

# Health and Safety

## Accidents

Eight accident reports were recorded for the period January to March 2008 – two less than the previous quarter. There have been two instances since January whereby staff have received minor burns to their hands while carrying hot liquids and staff are reminded to be extra vigilant when pouring or carrying hot liquids.

<b>Main causes of accidents</b>	<b>2008</b>
Slips, Trips and Falls	2
Office furnishings/equipment	4
Manual Handling (lifting/ carrying and using trolleys etc.)	0
Scald from hot liquids	2
Miscellaneous	0
<b>Total</b>	<b>8</b>

Health and Safety inspections continue to highlight instances of poor housekeeping and managers are reminded to encourage staff to keep their work areas and workstations tidy and free from clutter and in an effort to reduce potential hazards staff are encouraged to report any potential hazards promptly to the FM Helpdesk on Ext 3456.

Managers should also contact the FM Helpdesk to remove any surplus/damaged furniture, equipment and any other stationery items no longer required.

Further information on accidents can be found on the health and safety website – see [About Office Accidents and Preventing Office Accidents](#).

## Workstation Assessments

All staff are reminded that the self-assessment questionnaire can be used to highlight workstation issues at any time - see [Self-Assessment Questionnaire](#).

## Eye Sight Testing Programme

Appointments for eye tests now take place every month and if Team Leaders have any new entrants or existing staff, who are not in the eye care programme, please contact Personnel, Room 461, Ext. 3454 – see [Eye Testing Programme – EXPLAINED](#) for details.

Appointments are arranged and confirmed by e-mail and in spite of this there are still a number of missed appointments. If you know that you will not be

able to attend an eye test appointment, please inform Personnel on Ext. 3454 immediately, they will try to find someone to take the available appointment. Staff should try to give at least four days notice if they wish to cancel an appointment as the Agency is charged for missed appointments.

Contact: Alan Low, Ext. 3155