

Health & Safety Key Points

The safety rules below are for the benefit of you, your Procure colleagues and our customers. They are there to make your workplace as safe as possible, and to minimise the chance of any accidents occurring. Please read them carefully. If there is ANYTHING you are not sure about you must ask your supervisor or call the office. If you see any hazard, report it to your supervisor. More information is available on request.

1. Do not attempt to carry out any duties nor use any cleaning materials or any equipment until you have been shown how to do so safely by the appropriate supervisor or manager.
2. You must use all of the safety equipment provided, such as eye goggles, tabards, rubber gloves etc.
3. It is your responsibility to ensure the safety of yourself and others at all times, and to confirm with all health & safety instructions, both written and verbal.
4. Mopping floors - When mopping floors you must always put the safety warning sign in a place where other people can see it clearly. Try to carry out mopping when building least busy. Wear sensible shoes to minimise the chance of slipping.
5. Chemicals - Never mix any chemicals together. All materials etc are to be kept where possible in a locked cupboard or store on site, and containers closed when not in use. Acids or solvents must be stored in securely locked cupboards. Material etc must not be stored in passageways, escape routes etc. When using cleaning products you must comply with the instructions. Read, understand and adhere to 'directions for use' on the container. Never use a substance from an unmarked container. Always handle chemicals with caution and wear stated protection clothing. Wash your hands upon completion of wet work. Never bring chemicals or equipment home; only use chemicals and equipment supplied by Procure.

6. Electrical equipment - Do not use any machinery (such as a vacuum) that does not appear to be working properly, or which you believe to be unsafe in any way. Electrical equipment must not come into contact with water. Do not try to fix or repair machinery. If any equipment is faulty or the test date is overdue, stop using it, put a note on it saying "out of order" and report the problem to your supervisor immediately. We will then fix or replace it within 48 hours.
7. Lifting heavy objects - Do not overfill buckets or waste bags. If in any doubt, do not lift a heavy object, and then seek advice. When lifting: bend your legs (not your back), make sure your back is straight, and keep your arms close to your body.
8. Accidents - You must report all accidents and damage to your supervisor whether persons are injured or not. Report any hazards or potential hazards to your supervisor.
9. Vacuuming lifts - Never take a vacuum into the lift, it is extremely dangerous to do so. When you vacuum a lift, ensure the main body of the machine remains outside the lift area, and that you do not allow the lift door to shut on you.
10. Falls - Do not run: walk at work. Wear suitable footwear, so as to minimise the risk of slipping. Watch out for any cables and wet floors. Do not leave equipment etc in thoroughfares, especially stairs, in case other people trip over it.
11. Fire - You are expected to familiarise yourself with the layout of the building and the correct fire procedures, particularly the fire exits. Do not empty ashtrays into paper bins or black sacks, use a separate metal bin. Do not smoke in customers premises.
12. Access equipment - You must not use ladders or anything else to reach higher.
13. Personal rules - Do not allow your faculties to be impaired by drink, drugs etc. Keep equipment clean and tidy. Wash your hands after using cleaning materials. If in doubt -ASK.
14. Injuries - Do not leave machines, buckets etc in corridors or in places where people could fall over them. Never stretch the cable on any electrical equipment. Never use materials you are not sure about. Do not put equipment in front of fire escape doors.

15. Customer premises - Do not switch or touch electrical appliances other than normal lighting. Do not disconnect plugs or leads. Be familiar with alarms, lifts, doors and security arrangements.

16. Your safety - If you notice anything you think is unsafe, tell your supervisor immediately. If you are dissatisfied with the response, please call the office on 0191 4286740. If you feel unsafe in any way, stop whatever you are doing and call your supervisor.

17. PPE- Wear protective clothing whenever possible. If you need and Personal Protective Equipment (PPE), it is your responsibility to request it from your supervisor. Do not carry out work unless you are satisfied that you have the right PPE.

18. Rubbish – Take care that the lid of the skip doesn't suddenly close on any part of your body, such as your hands or head. Take particular care when transporting the rubbish to the bins area, especially during the winter months, when the ground can be slippery, and the area poorly lit.

19. Toilet cleaning – Only use red cloths for toilet cleaning, and white cloths for other areas. Use rubber gloves provided.