

## Lesson 7.4: Workplace Health & Safety

This poster is issued by the Health and Safety Executive (HSE). HSE is the independent body responsible for health and safety policy, and the enforcement of health and safety law in the UK. They check and ensure businesses are compliant with health and safety law through inspections, investigations, and prosecutions.

Employers must display this 'Health and Safety Law' poster in the workplace. The poster explains that all workers have the right to work in a safe environment and provides detail of what you and your employer must do to ensure the workplace is as safe as possible, this information will also be in your company's health and safety policy and procedures. The poster also details what you must do if there is a health and safety problem, where to find further information, details of your health and safety officer and direction to the local enforcing authority for health and safety and the Employment Medical Advisory Service if the health and safety issue cannot be resolved internally

It is important that you understand and follow your company's health and safety policy and work together with your employer to ensure a safe working environment. The following section provides a broad outline of how Health & Safety law, rules and regulations apply to employers and employees.


Please note, elements of workplace Health and safety can be seen across most of the courses that make up the industrial production sewing machinist programme as it is fundamental to the production sewing machinist's role.



**Watch the video tutorial below and refer to appropriate content when working through this lesson.**

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Lesson 7.4 Workplace Health and Safety
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### Your Responsibilities



- tell your employer about any health and safety concerns you have
- contact the Health and Safety Executive if your employer won't listen to your concerns
- take rest breaks during the working day

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## Employers Workplace Health and Safety Responsibilities

Employers have responsibilities for the health and safety of their employees and any visitors to their premises. The

Health and Safety at Work Act 1974 (HSWA) is the primary piece of legislation covering work-related health and safety. In accordance with the HSWA, employers have a 'duty of care' to make sure, as far as possible, the health, safety and welfare of employees is not put at risk. This means that all employers, whatever the size of the business, must:

1. Make the workplace safe and prevent risks to health
2. Provide the right work equipment. Ensure that it can be used properly and is regularly maintained
3. Control exposure to substances that may damage your health

4. Provide protective clothing or equipment free of charge
5. Set up emergency procedures
6. Provide adequate first aid facilities
7. Ensure that plant and machinery is safe to use
8. Ensure safe working practices are set up and followed
9. Ensure all materials and fluids are handled, stored and used safely
10. Carry out risk assessments and identify potential hazards
11. Consult with employees and provide information, instructions, training and supervision as needed
12. Ensure ventilation, temperature, lighting, toilets, washing and rest facilities all meet health, safety and welfare requirements
13. Take precautions against the risks caused by flammable or explosive hazards, electrical equipment, noise and radiation
14. Avoid potentially dangerous work involving manual handling (and if it cannot be avoided, take precautions to reduce the risk of injury)
15. Provide health supervision as needed
16. Ensure that the right warning signs are provided and looked after
17. Report certain accidents, injuries, diseases and dangerous occurrences to the Health and Safety Executive
18. Ensure employees understand risks, how they are controlled and who is responsible
19. Provide the health and safety training required to do the job
20. Have insurance that covers employees in case they get hurt at work or ill through work.
21. Display a hard copy or electronic copy of the current insurance certificate
22. Work with any other employers or contractors that share the workplace or provide employees (such as agency workers), so that everyone's health and safety is protected

## Workplace Health and Safety Responsibilities



As an employee, you have a responsibility by law for your own health and safety and wellbeing and that of your colleagues. You must take reasonable care not to put yourself, fellow employees, and members of the public at risk by what you do, or not do in the workplace.

First and foremost, you must co-operate with your employer on all things health and safety. Remember that the health and safety rules are about stopping you and your colleagues getting hurt at work or ill through work. Your employer is responsible for health and safety management but your responsibilities as an employee are just as important, these are listed below:

1. Get the right training for the job you are doing and follow instructions when using any tools and equipment your employer has given you.
2. Understand and follow the company's health and safety policies
3. Wear/use personal protective and safety equipment
4. Take rest breaks during the working day
5. Behave sensibly at work and around equipment
6. Do not interfere with or misuse anything that has been provided for your health, safety, or welfare
7. Report any injuries, strains, or illnesses you suffer as a result of doing your job. Your employer may need to change the way you work
8. Tell your employer if something happens that might affect your ability to work, like suffering an injury – because your employer has a legal responsibility for your health and safety. They may need to suspend you while they find a solution
9. Tell your employer if you take medication that makes you drowsy
10. Ensure risks to your health and safety properly controlled
11. Stop work and leave your work area if you have reasonable concerns about your safety

12. Tell your employer about any health and safety concerns you have regarding inadequate precautions that may be putting anyone's health and safety at risk. Contact the Health and Safety Executive if your employer won't listen to your concerns.

## Knowledge Challenge 7.4

1. Your employer is responsible for managing health and safety in the workplace, but who enforces the law when it comes to UK workplace health and safety
  - The police
  - The Health and Safety Law Executive
  - The local authorities
  - The fire services
  
2. Where can you find information on what you, and your employer must do to ensure the workplace is as safe as possible. Select two from options below:
  - Work specifications and quality standard's
  - The health and safety law poster
  - Your company newsletter
  - Company policies and procedures
  
3. Employers have responsibilities for the health and safety of their employees and must follow government legislation. The primary piece of legislation covering work-related health and safety is...
  - Workplace (health and welfare) regulations 1992
  - The Health and Safety at Work Act 1974 (HSAWA)
  - Manual Handling Operations regulations 1992
  - Personal Protective Equipment at Work Regulations 1992

4. Employers have a 'duty of care' to make sure employees are not put at risk. Out of the six listed actions below, highlight three that the employer needs to do.

- Provide protective clothing or equipment
- Provide transport to and from work
- Provide gym memberships for employees
- Set up emergency procedures
- Report certain accidents, injuries, diseases and dangerous occurrences
- Provide medication for employee who fall ill

5. Health and safety rules are about stopping you and your colleagues getting hurt at work. Your responsibilities as an employee are just as important as your employers' responsibilities. Out of the six responsibilities listed below highlight three that are **your** responsibility as an employee.

- Follow the company's health and safety policies
- Provide adequate first aid facilities
- Ensure that the right warning signs are in place
- Wear/use personal protective and safety equipment
- Ensure risks to your health and safety properly controlled
- Health and safety training



## Working in a safe production environment

Employers will put general rules in place to ensure legislation is met, and the staff are working safely. These may vary for company to company, see the most common listed below:



### Personal attire and behaviour

- Do not wear jewellery, ties, or scarfs etc. when operating machinery
- When operating machine, wear flat shoes and close- fitting clothing
- If your hair is long, tie it back
- Do not eat, drink, or smoke in the work area
- Never throw or manhandle tools or equipment
- If in doubt, ask a supervisor/ instructor/ manager
- Pass scissors/ snips to another person with the handles toward the person.



### Posture

- Always practice proper posture to reduce fatigue
- Adjust the chair height so feet rest flat on the floor.
- Sit properly on the chair and do not tilt the chair while operating the machine.



### Emergency Procedures

- Report any injuries or accidents immediately
- Keep aisles and fire escapes clear
- If your eyes or skin should come into contact with work fluids, immediately wash the areas and consult a medical doctor.
- Know the fire, accident, and evacuation procedure

## Working safely on an industrial sewing machine

When using industrial sewing machines, there are very specific health and safety rules that must be followed:



- Only use the machines you have been trained to operate.
- Ensure all guards are in place.
- Ensure the machine and work area is clean and set up correctly.
- Ensure the needle is properly set and the spool/spool case is correctly positioned.
- Report tool and equipment breakage/ breakdown to the appropriate person.
- Wipe/clean any spillage immediately.
- Only make machine adjustments that you have been trained to perform.
- Use both hands to raise and lower the machine head.
- Ensure machine is off and feet are off the treadle when setting or threading the needle.
- Turn the motor off when you are not stitching.
- Turn the motor off before cleaning, oiling, or adjusting the machine.
- Turn the motor off in case of an emergency or when in doubt.
- Do not use your hand to stop and start the hand wheel.
- Before operating the machine, close the slide bed cover.

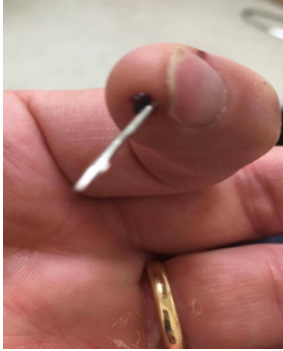




- When operating the machine, keep attention on your work and hand position.
- Know the location of the main power emergency stop button.
- Do not remove any safety devices from the machines.
- Ensure all waste is disposed of properly.
- Turn the motor off in case of an emergency or when in doubt. Do not use your hand to stop and start the hand wheel.
- Before operating the machine, close the slide bed cover.
- When operating the machine, keep attention on your work and hand position.
- Know the location of the main power emergency stop button.
- Do not remove any safety devices from the machines.
- Ensure all waste is disposed of properly.

**You will find more detail on specific workplace safety when using a industrial sewing machine within Course 2, Industrial Sewing Machines and Course 3 Industrial Sewing**

## Key hazards when production sewing



The most common type of injury suffered by sewing machinists is needle penetration of fingers and thumbs. Lots of experienced sewing machinists will work without their needle guard in place claiming that it slows them down or makes the job awkward, if you are ever advised to do this, ignore the advice and remember the following statistics.

- Out 131 cases where machinist suffered injuries from needles
- 95 fingers where penetrated
- 19 people suffered serious eye damage
- 11 people injured their thumbs
- 6 people suffered other injuries such as cuts to hands, arms and toes!

These kinds of accidents can be prevented by following sensible guideline:

- Always use a needle guard and never be persuaded to remove the guard
- Make sure the needle is right for the job. Too thick a needle could damage the fabric, too fine a needle could shatter.
- Ensure the needle is correctly fitted and mounted securely so that it does not fly out when the machine is in operation
- Keep fingers away from the stitching area, especially if working on a fixed cycle machine
- Use eye protection to prevent injury from needles flying out or shattering
- Allow power to run out before changing the needle and make sure your feet are off the treadle

**For more information on needle safety see Course 2 Lesson 2.11**

## The Control of Substances Hazardous to Health



The Control of Substances Hazardous to Health Regulations 2002 (COSHH) law was introduced to protect employees exposed to chemicals or hazardous materials at work. In the role as production sewing machinist risk is minimal but COSHH regulations and guidance is still apply as you may come into contact with sewing machine oil, spray

contact with starch or fabric/spot cleaning fluid. The law requires employers to take eight steps to prevent ill health if their workers have been exposed to dangerous substances during business activities. The eight steps outlined in the COSHH regulations are:

1. Assess the risks
2. Decide what precautions are needed
3. Prevent or adequately control exposure
4. Ensure that control measures are used and maintained
5. Monitor the exposure
6. Carry out appropriate health surveillance
7. Prepare plans and procedures to deal with accidents, incidents, and emergencies
8. Ensure employees are properly informed, trained and supervised

To apply this to a typical production sewing machinist job, it means when oiling a machine or spot cleaning a stain ensure you:

- Use controlled measures
- Wear rubber gloves
- Have a cloth to hand for spillages
- Oil small areas at a time
- Ensure you close and secure the substance container properly Put away/store the substance in a designated area

To see more on COSHH regulations go to:

<http://www.hse.gov.uk/coshh/index.htm>

Please note compressed air does not come under the COSHH regulations. The HSE Compressed air safety book highlights the risks of cleaning with compressed air although **there are no specific UK regulations preventing this activity** – it is covered under the jurisdiction of the Health and Safety at Work Act 1974.

## Knowledge Challenge 7.5

1. When working in an industrial sewing environment you must ensure you are dressed safely. Highlight three specific health and safety rules about how to dress at when working as a production machinist.

- Wear open toe sandals
- Do not wear long scarfs
- Wear flat closed shoes
- Wear loose baggy clothing
- Keep jewellery minimal

2. When using industrial sewing machines, there are twenty very specific health and safety rules that must be followed. Here is a list of five, fill in the missing words.

- Only use the machines you have been t\_\_\_\_\_ to operate
- Ensure the n\_\_\_\_\_ is set in tightly and is not loose
- Ensure the needle g \_\_\_\_\_ is in place
- Ensure the machine is \_\_\_\_ when threading the needle.
- Do not remove any s\_\_\_\_\_ devices from the machines.

3. Many sewing machinists have been injured by needle penetration of fingers and thumbs. How can needle accidents can be prevented.

- Always ensure the needle area is well lite, the machine is one when changing the needle and keep your feet on thee peddle
- Never work without a needle guard, keep fingers away from the needle, Ensure the machine is off when threading or changing the needle.
- Remove the needle guard, work with fingers close to the needle, ensure the machine is on when threading or changing the needle.

3. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) regulation are to protect employees exposed to chemicals or hazardous materials at work. What substances may you come into contact with as production sewing machinist where these regulations apply? Select two form the list below.

- Machine Oil
- Spray starch
- Whitening agents
- Fabric/spot cleaning fluid
- Bleach
- Disinfectant



**GROUNDWORK:** Completing this groundwork is an option, it will help you to better understand your role, your company, and internal processes and procedures. For those undertaking an apprenticeship these activities will help you gather information relevant to the End Point Assessment.

**Note:** For those learners, who are independent and not yet working as an employed production sewing machinist, alternative recommendations are included.

Check out your companies Health and Safety policies, procedures, and guidelines; if you don't already have then ask for copies and put them in your hard file or ask for digital copies for your electric file. Make sure you understand what the health and safety policies and procedures mean to you and how they influence your working day, and don't be afraid to ask your supervisor or manager about anything you don't understand.

For those learners, who are independent and not yet working as an employed production sewing machinist, check out the health and safety 'working from home' guidance via the first link below or see the HSE Health and safety guidance for the textiles industries via the second link provided.

<https://www.acas.org.uk/health-safety-and-wellbeing-when-working-from-home> <https://www.hse.gov.uk/textiles/index.htm>

## Emergency Procedures



As an employee you must know what to do in the event of an emergency such as an accident or a fire. Emergency Procedures detail the specific actions you need to follow. You must know these procedures and understand the importance of following them. Each company will have their own set of emergency procedures, this section details the general areas which emergency procedures typically cover.





## Fire in the workplace

Employers responsible for a workplace building, must do all they can to reduce the risk of fire and have a legal duty to carry out a Fire Risk Assessment. This means the premises must be assessed from a fire prevention perspective. It is about understanding potential risks, then

improving fire safety precautions to keep people safe. A Fire Risk Assessment is a legal requirement and to comply with law, employers need to make sure a suitably competent person completes the assessment, identifies fire risks, and hazards and ensures the appropriate action is taken. If there is a fire and the business has not met their legal duty to keep people safe, they could be fined and may even spend time in prison. Fire assessments are conducted in six key steps:

- Identify the fire hazards.
- Identify people at risk.
- Evaluate, remove, or reduce the risks.
- Record your findings
- Prepare an emergency plan and provide staff training. Review and update the fire risk assessment regularly.

Fire Assessments are checked and monitored by the local fire brigade under the fire safety law, including the Regulatory Reform (Fire safety) Order 2005 – often known as the ‘Fire Safety Order’ Following the Fire Risk Assessment Employers must:

- Tell staff about any risks identified
- Put in place, and maintain, appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training

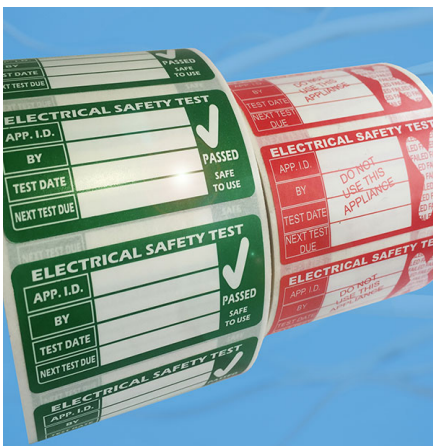
## Fire Prevention

Your responsibility as an employee is to ensure minimum risk of fire. This means good housekeeping, such as keeping your work area clear and tidy, ensuring that materials that could burn are kept away from sources of ignition and following company smoking rules, particular care needs to be taken with:

- Waste material
- Electrical equipment (report faults)
- Areas of fusing and pressing where high temperatures are generated
- Flammable substances such as machine oil which could ignite easily

It is important, that (despite fire prevention activities) that you are prepared for fire by undertaking awareness training, taking part in fire drills, making sure you know the escape routes, keeping them clear, and knowing the location of firefighting equipment and the sound of the alarm. You may also get the opportunity to become a Fire Marshal (or Fire Warden). To be eligible for the Fire Marshal Certificate, you need to be over 16 years old and have completed the half-day Fire Marshal Training. The role of the fire marshal is, first and foremost, to prevent fires at the workplace. Their duties may include:

- Assessing fire risks.
- Spotting and reporting hazards.
- Taking appropriate action in the event of a fire. Administering first aid.
- Fighting fire where necessary.
- Ensuring a safe, efficient evacuation.



## PAT Testing










Electrical equipment must be regularly maintained, must be portable appliance tested (PAT Test). A PAT test is a routine inspection of electrical appliance to check they are safe to use. Its purpose is to prevent electrical accidents in the workplace. At the end of the test, the appliance should be marked as

'passed' or 'failed' this needs to be a recorded and a sticker (see image) applied to the item.

PAT testing is not a legal requirement. However, current UK legislation states that businesses must maintain electrical equipment in a safe condition. Employers also have a legal responsibility to ensure the safety of employees and the public so PAT testing is used to meet these obligations. A full PAT test should include both a visual inspection and a more in-depth check using specialist PAT testing equipment. There are seven categories of appliances which should be considered for PAT testing or, at least, visual inspections including fixed appliances, stationary appliances IT appliances, moveable appliances, portable appliances, cables and chargers, handheld appliances

## Firefighting equipment

Every workplace needs at least one fire extinguisher, and they may also

FIRE EXTINGUISHER TYPES AND USES				
FIRE RISK TYPE ↓	 WATER	 FOAM	 CO <sub>2</sub>	 POWDER
 <b>A</b> PAPER, WOOD, TEXTILE	✓ YES	✓ NOT VERY EFFECTIVE	✓ NOT VERY EFFECTIVE	✓ NOT VERY EFFECTIVE
 <b>B</b> FLAMMABLE LIQUIDS	✗ NO	✓ YES	✓ YES	✓ YES
 <b>C</b> FLAMMABLE GASES	✗ NO	✗ NO	✓ YES	✓ YES
 <b>ELECTRICAL HAZARD</b>	✗ NO	✗ NO	✓ YES	✓ YES
 <b>VEHICLE PROTECTION</b>	✗ NO	✓ YES	✗ NO	✓ YES

provide fire blankets, fire buckets, water hoses or hydrants. The amount and type of fire equipment will depend on the size and the kind of fire risks related to the workplace. There are different types of fire extinguishers for different types of fires, and they are colour coded as in the table below.

Anyone can use a fire extinguisher as a firefighting appliance, for instance when evacuating a building and the exit route is blocked by fire or to subdue, control or even extinguish a fire to exit the building. This table demonstrates the four most common fire extinguishers used and what they are used for.

## Evacuation Procedures



Your company will have its own evacuation procedures which you must follow in the event of a fire. You will be expected to take part in Fire Drills, and you will need to know where the fire assembly points are. Fire assembly points are usually well signed areas where staff and visitors need to gather in the event of a fire. This is to ensure everyone is in a designated safe area. On hearing the fire alarm, you will be expected to:

- Stop work and switch your machine off
- Leave the building quickly via the nearest escape route
- Make your way to the fire assembly point
- Do not stop to collect belongings
- Close fire doors to prevent the spread of the fire
- Use alternative escape routes if your nearest is blocked
- Congregate at the nearest fire meeting point
- Stay at the Fire assembly point until your name is called
- Do not go back into the building until the 'all clear' is communicated
- Once at a fire assembly point a roll call will take place and any missing persons are identified and reported.

## Knowledge Challenge 7.6

1. Employers have a legal duty to carry out fire risk assessments. This means the premises must be assessed from a fire prevention perspective. There are six key steps to a risk assessment, fill in the missing three

- Identify the fire hazards
- Evaluate, remove, or reduce the risks
- Review and update the fire risk assessment regularly
- -
- -
- -

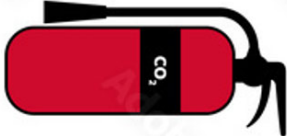


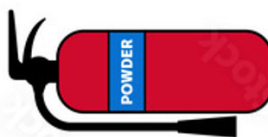
2. The local fire brigade will check and monitor fire assessments, but what law is the fire assessment checked against?

- Workplace (health and welfare) regulations 1992
- The Health and Safety at Work Act 1974 (HSAWA)
- Manual Handling Operations regulations 1992
- The Regulatory Reform (Fire safety) Order 2005

3. It is your responsibility as an employee to reduce fire risk. List two things you can do that will reduce the risk of a fire starting.

1.
2.

4. Some employees undertake training to become Fire Marshals (or Fire Wardens). Fire Marshals may have up to six duties. Here are three, complete the list of six...
- Assessing fire risks.
  - Taking appropriate action in the event of a fire.
  - Administering first aid.
  - -
  - -
  - -
5. Fire extinguishers are a key tool needed to fight fires, but there are different extinguishers for different types of fire, match the extinguisher to just one of fire types below:

Fire type	Extinguishers
<ul style="list-style-type: none"> <li>Flammable Liquids</li> </ul>	
<ul style="list-style-type: none"> <li>Vehicle fires</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical fires</li> </ul>	
<ul style="list-style-type: none"> <li>Flammable Gases</li> </ul>	



6. Evacuation procedures must be followed in the event of a fire, on hearing the fire alarm. What do you have to do? Fill in the missing words:

- Stop w\_\_\_\_\_ and switch your m\_\_\_\_\_ off
- Leave the b\_\_\_\_\_ quickly via the nearest escape route
- Make your way to the f\_\_\_\_ a\_\_\_\_\_ point
- Do not stop to collect b\_\_\_\_\_
- Close f\_\_\_\_ d\_\_\_\_\_ to prevent the spread of the fire
- Use alternative e\_\_\_\_\_ r\_\_\_\_\_ if your nearest is blocked
- Congregate at the nearest fire a\_\_\_\_\_ p\_\_\_\_\_
- Stay at the fire assembly point until your n\_\_\_\_ is called
- Do not go back into the building until the “a\_\_ c\_\_\_\_\_” is communicated



## Accidents at work

Your employer has a duty to protect you and inform you about health and safety risks that affect you in the workplace.

You have a duty to help prevent accidents in the workplace by ensuring that you take safety precautions and follow procedures. There are things you can do to ensure a safer workplace such as:

- **Use tools, equipment, and machinery properly**

Proper use of tools and machinery can prevent injuries. Only operate machines you are trained or certified to use and ensure that they are cleaned

and maintained regularly. You should always use machines and equipment for their intended purposes.

- **Report unsafe conditions**

Report any unsafe conditions or workplace hazards as soon as you notice them. If it is dangerous for you to remove the risk or notify a supervisor right away.

- **Wear all necessary protective personal equipment (PPE)**

Always wear and use the necessary protective wear or safety equipment. The proper safety gear in your workplace could industrial workwear or something as simple as nonslip shoes. Be sure to always wear a breathing mask if your space has debris or dust, or if you must deal with toxic or dangerous chemicals or fumes

- **Keep your workspace clear from clutter**

Having a clean workspace will positively impact your job satisfaction and keep you and your co-workers free from danger. You could trip and fall over scattered objects and they could hide another hazard you cannot see

- **Stay hydrated**

Drink enough water to remain alert and avoid dehydration. Even in the winter, it is essential to stay hydrated with water and warm liquids to prevent light-headedness and lack of focus.

- **Take regular breaks**

Taking regular breaks allows your body an opportunity to rest from the tasks you are doing. When you return, you will be more focused and have a higher level of concentration

- **Never take shortcuts**

Procedures exist to keep workers safe. Though skipping a step or not wearing safety gear may save you time, it isn't worth getting injured over. Use every tool and machine according to the instructions

- **Keep aware of new safety procedures**

Though it is the responsibility of the company to make staff aware of new safety procedures, it is your responsibility to make sure that you fully understand the information. If you're unsure about a new procedure, ask questions.

- **Practice good posture when sitting**

Use ergonomic approved positions when working, sitting, this means: Keeping your back, neck, and head straight and upright, with your shoulders up and back. Your feet should stay flat on the ground or pedal, with your knees ideally positioned at the same level as your hips or a little higher. Poor posture can cause strain on your back, neck and shoulders, which can lead to serious injury.

Despite how hard you, and your employer work to prevent accidents, they still happen and apart from personal injury and pain they cause disruption in the workplace, lost production time and medical costs. Further to preventative measures there are three important regulations in place. These regulations are developed and policed by the Health and Safety Executive and are designed to help prevent or deal with a workplace accident, these are:

## Health and safety (first aid) Regulation 1981



Health and safety (first aid) Regulations state that there must be first aid provision for employees, with trained first aiders and facilities such as first boxes

### Reporting of injuries, diseases and dangerous occurrences Regulation 1995 (RIDDOR)

Under these regulations your employer must report to the Health and Safety Executive:

- All fatal and serious accidents immediately
- All accidents that cause the injured person to take three or more days off work
- Any dangerous occurrences i.e., a wall/structure collapse



### Accident book

An accident book must be used to record details of any accidents that occur. This is a requirement of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

## Accidents in the workplace

Companies that employ ten employees or more must keep an accident book and record details of accidents that have occurred for three reasons:

- For recording all reported accidents
- For individual claims /social security purposes
- For analysing and assessing trends and avoiding future accidents

An analysis of several accident books from across the stitching industry tells us the most frequent types of accidents, the most common types of injury and how the injuries are caused. See the table below:

THE ACCIDENT	THE CAUSE
Needle through finger (when stitching)	Missing needle guard
Cutting Accidents (in the cutting room)	Missing or incorrectly fitted blade guard Touching the blade before stopping Machine not cleaned or checked properly Chain mail glove not worn Operator distracted
Slips, trips and falls (across all department)	Untidy and /or dirty workplace Obstructions Lack of warning signs Slippery floors due to rain or spills
Back injuries	Poor workstation lay out causing stretching or strain Poor posture Incorrect chair Poor lifting techniques Limited space Uneven or unstable floors Loads too heavy, bulky or difficult to grasp



## Dealing with a colleague's accident

You need to know how to deal with an accident in the workplace. If you witness a colleague's accident, you must primarily alert a supervisor or manager and get help. However, if there are no supervisors or managers around and you are not a trained first aider you

should not attempt to perform first aid as you could make the injury or condition worse. For example, moving someone into the recovery position could make a neck or spinal injury worse.

### If you HAVE NOT received first aid training, in an emergency you should:

- Remain calm and send for help by shouting, phoning, or finding someone (In a medical emergency dial 999)
- If necessary, shut down any machinery or equipment.

- Observe the individual, listen to what they are saying, try to find out what has happened and reassure them.
- Do not move anything unless it is necessary for safety
- Stay with the injured or sick individual until help arrives, observing and noting any changes in condition, as you will need to tell relevant medical staff or others what you have seen
- Do as little as you need to do to keep the casualty stable and alive until qualified help arrives
- Notice and remember details like what time it was and who was present.
- Report the incident as soon as possible to a manager, supervisor, or HR department.
- Complete a full written report in the company's accident book

If you were present at the scene, you are a witness and will probably be asked about what you saw before, during and after the accident. Also ensure all the information is recorded in the accident book.

## First Aiders /Appointed person



A first-aider is someone who has undertaken training appropriate to the workplace and an appointed person is someone who has been nominated to take charge of first aid arrangements. They may be different people or one person. They will be responsible for looking after and maintaining the first aid kit, ensuring the accident book is filled in after an accident or calling an ambulance in an emergency.

Employers carry out a first aid needs assessment to decide the appropriate level to which first-aiders should be trained, there are two levels:

Emergency first aid at work (EFAW) training enables a first aider give emergency first aid to someone who is injured or becomes ill while at work. First aid at work training includes the EFAW syllabus and equips the first aider to apply first aid to a range of specific injuries and illness.



First-aiders undertake annual refresher training to keep up to date. Certificates for the purposes of first aid at work last for three years. Before their certificates expire, first-aiders will need to undertake a qualification course as appropriate, to obtain another three-year certificate. Once certificates have expired the first aider is no longer considered to be competent to act as a workplace first aider.

For more information on how to become a first aider follow the link below:

[https://www.sja.org.uk/courses/workplace-first-aid/hse-first-aid-at-work/book-faw/?gclid=CjwKCAjw2OiaBhBSEiwAh2ZSP3W5pa40Btr0MLwy\\_SehDa-5GEA4OhBSg-XC8LyMpQCIGksMOJxTFRoC4AcQAvD\\_BwE&gclsrc=aw.ds](https://www.sja.org.uk/courses/workplace-first-aid/hse-first-aid-at-work/book-faw/?gclid=CjwKCAjw2OiaBhBSEiwAh2ZSP3W5pa40Btr0MLwy_SehDa-5GEA4OhBSg-XC8LyMpQCIGksMOJxTFRoC4AcQAvD_BwE&gclsrc=aw.ds)

## Dealing with your own accident

If **you** have an accident, you need to alert colleagues as soon as possible and receive medical help. On recovery you will need to give specific details to your employer, and ensure the information is recorded in the accident book including:

- The date and time of the accident
- The place where the accident occurred
- The cause of the accident
- The type of injury you have
- Your name, address, and occupation
- The name, address and occupation of the person giving the details if it is not you

## Dealing with a 'near-miss' accident

For every accident that happens there are usually several near miss incidents. These are occasions when accidents nearly happen, or injury nearly resulted from a mishap.

These incidents may not seem important because no injury resulted. Because of this people don't always report them. Near-miss accidents should always be reported and record so action can be taken to prevent an accident occurring.

## How employers deal with accidents



Employers treat any accident or risk report very seriously. They will take number of actions to prevent an accident occurring and if one does happen, they and any safety representative will need to:

**Investigate and analysis the accident:** What exactly happened? Are there any obvious causes?

**Record details of the accident:** By law all accidents must be recorded in the accident book

**Report the accident to the Health and Safety Executive:** This must be done immediately if the accident is serious or fatal. Any accident leading to three days absence must be reported within ten days of it occurring.

**Review the accident details and consider improvements and precautions:** the cause of the accident must be assessed, and precautions and improvements put in place to lessen the risk of another accident occurring.

For more information on Health and Safety legislation click the link below:

<http://www.hse.gov.uk/legislation/hswa.htm>



**GROUNDWORK:** Completing this groundwork is an option, it will help you to better understand your role, your company, and internal processes and procedures. For those undertaking an apprenticeship these activities will help you gather information relevant to the End Point Assessment.

**Note:** For those learners, who are independent and not yet working as an employed production sewing machinist, alternative recommendations are included.

The health and safety information within this course refers typical to procedures across the fashion and textiles manufacturing sector. But each company is individual, and though they will all adhere to legislation; things may be done a little differently across the industry and some of the things mentioned in the course may not even be applicable to you or your company. Use the Health and Safety for your Workplace template below to put together information which is personal to your job and your company. This will give you a great reference point should you need to know anything specific about the health and safety rules and practice within your organisation.

For those learners, who are independent and not yet working as an employed production sewing machinist, the template would not be applicable.

## Knowledge Challenge 7.7

1. Both you and your employer have duties in relation to accident prevention. Fill in the missing word on the two statements below:
  - E\_\_\_\_\_ have a duty to protect and inform e\_\_\_\_\_ about health and safety risks that may affect them in the workplace.
  - E\_\_\_\_\_ have a duty to help prevent accidents in the workplace by ensuring that they take safety precautions and follow procedures put into place by e\_\_\_\_\_
2. There are things you can do to ensure a safer workplace, here are three. Add another three to the list.

- Use tools, equipment, and machinery properly
- Report unsafe conditions
- Wear all necessary protective personal equipment (PPE)
- -
- -
- -

3. There are three important regulations to help prevent a workplace accident, they are enforced by the Health and Safety Executive. What are they?

4. If you witness a colleague's accident, what must you do?

- Try to help your colleague alone
- Ignore the accident and carry on with your work
- Alert a supervisor or manager and get help

5. If you have not trained as a first aider, and witness a colleague's accident what must you not do?

- Observe the individual, listen to what they are saying, try to find out what has happened and reassure them.
- Move the injured person so they are more comfortable
- Stay with the injured or sick individual until help arrives

6. To become a qualified first aider, you can train and achieve certification at two levels. Select the level that will allow you to give emergency first aid across a range of specific injuries and illness

- Emergency first aid at work (EFAW)
- First aid at work training (includes the EFAW syllabus)

7. If you have an accident at work, you will need to make sure the details are recorded in the accident book. There are six key pieces of information required. Here are three, add the other three.

- The date and time of the accident
- The place where the accident occurred
- The cause of the accident
- -
- -
- -

8. Employers must take number of actions to prevent an accident reoccurring. In summary they must take four actions. Select three of the actions from the list below

- Investigate and analyse the accident
- Write an accident report, file it and close the case
- Record the findings relating to the accident
- Report the accident internally to the company directors
- Report the accident to the Health and Safety Executive
- Review the accident details and consider improvements and precautions