**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Health and safety at work act 1974**

This Act sets out the duties and responsibilities of employers and employees to ensure health and safety at work. State below whether the responsibility is the employer or the employee.

|  |  |
| --- | --- |
| **RESPONSIBILITIES** | **EMPLOYR OR EMPLOYEE** |
| Provide a working environment that is safe and without risk of health |  |
| Take reasonable care of their own Health and Safety and that of anyone else who may be affected by anything they do at work |  |
| Investigate all accidents |  |
| Provide all necessary safety equipment and clothing free of charge |  |
| Co-operate with any instructions or orders they have been given about any Health and Safety matters |  |
| Do not interfere with or misuse any equipment provided to make the workplace a safe and healthy environment for eg by not moving safety guards on machines  |  |
| Provide machinery and systems of work that are safe |  |
| Protect themselves, for example, by wearing safety clothing and keeping work areas clear |  |
| Provide information, instruction, training and supervision in the workplace |  |
| Report any defects they find in machinery or work areas |  |
| Make sure that all entrances and exits are safe |  |
| Enforce safety standards and regulations |  |

**Health and Safety (Display Screen Equipment) Regulations 1992**

**Use the word bank below to complete the following sentences**

**Workstation, backrest, eyesight, screens, comfortable,**

**adjustable, VDU, breaks, five point-base, training**

These regulations apply to staff who are classed as users of display screens and the equipment they use. Employers should:

* Look at each \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the desk, chair, VDU, keyboard and mouse) individually and make sure they are safe and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the users
* Provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tests and help with prescriptions if spectacles are needed as a result of \_\_\_\_\_\_\_\_\_\_ work.
* Provide frequent \_\_\_\_\_\_\_\_\_\_\_ or changes in activity for VDU users
* Provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and information for employees in the use of each piece of the workstation apparatus
* Provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_ that are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so that they tilt and swivel, chairs that are adjustable in height with a tilting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and which swivel on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and keyboards that are separate and moveable.