

Training for Health and Safety

Most accidents in industry are not caused by unexpected failure of plant or equipment alone. Often, peoples' action (or lack of action) starts or contributes to the sequence of events to some extent.

Why is Training Important?

Effective training in health and safety of all employees, including supervisors and managers will go a long way to reducing accidents and ill health in the industry.

Employers have a legal duty to provide information, instruction, training and supervision; and to provide the necessary health and safety measures for employees. They also have a duty to train and instruct contractors and others on site if they could be at risk from company activities.

Equally, all employees are obliged to act safely using the knowledge and measures in which they have been trained.

Employers must ensure that employees are provided with adequate health and safety training

- on recruitment
- on being exposed to new or increased risks, because of:
 - being transferred to new work, or being given new responsibilities
 - the introduction of new equipment or new technology
 - the introduction of new systems of work.

Such training must be repeated periodically where appropriate; be adapted to take account of new or changed jobs; and take place during working hours.

Management Responsibility

The ultimate responsibility for safety training rests with management. Their role is to ensure that the company has a health and safety training plan. That plan will support the health and safety policy of the company in detailing the various responsibilities of the individuals involved in carrying out the plan.

The Training Plan?

The health and safety training plan is unlikely to be fully effective unless it includes:

- a system for identifying training (and re-training) needs of both individuals and groups of workers including post holders;
- allocation of responsibility for training;
- training for all levels from senior management to new entrants;
- new employees at all levels;

- the methods by which all employees are kept up to date;
- identifying the risks and providing knowledge of the associated systems of work which minimise risks;
- monitoring to ensure that the objectives are met;
- training records.

For new employees induction training should describe:

- a) the company;
- b) the organisation which has been set up to manage health and safety;
- c) the particular hazards of the workplace; and
- d) the major principles of safe working practice so that employees can begin work safely.

In small firms induction training may have to take the form of individual tuition. The extent of such training will vary between individuals depending upon existing competence. The training need should always be assessed.

This is particularly important with young people and others new to the trade. It should never be assumed that appropriate or effective training has been given. It is equally important to assess the outcome of training to make sure that people are competent in the areas in which they have received training.

The company rules and practices for safe working must be clearly explained so that employees are in no doubt as to what is expected of them. Written reference material should be provided wherever practicable. Safety training should be integrated into specific job training, particularly where unfamiliar equipment or processes are being used. The provision of relevant safety training for people taking on additional responsibilities and those responsible for training others should not be overlooked.

The company safety policy, including the organisation and arrangements for its implementation, together with any formal training plan, should be brought to the notice of all employees.

Training will help people gain the necessary skills, abilities and knowledge to make them competent in the health and safety aspects of their job.

Further Training

There should be a commitment to further training, including safety aspects of job training, stressing particular requirements in some jobs such as guillotine operating, lift truck driving, press cleaning, webbing up, maintenance work and jobs involving manual handling. Further training must be given when someone changes job or their existing job and responsibilities change.

After induction the individual health and safety training needs of the employee should be assessed and met to enable each person to work safely and healthily. No-one should be asked

to perform tasks for which they have not been adequately trained. Refresher training will also be necessary.

Special Training for Safety Representatives

Trade union appointed safety representatives have two distinct training needs. Firstly, they need to understand their functions as a trade union official and to do this they are entitled to time off with pay to attend a TUC or other approved trade union course.

Secondly, they need to be trained in the particular hazards of their own industry - not only the hazards inherent in their own jobs but also the hazards of work undertaken by the trade union members they represent. The employer has special duties towards safety representatives, and companies need to make arrangements to ensure that the trade union appointed safety representatives in their company receive adequate training on industry hazards and the rules and procedures operating within their own company to control such hazards.

TRAINING FOR EMPLOYEES

The following is an outline for employee health and safety induction training, to be adapted to suit individual companies.

1. Company Structure

Presented by a director, company secretary, or a senior manager responsible for health and safety. It should include the names of the departments and managers.

2. Company Safety Policy

Copies of the current (if necessary revised) policy should be provided for employees. The director explains the meaning of the document and commitment to it. Particular attention to arrangements for monitoring health and safety standards and the role of supervisors and departmental managers.

3. Safety Committee

- terms of reference and membership
- arrangements for calling meetings and actioning matters agreed
- copies of the minutes of the last meeting should be distributed

4. Safety Reps

Explain the role of the safety rep and agreed arrangements for joint consultation on health and safety at work.

5. Occupational Health Arrangements

Including first-aid facilities, health surveillance, health education programmes, specific arrangements for health-related issues, services of medical and nursing staff and occupational hygienists.

6. Responsibilities of Individuals

- the need to obey the company and statutory rules;
- disciplinary procedures
- reporting of machinery or guarding defects; no tampering with safety devices; reporting of accidents, near misses and work-related health problems
- use of control measures and protective clothing and equipment, and reporting of defects in these.

7. Hazards and Standards for Safe Working

Housekeeping

- a description to avoid slipping, tripping and falling accidents (which account for most industrial injuries)
- safe stacking of materials and disposal of waste

Machinery Safeguards

- a description of equipment used and its hazards
- the type of function of different guards such as fixed, electrically interlocking and trip bars; how to check the guards; the need to work with safety devices, to report defects and poor design but never to defeat a guard
- standards: show and quote from PIAC, PABIAC, BPIF and Paper Federation information; say where these publications are kept

- importance of safe systems of work, e.g. during make-ready, cleaning of web-fed and heat-fed presses; inch-stop-lock-clean system; arrangements for repairs and maintenance, e.g. on guillotines.

Fire

- state whether there is a fire certificate; describe means of escape and the need for good housekeeping to maintain them
- use and storage of highly flammable liquids (especially where dryers are used); preferred use of high flash point materials; non-spill containers
- any rules on smoking; fire extinguishers, alarms and evacuation; industry guidance on fire safety.

Chemicals

- COSHH assessment; the chemicals used in the firm and the methods of assessment, prevention, substitution, control and monitoring; health surveillance; role of occupational hygienist
- the problem areas such as use of UV-cured inks, isocyanates, corrosive materials and solvents
- the precautions; possible effects of over-exposure; emergency procedures
- provision of data sheets - where they are kept; relevant industry IAC publications.

Materials Handling

- mechanical handling aids
- manual handling; the areas where people will be at risk, e.g. operating guillotines, reel handling, despatch; principles of safe manual handling with reference to further special training
- mechanical handling; supervision of lorry movement at goods in/out points; the need for special training and authorisation of people to drive lift trucks; approved code of practice on lift truck operator training; PABIAC guidance on handling reels of paper and board and handling bales of pulp and waste paper; PIAC booklet on safe handling of materials.

Electricity

- means of isolating equipment or areas
- no unauthorised repairs or modifications; reporting of damage to apparatus and equipment.

Noise

- explanation of how high noise levels cause deafness
- noise assessment
- maintenance of enclosures at machines
- ear protection zones; use of ear protectors.

TRAINING FOR SUPERVISORS AND MANAGERS

Employers are also obliged to ensure that supervisors and managers are properly trained to meet their health and safety responsibilities.

Responsibilities

- supervisors' and managers' responsibilities for the health and safety of those under their control and their role as defined in the company's safety policy and job description; encouragement of employees by personal example
- identification of training needs
- company commitment not to tolerate the breaking of safety rules.

Hazard Identification and Risk Assessment

- storage of materials, housekeeping, plant and machinery
- flammables, means of escape, chemicals
- materials handling, transport, noise, electrical hazards.

Precautions

- precautions to avoid hazards and control risk; substitution, enclosure, control systems of work, personal protective equipment.

Monitoring of Health and Safety Standards

- regular preventive inspections
- preparation of safety checklists
- occupational health provision
- initiation of remedial action

Accident Investigation

- typical causes of accidents; sequential failure of control measures; relationship between near misses, minor and serious accidents
- reporting of accidents and identification of actions needed to prevent recurrence

Relevant Legal Requirements

- major Acts and Regulations on health and safety
- relevant approved codes of practice
- general and industry agreed guidance and standards
- powers of health and safety inspectors
- legal penalties

TRAINING FOR SENIOR MANAGERS

- The purpose and implications of the company safety policy. Provision of adequate resources for implementing the policy.
- Consideration of health and safety implications when planning and decision-making.
- Personal accountability.
- The need to encourage in, and commitment to, health and safety; safety culture.
- Assessment and review of company health and safety performance. Use of safety audits. Role of the competent person, safety adviser. Role of occupational health services.
- Causes of accidents, ill health and hearing loss, and their cost.

- Training needs of employees, including those of managers with additional health and safety responsibilities.
- Functions of safety reps and safety committees.
- The requirements of relevant Acts, Regulations and approved codes of practice.
- Knowledge of the work of HSE and, in particular, the Factory Inspectorate.
- Existence of relevant standards, e.g. BPIF, Paper Federation, PIAC, PABIAC and HSE publications, and commitment to apply these