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Unite Bus Engineer's Health and Safety Manual:

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Think!

Do it the proper way

**Don't compromise your
health and safety**

Unite Bus Engineer's Health and Safety Pocket Book:
Think! Do it the proper way. Don't compromise your health and safety

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For information about health and safety e-mail healthandsafety@unitetheunion.org

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Introduction

Unite represents many bus maintenance engineers and inside staff who face a number of workplace hazards in the course of their work.

This pocket book has been written with the involvement of Unite bus engineers. They have identified key health and safety concerns for bus engineers and inside staff which are covered in this book. The theme of the book is: "If you don't think it is safe, don't do it".

Unite publishes a wide range of health and safety resources including posters, leaflets and a Health and Safety Guide. All of these are posted on Unite's website and printed copies can be made available on request.

In addition, the Health and Safety Executive publishes extensive guidance on health and safety in motor vehicle repair. A good basic HSE leaflet is **Reducing ill health and accidents in motor vehicle repair** which is on their website at <http://www.hse.gov.uk/pubns/indg356.pdf>

Employers have legal duties under health and safety law to provide safe and healthy workplaces for their employees and also ensure that others who may be affected by their activities (for example visiting contractors, other visitors to the workplace and passengers) are not harmed.

Employers should foster an open and fair health and safety culture which encourages workers to report concerns without fear of detriment.

Unite safety reps make a huge difference at work and it is established that unionised workplaces are twice as safe as workplaces with no union organisation – because trained Unite safety reps have the confidence to report health and safety problems.

This book is an introduction to some health and safety issues facing bus engineers and others involved in bus maintenance and cleaning. It cannot cover every situation. Telephone 0207 611 2596 if you have any comments or need further help or advice.



Section 1. The Unite Safety Representative's Role

Independent trade unions recognised by the employer have the right to appoint safety reps. Unite safety reps are appointed or elected by Unite members, not by the employer. They should consider their members' safety and health. Their most important role is to represent their members' views to management.

When a member becomes a Unite safety rep, written notification must be given to your employer stating:

- The name of the representative(s).
- The group of employees they represent at your workplace

Make sure you get trained by Unite

As soon as a safety rep is elected they should enrol on one of Unite's safety rep training courses, for which your employer is obliged to give you paid release. Unite also runs specialist national courses such as accident investigation; and dignity at work (equality/health and safety training to help members tackle bullying and harassment at work).

Unite safety representatives are entitled to:

- Conduct a regular safety inspection and audit of their area at least every three months.
- Investigate health and safety complaints by Unite members.
- Investigate accidents – this is an essential activity which should be carried out both to support the injured member and also in general to ensure that lessons are learned for all with a view to future prevention.
- Inspect documents relevant to health and safety issues in the workplace.
- Be consulted by the employer about any health and safety issue in the workplace. This should include getting involved in all risk assessments which relate to the work being undertaken by Unite members. For more information about risk assessments see page 9
- Request the formation of a safety committee (there must be at least two reps at the workplace to do this)
- Raise health and safety issues formally through a safety committee
- Represent Unite members' interests in meetings with enforcement inspectors – safety reps should know who their inspector is
- Paid time off to carry out their functions and undertake health and safety training.

Full details can be found in the booklet *Safety representatives and safety committees*, also known as the "Brown Book" which can be downloaded from www.unitetheunion.org/hsreps. Make sure you have a copy and know and understand what it says about safety reps and safety committees.

Safety Committees

The employer must establish a safety committee if two or more safety reps request this in writing. They must establish the committee within three months of that written request. The employer must consult with the union's safety reps on how the committee will function and its composition.

Health and safety committees should meet as often as necessary. Many members ensure that this is at least once a month. Sufficient time should be allowed during each meeting to ensure full discussion of all business. Committees should be compact. There should be 50/50 management and union representation.

Agendas for safety committee meetings should be agreed and circulated in advance of the meeting and could include the following:

- Studying accident, ill health trends, near misses and causes of notifiable occupational diseases
- Making sure that the diversity of the workforce is considered in health and safety management at work
- Examining safety inspection and audit reports
- Considering information received from enforcement bodies, unions, employer and industry bodies
- Discussing issues raised by safety representatives
- Developing safe systems of work and safety procedures, including first aid, emergency evacuation procedures and permit to work systems
- Examining the health and safety implications of new legislation and health and safety guidance and their implementation in your workplace
- Examining the health and safety implications of new plant, equipment and processes
- Reviewing the health and safety content of employee training.
- Monitoring the effectiveness of the employer's health and safety systems and policies
- Reviewing risk assessments
- Monitoring and reviewing profile of health and safety within the workplace.

Section 2. Risk Assessment

Unite bus engineers and inside staff face a number of hazards and risks on a daily basis at work. These include lifting and handling, slips and trips, exposure to vehicle exhaust and other hazardous substances, roadside repairs and recovery, and working with tools and equipment on a range of tasks.

What is a risk assessment?

A risk assessment is required by law and is the responsibility of the employer. It is a careful examination of what, in your work, could cause harm to people. The employer must weigh up whether they have taken enough precautions or should do more to prevent harm to their employees.

The basic risk assessment process is this:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on the precautions to be taken
4. Record the findings and implement them
5. Review the risk assessment and update if necessary.

Key points for Unite members

Unite safety reps should be involved in all risk assessments which take place at their garage so that they can represent members' concerns effectively and ensure that appropriate steps are taken to protect members' health and safety.

Risk assessments are not a "tick box" exercise. They must relate to the particular garage and the particular tasks and hazards affecting that garage. Every garage is unique, and generic company risk assessments are not likely to be appropriate.

All risk assessments and related documents concerning job tasks, tools, equipment, paint and other chemical substances must be disclosed to Unite safety reps. The employer has a duty to provide to employees any information which may affect their health and safety and there is no practical value in this being kept locked in the manager's office!

Risk assessments must be kept under review to take account of a constantly changing workplace. So if tools or tasks are changed, or there is an accident or near miss, or a new type of paint or fuel is introduced then the employer should review the relevant risk assessment (s) and involve the safety reps.

Further information

Unite health and safety guide – www.unitetheunion.org

HSE risk assessment – www.hse.gov.uk/risk

Section 3. Raising concerns and reporting issues

The safety reps' functions set out in the Safety Representatives and Safety Committees Regulations are not legal duties and therefore safety reps cannot be held legally liable if they fail to carry them out.

But safety reps do have duties as employees under the Health and Safety at Work etc Act 1974. This includes taking reasonable care for the health and safety of themselves and others, and co-operating with their employer to help them carry out their legal duties under health and safety legislation.

Employees reporting health and safety concerns to their employer would be complying with their own duties – and safety reps would also be fulfilling their functions by raising concerns on behalf of their members and thereby fostering co-operation between employer and employees to assist compliance.

Reporting accidents, injuries and ill-health

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require employers to report work-related accidents, diseases and dangerous occurrences. RIDDOR applies to all activities at work.

Only about half the incidents which are reportable under RIDDOR are actually reported to the HSE. The HSE's and Unite's view is that all accidents, incidents of ill health and near misses should be reported to the employer regardless of whether RIDDOR applies so they can be investigated and preventive steps taken. Not all accidents are reportable under RIDDOR.

RIDDOR changes: "Over 3 days" to "over 7 days"

From 6 April 2012 RIDDOR's over three day injury reporting requirement changed. The trigger point for reporting increased from over 3 days' to over 7 days' incapacitation (not counting the day on which the accident happened).

The deadline by which an "over 7 day" injury must be reported to the HSE is now 15 days starting with the day of the accident.

What is meant by incapacitation?

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. So, for example, an injured employee who comes into work on "light duties" is still likely to be classified as "incapacitated" because they would not be carrying out their normal duties.

Use the accident book: all "over 3 day" injuries must still be recorded by your employer

Employers and others with responsibilities under RIDDOR must still keep a record of all "over 3 day" injuries. The HSE advises that the accident book (which is required under Social Security legislation) is sufficient to record over 3 day injuries – to comply with health and safety law too.

Access to information in the accident book

Safety reps are legally entitled to inspect records of accidents that employers have to keep

under RIDDOR. This also includes information held in the accident book so long as the person who has suffered the accident has agreed to disclosure.

The HSE provides advice on this issue at www.hse.gov.uk/workers/faqs.htm#workactivities

Raising concerns - legal protection

Several pieces of legislation give safety reps protection if they are unfairly treated or victimised for their union activities.

These are:

Employment Rights Act 1996

Trade Union Labour Relations (Consolidation) Act 1992

Public Interest Disclosure Act 1998

Employment Rights Act 1996

Sections 44 and 100 of the Employment Rights Act 1996 deal with health and safety cases.

The Act says that a person should not suffer detriment or be dismissed or made redundant for reasons including:

Carrying out their legal functions as a safety representative or other functions previously agreed with their employer;

Raising health and safety concerns with their employer;

Participating in health and safety consultations with their employer;

Leaving or refusing to return to a place a work in circumstances of **serious or imminent danger**; or taking steps to protect themselves or others in these circumstances;

Carrying out safety duties designated by their employer.

Trade Union Labour Relations (Consolidation) Act 1992 covers those seeking remedy for the victimisation or dismissal of any union member or union representative.

Public Interest Disclosure Act 1998

This Act provides workers with protection from victimisation for having raised a concern about malpractice (i.e. blowing the whistle) - including health and safety - where this is done in the public interest.

Members should always seek advice from their Regional Officer if they are considering whistleblowing.

There is protection under these Acts regardless of length of service and age and rights are enforceable through an employment tribunal.

What is victimisation?

Victimisation is being unfairly singled out for bad treatment of some kind. This is quite likely to be illegal either because of the grounds chosen to single you out (for example because of your race or because of your trade union activities including health and safety activities) or because your employer owes you a general duty of care.

Examples of victimisation include refusal to promote an employee because he or she invoked a grievance procedure, blew the whistle or because he or she gave evidence against the employer at a tribunal.

Victimisation can also take place post-employment where an employer refuses to follow its normal procedure and fails to give a fair reference to a former employee because he or she had begun a tribunal claim for discrimination against it or had blown the whistle.

Complaints about victimisation should be made to an employment tribunal as soon as possible (preferably having used the employer's grievance procedure in the first instance), but no more than 3 months after the date of the act being complained of.

Unite advice.

It is essential that employers foster an open and just health and safety culture which encourages the reporting of all health and safety concerns and near misses with a view to prevention.

Unite representatives should negotiate policies and procedures to ensure clarity and openness in reporting both to the Unite representatives and to the employer to ensure that individuals know how to raise concerns. This could include setting up confidential reporting systems (in consultation with Unite representatives) and establishing a whistleblowing policy.

Other mechanisms to encourage and formalise reporting of breaches of health and safety legislation include negotiating the use of Union Inspection Notices (UINs). For more information about UINs contact the Unite Health and Safety Unit.

Important

Members should first raise concerns through their Unite safety representative or shop steward.

If a situation arises where it may be necessary to take a case to an Employment Tribunal, members must first seek advice from their Unite Regional Officer.

Complaints to the Health and Safety Executive

The HSE has a formal complaints procedure posted on their website, which advises that any concerns should first be raised with your employer. If it is not possible to resolve concerns through the union, then a complaint can be made to the HSE – again through your Regional Officer.

Information about the HSE's complaints procedure is here:

www.hse.gov.uk/complaints.htm

Safety reps' action points

Encourage your members to raise concerns with the union and the employer.

Conduct an inspection which focuses on reporting incidents.

Ensure that all incidents and accidents are reported to your employer even if there is no RIDDOR requirement to do so.

Ensure that all incidents – including ill health - are recorded in the accident book and in any other reporting systems used by your employer – and systems in place to enable you to inspect the records.

Use your rights to get involved in investigating incidents and to ensure that lessons are learned and implemented in your workplace.

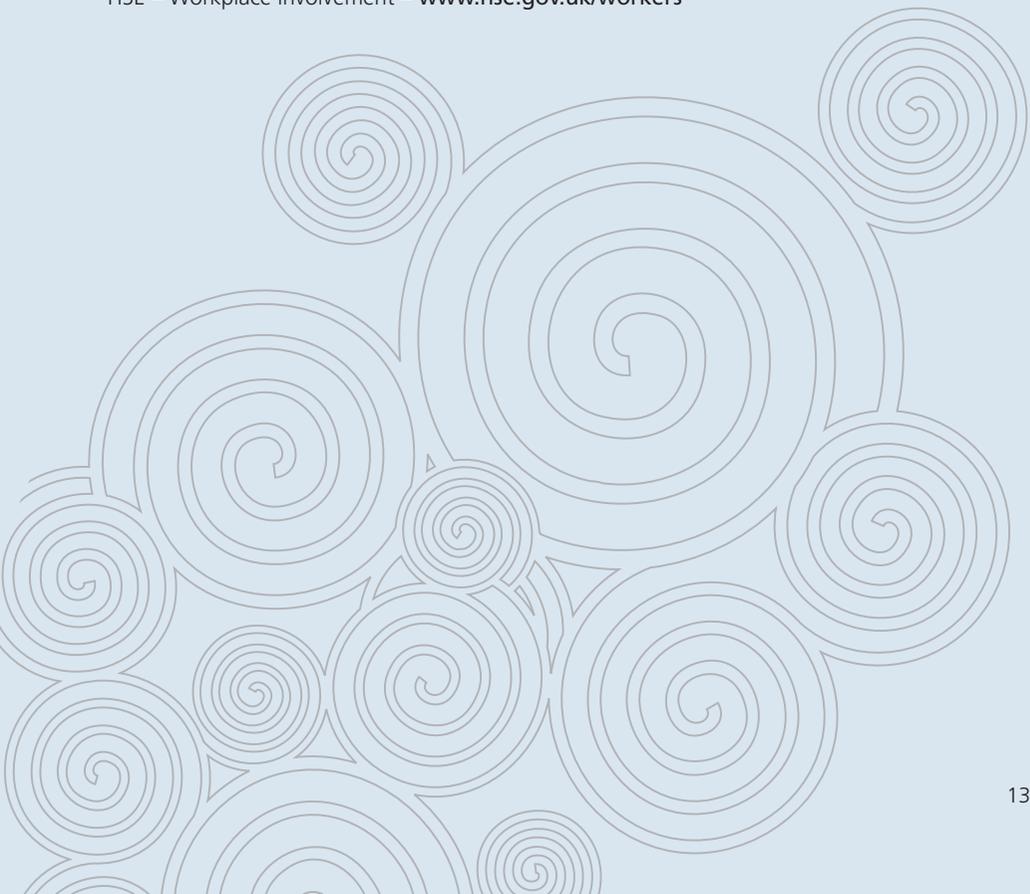
Request regular reports on all incidents which have been reported and on action taken for discussion at your health and safety committee.

More information

Unite health and safety guide – on the Unite website – www.uniteunion.org

HSE - RIDDOR – www.hse.gov.uk/riddor

HSE – Workplace involvement – www.hse.gov.uk/workers



Section 4. Preventing slips, trips and falls – and falls from height

Employers should consult with Unite safety reps and anyone else who may be affected at work to ensure that safe systems are in place to prevent slips, trips and falls including falls from height.

Preventive measures should include the following:

- provide and maintain level floors, free from holes and with non-slip surfaces
- mark gangways and keep them clear
- keep work areas tidy; put parts and equipment away
- prevent spillages of oil/grease e.g. stand oil drums on drip trays
- provide materials for cleaning up spills; clean spills up immediately
- avoid trailing leads
- ensure suitable footwear is worn

Work at height

Falls from height are the most common cause of death and serious injury to people at work and are the cause of nearly 10% of injuries in motor vehicle repair. The main cause is falling from ladders.

The Work at Height Regulations 2005 define work at height as work in any place, including a place at or below ground level (including access and exit routes) where a person could fall a distance liable to cause them personal injury.

Areas of particular concern are:

Vehicle inspection pits

Working on the top of a vehicle

Raised storage areas eg tops of offices, mezzanine floors

Workplace maintenance, cleaning and repair at height

Working on scaffold and gantries

Stairways

Inspection pits are a common cause of accidents and the principle hazards are:

- Falling into the pit
- Slipping on access steps
- Fire or asphyxiation as a result of gases or vapours accumulating, or fuel release
- A vehicle or other objects falling on an employee in the pit
- Head injuries from contact with the vehicle over the pit.

Employers have a duty to put systems in place to prevent accidents and ill health arising from work in inspection pits. An effective preventive regime for slips and trips is crucial to preventing accidents in inspection pits.

Preventing falls into inspection pits - action to be taken by employers includes

Limiting access to pits
Using netting to prevent falls
Covering pit openings when not in use
Providing safe access to pits
Providing barriers
Improving visibility and lighting
Reducing the risk of slips and trips
Preventing fire and asphyxiation
Preventing vehicles falling into the pit
Preventing other injuries

Preventing falls from height - general action to be taken by employers includes:

- Taking appropriate precautions to stop people falling into pits (see above)
- Providing suitable access for work at height.
- Ensuring that all lifting devices are maintained and inspected by a competent person every year.
- Regular and rigorous checking and maintenance of ladders, steps, platforms and scaffolding – and recording the findings.
- Ensuring that ladders that are unsecured or on uneven/unstable ground are not used
- Not allowing people to climb racking to fetch parts.
- **Never** allowing the use of faulty access equipment – get it repaired or replaced.
- Ensuring stairways and other areas where there may be a risk of falls have suitable handrails
- Responding to changes in bus design which may affect safe work at height.

For example many new buses have windscreens which are sloping rather than vertical which led to one company developing adapted scaffolding to facilitate safe access.

Think: do it the proper way to avoid slips, trips and falls.

Unite members can play their part by:

- Good housekeeping: oil, used rags and used paper tissues should be cleared up and disposed of appropriately (these are also fire hazards)
- Removing grease off the edge of the pit walls
- Keeping the floors clear of sharp objects such as pieces of waste metal or tools.
- Ensuring airlines and other items do not trail across walkways
- Being aware of less obvious trip hazards for example wheel chocks are coloured black and are not easily seen so they can present a tripping hazards.

Safety reps' Action points

Carry out an inspection to focus on slips, trips and falls

Encourage members to raise their concerns immediately

Be alert to new developments (eg changes in the design of bus windscreens) and work with your employer to ensure that safety is not compromised.

More information

Unite – slips and trips mapping tool on the health and safety pages www.unitetheunion.org

HSE – slips and trips advice www.hse.gov.uk/slips - a range of resources and posters

HSE – work at height advice <http://www.hse.gov.uk/falls/>

Section 5. Manual Handling & Preventing Musculoskeletal Disorders

Manual handling is a hazard at work for bus engineers. Handling single heavy or awkwardly shaped objects, repeated handling of small loads or other repetitive work can cause injury.

Musculoskeletal disorders are a major cause of ill health and sickness absence. They can and should be prevented.

Examples of work in bus garages involving hazardous manual handling and repetitive work include:

- changing tyres
- moving wheels and other components
- moving and lifting engines and gear boxes
- replacing windscreens
- moving gas cylinders
- welding
- moving heavy items between different levels of the bus

The **Manual Handling Operations Regulations 1992** require employers to:

Avoid the need for hazardous manual handling so far as reasonably practicable

Assess the risk of injury from any hazardous manual handling that cannot be avoided

Reduce the risk of injury from hazardous manual handling so far as reasonably practicable – for example by providing manual handling aids

Provide information to their employees about the hazards to their health and safety arising from manual handling.

Employers must also carry out regular maintenance of all work equipment including manual handling aids – for example engine hoists, powered conveyors, other lifting aids, sack barrows, gas cylinder trolleys and roll cages.

Consulting employees: Employers should consult Unite safety reps about all risk assessments relating to manual handling and about the manual handling training which is provided by their employer. Unite members' first hand knowledge of the manual handling risks often leads to their suggesting solutions.

Safety reps' action points: help prevent musculoskeletal disorders

Get involved in all manual handling risk assessments

Ensure that your employer puts system in place to avoid manual handling if at all possible, in particular when pushing vehicles.

Work with your employer to ensure that they provide mechanical aids to be used such as:

an engine hoist for removing or replacing vehicle engines and a scissor table for lowering or replacing gearboxes

a powered conveyor for moving tyres and other heavy items between levels eliminate the need to carry tyres on stairs and ladders

sack barrows, trolleys or powered trucks for moving tyres

tyre changers with integrated lifts

lifting aids for replacing windscreens

using tools for example to remove and refit brake calipers which can avoid unnecessary lifting and backstrain

a trolley for transporting gas cylinders

when using racking for storage, keeping heavier items at ground level

Where manual handling **cannot be avoided** ensure that members receive regular manual handling training including correct lifting techniques.

More information

HSE – www.hse.gov.uk/msds



Section 6. Noise and Vibration

Many of the tools regularly used by bus engineers are a source of noise or vibration hazards and potential ill health. These include:

- Air chisels
- Air grinders
- Air hacksaws
- Air wheelnut guns
- Steam cleaners

Noise

Prolonged and excessive exposure to noise is a serious health hazard. It accelerates the normal hearing loss we get as we grow older and can cause tinnitus – a permanent sensation of ringing in the ears. Noise and vibration exposure can also cause stress as a result of side effects such as increased pulse rate, blood pressure and breathing rate. Both the level of noise and how long people are exposed to it contribute to hearing damage. Once your hearing is damaged it won't come back. So it is essential that harmful noise levels are identified and dealt with.

Noise surveys in some bus garages have found that noise levels do in fact exceed the legal levels - if the noise is so loud that you have to raise your voice to speak to someone 2 metres away then it may be loud enough to damage your hearing.

Examples of noisy activities in bus garages can include:

- Removing and repairing body panels using pneumatic tools
- Using air saws and chisels
- Using grinders and orbital sanders
- Working with sheet metal
- Steam cleaning
- Fitting new floors to buses
- Removing and refitting wheels

What must employers do?

Under the **Control of Noise at Work Regulations 2005**, employers must take action to protect their employees' hearing. Noise levels must be measured, assessed and monitored by your employer. The employer must first try to prevent and control noise exposure. If the steps they take are still not sufficient to prevent damage to hearing then the employer must provide hearing protection – and employees must wear it.

Your employer must also provide health surveillance – such as regular hearing tests.

How is noise measured?

Noise is measured in decibels. An increase of 3 dB effectively doubles the loudness we hear, so what might seem a small difference in noise level may be a large increase in exposure. It is likely that the legally set noise action values will be exceeded if body work is a regular daily activity and using an air saw to remove panels for as little as 6 minutes can give the user a daily personal noise exposure of over 90 dB(A) as well as exposing others nearby.

Noise: when the employer must take action

These are the noise exposure levels at which an employer must take action under the Control of Noise at Work Regulations.

Lower-exposure action values: daily or weekly exposure of 80 dB(A) and peak sound pressure of 135 dB(C)

Employer action: appoint a competent person to assess the risk to workers' health; provide employees with information and training; provide hearing protection if requested ie earmuffs or earplugs; provide health surveillance

Upper-exposure action values: daily or weekly exposure of 85 dB(A) and peak sound pressure of 137 dB(C)

Employer action: reduce noise exposure to as low a level as possible; provide hearing protection and ensure that it is used; demarcate hearing protection zones which no one can enter unless they are wearing ear protection; provide health surveillance.

Exposure limit values: daily or weekly exposure of 87 dB(A) and peak sound pressure of 140 dB(C).

Employer action: These exposure limit values must not be exceeded

Safety reps' action points

Work with your employer on controlling workplace noise for example in the provision of quieter machines, isolating noisy work in a separate room and using noise reduction measures such as using magnetic mats, sandbags and bracing bodywork etc when body prepping.

Ensure your employer provides information to employees to raise awareness about noise induced deafness.

If assessments have identified that ear protection should be worn to protect your members' hearing, exercise your rights under the Control of Noise at Work Regulations to be consulted on the provision of ear protection.

Remember that employees have a duty to wear the ear protection which is provided so it is essential that your employer provides a range of suitable ear protection so that employees can choose the equipment which is most comfortable for them to wear.

Health surveillance is required by law in many situations and is arranged for the benefit of employees. Individual medical confidentiality will always be maintained.

Encourage your members to attend for regular health checks and hearing checks provided under the health surveillance programme – for general information on health surveillance see page 48.

Further information

HSE noise pages – www.hse.gov.uk/noise

Hand-arm vibration

What is hand-arm vibration?

This is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools as a regular part of the job.

Examples of such tools are grinders, sanders, impact wrenches or air chisels which are all commonly used in bus repairs. Coach tyre fitters who regularly use airguns may also be at risk.

Regular and frequent exposure to hand-arm vibration can lead to permanent ill health effects. This is collectively known as hand-arm vibration syndrome and includes a range of conditions such as carpal tunnel syndrome.

Symptoms can appear after only a few months, though it may take longer. They can include a combination of tingling and numbness in the fingers, not being able to feel things properly, loss of strength in the hands, fingers going white and becoming red and painful on recovery (particularly in cold or wet weather). They are likely to get worse with continued exposure and may become permanent. This may result in pain, distress, sleep disturbance, reduced ability to work in cold or damp conditions, reduced grip strength which might affect a worker's ability to do their work safely, and inability to do fine work or everyday tasks such as doing up buttons.

What must employers do?

The Control of Vibration at Work Regulations 2005 require employers to assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration.

The assessment must:

- Identify where there might be a risk from vibration and who may be affected
- Contain a reasonable estimate of employees' exposures
- Identify what needs to be done eg whether vibration control measures are needed, and if so where and what type
- Identify any employees who need to be provided with health surveillance and whether anyone is at particular risk

What should employers do to reduce the risks of vibration exposure?

Consult the employees concerned: they may have practical ideas about what to do in respect of the action which needs to be taken

Use an alternative method of work that reduces vibration

Organise the work so that employees exposed to vibration hazards are able to take regular breaks.

Purchase hand tools that are vibration reduced – suitable cordless tools will often emit less vibration

Purchase hand tools with rubber rather than metal handles – which are ergonomically designed

Keep hand tools in a good state or repair – they should be regularly serviced and maintained

Provide training to eliminate poor or unsafe use of tools

Encourage employees to report early symptoms.

Provide health surveillance.

Safety reps' action points

Work with your employer in taking the preventive steps above.

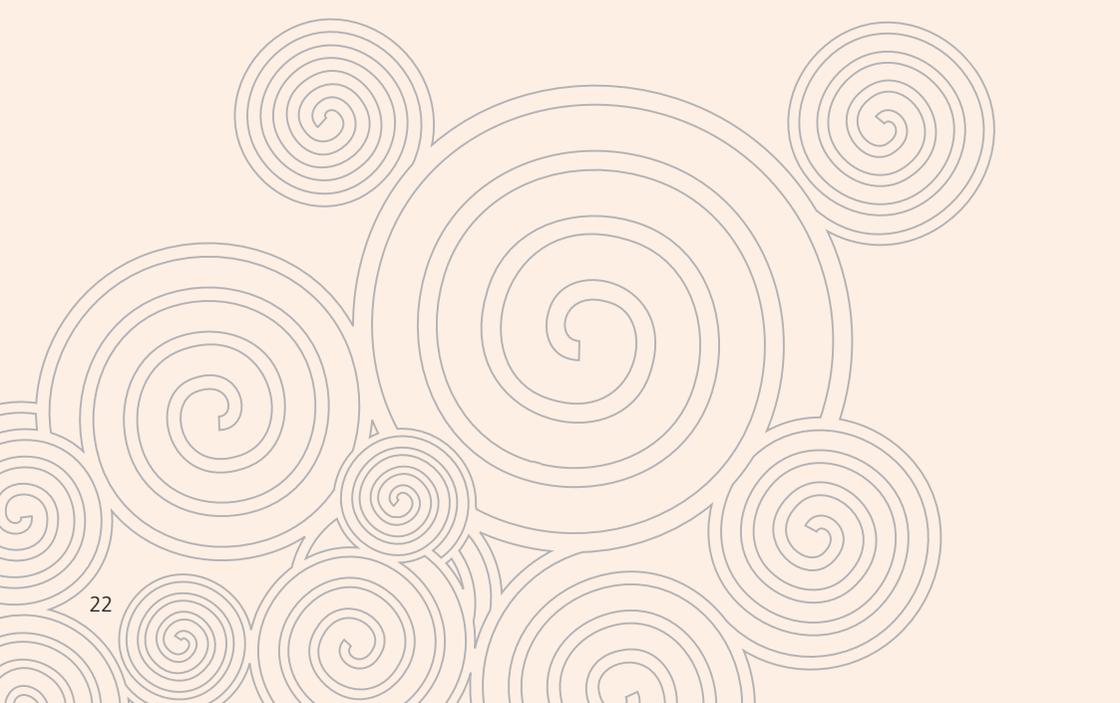
Consult your members about methods of reducing hand-arm vibration.

Ensure your employer provides information to employees to raise awareness about vibration hazards and to help minimise the risks to health.

Encourage your members to report symptoms or any other concerns about vibration.

Negotiate a policy aimed at preventing injury from vibrating tools.

Ensure that your sickness absence policies do not discriminate against members who have contracted hand/arm vibration syndrome as a result of their work



Section 7. Fire and Explosion

Fires and explosions are major causes of deaths, and also property damage, in the motor vehicle repair sector, including in bus garages. Unite bus engineers carry out a range of tasks which may put them at risk from fires and explosions. The most common cause is mishandling of petrol, eg when draining fuel tanks and lines but incidents have also occurred during “hot work” repairs, repairs on vehicle diesel tanks and waste-oil storage tanks and as a result of inappropriate use of paints/thinners/waste petrol to light rubbish fires. Substances such as acetylene are potential fire/explosion hazards.

Explosive atmospheres can be produced by an accumulation of gas, mist, dust or vapour which, when mixed with air, has the potential to catch fire and explode.

What employers must do

Several pieces of legislation in addition to the requirement to manage risks under the Management of Health and Safety at Work Regulations 1999 apply to fire and explosion hazards. This is a particularly important area in which safety reps should use their rights to help prevent hazards. Legislation includes:

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

DSEAR sets out minimum requirements for the protection of workers from fire and explosion risks arising from dangerous substances and potentially explosive atmospheres. These include:

Carrying out risk assessments of work activities involving dangerous substances, providing measures to eliminate and/or reduce risks so far as reasonably practicable, make arrangements to deal with accidents, incidents and emergencies, inform, instruct and train employees, classify places where explosive atmospheres may occur into zones and mark the zones where necessary, and record their findings (where there are 5 or more employees).

The **Regulatory Reform (Fire Safety) Order 2005** requires a responsible person for each premises (at bus garages this is likely to be your employer) to carry out fire risk assessments and take steps to remove the risk.

Fire risk assessment

Responsible persons should make a suitable and sufficient risk assessment to identify the general fire precautions required. Special consideration has to be taken of dangerous substances (explosive, oxidising, extremely flammable, highly flammable, flammable). As such substances are present in abundance in bus garages, this will be a very important part of the risk assessment.

The employer must provide information to their employees about the fire risk assessments and members should ensure that they are directly involved in the process.

General fire precautions

The responsible person must take general fire precautions to ensure the safety of employees and others.

“General fire precautions” mean having systems in place to:

Reduce the risk of fire and the risk of spread

Provide means of escape

Ensure the means of escape can be safely and effectively used

Detect fire and give warning

Take action in the event of a fire

Employees must take reasonable care, co-operate and inform the employer of situations representing serious and imminent danger and shortcomings in the employer’s protection arrangements.

Emergency measures and dangerous substances

If dangerous substances are present, the responsible person must ensure that information on emergency arrangements is available, suitable warning and other communications are established, visible or audible warnings are given before explosion conditions are reached, escape facilities are provided, information is given to accident and emergency services and in the event of fire, the effects of the fire are mitigated.

Reporting under RIDDOR

There are reporting requirements under RIDDOR, for example the definition of a reportable dangerous occurrence includes:

Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either (results in the stoppage of the plant involved for more than 24 hours; or causes a significant risk of death.

Unite safety reps are advised to study the list of reportable injuries, diseases and dangerous occurrences under RIDDOR so that they can to ensure that their employer are both records and reports them.

Safety reps’ action points:

Work with your employer to ensure they comply with their duties to:

Carry out risk assessments, and involve in them and in the monitoring and reviewing

Provide all employees with appropriate training on fire safety and safe working. For example a welder needs to check their area before starting work to minimise the hazards from sparks; or safe working when draining fuel tanks (by placing the fuel in a suitable closed container not in a bucket)

Designate employees in emergency plans to supervise evacuations and fire drills or use firefighting equipment and give special training for this purpose

Service of electrical equipment regularly to prevent sparks or fires

Replace sources of ignition with safer alternatives

Post clear fire instructions throughout the workplace

Check and test fire alarms once per week by a trained person and annually by a competent engineer. All employees must be able to hear the alarms, and the employer must keep records of maintenance and servicing,

Provide alternative forms of warnings for those with hearing impairments, visitors etc

Check smoke detectors once per week by a trained person and annually by a trained engineer – and keep the maintenance and servicing records.

Organise fire drills regularly for all workers at least once a year (preferably every 6 months). These should cover both the day and the night shifts and workers who are in isolated situations. The drills should be observed by designated staff to report on how long evacuation took and if improvements can be made. Records should be kept.

Provide firefighting equipment and ensure everyone knows where the fire extinguishers are placed and designated people are trained in their use; fire extinguishers are provided in vehicles and drivers trained to use them. Is firefighting equipment tested at least monthly, with a full check and test by a competent engineer at least annually? Are fire extinguishers refilled after use and tested annually by a trained person? Are maintenance and servicing records kept?

Appoint fire wardens and trained appropriately

Every week check and repair all equipment for example the scaffolding for repairing the bus windows

Mark clearly all fire escape routes, keep them clear of obstructions ensure they are wide enough for safe egress, have emergency lighting which is tested regularly, lead to a safe area and take account of special needs such as disabled workers, older workers.

Mark clearly all fire doors and exits, which kept clear at all times, lead quickly to a safe area, open in the direction of escape, easily and quickly unlocked by “panic bars” not keys or similar during working hours, are they kept closed.

Ensure good housekeeping and organisation of the workplace for example ensuring combustible waste is regularly and safely disposed of, keeping flammable stores in a secure place and away from emergency exits, and storing gas bottles in a designated separate area such as in a cage.

Further information

HSE guidance – includes:

Motor vehicle repair – www.hse.gov.uk/mvr

DSEAR – www.hse.gov.uk/fireandexplosion/dsear.htm

Fire and explosion. How safe is your workplace? www.hse.gov.uk/pubns/indg370.pdf

Hot work on small tanks and drums www.hse.gov.uk/pubns/indg314.pdf

Fire safety

There is a guide to Fire Risk Assessment covering transport premises such as bus garages <http://www.communities.gov.uk/documents/fire/pdf/154004.pdf>

HSE - RIDDOR - www.hse.gov.uk/riddor

Section 8. Electrical Safety

Electrical injuries resulting from poor practice/poor maintenance include electric shock, electric burns, loss of muscle control and thermal burns and, in 25 cases a year across all industries, are fatal.

The three main hazards associated with bus repair and maintenance are contact with live parts, fire and explosion.

Bus engineers need to be concerned about electrical safety in the workshop and in the vehicles on which they work. Many tasks, for example arc welding, involve potential hazards from electricity.

The use of electricity in bus repair is subject to the Electricity at Work Regulations 1989 in addition to other legislation.

Key issues for Unite engineers are:

Regular inspection and testing of electrical equipment

Avoid trailing wires - this involves your employer ensuring that there are enough socket outlets provided on stanchions and walls above bench level and, of course, good housekeeping practices.

Appropriate training in electrical safety for all those involved in working with electricity.

Clear delineation of duties and responsibilities for staff carrying out work with electricity.

Ensuring that bus engineers are made fully aware of new technology and developments in bus manufacture and sources of energy – for example the use of hybrid batteries (see below).

Cleaning buses: water and electricity – particularly for “hybrid” powered buses

Cleaners use water for cleaning. It is essential that systems and training are in place to ensure that water and electricity do not interact during bus cleaning activities as this is likely to cause injury and death.

Electrical systems on vehicles

These can also be a source of electric shock, burn, fire and explosion. In addition to the normal electrical battery ignition circuits, some vehicles are equipped with high intensity lighting and/or are powered as an electric/hybrid vehicle. Each of these systems poses additional sources of electrical risk.

Information on hybrid vehicle health and safety issues can be found at <http://www.ev-guide.info/>

The Garage Equipment Association has produced a guidance leaflet “Danger, Danger... High Voltage” describing different types of system. <http://www.gea.co.uk/docs/684.doc>

It is recommended that Unite bus engineer members request appropriate training so that they are aware of the additional hazards posed by this technology and indeed all new developments in bus manufacture and related issues. Training is available from IMI Awards and other providers.

Dialogue with bus manufacturers

Unite recommends that Unite bus engineers should negotiate facility time to engage in direct dialogue with the manufacturers of buses - including factory visits – to familiarise themselves with new technology such as “hybrid” powering and fuelling of buses.

This is likely to be of mutual benefit. Bus engineers’ expertise and involvement may result in vehicles which are easier and quicker to build and maintain - in addition to alerting members to new developments and identifying training needs.

Further information on electrical safety

This is very brief advice designed to raise awareness of this issue. It is recommended that bus engineers consult the following for fuller advice on electrical safety in motor vehicle repair.

HSE - Health and Safety in Motor Vehicle Repair and Associated Industries.
<http://www.hse.gov.uk/pubns/priced/hsg261.pdf> - free to download

HSE Electricity at Work website <http://www.hse.gov.uk/electricity/>

HSE: Safety in electrical testing at work <http://www.hse.gov.uk/pubns/indg354.pdf>

HSE - Portable appliance testing advice
<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

HSE guidance on electrical and hybrid vehicles Electric and hybrid vehicles ([hse.gov.uk](http://www.hse.gov.uk))
<https://www.hse.gov.uk/mvr/topics/electric-hybrid.htm>

Section 9. Lighting

The Workplace (Health, Safety and Welfare) Regulations 1992 require every employer to ensure that the workplace has suitable and sufficient lighting; the lighting should so far as reasonably practicable be by natural light; and suitable and sufficient emergency lighting shall be provided in any room in circumstances in which people at work are specially exposed to danger in the even of failure of artificial lighting.

The Provision and Use of Work Equipment Regulations 1998 require every employer to ensure that suitable and sufficient lighting, which takes account of the operations to be carried out, is provided at any place where a person uses work equipment.

Key points

- Employers must provide suitable and sufficient lighting to all parts of the premises including toilets and washrooms, not only to the workshop areas. This includes outside parking areas and other areas where there are vehicle movements or are used for bus cleaning – this is important for security as well as safety
- Safety reps should always be consulted in good time about lighting provision in workshops particularly if employers are considering changes. See also warning below.
- Lighting should be fitted at the back of the pit.
- There should be a good level of illumination free from glare
- Light fittings must be positioned so light is even throughout the working area and strong shadows are avoided
- All light failures or deficiencies must be remedied as soon as possible
- Lighting levels (luminance) will depend on - how much detail needs to be seen; the speed and accuracy required by the task; employees' individual needs
- Too much light may cause glare and reduce the amount you can see
- Adequate emergency lighting must be provided, particularly in areas lacking daylight
- Emergency exits must be well-lit
- Flickering lamps can cause rotating parts of engines and wheel to appear stationary so could be dangerous. Flicker can be caused by lamps at the end of their life or by instabilities in the electricity supply. These effects can be eliminated by using lights with high-frequency electronic control gear or by using twin fluorescent lamps with phase displacement between them.
- Wall and floor finishes need to be considered – while light surfaces can improve brightness, darker colours can reduce arc welding flash or reflections from UV lamps
- An adequate system of lighting must be available during cleaning activities. In addition to ensuring that effective cleaning can take place this is essential to enable cleaners to identify hazards which may be present such as vomit or discarded syringes.

Luminance levels for most workshop tasks

The average should be at least 100 lux with a minimum of 50 lux at any position in it.

Bodyshop lighting

Much more demanding levels are required. Lighting needs to be as uniform as possible and without glare, with an average figure in spray booths of around 1000 lux measured at floor level around a vehicle and between 750 and 1000 lux in preparation areas. If the employer must provide adequate levels of lighting to avoid the possibility of workers being exposed to additional hazards by having to lift their visors to see the quality of finish.

Always check the lighting levels in the body shop before starting work.

Lighting on runways of vehicle lifts

This can provide an even and accessible source of lumination but it needs to be robust and protected against water.

Pits, spray booths, mixing rooms and other areas where there are likely to be flammable atmospheres

Lighting should be designed and tested (“flameproof”) or installed to prevent ignition eg by fitting lights outside the enclosure, fire resisting glass.

Vehicle Washes

Lights must be totally enclosed and hose-proof.

“Energy saving” lighting - warning

Safety reps should be alert to proposals to introduce “energy saving” lighting which dims or switches off if no movement is detected in the workshop. Lack of obvious movement may be because members are working under a bus or in the pit and the extinguishing or dimming of lighting is highly likely to add to an already hazardous situation.

Unite does of course support measures to “green” the workplace but believes that these systems are not suitable for motor vehicle repair workshops. Such systems should be resisted on safety grounds.

More information

HSE – Lighting at work HSG38 – www.hse.gov.uk/pubns/pricedhsg38.pdf

Section 10. Plant and equipment

Under the Provision and Use of Work Equipment Regulations 1998 (PUWER) generally **any equipment which is used by an employee at work** is covered by PUWER.

If an employer allows employees to provide their own equipment then it will also be covered by PUWER and the employer will need to ensure that the equipment complies with PUWER.

Uses of equipment covered by the regulations include starting or stopping of equipment, repairing, modifying, maintaining, servicing, cleaning and transporting.

Motor vehicles which are not privately owned fall within the scope of PUWER but generally where they are used on public roads or in a public place road traffic legislation will take precedence. For more information see the HSE Approved Code of Practice and Guidance to PUWER.

What does PUWER require an employer to do?

Employers must ensure that the equipment is:

Suitable for use and for the purpose and conditions in which it is to be used;

Maintained in a safe condition for use so that people's health and safety is not put at risk;

Inspected in certain circumstances to ensure that it is and continues to be safe for use

Employers should also ensure that the risks created by using the equipment are eliminated where possible, or controlled.

Measures that should be taken may include:

Providing suitable guards, protection devices, markings and warning devices, systems controls such as emergency stop buttons, and (in the last resort personal protective equipment).

Taking other measures such as following safe systems of work, providing adequate information, instruction and training about the specific equipment.

Ensuring that only those who have been trained and are competent in the use of the equipment are permitted to use it, and have systems in place to ensure this is implemented.

Equipment in regular use by bus engineers - which would be covered by PUWER – includes:

Bandsaws

Guillotines

Metal presses

Vehicle lifts

Grindstones

Fork lift trucks

Floor cleaning equipment

De-greasing equipment

Scaffolding

Welding equipment

Steam cleaning equipment such as "steam jennies".

Using tools

Always check your tools and equipment before you use them to ensure they are safe to use and in good working order. Defects must be reported immediately to your employer so they can be rectified.

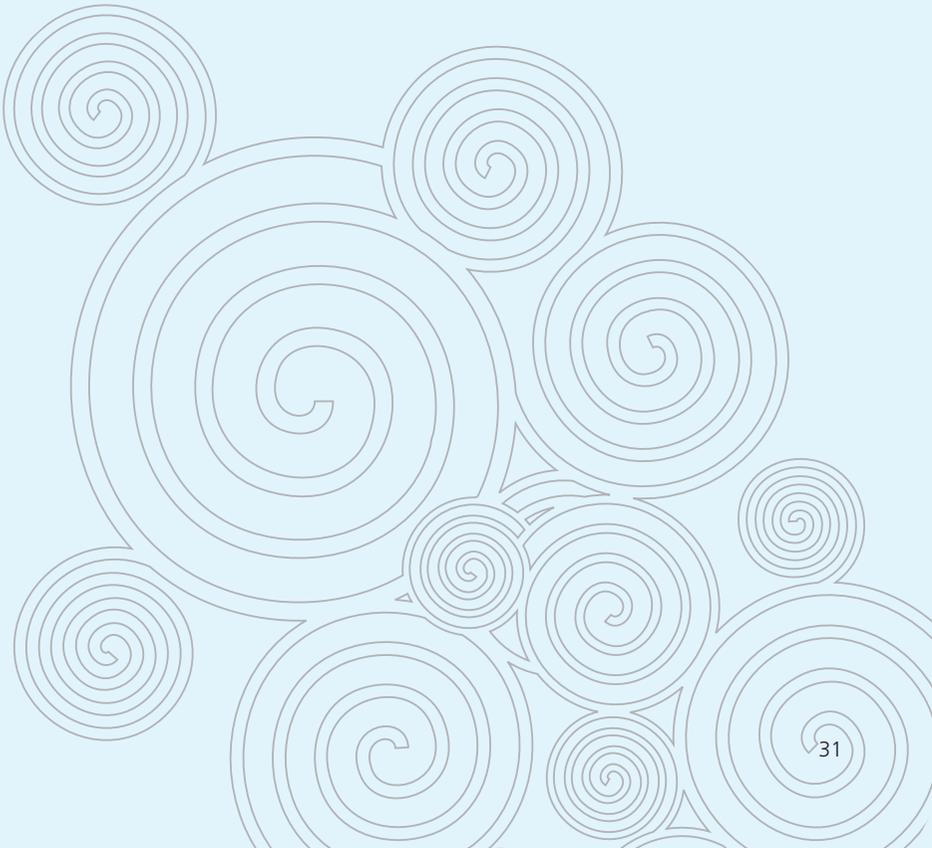
Personal tools

If you own tools which you use for work then your employer must keep them well maintained and in a safe condition for use.

The HSE provides a range of guidance on specific work equipment in addition to the general guidance on PUWER.

General HSE guidance

<http://www.hse.gov.uk/work-equipment-machinery/index.htm>



Section 11.

Vehicle movements in the garage and yard

Vehicle movements can be a major hazard in bus garages. Health and safety law requires employers to manage workplace transport operations to ensure that employees and others such as contractors and members of the public are not injured.

The Workplace (Health, Safety and Welfare) Regulations 1992 require every workplace to be organised in such a way that pedestrians and vehicles can circulate in a safe manner. Traffic routes (ie for pedestrians, vehicles, or both – including stairs, fixed ladders, doorways, gateways, loading bays or ramps - must be suitable for the people or vehicles using them, be suitably positioned and of sufficient size, and there must be an adequate number of them.

It is essential that everyone concerned, those who work at the garage permanently, visiting contractors, temporary staff and others are given a full induction and are provided with a clear ID and information on health and safety issues, local procedures and policies (for example, the steering wheel cover policy - see further below) before they are allowed to start work on site.

The main areas of concern are

- Safe management of vehicle movements in the garage and the yard
- Safe practice in starting, moving and road testing vehicles

Safe management of vehicle movements in the garage and the yard

Unite safety reps can work with management to develop safe working practices to allow people and vehicles to move safely. For example, local conditions may involve workers transferring vehicles in and out of a busy workshop with restricted access or visibility. The safety checklist below should assist safety reps when discussing arrangements to be put in place by the employer to reduce the risk of injuries from vehicle movements. The risk assessment process should identify the hazards relating to vehicle movements, including those specific to a particular garage.

Safety Checklist: what employers must do

Keep vehicles and pedestrians apart so they use completely separate routes.

If sharing cannot be avoided, then use kerbs, barriers or clear markings and mark clearly the places where pedestrians are crossing routes

Design traffic routes to avoid unsafe manoeuvres by improving access and visibility or using one way systems

Set appropriate speed limits and adhere to them

Provide route markings and signs so that pedestrians and vehicles know where to go.

Ensure floors and traffic routes are kept free of holes and are not uneven or slippery, and are regularly cleaned.

Make someone responsible for vehicle movement and testing and allow only fully trained, psv licensed, responsible drivers to move/test vehicles

Ensure visiting drivers and bus engineers and other inside staff, and bus driver colleagues are aware of the rules

Keep keys secure when vehicles are not in use

Supervise vehicle movements in restricted spaces, near blind corners and especially when reversing

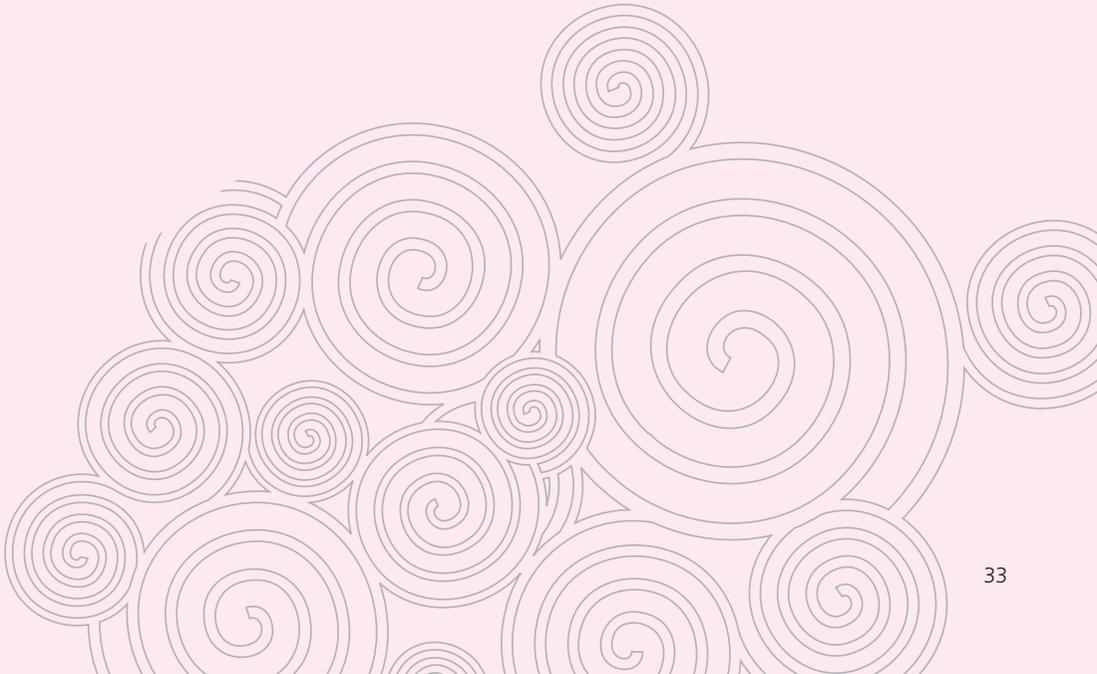
Ensure that brake testing parking areas are clearly defined and separate from the “rolling road”.

Ensure that people are familiar with all types of bus which will undergo repair, maintenance, or cleaning including buses which have been adapted or have different gear arrangements.

Using banksmen to control reversing operations can put the banksman in the potential danger area of a reversing vehicle and every year banksmen suffer serious and fatal injuries while at work. If banksmen are used the employer must ensure they are trained to carry out their duties safely. There must be as safe system of work that ensures the banksman and driver are using standard signals so that they are easily understood and the driver knows when to stop the vehicle immediately if the banksman disappears from view. The standard signals are given in the Health and Safety (Signs and Signals) Regulations 1996.

The employer must ensure that all appropriate tools are available to assist visibility, such as blind spot mirrors, radar sensing, and CCTV, when vehicle movements are in progress.

Use communication tools such as a steering wheel cover (see below) to ensure that vehicles under repair are only moved when it is safe to do so. Note: This is one example of a control measure which can be adopted but such tools should not be used as a **substitute** for effective workplace transport policies, procedures and training aimed at safe movement of vehicles in the garage and yard.



Steering wheel cover: do not move, do not start

Engines should only be started by someone sitting in the driver's seat with their legs in the vehicle, with the handbrake on and the vehicle in neutral gear. Failing to follow this procedure, for example operating the starter motor from outside the vehicle, has resulted in fatal injuries due to the vehicle falling from the lift, running over a worker beneath it or crushing someone as an open door passes a support pillar adjacent vehicle or other fixed object.

Starting up or moving buses in the course of repair activities could prove fatal. The use of steering wheel covers in the course of bus repairs is absolutely essential to prevent vehicles being moved or started up. A steering wheel cover is put in place over the steering wheel to make it obvious that the bus should not be started up or moved.

Unite recommends its use as standard across all bus garages, accompanied with an appropriate workplace transport policy which should be rigorously enforced.

Each engineer should have a personal cover marked with their name, and spares should be available, duly marked, for contractors.

Unite guidelines: a steering wheel cover policy

Safe system of work

Before work starts on any vehicle do not start or move the vehicle

Place the cover over the wheel

If anyone else is working on the vehicle do not undertake work activities or start the vehicle without communicating this to the others



When the work has been completed the cover must be removed from the steering wheel.

The steering wheel cover must not be used for any other purpose.

When the steering wheel cover must be used

It must be used for all inspection, servicing and repair of vehicles including cleaning.

Risk assessment will identify situations where it should be used as a control measure such as fuelling, radiator filling and undertaking driver pre-service checks.

More information

HSE workplace transport website and guidance
www.hse.gov.uk/workplacetransport

Section 12. Working at the roadside

Bus engineers are often involved in recovering or repairing motor vehicles which involves driving to the site and working at the roadside.

Health and safety law applies to on-the-road activities in the same way that it does to all work activities, and the risks should be effectively managed within a health and safety system. Therefore employers must assess the risks involved in their staff's use of the road for work and put in place measures to manage the risks.

Two key areas of concern for Unite bus engineers driving for work and working at the roadside are:

- Mobile phones
- Roadside repair and recovery of buses.

(1) Mobile phones

There are good health and safety reasons to provide staff with a mobile phone for use when carrying out roadside repairs in case they need to summon help urgently or need this as a safeguard if they are working alone.

It is illegal to use a hand-held phone while driving. It is also an offence to "cause or permit" a driver to use a hand-held phone while driving. Therefore employers could be held liable as well as a driver if they require employees to use a hand-held phone while driving.

Hands free phones

It can also be illegal to use a hands free phone while driving. Depending on the circumstances, a driver could be charged with "failing to have proper control over the vehicle". Using a mobile phone while driving substantially increases the risk of the driver having a crash.

Employers who require staff to use any mobile phone while driving for work could be prosecuted if an investigation found that such use of a phone contributed to a crash. Civil court claims could also result. And of course a Unite member who is prosecuted for using a mobile phone may lose their PSV licence and therefore their livelihood.

Unite advises members as follows:

Never hold a mobile phone in their hand while driving even if you don't intend to use it.

Never use a mobile phone while driving.

Unite mobile phone policy

Unite members should ensure that a robust policy is in place with regard to the use of mobile phones when carrying out their duties on the road. Such a policy should include:

A commitment in the company's health and safety policy to reducing the risks which staff face when driving for work.

A prohibition on all staff who have to drive for work making or receiving calls on a mobile phone - whether it is hand-held or hands-free - while driving.

Managers leading by example

Staff should **never** be expected to make or answer calls when they are driving

Staff should understand their responsibilities regarding mobile phones while driving

Work practices should not put staff under pressure to use mobile phones while driving

Ensure that journeys are planned so that they include rest stops or ability to pull over to check messages and return calls without penalty

The policy should be monitored and kept under regular review.

(2) Roadside repair and recovery

There is a very high risk of injury to people at work providing roadside repairs and assistance. Though the protection of workers and members of the public is a matter largely for road traffic law, duties under health and safety legislation are very broad and may overlap with other legislation.

Hazards faced by bus engineers are likely to involve those from other vehicles, spillages of hazardous liquids, broken glass and reglazing hazards, work at height, weather conditions and the immediate hazards posed by a damaged vehicle such as air suspension and exposure to batteries.

Safe systems of work and risk assessment

Under health and safety law employers must take **put in place safe systems of work** to protect their employees and others who may be present at a recovery or repair site - including other road users.

This should include obtaining sufficient information about the broken down vehicle to enable an initial assessment to take place: road classification, nature of problem, presence of police or other agencies, weather conditions and lighting.

Procedures should be in place for parking/manoeuvring, use of visual warning devices, safe places for working and waiting and personal protective equipment and risk assessments should take account of all these factors and other issues such as road surface and camber – especially when jacking the vehicle.

Equipment

Recovery vehicles must be appropriately equipped and maintained and be roadworthy. All associated equipment used in or around the vehicles must also be kept maintained so that it is safe to use.

Employers must provide engineers with the appropriate equipment - such as personal protective equipment (including high visibility clothing of and weatherproof clothing, hearing protection,) and first aid kit - to enable them to carry out roadside repairs safely.

Maintenance

Recovery vehicles and all equipment must be maintained to an appropriate standard.

Training

Only trained, authorised and competent bus engineers should be permitted to carry out repairs at the roadside. Employers must ensure that training is provided to ensure engineers are aware of safe practices in roadside repair and recovery.

All engineers must pass specialist training such as a Roadside Recovery Certificate before being authorised to attend vehicles to carry out roadside repairs or for bus exchanges at the roadside. They must also be able to advise people in casualty vehicles on the precautions to be taken.

Before leaving the garage

The driver of the vehicle should conduct a walk-around check to ensure that the footbrake, brake systems, speedometer, fuel systems, headlights, lamps and beacons, the steering mechanism, the parking brake, suspension, wheels and tyres, reflectors, speedlimiter and tachograph are all functioning effectively.

Advice on walk-around checks is available from the Vehicle & Operator Services Agency (VOSA) – see below.

At the recovery site

Site specific steps to be taken should include:

Parking at the correct distance and angle

Using cones to signal their presence

Protecting themselves from oncoming traffic

Wearing PPE such as high visibility jackets.

More information

Dealing with the hazards of dealing with vehicles requiring roadside repair or recovery is covered in HSE guidance on health and safety in the motor vehicle industries – HSG 261 – freely downloadable at <http://www.hse.gov.uk/pubns/priced/hsg261.pdf>

DVSA Guide to maintaining roadworthiness Guide to maintaining roadworthiness: commercial goods and passenger carrying vehicles (publishing.service.gov.uk)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1033118/guide-to-maintaining-roadworthiness-commercial-goods-and-public-service-vehicles.pdf

Section 13. Specific workshop tasks

1. Welding

Bus engineers get involved in arc welding, spot welding and gas welding.

Main welding hazards

Using the wrong equipment for the job.

Fire caused by heat, sparks, molten metal or direct contact with the flame

Explosion when carrying out hot work on or near containers or pipework that contain or may have contained flammable materials

Fire and explosion caused by gas leaks, backfires and flashbacks

Fires caused by the ignition of flammable materials on or near buses such as upholstery, carpets, trim, petrol in tanks, discarded rags and tissues, fuel lines and nearby containers – often started by sparks or drips of molten metal.

Burns from contact with the flame or hot metal

The storage of gas bottles – especially in the event of a fire.

Crushing or impact injuries when handling or transporting cylinders

Noise – harmful levels are generated by electric arc welding (except TIG) – see section on noise and vibration

Vibration white finger – see section on noise and vibration.

Fumes and gases created during hot work including those from primer and paint layers and other substances such as underseal and galvanised coatings.

Many of these hazards may be difficult to avoid or prevent when working inside or underneath vehicles so it is essential that safety reps are involved in discussions on welding safety to assist in prevention. Encouraging good housekeeping for example clearing up discarded rags etc from under and around the bus, and cleaning off oil contaminants are essential before welding can start.

Arc Welding

Severe and sometimes fatal electric shocks happen at electric welding apparatus. The employer must put in place systems to prevent such occurrences.

At all installations they must

- provide fuse protection and mechanically interlock the switch fuse or isolator with the socket outlet so the plug cannot be inserted or withdrawn with the switch in the 'on' position
- earth the workplace to protect the operator,
- during MIG or similar welding prevent contact between the electrode wire and any earthed metalwork;

- use an insulated box or hook to rest the electrode holder
- maintain the electrode holder welding current return cables, clamps and safety earths in good condition.

Welding fume – reduce the risk

Welders can become ill from breathing in welding fume. This may be temporary illness or long term permanent illness such as asthma.

These illnesses include pneumonia, occupational asthma, cancer, metal fume fever, irritation of throat and lungs and temporary reduced lung function.

It is essential, therefore, that employers put in place measures to prevent or control the risk of injury from welding.

Controlling fumes and gases

Employers must use local exhaust ventilation where possible and always in confined locations. Mobile extraction units with flexible exhaust hoods and trunking can remove fumes and gases from most locations. Local exhaust ventilation should be examined and tested by a competent person at least every 14 months. Where no extraction is available there must be a free flow of air to disperse fumes.

Preventing fires and explosions

The action that should be taken includes:

Never apply heat to containers, tanks or drums that may contain flammable materials.

Remove adjacent flammable trim and upholstery before carrying out hot work

Check that fuel lines and tanks will not be affected; empty and remove any that are near or shield them.

Check that body cavities next to welding or flamecutting are not filled with plastic foam which may be easily ignited. Remove where necessary and use a heat shield to protect adjacent areas.

Spot welding

Eye protection must be provided, together with good ventilation.

Gas welding

The use of portable oxy/fuel gas equipment in welding and other activities is widespread – this equipment is so widely used that sometimes people forget about the dangers.

The hazards encountered are similar to those associated with other welding methods with the additional risk of fire/explosion caused by gas leaks

Acetylene, LPG and other fuel gases are highly flammable and form explosive mixtures with air and oxygen. Even small leaks can cause a flash fire or an explosion, particularly if they are leaking into a poorly ventilated room or confined space where gases can accumulate.

Help prevent leaks by taking the following precautions:

Turn the gas supply off at the cylinder when the job is finished or before the cylinders are moved or transported.

Isolate and purge or remove hoses and equipment from enclosed or poorly ventilated spaces

Keep hoses away from sharp edges and abrasive surfaces or where vehicles can run over them

Do not allow hot metal or spatter to fall on hoses

Maintain all equipment and check its condition

Regularly check for leaks.

Personal protective equipment

Work clothing must be appropriate and cover arms and legs

Suitable gloves must be provided and used.

Eye protection must be provided to the EN standard 175:1997 (which covers PPE for eyes and face during welding and allied processes).

Exposure to direct and unreflected ultraviolet light and infrared rays must be prevented by wearing protective clothing and using welding screens.

The Department of Health requires employers to offer all employees who work as welders one-off immunisation against pneumonia.

Unite's view is as follows:

Prevention first: employers should review their current arrangements to ensure that all possible controls and preventive measures are in place to protect welders and other workers exposed to metal fumes from the risk of contracting pneumonia. Unite safety reps are encouraged to raise this issue and work with their employers to ensure that this happens. Information is available on the HSE's website at www.hse.gov.uk

Immunisations: employers must put in place provision for immunisation to be offered to all their employees who may be at risk. This immunisation should be offered on a voluntary basis, be provided free of charge and given in accordance with medical advice.

Unite members who are concerned about the possible health effects of the vaccination or who wish to seek medical advice about it should first contact their GP.

There should be good controls so that all welders are properly protected from welding fumes. Vaccinations can never be an alternative to good controls.

More information on welding which includes several specific guidance leaflets is on the HSE website <http://www.hse.gov.uk/welding/>

Updated Acetylene Regulations – will be coming soon. See HSE website.

2. Tyre and wheel removal and replacement and inflation

Tyre removal, replacement and inflation should only be tackled by competent and responsible staff.

The main hazards which can arise include:

manual handling injuries, which account for nearly a half of all tyre-related incidents reported; tool-related injuries (which make up a quarter of incidents), particularly from handtools such as tyre levers; and compressed-air accidents eg from a ruptured or burst tyre or violent separation of the component parts of the wheel. These accidents tend to result in serious injuries, including fatalities.

Enhanced safety measures must be used for inflating **truck/bus tyres** including new tyres. When inflating above 15psi this will include using a restraint such as a cage.

See the HSE website for advice at this link.

<http://www.hse.gov.uk/mvr/mechanical-repair/tyreremoval.htm>

3. Work in inspection pits and under vehicles

If not properly managed work in pits and under vehicles can be extremely hazardous. Serious and fatal accidents occur every year, for example as a result of vehicles falling into pits caused injuries and fatalities, and damage to vehicles. Lack of communication between driver and maintenance staff working in the pit is often a factor which must be avoided.

Employers must ensure that:

They provide all workers with appropriate training

Lifting equipment such as vehicle lifts is installed correctly and it is maintained properly and is subject to regular checks and inspections

They provide all the correct equipment needed for the job and train the employees to use it correctly – no short cuts.

No work takes place beneath a vehicle with air suspension unless it is propped first.

Workers always prop vehicles and tipping trailers

They train employees to take extra care is taken with roadside repairs or other situations where employees are working away from the garage

Everyone knows the safe systems of work

They provide sufficient lighting within which to work

Sufficient communication systems are in place between those in the pit and the person in the cab to avoid the vehicle falling into the pit - eg intercom

They provide suitable personal protective equipment for workers eg bump hats.

More information from the HSE:

Working Safely under motor vehicles being repaired

<http://www.hse.gov.uk/pubns/indg434.pdf>

Section 14.

Chemicals and other substances hazardous to health

Bus engineers and bus cleaners will come across a range of hazardous substances – both chemical and biological - in the course of their work. Many of these can cause ill health such as respiratory problems, cancer, asthma and skin problems such as dermatitis.

What are the health risks?

Chemicals and dusts

Health risks from working in bus repairs can include exposure to isocyanate paints during spraying and exposure to lead and harmful dusts in some body preparation operations.

Finishing by powered discing and sanding can release high concentrations of fine dust, which is a serious health hazard.

Isocyanate (typically in 2-pack paints) is the most common cause of occupational asthma. It can also cause dermatitis. It affects workers spraying 2-pack (2 k) isocyanate paints in motor vehicle repair and in motor and semi-trailer manufacture.

Hardening agents in fillers can be skin irritants – and expose workers to harmful dust.

Fume from welding, flame cutting and other 'hot work' varies greatly and may cause dryness of the throat, tickling, coughing, tightness of the chest and difficulty in breathing. Long-term changes in the lung are possible.

Harmful fumes and gases during welding in MVR include those from primer and paint layers, other surface coatings such as underseal, and from lead in car bodies. (see also section on welding).

Diesel and other exhaust fumes from vehicles can cause respiratory problems and cancer

General dust present in the workplace can cause respiratory problems

Exposure to engine fuels and lubricants can cause skin problems including dermatitis.

Chemical cleaning products used by bus cleaners pose health risks such as asthma.

Graffiti paint containing acid which is often sprayed on bus windows. Contact with it must be avoided. Its presence should be reported immediately and specialist help obtained to remove it.

Biological hazards include

Discarded used syringes (sharps) found on the bus seats or pushed down the back of seats, within general rubbish, in lost property such as coat pockets and in refuse bags

Body fluids such as vomit, blood and excrement encountered on buses by both engineers and cleaners

Cockroach and vermin infestations on buses – which could result in serious diseases such as asthma.

Legal duties

Employers have a legal duty under the Control of Substances Hazardous to Health Regulations 1992 (COSHH) to prevent their employees from being exposed to hazardous substances whether they are chemicals or biological hazards such as body fluids.

Under COSHH the employer must:

Identify the hazards and who may be affected

Inform and train workers about the hazards

Take action to reduce or preferable exposure for example by substituting less hazardous materials, installing local exhaust ventilation, redesigning the workplace and introducing policies and procedures eg a sharps policy

In the last resort provide appropriate personal protective equipment and other equipment to control the hazards if it is not possible to prevent exposure.

Control chemical and dust hazards

To minimise the number of people exposed to dust and fume, employers should separate the body filling and preparation area from other work. Keep dust to a minimum. For powered discing and sanding, use tools with built-in extraction or local exhaust ventilation. When welding use a mobile extraction unit with flexible exhaust hood and trunking, wherever possible, and always in confined spaces.

Exhaust emissions

These can irritate the eyes and respiratory tract, and are a risk to health by breathing in.

Exposure to gasoline exhaust emissions can cause cancer in humans.

Carbon Monoxide

Carbon-fuelled engine fumes contain carbon monoxide, a poisonous gas, exposure to which can be fatal.

Diesel engine exhaust emissions (DEEEs)

The major source of workplace exposure to DEEEs is from heavy vehicles such as lorries and buses, and also forklift trucks.

Exposure to DEEEs, especially blue or black smoke, may lead to coughing and breathlessness. Long-term repeated exposure to DEEEs can also cause cancer. In June 2012 the WHO upgraded their advice that exposure to diesel exhaust definitely causes lung cancer and puts people at greater risk of bladder cancer. WHO regards DEEEs as a health hazard for workers and a general public health issue.

Take Action: Safety reps should be seeking a review of all their health and safety policies and procedures regarding diesel fume exposure to ensure that their employer has in place systems to prevent or control exposure to DEEEs.

Preventive steps employers must take to control exposure to vehicle exhaust fumes

Carry out risk assessments as required by the Control of Substances Hazardous to Health Regulations 2002 and involve safety representatives.

Put in place safer practices such as connecting an exhaust gas scavenger system to the vehicle tailpipe when static running, particularly when working in a vehicle inspection pit.

Keep the workplace well ventilated.

Information

Use the HSE e-COSHH Essentials guidance sheets to put in place measures to reduce exposure – for example: <http://www.hse.gov.uk/pubns/guidance/sr16.pdf>

HSE guidance on DEEEs is <http://www.hse.gov.uk/pubns/indg286.pdf>

Unite Briefing on DEEEs is on the Unite website www.unitetheunion.org

Prevent exposure to hazardous dust

In addition to general dust which may present a hazard in the workshops, engineers work with a range of substances which do not create dust but also incorporate other hazardous elements. Wet work is also a major hazard when rubbing down and filling.

Body fillers

Most body fillers consist of a thermosetting unsaturated polyester in a solvent which is mixed with a reactive hardener.

Hardeners are usually skin irritants and some are strong skin sensitisers – both can cause **dermatitis**.

Fibreglass body fillers. Exposure to these may pose severe health risks to workers.

Lead has historically been used in some body preparation operations, and although the temperature at which the alloy is applied is usually not high enough to generate large quantities of harmful fume, subsequent finishing by powered discing and sanding can release high concentrations of fine dust which is a serious health hazard.

Practical steps employers should take to protect workers who are exposed to dusty substances

Use toolbox talks to raise awareness and encourage good practice

Keep dust to a minimum

Separate the body filling and preparation area away from other work.

Large excesses of filler can be removed using coarse hand files.

For powered discing and sanding, use tools with built in extraction

Fit local exhaust ventilation.

Prevent exposure to vehicle fuel

Petrol is not only a fire and explosion risk, but exposure can defat the skin leading to a risk of dermatitis.

Benzene is a natural component of both crude oil and petrol. It can be absorbed into your body through the skin or if you breathe it in and long-term exposure can lead to serious blood disorders such as anaemia and leukaemia (a form of cancer).

HSE advise that the risk of exposure to benzene from petrol is very small as its content in the EU is restricted to less than 1% but it remains a health hazard which should be managed and exposure minimised.

Employers should ensure that the following action is taken to prevent injury and ill health:

Workers should always use a fuel retriever when draining petrol tanks or pipelines.

Working practices do not allow blowing out fuel lines with compressed air.

Provide protective gloves such as disposable nitrile gloves where there is a risk of short-term contact (eg splashing).

Bus Cleaners – key messages regarding chemical hazards

Having your hands wet for a long time or having them frequently wet during the day can irritate your skin leading to dermatitis.

Some ingredients in cleaning products can cause skin allergies and asthma.

Some cleaning products are corrosive and can cause skin burns and eye damage.

Preventing exposure to harmful substances usually means a combination of some of the following controls:

Train cleaners in good work techniques that avoid or minimise contact with harmful substances and minimise leaks and spills.

Store cleaning products safely.

For some tasks, employers may also need to provide personal protective equipment like protective gloves, aprons and eye protection.

Train cleaners to practice good hand care – remove contamination promptly, wash hands properly, dry thoroughly and provide cleaners with skin creams to encourage regular use.

Keep the workplace well ventilated.

Information from the HSE <http://www.hse.gov.uk/pubns/guidance/mrseries.htm>

Prevent exposure to biological hazards

Sharps - for example discarded used syringes

Unite advises that a sharps policy should be negotiated with the employer.

This should identify the risk areas, describe ways of preventing injury

All inside staff, cleaners and engineers alike must be made aware that these may be present so that they are vigilant when carrying out work tasks for example through toolbox talks

Control measures

PPE provided must include suitable protective gloves

The employer must also provide a sharps boxes and clinical waste units to enable safe disposal of needles and other hazardous clinical waste.

Vomit, blood and excrement

Control measures can include:

Avoiding the use of a standard mop for cleaning up as this will help spread disease.

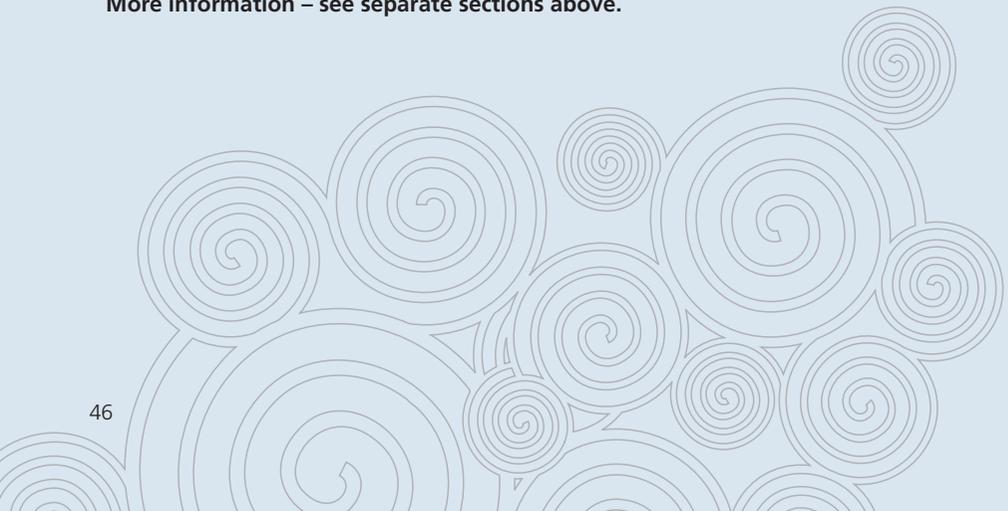
A biohazard kit should be provided which includes gloves, glasses, powder and mask. Employers must provide appropriate training so it can be used safely and effectively.

Safety Reps' action points: get involved in risk assessments

Unite safety reps are advised to ask their employer for the safety data sheets for any products they are using and then ensure that a risk assessment is carried out to identify the hazards to health and appropriate control measures – in consultation with those who are carrying out the work.

Steps **must** be taken by the employer to protect workers' health.

More information – see separate sections above.



Section 15. Skin protection

It is essential that bus engineers and inside staff protect their skin as they will encounter hazardous substances at work which can cause skin diseases such as dermatitis and skin cancer. Employers must control and preferably prevent exposure to substances which damage your skin.

Dermatitis is seven times as common in motor vehicle repair compared to the UK average. Symptoms can be so severe that sufferers have to leave the industry. Causes include materials that cause allergies eg chemicals in two-part glues, body fillers and sealants; materials that cause dermatitis through irritation and drying of the skin: eg contact with oils, solvents, fuels (including biofuels), ultra-violet radiation and abrasive materials.

Skin cancer: this can be caused by frequent and prolonged contact with used engine oils and also from exposure to sunlight.

Burns can be caused by contact with battery acid.

The employer must examine ways of preventing skin diseases by substituting safer chemicals and preparations. However, it is often necessary to use personal protective equipment such as gloves which are appropriate and suitable for the work.

Unite advice

Ensure that your employer consults on appropriate preventive and control measures for prevent skin disease.

Employers should provide dispensers for pre-work creams, cleansers and after-work creams for the hands - positioned in workplace washing facilities.

Check your skin regularly for signs of dryness, itching and redness. This can develop into flaking, scaling, cracks, swelling and blisters. If you think you may have dermatitis, report it to your employer. Your employer may need to refer you to an occupational health doctor or nurse.

More information

The HSE has published a gallery of photographs showing skin diseases. This is found at: <http://www.hse.gov.uk/skin/imagelibrary.htm>

The HSE has also published a poster encouraging regular skin checks – this is at <http://www.hse.gov.uk/skin/posters/skindermatitis.pdf>

HSE advice “Keep your Top On” on health risks from working in the sun is at this link <http://www.hse.gov.uk/pubns/indg147.pdf>

Section 16. Health surveillance

Health surveillance is a system of ongoing health checks. These health checks may be required by law for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

Employees may suffer a range of health problems as a result of work tasks or exposures such as hearing loss, hand-arm vibration, back pain, breathing problems, cancers and other diseases.

This is why health surveillance is important for:

- detecting ill-health effects at an early stage, so employers can introduce better controls to prevent them getting worse
- providing data to help employers evaluate health risks
- enabling employees to raise concerns about how work affects their health
- highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment
- providing an opportunity to reinforce training and education of employees (eg on the impact of health effects and the use of protective equipment)

Employers' risk assessments should be used to identify any need for health surveillance.

Health surveillance should not be used as a substitute for undertaking a risk assessment or using effective controls.

Unite safety reps should be consulted by their employer if they are planning to introduce health surveillance.

Source: HSE website

<http://www.hse.gov.uk/health-surveillance/what/index.htm>



Section 17. Personal Protective Equipment (PPE)

Bus repair and maintenance involves exposure to a range of hazards. The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The Regulations also require that PPE:

- is properly assessed before use to ensure it is suitable;
- is maintained and stored properly;
- is provided with instructions on how to use it safely; and
- is used correctly by employees.

A risk assessment – undertaken with the involvement of the safety reps and those doing the work – should ascertain the steps to be taken, and the PPE needed.

PPE should only be provided as a last resort ie when there is no other effective way to protect workers.

The employer should first be actively exploring preventive and control measures with Unite safety reps.

Employers need to consider the following with safety reps and anyone who uses PPE

Is it appropriate for the risks involved and the conditions at the place where exposure to the risk may occur? For example, eye protection designed for providing protection against agricultural pesticides will not offer adequate face protection for someone using an angle grinder to cut steel or stone.

Does it prevent or adequately control the risks involved without increasing the overall level of risk?

Can it be adjusted to fit the wearer correctly?

Has the state of health of those who will be wearing it been taken into account?

What are the needs of the job and the demands it places on the wearer? For example, the length of time the PPE needs to be worn, the physical effort required to do the job and the requirements for visibility and communication.

If more than one item of PPE is being worn, are they compatible? For example, does a particular type of respirator make it difficult to get eye protection to fit?

Safety reps should also be aware that it may be safer and more practicable for workers who need to wear spectacles to carry out their work and also require eye protection to work safely are supplied with prescription safety glasses.

PPE must be supplied free of charge

Where it is not possible to control the hazard by other means, the employer must supply PPE - free of charge - to their employees.

A consistent standard of PPE for all at the garage

Employers of workers who share premises must co-operate on health and safety arrangements.

So Unite safety reps will need to work with their employer to encourage compliance with co-operation requirements, for example where cleaning contract staff are employed in their garage to ensure that the employees of cleaning company are supplied with PPE of the same standard as that supplied to permanent employees.

Examples of types of PPE for different jobs. This list is not exhaustive.

Bump hats to prevent head injuries from contact with the vehicle or from falling objects when working in the inspection pit

Anti static clothing: to be worn in hazardous areas zoned as having potentially explosive atmospheres

Footwear: slip resistant or special footwear especially where there is a risk of slipping on wet or greasy floors which cannot be avoided by other means, and for working on platforms and in pits. A range of suitable footwear should be offered to enable workers to choose what is comfortable for them.

Ear protection: under the Control of Noise at Work regulations safety reps are specifically entitled to be consulted on the provision of ear protection.

Eye protection eg to protect from flying debris when cleaning or valeting vehicles or when working in the pit and when working with refrigerant in air conditioning systems

Gloves: single use nitrile gloves or similar to avoid skin contact with paints. If latex gloves have to be used they must be low-protein and non-powdered. Washable glove liners should be provided where gloves are being used for long periods. Suitable gloves for handling of refrigerant to prevent frostbite

Respiratory protective equipment eg to protect against exposure to dusts when carrying out body work or when carrying out paint spraying

High visibility waistcoats and jackets for use when there are potential hazards from vehicle movements in the garage and during roadside recovery activities. It should be noted that this equipment gets dirty very quickly which diminishes its effectiveness and effective systems should be in place for cleaning and replacement of high visibility clothing.

Clothing (eg for protection from the cleaning fluid when cleaning vehicles) and fire retardant overalls (for example for welding activities).

Unite is aware that individuals will have clothing preferences – for example some people prefer to wear overalls and others a jacket and trousers. Unite therefore recommends that workers are offered a choice of suitable protective clothing.

Safety reps' action points

Ensure that safety reps are consulted in advance about the risk assessments and preventive measures which should be taken as part of the hierarchy of control.

If it is not possible to prevent exposure, safety reps should be consulted about the PPE to be provided

Workers should be given a choice of suitable PPE as if they feel comfortable they are more likely to wear it.

Negotiate for the time of year: overalls suitable for summer and winter work should be provided by the employer

Ensure that your agreement includes specific provision for cleaning, maintaining and replacing PPE and for overalls to be laundered every week by your employer.

More information

HSE

Guidance to the Personal Protective Equipment at Work Regulations L25

www.hse.gov.uk/pubns/books/l25.htm

Leaflet – Personal Protective Equipment – INDG174

www.hse.gov.uk/pubns/indg174.pdf



Section 18. Workplace welfare issues

Temperature

The Workplace (Health, Safety and Welfare) Regulations 1992 require indoor workplaces to be maintained a "reasonable" temperature.

The HSE advice based on these regulations is as follows

'The temperature in workrooms should provide reasonable comfort without the need for special clothing.

Where such a temperature is impractical because of hot or cold processes, all reasonable steps should be taken to achieve a temperature which is as close as possible to comfortable.

'Workroom' means a room where people normally work for more than short periods. This means all indoor parts of the workplace including offices and workshops.

The temperature in workrooms should normally be at least 16 degrees Celsius unless much of the work involves severe physical effort in which case the temperature should be at least 13 degrees Celsius.

These temperatures may not, however, ensure reasonable comfort, depending on other factors such as air movement and relative humidity.'

Where the temperature in a workroom would otherwise be uncomfortably high, for example because of hot processes or the design of the building, all reasonable steps should be taken to achieve a reasonably comfortable temperature, for example by:

- insulating hot plants or pipes;
- providing air-cooling plant;
- shading windows;
- siting workstations away from places subject to radiant heat.

Where a reasonably comfortable temperature cannot be achieved throughout a workroom, local cooling should be provided. In extremely hot weather fans and increased ventilation may be used instead of local cooling.

Where, despite the provision of local cooling, workers are exposed to temperatures which do not give reasonable comfort, suitable protective clothing and rest facilities should be provided.

Where practical there should be systems of work (for example, task rotation) to ensure that the length of time for which individual workers are exposed to uncomfortable temperatures is limited.

Toilets and washing facilities

Employers must provide suitable and sufficient toilet and washing facilities. They and the rooms containing them should be kept clean, adequately ventilated and lit. The approved code of practice lays down minimum numbers of facilities.

Washing facilities should have running hot and cold or warm water, soap, and clean towels or other means of cleaning or drying. Skin care products should be made available in the washrooms.

Men and women should have separate facilities, unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

Drinking water

Employers must provide an adequate supply of high quality drinking water, with an upward drinking jet or suitable cups.

Where water cannot be obtained direct from a mains supply then water should be provided in refillable closed containers.

Accommodation for clothing and changing facilities

Employers must provide sufficient, suitable and secure space to store workers' own clothing and work wear. The facilities should, so far as reasonably practicable:

- allow for drying clothing
- be readily accessible from workrooms and washing and eating facilities
- ensure the privacy of the user
- be big enough
- contain seating

Separate changing facilities must be provided for men and women

Rest areas and canteens

Employers must provide suitable and sufficient, readily accessible rest facilities with adequate seating.

Where workers regularly eat meals at work, suitable and sufficient facilities should be provided for the purpose, preferably segregated from the workshop. Work areas can be used as rest areas, and as eating facilities provided they are clean and there is a suitable surface for food. However, Unite advises that work areas and rest areas should be kept separate.

Any eating facilities should include provision for preparing or obtaining a hot drink. Where hot food cannot be obtained in or reasonably near to the workplace, workers should be provided with a means of heating their own food eg a microwave oven.

More information

The HSE Approved Code of Practice and Guidance to the Workplace (Health, Safety and Welfare) Regulations 1992 was updated in Autumn 2013 and is available at this link <http://www.hse.gov.uk/pubns/priced/l24.pdf>

Section 19. First Aid

The Health and Safety (First Aid) Regulations 1981 require employers to make arrangements for first aid at work. These were amended in 2013 to remove the requirement for the HSE to approve health and safety training. The HSE has published guidance on this subject, and safety representatives must be alert to ensure that first aid training continues to be of high standard.

Your employer is expected to do the following:

- complete a first-aid needs assessment;
- ensure that there is either an appointed person to take charge of first-aid arrangements or, if necessary, there are appropriate numbers of suitably trained first-aiders;
- ensure there are adequate facilities and a suitable stocked first-aid box;
- provide you with information about the first-aid arrangements.

Safety representatives should exercise their rights to be consulted about the first aid arrangements at their garage including being involved in the first aid needs assessment and in the appointment of first aiders and the appointed person (if one is to be appointed).

How many first aiders should there be?

The findings of your employer's first-aid needs assessment will help decide how many first-aiders are required. There are no hard and fast rules on exact numbers and all the relevant circumstances of your particular workplace should be taken into account. The HSE has developed an online

assessment tool which safety reps can use to assist in discussions with their employer:

<http://www.hse.gov.uk/firstaid/assessmenttool.htm>

Unite recommends that there should be at least one trained first aider on every shift including the night shift.

Can legal action be taken against first-aiders?

It is very unlikely that any action would be taken against a first-aider who was using the first-aid training they have received. HSE cannot give any specific advice on this issue as it does not fall within HSE's statutory powers.

It is recommended that you seek legal advice, or advice from your employer's insurance brokers on whether their policies cover first-aiders' liability.

What is an appointed person?

When your employer's first-aid needs assessment identifies that a first-aider is not necessary, the minimum requirement is to appoint a person to take charge of first-aid arrangements. The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count).

Do appointed persons need to undertake first-aid training?

To fulfil their role, appointed persons do not need first-aid training. However, emergency first-aid training courses are available and Unite recommends that all people concerned with

first aid are appropriately trained.

What should a first-aid box in the workplace contain?

There is no mandatory list of contents for first-aid boxes. Deciding what to include should be based on an employer's assessment of first-aid needs. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid, eg HSE's leaflet INDG 347 Basic Advice on first aid at work : <http://www.hse.gov.uk/pubns/indg347.pdf>
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters, if necessary);
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, individually wrapped, sterile, unmedicated wound dressings;
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- a pair of disposable gloves which should not in themselves be a hazard: exposure to latex which is used in disposable gloves can cause asthma in some people. see HSE's free leaflet: Latex and You about latex gloves – latex free gloves should be provided.
- This is only a suggested contents list and safety reps may wish to suggest other items to be included – for example eyewash. However, it is recommended that employers do not keep tablets and medicines in the first-aid box.

First Aid Signs

All first-aid boxes should have a white cross on a green background. Similarly, first-aid rooms should be easily identifiable by white lettering or a white cross on a green background. Signs should be placed where they can be seen (not obstructed from view) and easily identified.

Provision of first aid room

Your employer should provide a suitable first-aid room(s) where the first-aid needs assessment identifies this as necessary. Unite recommends that a first aid room should be provided. If possible, the room should be reserved specifically for providing first aid and a designated person (first-aider or appointed person) should be given responsibility for supervising it.

The room should be easily accessible to stretchers and be clearly signposted and identified.

What should be kept in the first-aid room?

Typical examples of the equipment and facilities a first-aid room may contain are:

- a sink with hot and cold running water;
- drinking water and disposable cups;
- soap and paper towels;
- a store for first-aid materials;
- foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
- an examination/medical couch with waterproof protection and clean pillows and blankets;
- a chair;
- a telephone or other communication equipment; and

- a record book for recording incidents attended by a first-aider or appointed person.

Defibrillators

If your employer decides to provide a defibrillator in your workplace, those who may use it must be appropriately trained in its use. Information on training is available from the Resuscitation UK. <http://www.resus.org.uk/siteindx.htm>

Recording incidents requiring the attention of a first-aider

It is good practice for employers to provide your first-aiders and appointed persons with a book in which to record incidents they attend. The information can help identify accident trends and possible areas for improvement in the control of health and safety risks. It can be used for reference in future first-aid needs assessments. The record book is not the same as the statutory accident book though the two might be combined.

Employers, self-employed people and those in control of premises have a duty to report some accidents and incidents at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Further information is given at RIDDOR.

What information should be recorded?

Useful information to record includes:

- the date, time and place of the incident;
- the name and job of the injured or ill person;
- details of the injury/illness and what first aid was given;
- details about what happened to the person immediately afterwards (eg went back to work, went home, went to hospital); and
- the name and signature of the first-aider or person dealing with the incident.

Who is responsible for keeping the records?

It is the employer's responsibility though it is usually the first-aider or appointed person who looks after the book.

First aid cover for employees who travel regularly or work elsewhere

Employers are responsible for meeting the first-aid needs of their employees working away from the main site.

The assessment of first-aid needs should determine whether:

- those who travel long distances or are continuously mobile should carry a personal first-aid box; and
- employees should be issued with personal communicators/mobile phones.

Unite recommends that the above arrangements are put in place for bus engineers who are required to travel out to carry out roadside repairs.

How many trained first aiders should there be?

More information is available on HSE first aid webpages

Section 20. Stress, bullying and harassment

1. Stress

The HSE defines stress as: “the adverse reaction people have to excessive pressures or other types of demands placed on them”

Stress is the number one occupational ill health issue identified by HSE statistics and trade union safety reps and is a major cause of sickness absence.

A distinction should be made between an acceptable level of pressure at work which speeds our reactions and sharpens our perceptions and the destructive nature of stress which results in insomnia, anxiety, dread, and physical ill-health.

Common causes of occupational stress include:

Poor work practices – eg lack of control over the demands placed on individuals, low pay, shift work, long hours culture, lack of job security, working unsocial hours, rigid supervision, poor work practices, inadequate time given to complete tasks

Lack of social support and poor management techniques – eg bad relationships with supervisors, harassment and discrimination, lack of communication and empathy, no recognition for good job performance and using disciplinary procedures as a substitute for proper management.

Poor working environment – eg noise, heat, poor lighting, poor ventilation, badly designed workplace layout, unpleasant and hazardous working conditions, overcrowding.

Poor job design – eg lack of job satisfaction, too much or too little work, repetitive work, working alone.

Stress and bus engineers

A major stressor for bus engineers is workload. In Unite’s experience a maximum allocation of 6 buses to one engineer is the maximum safe ratio but some garages have a much higher ratio.

Workload needs to be assessed as part of the stress risk assessment to ensure that engineers are not overloaded so they become ill.

Many people feel reluctant to raise concerns about stress at work as they fear being labelled as weak. But stress should be managed in the same way as any other workplace health and safety hazard. Safety reps should engage with their colleagues and their employer to ensure that effective stress policies and procedures are put in place to prevent people becoming ill.

More information

The HSE has guidance on stress and health and safety based around their Stress Management Standards – including a model stress policy which can be adapted for your workplace. For more information please visit www.hse.gov.uk/stress

2. Bullying and Harassment

Unite will not tolerate any form of bullying and harassment at work.

Unite's bullying and harassment reporting system

Unite has issued an *HD1 form* on which it asks members to record details of bullying they experience at work. More information is available from Unite Equalities Sector.

What are bullying and harassment?

These terms are used interchangeably by most people, and many definitions include bullying as a form of harassment. Harassment, in general terms, is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, sexual orientation, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying or harassment may be by an individual against an individual (perhaps by someone in a position of authority such as a manager or supervisor) or involve groups of people. It may be obvious or it may be insidious. Whatever form it takes, it is unwarranted and unwelcome to the individual.

Examples of bullying/harassing behaviour include:

- spreading malicious rumours, or insulting someone by word or behaviour (particularly on the grounds of age, race, sex, disability, sexual orientation and religion or belief)
- copying memos that are critical about someone to others who do not need to know
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close, the display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading and constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities.

Bullying and harassment may not necessarily occur face to face. They may also occur in written communications, email, phone, and automatic supervision methods such as computer recording of downtime from work or the number of calls handled if these are not applied to all workers.

Bullying and harassment make someone feel anxious and humiliated. Feelings of anger and frustration at being unable to cope may be triggered. Some people may try to retaliate in some way. Others may become frightened and demotivated. Stress, loss of self-confidence and self-esteem caused by harassment or bullying can lead to job insecurity, illness, absence from work, and even resignation. Almost always job performance is affected and relations in the workplace suffer.

Source: ACAS website

Safety Reps' Action Points

It is recommended that Safety Reps negotiate a bullying and harassment policy which:

Applies to everyone including contractors and agency staff

Defines the terms "harassment" and "bullying" so that everyone understands what is not acceptable

Confirms zero tolerance to harassment and bullying and that all complaints will be investigated thoroughly

Asserts the employer's commitment to promoting a working environment free from all forms of harassment and bullying

Recognises the legislative framework including both health and safety and equality legislation.

Defines responsibilities for implementation of the policy

Sets out both informal and formal complaints procedure

The circumstances where disciplinary action may be taken

Support for those making complaints or assisting with an investigation

Recognises the role of trade union representatives

Defines the scope of the harassment and bullying procedures in relation to established grievance procedures

Explains confidentiality issues

States a commitment to review the policy at regular intervals.

More information

Unite dignity at work pack

HSE advice www.hse.gov.uk/stress; www.hse.gov.uk/violence

ACAS advice

ACAS guidance leaflet for employers and managers

http://www.acas.org.uk/media/pdf/l/r/Bullying_and_harassment_employer_2010-accessible-version-July-2011.pdf

ACAS guidance leaflet for employees

http://www.acas.org.uk/media/pdf/p/e/Bullying_harassment_at_work_Guide_for_employees_OCTOBER_2010.pdf

Section 21. Working alone

Working alone may be a concern many situations involving bus engineers and other workers in bus garages and associated activities. These include:

Working in the pit

Dealing with roadside repairs

Fuelling and shunting activities

Can a person be left alone at their place of work?

There are no absolute restrictions on working alone; it will depend on the findings of a risk assessment. Unite's view is that our members should not be put at greater risk by working alone and of course many work tasks cannot actually be done by one person! Examples of lone working in bus garages include working in the pit or alone in the workshop (for example at night).

There are two main pieces of legislation that will apply:

The Health and Safety at Work etc Act 1974: Section 2 sets out a duty of care on employers to ensure the health, safety and welfare of their employees whilst they are at work.

The Management of Health and Safety at work Regulations 1999 (MHSW): Regulation 3 states that every employer shall make a suitable and sufficient assessment of -

- The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in their employment arising out of or in connection with the way in which they conduct their undertaking

Although there is no general legal prohibition on working alone, the broad duties of the HSW Act and MHSW Regulations still apply. These require identifying hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks of working alone.

Control measures may include instruction, training, supervision, protective equipment, communication systems etc. Employers should take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate.

When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put in place. Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the control measures that should be taken. This helps the lone worker's employer to assess the risks.

Risk assessment should help decide the right level of supervision. There are some high-risk activities where at least one other person may need to be present. Examples include some high-risk confined space working where a supervisor may need to be present, as well as someone dedicated to the rescue role, and electrical work at or near exposed live conductors where at least two people are sometimes required.

Lone workers should not be at more risk than other employees. This may require extra risk-control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Employers should identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and a way out for one person? Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
- Can all the plant, substances and goods involved in the work be safely handled by one person? Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment.
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?
- Is the person medically fit and suitable to work alone?
- What happens if the person becomes ill, has an accident or there is an emergency?

Safety Reps' Action Points

Get involved in all risk assessments

Use your rights as a safety rep to be consulted in good time in advance of any moves to introduce lone working

Ensure there is a full discussion about lone working.

Oppose lone working as a general principle to ensure that your members are not put at greater risk.

Further information

HSE – Working Alone <http://www.hse.gov.uk/pubns/indg73.pdf>

Section 22. Office safety

Employers must consider health and safety issues in the offices too even though they may be “lower risk” than the workshops, garage or yard.

Issues to be considered include:

Electrical safety and wiring

Working with VDUs

Stress - see section 20.

Electrical safety and wiring

Employers should ensure that there are enough sockets to minimise the use of adaptors.

Trailing leads should be covered to prevent damage and minimise tripping hazards.

Visual checks should be carried out regularly on plugs and leads to identify defects.

Earthed equipment such as kettles and some vacuum cleaners should have a portable appliance test (PAT) at regular intervals to cover the item, plug and lead.

More information on PAT is available from the HSE at:

<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

Visual display units (VDUs)

Some workers – including office staff - in bus garages are required to use VDU equipment such as laptops in the course of their work.

The Health and Safety (Display Screen) Regulations 1992 apply where staff habitually use VDUs as a significant part of their work.

Other people who use VDUs only occasionally are not covered by the requirements of the regulations.

Employers’ duties under these regulations are:

Analyse workstations and assess and reduce risks. This includes looking at the whole workstation including equipment, furniture and the work environment; the job being done; and any special needs of individual staff.

Ensure workstations meet minimum requirements – for example providing adjustable chairs and suitable lighting

Plan work so there are breaks or changes of activity. There is no specific requirement on timing or length of breaks as this depends on the nature and intensity of the work. Ideally the individual should have discretion on when they take their breaks.

Provide health and safety training and information to enable staff to use the VDU and workstation safely and know how to make best use of it to avoid health problems (eg adjusting their chair).

On request, arrange eye tests and provide spectacles if special ones are needed. Both eye tests and spectacles should be provided free of charge.

More information

HSE

Office safety website – www.hse.gov.uk/office

VDUs – leaflet Indg 36 – www.hse.gov.uk/pubns/indg36.pdf

Section 23. Equality and health and safety: gender, disability and pregnancy

Unite places equality at the heart of all policy, including health and safety at work. If equality considerations are not taken into account opportunities to prevent illness and injury may be missed. This includes considering all aspects of equality including the health and safety of older and younger workers, disabled workers, women and men, pregnant workers and new mothers.

Gender

Recent research has shown that sex and gender affect workers' health and safety in many ways and risk assessment does not take gender into account.

Sexual stereotyping can lead to wrong assumptions such as "big strong men don't get hurt", "stress is for wimps" or "women's work is light work". Job segregation of women and men brings different sets of hazards which need to be recognised and dealt with.

Women's health and safety issues may include pregnancy, menopause, stress, sexual harassment, domestic violence, breast cancer screening and access to toilet facilities.

Men's health and safety issues may also include long hours, lack of understanding of the workplace risks to male reproductive health and heightened expectations from your employer based on the stereotyping mentioned above. Men are less likely to raise concerns about stress, for example.

Too often the welfare and sanitary facilities for women and men provided in bus depots fall well below the standards we should expect in modern workplaces and this can have a direct effect on health for both men and women.

In addition, women tend to be under-represented at all levels of health and safety management, including as union safety representatives.

Unite safety reps and equality reps can work together to help bring about improvements.

Safety reps' action points

Use the TUC's gender-sensitivity health and safety checklist to check out your workplace policies, risk assessments, practices and procedures including Unite representation at work. This is included in the Unite Health and Safety Guide and in the Unite Negotiator's guide for Women's Health, Safety and Wellbeing. But remember this is about women AND men.

Work with your Unite Equality Rep to help bring about improvements.

Health and safety for pregnant workers and new mothers

Women employees who are pregnant or new mothers returning to work have protection under both health and safety law and equality law.

All employers are required by law to protect the health and safety of their employees and they must carry out assessments of the risks to which their employees are exposed at work. If the employer employs people of childbearing ages and the work could involve a risk to pregnant women or new mothers, the risk assessment must include the specific risks to new and expectant mothers arising from their work.

This includes processes, working conditions, biological or chemical agents, and physical risks. The physical risks include manual handling, noise, shocks and vibration, and movements and postures. Chemical agents include toxic chemicals, mercury, carbon monoxide and lead. Working conditions which create risks include lack of welfare facilities such as rest rooms, stress (including post-natal depression), workplace temperature, and mental and physical fatigue (including long working hours).

Not carrying out these risk assessments is likely to be regarded as sex discrimination under the Equality Act 2010.

There is insufficient space to cover this in detail.

More information

Unite Negotiator's Guide on Women's Health, Safety and Wellbeing – www.uniteunion.org or contact your Regional Women's and Equalities Organiser.

Maternity Action website www.maternityaction.org.uk

HSE – www.hse.gov.uk/mothers

Disability and health and safety

Health and safety is, on occasions, used as a false excuse to justify discriminating against disabled workers. This is unlawful - and morally unacceptable.

Under the Equality Act 2010 a "disability" is a physical or mental impairment which has substantial and long term adverse effects on your ability to carry out normal day-to-day activities.

The Equality Act also provides protection from discrimination for people who care for a disabled person.

Unite advice

- Health and safety policies and practice should protect everyone at work.
- Employers must assess and manage the work risks to **everyone**;
- include everyone in any health and safety information and training;
- **involve the worker** if they need to know whether their disability affects workplace health and safety and, if so, to what extent. This is so you can work together to find the best outcome, for instance 'reasonable adjustments' that overcome risk;
- **involve others**, such as specialists or the safety representative, if needed to understand the effects on workplace health and safety of your disability or long-term health condition;
- **ask for their consent** before approaching specialists or their GP who can advise on options for workplace adjustment;
- **be sensitive and timely** about making risk assessments if these are needed;
- make other, short-term arrangements to support the disabled worker when delay cannot be helped (for instance, if the employer is waiting for an Access to Work grant);
- **create a working environment** that allows the disabled worker to feel comfortable talking about their disability or long-term health condition.

Section 24. Health and wellbeing

Wellbeing for workers is a very overused word these days. All too often the message from government and employers is that individual workers should change their lifestyle by exercising more or eating better or stopping smoking.

Whilst Unite supports our members looking after their own health, the best way of improving well-being in the workplace is by changing how work is organised and managed, raising concerns about health as well as safety and ensuring action is taken by the employer.

Safety reps should be involved and consulted about proposed workplace “wellbeing” initiatives, always bearing in mind that prevention should be first.

The TUC has published a useful guide “Work and Wellbeing. A trade union resource” which is available on the TUC website.

Smoking

Smoking is banned in all workplaces under the Health Act. There are very few exemptions to the smoking ban and anyone who breaches the law could face heavy penalties. Employers, managers and those in control of premises should display no-smoking notices and take steps to ensure that staff, customers, members and visitors are aware of the law and do not smoke in buildings.

Unite’s view is that the use of electronic cigarettes should also be banned in workplaces and smoking policies should take this into account.

Section 25. Shiftwork and Health and Safety

There is growing evidence to suggest that shift work, particularly night shift work is bad for workers’ health and safety. Tired workers are more likely to make mistakes which may have serious consequences not just for them but for others.

An increasing number of research studies have shown that shift work and night work can have adverse health effects such as heart disease, digestive problems, and cancers. Working shifts should not mean that your health and safety is compromised.

It is therefore essential to good health and safety management that employers carry out risk assessments with a view to protecting shift workers’ health and safety.

The **Management of Health and Safety at Work Regulations** require the assessment and management of risks associated with shift work.

The five step approach for risk assessment is recommended:

- Consider the risk
- Establish systems to manage the risks of shift work
- Assess the risks
- Take action to reduce the risks
- Check and review shift work arrangements regularly.

Risk assessments should take account of equality issues, for example disability, gender, race, age, religious belief and sexuality. There are special requirements for risk assessments for young workers (aged under 18).

The HSE recommends a systematic approach to assessing and managing the risk associated with shift work:

Other relevant legislation includes:

Health and Safety at Work etc Act 1974

Requires employers to provide safe and healthy workplaces and systems of work.

Safety Representatives and Safety Committees Regulations 1977

Employers should consult safety representatives about all health and safety matters which affect those they represent, including shift work.

A systematic approach to assessing and managing the risks associated with shift work
(Source: HSG 256 Managing Shift work, HSE, 2000)

Consider the risks of shift work and the Benefits of effective management	What are the undesirable effects of shift work? Consider the costs and benefits of effective management of shift working arrangements.
Establish systems to manage the risks of shift work	Seek management commitment to control the risks of shift work. Identify individuals responsible for shift-working arrangements. Involve safety representatives and workers.
Assess the risks associated with shift work	Consider the risks that workers may be exposed to. Establish who might be harmed by shift work. Consult workers and their safety representatives.
Take action to reduce these risks	Assess how severe the risks are and identify where improvements need to be made. Improve the shift-work schedule. Improve the workplace environment. Apply good practice guidelines.
Check and review your shift-work	Implement a system for early reporting of problems associated with shift work. Monitor alterations to shift-work schedules and/or work conditions. Periodically review the effectiveness of your shift-working arrangements.

Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)

These require among other things provision of adequate lighting, toilet and washing facilities, rest and eating facilities for all workers and wholesome drinking water.

Working Time Regulations 1998 (as amended)

These lay down minimum requirements on how to organise working time including rest breaks, night work and special provision for shift workers, and young workers. They also provide for a right to free health assessments provided by their employer for workers who fall within the definition of night worker under the regulations.

Safety Reps’ action points

If your employer operates shift systems or decides to change shift systems Unite members can use their rights to negotiate relevant, effective policies relating to health and safety and shift work.

Practical issues for safety reps to consider with members when negotiating agreements include:

Ensuring that members are consulted about working hours and their preferences are taken into account so far as possible.

Ensuring **risk assessments** on shift working are done in consultation with workers to identify hazards and control measures.

This may include the following factors:

- Hours
- Maximising the number of weekends off
- When doing rotating shifts providing time off between finishing night shifts and starting morning shifts
- Avoiding split shifts
- Overlapping shifts to ensure that vital information is passed from one shift to the next.
- Making sure shift patterns are predictable and not changed at short notice.
- Encouraging safe strategies for driving to and from work after shift working.

Training

- Ensuring the same access to training for both day and night workers.
- Providing training and information about the risks associated with shift work.

Job design and work organisation

Issues to be considered:

- Job design.
- Rotation of jobs – which may help to overcome boredom and fatigue.
- Workload.
- Job enlargement: expanding the range of tasks undertaken by individuals to allow more flexibility and the development of more skills.

Welfare and other issues to be considered

- Ensuring regular rest and meal breaks.
- Ensuring adequate lighting, ventilation at all times, meal breaks, 24 hour access to canteens providing healthy food options, rest rooms and sanitary and washing facilities.
- Ensuring that appropriate health assessments are offered to workers before they start night work and then on at least an annual basis.
- Ensuring a secure work environment to control the risks from issues such as violence, lone working, and safe travel home for night workers.
- Identifying individual health issues as appropriate (respecting confidentiality). For example do any workers have sleep disorders or other conditions which may be relevant to shift working?
- Taking account of special groups such as women of childbearing age; pregnant workers and new mothers and young workers.
- Considering members' caring and family responsibilities outside work.

More information

Detailed guidance **Managing Shiftwork (HSG 256)**– and recommended reading - is published by the HSE. This is freely downloadable from their website at this link.

<http://www.hse.gov.uk/pubns/priced/hsg256.pdf>

Unite publishes our own guide **Shift work and night work** which is available on the website – www.unitetheunion.org – link to leaflet is here

<http://www.unitetheunion.org/uploaded/documents/ShiftandNightWork%2011-4950.pdf>




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