
HOW TO USE THIS BOOK

Scope

Health and safety in the workplace embraces a vast subject area. It is the intention of this book to address the issues which are common to most places of work in a comprehensive but essentially practical step-by-step approach. Additional material will be added as it becomes relevant for inclusion.

The more unusual subjects relating to specialist industries are not covered in this book. The particular requirements relating to safety in, for example, the construction industry or in the transport of dangerous substances would require a specialist publication.

Structure

Jordans Health and Safety Management is divided into 3 parts.

Part 1 covers law and practice

Part 2 covers individual topics

Part 3 covers reference materials

The parts are identified by black divider cards. Each part is divided into chapters. The chapters are identified by green divider cards. These assist the reader rapidly to find the main subject areas while extensive cross-referencing and the comprehensive index provide further detailed access to the material.

The chapters in part 1 deal with general issues, such as law and policy, which pervade health and safety management. The chapters in part 2 deal with individual topics such as accidents, electricity, fire etc. New topics will be added to this part as developments demand. Part 3 brings together a range of useful reference materials which would not otherwise be found in one place.

Format

A distinctive feature of this book is its practical approach and layout. Unlike other theoretical or legal textbooks which are primarily used as reference sources, this book sets out to offer much more. As its main objective is to assist with the day-to-day management of health and safety in the workplace, it has been designed with the user foremost in mind. Each chapter is set out in a similar format, giving the user detailed and practical guidance on how to manage the subject step-by-step. In a clear and easily accessible style, it provides:

- an 'At a Glance Summary' of each subject
- a brief overview of the main legislative requirements relating to the subject
- Action Summaries
- practical step-by-step advice on how to manage all the health and safety issues in the workplace
- a comprehensive range of Control Sheets which take the user through the necessary steps to achieve and record compliance
- extensive references for specialist materials

At a Glance Summaries

Each chapter begins with an At a Glance Summary which provides a brief overview of the subject for the non-specialist safety professional. The information contained within the summaries is sufficient to enable the reader to understand the scope of the subject and their own general responsibilities. It is recommended that the summaries are studied first as this will allow readers to identify quickly the areas which require immediate action.

Legislative requirements

Following the summary is an overview of the legislative requirements, where applicable, relevant to the subject. The legislation is then clearly explained in relation to the practice so that the reader can quickly grasp both the principles and the detail.

Action Summaries

Each section within the chapters is preceded by an Action Summary. These serve three purposes:

- they provide a brief list for quick reference of the action to be taken
- they can be used to provide the basis of a health and safety policy statement
- they can be used for action planning

If, after reading the Action Summary, more information is needed, the reader can refer to the text for more detail.

Control Sheets

Towards the end of each chapter are the Control Sheets. The purpose of these is:

- to take the user through a set procedure to ensure compliance with the legal requirements
- to provide a guide to the user to carry out a particular activity such as training
- to assist in the introduction of management control systems
- to ensure that appropriate records are kept
- to provide evidence that a particular task has been completed

Not all of the Control Sheets will be relevant to all workplaces. Consideration should therefore be given to determining which Control Sheets are relevant. When needed, each Control Sheet should first be photocopied before filling it in thus ensuring that 'blank' master copies are always retained in your binder for future use. Once completed, the working copies should be filed for easy reference and will allow any auditor, insurance company or health and safety inspector to verify the efforts being taken to secure compliance.

Reference Section

As already mentioned, occupational health and safety is a vast subject. In compiling this book, in order to maintain a practical and user-friendly approach, it has been important to consider both what is included and what is excluded. Where detailed specialist information may be required on a particular subject, we have included in a reference section at the end of a chapter a list of useful further source materials including:

- HSE Publications (priced and free)
- appropriate British Standards
- useful addresses and contacts

Tables and Diagrams

Throughout the text there are tables, flowcharts and diagrams to help to illustrate and clarify the text.

Cross-references

The book is extensively cross-referenced using paragraph numbers to direct the user to other related material within the book.

Factfinder

Part 3 of the book is the Factfinder. This is a comprehensive general reference section providing essential information for the safety manager including:

- sources of further information
- contact addresses for enforcement agencies
- contact addresses for industrial tribunals
- training organisations
- professional bodies and institutions
- companies specialising in plant and equipment inspection

In addition, this section contains year planners for scheduling tasks and actions.

This section should be consulted in conjunction with the reference sections at the end of the chapters as appropriate.

Factfile

A Factfile section is provided with this book and will address any areas of specific concern which do not require a section of their own. This will allow the user to be supplied with the new information quickly.

