AaronWallis™
Sales Recruitment

Health and Safety at Work - the facts from HSE

- helping to eliminate or reduce the risks

Aaron Wallis Sales Recruitment, 01908 764280,
www.aaronwallis.co.uk

Table of Contents

Introduction

Every year, the use of work equipment, including machinery, results in a number of accidents, many of which are serious and some are fatal.

This publication[1] gives simple, practical advice provided by the UK Health and Safety Executive (HSE) on what can be done to eliminate or reduce the risks. It also provides information on other publications that are available, which give more detailed guidance on the guarding or safe use of particular types of machinery or other work equipment.

The advice is mainly for those who own or manage small businesses. It will help them understand what they may need to do when using work equipment, so they can reduce the chances of an accident arising. Accidents cost companies money - often more than they realise - so preventing them is good for business.

This publication does not give details about the law (which has changed). Instead it gives information about what should be done (which has not changed significantly). The law is explained in HSE's booklet *Work equipment*.

What is Work Equipment?

Almost any equipment used at work is called "work equipment", including:

- Machines such as circular saws, drilling machines, photocopiers, mowing machines, tractors, dumper trucks and power presses.
- Hand tools such as screwdrivers, knives, hand saws, meat cleavers.
- Lifting equipment such as lift trucks, elevating work platforms, vehicle hoists, lifting slings and bath lifts.
- Other equipment such as ladders and pressure water cleaners.

Action

- Look at all the work equipment in use, decide what can cause risk, and how.
- Look at what can be done to prevent risk and see whether this is being done.
- Decide whether more needs to be done.

Then do it!

The following information may help you with this.

What risks arise from the use of Work Equipment?

Many things can cause a risk, for example:

- Using the wrong equipment for the job, e.g. ladders instead of access towers for work at high level.
- Lack of guards or poor guards on machines, leading to accidents caused by entanglement, shearing, crushing, trapping or cutting.
- Having inadequate controls or the wrong type of controls so that equipment cannot be turned off quickly and safely, or it starts accidentally.
- Failure to keep guards, safety devices, controls, etc, properly maintained so that machines or equipment become unsafe.
- Failure to provide the right information, instruction and training for those using the equipment.
- Failure to fit roll-over protective structures and seat belts on mobile work equipment (where applicable) where there is a risk of roll over.
- Failure to maintain work equipment or carry out regular thorough inspections and examinations.
- Not providing the appropriate personal protective equipment necessary to use certain machines safely.

When identifying the risks, think about:

- All the work which has to be done with the machine and other equipment during normal use and also during setting-up, maintenance, repair, breakdowns and removal of blockages.
- Who will use the equipment, including experienced and well-trained workers, inexperienced workers or new starters, people who have changed jobs within the company or those who may have particular difficulties, e.g. those with impaired mobility, language difficulties or reading difficulties?
- Workers who may act foolishly or carelessly or make mistakes;
- Whether guards or safety devices are poorly designed and inconvenient to use or are easily defeated (this could encourage workers to risk injury);
- The type of power supply, e.g. electrical, hydraulic or pneumatic - each have different risks and ways to control them.

Health and Safety compliance good for business

An HSE compliance survey of 1,700 businesses into what motivates business owners to comply with Health and Safety Law has provided the following results:

- 90% of businesses believe good health and safety is important to productivity and staff morale;
- 82% of businesses believe that complying with Health and Safety was important to safeguard their business reputation; and
- 80% of businesses check their own Health and Safety standards whenever they hear of a prosecution against a similar organisation.

To view the survey findings visit: www.hse.gov.uk/press/2005/e05033.htm

HSE Health & Safety Executive

What can be done to reduce the Risks?

It is your responsibility as an employer or a subcontractor to ensure you do not expose others to risk.

Use the right equipment for the job

Use the right equipment for the job - many accidents happen because of failure to select the right equipment for the work to be done. Controlling the risk often means planning ahead and ensuring that suitable equipment or machinery is available.

Make sure machinery is safe

Make sure that machinery is safe for the work it will be used for - there are many machines, parts of machines or parts of work equipment that can cause injury to anyone using them. Always try to make sure that these are safe by eliminating the source of harm altogether. However, this is rarely possible and so risks have to be controlled.

All new machinery should be:

- CE marked;
- safe - never rely exclusively on the CE mark to guarantee machinery is safe. It is only a claim by the manufacturer that the equipment is safe. You must make your own safety checks;
- provided with an EC Declaration of Conformity (ask for a copy if you have not been given one);
- provided with instructions in English.

If you think that machinery you have bought is not safe DO NOT USE IT. Contact the manufacturer to discuss your concerns and if they are not helpful, contact your local HSE office for advice.

Guard dangerous parts of machines

Controlling the risk often means guarding the parts of machines and equipment that could cause injury. Points to remember are:

- Fixed guards should be used wherever possible, and should be properly fastened in place with screws or nuts and bolts which need tools to remove them.
- If employees need regular access to parts of the machine and a fixed guard is not possible, use an interlocked guard for those parts - this will ensure that the machine cannot start before the guard is closed and will stop if this guard is opened while the machine is operating.
- In some cases, e.g. on guillotines, devices such as photo-electric systems or automatic guards may be used instead of fixed or interlocked guards - check that guards are convenient to use and not easy to defeat, otherwise they may need modifying.
- Think about the best materials for guards - plastic may be easy to see through, but can be easily scratched or damaged.
- If wire mesh or similar materials are used, make sure the holes are not large enough to allow access to the danger area - as well as preventing such access, a guard may also be used to prevent harmful fluids, dust, etc, from coming out.
- Make sure the guards allow the machine to be cleaned safely.
- Where guards cannot give full protection, use jigs, holders, push sticks, etc, to move the workpiece.

Note: For some types of machinery such as engineering machines, and agricultural machines, more detailed guidance is available from the HSE. For interlocks and other safety controls there are strict standards that need to be satisfied and you may need to ask for advice from a competent engineer if you intend to install such devices.

Select the right controls

Some risks can be reduced by careful selection and siting of the controls for machinery and equipment, for example:

- Position 'hold to run' and/or two hand controls at a safe distance from the danger area.
- Ensure control switches are clearly marked to show what they do and are easily accessible.
- Make sure operating controls are designed and placed to avoid accidental operation, e.g. by shrouding start buttons and pedals.
- Interlocked or trapped key systems for guards may be necessary to prevent operators and maintenance workers from entering the danger areas before the machine has stopped.
- Where appropriate, have emergency stop controls within easy reach, particularly on larger machines so they can be operated quickly in an emergency.
- Ensure that a machine can only be restarted following a stoppage by use of the start control. It should not be possible to restart the machine simply by resetting a device such as an interlock guard or trip bar.

Hiring Out Equipment

If you hire out equipment, you are also responsible for ensuring that the equipment is safe to use at the point of hire. You should also make reasonable attempts to find out what the equipment will be used for and provide advice on how it should be used. The safe use of the equipment is the responsibility of the person who hires it.

***Note*:** Before fitting emergency stop controls to machines that have not previously had them fitted, it is essential to check that they themselves will not result in risks. For example, some machines need the power supply to be on to operate the brakes. This power could be lost if the machine is stopped using the emergency stop control.

Use mobile work equipment safely

This is equipment that carries out work while travelling or that travels from one work area to another, for example tractors, trailers, ploughs and fork-lift trucks. Anyone riding on mobile work equipment needs protection from:

- falling out of the equipment. Fit cab guard rails, barriers (side, front or rear) or seat restraints;
- the equipment becoming unstable. Fit wider wheels or counterbalance weights to prevent the equipment rolling over. Fit roll-over protective structures (ROPS) and seat restraints;
- falling objects. Fit falling object protective structures (FOPS). Provide a strong cab or protective cage.

Do not carry people on work equipment unless it is designed for that purpose, except under exceptional circumstances, e.g. trailers used to carry farm workers at harvest time. Under these circumstances the mobile work equipment must have features to prevent people falling from it, such as trailers with sides and/or secure handholds.

Make sure that hand tools are safe

Many risks can be controlled by ensuring that hand tools are properly used and maintained, for example:

- **Hammers** - avoid split, broken or loose shafts and worn or chipped heads. Heads should be properly secured to the shafts;
- **Files** - these should have a proper handle. Never use them as levers;
- **Chisels** - the cutting edge should be sharpened to the correct angle. Do not allow the head of cold chisels to spread to a mushroom shape - grind off the sides regularly;
- **Screwdrivers** - never use them as chisels, and never use hammers on them. Split handles are dangerous;
- **Spanners** - avoid splayed jaws. Scrap any that show signs of slipping. Have enough spanners of the right size. Do not improvise by using pipes, etc, as extension handles.

Ensure machinery and equipment are maintained in a safe condition

Controlling the risk often means carrying out preventive checks and inspections where there is a significant risk. Some types of equipment are required by law to be thoroughly examined by a competent person.

Inspections should be carried out by a competent person at regular intervals to make sure the equipment is safe to operate. The intervals between inspection will depend on the type of equipment, how often it is used and environmental conditions. Inspections should always be carried out before the equipment is used for the first time or after major repairs.

Keep a record of inspections made as this can provide useful information for maintenance workers planning maintenance activities.

- Check what the manufacturer's instructions say about maintenance to ensure that this is carried out where necessary and to the correct standard;
- Routine daily and weekly checks may be necessary – e.g. fluid levels, pressures, brake function, guards;
- When you enter into a contract to hire equipment, particularly a long-term one, you need to establish what routine maintenance is needed and who will do this;
- Some equipment, e.g. a crane, needs preventive maintenance, i.e. servicing, so that it does not break down or become unsafe;
- Equipment such as lifts, cranes, pressure systems, and power presses should have a thorough examination by a competent person at intervals specified in law;
- Make sure the guards and other safety devices (e.g. photo-electric systems) are routinely checked and kept in working order. They should also be checked after any repairs or modifications by a competent person;

Carry out maintenance work safely

Many accidents occur during maintenance work. Controlling the risk means following safe working practices, for example:

- Maintenance should be carried out where possible with the power to the equipment turned off, and ideally disconnected or with fuses or keys removed, particularly where access to dangerous parts will be needed.

- Isolate equipment and pipelines containing pressurised fluid, gas, steam or hazardous material - isolating valves should be locked off and the system depressurised where possible, particularly if access to dangerous parts will be needed.
- Support parts of equipment which could fall.
- Allow moving equipment to stop.
- Allow components which operate at high temperatures time to cool.
- Switch off the engine of mobile equipment, put the gear box in neutral, apply the brake and, where necessary, chock the wheels.
- To prevent fire or explosions, thoroughly cleanse vessels that have contained flammable solids, liquids, gases or dusts and check them before hot work is carried out - even small amounts of flammable material can give off enough vapour to create an explosive air mixture which could be ignited by a hand lamp or cutting/welding torch.
- where maintenance work has to be carried out at height, ensure that a safe and secure means of access is provided which is suitable for the nature, duration and frequency of the task.

Instruct and train employees

Make sure that employees have the knowledge they need to use and maintain equipment safely, for example:

- Give them the information they need, e.g. manufacturers' instructions, operating manuals.
- Instruct them on how to avoid risks, e.g. check that the drive is not engaged before starting the engine/machine and do not use on sloping ground.
- An inexperienced employee may need some instruction on using hand tools safely.
- As well as instruction, appropriate training will often be necessary, particularly if control of the risk depends on how an employee uses the work equipment.
- Only competent workers should operate work equipment.
- Never assume an employee can use work equipment safely, especially if they have just started work, even if they have used similar equipment elsewhere.

Training may be needed for existing staff as well as inexperienced staff or new starters (do not forget temporary staff), particularly if they have to use powered machinery. The greater the danger, the better the training needs to be. For some high-risk work such as driving fork-lift trucks, using a chainsaw, and operating a crane, training is usually carried out by specialist instructors. Remember that younger people can be quite skilful when moving and handling powered equipment, but they may lack experience and judgement and may require supervision to begin with. The level of supervision needed will depend on how mature they are and whether they can work safely without putting themselves or others at risk.

People who carry out servicing and repairs should have enough knowledge and training to enable them to follow safe working practices.

What should Employees do?

They should check that:

- They know how to use the machine;
- They know how to stop the machine before they start it;
- All guards are in position and all protective devices are working;
- The area around the machine is clean, tidy and free from obstruction;
- They are wearing appropriate protective clothing and equipment, such as safety goggles or shoes where necessary.

They should:

- Tell the supervisor at once if they think a machine is dangerous because it is not working properly or any guards or protective devices are faulty;
- Stop using the machine until the matter has been checked.

They should never:

- Use a machine unless they are trained to do so;
- Try to clean a moving machine if this could be dangerous - they should switch it off and unplug it or lock it off;
- Use a machine or appliance which has a danger sign or tag attached to it - danger signs should be removed only by an authorised person who is satisfied that the machine or process is safe;

Score your health and safety performance

Business Link the Government's practical advice for business website offers a new health and safety performance indicator tool that provides an easy and thought-provoking way of assessing your health and safety performance, with a simple "marks out of ten" system. It not only tells you how well you're doing, but benchmarks you against other businesses and points you to easy, plain English guidance about what you could do better.

Developed with experts from the Health and Safety Executive and the Department for Work and Pensions, the tool asks you easy questions about how you are implementing health and safety good practice. You can see how your performance compares with businesses in your area or similar industry sectors. Insurance brokers and anyone else who is interested can look at the benchmarking scores without needing to answer the full questionnaire.

The tool is accessible from the "Health, Safety, Premises" page of www.businesslink.gov.uk

- Wear dangling chains, loose clothing, gloves, rings or have long hair which could get caught up in moving parts;
- Distract other people who are using machines, fool around or deliberately misuse the equipment;
- Allow passengers to be carried on vehicles such as dumper trucks or fork-lift trucks unless the vehicle is designed for such use.

What do the Precautions mean in practice?

The following are examples of accidents that involve equipment that is widely used, particularly by small firms. They show what can be done to reduce the risks.

Ladders

To prevent accidents:

- avoid working from ladders if possible;
- ensure ladders are securely placed and fixed and secure and stable during use;
- prevent the ladder from moving by tying it off securely, using an anti-slip device or asking someone else to foot it;
- avoid climbing with loads and attach tools etc. to your work belt;
- avoid overreaching or overbalancing;
- do not use poorly maintained and/or faulty ladders.

Many accidents involving ladders happen during work lasting 30 minutes or less. Ladders are often used for short jobs when it would be safer to use other equipment, e.g. mobile tower scaffolds. Using the correct type of well-maintained equipment can significantly reduce the risk of accidents.

Drilling machines

To prevent accidents:

- always provide adjustable guards (adjusted to give maximum protection) for the chuck and spindle, or trip devices;
- provide adequate clamps or a suitable vice for the work piece to prevent impact from violently spinning machinery.

Make sure operators:

- tie back hair which may be caught in rotating spindles, chucks or tools;
- wear a suitable coverall so no loose clothing can get entangled;
- remove rings, gloves, ties or scarves etc. which may become entangled in the machinery;
- wear eye protection to prevent swarf being thrown into unprotected eyes;
- are trained to check guards and report faults promptly.

Operators should be trained to check guards and report faults promptly. Radial arm drilling machines can inflict very serious injuries and sometimes fatal injuries, so guards or trip devices must be provided for the chuck and spindle.

Fork-lift trucks

To prevent accidents:

- always use the correct fork-lift truck for the task;
- ensure the braking system is adequate;
- ensure operators, supervisors and managers are adequately trained;
- lay out the site to ensure the fork-lift truck can move safely without danger to pedestrians;
- remove any obstructions where possible or ensure they are clearly marked;
- fit seat restraints, where appropriate;
- fit visibility aids such as mirrors, where appropriate.

When operating a fork-lift truck:

- do not overreach or overbalance;
- avoid travelling on uneven or steeply sloping ground;
- do not travel too fast, in particular around corners;
- do not overload;
- lower the load before operating the truck;
- ensure adequate visibility to avoid collisions with pedestrians and objects;
- protect obstacles such as support columns, pipework or other plant with impact barriers;
- ensure each operator has site-specific instructions;
- ensure that it is inspected and serviced at appropriate intervals and thoroughly examined by a competent person at least every 12 months or at intervals set by the competent person.

Food processing machinery

To prevent accidents:

- avoid fingers coming into contact with rotating blades/cutters/knives;
- avoid contact with rollers;
- avoid contact with feed mechanisms.

Many injuries are caused when well-intentioned operators or service workers remove guards and try to clear blockages with the power switched on. They should switch the power off first. Employees should be trained to follow laid-down procedures and safe systems of work developed for operators and maintenance workers.

Pressure water cleaners

To prevent accidents:

- take precautions to avoid electric shock by ensuring that all electrical components and cables are safe;
- ensure that protective clothing and eyewear is available and used to prevent fluid being injected through the skin.

The weakest parts of these cleaners are their cables, so wherever possible, Cleaners should be fixed in place and permanently connected to the electrical system. Electrical faults to the plug, cable or equipment may make the metal lance at the end of the flexible hose, or the machine's casing, live. Contact will result in an electric shock.

Machines should be given a regular visual examination, looking for signs of faults or damage and should be checked by the user before use. Faulty or damaged machines must be repaired before use. A residual current device (circuit breaker) should be used in the electricity supply to any cleaner that is not fixed in place.

High-pressure jets can force fluid into the skin or eyes. This can be very dangerous, so suitable eye protection and special clothing may be needed.

HSE Publications

Guidance on Regulations

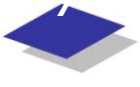
- **Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance** HSE Books 1998 ISBN 0717616266
- **Safe use of power presses. Provision and Use of Work Equipment Regulations 1998 as applied to power presses**. HSE Books 1998 ISBN 0717616274
- **The Work at Height Regulations 2005** Leaflet INDG401 HSE Books 2005 ISBN 0717629767
- **Simple Guide to the Provision and Use of Work Equipment Regulations 1998** Leaflet INDG291 HSE Books 1999 ISBN 0717624293

Lifting equipment

- **Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998** HSE Books 1998 ISBN 0717616282
- **Safety in working with lift trucks** HSE Books 2000 ISBN 0717617815
- **Rider operated lift trucks - operator training Approved Code of Practice and Guidance** HSE Books 1999 ISBN 0717624552
- **Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998** Leaflet INDG290 HSE Books 1999 ISBN 0717624307
- **Workplace transport safety: Guidance for employers** HSE Books 1995 ISBN 0717609359

Engineering machinery

- **Safety in the use of abrasive wheels** HSE Books 2000 ISBN 0717617394
- **Safety in the use of metal cutting guillotines and shears** HSE Books 1988 ISBN 0118854550
- **Drilling machines: Guarding of spindles and attachments** HSE Books 1998 ISBN 0717615464



Woodworking machinery

- **Safe use of woodworking machinery. Provision and Use of Work Equipment regulations 1988 as applied to woodworking machinery** HSE Books 1998 ISBN 0717616304
- **Health and safety in sawmilling** HSE Books 1997 ISBN 0717614026
- **Manual handling solutions in woodworking** HSE Books 2000 Leaflet INDG 318

Agriculture

- **Safeguarding agricultural machinery: Advice for designers, manufacturing, suppliers and users.** HSE Books 1998 ISBN 0717624005
- **Chainsaws at work HSE Books 2006** Leaflet INDG317REV1
- **Farmwise: Your essential guide to health and safety in agriculture.** HSE Books 1999 Leaflet MISC165

Food machinery

- **Pie and tart machines** HSG 31 HSE Books 1986 ISBN 0118838911
- **Health and safety priorities in the meat processing industry**. HSE Books 1997 Leaflet FIS15
- **An index of health and safety guidance for the catering industry** HSE Books 2000 Leaflet CAIS7REV1
- **Workplace transport safety in food and drink premises** HSE Books 1999 Leaflet FIS21

General

- **Worker protection at crocodile (alligator) shears** HSE Books 1986 ISBN 0118839357
- **Scrap baling machines** HSE Books 1986 ISBN 0717612643
- **Safe use of ladders and stepladders** HSE Books 2005 Leaflet INDG402
- **Electrical hazards from steam/water pressure cleaners** PM29 HSE Books 1995 ISBN 0717608131

HSE leaflets are generally free for the first copy, and then available in priced packs. Books are priced individually.

HSE priced and free publications are available by mail order from:

HSE Books,
PO Box 1999
Sudbury,
Suffolk CO10 6FS
Tel: 01787 881165
Fax: 01787 313995
and to order online at:
www.hsebooks.com/books

HSE priced publications are also available from all good booksellers.

For other enquiries ring, HSE's InfoLine Tel: 0845 345 0055, or write to HSE's Information Centre:

HSE Knowledge Centre
16 Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS
Tel: 0151 951 4382
Fax: 0151 951 3674

Investigating Workplace Incidents

The Health and Safety Executive (HSE) has published guidance on how to investigate accidents and incidents, including near misses. The guidance, which was prepared in consultation with industry, unions and health and safety professional bodies, is intended as a first step in introducing organisations to the benefits of carrying out investigations and the methods by which accidents should be recorded, investigated and the findings acted upon.

The guidance is aimed primarily at small to medium sized enterprises (SMEs) where it is often difficult to build up an expertise in investigating, although larger organisations may also find it helpful.

No previous expertise is needed to use the workbook and guidance notes that take the user step-by-step through the investigating process from start to finish and includes worked examples and blank template forms for accident analysis.

The four steps featured in the guidance are:

- the gathering of information;
- the analysing of information;
- identifying risk control measures;
- and the action plan and its implementation.

Investigating accidents and incidents - a workbook for employers, unions, safety representatives and safety professionals HSG245, ISBN 0717628272 is available from HSE Books.

HSE Guidance for Small Firms

A Health and Safety Policy

Your health and safety policy statement is the starting point to managing health and safety in the workplace and sets out how you manage health and safety in your organisation. It is a unique document that shows who does what; and when and how they do it.

If you have five or more employees you will need to have a written health and safety policy statement. This should set out how you manage health and safety in your organisation.

You must carry out a risk assessment to identify any risks and then make decisions on how to manage such risks, so far as is reasonably practicable, to comply with health and safety law.

If you employ five or more employees, you must record:-

- the significant findings of the assessment; and
- any group of employees identified by it as being especially at risk.

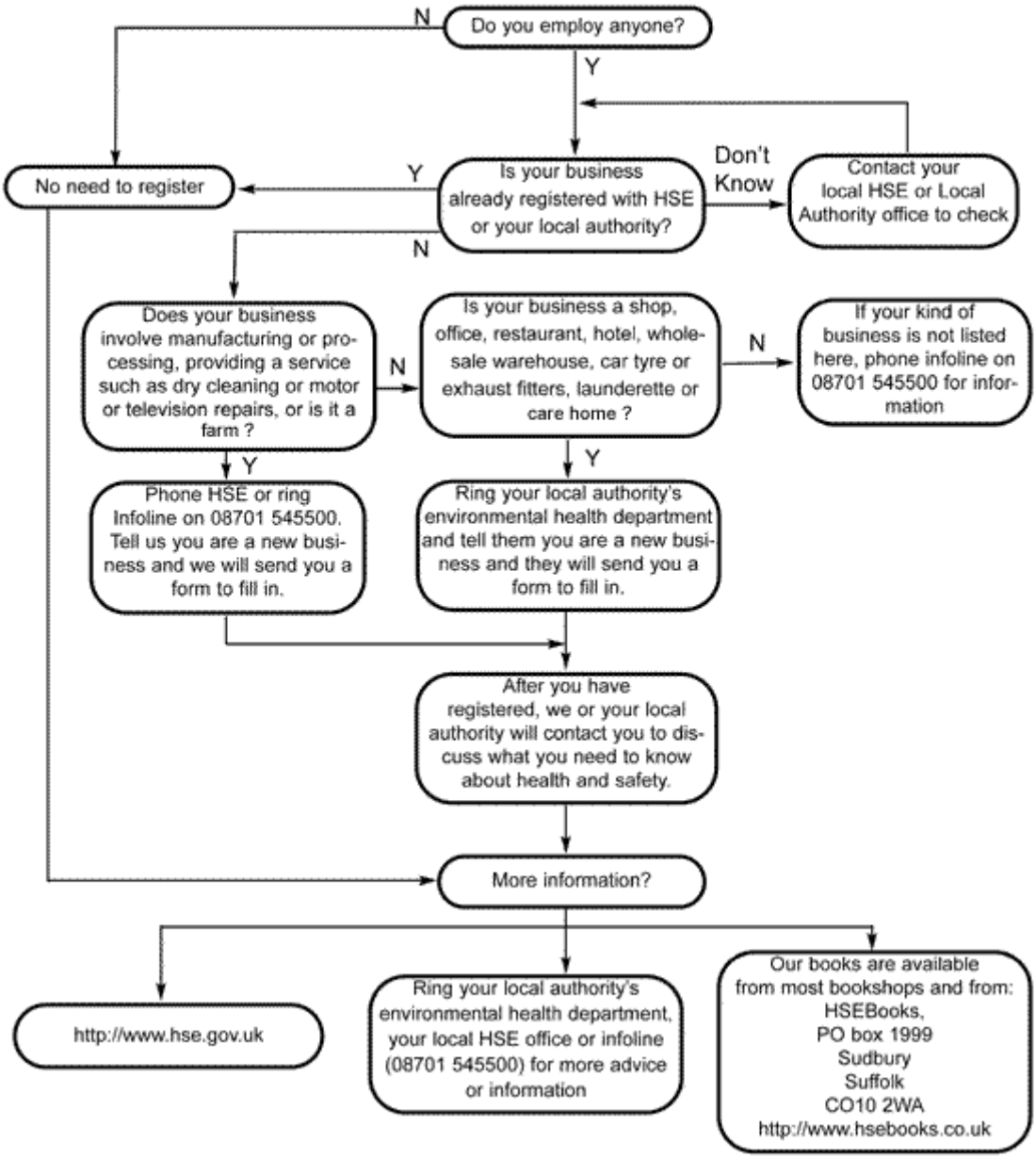
This would then form part of the general policy of your business on how you deal with health and safety at work and the organisation and arrangements you have for putting that policy into practice.

The policy should be specific to your business, and should be clear about arrangements and organisation for health and safety at work.

It should influence all your activities, including the selection of people, equipment and materials, the way work is done and how you design goods and services.

Guide for Employers

(from HSE)



A written statement of the policy and the organisation and arrangements for implementing and monitoring it shows your staff, and anyone else, that hazards have been identified and risks assessed, eliminated or controlled.

When you draw up or review your policy, you should discuss it with your employees or their representatives for health and safety.

The HSE provides two publications relevant to drawing up a policy. *An introduction to health and safety* (INDG259) ISBN 0717626857 provides a document that you can use to record the significant findings, although you don't have to use this form if you already have a method to record the findings. *Managing health and safety Five steps to success* (INDG275) ISBN 0717621707 outlines the five steps to successful management of health and safety.

On-Line Help for Employers

The Health and Safety Executive (HSE), in partnership with Butterworths Tolley, have launched[2] the first government dot.com site www.hsedirect.com designed to assist employers to meet their health and safety responsibilities.

hsedirect is an online information system containing all the information employers need to help them to comply with health and safety law and HSE guidance across all industries. ***hsedirect*** has been designed as a user-friendly site intended to help business, particularly small and medium sized firms, understand and develop health and safety policies - anyone, regardless of their level of Internet experience, will have a better understanding of their responsibilities under health and safety at work law.

The Government has a target[3] of a 30 per cent reduction in the incidence of working days lost from work-related injury and ill-health over the next ten years. The target includes a 44-point action plan which aims to achieve, by the year 2010, the following:

- reduce the incidence of working days lost from work-related injury and ill-health by 30 per cent;
- reduce the incidence of people suffering from work-related ill-health by 20 per cent; and
- reduce the rate of fatal and major injuries by 10 per cent.

There was an additional target of achieving half of each improvement by the year 2004.

At the very least, all businesses need to be aware of and conform to the latest health and safety regulations and guidance. Now busy employers will be able to obtain the information they need to comply, quickly, easily and inexpensively.

The publishers say they have developed software that allows users to access the website in the way that suits them best; by single user annual subscription, multi-user licence or by 24 hour day ticket.

www.hsedirect.com (also available on CD-ROM) is the most authoritative source of health and safety information available. The site provides instant access to a large database containing health and safety legislation and HSE guidance including the Approved Code of Practice, Health and Safety Regulations, Legal, Health and Safety Guidance and Industry Advisory Committee series. There is also consolidated UK legislation, EU directives, news, case summaries, HSE press releases, HSE forms, links to HSE and other relevant sites and selected material from Butterworths Tolley.

Further Information

This guide is for general interest - it is always essential to take advice on specific issues. We believe that the facts are correct as at the date of publication, but there may be certain errors and omissions for which we cannot be responsible.

If you would like to receive further information about this subject or other publications, please call us – see our contact details on the next page.

References:

[1] The source of this material is HSE whose copyright is acknowledged.

[2] On 22 January 2001.

[3] The targets were set by the Government in the Revitalising Health and Safety Strategy launched by the Deputy Prime Minister and HSC Chair Bill Callaghan on 7 June 2000.

Publication issued or updated on:
21 November 2006

Ref: 227

Aaron Wallis™
Sales Recruitment

Aaron Wallis hopes that you have found this document useful. We are a specialist sales and marketing recruitment agency with offices in Milton Keynes, London (Victoria), Leeds and Bristol.

- **Milton Keynes 01908 764280**
- **Leeds – 01132 373034**
- **London – 0207 808 7215**
- **Bristol (Aztec West) – 01454 203363**

CANDIDATE JOBSEEKERS
For sales candidates we offer hundreds of jobs in sales together with unique sales career advice written specifically for sales professionals. In addition there are numerous tutorials and access to an in-depth hints, tips and sales advice centre.

To search top sales jobs visit: http://www.aaronwallis.co.uk/search_sales_jobs.php

EMPLOYERS
For employer clients Aaron Wallis offers the most inclusive and cost effective recruitment service that is proven to significantly increase *'On the job performance'* by incorporating **competency interviewing**, **psychometric profiling** and **skills/ability testing** into the process.

The Aaron Wallis service is backed by a unique **12 MONTH REBATE SCHEME**.
For more information visit: http://www.aaronwallis.co.uk/employer_client.php

KEEP IN CONTACT
Aaron Wallis are authors of '***The State of Sales in the UK'*** the largest survey of sales professionals ever commissioned- download a free copy here

Follow us on our social networks…

Twitter: http://twitter.com/aaronwallissr
LinkedIn: http://linkedin.com/robscottsalesrecruiter
Facebook: http://facebook.com/AaronWallisSR
Employer News: http://www.thesalesdirector.com/newsrss.aspx
Candidate News: http://www.salespeak.co.uk/newsrss.aspx
Aaron Wallis Blog: http://www.aaron-wallis-sales-recruitment.blogspot.com
Join our 'Sales Peak' Community: http://www.aaronwallis.co.uk/mail_list.php

Association of Executive Recruiters

REC Member

For more information call **01908 764280** or visit **www.aaronwallis.co.uk**

Aaron Wallis Sales Recruitment, Norfolk House (East), 499 Silbury Boulevard, Central Milton Keynes, Buckinghamshire, MK9 2AH. info@aaronwallis.co.uk