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H & S UPDATE APRIL 2006

Safety Services and Mechanical Engineering have recently received copies of BS standards by post with no indication of who, or which department, ordered them. This indicates some of you are unaware that BS documents are available on-line for no cost. To **access full text British Standards** you need to be set up to use the University's 'MUSE' portal. Instructions are:

- Log in to **MUSE** and on LHS select '**Research**'.
- Scroll down to **Library eResources** select '**Databases**' then "**Alphabetical Table**".
- Select '**B**' and scroll to '**British Standards**' and click. Select "**Connect to British Standards**" in the top RHS and then '**Athens Login**' on RHS BSi Online page.

You are now in! "Search" by entering the standard number or key words in the search box.

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We have placed some information on the use of "**Agency workers**" in the "Guidance" section of our web site, as Agency Workers can face particular problems due to unfamiliarity with workplaces and activities thereby placing them at greater risk than permanent workers. The HSE and DTI will be drafting guidance later this year. The guidance we have placed on the web site summarises the proposed guidance. [www.sheffield.ac.uk/safety/guidance/Agencyworkers.pdf](http://www.sheffield.ac.uk/safety/guidance/Agencyworkers.pdf)

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The new **Food Hygiene Regulations 2006** require food handlers to receive appropriate supervision, instruction and training in food hygiene to handle food safely. Those responsible for developing and maintaining food safety procedures (based on Hazard Analysis Critical Control Point principles) must have had adequate training. Business operators are responsible for ensuring staff competency. See: - www.food.gov.uk/foodindustry/hygiene/#12.

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UCEA and USHA have produced an updated version of the "**Guidance on Safety in Fieldwork**" document. We have a few copies and will send one copy to the first 50 departments who contact us. If you need more copies they can be obtained from University and Colleges Employers Association, Woburn House, 20 Tavistock Square, London WC1H 9HU at £12.50 each. Please contact us on [safety@sheffield.ac.uk](mailto:safety@sheffield.ac.uk) giving your name, department & address.

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We've had several calls from staff who claim that they have been appointed as **Departmental Safety Officers** for their department but don't know what is expected of them. The practice has been that when we're informed by a Head of a new DSO appointment, we write formally to the new DSO and also send a "DSO Information pack" and a copy of the HSE booklet "Essentials of Health and Safety at Work" to give the appointee an indication of the duties expected of a DSO and a very useful summary of health and safety requirements. So please do let us know if you appoint a new DSO we can help ensure they know what to do to help run the department safely.

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We're aware that **Portable Appliance testing** is a significant cost burden on departments, but it is necessary as we have obligations to ensure that the equipment we use is safe and fit for purpose. The University is committed to this practice so if you choose to set up a system within your own department, be aware you need to comply with IEE standards for testing and to HSE guidance on frequency, and to record that information fully. The PAT service provided by Central Workshops is subsidised (25%) to minimise the impact on Departments but costs will always reflect the number and types of items of electrical equipment held.

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A Lincolnshire meat processing firm were fined £13,000 in total following an incident when an **employee fell 10 feet from a stepladder** whilst trying to free up a jam in a conveyor, breaking his collarbone and suffering concussion. No risk assessment had been carried out or safe work method implemented. HSE warn firms to "raise their game" and stay on the right side of the law.

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For those of you who are still using a luminescent orange **Accident Report Book**, please contact [safety@sheffield.ac.uk](mailto:safety@sheffield.ac.uk) to ask for the newer Green Accident Book which has the current address to which the completed forms should be sent.