

*Mind How  
You Go!*



**hсени**  
CONTROLLING RISK TOGETHER

Enquiries regarding this publication should be addressed to:

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The assistance of the Health & Safety Executive in Great Britain with this booklet is acknowledged and appreciated.

A full list of the current publications available from the Health & Safety Executive for Northern Ireland is free of charge, on request.

**Helpline: 0800 0320 121**

# SAFETY FOR YOUNG WORKERS

Going to work for the first time can be exciting and a bit strange. It can sometimes be dangerous. This is true whether you work in a factory or an office or on a farm or building site. Fortunately, most dangers are recognisable and can be avoided.

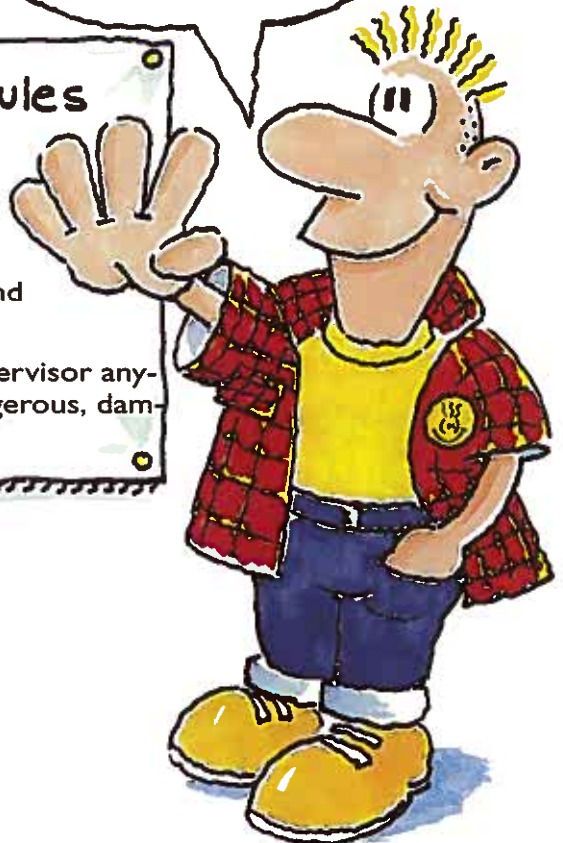
Your own workplace will also have its own safety rules - perhaps in a booklet or on a notice board. Some you will be told. Make sure you know and obey them. A trades union safety representative may also give advice about safety at work.

This booklet does not replace any safety rules or training. Instead it tells you about common causes of accidents and how to prevent them. Your employer should tell you how to work safely and give you training for each job you have to do.

*Remember these four important rules!*

## Important rules

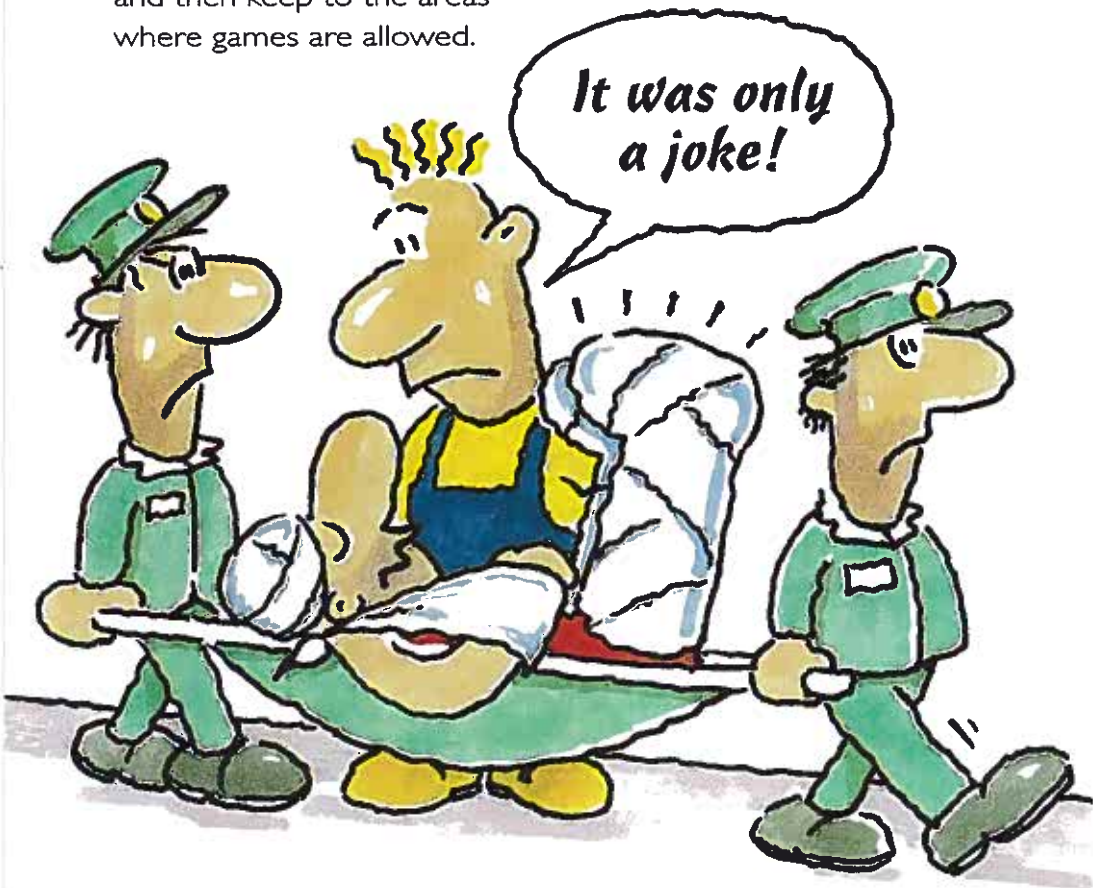
1. **LEARN** how to work safely.
2. **OBEY** safety rules.
3. **ASK** your supervisor, if you don't understand any instruction.
4. **REPORT** to your supervisor anything that seems dangerous, damaged or faulty.

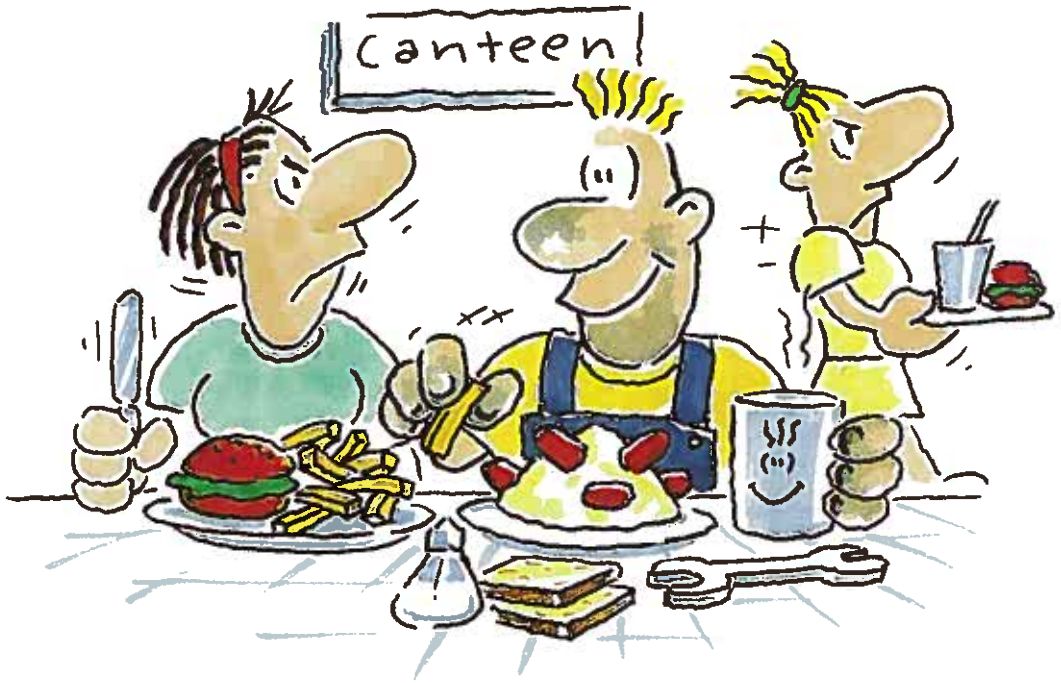


## **GAMES & PRACTICAL JOKES**

**W**ork is not a place for practical jokes or silly tricks. Serious injuries and even deaths have been caused this way.

Only play games during breaks if your supervisor says you may, and then keep to the areas where games are allowed.





## HYGIENE

**A**lways wash your hands, using soap and water or a suitable cleanser, before meals and before and after using the toilet.

Use the barrier cream provided to protect your skin when you are doing dirty jobs. You may also need to put a cream on after washing.

Dry your hands carefully on the towels or driers provided. Don't wipe them on old rags or on your clothes.

## TIDINESS

**K**eep work areas and gangways tidy and clear. Don't leave things lying around which people can trip over or bump into. Wet patches on the floor should be mopped up straight away or someone may slip and fall.



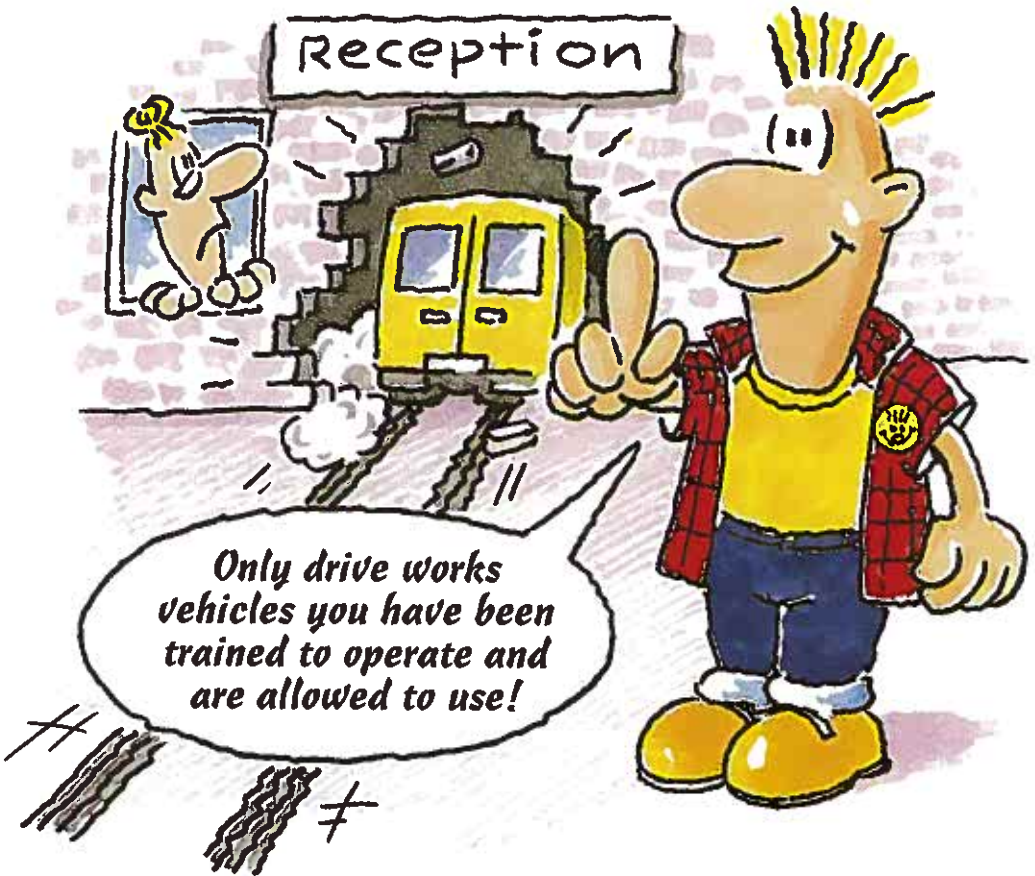
## **PROTECTIVE EQUIPMENT & CLOTHING**

**U**se all protective equipment and clothing provided, such as ear and eye protectors, dust

masks, overalls and safety shoes, helmets or boots. It may feel strange at first. Keep using it and you will get used to it. Ask your supervisor to replace any item that gets damaged or worn.

## MOVING ABOUT THE WORKPLACE

- Walk, don't run or rush about.
- Use the gangways provided and never take short cuts.
- Look out for and obey warning notices and safety signs.
- Only drive a works vehicle if you have been trained to use it and your supervisor allows you to use it.
- Never hitch a ride on a vehicle not made to carry passengers. Do not stand on a fork lift truck, or on a tractor trailer drawbar.



## LIFTING & CARRYING

Your supervisor will arrange for you to be shown how to lift correctly. Only lift or carry what you can easily manage. When lifting, get a good grip, lift smoothly and close to your body.



Get help if you are not sure you can lift or carry something safely and easily by yourself. Use trolleys or wheelbarrows where these are provided.

## GOING UP

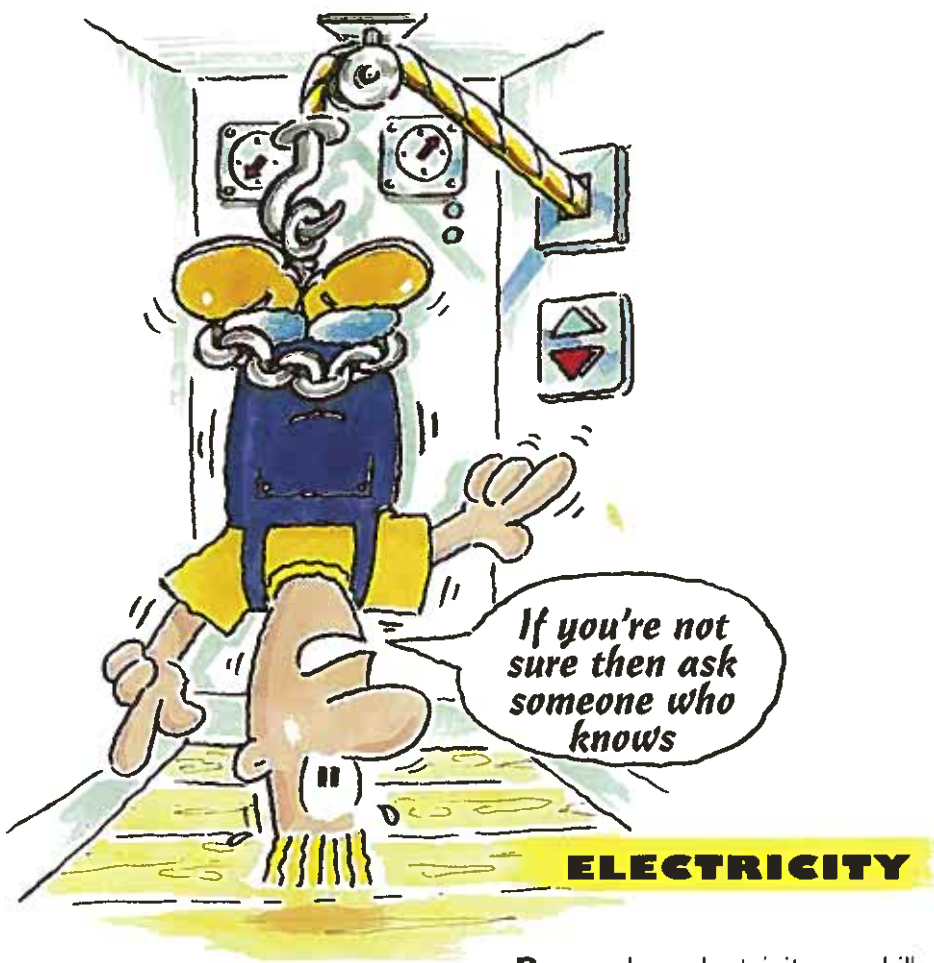
**Ladders** - Do not use ladders with split, missing or loose rungs.

Always make sure that the ladder is placed in the right position, at the right angle, and cannot slip.

If working from a ladder, don't lean too far to the side; come down and move the ladder to a more convenient place.

Always use ladders, scaffolding or lifts to reach high places. Never hitch a lift in a crane bucket, or on the forks of a lift truck.

**Roofs** - Roofs may be fragile or the tiles loose. Never go on the roofs unless told to do so by your supervisor and have been shown the precautions you should take.



## **ELECTRICITY**

**R**emember electricity can kill or cause severe burns. Treat it with care.

## **COMPRESSED AIR**

**O**nly use compressed air when your supervisor tells you to.

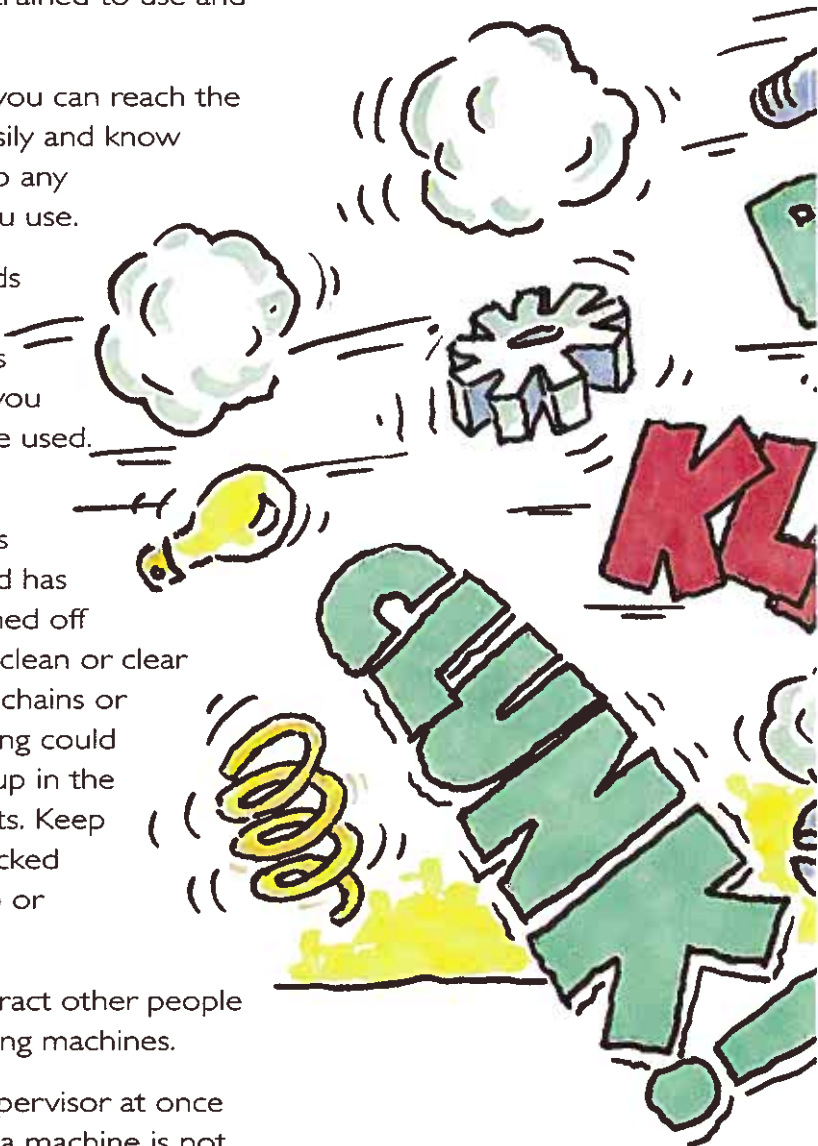
Do not use it for cleaning machines, benches or clothing.

**M**ake sure you understand your supervisor's instruction before using any electrical equipment. If you don't understand, ask your supervisor to show you again.

**A**lways switch off before connecting or disconnecting any electrical appliance.

## MACHINERY

- Operate only machines you have been trained to use and told to use.
- Make sure you can reach the controls easily and know how to stop any machine you use.
- Safety guards are fitted to machines to protect you and must be used.
- Wait until a machine has stopped and has been switched off before you clean or clear it. Dangling chains or loose clothing could get caught up in the moving parts. Keep long hair tucked under a cap or tied back.
- Do not distract other people who are using machines.
- Tell your supervisor at once if you think a machine is not working properly.





## HARMFUL SUBSTANCES

Learn to recognise the hazard warning signs or labels which tell you about the type of danger. They should tell you if a substance is poisonous, easily set on fire, or can cause burns.

Follow all instructions given on the container or by your supervisor.

Before you use a substance, find out what to do if it spills onto your skin or clothes. If you are splashed with a chemical, wash it off at once in the way you have been shown.

Then report to your supervisor or whoever is responsible for first aid.

Overalls or protective clothing that get soaked or badly stained by harmful substances must not be taken home from work.

Do not put liquids and substances into unlabelled bottles or wrongly labelled bottles and containers such as lemonade bottles or empty tins. This can be dangerous to everyone you work with.





## **FIRE**

Take care when handling petrol or other flammable substances. Keep them away from naked flames or sparks. Do not smoke.

Do not throw rubbish or cigarette ends and matches in corners, or under benches.

Obey "No Smoking" rules.



## FIRST AID

You will be shown the first aid arrangements for your workplace.

REPORT any injury, however slight, to your supervisor:

At work, you may meet an inspector from a Health and Safety Inspectorate or from a local authority. He or she is paid to check on working conditions and to use the Health and Safety at Work (Northern Ireland) Order 1978 to get dangerous things put right.





*Remember the old saying,  
Better safe than sorry!*

*So mind how  
you go!*



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