Quick H&S Guide for Staff- 15 tips to keep YOU safe!

- meet your School/Support Service Safety Representative
- memorise Emergency Phone Number(s) in buildings where you work
- report all accidents and near misses- complete the form in the Accident Book held by your School/Support Service
- report any H&S concerns to line manager or Safety Representative
- read the green and white First Aid notices in buildings where you work
- familiarise yourself with the ways out of buildings you work in
- read the blue Fire Action Notices in buildings where you work
- read School/Support Service H&S Policy
- discuss risk assessments with line manager- ask her/him if unsure
- prevent slips and trips- clean up spills, keep floors clear, wear sensible shoes and report premises defects to Estates & Buildings
- only lift and carry heavy items you feel comfortable with- bend your knees when lifting and let your legs do most of the work; don’t stoop; keep the load close to your body; don’t twist, move your feet to turn; and don’t try to be a hero! Ask for help if you need it.
- switch off electrical appliances at the end of the day, and visually check for damage before use. Report any damaged sockets, light switches, other fittings or appliances and do not use them until they are repaired.
- take regular breaks when using a pc. Sit with your back supported by the chair backrest and adjust chair to be comfortable with your feet flat on the floor or a footrest and your elbows just above desk height; your keyboard and screen directly in front of you, and your eyes roughly level with the top of the screen about 50–80 cm away from you. Key gently, don’t grip the mouse tightly and remember to move your whole arm from the shoulder when moving the mouse rather than making hand and wrist movements.
- take care of the Personal Protective Equipment issued to you; wear it when required; store it safely and report any defects to your line manager
- read the Staff Handbook at http://www.dundee.ac.uk/safety