

HEALTH AND SAFETY ACT 1974

FROM.....

TO.....

This letter is to advise you of the company's position, and your responsibilities with regard to the Health and Safety Act 1974. You must read this letter with great care and should you have any query which you wish to raise, please do so immediately.

The company will make every effort to carry on its' business in such a way that injury to its' employees may be avoided and that they work in safe and healthy conditions. It will also take all practical steps to ensure that all equipment is maintained in a safe working condition and that the methods of work are safe.

The company will provide employees with all necessary safety equipment which must be used at all times on work which necessitates use of such equipment, and hold the foreman responsible to see that this is put into effect. It is also the responsibility of each employee to use the safety equipment provided.

If you have been provided with specific instructions for your guidance, these must be adhered to.

It is absolutely vital that any defect found in equipment be reported to the company immediately and that equipment must not be used until the defect has been rectified.

The company will try to ascertain from the clients whether there are any hazards on their premises not covered by the company's safety instructions. In these cases the client's safety instructions will be used in conjunction with the company's safety instructions.

All employees have a duty under the act to take every care to avoid injury to themselves and others by their work activities and to co-operate with employers and others in meeting safety requirements. The act also requires employees not to interfere with, or misuse anything provided to protect their health, safety or welfare in compliance with the act.

Please sign and return the attached copy which will show you have received and read this letter.

Signed..... Dated.....