

The health and safety of our Agency Workers is of paramount importance to us, and we aim to obtain all the relevant information for you regarding the premise where you will undertake an assignment, prior to your starting work.

We want to ensure that you benefit from the protection offered by current legislation. The following is a brief summary of entitlements and your obligations, but if you have any further enquiries, contact us on 01225 777157 and we will be more than happy to help.

What are our responsibilities to you?

White Horse Employment is responsible for passing on to you any information provided by our client, the hirer, regarding the skills and qualifications you should have to enable you to carry out your assignment safely as well as being advised of all appropriate preventative and protective measures following the notification of work-related hazards.

What are our clients' responsibilities?

The client, or hirer, is required by Law to treat you as an employee with regards to Health & Safety matters, for example, they must make you aware of their "Health & Safety" Policy, inform you of whom the Health & Safety Representative is and if the hirer employs five or more workers they must have assessed the health and safety risks and have produced a document stating those risks.

Induction on arrival

On arriving at an assignment, the hirer should explain the layout of the premises, identifying the toilets, kitchen facilities (if any) or other drink making facilities, and coat storage. Ensure that you are aware of the fire alarm mechanisms, fire exits and assembly point arrangements, as well as first aid provision and accident reporting procedures.

Use of machinery, equipment and chemicals

The hirer must provide suitable protective clothing and

equipment for the task you are carrying out. If you are required to operate any machinery or equipment, you should first be shown the correct operational controls by the hirer or another experienced employee. Ideally there should be a written operating statement to which you can subsequently refer, if in doubt.

The hirer should also draw your attention to any special arrangements required or risks arising from the use of chemical agents and substances. In an office environment, there are unlikely to be chemicals in use.

Manual handling

You should not be asked to lift or carry items without proper instruction on the correct way to do this. If you are required to move heavy or bulky items that cannot be split down, or carry items across or through awkward areas like steep winding staircases, ask the hirer for assistance and instruction on how best to move the items.

Computer screens

Hirers have a duty to ensure that computer workstations are well designed. If you find the working arrangement uncomfortable, ask the hirer if it can be modified or rearranged. You should not work permanently in front of a VDU (computer monitor) without regular breaks, 5 minutes in every hour is advised. As a temporary worker, most hirers will expect you to have had regular eyesight tests and if necessary use glasses where prescribed, prior to accepting the assignment.

Pregnancy

If you are pregnant, tell the hirer. Both you and the hirer have a responsibility to conduct a risk assessment, to avoid risks to yourself and your unborn child.

Accidents and first aid

Larger hirers, with over 50 employees, are encouraged to appoint and organise the training of First Aiders. The requirements are more stringent on factory and warehouse premises than offices. Hirers are required to maintain an accident record book. If you are involved in an accident involving any injury, however minor, report it to the appropriate person and ensure it is recorded in the accident book. In the case of more serious accidents resulting in time off work the hirer has a duty to report the accident to the Health & Safety Executive. You should therefore notify us and/or the hirer if you are absent from work due to a work related injury for more than 3 days.

Smoking

Legislation came into force in England on 1st July 2007, introducing a ban on smoking in public places.

It has now become unlawful to smoke in most indoor public places other than private homes. This includes restaurants, bars, clubs, cafes, hotels, theatres, cinemas, shops, leisure centres, libraries, public toilets, on public transport, in care homes and in hospitals.

The law also covers almost all workplaces (offices, factories and other premises which are being used wholly or mainly as a place of work) and the ban generally applies to work vehicles such as light and heavy goods vehicles. For further information on this subject please visit www.smokefreeengland.co.uk or contact the Smoke free compliance line on 0800 587 1667.

What are your responsibilities as a Temporary Worker?

Health and safety legislation places obligations and responsibilities on employees and on persons who undertake work personally (other than under a contract of employment) - this includes you as an agency worker. In extreme cases, employees and others can now be personally prosecuted by the Health and Safety Executive for failure to co-operate with their employer's instructions or misuse of anything provided for their health and safety.

You have a responsibility to:

- Ensure a safe workplace by assessing any risks to your health and safety during your assignment, and informing the client of anything that might jeopardise your own, and others, health and safety.
- Familiarise yourself with the hirer's 'Health & Safety at Work Policy' and carry out the instructions contained therein, wherever possible, ask the hirer for sight of this before commencing work.
- Co-operate with the hirer or any other person with responsibility for workplace health and safety, and follow all instructions to ensure a safe system of work.
- Not intentionally or recklessly misuse any equipment provided for your health and safety
- Take all reasonable steps to safeguard your own safety and that of others who may be affected by your acts or omissions
- Report to the hirer and White Horse Employment any injury or accident that occurs whilst you are on that assignment.
- To wear any protective clothing and use any protective equipment as instructed by the hirer in order to carry out the assignment safely.

If you have any queries relating to Health & Safety, please do not hesitate to call us on 01225 777157 and we will be more than happy to help.