

APPENDIX 2

HEALTH AND SAFETY

The Authority requires the following procedures as a minimum:

The responsibilities of employers are:

- to provide and maintain vehicles, equipment and systems of work;
- to make suitable arrangements to ensure the safe transport of people and associated equipment;
- to provide information, instruction, training and supervision necessary for a safe system of work; and
- to provide a safe working environment.

Employees' duties:

- to take reasonable care of yourself and of anyone who is affected by your actions;
- to report changes in your circumstances which affect your health and safety (for example, pregnancy or arthritis);
- to co-operate with your employer on health and safety matters;
- to use any equipment provided correctly;
- to report defective equipment as soon as practicable;
- to report accidents, incidents and dangerous occurrences to your manager;
- to know and use the Authority's safety procedures and the Service Provider's health and safety procedures; and
- to use personal protective equipment if issued.

Duties of the self-employed:

- self-employed people must run their business so that people not in their employment are not exposed to health and safety risks and
- a health and safety policy "example" can be obtained from the Health and Safety Executive. For further information and guidance please visit: www.hse.gov.uk