



# Employee Health & Safety Hand book



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**BARLOWS UK LTD**

**HEALTH & SAFETY POLICY STATEMENT**

**Health & Safety at Work Act 1974**

***Clifford House, Hampton Industrial Estate, Hampton Heath, Malpas, Cheshire SY14 8LU***

The Board of Directors of **BARLOWS U.K. LTD** regard the promotion of Health & Safety measures as a mutual objective for management and employees at all levels.

It is therefore the policy of **BARLOWS U.K. LTD** to control its activities to avoid causing unnecessary or unacceptable risks to the safety of all employees, customers and the general public.

The objects of the policy are :-

- to promote standards of safety, health and welfare that, as a minimum, comply fully with the terms and the requirements of the Health and Safety at Work Act 1974 and all other relevant United Kingdom and European Community Directives and Statutory Regulations.
- to develop health and safety awareness and individual responsibility for the health, safety.
- to encourage full and effective consultation on health, safety matters.
- to provide all employees with the information, instruction, training and supervision they need to work safely and effectively.
- to maintain a safe and healthy working environment for employees and adequate facilities and arrangements for their welfare.

Employees have a duty to co-operate in the operation of this policy which includes :-

- working safely and efficiently.
- using the protective equipment provided and by strictly observing statutory requirements, reporting incidents that have led or may lead to injury or damage.
- adhering to company procedures jointly agreed on their behalf for the securing a safe workplace.
- freely assisting in any investigation following an accident at work and by providing all known information at the time of an investigation with the object of introducing measures to prevent a re-occurrence.

Endorsed by :-

Managing Director.

Date :- 07/01/2024

## **On Site Health & Safety Plan**

Risk assessments may be carried out by our clients on specific sites. This will detail specific hazards likely to be encountered at each workplace and the precautions necessary to deal with them.

We will receive this information from our clients and pass on the necessary elements to ensure your health and safety is considered.

We will also provide you with the details of the relevant person responsible for the control of health and safety on site.

In domestic properties or sites where risk assessments have not been carried out by the client, each job sheet has a provision on the back where your assessment can be carried out on arrival prior to commencing work.

## **Your Responsibilities**

Always conduct yourself in a responsible and orderly manner that will reflect favourable upon yourself, your employer and your industry.

Responsibilities defined in the health and Safety Law are:-

- ❑ To comply with existing Law and Regulations
- ❑ To assist the Employer to fulfil his duty of care to you as laid down in Safety Law by carrying out any rules laid down
- ❑ Report any defects in systems, plant and equipment
- ❑ Take care not to endanger the health safety of yourself and others by what you do, or don't do.
- ❑ Be safety conscious. People who are not, are a danger to themselves and those around them.
- ❑ Protect others when you leave site by:
  - Securing all installations, machines and equipment
  - Locking away small tools and appliances
  - Maintaining good housekeeping standards.
- ❑ When you enter or leave a site, it must always be recorded in the Site Register and in the Clients Register
- ❑ You must recognise that you, as well as your employer, have a legal responsibility under the Health and Safety at Work Act to work safely at all times
- ❑ HSE Inspectors may prosecute you and your employer if you are found to be working in an unsafe manner, or using equipment likely to cause an accident.

## **Personal Protective Equipment (PPE)**

In order to remain safe whilst on site and to comply with legislation you will be required to wear personal protective equipment appropriate to the particular processes in which you are directly involved.

The use of this equipment is **mandatory**, it is a **legal requirement** and **it is for your protection**. It will include:



- ❑ Safety glasses – These must be worn at all times whilst you or others near to you are using hand tools that endanger your sight, or you are required to work in a dusty environment. (This includes drills, grinders, jigsaws, chisels etc) If you have any specific concerns about your safety glasses or the wearing of them, speak to your Supervisor.



- ❑ Gloves (as appropriate) – For those people who will be carrying activities in which there is a risk of injury, such as from sharp or hot materials.



- ❑ Safety shoes / boots – Wherever appropriate, safety footwear is provided. This may be a specific type of shoe / boot, depending on the level of risk connected with the activity.



- ❑ Ear defenders – The noise levels generated by hand tools and in some of the environments in which you work in can damage your hearing permanently. Ear defenders are issued to those people who are working in an area in which the level of noise exceeds the safe limit.  
If you are one of these people, you **must** wear your ear defenders.

### **Respiratory protection:**

Dust masks should be worn when working in dusty environments or when creating dust. It is *your* responsibility to ensure that the equipment you are provided with is (and remains) up to the job.

This means ensuring that:



- ❑ The equipment you need fits correctly, and you understand both how to use it and its limitations
- ❑ Inspect your personal equipment regularly, and change it when any defects are found. Do not get too “attached” to your equipment, it may be comfortable through prolonged use, but it is still effective? Do not wait until it lets you down to find out.
- ❑ That damaged or defective equipment is either adequately repaired or replaced.

It is a point to note that the Company **will** take action against employees who take unnecessary risks with their own health safety and welfare.

## Manual Lifting and Handling



By adopting good lifting and handling techniques, you can significantly reduce the risk to yourself, from this kind of injury. There are then, a few, key points to remember whenever you are required to manually lift or carry a load during the course of your work:

- ❑ **Clothing.** Make sure that your clothing is suitable. This means that it must allow a good degree of movement and that it doesn't become excessively tight when you are lifting or carrying. If you are working in an area that demands the use of PPE, make sure that you wear it – you are not expected to remove specified protective clothing in order to lift or carry.
- ❑ **What is it?** Ensure that you have a good perception of what it is that you are lifting. This means thinking about the weight, size, shape and rigidity of the item. Also consider whether there are any sharp edges or particularly hot / cold surfaces, whether the weight is evenly distributed throughout the object and whether the movement will cause that distribution to alter or fluids to spill or draws / flaps to open.
- ❑ **Lifting.** Get as near to the item as possible with your feet comfortably apart. Bend at your knees, keeping your back and neck straight and avoid twisting. Make sure that your grip is secure before attempting to lift and when you do so, again keep your back and neck straight.
- ❑ **Carrying.** Keep the load as close as possible to your body, with your arms tucked in to avoid unnecessary strain on your neck and shoulder muscles. Avoid changing your grip at this point or twisting. Make sure that you are able to see where you are going.
- ❑ **Unloading.** As before, bend with your knees, keeping your back and neck straight. Make sure that you are as close to wherever you are putting the load as possible (don't over-reach). Mind your fingers and toes as you put the load down and if necessary, slide it into tight spaces.
- ❑ **Finally.** Check that the load is stable and that it is not going to present a hazard for anyone else where it is left.



## Slips, trips and falls



### **Avoiding slips.**

Always pay attention to the surface underfoot. There are many situations that can lead to your slipping and it only takes a fraction of a second to put yourself in hospital, or worse.

If you spill fluids such as oil, hydraulic fluid or even tea, **clean it up immediately**, don't wait for it to dry.

If you come across a spillage somewhere, **do not ignore it**. If you are not going to clean it up yourself, make sure that it is brought to the attention of the Supervisor responsible for the area in order that they may arrange to remove the hazard.

Always use extra caution when walking on icy or freshly polished surfaces and inform your Supervisor or Manager wherever there is a need to use.

Make sure that *you* are not responsible for injuring a colleague, but at the same time, be very aware of what objects present hazards for yourself as you go about the workplace.

### **Avoiding falls.**

Next to traffic accidents, falls kill more people each year than any other kind of accident. Thousands of people are injured in workplace falls and most of these occur at floor level. It is important then, that you recognise what type of situations can potentially lead to a fall and understand what you can do to minimise the risks to yourself.

Never use makeshift ladders or climb on stacks of boxes, crates or other objects. Take care when using stairs or ladders. It may well be something that we all do, every day of the year, however with the distractions of work and the possibility of greasy or slippery surfaces, there is an argument to use particular caution in the workplace.

When sitting down, do so squarely and with all the legs of the chair in contact with the floor. 'Swinging' in chairs and 'scooting' those with castors are classic examples of where injuries are caused unnecessarily. Don't do it! Don't jump from platforms, trucks or any other raised area, even if it looks like the distance is very small.



## **Working at Heights**

Any work that has to be done at height presents a risk. Where possible, eliminate the risk by doing as much at ground level as is practicable.

The following safety measures may be employed: -

- ❑ The use of an inspected and certified scaffold
- ❑ A mobile access platform operated by trained personnel
- ❑ A ladder for Low risk and short duration works
- ❑ A safety harness with an attached rope or fall arrest device which must be fastened to a sufficiently strong anchor point, immediately upon arrival at the place of work

## **Roof Work**

Before starting work on any roof, make sure you are suitable trained and experienced, the roof structure is safe and that eaves and edge protection rails are properly fixed in position with toe boards fitted where required.

Alternatively, ensure that there is a working platform at eaves level.

Eaves and edge protection. Top rails should be a minimum of 950mm above the working place. The distance between rails should not exceed 470mm. Where it is not possible to erect proper eaves and edge protection rails, or an eaves level platform, a safety harness must be worn. When working on fragile roofs, use crawling ladders or staging at all times.



- ❑ Openings in the roof should be covered or protected by a scaffold rail around the perimeter
- ❑ Covers must be strong enough to bear the load of both operatives and materials
- ❑ Covers must be secured to prevent movement
- ❑ Do not walk on translucent roof lights
- ❑ Beware of hidden dangers, roof lights or lightweight covers maybe painted over or covered with waterproof membranes or dirt Frost, snow or rain can make surfaces very slippery.
- ❑ Always proceed with caution
- ❑ Never go on a fragile roof unless the work has been fully assessed and necessary control measures are in place

## **Fire and Evacuation**

In order for a fire to occur, three elements are necessary. These are:

- ❑ FUEL (wood, paper, gas, oil etc.)
- ❑ OXYGEN
- ❑ IGNITION SOURCE (heat)

You can prevent fires by not allowing the three of these to come together.

The most common causes of workplace fires are improperly used or maintained electrical equipment, careless smoking, careless use of space heaters, improperly used or stored flammable liquids and poor housekeeping.

## **Electrical fires.**

- ❑ **NEVER** use electrical equipment with damaged or frayed insulation around the lead.
- ❑ **NEVER** use temporary wiring or attempt to over-ride safety features.
- ❑ **NEVER** overload motors, circuits or outlets.
- ❑ **NEVER** leave heating equipment or machinery switched on or unattended.
- ❑ **ALWAYS** use extension leads which are in good condition and adequate for the task.
- ❑ **ALWAYS** keep combustible materials away from lights and machinery.

## **Smoking.**

No smoking restrictions apply to all areas of the main office, and also in company vehicles, smokers are expected to behave responsibly in all external areas. This means ensuring that you **do not** smoke whilst in the vicinity of combustible or flammable materials and **always** dispose of cigarettes and matches conscientiously (in the receptacles provided).

We have a no smoking policy whilst on customers premises whether industrial, domestic or commercial.

This is as much to do with maintaining an acceptable and presentable working environment for everybody as it is about minimising the risk of causing fire.

## **Evacuation**

On hearing the alarm, it may be necessary to conduct appropriate machine isolation procedures. The extent of the closedown must be related to the degree of immediate risk.

In a calm and orderly manner, leave the building by the nearest or safest exit. Make your way to the assembly point and once there, report to your Supervisor/client representative.

- ❑ **DO NOT** stop to collect personal belongings, tools or any similar items.
- ❑ **DO NOT** return to the buildings until an official clearance to do so has been issued.

## **Discovering a fire**

Go to the nearest fire point ('BREAK GLASS HERE') and raise the alarm.

If the fire is a small one, select an appropriate extinguisher and put the fire out.

**DO NOT** attempt to do so if the fire is large or if you are not *completely* confident of how to use an extinguisher, or of which type of extinguisher should be used

## Using an extinguisher

Not all fire extinguishers are the same. Some contain water, some contain fire retardant powders and others contain foam and so on.

**It is vital that an appropriate extinguisher is used on the fire.**

Extinguishers are colour coded thus:

Colour:	Contains:	DO use on:	DO NOT use on:	Comment:
<b>Red</b>	Water	Wood, Paper, Textiles etc.	Electrical fires or burning liquid.	Aim jet at base of fire and spray from side to side.
<b>Blue</b>	Dry powder	Flammable liquids, low voltage electric's (<1000 volts)	Higher voltage electric's (>1000 volts) or burning metals.	May cause damage to some electronic equipment.
<b>Cream</b>	Foam	Flammable liquids	Electrical fires.	
<b>Black</b>	Carbon dioxide	Burning liquids, electrical fires.		Never hold discharge horn as this may result in skin burns. Noisy discharge.
<b>Green</b>	Vapourising liquids	Flammable liquids, high voltage fires.	Burning metals.	Do not use in unventilated areas – gives off toxic gas.

## **Electricity at Work**

The ratio of fatalities to injuries is higher for electrical accidents than for most other categories of incident – about 1 in 40. Consequently, it is particularly important that care is taken when using electricity at work.

An electrical accident can injure or kill in three ways:

- ❑ Electric shock – resulting through the flow of electricity through the body's nerves, muscles and organs causing abnormal function to occur e.g. heart failure.
- ❑ Electrical burns – resulting from the heating effect of the current, which burns body tissue.
- ❑ Electrical fires – resulting from overheating or arcing apparatus in contact with fuel (see 5.6)

**YOU** could be a victim if you are careless around electricity, use equipment for a job for which it is not intended, or use faulty equipment.

### **Avoiding Electric Shocks.**

- ❑ Use only fully insulated tools
- ❑ Check cables and cords to ensure there is no damage to the insulation
- ❑ Cut off the supply of electricity *before* adjusting or maintaining the machine
- ❑ Don't touch water, damp surfaces, unearthed metal or bare wires – they may be live!
- ❑ Wear all PPE as required.

### **Avoiding Electrical Fires**

- ❑ Install equipment only if you are both competent *and* authorised to do so.
- ❑ Don't overload circuits and wiring
- ❑ Know the limits of your equipment and avoid overloading motors
- ❑ Maintain your equipment as directed
- ❑ Report any concerns you have about your equipment **immediately**

### **Other Precautions To Be Taken**

- ❑ Use the equipment only for the purpose it was intended
- ❑ Ensure that extension cables are not too tight and do not present a risk for others
- ❑ Do not use faulty equipment
- ❑ Do not allow water to come into contact with electrical equipment and do not use wet equipment

## Control Of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 apply to our working environment. We recognise that some substances have the potential to cause ill-health and we will introduce measures to identify what substances our employees use or are exposed to in the course of their work.

Wherever we can, we will discontinue the use of harmful substances (so long as this can be done without serious detriment to our business). These substances will be sent for disposal and no more obtained.

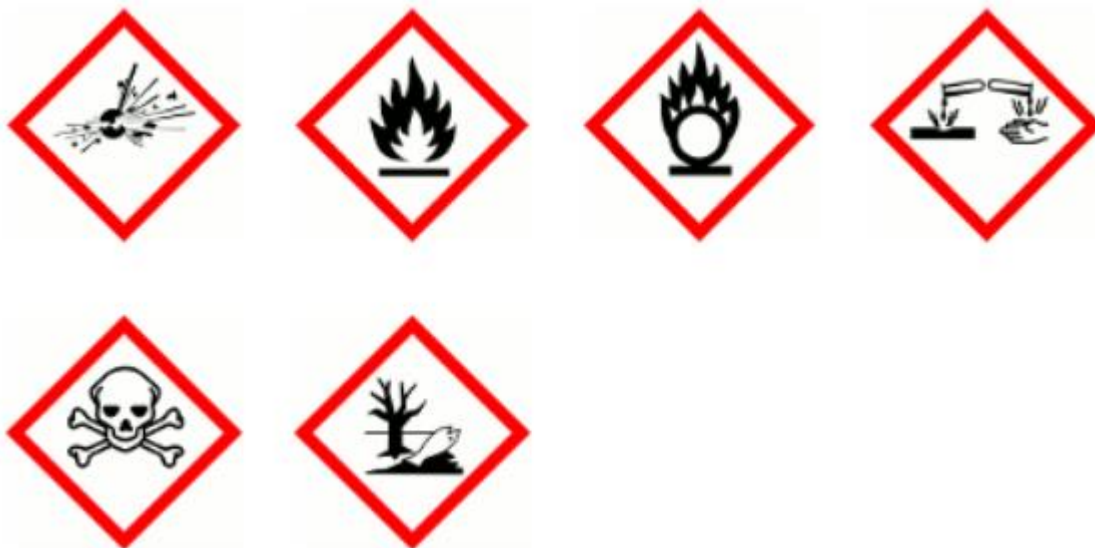
Where a harmful substance is being used, we will replace it with a suitable and less hazardous substance wherever possible.

Substances that we must use will be assessed and control measures introduced to prevent risk to our employees or others affected by our business operations. Where reasonably practicable, these measures will not involve personal protective equipment (PPE).

We will assess the use of all new substances introduced into the workplace. At least once a year, we will make an inventory of all substances present on site and review our control measures, to ensure that the management controls are still appropriate and effective.

Where PPE must be used, employees will be provided with the appropriate equipment, which will be maintained, repaired and tested as required by each class of protection.

Information, instruction and training will be provided for all employees who may be exposed to hazardous substances. The necessary information and training will also be provided for any non-employees working on site who may be exposed to hazardous substances.



## Asbestos

### Why is Asbestos Dangerous?

Breathing in air containing fibres can lead to asbestos related diseases, mainly cancers of the lungs and chest lining.

Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. There is no cure for asbestos related diseases.

### Who is at risk?

Anyone who disturbs asbestos that has deteriorated or been damaged and is releasing fibres, can be at risk. In fact anyone whose work involves drilling, sawing or cutting into the fabric of premises could potentially be at risk.

It is possible that repeated low exposures, such as those which occur during routine repair work, may also lead to cancers.

You are most likely to come across asbestos in these materials: -

- ❑ Sprayed asbestos and asbestos loose packing, generally used as fire breaks in ceiling voids;
- ❑ Moulded or preformed lagging, generally used in thermal insulation of pipes and boilers;
- ❑ Sprayed asbestos, generally used as a fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- ❑ Insulated boards used for fire protection, thermal insulation, partitioning and ducts;
- ❑ Some ceiling tiles;
- ❑ Millboard, paper and paper products used for insulation or electrical equipment. Asbestos paper has also been used as a fire proof facing on wood fibreboard;
- ❑ Asbestos cement products, which can be fully or semi-compressed into flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;
- ❑ Certain textured coatings;
- ❑ Bitumen roofing materials;
- ❑ Vinyl or thermo plastic floor tiles.



Owners of commercial property now have a duty under new legislation to inform workers and contractors. The new duty requires that they make information and location and condition of the asbestos available to anyone liable to work on it or disturb it. This means you. If in doubt, treat as asbestos always ask before continuing with your work.



## Prohibited Substances

The management team of Barlows UK Ltd take every practical precaution to ensure that the workplace is as safe as possible for all of us. However, as with any environment, there are always risks present and **everybody** must be aware of these and take appropriate care. It is not possible to remain completely safe, or to ensure the safety of your colleagues, if you are under the influence of alcohol or any, un-prescribed drugs whilst at work. Barlows UK Ltd takes safety seriously and we demand and expect that all employees do the same.

Consequently, any individual or group of individuals found to be under the influence of such substances whilst at work can expect to be removed from the site immediately and that disciplinary proceedings will be applied. This may well result in dismissal (on the grounds of 'gross misconduct').

## Company Vehicles



Read and follow the highway code, drive defensively and expect the unexpected. Check and secure your load before you drive, do not overload and make sure your load is evenly distributed.

It is the drivers responsibility to:-

- Ensure vehicles are not overloaded
- That vehicles are clean and tidy and be sure they are fit to be on the road
- Keep a check on tyres, brakes, lights, horn oil water and fuel, oil and water
- Report any defects immediately, your life – and others – may be at risk
- Make sure you have clear visibility at all times.
- Mobile phones are an essential communication aide, all vehicles are fitted with hands free facility and it is company policy that at all times phones are used only in this mode when driving vehicles.

## Use of Tools and Equipment

Your role will almost certainly require the use of tools and equipment. This may be simple hand tools or expensive computerised equipment. It may be a computer or a hack saw. Whatever, the first and most important thing to remember is that you should *never* attempt to use or operate any tool or equipment for which you are not both trained and authorised. It is extremely easy to cause injury or material damage with even the simplest of these.

Secondly, even if you have been shown how to use a piece of equipment **do not** attempt to do so unless you feel entirely confident with your level of understanding. If in doubt, **ASK**.

Using The correct tools and equipment for the task will make your job safer and more efficient.

- ❑ Keep tools and equipment dry and in good working order
- ❑ Keep safety guards in place
- ❑ Do not operate tools or equipment if you do not know how
- ❑ Check that the portable electrical appliance used is appropriate for the location of works and should be residual current device (RCD) protected.
- ❑ Check that plugs, cables and sockets are undamaged, correctly wired and that they are earthed
- ❑ Electrical transformers must be positioned close to the working location.
- ❑ Automatic cut-out switches must not be interfered with
- ❑ Always disconnect the power supply of a machine or tool that is being cleaned, repaired or adjusted
- ❑ Do not force or overload tools and equipment
- ❑ Goggles must be worn when using disc type cutting tools
- ❑ Check all tools regularly – remove burrs or sharp edges
- ❑ Replace any damaged tools immediately
- ❑ Make sure all rotation tools, particularly cutting discs are stopped before putting down
- ❑ Do not wear loose clothing which may get caught in power tools during operation
- ❑ Check all tools have PAT testing identification.

## **Display Screen Equipment**

If you are required to use a display screen (such as a computer monitor) for periods of an hour or more during the day, you need to be aware of the particular regulations covered by the Display Screen Equipment Regulations 1992.

- ❑ Every hour you are using the display screen, you should take a break of 5-10 minutes. This doesn't mean you must stop working, have a cup of tea, put your feet up and read the paper. It does however, mean that you should find some alternative work for a few minutes, which doesn't involve working on a display screen or working at a similar focal length.

You cannot 'save' breaks and have them all at the same time!

## **Office Safety**

- ❑ Store all equipment in the cupboards, shelves provided, DO NOT store on top of cabinets.
- ❑ Never stand on chairs
- ❑ Do not trail equipment leads across the floor
- ❑ Keep sharp objects out of drawers
- ❑ Do not place drinks on, or over, electric equipment.
- ❑ Do not leave drawers or cabinets open after use
- ❑ Keep brief cases, boxes and other objects out of walkways
- ❑ Follow the guidelines regarding safe lifting
- ❑ Keep the office tidy
- ❑ Do not obstruct the ventilation panels on electrical equipment such as etc.
- ❑ Use the hand rail on stairs
- ❑ Plan your route when carrying hot drinks

## **Housekeeping**

When we use the term 'housekeeping', we are referring to the general order, cleanliness and tidiness of the area. Whilst this might seem trivial in comparison to the production of parts or the effective completion of your duties, it is worth bearing in mind that a large proportion of accidents arise as a direct result of poor housekeeping.

Poor standards of housekeeping also portray an unacceptable image to visitors to the site, which often includes customers or potential customers. It is the responsibility of all of us to ensure that we do whatever we can to present an image of efficiency, effectiveness, safety and professionalism. Remember, without a customer there is no company and consequently, no job for any of us here.

Regular housekeeping audits are conducted throughout Barlows UK Ltd, it is your responsibility to ensure that you understand what standards are required in your area

## **Personal Hygiene and Reportable Diseases**

All personnel must practice extreme care to protect the body from harmful substances by wearing appropriate protective clothing and equipment.

Skin should be washed regularly and hands treated with barrier creams if necessary. Any skin infection should be reported to your Supervisor immediately.

Refreshments should not be taken until your hands have been thoroughly washed.

Overalls, gloves and other equipment worn in contact with the skin should be kept as clean as possible and free from contaminants.

## **Accidents at Work / First aid**

If you receive an injury of any kind whilst at work, this must be reported to your Supervisor/Manager, Even if the injury seems minor, it is important that you report it for two reasons:

- ❑ Some seemingly minor injuries can develop into worse injuries through infection. Also, the extent of the injury could have been under-estimated, for example where small bones have been broken, this might not be realised until later.
- ❑ The injury might potentially have been worse. By reporting that there has been an accident, the Company can assess whether or not there is any need to introduce specific, corrective measures

Dangerous occurrences also must be reported. These are incidents in which no injury has been suffered, but where potentially, there might have been. The list below shows the type of incident that it is essential that you report by notifying a Supervisor or Manager immediately.

- ❑ Collapse, overturning or failure of load-bearing parts of lift and / or lifting equipment.
- ❑ Explosion, collapse or bursting of any closed vessel or associated pipework.
- ❑ Plant or equipment coming into contact with overhead power lines.
- ❑ Electrical short-circuits or overload causing fire or explosion.
- ❑ Any unintentional explosion, misfire, failure of demolition to cause intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- ❑ Accidental release of biological agent likely to cause severe human illness.
- ❑ Collapse or partial collapse of a scaffold over five metres high.
- ❑ Dangerous occurrence at a pipeline
- ❑ Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material fall.
- ❑ Explosion or fire causing suspension of normal work for over 24 hours.
- ❑ Sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10kg of flammable liquid above it's boiling point; 10kg or more of flammable gas; or of 500kg or more of these substances if the release is in open air.

A list of First Aiders can be found on Company Notice Boards.

## Safety Signs



Safety signs are required for specific hazards and specific regulations, and where present must be complied with.

There are five types of signs you may see:-

- ❑ Yellow print on White background these signs warn you of a particular danger or hazard.
- ❑ Blue print on a White background these signs give specific instructions.
- ❑ Red print on White background, These signs tell you something is not permitted.
- ❑ White print on a Red background, These signs indicate the presence of equipment associated with fire fighting or alarms.
- ❑ White print on Green background, These signs indicate escaped routes from a building or safety equipment, such as emergency showers.

## Safety Committee

If you would like to raise a specific issue for consideration by the Safety Committee, don't hesitate to contact your Manager.

Minutes and the activities of the Safety Committee are posted on all notice boards.