

be safe
SAFESTART
when you start

Be safe when you start

You are 50% more likely to be injured in the workplace than more experienced workers

You are most at risk in the first 6 months of a new job

17 year old killed on his 1st day at work

© Crown Copyright 2013

First published 2012

You may re-use this document/publication (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence> or write to the Information Policy Team, The National Archives, Kew, Richmond, Surrey TW9 4DU; or email: psi@nationalarchives.gsi.gov.uk

This document/publication is also available on our website at <http://www.hseni.gov.uk>

Any queries regarding this document/publication should be sent to us at: Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast, BT6 9FR, Northern Ireland; email: safestart@hseni.gov.uk

1

Introduction

Be safe when you start	5
------------------------	---

2

Your first day on the job – your induction

About your new workplace	7
Hygiene	8
Mobile phones, iPods, MP3 Players	8
Drugs and alcohol	
Safety signs	11
Quick quiz 1	12
First aid and accidents	13
Fires or other emergencies	14
Quick quiz 2	

3

Your workplace

Your workstation	16
Slips and trips	18
Quick quiz 3	18
Falls	
Quick quiz 4	21
Lifting and carrying	22

4

Doing your job

Training	24
Personal protective equipment	
Quick quiz 5	26
Machinery and equipment	27
Driving and vehicles	30
Driving restrictions	
Electricity	32
Harmful substances	34
Quick quiz 6	36

5

Summary

Work 2 the 5 and stay alive	37
Quiz answers	38

Introduction

Starting work is exciting for everyone, but especially for young people. But there are dangers in every workplace. Accidents can and do happen. Some accidents cause serious injuries and even death – but most can be avoided.

Shocking fact 1

When starting work for the first time, you are 50 per cent more likely to be injured in the workplace than more experienced workers.

This booklet gives you the health and safety information you need to keep you safe at work.



Be safe when you start

Pay attention to what's around you,
there are hazards everywhere.
Follow your workplace safety rules,
that's the reason they are there.

If you think that something is unsafe,
tell your boss, you could save someone's life.
If you think that something is unsafe,
You are, most probably, right!

And finally, if you're told something,
but you don't understand what's been said.
Ask for more information,
better that, than injured or dead!

Your first day on the job - your induction

When you start a job or work experience you should be given an induction. This is when you are told basic information about the workplace so you can stay safe.

You should be told these things.

1. The rules of your workplace. This will include an introduction to health and safety, first-aid arrangements and evacuation procedures in case of a fire or other emergency.
2. Any known hazards and risks in your workplace.
3. What safety measures are in place.
4. What you must do to keep yourself, and others, safe.

Remember... Keep cool – Stay safe

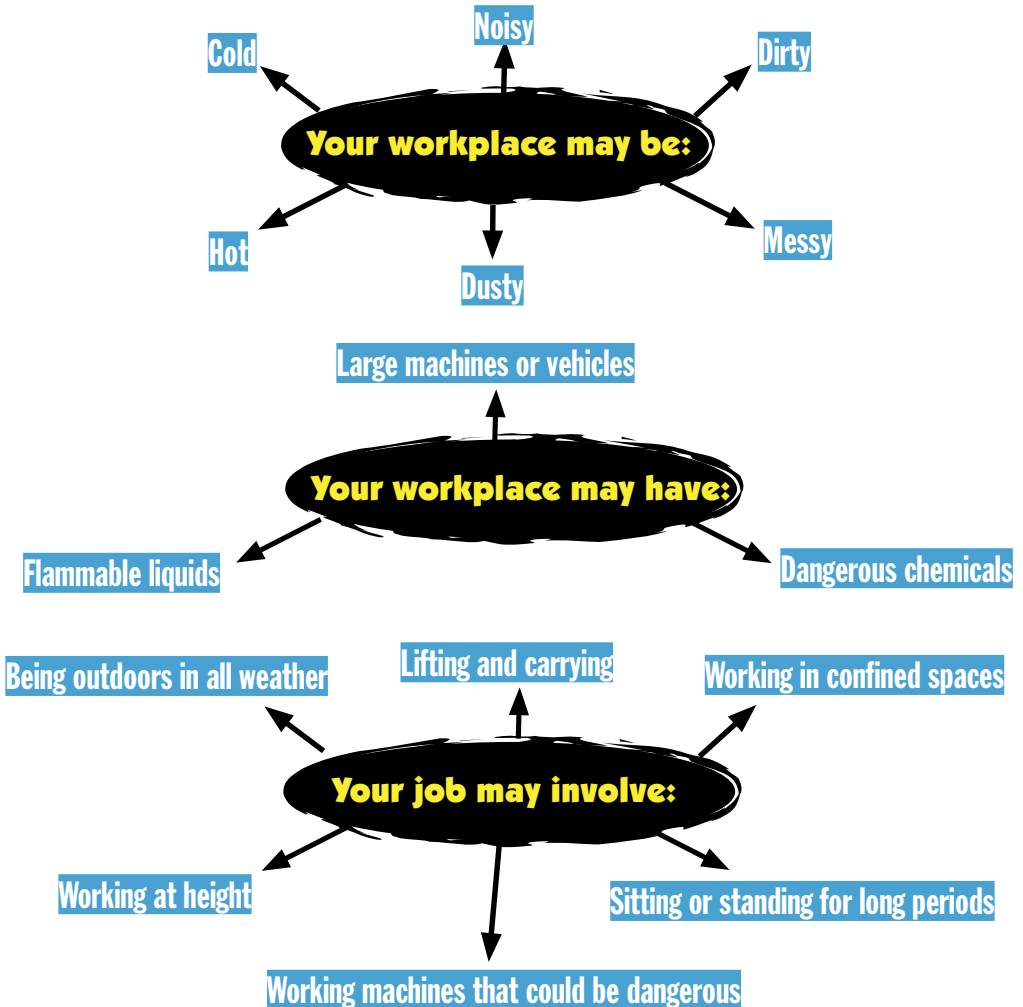
Shocking fact 2

A 17-year-old construction worker was killed on a site in Northern Ireland. During demolition activities a wall collapsed on top of him. It was his first day on site.



About your new workplace

Your new workplace could be very busy. You will face new and unfamiliar risks doing your job.



This is very different to what you experienced at school. And it could be a lot more dangerous!

Your first day on the job - your induction

Hygiene

Always wash your hands before eating, and before and after you use the toilet.

Dry your hands properly using the towels or drier provided.

Use barrier cream, if this is provided, to protect your hands if you are doing dirty jobs.

Mobile phones, iPods, MP3 Players

Try not to use your mobile phone, iPod or MP3 player while working. Using these will affect your concentration, which could lead to an accident.

Top tips

- Tell your friends and family not to call or text you during work time unless it is an emergency.
- Only text or phone during your break or at lunchtime.
- If you have to use your phone at other times make sure you use it in a safe place.
- If you listen to music you won't be able to hear warning sounds, such as the fire alarm, vehicles reversing or someone shouting.

Remember... Be aware – Take care



Shocking fact 3

An experienced foreman, in charge of a road resurfacing operation was talking on his mobile phone when he was run over and killed by a reversing lorry. The lorry's reversing sounder was working but the foreman was distracted by his mobile phone conversation.



Your first day on the job - your induction

Drugs and alcohol

Drugs, alcohol and work don't mix. If you take drugs or alcohol, even just small amounts, you are much more likely to have an accident.

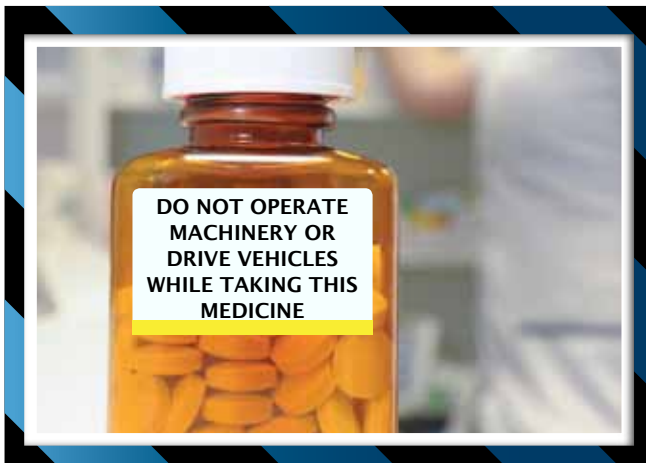
Remember... Don't be a mug – Don't do drink and don't do drugs!

Shocking fact 4

Young people who drink alcohol regularly are twice as likely to have time off work and lose their jobs as those who don't.

If you have a medical condition and you are taking medication, you must tell your boss.

Even over the counter prescription drugs and medicines could affect your performance at work. If you take any medication, make sure you find out about any side effects that could affect you at work.



Safety signs

You need to learn the different safety signs in the workplace. Understanding what they mean will help to keep you safe.

There are four types of sign commonly used:

Warning signs. These tell you about a **hazard**. They are triangular and have a black picture on a yellow background.

Information signs. These tell you how to **keep safe**. They are oblong or square and have a white symbol or text on a green background.

Mandatory signs. These tell you what you **must do**. They are round and have a white picture on a blue background.

Prohibition signs. These tell you when you are **not allowed** to do something. They are round with a black picture on a white background. They have a red edge and a red diagonal line.

Think WIMP – Warning, Information, Mandatory, Prohibition

Remember... If you don't know what any sign means – Ask

Your first day on the job - your induction

Quick quiz 1

What are these signs? Say whether they are Warning, Information, Mandatory or Prohibition signs. Then say what they mean.

1

Type of sign:

Meaning:



2

Type of sign:

Meaning:



3

Type of sign:

Meaning:



4

Type of sign:

Meaning:



5

Type of sign:

Meaning:



6

Type of sign:

Meaning:



7

Type of sign:

Meaning:



8

Type of sign:

Meaning:



Answers are on page 38

First aid and accidents

You need to find out:

- who the first-aid person is; and
- where the first-aid box is kept.

You must tell your boss about any accident you have, even the small, insignificant ones. Your boss needs to record the details in the accident book.

If you have an accident in the workplace you must tell someone.

Remember... Don't be dumb – Tell someone

Shocking fact 5

Every 40 minutes a young person is seriously injured at work.



Your first day on the job - your induction

Fires or other emergencies

You must know what to do if there is a fire or other emergency. So make sure you know:

- how to raise the alarm if you see a fire or other emergency;
- where the exit routes are and where they lead to; and
- where the assembly point is.

Never mess about with any fire-fighting equipment. It's there to keep you safe!

Remember... Learn – Don't burn

If there is a fire in your workplace the safest thing to do is to **get out and stay out.**



Quick quiz 2

What's wrong with these fire exits?

1



2



Answers are on page 38

Your workplace

Your workstation

If you have a workstation you are likely to spend a lot of time at it. So it is important it is set up properly and used correctly.



Top tips

- Learn how to set up and use your workstation correctly.
- Make sure you can easily reach the controls on any equipment at your workstation.
- If you use a computer and will sit at a workstation, take time to:
 - adjust the height and backrest of your chair;
 - use a footstool if you need one;
 - adjust the computer screen for brightness and contrast; and
 - position the screen at right angles to the windows to avoid glare.

If you have any concerns about your workstation, speak to your boss.

Wrong position



Correct position



Your workplace

Slips and trips

Slips and trips cause the most accidents in the workplace. They happen in every type of workplace.

How to stay safe

Don't run around, keep calm and walk, pay attention to where you're going.

Clean up spills immediately, and don't leave cables trailing.

Keep drawers closed and tidy up, wear the right footwear too.

Follow these simple steps to make your workplace safe for you.

Quick quiz 3

If this was your workplace what could you do to stop people slipping?



Answers are on page 38

Shocking fact 6

A 16-year-old girl working in a fast food outlet slipped on water leaking from an ice making machine. She put out her hand to break her fall but her hand went into the deep fat fryer. The oil in the fryer was at 360°F. She had severe burns to her right hand and forearm.



Injuries from a slip or a trip may not seem very serious, but they can be extremely painful and could stop you enjoying your leisure time for a long time.

Remember... Get a grip, don't slip or trip

Your workplace

Falls

Falls from height result in many serious injuries and deaths every year. You don't have to be working very high up to be seriously injured if you fall.

Shocking fact 7

A 16-year-old student on work experience was in a cage attached to the forks of a forklift truck helping to repair the roof beams of a chicken house. The forklift truck reversed and the young man fell out. He was knocked unconscious.

Top tips

- Avoid working at height if you can.
- Ask your boss if the job can be done from the ground. For example, by using an extendable brush to clean an upstairs window.
- If you have to use ladders, check they are in good condition before you use them.



Quick quiz 4

Which of these people is the most likely to fall?

1



2



Answers are on page 39

Your workplace

Lifting and carrying

People are regularly injured at work because they use poor lifting and carrying techniques.

How to stay safe

Don't try to lift something too heavy for you,
use a trolley if one is around.
Or use other lifting equipment,
to keep your body sound!

Always use the safe lifting and carrying techniques you have been shown.



Ask your boss if you have any questions about lifting and carrying things safely.

Top tips

- Think before you lift.
- Make sure you have a firm grip of the load.
- Move smoothly.
- Keep your head up.
- Avoid twisting your back or leaning sideways.
- Keep the load close to your waist.
- Don't lift or handle more than you can easily manage.

See below...



Get help if you're not sure you can lift or carry something safely by yourself.

Remember... If you hurt your back when you are young it could affect you for the rest of your life

Doing your job

Training

Top tips

- Don't perform any task until you have been properly trained.
- Ask about anything in your training you are not sure about.
- Ask for more training if you feel you need it.
- Make sure you put into practice what you have been trained to do.

The amount of training you receive will depend on the job you are doing and the risks in that job. For example, an office job will not need as much health and safety training as a job on a construction site.

Shocking fact 8

An 18-year-old, who was on work placement with an engineering firm in Belfast, had to have a finger partially amputated when his hand became trapped in a piece of machinery. He hadn't been properly trained.



Personal protective equipment

Your employer should provide you with any special clothing or equipment you need to keep you safe at work. This is called personal protective equipment (PPE).

Top tips

- Be aware of signs telling you what PPE you need to wear.
- Wear your PPE the way you have been shown. It may feel strange at first but you will soon get used to it.
- Look after your PPE. Don't lend it to anyone else.
- Tell your boss if any of your PPE is damaged or needs to be replaced.



Remember... PPE is not fashionable and is definitely not cool – But it could save your life!

Doing your job

Quick quiz 5

This man is wearing a dust mask. What should he have done before putting it on?



What do these signs mean?

1

Type of sign:

Meaning:



3

Type of sign:

Meaning:



2

Type of sign:

Meaning:



Answers are on page 39

Machinery and equipment

Every year there are many accidents involving machines or equipment. Many are serious, some are fatal.

Shocking fact 9

This man lost his arm after getting his clothes caught in moving machinery.



Doing your job

Top tips

- Only operate machines you have been trained to use and when told to do so.
- Don't wear jewellery or loose clothing which could get caught in moving parts.
- If you have long hair, keep it tied back or tucked under a cap.
- Make sure you can reach the controls easily.
- You must know how to stop any machine you use.
- Use the safety guards fitted to the machines. They are there to protect you.
- Wait until a machine has stopped and has been switched off before you clean it or clear anything stuck in it.
- Don't distract other people who are using machines.
- Tell your boss if you think a machine is not working properly.



Shocking fact 10

A 17-year-old factory worker had only been working for three weeks when she lost her thumb and three fingers on her left hand. She had been cleaning the machine when her hand became entangled in the moving chain drive. She hadn't been trained and the guard on the chain drive had been missing for some time.



Doing your job

Driving and vehicles

Top tips

- Never hitch a ride on a vehicle not made to carry passengers.
- Never stand on the forks of a forklift truck or on the drawbar of a trailer.
- Wear your high visibility clothing so that drivers can see you.
- Look out for and obey warning notices and safety signs.
- Always use pedestrian walkways where they are available.

Shocking fact 11

Every year more than 5,000 accidents are reported involving transport in the workplace. About 70 of these result in death.

Driving restrictions

- If you are under 16 you must not operate a forklift truck.
- If you are under 18 you can only operate a forklift truck if you have successfully completed the training and you have permission to use it.
- You must be over 13 and have completed a recognised training course to drive a tractor.

Shocking fact 12

Ben tragically died when he drove a forklift truck without training or permission. He turned too fast and the truck overturned, killing him.

Ben's father said:

“Ben had his whole life in front of him. Now there is an empty space in our home and the worst thing is knowing that this should never have happened.”



Doing your job

Electricity

Electricity is used every day in all workplaces. However, it can burn, injure, kill and cause devastating fires.

How to stay safe

- Treat electrical equipment with care, especially if you are working outside.
- Make sure you understand the instructions from your boss before using any electrical equipment.
- If you don't understand something, ask.

Top tips

- Never use water near electrical equipment.
- Always switch electrical equipment off at the wall before pulling out the plug.
- Never overload sockets or use adaptors.
- Don't use electrical equipment if the coloured wires are showing.
- Stop using electrical equipment if it starts to overheat.
- Tell your boss if you notice burn marks on the cable, plug or the socket, or if you smell burning.

Remember... Use electrical equipment with care

Shocking fact 13

A 22-year-old student collapsed and died after touching live wires on a hand dryer in the toilets of a restaurant in Belfast. She had been electrocuted.



Doing your job

Harmful substances

Harmful substances are used in nearly all businesses across many industries.

Certain substances can harm you if you:

- breathe them in;
- swallow them; or
- absorb them through your skin.

The main risks are:

- occupational asthma;
- dermatitis; or
- cancer.

Shocking fact 14

Up to 70 per cent of hairdressers suffer some form of skin damage.

Work-related dermatitis is a common problem among hairdressers. This is due to frequent contact with water and the chemicals in hairdressing products.



Top tips

- Always follow the instructions given on the packaging or by your boss.
- Wear any PPE you have been given.
- If you are splashed with a chemical, wash it off at once in the way you have been shown and tell your boss.
- Don't put liquids and substances into unlabelled bottles or wrongly labelled containers such as lemonade bottles or empty food containers.

Shocking fact 15

This man's arm was burned after leaning on wet cement.



Doing your job

Quick quiz 6

Draw a line from the substance to the corresponding health effect.

Wood dust

Dermatitis

Shampoo

Burns

Hot fat

Asthma

Used engine oil

Cancer

Answers are on page 39



Work 2 the 5 and stay alive



**Pay attention to what's around you.
There are hazards in every workplace.**



**Follow the safety rules in your workplace.
They are there for a reason.**



**If you think anything is unsafe tell your
boss. You could save someone's life.**



**If you think something is unsafe, you are
probably right.**



**If you don't understand something ask for
more information.**

Summary

Quiz answers

Quick quiz 1 Safety signs page 12

1. Warning – electricity
2. Prohibition – no access for pedestrians
3. Prohibition – no smoking
4. Mandatory – ear protection must be worn
5. Mandatory – safety helmet must be worn
6. Information – first aid equipment/facilities
7. Information – emergency exit/escape route
8. Warning – industrial vehicles

Quick quiz 2 Fire or other emergencies page 15

Photograph 1

The boxes are blocking the escape route to the fire door. There should be nothing stored between the yellow lines.

Photograph 2

The fire doors are locked by the metal bar. If there are people in the building the fire doors should not be locked.

Quick quiz 3 Slips and trips page 18

1. Use barriers or signs to tell people something has been spilt on the floor.
2. Clean up the spill immediately.
3. If the liquid is greasy, make sure a suitable cleaning agent is used.
4. If possible, dry the floor.
5. If possible, arrange cleaning to be done at the end of the day.
6. Once the floor is dry, take down the barrier or sign.

Quick quiz 4 Falls page 21

Answer 2: The person standing on the mobile stool.

More than half of serious fall injuries, such as fractured skulls, broken bones and severe cuts, are caused by falling from below head height.

Quick quiz 5 Personal protective equipment page 26

He should have shaved before putting on the dust mask.

A tight fit of the mask is unlikely to be achieved if it is worn against a beard and facial stubble. The wearer should be shown how to fit the mask properly.

What do these signs mean?

Mandatory – “you must”

1. Wear safety gloves
2. Wear a dust mask
3. Wear eye protection

Quick quiz 6 Harmful substances page 36

Wood dust – Asthma

Shampoo – Dermatitis

Hot fat – Burns

Used engine oil – Cancer

More information

The Health and Safety Executive for Northern Ireland (HSENI) has more information for young people to read and download from its website as part of the SafeStart programme.

Go to: www.hseni.gov.uk/articles/young-people

The Health and Safety Executive's (HSE's) microsite – Young People at Work – has a lot of useful information and stuff to download.

Go to: www.hse.gov.uk/youngpeople/index.htm

You can find more tips and advice for young people who are starting work on the British Safety Council website – Speak Up Stay Safe.

Go to: www.britsafe.org/speakupstaysafe/

The Health and Safety Executive for Northern Ireland wishes to acknowledge the help and cooperation of the pupils of The Cross and Passion College, Ballycastle; the pupils of Ballycastle High School, Ballycastle; The Health and Safety Authority; and The Health and Safety Executive in the production of this publication.

The Health and Safety Executive for Northern Ireland
83 Ladas Drive, Belfast BT6 9FR

Phone: **0800 0320 121**
Textphone: **028 9054 6896**
Email: safestart@hseni.gov.uk
Web: www.hseni.gov.uk

hseni
CONTROLLING RISK TOGETHER