

Contents

<i>List of figures</i>	7
<i>List of tables</i>	8
<i>Preface</i>	9
<i>Acknowledgement</i>	11
Part 1: Health and safety management and administration	
1. Principal legal requirements	15
2. Reporting, recording and investigation of accidents, diseases and dangerous occurrences	36
3. Principles of accident prevention	44
Part 2: Occupational health	
4. Occupational diseases and conditions	65
5. Ergonomics	72
6. First aid	84
7. Dangerous substances	92
Part 3: Safety technology	
8. Machinery safety	107
9. Fire prevention	114
10. Electrical safety	122
11. Structural safety	126
12. Construction and contractors	130
13. Mechanical handling	135
14. The working environment	143
15. Office safety	155
<i>Index</i>	164

List of figures

<i>Figure 1</i>	Powers of health and safety inspectors	22
<i>Figure 2</i>	Summary of features of notices under the Health and Safety at Work Act 1974	23
<i>Figure 3</i>	Improvement and prohibition notices	24
<i>Figure 4</i>	Poster for employees showing health and safety law	33
<i>Figure 5</i>	The cause–accident–result sequence	41
<i>Figure 6</i>	Safe system of work – gearbox removal and clutch replacement	52
<i>Figure 7</i>	Health and safety review	55
<i>Figure 8</i>	VDU workstation principles	78
<i>Figure 9</i>	Correct handling – proper hold	80
<i>Figure 10</i>	Correct handling – straight back	80
<i>Figure 11</i>	Correct handling – proper foot positions	81
<i>Figure 12</i>	Correct handling – use your body weight	81
<i>Figure 13</i>	Resuscitation procedure	89
<i>Figure 14</i>	Hazard warning symbols – Classification, Packaging and Labelling of Dangerous Substances Regulations 1984	93
<i>Figure 15</i>	COSHH action plan	100
<i>Figure 16</i>	In-running nips (BS 5304)	108
<i>Figure 17</i>	Shearing traps (BS5304)	109
<i>Figure 18</i>	Entanglement risks (BS 5304)	109
<i>Figure 19</i>	The fire triangle	114
<i>Figure 20</i>	Fire instructions notice	120
<i>Figure 21</i>	Trapping points on a reversible belt conveyor (BS 5304)	136
<i>Figure 22</i>	Traps between sprocket and chain on a reversible chain conveyor (BS 5304)	136
<i>Figure 23</i>	Safety requirements at the junction of a belt conveyor and roller conveyor (BS 5304)	136
<i>Figure 24</i>	Typical form of company permit to drive	140
<i>Figure 25</i>	Extract ventilation systems	150
<i>Figure 26</i>	Guarding to a hand-operated guillotine	158

List of tables

<i>Table 1</i>	The ergonomic approach to the work situation	73
<i>Table 2</i>	Provision of first-aiders – medium-risk establishments	85
<i>Table 3</i>	Fire and fire appliance classification	116
<i>Table 4</i>	Colour coding of fire appliances	118
<i>Table 5</i>	Comfort temperature ranges	145
<i>Table 6</i>	Average illuminances and minimum measured illuminances	146
<i>Table 7</i>	Maximum ratios of illuminance for adjacent areas	147
<i>Table 8</i>	Effective reflectance values	149
<i>Table 9</i>	Comparable noise doses	152
<i>Table 10</i>	Noise sources, pathways and control measures	153