

# Health & Safety Handbook

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# Introduction

**At Taylor Hopkinson we believe everyone is entitled to a safe working environment regardless of where in the world they work.**

Safety is one of our core values and we are committed to ensuring our employees, contractors and clients can work in an incident-free workplace, everyday, everywhere.

As a renewable focused business, we are committed to continuing to minimise the impact of our activities on the environment and encourage you to do the same.

The following pack is designed to assist you with relevant information to ensure you keep yourself and others safe. We do also insist that all workers follow and adhere to any Client/ Project/ Workplace specific health and safety policies put in place to protect you, co-workers and the environment.



# Health and Safety

## What can you do?

- Follow health and safety rules and instructions
- Be aware of your actions and the impact they could have on your safety or the safety of others
- Report any health and safety hazards to your manager or Project HSE Advisor
- Think about a safer way to do a task to avoid risks
- Keep work areas clean and tidy
- Look out for other people
- Raise any concerns

# Slips and Trips

**Slips and trips can be caused by hazards. Think about what might cause harm to people and take reasonable steps to prevent that harm.**

## What can you do?

- Keep your work area tidy
- Dispose of waste materials safely
- Remove any obstructions that may cause trips
- Be aware of potentially wet surfaces
- Clear up spillages immediately
- Be careful when using stairs or areas where the floor surface is uneven
- Inform your manager of any potential hazards
- Be prepared, know where the first aid kit is kept and who the workplace first aider is. Prompt, effective treatment can reduce the impact of an injury

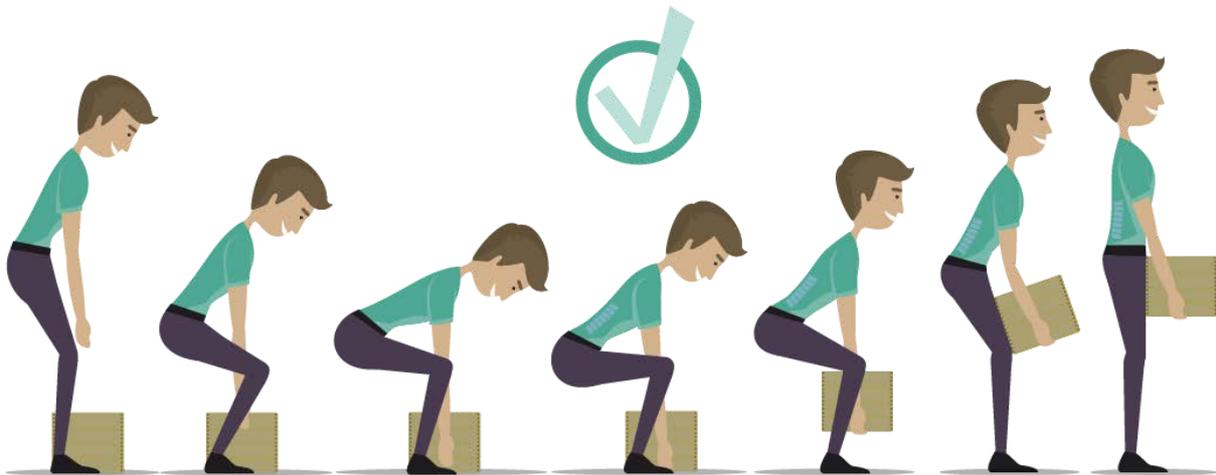
# Manual Handling

## Think before lifting

Equipment should be readily available to aid manual handling.

If manual handling must be carried out, it is important that the correct lifting technique is used:

- Feet hip-width apart with one foot slightly in front of the other
- Bend the knees keeping the back naturally straight
- Grasp the load firmly
- Stand up using the leg muscles



# Illness

## What can you do?

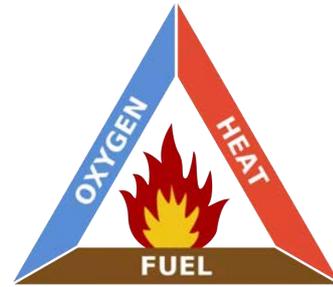
- If you are away from home and take ill, call TH (+44 808 234 1613) and inform your manager
- Arrange to take a COVID test
- If positive, follow guidance for the country you are in and client that you are working with
- If symptoms become serious, contact TH and the client and a hospital visit will be arranged

# Fire

Fires start when three things come together in the right amount at the same time.

- A source of fuel
- A source of heat (or ignition)
- Oxygen

These three things are known as the 'fire triangle'



## Be aware

- Make sure you are aware of the fire evacuation procedure
- Make sure you are aware of fire exits and the assembly point location
- Explain the fire evacuation procedure to visitors
- Follow instructions from fire wardens

# Stress

Stress, depression and anxiety accounted for over 15 million working days lost in 2017/18.

## What can you do?

- Contact TH and speak to your manager if you need help
- Talk to a partner, friend, colleague or health professional
- Make sure you take breaks throughout the day where possible
- Try to take some exercise

## What next?

- Talk to your manager and stay up to date with the latest guidance and updates on the project
- Report any concerns
- Raise suggestions for improvements
- Be aware of your surroundings

And most importantly, **STAY SAFE.**



