

2019.

Thomas Chase HEALTH AND SAFETY POLICY.

THOMAS CHASE
ENGINEERING. PROCUREMENT. CONSTRUCTION.

KALEJAIYE STREET, OFF IKORODU RD. LAGOS



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1.0 STATEMENT OF POLICY, DUTIES AND RESPONSIBILITIES

1.1 POLICY STATEMENT

It is the policy of the Thomas Chase to comply with the requirements of the Health and Safety at Work, Factories Act (Cap. 126 of the Laws of the Federation of Nigeria 1990), Public Health Act 1958, National Environmental Protection Regulation 1991, Fire Services Regulation 1998 and other relevant Health and Safety legislation.

At Thomas Chase, we recognize that high standards of health, safety and welfare are an integral element of efficient management of objectives and contribute to the overall operational success of the company. We are therefore committed to the continuous improvement in occupational safety, health and environmental matters that may affect employees, contractors and members of the public.

For such standards to be achieved, adequate financial and physical resources shall, so far as is reasonably practicable, will be made available thereby ensuring continuing development of the competence of employees and the provision of any necessary expert advice.

Health and Safety is a management responsibility of equal importance to all other objectives, thus the Board, Divisional Directors and Managers shall pursue progressive improvements in health and safety performance. This will be achieved by establishing and maintaining control, communicating the necessary information, encouraging co-operation between individuals and groups to ensure that a positive Health and Safety culture is promoted and developed.

Equally, it is recognized that all employees have a duty of care to themselves and others by avoiding hazards, preventing accidents and co-operating with the company by complying with all instructions and recommendations on Health and Safety.

So far as is reasonably practicable, we shall ensure that:

- Safe work methods and conditions are provided and adopted
- Statutory requirements are complied with and accepted as the minimum standards in all work areas and activities
- Employees are made aware of potential hazards and the precautions to be adopted, by providing information, instruction, training, supervision and appropriate safety equipment
- Steps are taken to identify immediate and underlying causes of work related injuries and ill health and implement any preventative action necessary
- Employees are actively encouraged to participate in Health and Safety arrangements and submit ideas and suggestions for improving standards

This policy will be reviewed every two years or when procedural, legislation or best practice changes occur to ensure it remains effective, and any necessary amendments will be communicated to all employees.

Signed:

Yomi Omiyale (Managing Director)

1.2 OBJECTIVES, PURPOSE AND SCOPE

The Organization will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work/in the field and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give workers the information, instruction, training and supervision necessary for their health and safety.

This policy recognizes that the company's responsibility for the health, safety and welfare of its employees, and others who may be affected by the way it conducts its business. This responsibility extends beyond the office premises of the company to all places that its employees may be required to work or from which services are provided. This policy will ensure that there will be active open communication and consultation between all our people, the sub-contractors and stakeholders. Health and safety will be integrated into our communications, wherever appropriate.

The purpose of the policy is to provide a clear, positive and proactive approach to the management of Health and Safety and provide a clear practical framework to assist all staff to reduce and control Health and Safety risks to staff and others. This policy aims to achieve compliance with all relevant Health and Safety legislation.

A range of objectives have been prioritized to minimize Health and Safety risks. They have been agreed by the Corporate Risk/Health and Safety Group and endorsed by the Executive Board.

See Appendix A for a full listing.

1.3 RESPONSIBILITIES

1.3.1 RESPONSIBILITIES OF EMPLOYER

1. The employer shall provide personal protective clothing/equipment where necessary for the face, eyes, ears, hands, feet, legs, body where necessary
 - To comply with legislation or a collective agreement
 - To safeguard the employee's health;
 - To prevent the transmission of an infection; or
 - To protect the employee's private clothes or uniform from excessive dirt or wear.
2. The employer shall take reasonable steps that are necessary under the circumstances, to ensure that employees at work receive prompt first aid treatment in case of injury or emergency.

3. The employer shall provide a first aid box or boxes at the workplace which shall be available and accessible for the treatment of injured employees at the workplace. The first aid box or boxes shall contain suitable first aid equipment which includes

1.3.2 RESPONSIBILITIES OF WORKERS

The responsibilities of each employee are the following:

- Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions.
- As regards any duty or requirement imposed on his/her employer or any other person, co-operate with such employer or person to enable that duty or requirement to be performed or complied with.
- Carry out any lawful order given to him/her, and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorized thereto by his/her employer, in the interest of health and safety.
- If any situation which is unsafe or unhealthy comes to his/her attention, as soon as practical report such situation to his/her employer or to the health and safety representative for his/her workplace or section thereof, as the case may be, who shall report it to the employer.
- If he/she is involved in any incident which may affect his/her health or which has caused an injury to him/herself, report such incident to his/her employer or to anyone authorized thereto by the employer, or to his/her health and safety representative, as soon as practicable but not later than the end of the particular working day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he/she shall report the incident as soon as practicable thereafter.

1.3.3 Environmental Health and Safety

EH&S shall develop, maintain, distribute and provide oversight in accordance with all applicable Federal , State and local requirements and with recognized best industry practices. EH&S has the authority to halt unsafe work practices that are not in accordance with this or other established safety policies. EH&S shall provide assistance to other Divisions and Departments in developing appropriate excavation safety plans and in providing technical guidance and training.

2.0 ORGANIZATION OF HEALTH AND SAFETY

2.1 Health and Safety Sub-committee

The Management Committee will appoint a Health and Safety Sub-committee, including representation both of themselves and of staff:

- To have a broad overview of Health and Safety matters;
- To keep the Organisation's Health and Safety policy and procedures under review;
- To conduct safety tours of the premises;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health;
- To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled;
- To report to the Management Committee on their performance of these responsibilities.

Contractors working with Thomas Chase should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to the Organisation.

Safety Tours

The Health and Safety Committee shall carry out 6-monthly tours and inspections of the premises/work areas and make a report to the Management Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File.

Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities during work and comply with the following general rules and with any further rules which the Organisation may publish from time to time.

Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Organisation's premises or on site, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Organisation in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Organisation and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your supervisor or representative of the Committee of any skin, nose, throat, or bowel problem;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your supervisor or representative of the Committee of any defects or concerns regarding the facilities – e.g.: uncleanness, refrigeration malfunction, cracked food preparation surfaces.

Display Screen Equipment

The Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

3.0 ARRANGEMENT AND PROCEDURES

The Health and Safety Officer, nominated by the Management Committee, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed.

Dig Permit

A Dig Permit must be issued for each excavation on project site. Underground utilities must be located and marked before excavation begins by local authority. A competent person shall be identified by name on the dig permit for all excavations with a depth of four feet or greater at any portion that personnel may enter.

The location of sewers, telephone, fuel, electric, water lines, or any other underground installations that may be encountered during excavation work must be determined and marked prior to opening an excavation. The Project Manager shall make arrangements as necessary with the appropriate utility agency for the protection, removal, shutdown, or relocation of underground installations.

If it is not possible to establish the exact location of these installations, the work may proceed with caution if detection equipment or other safe and acceptable means are used to locate the utility.

Excavations must not endanger the underground installations or the employees engaged in the work. Utilities left in place should be protected by barricades, shoring, suspension or other means as necessary to protect employees.

Protection of the Public

Excavations must be isolated from public access by a substantial physical barrier. Barricades, lighting and posting shall be installed as appropriate prior to the start of excavation operations. All temporary excavations of this type shall be backfilled as soon as possible

Guardrails, fences, or barricades shall be installed around excavations adjacent to walkways, roads, paths or other traffic areas. Use of barricade tape alone is not considered a sufficient method of isolation when the excavation is unattended. Warning lights or other illumination shall be used as necessary for the safety of the public at night.

Wells, holes, pits, and similar excavations must be effectively barricaded or covered and posted.

Walkways or bridges used by the general public to cross excavations must be equipped with standard guardrails.

Surface encumbrances

All equipment, materials, supplies, buildings, roadways, trees, utility vaults, boulders, etc. that could present a hazard to employees working in the excavation must be removed or supported as necessary to protect employees.

Protective Systems

In excavations greater than 4 feet in depth a method to protect people entering the excavation from cave in must be employed. Acceptable protective methods include sloping, benching, shielding and shoring.

Benching, Sloping, Shoring, and Shielding Requirements

Excavations under the base of the footing of a foundation or wall require a support system designed by a registered professional engineer. Sidewalks, pavement, utility vaults or other similar structures shall not be undermined unless a support system or another method of protection is provided to protect employees from their possible collapse. Sloping or benching are often the preferred methods of protection; however, shoring or shielding is used when the location or depth makes sloping to the allowable angle impractical.

3.1 First Aid and Accident Reporting

3.2 Fire Drills and Evacuation Procedures

3.1.1 First Aid

- The current First Aider(s) for the premises is/are displayed (*on the Notice Board in the Reception Area*).
- First Aid Boxes are provided in the following location(s):
 - i) Reception
 - ii) Kitchen

3.1.2 Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly;

- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as possible;
- All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Organisation’s Management Committee to consider the actions necessary to prevent recurrence.

Fire Drills and Evacuation Procedures

Fire Drills

- All workers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by The Fire Officer/Health and Safety Officer during the first week of each month and entered in the log book provided.
- The Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all workers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close down Checks are made of all parts of the premises at the end of a session (See Appendix C).

in the event of Fire

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building is at the
- No-one should leave the assembly point without the permission of a member of staff;
- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialling ;
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

Bomb Warnings

- If you receive a warning, try to find out from the caller:
 - i) The approximate location of the bomb and likely time of detonation;
 - ii) Whether the police and fire brigade have been notified;
 - iii) Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on;
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- Assemble in the unless the bomb warning implies otherwise.

Theatre – and Public Entertainment – Licensed Events

In addition to the general conditions of the licence(s):

- Workers must be aware of the Health and Safety Policy;
- Emergency lights in the areas used must be kept illuminated;
- Advise the representative of the Management Committee of any defects or concerns regarding the facilities, e.g.: uncleanness, refrigeration operation, cracked food preparation surfaces.

Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

General

- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff.

4.0 MONITORING THE EFFECTIVENESS OF THIS POLICY

Standards are in place to monitor how effectively Health and Safety is being managed across the organization and work sites, this comprises of the following:

Reactive monitoring

The Organization will carry out reactive monitoring through quarterly trend analysis of incident reporting data relating to the following types of incidents:

- Assaults on staff
- Manual handling
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Slips, trips and falls
- Non-Clinical Security Incidents
- Workplace Risk Assessment Compliance

Proactive monitoring

Proactive monitoring will also be undertaken in the following areas:

Training

Reports will be issued by the Health and Safety officer to the Management committee summarizing compliance levels in Health and Safety training.

Workplace Risk Assessments

Reports will be issued to the Management Committee by the Health and Safety officer on Workplace Risk Assessment compliance.

Appendices

APPENDIX A – ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for the Organisation within premises and on site under the control of the Organisation must be recorded.

2. Accidents to Workers or Contractor's Staff

- a) For ALL Accidents

Complete Accident Form and give to Health & Safety Officer

- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days then complete the accident form with copies to the Chair of the Management Committee.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify** the Health & Safety Officer on HSE's Infoline Tel: and the Chair of the Management Committee

Follow up within seven days with completed accident form with copies to the Chair of the Management Committee

- c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

3. Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and give to Health & Safety Officer

2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

Health & Safety Executive, Incident Contact Centre, and the Chair of the Management Committee.

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
 - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
 - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
 - Loss of consciousness resulting from lack of oxygen
 - Decompression sickness requiring medical treatment
 - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
 - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

IF IN DOUBT REPORT IT

5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

Health & Safety Executive and the Chair of the Management Committee.

6. Occupational Diseases

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a Doctor, report the disease using form to the Chair of the Management Committee

IF IN DOUBT REPORT IT

Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the laid down regulations?

2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to the job properly.

Appendix C – FIRE PREVENTION

1. Has the Fire brigade been consulted on:
 - The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
 - Emergency lighting and its maintenance?
 - The most suitable way of raising an alarm in the event of fire?
 - The contents of fire instruction notices?
 - The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
 - Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
 - The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
 - The maximum number of people who should be allowed on the premises at any one time?
 - Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?

- Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
 - Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
 - Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?
2. Is Fire Equipment properly looked after?
- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
 - Are staff/duty officers trained to use this equipment?
 - Is equipment kept in its proper position and always clearly visible and unobstructed?
3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?
- No smouldering fires or cigarettes left burning?
 - Heater and cookers turned off?
 - Televisions and other electrical apparatus turned off and unplugged?
 - Lights off?
 - Internal doors closed?
 - Outside doors and windows closed and secured?
4. Are all reasonable steps taken to prevent fires?
- Smoking not allowed in store rooms or backstage?
 - Substantial ashtrays provided in areas where smoking is permitted?
 - Heating appliances fitted with adequate and secure fire guards?
 - If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
 - Precautions to ensure that convector type heaters are not covered with clothes and curtains?
 - Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
 - Sufficient socket outlets provided to obviate the need for long trailing flexes?
 - Damaged leads replaced regularly?
 - Cooking operations supervised by a reliable person?
 - Scenery, decorations and costumes for stage performances treated to make them flame retardant?
 - All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, attics and boiler rooms?

Appendix D – HEALTH AND SAFETY INSPECTION

1. Inspection

- A Health and Safety inspection of the building should be undertaken **at least** every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Management Committee, or a sub-group, should arrange to meet and carry out the inspection
- This inspection group will need to agree how each question needs to be answered
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Management Committee.
- **The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response**
- The whole form should be made available to members of the Management Committee
- The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box

2. Risk Assessment

- Risk assessments relate to activities within the premises or grounds
- Risk assessments **NEED** to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff **AND** volunteers
- Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding
- A risk assessment needs to be carried out whenever a new activity is envisaged
- Assessments need to be repeated whenever circumstances change:
 - Changes in layout of equipment
 - Observing trends on the accident form
 - Changes in staff
 - Introduction of new procedures, processes or materials

Appendix E – DISPLAY SCREEN EQUIPMENT

1. Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a **significant part of their normal work**.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

2. Workers' Entitlement

2.1 Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals

2.2 Spectacles

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

2.3 Who pays the Optician?

The worker pays the option and then obtains the reimbursement, attaching the receipt(s) and any report to the form, and gives these to his/her Line Manager who will arrange reimbursement.

We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.

Approved by the Management Committee

Yomi Omiyale (M.D)

Signed.....

Date.....