

**ST ALOYSIUS COLLEGE WORK EXPERIENCE HEALTH AND SAFETY .**

1. Know who your supervisor is at your placement. They should be your first person to ask anything to do with tasks given to you.

**AVOID HAZARDS** WHERE YOU WORK-to stay safe **YOU** must be **RISK AWARE**

2. Be smart **THINK BEFORE YOU ACT.**

.Learn how to work safely and obey safety rules.

.Use all equipment and protective clothing supplied

.Report things that seem dangerous, damaged or faulty.

.Use only tools, machinery or substances that you have been trained to use.

3. **BE TIDY** -don't leave things lying around, trips and falls are a major cause of accidents.

4. **HYGIENE**- dirt and contact with chemicals, oil and so on can make you ill. **ALWAYS** wash your hands using soap before you eat a meal and before and after using the toilet.

5. **PROTECTIVE EQUIPMENT** -always wear what is provided and check that it fits properly.

6. **MOVEMENT** – walk don't run, obey all warning notices and safety signs.

7. **LIFTING AND CARRYING** -only lift what you can **EASILY** manage and that you can see where you are going. IF IN DOUBT ABOUT THE WEIGHT **DO NOT** LIFT IT -ASK FOR HELP

8. **ELECTRICITY** – treat all electric equipment with respect . ALWAYS switch off at the mains before connecting or disconnecting any electrical appliance.

9. **WORKING AT HEIGHT** – falls even from low levels can cause injury. Make sure you know how to **PLACE** a ladder, never **OVERSTRETCH** from a ladder or steps.

10. **HAZARDOUS SUBSTANCES** – read all labels and instructions on containers ,they should tell you if they are poisonous ,easily set on fire or can cause burns.

11. **WORKING WITH COMPUTERS** –make sure your desk and chair are adjusted for your comfort. Make sure you have regular breaks away from the screen.

12. **FIRE**-MAKE SURE YOU KNOW WHERE THE **FIRE EXITS** ARE,MAKE SURE YOU KNOW HOW TO **RAISE THE ALARM**.MAKE SURE YOU KNOW WHERE THE **ASSEMBLY POINT** IS.

B.BUTLER JUNE 2018