When managing your business, do you:

- Notify the Department of Labour as required by the Occupational Health and Safety Act?
- Give enough time to plan, organise and control your work?
- Observe what actually happens and act on dangerous practices?
- Have someone to turn to if you need health and safety advice?
- Allow workers the freedom to report unsafe activities or conditions and address these reports?

Report accidents

If someone you employ, or who is working on your site, has an accident, make sure that you:

- Notify your nearest Labour Centre immediately if the accident is fatal or involves a major injury, such as a fracture, amputation or loss of sight

Treatment for an injured knee.
 ● Report any work related accident which results in more than 14 days off work
 ● Report if a member of the public is killed or sent to hospital as a result of an accident on your site or related to your worksite activities.

**Employ**

When you employ or control people doing work for you, do you make sure that:

 ● They are trained and competent to do the job safely and without putting their health at risk?
 ● They are properly supervised and given clear instructions and know what is required of them?
 ● They have access to washing and toilet facilities?
 ● They have the right tools, equipment, plant and protective clothing?
 ● You discuss health and safety issues with them and or their representatives?

**Subcontract**

When you subcontract work to others, do you:

 ● Periodically check the health and safety performances of the people you plan to use?
 ● Give them the health and safety information they need for the work and ensure that they are competent before they start with the work?
 ● Discuss the work with them before they start?
 ● Make sure that you have provided everything you agreed to (e.g. safe scaffolds, the right plant, access to welfare, etc)?
 ● Check their performance and remedy shortcomings?

**Access on site**

 ● Can everyone get to their place of work safely – and work there safely?
 ● Are access routes in a good condition and clearly signposted?
 ● Are edges from which people could fall provided with sufficient guard rails or other suitable edge protection?
 ● Are holes covered, guarded, fenced and clearly marked to prevent falls?
G Is the site tidy and are materials stored safely?
G Is lighting adequate?

**Welfare**

- Are toilets readily available and are they kept clean and properly lit?
- Are there washbasins, running water, soap and disposable towels?
- Is there a space to change, dry and store clothing?
- Is drinking water and cups provided?
- Is there a facility where workers can sit and prepare hot drinks etc.?
- Can everyone who needs to use the welfare facilities access it easily and safely?

**Scaffolds**

- Are scaffolds erected, altered and dismantled by competent people?
- Are all uprights provided with base plates (and, where necessary, timber sole plates)?
- Are all uprights, ledgers, braces and struts in position?
- Is the scaffold secured to the building or structure in enough places to prevent collapse?
- Are there sufficient guard rails and toe boards, or other suitable protection, at every edge to prevent falling?
- Are additional brick guards provided to prevent materials falling from scaffolds?

Problem: This scaffold was not attached to the wall and as a loose standing platform endangered the lives of workers.