



Health & Safety

The primary aim of all health and safety is the prevention of accidents. Over the years it has been found that people and equipment are not as good (safe) when working as they should be and so laws and regulations have been introduced to encourage safety and progressively reduce the likelihood of accidents. Key points to note include:

1. **Personal Protective Equipment (PPE).** Contracted individuals provide their own safety footwear. Provision of overalls will depend on the location of work and will be stated in your contract. Items such as ear plugs, eye protection and gloves will be provided at your place of work. PPE is the last line of defence against injury so when PPE is provided you have a legal obligation to wear it. If it is not fit for the job then please tell your supervisor who, in turn, is obligated to provide the right PPE. It may be possible to buy PPE boots at Marshall Aerospace special prices, so ask for details.
2. **Health and Safety Personal Audits.** Audits are carried out by our H&S Advisor to check that, not only you have all the kit, but that you are using it – again, PPE is the last line of defence against injury and we all wish to minimise the likelihood of accidents. The audit is informal, takes less than an hour and you will be debriefed at the time of audit.
3. **Induction Training.** Induction training and briefings are very important as they spell out key requirements, invite questions and generally talk about new aspects of the workplace or of things about to change. Never miss an induction session.
4. **Risk Assessments.** Risk assessment (RA) is a way of professional life nowadays. Everyone needs to note that only those trained to the local system are registered as competent to carry out assessments. Line managers are the people who appoint the various types of risk assessor. Audit questions include asking whether you are working to a risk assessment and a safe system of work (SSOW). Always ask your supervisor if there is a written RA and SSOW.
5. **Accident Reporting.** Always report an accident. Many people do not know that everyone is legally required to report an accident. Reporting allows an accident to be investigated so it does not happen to someone else. It makes good sense and helps colleagues.
6. **Asking for Advice.** Always ask someone if you are unsure of anything. Nobody knows everything and people are generally flattered to be asked for advice.
7. **Personal Obligations and Responsibilities.** Health and Safety has legal duties and responsibilities on us all. Most are with employers who start things going but individuals have legal duties too that are straightforward to apply and are largely common sense. The main ones are below:
 - a. You must look after your own safety. This will include following all local procedures, RAs and SSOW.
 - b. You must look out for the safety of your work colleagues.
 - c. You must report any unsafe conditions (slippery floor from oil spill) unsafe equipment (exposed electrical bare wire) and even unsafe people (those obviously disregarding the rules and procedures or deliberately failing to wear PPE) to your local supervisor as it all helps to prevent accidents and loss of pay by being off work.
 - d. You need to know the fire emergency procedures, how to raise the alarm and the emergency telephone number (it is an audit question).

