

## Forget the Sun, the vampire look is so this season

Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight.

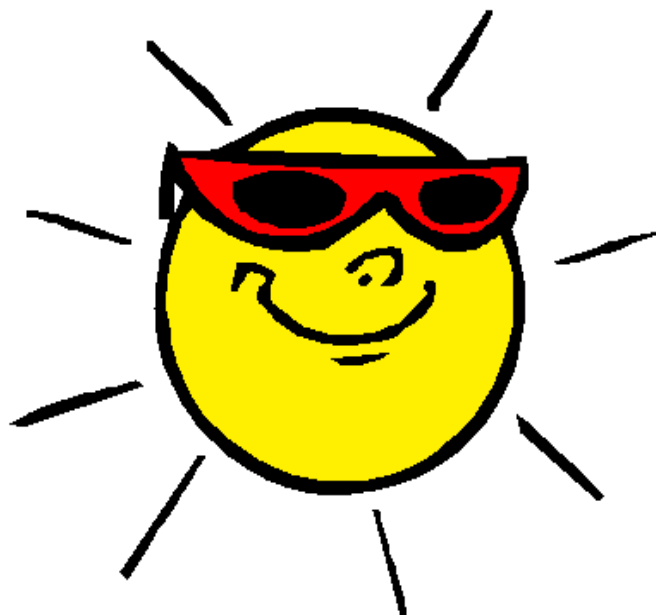
If work keeps you outdoors for a long time your skin could be exposed to more sun than is healthy for you. Outdoor workers that could be at risk include farm or construction workers, market gardeners, outdoor activity workers and some public service workers.

If you have naturally brown or black skin, you are less at risk of skin cancer, although cases do occur.

You should take particular care if you have fair or freckled skin that doesn't tan, or goes red or burns before it tans, red or fair hair and light coloured eyes, a large number of moles.

The short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel.

The longer term problems can arise. Too much sun speeds up ageing of the skin, making it leathery, mottled and wrinkled. The most serious effect is an increased chance of developing skin cancer.



**“Stay in the shade whenever possible, during your breaks and especially at lunch time and wear cool shades like me”**

### Inside

- Wordsearch / Q's
- Info Watch
- Q & A
- Driving Savvy?
- HSE notices
- Courtley Notice board
- Q & A

# Brian Badonde's Bbbuurdsearch

W W N Q R W R L L F H H F D G R R F  
 K C L X M V N E N R F N J P E M L J  
 Z V M Z T Q O M S Y G X Z T N Y T E  
 L V Q N T T I E X T T K S N Z B V T  
 N V M C L K T M S X R I D Q J A G T  
 C H E M I C A L S I G I B L L R H L  
 M P T L L M C G Q E R R C U P R Y V  
 P B V K Y M I M R T C O A T E N Q R  
 R X L G L M F V K M Q T H T I W L Z  
 O V K P H B I L N T I X R T P O L T  
 H S D M C C S M L O R O V T U T N H  
 I L L P C J S M N N P K J M R A L W  
 B E F R R T A T L M X L X Q B N H T  
 I B L Q L N L L I B V V N R M B H X  
 T A M M T N C L Z L Z M X N N L N G  
 J L P X M A E R T S N W O D M M V T  
 Z R J T R K M T H N T P R G H R P F  
 L J G F D Y X L L K V V G N B M K W



## HIDDEN WORDS

1. Classification
2. Register
3. Restriction
4. Chemicals
5. Evaluation
6. Prohibit
7. Downstream
8. Authorise
9. Importer

## Questions

1. How often should the operation of a fire detection and fire warning system be tested?
2. What fire extinguisher has a canary yellow flash and what is it used for?
3. What is RIDDOR?
4. If a death or major injury occurs when must it be reported?
5. How much do Courtley (Health & Safety) charge members when they send operatives on the asbestos awareness course?

1. The system should be tested by operation weekly and a full check and test by a competent service engineer annually.
2. The fire extinguisher would be wet chemical and it is for high temperature cooking oils used in large industrial kitchens or restaurants.
3. Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 is the full title.
4. It must be reported by the responsible person to the enforcing authority without delay by the quickest possible means.
5. Nothing.

<b>Title/Subject</b>	<b>Progress</b>	<b>Refer</b>
Machinery Supply Regulations 2005	Deadline for manufacturers to ensure machines comply with amended essential health and safety requirements	<b>Email:</b> danielle@courtley.com <b>Call:</b> 0777 354 4497
Control of Artificial Optical Radiation at Work Regulations 2010	Enacts EU Directive on protection of workers from risks from lasers and other artificial optical radiation sources	<b>Email:</b> ed@courtley.com <b>Call:</b> 0777 354 4495
Notification of Conventional Tower Cranes Regulations	Requires information about tower cranes assembled on site to be notified to the HSE after installation	<b>Email:</b> danielle@courtley.com <b>Call:</b> 0777 354 4497
Health and Safety at Work Act 1974 (Application Outside Great Britain) (Variation) Order 2009	Amends the 2001 Order to extend the provisions of the Health and Safety at Work Act to the construction, operation and repair of wind farms and other energy structures.	<b>Email:</b> tony@courtley.com <b>Call:</b> 0777 354 4496

# Driving savvy?

Tadaaa, here are some things for you to consider before you or your employees set off on a journey:

**Vehicle condition** – many of us rarely check our own cars, let alone those provided by an employer. One of the most neglected items on the car is the tyres. Since the most common cause of blow-outs is under-inflated tyres, users need to be trained to check the pressure is correct. Another priority is monitoring the tyre tread to make sure that they are not worn down below legal limits (1.6mm in the UK) since the state of the tread has a huge impact on the braking distance a regular maintenance programme conducted by a competent mechanic is obviously a must.

**Drivers** – many job specifications ask for a clean driving licence, but few organisations monitor the points their employees accumulate after joining. Many companies use defensive driving to teach drivers how to spot risky behaviour in other road users, allowing the driver to compensate. Also useful are “commentary drive” programmes, where the driver makes a journey with an instructor and talks through the drive, what they see, where they are looking, their perception of how far ahead the next car is and what is happening ahead. The idea is that this reinforces positive behaviour and, by talking through a 30 to 45 minute journey, the driver is more likely to behave correctly when driving on their own.

**Pressure** – humans are obsessed with time and in stressful situations we are likely to obey orders to hurry, even if it means breaking company and national rules on safe driving and speed limits. We have to be able to make sure that no one in the management chain is putting undue time pressure on drivers. If it takes 45 minutes to drive a route safely and the vehicle leaves the depot 15 minutes late, the driver should know their task is to get round in 45 minutes and not 30.

**Fatigue** – driver fatigue is reckoned as a root cause in around a third of fatal car accidents and all driving activity should be planned to avoid it. Our alertness falls rapidly if we have less than 5 hours sleep on any night and is also greatly affected by cumulative lack of sleep such as that our alertness level drops significantly after 5 consecutive days of reduced sleep.

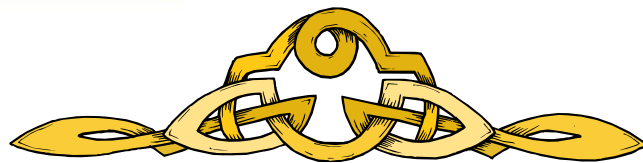
**Routes** – selection of regular vehicle routes should take into account time of day where possible (avoiding rush hour traffic), and liaison with local police forces to learn about accident black-spots. Where multiple drivers will be following the same route routinely, pre-reconnaissance and information sharing can help flag up blind corners and busy intersections.

**Distractions** – reaction times of people talking on mobile phones (handheld or hands-free) while driving are significantly worse than those just driving. Because the use of phones is a behavioural issue, companies often have to tackle it head on. This can be done by writing in your driving policy that the use of mobile phones is banned while driving company vehicles and the consequence could be termination of contract. Similar tough treatment should await any managers found encouraging drivers to break this rule and take work calls on the road.

**Weather** – avoiding driving in severe weather conditions sounds obvious but many people think they are invulnerable when seated comfortably in a vehicle. You may assume drivers will know it's better to off the road in a safe location during a heavy downpour than to drive on risking a head-on collision, but unless it's built into drivers' manual and training, how can you be sure?

## LADDER EXCHANGE SUCCESS

Nearly 7,000 dodgy ladders have been surrendered in the three years since the HSE began its ladder exchange initiative. Part of the *Shattered Lives* campaign to help reduce slips, trips and falls from height, the initiative includes e-learning tools which are available at [www.hse.gov.uk/shatteredlives](http://www.hse.gov.uk/shatteredlives).

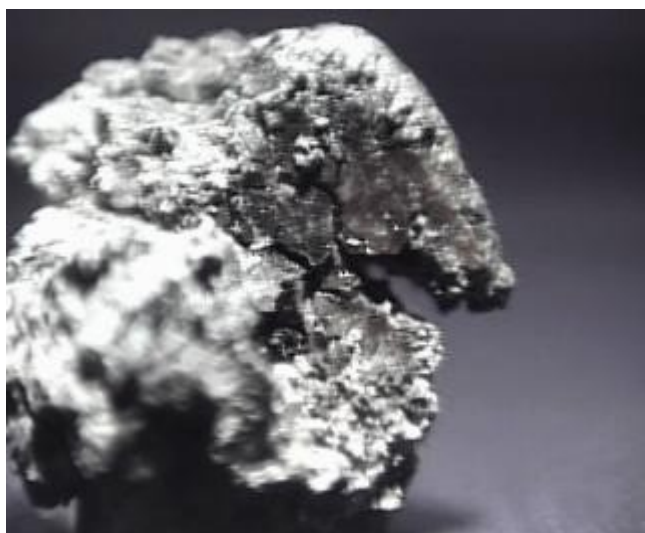


## HSE WARNS OVER LEAD EXPOSURE

A warning over lead exposure has been issued by the Health and Safety Executive (HSE) following the prosecution of a firm in Perthshire. Blairish Restorations was fined £10,000 at Perth Sheriff Court after pleading guilty to Health and Safety at Work, etc Act 1974 breaches.

In 2008 two of the firm's employees were admitted to hospital with acute lead poisoning after the company failed to identify the presence of lead paint in a property the pair were renovating.

Commenting on the case, HSE Inspector Gary Stimpson described the case as important as it reminds primary contractors of their responsibility and duty of care to others working on the site – even if they are not directly employed by them. “Exposure to lead can result in significant and debilitating symptoms such as anaemia, nausea and constipation and even nerve, brain and/or kidney damage”, he added.



# HSE Notices

## IMPROVEMENT NOTICES

These require the recipient to do something – to take a positive step to remedy a health and safety deficiency perceived by the inspector. Section 21 empowers an inspector to issue an Improvement Notice if, in the inspector's opinion, there is a contravention of a health and safety statute or regulation, or circumstances make it likely there will be a breach in future.

The notice must indicate with clarity the statute or regulation concerned and details of the inspector's reasons for serving the notice. It must set out sufficiently clear what is expected to be done to remedy the matters in question, within a period of compliance of no fewer than 21 days. While these steps may well be rigorous, or involve expense, they must be attainable within that period.

The example given in the HSE's enforcement guide is that an Improvement Notice might require a guard on a piece of machinery but it cannot make an ongoing requirement of maintenance. However, the notice could require that a proper system of maintenance is put in place by a specified date.

The compliance period can be extended and the HSE guide to enforcement encourages inspectors to work with recipients to reach understanding as to how to comply. Further guidance can be offered, although not as part of the notice itself. There is an opportunity for the recipient to make representations during the compliance period, which may lead to withdrawal of the notice, or at least a modification.

There is a right of appeal and if an appeal is made, the automatic effect is to suspend operation of the notice until the outcome of the appeal, whatever that may be.



## PROHIBITION NOTICES

These require a recipient to **STOP** an activity. Although such notices will usually concern a breach of health and safety legislation, this will not necessarily be so. An inspector is empowered to issue a Prohibition Notice where he or she believes that the activities concerned involve, or will involve a risk of serious personal injury.

As with Improvement Notices, a Prohibition Notice must specify the reasons for the inspector's belief. If applicable, it must also specify the relevant legislation that, in the inspector's opinion, is being or will be breached.

Notices can and usually do take immediate effect, although there is power to defer the effect of the notice for a certain period, if ceasing an activity immediately would create more of a risk than an orderly cessation. In practice, deferral is rare; of the Prohibition Notices issued by the HSE in 2008/09, less than 1.5% were deferred.

# Courtley Notice Board



We are delivering a PASMA course on 18 June, but hurry as there's only 3 places left!

(SSSTS)  
19 & 20 July  
or 25 & 26  
August.

Last few days to book SMSTS starting 7 July, or book for August 3, 10, 17, 24 & 31.

SMSTS  
Refresher 21  
and 22 June  
2010. Book  
before it's  
full.

For more info, or to  
book contact Emma  
or Ann on  
0870 300 8174

Remember,  
you can visit  
our website  
to check our  
latest course  
schedule!

### PAT Testing

**Q** Does newly purchased electrical equipment, such as an electric kettle or a microwave oven; have to be immediately portable appliance tested (PAT) to comply with the law? Our portable electrical equipment is already PAT tested by a third-party on an annual basis.

- Dasheiki

**A** Hi Dasheiki

The Electricity at Work Regulations do not provide information stipulating the need to PAT test newly purchased electrical equipment. However, the Provision and Use of Work Equipment Regulations state that new equipment should be inspected “after installation and before being put into service” and, “after assembly at a new site or location”. Therefore, at the very least it would be



best practice to carry out a visual check by a competent person before initial use and then ensure the equipment is included within the regular PAT testing regime.

### Hard Hats

**Q** Do hard hats have a life expectancy? What if they are rarely used and mainly kept in vehicles in case they are needed – should they be replaced every few years? If so, how often?

- Bilbo

**A** Hi Bilbo

Generally speaking, a hard hat does not have a shelf life. The duration of the time for which a hard hat will provide adequate protection will be dependent on whether it is frequently used, or if it is just left in a store room. All personal protective equipment (PPE) should undergo a preliminary inspection prior to being used to check for damage and assess whether it is fit for purpose. Hard hats in particular should be replaced after any drops from height, collisions, or if an inspection reveals any cracks.

success is no accident