned regularly.

All kitchen surfaces should be cleaned before and after food preparation. Cleaners should be used as per the instructions on the product.

Use food quality hot and cold water. Wash all food items and containers thoroughly before and after use. Wash all food items and containers thoroughly before and after use.

Your cleaning schedule should extend beyond food preparation surfaces. Remember to clean regularly in floor and high levels also.

WASHING UP

Dishwashers should be cleaned regularly. Dishwashers should be cleaned regularly. Dishwashers should be cleaned regularly.

THE HOTTEST OF THE BETTER

Hot water is the most effective way to clean. Hot water is the most effective way to clean. Hot water is the most effective way to clean.

When using a dishwasher

Always use the hottest water available. Always use the hottest water available. Always use the hottest water available.

When washing up by hand

Hot water is the most effective way to clean. Hot water is the most effective way to clean. Hot water is the most effective way to clean.

When drying

Always use the hottest water available. Always use the hottest water available. Always use the hottest water available.

CLEANING MATERIALS

Choose your cleaning materials carefully. Choose your cleaning materials carefully. Choose your cleaning materials carefully.

Dishwashing liquid should be used. Dishwashing liquid should be used. Dishwashing liquid should be used.

Anti-bacterial cleaners are a good choice. Anti-bacterial cleaners are a good choice. Anti-bacterial cleaners are a good choice.

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Construction firms must act on advice warn HSE

HASAWA 1974 (CONT.)

⦿ Employees must (e.g.):

- Take responsibility for their own health and safety
- Don't put others at risk
- Co-operate with their employer on health and safety
- Not misuse health and safety equipment

HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981

◎ Employers must:

- Have a named first aider
- Ensure only first aiders carry out first aid and that they have the qualifications they need to do this
- Have a stocked first aid box
- Inform employees of first aid arrangements

WORKPLACE (HEALTH & SAFETY AND WELFARE) REGULATIONS 1992

◎ Employers must:

- Provide toilet facilities
- Provide hand washing facilities
- Maintain appropriate temperatures for working (minimum of 16°)

HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

- ◉ Employers must follow these rules to protect any workers that use computer equipment as part of their normal routine
- ◉ They must protect against eyestrain, backache, headaches and repetitive strain injury (RSI)
- ◉ They must:
 - Provide training to employees
 - Organise work so employees have regular breaks from the computer (change in activity, not a 'tea break')
 - Ensure workstations can be adjusted e.g. seats, screen brightness, wrist and foot rests

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995

- ◉ Employers must ensure that if accidents happen they are reported to the Health and Safety Executive (HSE)
- ◉ This ensures that:
 - Accidents can be prevented from happening again
 - Accidents caused by broken laws are investigated by HSE
- ◉ Employers must notify HSE about:
 - A death immediately
 - A dangerous occurrence asap
 - A disease within 10 days
 - Keep records for 3 years in an Accident Report Book

FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1999

- ◉ Employers must minimise the risks to workers of fire by:
 - Ensuring fire detection equipment (e.g. smoke detectors) are present
 - Escape routes are planned and provided
 - Fire fighting equipment is present (fire extinguishers, hoses, fire blankets etc.)

HAZARDS CAN OCCUR IN OFFICE ENVIRONMENTS TOO

AVOID THIS . . . BY AVOIDING THESE!



TRIPPING ON
POWER CORDS



BAD
ERGONOMICS



OPEN CABINETS

ALWAYS USE GOOD SAFETY PRACTICES