

# HEALTH AND SAFETY CHECKLIST FOR EMPLOYERS AND WORKERS



All UK employers have a legal duty of care to the health and safety of their employees. This means they must provide a safe place of work and make sure their workplace complies with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health (COSHH) 2002 regulations.

Workers too have a responsibility to look after their work environment and to protect their fellow workers from hazardous substances. Feeling **#UnderTheCOSHH** means feeling protected from dangerous toxins, vapours and other substances – it's something Thompsons Solicitors believes every worker deserves.

These safety checklists are designed to support health and safety representatives and union activists with keeping colleagues safe, and **#UnderTheCOSHH**, at work.

NAME: \_\_\_\_\_

SIGNATURES: \_\_\_\_\_

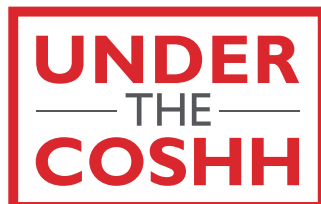
## CHECKLIST FOR EMPLOYERS

	YES/NO	DATE	INITIALS
Is there a defined health and safety policy for your workplace?			
Are work areas safe and well-maintained?			
Are all accidents and ill-health at work recorded?			
Have you gathered information about what substances are used in the workplace?			
Have you evaluated the risk that exposure to these substances could have on your employees and if the use of the substances can be avoided?			
Have you provided adequate health and safety information and training to new employees?			
Have you provided refresher training for those who need it?			
Is the PPE kept clean and in good condition?			
Is the PPE repaired and replaced when necessary?			
Are you reviewing all risk assessments when introducing new substances, when there is ill-health at work, or new evidence about hazardous substances in the workplace comes to light?			

## CHECKLIST FOR WORKERS

Do you know the names of the substances you are exposed to, and do you understand the health risks associated with them?			
Are you aware of the precautions you should take to protect yourself and your fellow employees if you are exposed to hazardous substances?			
Have you received adequate health and safety information and training from your employer?			
Is your work area tidy and well-maintained?			
Do you know who to turn to if you have a concern about exposure to hazardous substances at work?			
Do you know what to do in an emergency at work?			
Do you report all spills or exposures at work?			
Do you have access to safety information and relevant safety data sheets if you need them?			

Everyone has the right to work in a safe environment. If you have any concerns about your health and safety at work, contact your trade union representative ..... for advice and support.





# HOW YOU CAN PROTECT YOUR HEALTH AND SAFETY

Thousands of workers are made ill by hazardous substances each year. Why? Because employers aren't taking effective measures to control exposure and protect the health of their workers. By law, employers must make sure your workplace complies with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health (COSHH) 2002 regulations.

Trade unions defend and make sure employers provide a safe work environment and are **#UnderTheCOSHH**. As a union member, you can turn to your trade union for support and to raise any concerns you may have about your health and safety at work.

## HERE ARE JUST SOME OF THE BENEFITS OF BEING PART OF A TRADE UNION:

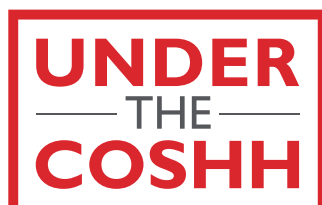
- ◆ Union members are less likely to be injured at work
- ◆ Unions stand up for equality in the workplace
- ◆ Unions provide access to quality-monitored legal services
- ◆ Union health and safety reps can raise your concerns and take action to prevent accidents at work

If you are interested in joining a trade union, visit [www.tuc.org.uk/join-union](http://www.tuc.org.uk/join-union) for more information and advice on becoming a union member.

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#### SOURCES:

[www.hse.gov.uk/statistics/overall/hssh1617.pdf](http://www.hse.gov.uk/statistics/overall/hssh1617.pdf)  
[www.hse.gov.uk/asthma/bakers.htm](http://www.hse.gov.uk/asthma/bakers.htm)  
[www.uclan.ac.uk/news/pioneering-research-highlights-dangers-firefighters.php](http://www.uclan.ac.uk/news/pioneering-research-highlights-dangers-firefighters.php)  
[www.hse.gov.uk/Statistics/causdis/cancer/cancer.pdf](http://www.hse.gov.uk/Statistics/causdis/cancer/cancer.pdf)  
[www.hse.gov.uk/statistics/overall/hssh1516.pdf?pdf=hssh1516](http://www.hse.gov.uk/statistics/overall/hssh1516.pdf?pdf=hssh1516)



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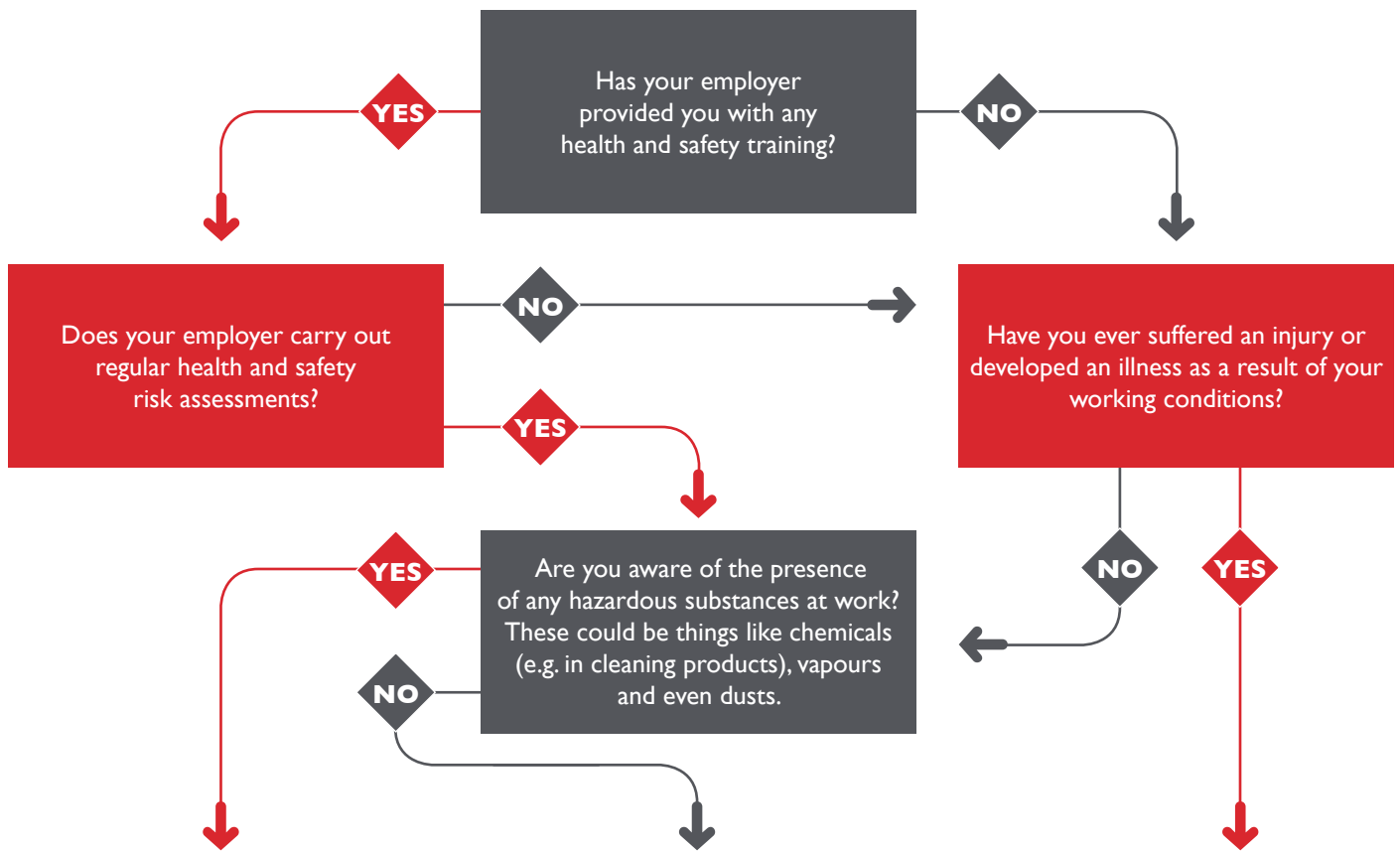
**STANDING UP FOR YOU**

# IS YOUR EMPLOYER MAKING SURE YOU'RE #UNDERTHECOSHH AT WORK?



We all share a responsibility to use work practices that are as safe as possible, however, your employer has a legal duty of care to protect you at work under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

Thousands of workers die each year from illnesses caused by exposure to hazardous substances in the workplace. According to government statistics, an estimated 13,000 people die each year from exposure to chemicals and dust at work. Many of these deaths would have been prevented if a robust health and safety structure was in place. This flowchart is designed to help workers understand whether they are at risk, if their employer is adequately protecting them and how they can contribute to making workplaces everywhere safer, and #UnderTheCOSHH.



**WHAT YOU SHOULD DO**

It sounds like your employer has provided you with adequate training and made you aware of any hazardous substances present at your place of work. It is now your responsibility to follow the training and take care of your own, and your colleagues', health and safety. You should report any potential or new hazards at work, or any breakdown in the systems your employer operates to your health and safety representative or union representative to prevent your fellow workers from being put at risk.

**COMMUNICATE WITH YOUR EMPLOYER**

You should speak to your employer if you have any concerns with your work environment or if new substances are introduced. They should be able to provide you with adequate health and safety training and data sheets with information on how to limit your risk of exposure to hazardous substances in the workplace. Your trade union representative will also be happy to discuss your concerns about your health and safety at work and provide advice on how to approach your employer.

**CONTACT YOUR TRADE UNION'S LEGAL SERVICE**

If you are a trade union member and have suffered an injury or illness at work as a result of your work environment, you may be entitled to make a claim for compensation. Contact your trade union's legal service for free legal advice on how to make a claim – you can find details by visiting [www.thompsonstradeunion.law](http://www.thompsonstradeunion.law).



# ARE YOU UNDER THE COSHH?

Thousands of workers die each year as a result of exposure to hazardous substances at work – make sure you aren't one of them. Stay safe, make sure you're **Under the COSHH**.

Employers are required by law to prevent or, where not possible, control exposure to hazardous substances and to provide a safe place for their staff to work.

The COSHH Regulations 2002 require employers to complete a COSHH risk assessment and take steps to mitigate risks before allowing workers to carry out tasks that involve hazardous substances.



## WHAT TO WATCH OUT FOR

COMMON DANGEROUS SUBSTANCES YOU NEED TO BE AWARE OF, INCLUDE:

- ◆ DUST AND FUMES
- ◆ OILS
- ◆ VAPOURS
- ◆ METALWORKING FLUIDS
- ◆ GLUES
- ◆ GASES
- ◆ SOME PAINTS
- ◆ CARCINOGENS, MUTAGENS AND TERATOGENS
- ◆ DISINFECTANTS

If you have questions or concerns about hazardous substances in the workplace, contact your trade union representative. They will be able to provide you with more information on the COSHH regulations to help keep you and your fellow workers safe.



**UNDER  
— THE —  
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