

Health and Safety Law

What you need to know



An easy read guide

What the words in this leaflet mean

we

means the **Health and Safety Executive** or **HSE** for short



employer

means the person or company you work for



worker

means someone who is paid to work or who works as a volunteer



About the law

This leaflet is about the law on health and safety at work.

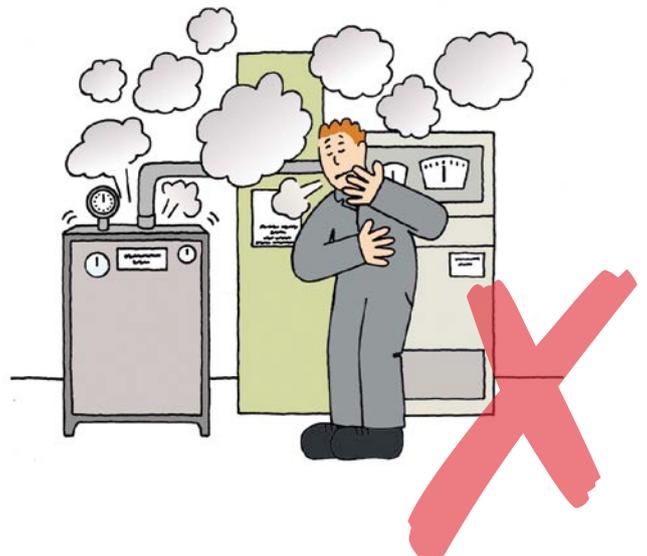


The law is there:

- to stop you getting hurt at work



- to stop you getting ill because of work.



The law says:

- all workers have a right to work in places that are safe



- your employer must keep you safe at work, and



- you must help too.



We call this health and safety.

About this leaflet

This leaflet tells you:

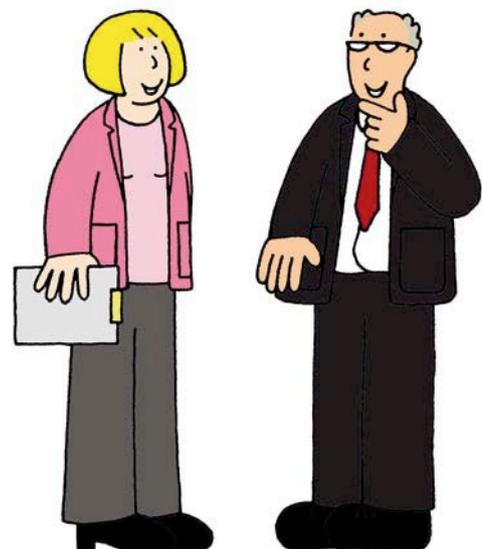
- what your employer must do to keep you safe at work (pages 6 to 8)



- what you must do yourself (page 9)



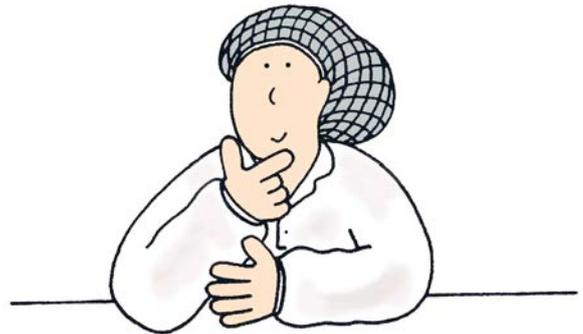
- what to do if there is a problem (page 10).



What your employer must do for you

There are **10** things your **employer** must do to keep you safe at work:

1 Think about what could harm you at work. And do things that will stop anything that might harm you.



2 Tell you in a way you can understand:

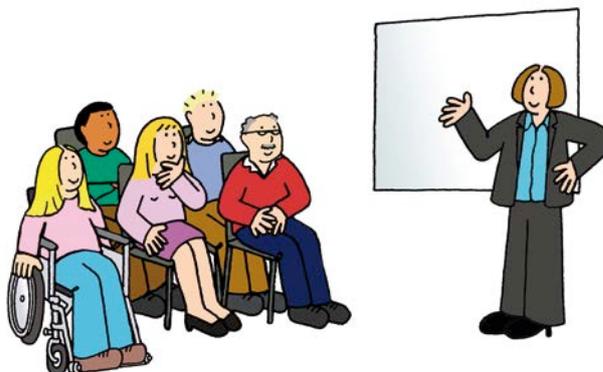
- what they are doing to keep you safe
- who is responsible for keeping you safe.



3 Ask you and your health and safety representative what you think about what is being done to keep everyone safe. (A health and safety representative is the person who talks to your employer about your health and safety.)



- 4 Give you free training so you can do your job safely.



- 5 Give you the right tools and clothes to help keep you safe. They must also make sure the tools and clothes are in good condition.



- 6 Make sure there are toilets, places to wash and drinking water for workers.



- 7 Make sure you get good first-aid if you need it.



8 Tell the Health and Safety Executive's Incident Contact Centre about anyone who is killed or has a major injury because of work. The telephone number is **0345 300 9923**. If anyone else is hurt or gets ill at work, report this on our website: **www.hse.gov.uk/riddor**



9 Have insurance that covers you in case you get hurt or ill because of work. They must keep a copy of the insurance papers where you can see them if you want.



10 Work with other employers or people who work in the same place to make sure everyone who works there is safe.



What you must do

There are **4** things **YOU** must do to keep yourself and other people safe at work:

- 1 **Remember** to do what you have been taught when you use tools and other things at work.



- 2 **Be careful** about your own and other people's health and safety.



- 3 **Do** what your employer says about health and safety.



- 4 **Tell someone** if you think you or others are at risk at work. You should tell your employer, your boss, or the health and safety representative if there are any problems with health and safety at work.



If there is a problem

If you think there is a problem with health and safety at work, it is important that you do something about it.

You could:

- 1 Talk to your employer, your boss, or the health and safety representative.



- 2 Look at our website, which gives more information about health and safety at work.
www.hse.gov.uk



- 3 To find out more about your health and safety rights and what your employer needs to do, go to our workers' rights webpages: www.hse.gov.uk/workers/responsibilities.htm.



Fire safety

To find out more about fire safety at work you can talk to:

- your local Fire and Rescue Service



- the fire officer where you work.



Employment rights

To find out more about your rights at work:

- Visit www.direct.gov.uk



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