



CONSULTANT SERVICES GROUP
Contract Cleaning & Support Services

CONSULTANT CLEANERS LTD HEALTH & SAFETY NEWSLETTER WINTER 2009/10



Welcome to the Winter edition of our Health & Safety Newsletter, we hope you find it informative and helpful.

May we take this opportunity to wish everyone a very prosperous, safe and rewarding 2010.



DARK NIGHTS

During the dark winter nights you must take care when going to and leaving work.

It is the clients' responsibility to ensure the workplace is well illuminated, if you see any lights that are not working, please report it to your Supervisor/client contact who will arrange for repair.

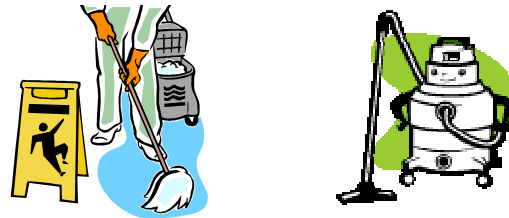


WINTER WEATHER

During wet weather, floor surfaces become slippery and dangerous which could result in bad accidents, so remember to wear appropriate footwear and take extra care.

If you notice anything that appears unsafe – report it!!

A person's health and safety is the most important factor in life. We all know that most accidents are preventable - we just need to think about what we are doing.



ALWAYS DISPLAY THE SAFETY SIGNS AND SIGN THE SIGNATURE SHEET TO SHOW TIME AND AREA PLACED WHEN MOPPING A FLOOR AND/OR WHEN VACUUMING/BUFFING WHEN A TRAILING CABLE IS PRESENT.

YOU SHOULD OBTAIN A WITNESS SIGNATURE EACH TIME A SIGN IS DISPLAYED.



REMEMBER TO SEND COMPLETED SIGNATURE SHEETS BACK TO HEAD OFFICE FOR OUR RECORDS.

We check every sheet that is received and if we notice anything that is not quite right, we will write to you explaining what is wrong and how to put it right. If you are unsure of the procedure, either speak to your Area Supervisor/Manager or contact Sally/Melissa at Head Office.

HEAD OFFICE CONTACT NUMBERS



You should already be aware of the direct dial telephone numbers for different departments at Head Office, here they are again as a reminder and these **must** be used at all times:-

Help Desk	01924 409988
	option 2 & 3
Health & Safety	01924 418051
Payroll (Wages)	01924 418024
Stores orders/queries	01924 418033



SIGNING IN & OUT

You may have noticed that we have changed the format of our signing in/out books. Please ensure that the procedure for signing in/out is followed and that any full books are left on site for collection by our Area Supervisor/Manager.

ACCIDENT REPORTING

Your health and your safety is our priority therefore, it is extremely important that you report **every** accident to us no matter how minor it may be. 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 (a copy of this form is in the Training Manual). If you are in any doubt, do not hesitate to contact either Sally or Melissa for advice. Also, if members of the client's staff or general public slip, trip or fall as a result of any cleaning activity, this must be reported.

TRAINING/COSHH MANUAL

There should be a training manual and COSHH book on each site; these should be easily accessible to both the cleaning staff and our operational staff when they visit. Could you check that these are available on your site, if not please let Melissa know at Head Office.

COLOUR CODING

It is extremely important that the correct colour coding system is used in all areas on all sites. To remind you the following colour coding applies:

Yellow or blue – office accommodation, corridors, staircases and rest rooms.

Red – Toilet washrooms urinals and toilets **not** sinks.

You must remember to segregate cloths and rubber gloves

Green – food areas only

If you have any queries relating to colour coding, please speak to your Area Supervisor/Manager.



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