



CONSULTANT SERVICES GROUP

Contract Cleaning, Catering
& Vending Services

CONSULTANT CLEANERS LTD HEALTH & SAFETY NEWSLETTER SUMMER 2010

Welcome to our Health & Safety Newsletter for this summer, we hope you find it informative and helpful.



Congratulations to our Health & Safety Training Officer, Sally who finally tied the knot with her partner Dylan on Sunday 27th June 2010. Our best wishes go to the new Mr & Mrs Gorman.



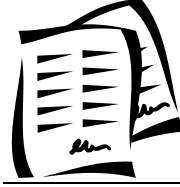
RoSPA President's Award

We are proud to say we have been awarded "Gold" for the last 12 years which is a tremendous achievement and a true reflection on how committed we are as a company to health and safety and the well being of our staff.



Insurance Certificate

You should have received a copy of our new insurance certificate (expiry date 31.05.11). Please check and if you require a copy, please let Melissa know. This should either be displayed in your cleaning cupboard or in the training manual.



Policy Statement

A copy of our revised H&S Policy Statement is in the process of being sent out with Wages, if you haven't already received a copy you will be shortly. Please check and if a copy is required, let Melissa know and she will arrange for a copy to be sent out. This is an important document and it is imperative that all staff members are made aware of it. If you are not aware then please ask your Line Manager for further information.



Accident Reporting

Your health and your safety is our priority therefore, it is extremely important that you report **every** accident to us. May we remind you of the reporting procedure:-

Every site will have access to our Accident Log Book which is in the Training Manual located in the cleaning cupboard.

Every accident **must** be recorded in the Accident Book and **must** be reported to the Health & Safety department either by telephone or via the Accident Log form (again a copy of this form is in the Training Manual).

Near Misses

We can only investigate and eliminate any problems that may affect a person's safety if we are made aware of them. Therefore, it is just as important to inform us of any near misses or dangerous occurrences as it is for accidents. Recently it has been brought to our attention that something as simple as collecting waste is causing problems for some of your colleagues. Be aware of sharp objects in waste bins e.g. broken glass, razor blades or even syringes and take care at all times when carrying out this task.



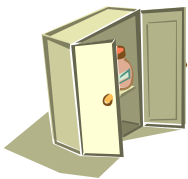
Safety Sign Signatory Sheets

Thank you to those of you who are completing and returning the sheets to Head Office on regular basis. It is evident from what we are receiving that not all sites are actually completing/returning the sheets. These sheets are an important piece of information in the event of an accident claim. Please remember the golden rules:

- If there are 2 or more cleaners on site and/or the client staff may be on site when you are cleaning
- Wet floors
- Trailing cables when buffing/vacuuming

If you are a single cleaner site with no-one else around when you are cleaning, then there is no need to complete a sheet.

If you are in any doubt ask for advice.



Cleaning Cupboards

Good housekeeping standards should be maintained at all times on every site. It is

your responsibility to replace equipment and cleaning materials back into the cupboard at the end of each shift in a safe and tidy manner. Please remember that the cleaning cupboard reflects on the standards provided on site – a clean and tidy cupboard means a clean and tidy site! Well done to those who adhere to this!!



With summer here may we remind you that suitable clothing and footwear must be worn whilst on site at all times. Flip flops and shorts are not a suitable type of footwear or clothing to be worn whilst cleaning.



PPE – Personal Protective Equipment

You have all been provided with the necessary PPE for your site. It is important that this is worn at all times and checked on a regular basis.



Your views and comments are extremely important to us. You can contact Sally Gorman/Melissa Smith on 01924 418051.