



# OCCUPATIONAL HEALTH & SAFETY LAW EMPLOYEE INFORMATION

## What you Should know

Your health, safety and welfare are protected by law. The University has a duty to protect and keep you informed about health and safety. You have a responsibility to look after others. If there is a problem, discuss it with your supervisor, Department Head or safety representative. Below is a brief guide to health and safety law. It does not describe the law in detail, but it does list some key points.

The University has a duty under the law to ensure, so far as is reasonably practicable, your health, safety and welfare at work.

The University must consult you or your safety representative on matters relating to your health and safety at work (see box below).

In general, the University's duties include:

- making your workplace safe and without risks to health;
- ensuring plant and machinery are safe and that safe systems of work are set and followed;
- ensuring articles and substances are moved, stored and used safely;
- providing adequate welfare facilities;
- giving you the information, instruction, training and supervision necessary for your health and safety.

### Health and safety consultation and representation arrangements at the workplace

Your employer must consult you or your representative on matters to do with your health and safety, including:

- any change which may substantially affect your health and safety at work, e.g. in procedures, equipment or ways of working;
- the employer's arrangements for getting competent people to help him/her safety health and safety laws;

- the information you have to be given on the likely risk and changes arising from your work, measures to reduce or get rid of those risks and what you should do if you have to deal with a risk or danger;
- the planning of health and safety; and
- the health and safety consequences of introducing new technology.

*Names and location of representative:*

Name:

Location:

Group:

In particular, the University must

- assess the risks to your health and safety;
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- record the significant finds of the risk assessment and the arrangements for health and safety measures;
- draw up a health and safety policy statement, including the health and safety organization and arrangements in force, and bring it to your attention;

- appoint someone competent to assist with health and safety responsibilities, and consult you or your safety representative about this appointment;

**Management of health and safety**

Appointed persons(s):

Health & safety responsibilities

- set up emergency procedures;
- provide adequate first-aid facilities;
- make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting, and sanitary, washing and rest facilities;
- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- prevent or adequately control exposure to substances which may damage your health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;
- provide health surveillance as appropriate;
- provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- ensure that appropriate safety signs are provided and maintained;
- report certain injuries, diseases and dangerous occurrences to the occupational safety & health branch of the Labour Department.

As an employee you have legal duties too. They include:

- taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do;

- co-operating with your employer on health and safety;
- correctly using work teams provided by your employer, including personal protective equipment, in accordance with training or instructions; and
- not interfering with or misusing anything provided for your health, safety or welfare.

If you think there is a health and safety problem in your workplace you should first discuss it with your supervisor or manager. You may also wish to discuss it with your safety representative. You, your employer or your safety representative can get information on health and safety in confidence by contacting .....

If you think your employer is exposing you to risks or is not carrying out legal duties, and you have pointed this out without getting a satisfactory answer, you can contact the enforcing authority, for health and safety in your workplace (see below). Health and safety inspectors can give advice on how to comply with the law. They also have powers to enforce it. You can contact them at the addresses below.

*Name and address of enforcing authority whose health and safety inspectors cover this workplace (e.g. Occupational Safety & Health Branch of the Labour Department.)*

Name:

Address:

You can get advice on fire protections from the Director of Safety & Fire Protection Bureau of the Fire Services Department.