



Student: Test

Work Experience is not a game - preparation and participation require your full attention.

Most accidents at work happen in the first 6 months of employment, especially where the person is young. Keep this advice for your part time job, training and when you move into fulltime employment.

Always take your personal safety, in and out of the work place, seriously.

Risk: Life is risky! Whilst no-one wants to wrap you up in cotton wool, it is important to minimise stupid accidents that can lead to an injury or infection, a permanent disability or even a death.

Be responsible: Your employer has a duty to provide a safe working environment but **you** also have a responsibility. You must behave in a safe manner, taking care of yourself and others.

- Never run in the work place, or use any wild movements.
- Use the routes you have been shown and do not go into restricted areas.
- Report any issues to your supervisor straight away. You can also go to the Health & Safety Executive website, www.hse.gov.uk for advice on safety issues. Ring school if you are uncertain.

This is not an exhaustive list as the risks and hazards will be different in each placement.

Animals: Animals can be unpredictable especially when ill or frightened, causing injury very easily.

- Always be ready for the animal to bite, kick, lash out etc.
- Always follow instructions given exactly, and ask if you are unsure.
- Take care with your personal hygiene, washing hands carefully after working with animals.

Bullying and Harassment: You are going into an adult environment. The behaviour and manner of your co-workers can be very different to what you are used to. There may be banter and you might hear adult subjects being discussed. However, you should be treated as a junior employee and made to feel welcome.

- Bear in mind that as a junior it is absolutely normal to be asked to perform basic, repetitive tasks.
- Stay calm. Do not react in an aggressive or irresponsible manner no matter what has happened.
- Talk to your supervisor if you genuinely feel that you are being treated unfairly, or if someone has done something or said something to you that make you feel uncomfortable.

Chemicals and Toxic Substances: Common substances such as cleaning products, hair dyes, cement etc. can be very harmful if not used correctly. Prolonged contact with everyday substances, even water, can cause problems. Always follow instructions and take sensible precautions.

- Make sure you wear protective gloves, face mask, and eyewear if appropriate.
- Take care with your personal hygiene, washing and drying hands carefully.

Computers: You use computers everyday, however your workstation should be correctly set up to avoid strain on your eyes, arms and back.

- Make sure the chair, footrest and armrest are all comfortable.
- You should have good lighting and heating, with space to move around.
- Only perform tasks requested. Do not use the work computer to browse the web or contact friends etc.

Electricity: Always treat electricity with respect. It can cause severe burns and heart failure.

- Only use equipment you have been trained to use.
- Always switch off at the mains before connecting or disconnecting appliances.
- Report any frayed cables or damage to equipment immediately.

Fire: Fire spreads very quickly. You will cover fire evacuation procedure at your induction.

- Make sure you know how to get out safely if the fire bell sounds.
- Know the hazards in your work place and how to raise the alarm.
- Never tackle a fire unless your life depends on it.
- Do not go back into the building until you are told it is safe to return.

First Aid: You should cover first aid procedures at your induction.

- Make sure you know who to contact if an emergency arises and where first aid kits are kept.
- Ask how to raise the alarm if the casualty needs an ambulance.

**SPEAK UP
& STAY
SAFE**

Lifting and Carrying: If lifting is part of the job, you will be shown how to lift correctly. Technique rules!

- Only lift weights that you can easily manage, and make sure you can see where you are going.
- Use trolleys, wheelbarrows etc. as you have been shown and where appropriate.
- Never struggle, say if you need help or are unsure.

Machinery and Tools: Only use equipment you have been trained to use.

- Never use anything that is damaged.
- Always use safety guards, clean after use as you have been shown and store equipment correctly.

PPE—Personal Protective Equipment: This includes brightly coloured ear defenders, geeky plastic glasses, nasty slimy gloves, heavy fashion adverse safety boots and hairstyle wrecking hard hats.

- However silly you feel, wear all the protective clothing and equipment you are given.
- Report any damage to the gear or if it does not fit you adequately.
- Ask in advance if you need to provide your own safety boots for engineering, construction etc posts.

Tidiness and Hygiene: Your own room may be a tip, but in the workplace, it is important to be tidy.

- Slips, trips and falls can happen by leaving something in the wrong place.
- Rashes, blisters or infection can occur by not washing hands correctly or keeping surfaces clean.

Working at heights: You must not work above a height of 2 meters whilst on work experience.

- Make sure the stepladder or stool you are using is not broken and is securely placed on the ground.
- Do not over stretch or carry anything too heavy or awkward.

SV Stay Safe Quick Quiz

Q1) What is the most common type of accident in the workplace?

- A) Slip, trip or fall. B) Falling from a height. C) Cutting your finger.

Q2) What should you do before eating your lunch at work?

- A) Find a knife and fork. B) Wash your hands. C) Check your phone.

Q3) You have lost your safety gloves. Should you—

- A) Use some you found in a bin. B) Do nothing, it won't matter this once. C) Tell your supervisor.

Q4) The driver has left his keys in the fork lift truck. Should you—

- A) Tell your supervisor. B) Get in and park the truck out of sight. C) Pretend you haven't seen anything.

Q5) You are asked to move a box that is a bit too heavy for you. Do you—

- A) Continue to struggle. B) Just leave it where it is. C) Ask for help.

Q6) The fire alarm goes just as you start to eat your lunch. Do you—

- A) Finish eating your crisps, then leave the building. B) Leave calmly, following the instructions you were given at your induction. C) Ignore it, it is bound to be a false alarm.

Q7) You notice a pool of liquid spilled on the floor. Do you—

- A) Warn colleagues near the area and inform your supervisor. B) Get the mop and bucket to clean it up yourself. C) Just ignore it, someone else will sort it out.

Q8) What will help you to have a safe week at work?

- A) Reading and completing your work book. B) Safe environment, risk assessment, clear instruction and information, learning plan, supervision and reassurance. C) Only doing 3 hours a day in the work place.

Q9) The Director asks you to take a file to Marketing; you don't know where this is. Do you—

- A) Explain who you are and ask for directions. B) Refuse to go. C) Keep walking until you find Marketing.

Q10) Your supervisor asks you to use a machine you have not used before. Do you:-

- A) Shout aggressively that the company is terrible. B) Try to use it. C) Calmly explain that you have not been trained yet, and ask for tuition.

Look at the answers below to add up your safety awareness score:-

Q1: A=3, B=2, C=1 **Q2:** A=1, B=3, C=1 **Q3:** A=0, B=0, C=3 **Q4:** A=3, B=0, C=0 **Q5:** A= 0, B= 0, C=3

Q6: A=0, B=3, C=0 **Q7:** A=3, B=1, C=0 **Q8:** A=1, B=3, C=0 **Q9:** A=3, B=0, C=1 **Q10:** A=0, B=0, C=3

My score was 30 = 100%, excellent! Below 100% ask at the careers office, or carry out your own research. Your ignorance could put you and others in danger, or cost your employer £1000s.



Make sure you read information and pay attention to advice in Futures lessons. Zombies are here to help! Play at www.britsafe.org/speakupstaysafe/the-missing



Don't drop your guard on the way to and from work, personal safety is important at all times.