

# Health & Safety Manual [Version 1.2]



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## Introduction

It is the Policy of this IfE to take all possible steps to ensure the health, safety and welfare of all employees and other persons engaged in work for the IfE and any third parties who come into contact with the business.

It is the duty of each employee to comply with the IfE [Health and Safety Policy](#) and to co-operate with the management of the IfE to ensure that the work place remains as safe as possible.

If any person is in any doubt as to whether anything is safe or unsafe then they must assume that it is unsafe until further guidance has been given by their manager or by the safety officer.

The Senior Management of the IfE is fully committed to maintaining safe systems of work and fully recognizes their overall responsibility for safety in the work place.

Any member of staff, course participant or visitor who does not comply with the [Health and Safety policy](#) or any other safety requirement will be liable to disciplinary action.

## 1. The IfE and Lines of Responsibility

Overall responsibility for the health and safety of all persons within the IfE rests with the CEO of the IfE.

The CEO delegates this responsibility to the Health and Safety Officer for the purposes of the day to day running of the operation with the direct assistance of individual line managers and officers.

This IfE has a nominated safety officer who has overall group responsibility for reviewing and making recommendations on all matters relating to health and safety.

The safety officer will ensure through the management organisation that:

- All persons employed by the IfE receive adequate health and safety training. In addition employees will receive adequate instruction and supervision to enable them to undertake their work in a safe manner.
- All plant and equipment are suitable for their intended purpose and that it is maintained in a safe condition at all times.
- All persons working on site, whether or not employees of the IfE, are adequately notified of all known hazards and protective measures.
- That the IfE risk assessments, along with all other safety documentation, are brought to the attention of all relevant parties.
- All employees are required to comply with their legal requirements under current National statutory provisions. All staff must co-operate with the management of the IfE to allow it to comply with the legal requirements for health and safety.
- Individual members of staff, who have any concern regarding their own safety, or that of a third party, are responsible for reporting the matter to their manager without delay.

All members of staff will receive a copy of the [Health and Safety Policy](#) and the [Health and Safety Manual](#) and will be required to sign to state that they have read and understood it. New members of staff will be required to read and sign a copy of this safety policy before they start work and their manager will familiarise, explain and assist them to begin work in a safe manner.

## 2. Fire Safety

The IfE will provide the necessary fire fighting equipment in accordance with the requirements of the local Fire Authority. It is the policy of the IfE to cover rather than under provide such facilities. All employees are required to familiarise themselves with the fire drill before commencing work. Exercises will be arranged at regular intervals. Existing fire fighting equipment will be inspected by a supervisor appointed by the safety officer on a regular basis and by the external contract engineers on an annual basis. Alarms will be tested regularly. Fire fighting equipment will be inspected and a certificate issued by a competent authority on an annual basis.

Fire exits must be kept clear at all times. No fire door to or from an occupied room may be locked. Smoking is NOT permitted in the IfE's building. For further information please refer to the [No Smoking Policy](#).

No doors are to be wedged or propped open in any way. All personnel will be trained by their safety supervisor in the safe use of fire fighting equipment.

You should know which extinguishers are available in your immediate place of work. In particular you should ensure that combustible materials do not accumulate around your place of work. (Refer to page 19)

Flammable materials must never be exposed to hot surfaces or direct heat sources.

In the event of a gas leak switch off all equipment and evacuate the premises immediately. Contact the Emergency Services immediately on 112.

In the event of a fire the premises should be evacuated immediately following the information provided on the fire notices.

Fire extinguishers should only be removed from their wall brackets in an emergency. The removal of fire extinguishers in other cases without good reason will be considered as misconduct.

### **3. Electrical Safety**

Ensure that all electrical equipment you use is in good order. Do not use any electrical equipment that does not appear to be in good order but report it to your supervisor without delay.

Changes to the electrical system (including new plugs) should only be undertaken by competent persons who have been trained and all works required should be reported to the safety officer.

Work on 3 phase electrical systems or live plant must never be undertaken by unqualified personnel and live working requires a specific risk assessment to be undertaken.

#### *General Safety Requirements for Electrical Systems*

- Switch off all electrical equipment after use. Do not overload sockets.
- Do not allow wires to project into the walkways where they present a tripping hazard.
- Use a residual circuit breaker when operating a portable hand tool.

### **4. First Aid**

The IfE will provide first aid facility in accordance with the requirements current National standards. The nominated first aiders will have their names displayed on their assigned first aid kits.

If you suffer an injury, however slight, report it to your manager and the nominated first aider at once. The injury must be entered in the accident book and you will be required to provide a full explanation of the events surrounding the accident.

If a serious accident occurs the first aider should be contacted at once. The first aider will arrange for an ambulance to be summoned immediately.

If chemicals come into contact with your skin or eyes or if they are swallowed or inhaled then seek immediate first aid.

## **5. Training**

General induction training will be provided for all new members of staff. Additional training will be provided for nominated members of staff as required.

The planning of training in health safety is the responsibility of the safety officer. Documented training records will be maintained. If any member of staff feels that he/she could benefit from specific safety training in addition to that which has been assessed as relevant by the IfE then they should approach their supervisor.

## **6. Cleanliness**

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents.

Staff working in all areas must have regard to the following:-

- Ensure that loose and worn flooring is reported to your supervisor.
- Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times.
- Close all cabinets, cupboards and drawers after use.
- Never overload shelving or store heavy items above head height except on load bearing purpose built racking.
- Never leave a lit cigarette unattended in the designated smoking area.
- Clear away immediately any dangerous substance or spillage. Dangerous substances are marked and are defined as toxic, harmful, irritant, flammable or oxidizing.
- Dust and fumes should not be inhaled. If dust or fumes are produced by any activity then cease the task immediately until protective measures have been put into place.
- Equipment must not be left where it can be a tripping hazard.

## **7. Manual Handling**

Lifting and moving loads by hand is the biggest cause of injury in the work place.

Lifting should be carried out in accordance with the following guidelines:

- If a load is awkward or beyond your capability you must get help.
- Check all packaging and articles for sharp edges and projections before lifting.
- Ensure that there are no obstructions in your path before lifting any article.
- Ensure that you can see around a load when lifting it.
- Ensure that there is adequate room to put down a load when you have moved it.
- When lifting stand close to the load with your feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying position).
- Always use your entire body weight in a controlled manner when pushing a load.

Heavy goods are to be lifted in accordance with established standards of the IfE.

Do not use lifting equipment unless you have been specifically authorized.

## **8. Visual Display Screen Equipment**

The IfE will carry out formal assessment of all workstations where visual display screen equipment is used. It is the policy of the IfE to facilitate eye tests for visual display screen work where an employee is required to work with this equipment.



## **9. Visitors & Contractors**

All visitors and contractors must report to the main reception.

Any contractor carrying out work at the premises may be required to provide the following details to the safety officer in advance of the work commencing:

- Health and Safety Policy
- Risk Assessments
- Chemical Safety Assessments
- Liability Insurance Cover.

All contractors working for the IfE are required to comply with this Health and Safety Manual and with all other written safety instructions.

## **10. Risk Assessments**

The IfE is in the process of producing detailed written risk assessments for all members of staff.

All staff are required to adhere to any Health and Safety instructions by the Health and Safety officer.

If at any time you are concerned by any aspect of safety in the workplace, make immediate contact with:

- The Health and Safety officer in charge on 25983640;
- If you cannot contact the health and safety officer, you may contact the IfE's premises manager on 25982016 or security on 25982000.

## 11. Signatures

The IfE is to confirm that the undersigned has read this [Health and Safety Manual](#) and that any concerns have been raised with the either the safety officer of the IfE or with immediate supervisor.

<b>Name</b>	
<b>Signature</b>	
<b>Job Title</b>	
<b>Date</b>	

## 12. Version history

Originator	Version	Date	Changes Done
HR Dept.	1.0	18/02/2019	Initial release of document
Admin. Dept	1.1	02/11/2023	Updated the following sections: Introduction, 1, 2, 11, The Fire Tetrahedron (A pyramid) - Information Sheet
QA Dept.	1.2	03/05/2024	Updated links

## **Annex**

### **Procedure for the Health and Safety Induction of New Employees**

#### *Introduction*

In order to adhere to the IfE safety policy, it is the intention of IfE that on their first day of employment all employees (whether short term or permanent staff) will be advised of their general terms and conditions of employment and of the basic safety standards within the business. Additional specific training will be provided as and when required depending on the duties of each individual.

#### *Recording*

Training will be recorded using the induction training form INDT 1. Employees will be required to sign to accept that the defined training has been provided.

#### *Person Responsible*

The site safety officer will appoint a deputy who will be responsible for carrying out safety induction training. This person will be the site-training officer for health and safety.

The site officer must review the training of permanent new employees after a period of one month to determine what additional training and what re-training may be required.

During all induction training the new employee must be given an opportunity to ask questions to clarify any point of the health and safety arrangements and employees should be encouraged to do so before signing to agree that training has been provided.



**Health & Safety Induction Training Form: INDT1**

**Employee's Name:**

**Job Title:**

<b>Training Provided</b>	<b>Date of Training</b>
Health and Safety Policy	
Housekeeping Controls	
Access Card	
First Aid Facilities	
Accident Reporting	
Fire Evacuation Procedure	
Role of the Health and Safety Officer	
Manual Handling Work	
Use of VDU Equipment	
Risk Assessments	

**Trainer and Trainer Signature:**

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**Date of Training and Employee Signature:**

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**Accident/Disease/Dangerous Occurrences: Form ACC2**

**Investigation & Action Report**

**Accident Reference Number:**

	
<b>Injured Person Details</b>	
Name:	Age:
Occupation:	Length of Service:
<input type="checkbox"/> Employee <input type="checkbox"/> Trainee <input type="checkbox"/> Contractor Visitor <input type="checkbox"/> Other (please specify) _____	
<b>Incident Details</b>	
Date:	Time:
Reported To:	Designation:
Location of accident:	
Details of witnesses to accident:	
Explanation of how incident occurred:	
Recommendation to prevent recurrence:	
Action/s recommended:	
Date of action:	

<b>Accident Record Details</b>	<b>Yes/No</b>
Recorded in accident book	<input type="checkbox"/>
Verbal notification if required to Enforcement Authority	<input type="checkbox"/>
Written notification if required to Enforcement Authority	<input type="checkbox"/>
Details of incident sent to insurance organisation	<input type="checkbox"/>

**Accident investigated by:**

Name:		Position:	
Signature:		Date:	

In conjunction with the Investigation & Action Report, the health and safety officer must fill in the OHSa Accident Notification Form within seven (7) days following the occurrence of the accident, in accordance with LN52/1986 Article 22.2 (b).

The OHSa Accident Notification Form can be found here: <https://eforms.gov.mt/pdfforms.aspx?fid=wes059e>.

## The Fire Tetrahedron (A pyramid) - Information Sheet

For many years the concept of fire was symbolized by the Triangle of Combustion and represented, fuel, heat, and oxygen. Further fire research determined that a fourth element, a chemical chain reaction, was a necessary component of fire. The fire triangle was changed to a fire tetrahedron to reflect this fourth element. A tetrahedron can be described as a pyramid which is a solid having four plane faces. Essentially all four elements must be present for fire to occur, fuel, heat, oxygen, and a chemical chain reaction. Removal of any one of these essential elements will result in the fire being extinguished.

The four elements are oxygen to sustain combustion, sufficient heat to raise the material to its ignition temperature, fuel or combustible material and subsequently an exothermic chemical chain reaction in the material. Each of the four sides of the fire tetrahedron symbolise the Fuel, Heat, Oxygen and Chemical Chain Reaction. Theoretically, fire extinguishers put out fire by taking away one or more elements of the fire tetrahedron.

The symbol although simplistic, is a good analogy, how to theoretically extinguish a fire, by creating a barrier using foam for instance and prevent oxygen getting to the fire. By applying water you can lower the temperature below the ignition temperature or in a flammable liquid fire by removing or diverting the fuel. Finally interfering with the chemical chain reaction by mopping up the free radicals in the chemical reaction using, BCF and other halon extinguishers, it also creates an inert gas barrier. However, this type of extinguisher is being phased out and in the future other extinguishing agents may be found using this principle. The 2D figure opposite represents a 3D model of a tetrahedron.

