# Health, Safety, Welfare And Hygiene

1. SAFETY
   * + 1. You must not take any action which could threaten the health or safety of myself, yourself, other employees, or members of the public.
       2. Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear is your responsibility.
       3. You should report all accidents and injuries at work, no matter how minor, in the accident book.
       4. You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.
2. ALCOHOL & DRUGS POLICY

If your performance or attendance at work is affected as a result of alcohol or drugs, or I believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

1. HYGIENE
2. You must wash your hands immediately before commencing work and after using the toilet.
3. Any cut or burn on the hand or arm must be covered with an approved visible dressing.
4. If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for work without clearance from your own doctor.
5. Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work.
6. NO SMOKING POLICY

Smoking on the premises (including vehicles) is not permitted. This includes e-cigarettes.

1. FITNESS FOR WORK

If you arrive for work and, in our opinion, you are not fit to work, I reserve the right to exercise our duty of care if I believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

1. MANUAL HANDLING

You are required, in accordance with the Manual Handling Regulations 1992, to advise me of any condition which may make you more vulnerable to injury.