



Health and Safety Policy Statement Employees Guide

We take health and safety seriously and it's important that you fully understand what that means to you as an employee of Angus Council. This guide sets out what we must do for you, what you must do for us and how to tell us about any problems.



What we must do for you

We must:-

- assess, and then manage, the risks to your health and safety at work
- provide you with a safe and healthy workplace and make sure you feel safe and supported there
- provide you with information, instruction and training which is easy to understand and put into practice at work
- talk to you about matters which affect your health and safety at work and listen to your views
- provide you with work equipment which works properly and is safe to use
- provide you with personal protective equipment which fits and enables you to carry out your job safely
- tell you how to report accidents and incidents at work and encourage you to do so without fear
- make accident record forms freely available and allow you to record any accident at work

What you must do for us

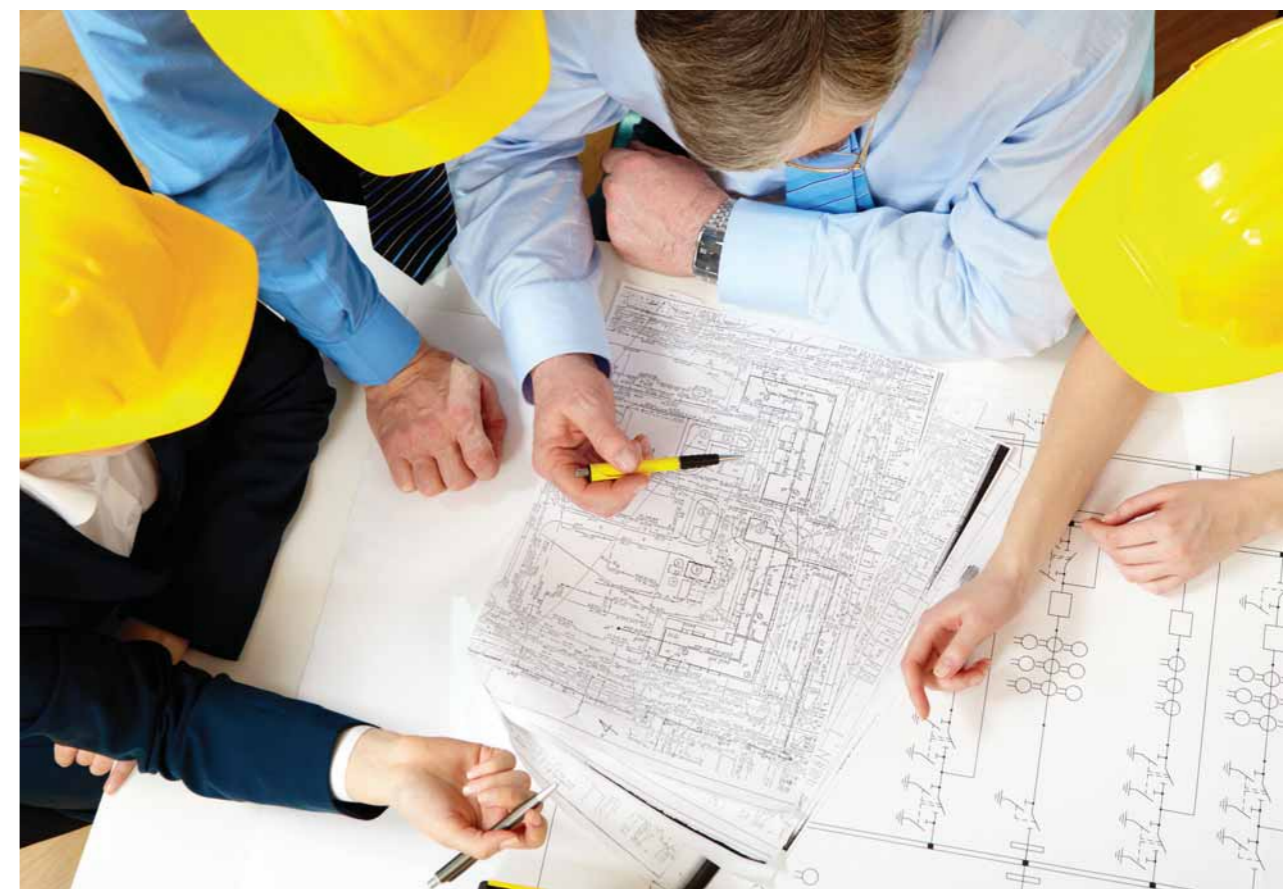
You must:-

- work safely
- attend training, follow instructions, read information and put what you learn into practice at work
- wear personal protective equipment and tell us about any problems you have with it (eg, damaged, doesn't fit, not easy to work with)
- tell us about anything which might cause you harm (eg, broken equipment, others not working safely, things wrong in the workplace)
- tell us if you are injured at work : then you must complete an accident record
- tell us if you are involved in an incident which could have caused you harm

What to do if something is wrong

You must:-

- report the problem to your line manager
- if you feel unable to do this, you can report it to the manager above them
- if you still feel unable to do this, you can speak to your trade union or employee safety rep
- if none of these steps resolve the problem, please contact the safety team



Advice and Support

Further advice and support is always available from the safety team.

Please contact us at safety@angus.gov.uk or phone 01307 476119, 6120, 6121