



General Safety Rules Policy

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POLICY

It is the duty of every employee of Mph security Ltd to;

- Comply with the requirements set out in the Company Health & Safety Policy.
- Take reasonable care for their own safety.
- Take reasonable care for the safety of fellow workers.
- Co-operate in the implementation of the Company Health & Safety Policy.

CLIENT RULES

It is the duty of every employee of Mph security Ltd who visits client premises to;

- Follow safety rules set down by the client company.
- Respect the safety of client company employees.
- Take reasonable care for the safety of visitors.

FIRE

It is the duty of every employee of Mph security Ltd to;

- Comply with all fire safety arrangements in place on the site at which duties are performed.
- To respect items and equipment in place for the purpose of fire safety.
- To follow procedures in place for the purpose of fire safety.
- To take reasonable care for the safety of others in the event of fire.

EQUIPMENT AND MACHINERY

It is the duty of every employee of Mph security Ltd to;

- Use only equipment for which he/she is authorised.
- Follow rules/safe systems of work set out in training for use of that equipment or machinery.
- Not to interfere with things provided to ensure safety of equipment and machinery.
- To report immediately to supervision any defects of equipment or machinery.

ELECTRICITY AND GAS

It is the duty of every employee of Mph security Ltd to;

- Take reasonable care for his/her own safety in so far as his/her activities may be affected by the dangers of electricity and gas.
- To bring to the attention of fellow workers any electrical or gas defect which may present a danger.
- To draw attention to any activity which a fellow worker may be performing which would endanger himself/herself or others to the effects of electricity or gas.
- To report immediately to supervision any defect which has the potential to cause danger from the effects of electricity or gas.

CHEMICALS

It is the duty of every employee of Mph security Ltd to;



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- Follow instructions and rules provided regarding safe use of substances and chemicals.
- Ensure all chemicals and substances are stored in a safe manner and are returned to that store after use.
- Deal with spillages immediately and in the way appropriate to that individual substance or chemical as instructed.
- Co-operate in the interest of safety by wearing personal protective equipment/clothing as is appropriate to the use of the individual chemical or substance.
- Co-operate by the wearing of personal protective equipment/clothing as is appropriate when the activities of fellow workers may expose the employee to risk from chemical or substance.
- Report to supervision of any spillage of, or exposure of an employee to substance or chemical.

BUILDINGS

It is the duty of every employee of Mph security Ltd to;

- Report to supervision any damage to work premises whether or not it appears to present a danger.
- To take reasonable care for their own safety in avoiding building conditions that appear to present immediate danger.

HAZARDS

It is the duty of every employee of Mph security Ltd to;

- Report hazards immediately to the local manager.
- Take reasonable care for their own safety by not continuing with activities which appear to present a hazard of injury until such time as supervision have authorised that it is safe to do so.
- Warn fellow workers of immediate danger.

There is a Company Hazard reporting System in place.

ACCIDENTS

It is the duty of every employee of Mph security Ltd to;

- Report immediately to a supervisor when accidents occur in the workplace.
- Report immediately to a supervisor incidents not resulting in actual bodily harm, but having the potential to cause injury.
- Report all accidents and incidents using the correct Company Procedure.

FIRST AID

It is the duty of every employee of Mph security Ltd to;

- Seek first aid treatment when injured at work.
- To ensure fellow workers injured at work, if unable to seek help for themselves, receive suitable attention as soon as possible.
- To report any use of the first aid facilities to supervision.
- To make correct and authorised use of first aid facilities.



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DISCIPLINE

The Health & Safety at Work Act Section (7) places legal duties on all employees.

Employees of Mph security Ltd are expected to comply with company rules.

Failure to do so may result in the employee being the subject of company disciplinary procedures.