

temps health and safety information

health and safety at work

The Recruitment and Employment Confederation, of which Bucks and Berks is an audited member, has produced this information to make sure that you are aware of your responsibilities under Health and Safety at Work Legislation, as well as our responsibilities and those of the Client(s) to which we send you.

Everyone must take care of his or her health and safety at work and young or inexperienced workers require special consideration. **If you are under 18 you must tell your supervisor/manager.**

Below are details of these Health and Safety requirements, which can also be found on the back of your timesheet (temps green copy).

Health and Safety – YOUR Responsibilities

The Temp has a duty to:

- Assess any risks to his/her health and safety during an assignment. This extends to reporting any dangers or inherent risks in the Client's activities to a representative of the Client.
- Observe the Client's Health and Safety at Work policy. This should entail, if possible, asking the Client for sight of the policy before starting the assignment.
- Co-operate with the Client on Health and Safety matters, following all instructions to ensure a safe system of work.
- Advise Bucks and Berks and the Client if you are pregnant and would like a specific risk assessment to be undertaken by the Client.
- Take all reasonable steps to safeguard his/her own safety and that of any other person who may be affected by his/her actions.
- Report to the Client any injury or accident that occurs whilst on the assignment, and ensure that the branch is informed of all details of the injury or accident as soon as possible.
- Wear any protective clothing and equipment that he/she has been told to wear in order to carry out the assignment.

Health and Safety – CLIENT Responsibilities

Clients are required by law:

- To treat the Temp as they would treat one of their own employees for all Health and Safety matters.
- Clients must make the Temporary Worker aware of their own Health and Safety policy.
- To assess the risks to which the Temp might be exposed and to draw them to their attention and to Bucks and Berks Recruitment Ltd.
- To advise the Temp on any hazardous substances with which they may be working with under the COSHH Regulations.
- To advise the Temp on emergency and evacuation alarms and procedures.
- To ensure that manual handling is carried out safely by people trained to do so.
- To tell the Temp the name of its authorised Health and Safety representative.
- To ensure that the Temp is wearing the appropriate protective clothing and equipment for the job to be undertaken.
- To record any accidents or injuries in the Client's accident record book and if necessary inform the Health and Safety Executive.

Health and Safety – OUR Responsibilities

We are responsible for:

- Making reasonable enquiries of the Client on their approach to Health and Safety, their Health and Safety policy and Risk Assessment.
- Passing on to you all the relevant information provided by the Client on any qualifications and skills you will need in order to do the job safely and any Health and Safety issues connected with the assignment.
- Advising you on any standards of health required by the Client and any medical checks that you may have to undergo.
- Advise Bucks and Berks and the Client if you are pregnant and would like a specific risk assessment to be undertaken by the Client.
- Take all reasonable steps to safeguard his/her own safety and that of any other person who may be affected by his/her actions.
- Report to the Client any injury or accident that occurs whilst on the assignment, and ensure that the branch is informed of all details of the injury or accident as soon as possible.
- Wear any protective clothing and equipment that he/she has been told to wear in order to carry out the assignment.

health and safety – computer/VDU users

Health and Safety legislation affects anyone who habitually uses computers for a significant part of their normal work. It is the Client's responsibility to analyse the Health and Safety risks of workstations.

As a temporary worker under a Contract for Services for Temporary Workers – Terms of Engagement you are defined as a 'user' of computers and VDUs whilst working through Bucks and Berks. Unlike employees who regularly work with VDUs, 'users' **are not entitled to free eye tests** and should provide their own suitable glasses.

There are many things you can do to help yourself and ensure you avoid potential health problems:

- Adjust your chair and computer to find the most comfortable position for your work. As a rough guide, your forearms should be approximately horizontal and your eyes at the same height as the top of the screen.
- Make sure there is enough space underneath your desk to move your legs freely. If there are any obstacles such as boxes or equipment, please ask your supervisor/manager to move these.
- Avoid excess pressure on the backs of your legs and knees.
- Do not sit in the same position for long periods. Make sure you change your posture as often as practical.
- Adjust your keyboard and screen so that you have a good viewing and typing position. A space in front of the hands is sometimes helpful for resting the hands and wrists when not typing.
- Do not bend your hands at the wrist when typing. Try to keep a soft touch on the keys and do not over stretch your fingers. Good keyboard technique is important.
- Make sure you have enough workspace for your documents. A document holder may help you to avoid awkward neck movements.
- Arrange your desk and screen so that bright lights are not reflected on your screen. You should not be directly facing a window or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there are no layers of dirt, grime or finger marks on the screen.
- Use the brightness control on screen to suit the lighting conditions of the room.
- Organise your work so that you can take regular, short breaks away from the screen (recommended every hour).

manual handling/lifting and carrying

You should not put yourself at risk when lifting and carrying in an assignment. If you have not received specific training in manual handling you should bring this to the Client's attention, if asked to lift or carry items at work.

general fire safety

The Client should inform you when you first start work of the procedures to be taken in the case of a fire. Please make yourself familiar with the procedures to be taken, including fire drills, fire alarms and the fire exits at your place of work.