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No.DUET/Reg/HSP/2022-
12th September 2022

NOTIFICATION

In pursuance of 13th meeting of the Syndicate held on 25th June 2022 and subsequently Adjourn meeting on 2nd July 2022, which resolved vide Resolution No.13.14, the Competent Authority has been pleased to notify the Health and Safety Policy at Dawood University of Engineering and Technology, Karachi, with immediate effect.

2. This issues with the approval of the Competent Authority.


Prof. Dr. Syed Asif Ali Shah
Registrar

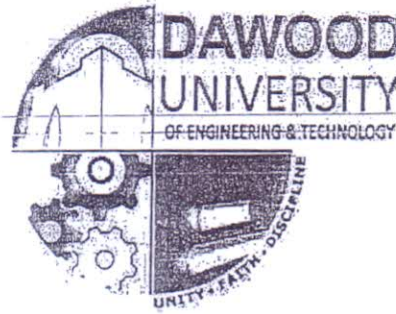
Encl.

-Health and Safety Policy of DUET.

C.c to:

- 1) All Concerned
- 2) P.S to Vice Chancellor, DUET, Karachi.
- 3) Office copy.



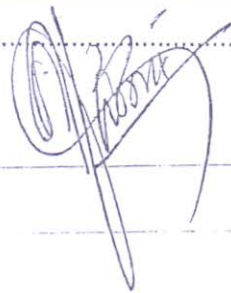


DUET HEALTH AND SAFETY POLICY

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DUET HEALTH AND SAFETY POLICY

1. Introduction

Health and safety issues are important in engineering, management and other fields. Most professional engineering associations point out that health and safety are issues of utmost importance in all engineering practices. The need for appropriate education and training in engineering health and safety is also widely recognized, and engineering programs usually must appropriately address health and safety to maintain accreditation.

Dawood University of Engineering and Technology (DUET) is committed to pursuing excellence in everything including the management of health and safety. The DUET is committed to achieving the highest standards of education and research. With this comes the responsibility for the health, safety and welfare of the staff, students, visitors and others who may be affected by our activities.

DUET will take all reasonable steps necessary to provide a healthy and safe environment for work and study. Compliance with all statutory obligations is the minimum standard. To fulfil this commitment, we will implement the health, safety and welfare policies of DUET and supplement them with local departmental policies and guidance as necessary.

2. Purpose

This policy is intended to: help prevent accidents, illnesses and injuries; increase safety awareness; meet requirements of environmental, occupational health, and safety laws and regulations; reduce institutional liability; and establish safety responsibilities for members of the university community and visitors to university-owned or occupied property.

This Health and Safety Policy reaffirms the university's commitment to safety and good environmental stewardship and establishes a uniform system to help individuals, departments, and units meet their health and safety responsibilities. This policy outlines safety responsibilities and training requirements to ensure individual and institutional compliance with relevant environmental health and safety laws, regulations, policies, and guidelines.

DUET's mission to "prepare students to create the future" involves the use of a wide variety of hazardous materials and processes that require special training and control measures to protect students, employees, and our environment from harm. The following University safety, health, and environmental policy and the management program outlined in this document form the basis for accomplishing our mission in a safe and environmentally responsible manner.

3. University Safety Committee



4. Health And Safety General Policy Statement

At DUET, safety is everyone's responsibility. DUET strives to maintain a safe living, learning, and working environment. Faculty, staff, students, and other members of DUET must conduct university operations in compliance with applicable federal, state, and local regulations, university policies and EHS requirements. All members of the university community are expected to be thoroughly familiar with their safety responsibilities, strive to follow safety practices at all times, act proactively to prevent accidents and injuries, communicate hazards to supervisors, and be prepared for emergencies that may occur in the workplace. Environmental Health and Safety (EHS) will work closely with departments, safety committees, employees, and students throughout the university to ensure compliance with this policy.

DUET aim to provide and maintain a safe and healthy working environment for our employees and to provide a safe and healthy environment for residents and visitors. Managers and Staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of anyone likely to be affected by the operation of our business.

DUET also recognizes our duty, so far as is reasonably practicable:

- To provide adequate control of the health and safety risks so identified.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure the safe handling and use of substances.
- To provide information, instruction, training where necessary for our workforce.
- To ensure that all employees are competent to do their work.
- To prevent workplace accidents and cases of work-related ill health.
- To maintain a safe and healthy working environment.
- To actively manage and supervise health and safety at work.
- To ensure that we adequately communicate with, train and manage employees who may not be fluent in English
- To have access to competent advice.
- To review annually and revise, as necessary, this policy
- To provide adequate resources for its implementation.



5. Fire Safety Policy

The University Safety Officer is the 'Responsible Person' for fire safety. Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities. Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting and detection.

This policy expands on our general health and safety policy. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organization. The policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

The aim of this policy is to achieve a 'fire safe' environment for all employees and building occupants. To achieve this, we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct, and train all the relevant people. Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice. We have allocated responsibilities and detailed arrangements to support this policy.

6. General Advice, Rules and Procedures

1. The University pursues research, education and impact that has a transformational impact on society. The value of our mission is underpinned by its integrity and ensuring that we pursue this with the highest regard for health and safety is a vital component of our commitment to our staff and student community. We expect staff, students, visitors, contractors, and other employees who work at the University to share this commitment.
2. We will ensure the health and safety of all persons who may be affected by our activities across all campus locations through:
 - I) Engaging with our staff, students and visitors to facilitate the safety of their working environment.
 - II) Providing, managing and maintaining an overall environment at our workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled.
 - III) Identifying hazards and conducting formal risk assessments when appropriate in order to minimize physical and psychological risks for all activities undertaken by the University and ensuring that appropriate control measures and emergency procedures are in place.
 - IV) Providing and promoting systems of work, information, instruction, training, and supervision at all levels necessary to ensure that staff and students are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them.
3. We will promote a positive health and safety culture for all of our activities., Where there are no existing University policies or guidance, we expect our staff, students and contractors to implement the highest relevant standards and to comply with relevant legislation. Where no standards or

legislation exist, we will work with our staff, students and contractors to develop systems which comply with best practice and mitigate risk, drawing on relevant legislation and guidance.

4. The University is a large and diverse organization; therefore, every Faculty, Division and Department must have written arrangements describing how they intend to comply with this Policy Statement.
5. Where buildings are shared between more than one Faculty, Department/Division and/or external organizations, we expect that all users co-operate closely with the University to establish clear lines of responsibility for health and safety that ensure a safe environment for all, and to formalize any appropriate arrangements for these purposes.

The senior leadership of the University are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety, and welfare across the University. We expect every member of the University to share this commitment and to work together to achieve it.

7. General Safety Arrangements

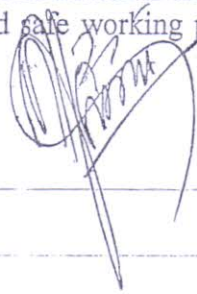
Although every day is different there are a number of issues central to the way we manage health, safety and welfare. For these, we can plan in advance and develop arrangements for the control of the risks that arise. They are set out in the following paragraphs. Our workforce has been made aware of them at induction or during team and individual briefings. All incidents involving personal injury, material loss, equipment damage or unsafe acts will be reported to and investigated by line management and /or the Safety Office.

Comprehensive Fire and Emergency Procedures are in place throughout the Department. All areas of the Department will have designated Fire Wardens who will ensure the rapid and complete evacuation of the building in any emergency and monitor the condition of local escape routes and fire equipment. The fire alarm systems within Departmental buildings are regularly tested and an evacuation drill is undertaken annually.

Line management will ensure that all new staff (temporary, permanent, part or full-time) and visitors undergo a Safety Induction Process that includes an explanation of the Departmental Health and Safety Policy, specific instructions such as fire precautions and evacuation procedures, the location of first aid facilities, and all safety arrangements that are relevant to the work of the new employee/visitor. All new staff will be given a copy of the Departmental Health and Safety Policy.

The Department understands that specific safety training may be required for new and existing employees, particularly after a change in role or introduction of new procedures. Regular tours and inspections will be undertaken by the Safety Office, Local Safety Coordinators and other interested parties to monitor health and safety performance within the Department. Relevant findings will be reported to the Safety Committee and the Head of Department.

We will monitor and review the operation of these arrangements from time to time making changes to the procedures identified as necessary. This will support one of our key objectives – to work continuously to prevent work related injury and ill-health to our employees and other people. All our workers are required to follow documented safe working procedures (where these have been adopted) and to report hazards.



7.1 Accidents and First Aid

- **Accidents:** Employees are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented. We understand our duties to report incidents under statutory regulations within the appropriate timescales.
- **First Aid:** We have taken action to provide suitable first aid training and arrangements for our employees whilst at work and visitors who may be affected by our activities. We have assessed the reasonable level of first aid provision required for our business and have made the appropriate arrangements. The University will provide an adequate number of suitably qualified First Aiders and sufficient first aid equipment and supplies, taking into account where specific hazards exist.

7.2 Risk Assessment

We undertake risk assessments of all identified hazards related to work undertaken by our workforce. We eliminate these risks wherever possible. Where we cannot achieve this, we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to our workers and others. Our risk assessments are reviewed periodically, and new work activities are risk assessed, as above.

We have listed the specific activities undertaken by our employees that are likely to carry significant risk. We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary. The results of all significant and completed risk assessments have been made known to our employees and are available for their reference. Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

In certain circumstances due to the nature of the work, or the very high risks involved, the risk assessment of the project will require more than two people to be present, this assessment will need to be reviewed at regular intervals. Undergraduates are allowed to use laboratory building only if the following arrangements are made and adhered to strictly. The written permission of the student's Tutor is required on the special form available from the University Safety Officer. The Tutor must be satisfied that the student has a particular need and reason for working in the laboratory out-of-hours, that the student is competent to carry out the work safely and that he/she will not be working alone. Potentially hazardous operations by lone workers are not allowed.

7.3 Consultation

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation, we have established a process for Managers to consult with employees about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through 'one to one' meetings and short training periods.



7.4 Hazards Reporting

To ensure our workplace is maintained in a safe state, regular inspections are carried out. We encourage employees to let us know, through their managers or representatives, about their concerns for health and safety at work. We also maintain a system whereby hazards which may cause an accident can be reported. This system is checked on a regular basis and defects corrected.

7.5 Telephone for Emergency Use

Registrar Office, Dawood University of Engineering and Technology, Karachi,
Office Number: 021-99232645

7.6 Working Practices

Remember that people at work represent the greatest potential danger to life and limb as well as the property. **THIS INCLUDES YOU.** Become safety conscious and if you have any doubts about what you should do in any circumstances, ask the appropriate member of staff.

Food and drink must not be prepared or consumed in laboratories. Rest areas and common rooms are set aside for such activities. **SMOKING IS NOT ALLOWED IN ANY AREA** except where a notice allowing it is displayed. Persons under the influence of alcohol will not be allowed in any university premises. Running is strictly forbidden in work areas, in passageways and on stairs. Where possible always walk on the left-hand side along passageways.

Temporary trailing wires, cables, ropes, hoses, etc. must be clearly visible using markers or ducting. They must be removed as soon as the immediate purpose is concluded. While such temporary arrangements are in use, it will be necessary to display restricted access hazard warning notices. It should be noted that any "temporary" installation, especially of electrical equipment, must be as safe as if it were permanent.

All machinery must be fully isolated from its power source before any adjustment, re-setting, maintenance or repair is attempted. A notice must be displayed (preferable to lock off) at the point of isolation warning that reconnection must not be made while such activities continue. A hazard notice must be placed on or near any piece of power equipment, including heated items, when running unattended. Instructions must be displayed in accordance with the University standard form (available from the University Safety Officer) advising on what safe actions should be taken if an emergency situation should arise.

Many items of equipment are provided with various safety cutouts, safety valves, circuit breakers, fixed or moving guards or isolation fences. **IT IS A MOST SERIOUS OFFENCE TO TAMPER WITH OR REMOVE ANY SAFETY DEVICE.** All such devices must be in full working order for normal usage. Checks for the effectiveness of these devices should be carried out before operating the equipment. These checks for certain equipment have the force of law and operating procedures will have been laid down and must be followed.

7.7 Working at Heights

We have made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in working at height. Wherever possible we avoid work at height. When it cannot



be avoided; we consider the risk to our workforce ensuring that we train and instruct them to adequately plan, organize and carry out the work in a safe manner.

7.8 Good Housekeeping

Good housekeeping is an essential part of good working practices and is conducive to safe working conditions. Wherever and whenever possible, clear benches, work surfaces and the whole working area of any unnecessary tools, equipment, materials and apparatus during the work periods and especially at the end of the work period each evening. This will facilitate the work of cleaning staff. Return all tools, portable equipment and apparatus to their proper storage places immediately after use. Clean up all spillage immediately. Place safe waste and rubbish in the designated bins. When housekeeping standards fall, safety performance inevitably deteriorates. The work area should be kept clean, and chemicals and equipment should be properly labelled and stored.

1. Work areas should be kept clean and free from obstructions. Clean up should follow the completion of any operation at the end of each day.
2. Wastes should be deposited in appropriate receptacles.
3. Spilled chemicals should be cleaned up immediately and disposed of properly. Disposal procedures should be established and all laboratory personnel should be informed of them; the effects of other laboratory accidents should be also be cleaned up promptly.
4. Unlabelled containers and chemical wastes should be disposed of promptly, by appropriate procedures. Such materials, as well as chemicals that are no longer needed, must not accumulate in the laboratory.
5. Floors should be cleaned regularly; accumulated dust and other assorted chemicals pose respiratory hazards.
6. Stairways and corridors should not be used as storage areas.
7. Access to exist, emergency equipment, controls and isolation switches should never be blocked.
8. Equipment and chemical should be stored properly; clutter should be minimized.

7.9 Monitoring

Specific monitoring procedures detailed for particular equipment or chemicals must always be carried out. Records giving the date, name of monitoring person (s) and results must be maintained. Annual and interim safety inspections will be held by the University's Safety Officer. Recommendations arising from such inspections will be put into practice as soon as possible and reported to University Safety Committee.

7.10 Offices

The University Safety Officer with the co-operation of other will ensure that:

- All furnishings and furniture are safe and hazard free.
- Offices are maintained in a clean, tidy and dust free state.
- Passageways, corridors and stairways are kept clear and safe for access and evacuation.



7.11 Laboratories and Workshops

The employer, through the university management team, is responsible for establishing safe working conditions in its premises. Anyone taking sole responsibility for supervising students in an activity/laboratory must have received, if required, documented technical and safety training from an approved person. All Employees are required to co-operate in the effective running of any system set up to achieve these conditions. All employees should:

Try to keep the total environment in a safe and hazard free state.

1. Report to the University Safety Officer or an authorized person any condition considered to be dangerous.
2. Suggest ways in which the environment could be made safer.
3. Use any safety devices or equipment provided for the safety of all persons. In many cases, legal requirements exist.
4. Read and understand all sections of this statement. Items given in respect of one area may have relevance in another. If in doubt, ask the University Safety Officer or an appropriate authorized person.
5. Advise any student or unskilled person against operating any testing machine, machine tool or any other piece of equipment unless and until such person has been instructed and trained in the proper and safe use of the equipment and is aware of any hazards or hazardous condition that might arise, all training must be documented.
6. Not store, prepare, or consume any food or drink in workshops, storerooms or laboratories. Remove laboratory coats or overalls before using any rest room and keep such rest room in a clean and tidy condition.
7. Draw the attention of any person to any hazard warning notice if it appears that the person has not seen it or is ignoring it.

7.12 Health and Hygiene

7.12.1 Dress and Hair

Loose clothing and long hair can become trapped in machinery, be set alight, dangle in dangerous chemical or simply catch on apparatus and containers and knock them over. When working in hazardous areas, sensible close-fitting clothing should be worn, loose hair should be constrained suitably and sensible footwear should be worn. Laboratory coats must be worn for practical work and removed before entering social space. Safety footwear must be worn in workshops and in designated areas.

7.12.2 Safety Spectacles

There are many potential sources of eye damage. In addition to specific hazards from welding and metal casting, machining and other metal cutting operations can produce splinters, and the mixing and use of chemical can cause splashes. Where specific local hazards exist, suitable eye protection is provided and must always be used. For general purposes, safety spectacles are freely available from various points and University Safety Office and should be worn when appropriate.



7.12.3 Footwear

It is wise to wear stout footwear which completely enclose the feet when working in the laboratories. Certain areas may be entered only if safety footwear is worn.

7.12.4 Skin Care

Wash well before leaving the laboratory. Avoid the use of solvent for washing the skin. They remove the natural protective oils from the skin and can cause irritation and inflammation. In some cases, washing with a solvent might facilitate absorption of a toxic chemical.

7.13 Food and Drink

Contamination of food, drink, and smoking materials is a potential route for exposure to toxic substances. Food should be stored, handled, and consumed in an area free of hazardous substances. Consumption of food or beverages and smoking not permitted in laboratories. Glassware or utensils that have been used for laboratory operations should never be used to prepare or consume food or beverages. Laboratories refrigerators, ice chests, cold rooms, and such

7.14 Equipment Maintenance

Good maintenance of equipment is important for safe, efficient operations. Equipment should be inspected and maintained regularly. Servicing schedules will depend on both the possibilities and the consequences of failure. Maintenance plans should include a procedure to ensure that a device that is out of service cannot be restarted.

7.15 Guarding for Safety

All mechanical equipment should be adequately furnished with guards that prevent access to electrical connections or moving parts (such as the belts and pulleys of a vacuum pump). Each laboratory worker should inspect equipment before using it to ensure that the guards are in place and functioning. Careful design of guards is vital. An ineffective guard can be worse than none at all, because it can give a false sense of security. Emergency shut off devices may be needed, in addition to electrical and mechanical guarding.

7.16 Chemical and Flammable Substances

Chemicals and flammable liquids will be stored only in the laboratory buildings in designated places appropriate to the particular substance as advised by the University Safety Officer. Small quantities must be kept in steel cupboards of the correct rating; larger quantities may be kept in specially constructed stores. When these substances are used, only sufficient working quantities should be taken out of store, normally enough for the day's work. Any surplus to that day's work must be returned to the designated store-place at the end of the day. All containers must be clearly labelled with the contents, the correct hazard symbols and other warnings and safety advice in accordance with the chemicals (hazard information and packaging for supply) Regulations. Waste substances must be disposed of by making arrangements with the University Safety Officer for safe disposal through the correct channels.



Under no circumstances may hazardous substance be discarded by putting them into sinks, drains, or waste bins.

A. COSHH – Control of substances hazardous to health

Under the Health and Safety at Work act, COSHH regulations (2002) require that all work liable to expose employees to any substance hazardous to health has had a suitable and sufficient assessment made of the risks created by that work.

B. Flammable Liquids

Solvents and other flammable liquids should be stored and used with discretion. Stocks in laboratories should be maintained at the lowest practicable level; ideally, no more that is needed for the day's work. Such stocks should be stored in steel cupboards and separated from oxidizing agents. Bulk stocks of flammable liquids must be held in the solvent store. This store **MUST NOT BE USED FOR ANY OTHER PURPOSE.**

C. Toxic chemicals

All workers in the University must be aware of the toxicity of chemicals they are about to use. Minimum quantities must be stored and used and precautions taken to prevent spilling. Used materials must be stored in clearly labelled containers and disposed of through the University disposal system, contact SSO.

7.17 Electrical Equipment

A high standard of safety of electrical equipment should be the aim of all staff in the University. It must be noted that all wiring to any piece of equipment must be to a full level of safety. There is no such thing as a temporary arrangement that can be brought up to full standard later. It may be need for only few hours, but an electric shock takes just seconds to kill. Always comply with manufacturer's instruction label not to exceed the maximum load for the equipment, this particularly applies to electrical extension reels. Any apparatus, cables, plugs, etc. which are suspected as being faulty should be reported without delay to either the University Safety Officer and the faulty apparatus or other component isolated from the electricity supply and clearly labelled "Faulty Do Not Use".

The University electrical technician is responsible for all permanent wiring up to the isolator or outlet socket of either the single or three-phase AC supply and the DC supply. On the consuming side of these points, it is the University's responsibility for inspection and testing. All testing for safety purposes will be carried out in accordance with the University Code of Practice by a competent person. Any equipment repaired or constructed withing the University may be checked with an appropriate test meter but must not be connected to the mains until checked by a University authorized electrician. All electrical equipment, both portable and fixed, will be re-tested for safety at regular intervals.



7.17.1 Batteries

High current source such as secondary batteries present special problems. Whenever possible they should be protected by fuses or circuit breaker as close as possible to the source. Wherever possible, batteries should be covered so that short circuit will not be caused by dropped metal tools. Rings must never be worn when working with unprotected high current sources. Even quite small nickel cadmium cells have been known to produce enough current to sever a finger when short circuited by a gold ring.

Rechargeable wet batteries must be used only in well-ventilated areas. During recharging an explosive mixture of hydrogen and oxygen is produced which can be ignited by a spart or a cigarette. Notices reading "Battery on Charge" and "No Smoking" must be displayed when batteries are being charged.

When connecting and disconnecting a battery, great care should be taken to prevent arcing or sparking at the battery terminals by making and breaking the circuit away from the immediate vicinity of the battery. Batteries can be disposed of by contacting the University Safety Officer.

Workshop Safety

7.18 Noise

Noise is a hazard in workshop in the University. There is a University Code of Practice which gives guidance on the need for various actions to be taken according to the noise level in any particular location. The relevant level used is the 8-hour day equivalent level (Leq), which makes account of the variation of sound levels experienced during a working day. Very specific abatement actions need to be taken when the noise level reaches 85 dBA Leq. If the level reaches 80 dBA Leg, certain precautionary actions are required. One should use any ear protection provided in any given area whenever noise producing equipment is in use. Note the noise hazard warning notices.

7.19 Personal Protective Equipment

Some of the work we undertake requires use of personal protective equipment (PPE). This includes assessing the risk to those employees who work outdoors and are exposed to the sun or inclement weather. We provide appropriate PPE, with storage facilities and replacements free of charge. We instruct and expect our employees to use any PPE identified as necessary. Employees are responsible for the day to day care of the PPE issued to them, to report damage and to request replacements.

7.20 Storage and Transport

Containers and storage areas must be clearly labelled with appropriate hazard signs and kept locked. Transport in double container that are clearly labelled as to hazard.

7.21 Manual Handling

From time to time some employees have to manually handle loads, in such cases we have assessed the risks to their health from this type of work. Where possible we have eliminated the need for manual handling, by providing mechanical handling equipment or by introducing alternative measures. Where we



have been unable to do this we have provided work related training and instruction in manual handling techniques and have instructed employees not to attempt to lift items beyond their capabilities.

7.22 Construction

We recognize that as a client for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Construction (Design and Management) Regulations. We make arrangements to comply with our legal responsibilities by ensuring that a competent person takes responsibility for managing each specific CDM project.

7.23 Training

For our business to operate efficiently and effectively we need to have a trained and competent workforce. We recruit employees with the specific skills and qualifications appropriate for their job. On starting work they are given induction training, using the induction training pack which tells them about and how to recognize hazards and risks and what they need to do to eliminate, reduce and avoid identified risks. We also provide any additional training that may become necessary. All training is recorded.

The formulation and review of Departmental health and safety policy, guidance and the monitoring of health and safety requirements, implementation and performance is the responsibility of the Departmental Safety Committee.

A handwritten signature in blue ink, appearing to be 'M. J. Smith', is written over the text of the Departmental Safety Committee's responsibility.