

# Guidance Note 5

MUTA's Guide to Safe Working Procedures

## 1.0 Introduction

This guidance note has been written with the aim to promote safe working practices within our industry and to assist with your business meeting statutory obligations.

The sections cover some common hazards and recommended ways of managing them. When interpreting this guidance please take into account your own differing activities and locations. This is guidance only and may not fit every situation.

## 2.0 Why is Health and Safety so Important?

Health and safety is important, generally, for three reasons:

- Moral - everyone has a right to be as safe as possible at work and in what they do. Accidents and work related ill health can ruin lives.
- Financial - accidents cost money.
- Legal - everyone, including employers and employees, has a legal responsibility for health and safety.

In our industry, there are plenty of opportunities for things to go wrong. Therefore, ignoring health and safety rules could:

- Put you and others at risk.
- Lead to accidents.
- Cause your company to:
  - Be prosecuted by the enforcing authority.
  - Lose or fail to win business due to a bad reputation.
  - Face significant financial losses.

## 3.0 General Responsibilities of Employers and Employees

Employees, as well as the employer, have legal responsibilities under the Health and Safety at Work Act 1974 to work safely at all times.

Both employers and employees can be prosecuted for working in a dangerous way or using equipment in a way likely to cause an accident.

Breaking health and safety laws is a criminal offence.

### 3.1 Duties of Employers

Employers are required to:

- Provide safe tools, equipment and systems of work and maintain tools and equipment properly.

- Provide and maintain safe and healthy working environment and conditions at all times, including when handling and transporting hire stock, tools, equipment and safe storage and use of substances.
- Provide adequate training, instruction and supervision.
- Carry out suitable and sufficient risk assessments of work activities and bring the findings to the attention of employees.
- Make sure that all work is carried out safely and without risks to health so that no one, including any member of the public, is placed in danger.
- Have a system in place for advising employees on safety matters.
- Have a policy in place stating who is responsible for different aspects of health and safety in the company.

## 3.2 Duties of Employees

You as an employee are required to:

- Work safely at all times and do nothing that could risk the health or safety of:
  - Yourself.
  - Your colleagues.
  - Anyone who could be affected by your acts or omissions (including members of the public).
- Follow safe working practices.
- Use personal protective equipment (PPE) when it is required to be worn or used.
- Report any damaged/unsafe equipment or plant.
- Report any uncontrolled hazards.
- Report any accidents and make sure that the details are entered in the accident book.
- Help in the investigation of accidents so that measures to prevent similar accidents in the future are put into place.
- Ask for advice if you are not sure about how to operate equipment or about any working practices.
- Let the management know of any medical, emotional or physical condition that could affect your work.
- Make your own safety and the safety of others your main concern.
- Co-operate with your employer on matters of health and safety.

## 3.3 Additional Responsibilities of Site Supervisors

Site supervisors have all of the normal responsibilities of an employee. However, when on-site, they also represent the employer. Because of this they also have a responsibility to ensure that:

- Tools and equipment checks are undertaken.
- Safe systems of work are followed.
- All site crew are competent in undertaking the tasks allocated to them.

- Unauthorised personnel do not enter hazardous work areas.

## 3.4 Responsibilities of Others

Everyone is legally responsible for his or her actions. Therefore, everyone on-site has exactly the same responsibility for you as you have for them. This includes other people working on-site. They are all responsible for:

- Their own health and safety.
- The health and safety of their colleagues.
- The health and safety of anyone who could be affected by their acts or omissions.

## 4.0 Risk Assessment

A risk assessment is simply a careful examination of what in your work could cause harm to people, so that you can weigh up whether you have enough precautions or whether you should do more.

These are:

- Identify the hazards (things with potential to cause harm) present during your work activities.
  - Who might be harmed?
  - How they might be harmed?
  - What controls do you currently have in place to avoid harm?
  - What additional controls might be required?
  - How will the controls be monitored/applied, by whom and when?
- Record your significant findings.
- Review your assessment and update if necessary.

It is the responsibility of the employer to reduce reasonably foreseeable risks to a reasonably practicable level and to ensure risk assessments are undertaken by those competent to do so.

### 4.1 Generic Risk Assessment

Generic risk assessments are task related and cover tasks that are:

- Carried out on a regular basis.
- Have hazards and risks that do not change.
- The results of the assessment:
  - Are usually produced in writing.
  - Should be made available to all employees.
  - Be reviewed and updated regularly, or if the activity changes.

### 4.2 Dynamic Risk Assessment

A dynamic risk assessment may be situation specific and often carried out on-site. Dynamic risk assessment deals with a risk that is not covered by the generic risk assessment, such as:

- New or one-off tasks.
- Changed circumstances.
- Location hazards present.

Sometimes you may be assessing risks using a legal standard that you must achieve such as noise or vibration exposure levels.

## 5.0 Method Statements, Good Practice and Best Practice

A method statement is an example of a safe system of work or operating procedure. It describes in a logical sequence exactly how a particular job is to be carried out in an approved manner that minimises risks to health and safety. This allows the activity to be properly planned, resourced and undertaken with a clear understanding.

Individual companies should produce their own method statements. Examples are:

- Connecting and raising a temporary demountable structure.
- Laying a flooring system.
- Operating a particular machine.

### 5.1 Industry Guidelines and Good Practice

Many industries produce industry-specific 'good practice' guides. Examples of some for our industry are:

- *Safe Use and Operation of Temporary Demountable Fabric Structures* published by MUTA and available to download from [www.muta.org.uk](http://www.muta.org.uk).
- *The IFAI procedural handbook for the safe installation and maintenance of tentage* published by the Industrial Fabrics Association International.
- *Temporary Demountable Structures – Guidance on procurement, design and use* published by the Institute of Structural Engineers.

### 5.2 Why are Best Practice and Good Practice Guides Important?

Health and safety regulations can be long and sometimes difficult to interpret and as such the use of industry guidance can be one way of demonstrating your intent to manage risk and comply with your duties. If the worst happens and there is a court case, the court will often use the guidelines to judge whether or not you have acted properly.

## 6.0 Safety Signs

Safety signs are important. They can inform you what you must or must not do, warn you of hazards and advise you of important safety information such as the locations of fire alarms or firefighting equipment, assembly points, escape routes, first aid and welfare facilities.

There are five different types of signs. All five have a special colour scheme to help you recognise their meanings. These are:

Type	Meaning	Colour Scheme
Mandatory	What you must do	Circular blue background, white pictogram
Prohibition	What you must not do	Circular white background, red border and oblique black pictogram
Warning	Warn of hazard	Triangular yellow background, black border and pictogram
Fire equipment	The location of fire alarms, extinguishers and other associated equipment	Rectangular red background, white pictogram
Safe condition	The location of emergency exit doors and exit routes, and of first aid facilities	Rectangular green background, white pictogram

## 7.0 Housekeeping and Removal of Waste

You should:

- Keep work areas tidy and clean.
- Remove and reduce slip and trip hazards.
- Never allow a build-up of rubbish or scrap.
- Place all waste in the correct bins or remove it daily.
- Stack and store all materials as they arrive.
- Return tools and fittings to their proper places when work is finished.
- Never throw any waste from a height – lower it by chute, hoist or lift.
- Eat food only in the area set aside as a canteen.
- Help keep canteen areas clean and tidy.

## 8.0 Operating Machinery

Only competent operators should use plant or machinery. People who are not authorised to use machinery must not tamper or interfere with it.

When operating machinery, you should:

- First check that guards are in place preventing access to dangerous parts, and that any other safety devices (e.g. emergency stops) are in working order.
- Never use a machine with defective or missing guard/safety devices.
- Take a defective machine out of use immediately and report the defect to your team leader or manager as soon as possible.
- Unplug the power supply of a machine before cleaning, adjusting or repairing it.
- Always follow the manufacturer's instructions along with any information supplied by your employer.
- Make sure the equipment is suitable for the purpose intended.
- Inform your employer before you use any of your own equipment at work, e.g. hand tools such as hammers or chisels.

## 9.0 Tools and Equipment

All tools used must be fit for purpose and people must be competent in undertaking the use of them.

When using tools or equipment you must:

- Check that plugs and sockets are not damaged and are correctly wired and earthed.
- Keep the tools/equipment dry and in good order.
- Wear the required PPE.

Never:

- Use damaged tools or equipment.
- Operate tools or equipment if you do not know how to do so.
- Force or overload tools and equipment.
- Alter or adjust automatic cut-out switches.

## 10.0 Electricity and Portable Electrical Equipment

General rules for using portable electrical equipment:

- Only authorised persons should work on electrical distribution boxes or wiring.
- Generators must only be installed by an authorised person.

Do not:

- Overload sockets or equipment.
- Use power tools in flammable zones.

Before using portable electrical equipment, you should examine it carefully and check that:

- The correct fuses are fitted.
- The plug is not damaged (e.g. the casing is not cracked or the pins are not bent).
- The outer sheath of the cable is securely fixed where it enters the plug and the equipment (evidence of damage would be if the coloured insulation of the internal cable cores were showing).
- There is no damage to the outside of the equipment and no loose parts or screws.
- There is no damage (apart from light scuffing) to the cable sheath or to any taped joints.
- The equipment has not been exposed to unsuitable conditions (e.g. it is wet).
- There is no sign of overheating.
- There is a valid portable appliance testing (PAT) sticker displayed on the equipment.

If any electrical equipment is damaged or broken, do not attempt to use it – report it to your team leader or supervisor.

Make sure nobody else is able to use any damaged, broken, unsafe machinery, tools, equipment and electrical equipment.

## 11.0 Manual Handling

Before any manual handling takes place, the employer should have carried out a risk assessment. In addition, people required to carry out manual handling should have suitable training.

If you have any physical, emotional or mental condition that could affect your manual handling abilities, you must inform the management as soon as possible.

When manual handling you must:

- Make full and proper use of any handling aids and PPE provided.
- Think about others and take care at all times.
- Follow the rules that you have been taught about manual handling.
- Never attempt to lift anything beyond your capability.
- Ask for help with heavy or bulky objects.

### 11.1 Lifting Operations

All lifting operations should comply with the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. There are four general requirements for lifting operations:

- Strong, stable and suitable lifting equipment.

- Equipment is positioned and installed correctly.
- Equipment is visibly marked with the safe working load.
- Lifting operations must be planned, supervised and performed in a safe manner by competent people.

Checks should be made on the suitability and condition of all lifting equipment and lifting accessories prior to use and certificates of inspection and test be viewed where appropriate.

## 12.0 Vehicles

- Only employees with valid licenses are permitted to drive company vehicles.
- Loads must be within the safe weight limit for the vehicle.
- Loads should not protrude beyond the vehicle body so as to be a hazard to other vehicles or pedestrians.
- It is the driver's responsibility to make sure that the load is secure and safe.
- It is the driver's responsibility to report any defects on the vehicle to the management using proper forms.
- No vehicle may be driven if it is known to be defective, overloaded or unsafe.
- Employees with company cars are responsible for making sure that they are roadworthy, fully insured, taxed and tested.
- No one must get on or off any vehicle whilst it is moving.
- Drivers must obey all traffic rules and laws, including those about drivers' hours and rest periods.

### 12.1 Forklift Trucks

There are some basic rules about using forklifts:

- Do not drive a forklift truck unless you have a valid certificate of basic training as a forklift operator for that truck.
- Never carry passengers on a forklift truck unless it is designed for that purpose.
- Never use a forklift truck as a working platform unless it is designed for that purpose.
- Always wear a seat belt whilst operating forklift trucks.
- Non-integrated work platforms should not be used for planned activities and where used should be subject to suitable and sufficient risk assessment and control.
- Do not use a mobile phone whilst operating a forklift truck. Park the truck first.

## 13.0 Flammable Liquids and Other Hazardous Substances

Rules about dealing with chemicals and other hazardous substances are laid down in the Control of Substances Hazardous to Health (COSHH) Regulations. These require employers to assess the risks from hazardous substances used in the workplace. They also require employers to put procedures in place to prevent harm to their employees. Here are some general rules about using hazardous substances:

Make sure you know the findings of the COSHH assessment prior to using hazardous substances including the requirements of:

- PPE required for use.
- First aid treatment required in the event of exposure.
- Storage and transportation.
- Disposal.

## 14.0 Working at Height

The Work at Height Regulations 2005 state that all work at height must be planned and undertaken by competent people. Falls from height are the biggest cause of death in the workplace in the UK and a major cause of injury. Before attempting any work at height, the following issues should be addressed:

- Can the work be planned in a way to avoid working at height.
- If work at height is undertaken, what measures are in place to prevent a fall.
- What measures are in place to minimise harm from a fall.

### 14.1 Safe Use of Ladders

Ladders should only be used for works of a short duration, requiring no side to side movements and not requiring the carrying or use of any objects or tools.

Before use:

- Carry out pre-use checks looking for obvious defects.
- Think about the suitability and positioning of the ladder.

Ensure a ladder has:

- Both feet firmly attached and with a good tread.
- Clean rungs.
- Undamaged stiles (the side pieces that the rungs are attached to).
- Secure fastenings when it is extended.

A leaning ladder in a good position:

- Is at an angle of 75° from the vertical – one unit out for every four units up.
- Will not move at the bottom.
- Stands on a surface that is firm, level, dry and not slippery.
- Clear of obstacles or waste.
- Will not move at the top.
- Rests on a strong upper resting point.
- Has its rungs in a horizontal position.

When using a ladder:

- Only carry light materials and tools.
- Grip the ladder when climbing.
- Do not overreach – make sure your belt buckle stays within the stiles.
- Keep both feet on the same rung or step.
- Do not work whilst standing on the top three rungs.
- Keep three points of contact with the ladder at all times.

General advice to all employees about using ladders:

- Do not climb on makeshift arrangements.
- Protect ladders from being struck by any vehicles using barriers and cones.
- Do not work from a ladder in extreme windy conditions.
- Beware of wet, icy or greasy rungs.
- Make sure your footwear is in good condition.
- Clean off mud or grease from boots, and the ladder, before climbing.
- Timber ladders should not be painted, as defects cannot be seen.
- Beware of live overhead cables.

## 14.2 Weather

Different kinds of weather can cause different problems:

- Be aware of the likelihood of stormy winds, ice or extreme heat.
- Be aware of the effects of cold and heat on your health and your ability to work safely.
- Be aware of actions required in the event of lightning.

## 14.3 Windy Conditions

- Working in strong winds can be dangerous – know the point at which work should stop.
- Beware of sudden gusts, even on calm days.
- Take extreme care when fixing or handling materials in severe wind conditions.
- Be aware that wind direction can be affected by surrounding buildings and trees.
- Secure all materials stored or being used - windblown materials can be lethal.

## 14.4 Ground Conditions

- On wet or slippery ground, vehicles can slide and persons can fall.
- Hard ground can cause problems with the placing of pins etc.
- Uneven ground can cause trips, beware of pot holes.

## 15.0 Noise

The Control of Noise at Work Regulations 2005 requires all employers to assess noise levels, establish hearing protection zones, ensure anybody entering is wearing hearing protection, provide hearing protection and ensure it is worn.

Employees should:

- Report any problems with noise control equipment or broken equipment.
- Wear hearing protection equipment when it is required.
- Ask your doctor for advice if you have any hearing difficulties or “noises” in your ear.

## 16.0 Smoking

It is against the law to smoke in enclosed places at work. Both employers and employees can be fined heavily if this law is broken. A work place is enclosed if 50% of more side area is closed in. Under the law, windows and doors are regarded as being part of a closed area.

Therefore, you must not smoke in:

- Enclosed work places.
- Company vehicles.
- Enclosed rest areas.

## 17.0 Drugs and Alcohol

If you are under the influence of alcohol or drugs, you must not:

- Work.
- Operate machinery.
- Drive.

## 18.0 Working Alone

Working alone can be riskier than working with other people. When someone has to work alone, the employer must carry out a risk assessment. Here are some rules for lone working:

- Let your site supervisor/team leader know where you are.
- Follow the guidance outlined in the risk assessment.
- Always have a means of contact available, remember that not everyone has a mobile phone signal.

If you feel unsafe, discuss it with your site supervisor/team leader and/or the site safety personnel.

## 19.0 Working On-Site

Working on-site or visiting a site has its own hazards. When on-site take extra care and learn to recognise hazards. Your behaviour on-site does not just reflect on you. It also reflects on your employer and the industry. Therefore:

- When arriving on-site report to the site manager and read any site safety rules.
- Before starting work make sure you are happy that the site is suitable. Find out where the nearest phone is and where the first aid equipment is kept.
- Never put other workers, site staff or members of the public in any danger.
- Find the locations of any underground services and overhead power/telephone cables and make sure you avoid them.
- If the location of any underground services is in any doubt, CAT scanners should be used by the site organiser or supervisor.
- No stakes are to be driven into the ground by any member of the team until the site supervisor has given the go ahead.
- Be aware that strong winds can cause structures to become unstable. You should know the maximum wind loading for the structure and what actions you should take at what levels of wind speed. You may need to suspend the build to ensure that the structure is safe.
- Only work when there is enough daylight or floodlighting to allow safe working.
- Dispose of all waste material in the correct manner.
- At the end, leave the site clean and tidy.

## 20.0 Personal Protective Equipment (PPE)

All PPE such as hard hats, protective boots and gloves should be provided as result of a risk assessment. The management will provide and replace PPE as necessary. You must:

- Always wear the PPE specified for the type of work you are doing – this is often a condition of your employment.
- Secure loose clothing such as ties and scarves.
- Avoid wearing jewelry.
- Report worn or broken PPE so that it can be replaced.

## 21.0 Health

### 21.1 First Aid

The employer must make sure that adequate first aid facilities are provided on-site and must tell employees of these. It is your duty to know where the first aid equipment is, and the names of the people that are trained to give first aid.

## 21.2 Reporting of Accidents, Diseases and Dangerous Occurrences (RIDDOR) 2013

The rules about accident and incident reports are laid down by RIDDOR 2013. It is an employer's duty to make sure that accident reporting procedures are in place. This includes making sure that an accident book is provided.

- All injuries and harmful events, however minor, must be reported as soon as possible to your team leader or manager.
- If you suffer from symptoms that you believe you are connected to work, particularly if they reoccur, you must inform your doctor and your team leader/manager.

RIDDOR 2013 requires the Health and Safety Executive (HSE) to be notified of certain accidents and incidents. It is the employer's responsibility to do this. Briefly the regulations require the following:

Type of Occurrence	Action Required
<ul style="list-style-type: none"> <li>• Fatality to employee or non-employee as the result of a work-related accident</li> <li>• Specified injury to employee</li> <li>• Injury to non-employee requiring immediate hospital treatment</li> <li>• Specified dangerous occurrence (even if no-one is injured)</li> </ul>	<p>Notify HSE by quickest practicable means and within 10 days - send form F2508</p>
<ul style="list-style-type: none"> <li>• Other accidents resulting in absence from work for over 7 days</li> </ul>	<p>Report to HSE as soon as you are aware of the situation and within 10 days of the accident</p>

## 22.0 Fire Precautions and Procedures

### 22.1 Precautions

- You should find out where the following are:
  - Fire-fighting equipment.
  - Alarm call points.
  - Escape routes.
  - Emergency exits.
  - Assembly points.
- Emergency exits, escape routes, access to alarm points and fire-fighting appliances must be kept clear at all times.
- Fire doors must be kept closed at all times.
- Good housekeeping and fire precautions reduce the risk of a fire, and make it less likely that a fire will spread quickly.

## 22.2 The Cause of Fire and Common Fire Hazards

Most fires can be prevented. Common fire hazards and causes of fire include:

- Faulty electrical wiring.
- Plugs and sockets which are in poor condition or which are overloaded or not protected by proper fuses or other devices.
- Electrical equipment left switched on when not in use (unless designed to always be connected).
- Smoking and disposing of smoking materials.
- A build-up or careless storage of rubbish, paper or other materials which can easily catch fire.
- Careless use of portable heaters.
- Poor ventilation of heaters, machinery and electrical appliances (including office equipment).
- Poor cleaning of work areas and poorly maintained equipment.
- Poor supervision of cooking and work activities.
- Carelessness by contractors or maintenance workers.
- Arson.

## 22.3 Action on Discovering a Fire

On discovering a fire, you should:

- Sound the alarm by breaking glass in the nearest fire alarm call point.
- If it can be done safely, tackle the fire with the nearest equipment.
- Evacuate the premises and report to the assembly area.

Full details of the fire actions required at your workplace should be made known to you and ensure that you have read and understood these details.

## 22.4 Action on Hearing an Alarm

Make sure your colleagues nearby (especially if they are deaf or hard of hearing) are aware of the alarm. Then:

- If you are not involved in tackling the fire, leave the building by the nearest exit.
- Meet at the assembly area and wait there until further instructions are given.
- Do not delay leaving the building to collect belongings.
- You must not re-enter the building until told to do so by a responsible person who has obtained permission from the Fire Brigade Officer in charge.

## 22.5 Instructions to Switchboard Operator

- When the fire alarm sounds dial 999 (or 112 from a mobile phone) and ask for the Fire Brigade.
- Give the address clearly.

- Answer all questions calmly and only terminate the call when instructed to do so.

## 22.6 Action by Supervisors

In a fire emergency, supervisors should:

- Ensure that their area is clear of personnel.
- Then go to the assembly area and check that everyone is present.
- If anyone is missing, the supervisor must report it to the person undertaking a roll call or the Fire Authorities as soon as they arrive.

## 23.0 Security

Sites can be easy targets for thieves. Unless you are careful, materials, equipment and tools may be stolen. Always take simple security measures such as:

- Unattended vehicles are easy targets for thieves. To prevent the theft of vehicles or their contents, always lock vehicles when left unattended.
- Lock forklifts when they are not in use.
- Do not leave tools or equipment lying around. Keep these items where you can keep an eye on them.
- To prevent theft, make sure that at the end of the day all tools, machinery and equipment are accounted for and are properly locked away.
- Ladders can tempt children and others to climb on a structure. Before leaving the site at the end of the day, make sure that all ladders are removed or locked away.
- Remove all tools and plant from the site when work is complete.
- Store all hazardous substances in suitable locked containers or remove from site.

## 24.0 Inspections

### 24.1 Who can carry out Inspections?

A number of people have the right to carry out on-site inspections. These include:

- HSE Inspectors.
- Local Authority Inspectors.
- Fire Officers.
- Site Health & Safety Officers.
- MUTA Inspectors.

## 24.2 What are Their Powers?

The powers of each of these inspectors are shown below:

Inspector	Can Issue
HSE Inspectors	Prohibition notices and improvement notices
Local Authority Inspectors	Prohibition notices and improvement notices
Fire Officers	Prohibition notices and improvement notices
Site Health and Safety Officials	Can enforce site health and safety rules
MUTA Inspectors	Can make reports to MUTA and Health and Safety Officials and MUTA membership can be terminated if non-compliant

## 24.3 Prohibition and Improvement Notices

Both of the following documents are legal documents and you must do what the notice tells you.

If you are issued with a prohibition notice:

- Work must stop immediately.
- Work cannot start again until the prohibition has been lifted.
- The notice will identify what needs to be done towards getting the prohibition lifted.

If you are issued with an improvement notice:

- Work can carry on, but the improvements listed in the notice must be carried out by the time stated.

## 25.0 Continual Improvement

No workplace can ever be 100% safe. Therefore, continual improvement is important because:

- The aim should always be to have a long-term 100% accident free record.
- As long as accidents or near misses happen, there is always room for improvement.
- The law changes.
- Everyone should be continually trying to improve health and safety for the good of:

- Themselves.
- Their colleagues, and others.
- The business.

## 26.0 The Construction, Design and Management Regulations 2015 (CDM 2015)

The definition of construction work is broad and covers work of any scale and complexity, including temporary demountable structures. Take a proportionate approach to managing the risks involved. In practice, this may involve little more than what you are normally doing to manage health and safety risks.

A construction project includes construction work and involves all planning, design, management or other work undertaken up until the end of the construction phase.

All construction projects must have:

- Workers with the right skills, knowledge and experience.
- Contractors providing appropriate information, instructions and supervision.
- A written construction phase plan.

In addition to the above, construction projects where more than one contractor is involved (domestic or non-domestic project) must also have:

- A principal designer and a principal contractor appointed.
- A health and safety file.

Also, if the construction work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously, or if at any point in the project or exceeds 500 person days:

- The client must notify the construction project to the HSE. This can be undertaken on their behalf however their details should be entered.

Please refer to MUTA's CDM guidance note for more details.

## 27.0 Reference List of Publications on Health and Safety

*Health and safety made simple – The basics for your business*

ISBN: 9780717666430

Series code: INDG449 (rev1)

*Managing for health and safety*

ISBN: 9780717664566

Series code: HSG65 (third edition)

*Personal Protective Equipment at Work (Third Edition 2015)*

Guidance on Regulations

Personal Protective Equipment at Work Regulations 1992 (as amended)

HMSO

ISBN: 9780717665976

*Display Screen Equipment*

Guidance on Regulations

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

HMSO

ISBN: 9780717625826

*Manual Handling*

Guidance on Regulations

Manual Handling Regulations 1992 (as amended)

HMSO

ISBN: 9780717628230

*Safe Use of Work Equipment*

Guidance on Regulations and Approved Code of Practice

Provision and Use of Work Equipment Regulations 1998

HMSO

ISBN: 9780717666195

*Workplace Health, Safety and Welfare*

Approved Code of Practice

Workplace (Health, Safety and Welfare) Regulations 1992

HMSO

ISBN: 9780717665839

## *Rider Operated Lift Trucks*

Operator Training

Approved Code of Practice and Guidance L117 (Third Edition 2013)

HMSO

ISBN: 9780717664412

## *Safe Use of Lifting Equipment*

Guidance on Regulations and Approved Code of Practice

Lifting Operations and Lifting Equipment Regulations 1998

HMSO

ISBN: 9780717665860

## *First Aid at Work*

Approved Code of Practice and Guidance

Health & Safety (First Aid) Regulations 1981 (Third Edition 2013)

HMSO

ISBN: 9780717665600

## *Fire Precautions*

[www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business](http://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business)

## *Reporting Accidents and Incidents at Work*

A brief guide of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

INDG 453 (rev1)

Free or paid for copies:

[www.hse.gov.uk/pubns](http://www.hse.gov.uk/pubns)

Telephone: 01787 881165

Email: [hsebooks@prolog.uk.com](mailto:hsebooks@prolog.uk.com)

Post: HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA

## *MUTA's Best Practice Guide*

Safe Use and Operation of Temporary Demountable Fabric Structures

Available to download from [www.muta.org.uk](http://www.muta.org.uk)