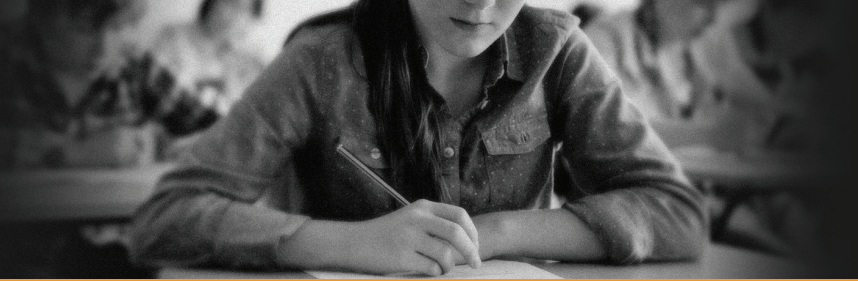


THE GRAMMAR OF SAFETY SIGNS

Age 16-19 years old
Trainers notes



The Vocational Training Module of the HSSA's series of teaching tools has been designed to be an off-the-shelf presentation that can be used as part of the employer's H&S induction package, in particular, with work placement students or young people.

Underlying Teaching Philosophy:

- Young people entering the workplace environment often lack knowledge and experience with regard to the hazards in the workplace and associated risk.
- The employer is required by law to undertake risk assessments prior to a young person entering the work environment in order to identify hazards and their associated risks and apply adequate control measures in order to eliminate or reduce the risk.
- Increased levels of control, information, instruction, training and supervision are often required for young people in the work environment.
- The Vocational Training Module is a guide and pre-structured teaching tool which can be included within the induction package.
- The presentation can be used for training young people in the workplace.
- The presentation can be used for any new employee.
- The presentation can be used as part of the company refresher training programme.

CLASSIFICATION

A young worker is any teenager between the ages of 16-19 years old.

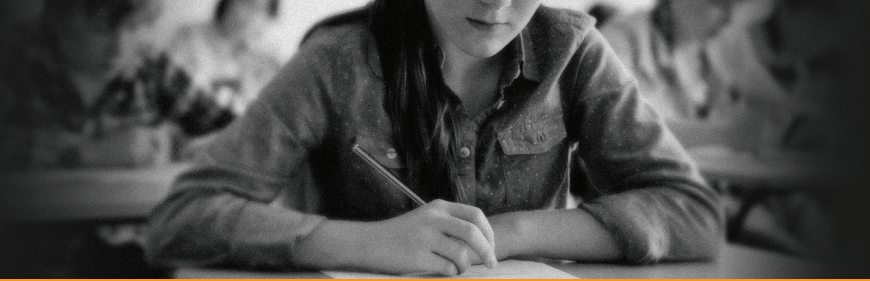
EMPLOYER REQUIREMENTS

Prior to the commencement of work the employer is required to ensure that:

- All necessary risk assessments have been carried out, identifying appropriate & adequate control measures.
- Any identified risks are reduced to the lowest level reasonably practicable.
- Appropriate training is given in order to ensure that the young person can undertake the required tasks and activities safely.
- A competent person supervises the young person. In order to assist the employer with all of the above the HSSA have designed a compact but informative Powerpoint Presentation that can be downloaded and incorporated into the organisation's induction package. The presentation has been designed to be used and delivered by the company Health and Safety Officer or a member of staff who has the correct levels of health and safety competency to deliver health and safety training.

Learning objectives:

- To ensure that all employees understand the grammar of all types of safety signs.
- To ensure that all employees understand how to react and respond to the information given on a safety sign.
- To ensure that all employees understand their legal and moral responsibility with regard to co-operating with the employer on health and safety matters.



Slide 1 - Introduction

- The slide does not require delivery notes, as it is the subject area / heading page.

Slide 2 - Legislation

- Main pieces of legislation:
- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- The Regulatory Reform (Fire Safety) Order 2005.
- The Health and Safety (Safety Signs & Signals) Regulations 1996.

NB: There may be additional applicable legislation for your industry e.g. The Ionising Radiation Regulations 1999 etc..

Slides 3 to 8 - Types of Safety Signage

MANDATORY - You must do.

- A blue circle.
- A white graphical symbol.
- Associated white text is placed beneath the sign on a blue background e.g. Wear hard hat.

PROHIBITION - Do not do.

- A white circle.
- A red outline / border.
- A red diagonal line through top left to bottom right.
- A black graphical symbol.
- Associated white text is placed beneath the sign on a red background, e.g. No smoking.

HAZARD / WARNING - Beware.

- Yellow triangle with a black outline.
- A black graphical symbol.
- Associated black text is placed beneath the sign on a yellow background, e.g. Warning - Forklift trucks.

SAFE PLACE OR SAFETY INFORMATION

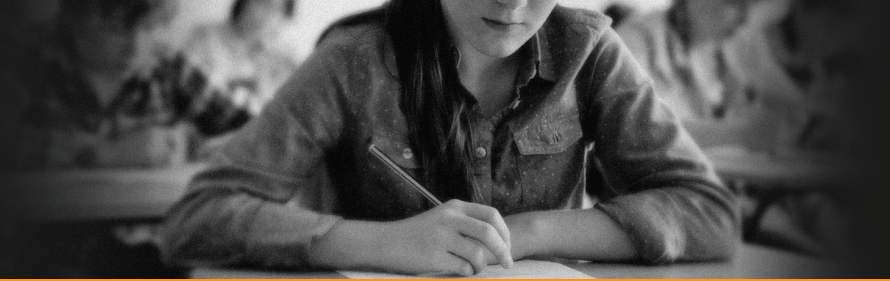
- A green square or rectangle.
- A white graphical symbol.
- Associated white text is placed beneath the sign on a green background, e.g. First aid station.

FIRE-FIGHTING EQUIPMENT

- Red rectangle or square.
- A white graphical symbol.
- Associated white text is placed beneath the sign on a red background, e.g. Fire extinguisher.

COMBINATION / MULTIPLE SIGNS

- Two safety signs on one signboard.
- Gives a combination of instructions/messages.



Slide 9 - Employer and Employee Responsibilities

Employer should:

- Ensure so far as is reasonably practicable the health, safety and welfare of all employees.

Undertake risk assessments in order to:

- Identify hazards.
- Eliminate hazards.
- Implement appropriate control measures.

Ensure that all employees receive the necessary:

- Information.
- Instruction.
- Training.
- Supervision.

Employees should:

- Co-operate with the employer.
- Report any identified hazards i.e. slippery floors.
- Not misuse or interfere with anything provided in the interest of health safety and welfare.