

Health and Safety Executive		Operational Circular	
Field Operations Directorate		OC 31/9	
Review Date	29/06/2015	Open Government Status	Fully Open
Version No & Date	3: 29/06/2005	Author Unit/Section	FOD SIU

Target Audience:
All FOD Staff

ACTION FROM 2 APRIL 2001

HSE PRICED PUBLICATIONS: INITIAL DISTRIBUTION AND ORDERING OF ADDITIONAL COPIES FROM HSE BOOKS BY FOD OFFICES

This OC, which cancels and replaces OC 31/2 (Rev), covers the initial distribution of HSE priced publications and explains the new procedure to follow, and the circumstances in which priced publications can be ordered from HSE Books.

INTRODUCTION

1 This OC describes how HSE priced publications are distributed within FOD; under which circumstances they may be given to persons outside HSE; when orders may be placed with HSE Books; and how that should be done.

INITIAL DISTRIBUTION

2 An initial distribution of HSE's publications is co-ordinated by OSU via contacts in each office. The scale of distribution will vary with the subject matter.

ISSUE OF PRICED PUBLICATIONS TO PERSONS OUTSIDE HSE

3 Copies of priced publications may be issued to persons outside HSE under the following circumstances:

- 1) exceptionally, where a member of the field force considers it essential for operational enforcement reasons to have the ability to hand out a free copy; or
- 2) where the issue of a free copy directly assists the commission or executive, eg through IACs, or trade associations; or
- 3) in response to a written request from a foreign government; or
- 4) requests for publications for doctors appointed by EMAS.

These arrangements do not apply to electronic products.

THE CIRCUMSTANCES IN WHICH ORDERS MAY BE PLACED WITH HSE BOOKS

4 Orders for priced publications may be placed with HSE Books when:

- 1) a publication is needed for the personal use of an HSE official and the alternative of shared or pooled copies is not a viable option; or
- 2) meeting the needs of persons from outside HSE (described in para 3); or
- 3) replacing deficiencies in subject files or stocks.

5 Print runs of research publications in the *Contract Research Report* and other series are normally very low to reflect the level of public interest. For this reason, initial FOU distributions within HSE are very restricted. Post-publication requests from FOD staff will **not** be processed by HSE Books. The main Information Centre in Magdalen House Bootle hold stocks of research titles which can be borrowed for periods of up to 3 weeks.

6 Before orders are placed with HSE Books, offices should first check with other offices in their Division to see if spares are available. If this fails to produce the required quantities, an additional check should be made with OSU.

ORDERING PROCEDURE

7 From the date of this instruction, orders for priced publications should be in writing and forwarded to HSE Books using Lotus Notes addressed to ann.boon@prolog.uk.com. The HSE Books fax number to be used is 01787 313905. Telephone orders for priced publications will not be processed.

8 Orders should, where possible be collated and forwarded to HSE Books on a weekly basis in order to minimise costs.

9 Orders could take up to 10 working days to process and deliver. HSE Books will not process 'urgent' orders.

10 Orders must include:

- 1) the name and telephone number of the officer sending the order;
- 2) the ISBN and number of copies required of each publication;
- 3) the delivery address; and

4) a 4-digit Code (see [Appendix 1](#) for details) which identifies the ordering organisation. Orders will not be processed if an invalid code has been provided.

11 An order reference of up to 5 alphanumeric digits can be included on an order to help offices to track its progress and receipt. This will be recorded on the document which accompanies a despatch.

12 Senders will be advised via cc:Mail that an order has been successfully sent to HSE Books.

13 All orders will be scrutinised by HSE Books staff before they are processed. Excessively large orders will be referred to CDS for authorisation.

MONITORING POST-PUBLICATION DEMANDS

14 CDS receive monthly reports from HSE Books which summarise, at divisional level, the value (at cover prices) of post-publication demands from HSE staff. This information will be made available to heads of division upon request.

ORDERING HSE FREE LEAFLETS

15 An initial distribution of new free leaflets is made to HSE offices in the same way as priced publications. **See OM 1996/135** for the procedure to follow for ordering additional copies.

CANCELLATION OF INSTRUCTIONS

16 OC 31/2(Rev) - **cancel** and **destroy**.

Date first issued: 27 March 2001
(220/FOD/163/1997)

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APPENDIX 1
(para 10(4))
DIVISIONAL ORDERING CODES

7009	FOD HQ
7045	FOD offices in Wales and West Division
7046	FOD offices in the Home Counties Division
7047	FOD offices in the Midlands Division
7048	FOD offices in Yorkshire and NE Division
7049	FOD offices in North West Division
7050	FOD offices in Scotland Division
7051	FOD offices in London and South East Division
7001	Railways Inspectorate