

Unpaid Work



ESSEX PROBATION
Reducing Crime, Protecting Communities

Health, Safety
and Welfare
Advice



Essex Probation
Cullen Mill 49 Braintree Road
Witham Essex
CM8 2DD
March 2003



Introduction:

We want you to do your Unpaid Work safely, and avoid harm to yourself and others working with you.

Please read these rules carefully and follow them at all times.

If you have any questions or concerns about safety, always ask your supervisor.

Responsibilities.....

Ours:

Essex Probation and the other agencies we work with will provide:

- Safe and healthy working conditions.
- Clear instructions on how to do your work safely.
- The right tools, in safe condition, to do your work.
- Instructions on the hazards of any tools or substances that will be used and instructions for their safe use.
- Protective clothing and equipment where necessary.
- Any necessary fire/emergency arrangements.

Yours:

You must:

- Listen carefully to your supervisor's instructions.
- Obey all safety instructions.
- Ask questions if you do not understand, or if the instructions are not clear.
- Wear the protective clothing and equipment provided.
- Behave safely so that you do not put yourself or others at risk.
- Not be under the influence of alcohol or drugs.

Remember: these instructions are for your benefit, as well as others. If you are worried about any aspect of safety - **always tell your supervisor.**

Behaviour:

- Do not mess around or get involved in horseplay.
- Do not bring drugs or alcohol on to site (other than necessary prescription drugs).

Fitness for work:

- Report any medical conditions that could be affected by the work or which may make the work unsafe.
- Do not arrive at work under the influence of alcohol or drugs. If you appear to be unfit for work you will be sent off the work-site.

Tidiness and cleanliness:

Good standards of tidiness will help to keep you safe.

- Keep yourself and your work area clean and tidy.
- Look after the tools you are given and put them away carefully and neatly when you have finished.
- Put rubbish in the bin.
- Smoke only in designated areas and when told you can do so.
- Stub out cigarette ends carefully, as they could be a fire risk.
- Clean up spills straight away.
- Wash your hands before eating or drinking. Contaminated soil or water and some chemicals, for instance, can make you ill.

Wearing the right clothing:

Dress sensibly when you arrive to work. Please be aware that if your supervisor thinks you are not dressed suitably, you could be sent home. Suitable dress could include:

- Overalls or jeans.
- Long trousers/sleeves (even in hot weather) when cutting vegetation e.g. mowing, strimming, ground clearance.
- Strong shoes with low heels, or trainers (steel toe boots will be provided where appropriate).
- Hats and t-shirts for hot weather.

Also:

- Long hair should be tied back.
- Do not wear jewellery, scarves, ties, etc. as these could get caught in equipment and be damaged and/or cause you injury.

Protective clothing and equipment:

Some jobs will need special protective clothing and equipment, which will be provided, in order that you can work safely. This could include:

- Overalls to protect legs/arms, etc, from flying debris when using a strimmer.
- Helmets.
- Eye goggles/face visor.
- Dust masks.
- Ear defenders.
- Safety boots.

Where you are provided with this equipment and are instructed to use it by your Supervisor, **you must wear it**. If you refuse to wear the safety equipment provided, you will be sent off the work site.

Tools and machinery:

A supervisor will provide you with suitable equipment to carry out the task safely.

You must not use other equipment at the workplace/location, unless a supervisor has told you that you can. This is because you may need training to use it safely or because it has not been checked for safety. Do not bring other equipment for the work task, unless you have permission to do so from a supervisor.

A supervisor will give instruction on the correct operation of equipment, its limitations of use, what could go wrong and how to use it safely.

For some equipment, a supervisor may have to check that you are competent to use it safely and so may need to observe you using it for a short while.

There will be some equipment that is for supervisor use only. You must not use this equipment.

- Do not tamper with safety guards and devices on equipment.
- Do not attempt to repair equipment unless you have been given permission by a supervisor.
- Do report any problems with equipment, immediately, to a supervisor.

Avoiding hazards.....

.....with substances:

You will be provided with any substances needed to carry out the work tasks. Do not bring other substances for the work task, unless you have permission to do so from a supervisor.

If any substances are hazardous you will be told how to use them safely and what personal protective clothing or equipment is needed.

.....in the workplace:

A supervisor will tell you about:

- Any hazards at the workplace/site and how to avoid them.
- Any fire/emergency arrangements for the workplace/site.
- Any rules at the workplace/site.
- Which areas you can or cannot enter.
- How to report in and out at placements and who to report to.

**YOU MUST FOLLOW THESE RULES
AND ARRANGEMENTS**

Manual handling:

Follow advice given by a supervisor on the safe method of lifting, pushing or pulling and whether you need more than one person for a manual handling task. You must work as a team, if you are working with another person to lift, push or pull.

Position feet

Feet apart, giving a balanced and stable base for lifting (tight and unsuitable clothing should not be worn). Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.



Use the correct method:

Stop and think

Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.



Adopt a good posture

When lifting from a low level, bend the knees, but do not kneel or overflex the knees. Keep the back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.



Get a firm grip

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual, but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

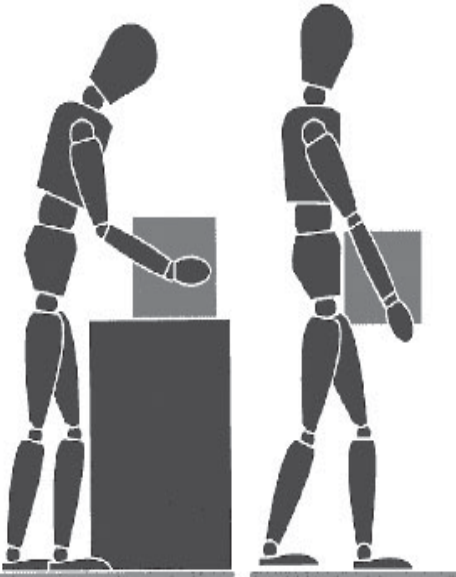


Keep close to the load

Keep the load close to the body for as long as possible. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, slide it towards you before trying to lift.

Don't jerk

Lift smoothly, raising the chin as the lift begins, keeping control of the load.



Move feet

Don't twist the body when turning to the side.

Put down then adjust

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Using ladders, trestles and tower scaffolds:

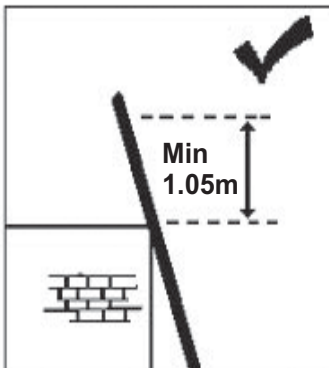
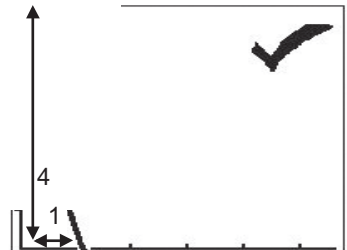
ALWAYS:

- Follow the directions of the supervisor when using ladders, trestles or tower scaffolds.
- Ensure ladders, trestles and tower scaffolds are placed on even ground.
- Ensure the equipment is right for the job.
- Take care to avoid tripping hazards.

Ladders:

ALWAYS:

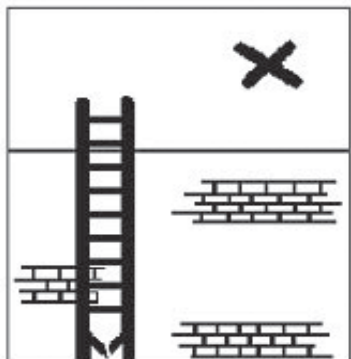
- Ensure the ladder is the correct size and type for the job.
- Stand ladders on a firm, level base with both stiles on the ground.
- Pitch the ladder 1m out to 4m up.
- Secure the ladder at the top or the bottom to prevent any slipping or movement.
- Make sure it is the right height for the job.
- Ensure a second person is positioned at the bottom of the ladder, if it cannot be secured by other means (this method is only effective for ladders shorter than 5m in overall length).



- Ensure that ladders extend a minimum of 1.05 metres above the landing stage or the highest rung to be stood on.
- Ensure your footwear and the rungs of the ladder are dry, free from oil, grease, or ice before climbing.
- Make sure you have a minimum of three points of contact on the ladder at all time; i.e. two feet and one hand.

- Carry tools in pockets or a tool belt to leave hands free for climbing.
- Carry ladders with the front end above head height. Ladders longer than 3 metres should be carried by two people.
- Take extra care when carrying ladders through doorways or going around corners.

NEVER:



- Use a damaged ladder: report defects immediately.
- Leave a defective ladder where someone else may use it.
- Allow more than one person to climb a ladder at one time.
- Place the ladder so that the total weight is supported by the bottom rung instead of the stiles.

Step ladders:

ALWAYS:

- Check that limiting ropes, chains or stays are in good condition and of equal length.
- Ensure steps are fully open.
- Always stand steps on a hard, level surface and at right-angles to the work (i.e. front on to the work, **never** work sideways).

NEVER:

- Stand on the top tread of a step ladder unless supports extend beyond it.
- Use the treads to support planks.
- Over-reach.

Trestles:

ALWAYS:

- Set a trestle on a firm level surface.
- Set the trestle up close to the work to avoid over-reaching.
- Climb on and off with great care.

NEVER:

- Over-reach: trestles will topple and fall.
- Try to gain extra height by resting a base on an unstable surface.

Tower scaffolds:

ALWAYS:

- Ensure all toe boards, guard rails, and other safety equipment is in place before using a tower scaffold.
- Use tools and equipment safely; falling tools can seriously injure other users.
- Wear appropriate safety clothing. e.g. boots and hard hats, as instructed by your supervisor.
- Use internal ladders or ladders supplied to access a tower scaffold.

NEVER:

- Use tower scaffolds until the supervisor has given you proper instruction on safe use.
- Move a tower scaffold until all equipment or users are clear.
- Climb on the outside of the tower.
- Use a tower scaffold in high winds.

Accidents:

Your Supervisor will do all they can to prevent accidents - but you will also need to help by:

- Arriving in a fit state to work and not under the influence of drugs or alcohol.
- Wearing suitable clothing.
- Always wearing the protective clothing and equipment provided.
- Using equipment provided in a safe manner.
- Using the right tool for the right job.
- Never removing safety guards from equipment you are using.
- Listening to safety instructions and obeying them.
- Making sure you have everything you need before you start your work.
- Being aware of other people around you and warning them if you see anything unsafe.
- Immediately reporting any concerns about health and safety to your Supervisor.

If there is an accident always act quickly.

Do report all accidents, small or large, immediately to the Supervisor, who will provide first aid, where necessary, and decide if any further action needs to be taken.

REMEMBER: YOU MUST REPORT ALL ACCIDENTS IMMEDIATELY.

NOTES:

NOTES:

NOTES: