

## EMPLOYEES RESPONSIBILITIES

To comply with existing legislation and your employers' requirements on health and safety

### ALL EMPLOYEES MUST:

- Follow the codes of practice contained in this statement.
- Take reasonable care for the health and safety at work of themselves and other persons who may be affected by their acts or omissions at work.
- Not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Take care that the public is not exposed to any hazards from work processes.
- Ensure that heavy articles are handled correctly.
- Take care not to misuse any equipment, machinery or chemicals.
- It is the duty of employees to co-operate in the prevention of accidents. It must be emphasised that employees who fail to take adequate precautions may endanger not only themselves but others as well and can be held legally responsible.
- Any changes in work practices should undergo a risk assessment and records kept.

### PROTECTIVE CLOTHING

The following protective clothing is issued and must be worn when appropriate:

- Overalls
- Wet weather clothing
- Safety boots
- Wellington boots
- Safety helmet
- Eye protectors
- Ear defenders
- Gloves

### GRASS CUTTING MACHINERY

- Regular inspection must be made of all grass cutting machinery to ensure that it is in good order.
- Operate all machines in accordance with the manufacturers instructions.
- Check that all guards for pulleys, belts, shafts and blades are securely fixed in the correct position.
- Do not run engines in a confined space without adequate ventilation.
- Before carrying out routine maintenance or attempting to clear cutting blades of obstructions you must disengage gears and switch off the engine.

#### When refuelling :

- The engine must be switched off.
- No smoking or naked lights are allowed.
- Fuel must be in an approved and clearly marked container.
- Containers must be moved away from the machine before starting the engine.

### USE OF HERBICIDES AND/OR PESTICIDES

- Protective clothing must be worn when chemicals are applied.
- Chemicals must be clearly labelled and not put into unmarked containers.
- Check the work area to locate the position of any hazards eg. ditches, broken ground etc.
- Check the precise location of any domestic water supply, rivers, streams, ditches or ponds - none of which must become contaminated.
- Allow for wind direction in planning the limits of spraying to avoid risks to grazing livestock, susceptible crops, gardens orchards or water supplies.
- Fill spray tank with correct mixture of herbicide and diluent, replace tank lid and reseal container.

#### USE OF HERBICIDES AND/OR PESTICIDES (Contd)

- Accidental splashes on exposed parts of the body must be washed off immediately.
- If any ill effects are felt, stop spraying immediately and seek medical advice as soon as possible.
- Do not smoke during the spraying operation.
- Return all containers to the stores.
- Food and personal equipment must be kept away from the area to be treated.
- Wash hands and forearms thoroughly before taking any food, smoking or attending to personal needs.
- Wash out containers and equipment on waste ground not used by livestock and where it will not seep into water supplies, rivers or streams. **Do not put down drains, gullies etc.**
- Wash protective overalls often. If they become badly stained or contaminated take them off at once for washing.

#### ELECTRICAL EQUIPMENT

- Perform visual safety check every three months on all electrical appliances, in particular check for exposed or frayed cables.
- Ensure cables and leads are not on the floor where they can be tripped over.
- **Switch off** all electrical appliances when not being used.
- Electric heaters must not be positioned where they may topple over or in close proximity to any combustible material.

#### VISUAL DISPLAY UNITS (VDU's)

- Under the Visual Display Regulations 1993 work stations should be assessed and any risks identified and reduced.
- Correct seating must have support for the lower back and adjustable height to ensure forearms and hands are horizontal with the keyboard whilst keeping the wrists straight.
- Remove any obstruction that restricts the correct posture and prevent slouching.
- The screen should be adjusted to avoid reflections, windows to the side not behind the user.
- Documents should be in a holder or copy stand, user should not lean to read hard copy.
- The user should break from the screen frequently during prolonged use of the VDU.
- Eyes should be tested at regular intervals.