

WAsc 1897

MOI Industrial
Handbook 1975

MOD MANUAL 14



**INDUSTRIAL
HANDBOOK
1975**

**Ministry of Defence
1975**

CONTENTS	Page
Appointment	1
Security	2
Attendance at work	3
Pay arrangements	5
Leave and holidays	6
Sickness and injuries	8
Rules relating to conduct on or off duty	11
Discipline	15
Safety	17
Welfare	17
Education and training	18
Miscellaneous	20
Trade union consultation	21
Termination of service	23
Superannuation	25
Redundancy	28
Hints on accident prevention and safety at work	30

APPOINTMENT

Period of trial

1. You will be on trial for 12 months during which you have to show by conduct, ability and attendance that you are fully suitable for an appointment in the Civil Service and that your health is satisfactory. Your supervisors, who may be either civilians or members of the Services, will help in every way they can and will warn you if you are not coming up to standard in any respect. If, despite warnings, you do not reach the required standard you will be discharged.

Establishment

2. When you successfully complete your trial period you will be nominated for establishment to the Civil Service Commissioners. Establishment is the formal confirmation by the Civil Service Commissioners that a person is suitable in all respects for a Civil Service appointment.

Vacancies in other grades

3. Notices are published at regular intervals showing vacancies arising in various grades, both in your own and other establishments; if you are suitably qualified you may apply. Vacancies in supervisory posts are normally filled by existing employees selected by a promotion board.

Medical examinations

4. It may become necessary for you to be medically examined in connection with your work. The examination costs you nothing and takes place during working hours without loss of pay.

Apprentices

5. If you are an apprentice you are bound by the terms and conditions of the Deed of Apprenticeship or contract of training; otherwise you are subject to the same rules as all

practice at your establishment. If you falsely record, by any means, the time that you, or another employee, attend for or leave work you will be liable to prosecution and disciplinary action, which may include dismissal.

15. In very bad weather or where there has been a breakdown in public transport (but not a transport strike) you may in some circumstances be excused deductions from pay for late attendance if you have made every effort to arrive on time.

Unavoidable absences

16. If you are unable to attend because you are sick, or for any other reason, you must arrange for your establishment to be told the reason for absence as soon as possible. If not you may be held to have left your employment and your service may be terminated.

Meal and tea breaks

17. You must return to work promptly at the end of your meal breaks. Where paid tea breaks are allowed as a concession during the morning or afternoon they must not be abused; otherwise the concession may be withdrawn.

Overtime

18. Overtime is normally worked by volunteers and, except in the case of sudden emergencies, good notice of overtime working is given. Ministry of Defence employees have fully co-operated in working necessary overtime under these established procedures.

Shift working

19. Shift work (possibly including night shifts) is in operation at some establishments. At others it may be necessary to introduce shift work from time to time. It is a condition of your service that you work on shift if necessary. If your work involves continuous shifts you must remain at work until your replacement arrives, unless you have special permission to leave.

PAY ARRANGEMENTS

Rates of pay

20. All rates of pay are negotiated with the recognised trade unions at National level. In some establishments productivity agreements and other incentive schemes are in operation. Allowances are payable to employees, engaged on some types of special work, who have certain qualifications or who work under special conditions, and to some craftsmen who are required to provide and maintain their own tools. Details of rates and conditions of pay and allowances and of productivity schemes, all of which may vary from time to time, are available on request at your establishment.

Issue of wages

21. Wages are paid weekly, in arrears. You may receive wages either in cash or, on request, by Giro Cheque, or if you wish they may be paid direct into a bank or Giro account. If you are unable to attend at the time and place that wages are issued you may apply for a form to authorise someone else to draw them for you, or they may be sent to you by post. If you receive your pay in cash you should check the contents of your pay packet in the presence of the paying officer, as later claims of short payment cannot be accepted.

Mistakes in pay

22. You will be given a statement showing how your wages have been made up. If you think that there is a mistake on your statement and that it shows you are being paid either too little or too much you should report the matter immediately, in accordance with the arrangements at your establishment for dealing with pay queries. Do not hesitate to do this if in doubt, since you may later be required to refund any over-payments which have been made.

Deductions

23. Your pay statement will give particulars of the amounts deducted for National Insurance contributions, Income Tax

absence unless you supply a medical certificate showing that you are fit to resume work.

Special leave

29. You may be allowed a limited amount of paid special leave for various reasons, for instance on marriage; to make essential domestic arrangements if a member of your family is ill; in some cases of bereavement; if you are called upon to serve on a jury; or for other reasons. There are, however, strict conditions governing the granting of special leave which you should ask about if the occasion arises. If you are a voluntary member of one of the Reserve or Auxiliary forces of the Crown or of the Ulster Defence Regiment you may be allowed some paid special leave for training, but if you were not already a member when you took up employment with the Ministry of Defence you must seek the permission of your head of establishment (which will normally be given) before you join.

30. Exceptionally, special leave without pay may be allowed by your head of establishment if he considers that your reasons for applying for it are good ones. Special leave without pay does not normally count as service for superannuation and other purposes.

Holidays

31. You will be allowed a paid holiday on all the normal public holidays and on certain privilege holidays. If required to work on a holiday you will receive pay for the time worked (on some holidays at enhanced rates) as well as holiday pay or time off in lieu. If absent without leave on the day before or the day following a holiday you will be liable to forfeit pay for the actual holiday.

SICKNESS AND INJURIES

Sick leave

32. You are eligible for sick leave on full pay for not more than six months in any period of twelve months and sick leave on half pay after that, subject to a maximum of

twelve months sick leave, paid or unpaid, in any period of four years. You must send a doctor's certificate to your establishment if you are absent sick for more than five days, and continue to send further certificates at intervals to cover the whole period of absence until you return to work. You may not be paid sick pay for more than five days at any one time or for more than ten days (including intervening weekends) in any period of twelve months for absences not covered by medical certificates. Your head of establishment is empowered to withdraw the privilege of sick leave without production of a medical certificate if he has reason to think that sick leave is being abused.

33. If you sign an undertaking not to draw sickness benefit from the Department of Health and Social Security you will receive sick pay without deduction for as long as you remain entitled to full sick pay; otherwise you will only be paid your ordinary time rate less National Insurance benefits which you will have to claim from the Department of Health and Social Security. You will be released from your undertaking if you are still sick when your entitlement to full sick pay ceases. When you first send in a doctor's certificate you should give details of your dependants either by completing the boxes on the back of the National Insurance form of certificate or on the form provided by your establishment. You should do this so that the pay office can adjust your income tax liability to your advantage.

Maternity leave

34. A woman is allowed three months paid leave for a confinement reckoning against normal sick leave allowance, provided that she has at least twelve months service and that she resumes employment after her confinement. Other important conditions relating to the granting of maternity leave will be explained if necessary.

Time off for medical or dental treatment

35. As far as possible you should try to arrange for medical or dental treatment to be carried out outside normal working hours. If it is impracticable for you to do so you may be allowed time off without loss of basic pay. This will not count against your sick leave entitlement.

Contact with certain infectious diseases

36. If you have been in contact with a case of scarlet fever, measles, German measles, whooping cough, chickenpox or mumps you should not stay away from work but report the matter to your establishment. If you have been in contact with any other infectious disease you should not report for work if your doctor or the Community Physician (formerly known as the Medical Officer of Health) tells you not to do so. If your work involves the handling of food or drink and you come into contact with a case of dysentery or a similar complaint you should not come to work until your doctor or the Community Physician advises that you may do so. You will be given special leave with pay for the time you necessarily stay away from work in either of these circumstances.

Injuries

37. If you are injured at work, however slightly, or if you have any signs of a disease that you think may have resulted from your work you must report the facts to your supervisor and see that an entry is made in the Accident Book. It is important for your own sake to do this in case any question of compensation for injury arises.

38. If absent from work on account of an injury your absence will be dealt with as sick leave under the normal rules. There are special rules covering injuries resulting from the negligence of a third party (including, for instance, injuries in off duty traffic accidents), cases where the Crown is involved (on or off duty) or an assault on duty. These will be explained when necessary.

39. You should make any claim for compensation for an injury that you suffer as a result of an accident at work, or disablement by an industrial disease, to your local office of the Department of Health and Social Security. You may also have an entitlement under the terms of the Principal Civil Service Pension Scheme which apply to injuries at work. These will be explained on request.

Medical treatment

40. If you require medical treatment for any sickness or disability, whatever its nature or origin, consult your own doctor. If you are injured or taken ill at work, however, arrangements will be made to look after you, and, if necessary to take you home or to hospital. You will not lose pay for the day if you are sent home sick after reporting for work.

Occupational medical supervision

41. At some of the larger establishments, including Royal Ordnance Factories and the Royal Dockyards, Service medical officers or civilian doctors are responsible for occupational medical supervision. They aim to safeguard the health of employees to the extent that it may be affected by the nature and conditions of their employment. Apart from giving treatment to employees injured or taken ill at work these doctors are not normally available for medical consultation, but special arrangements exist in some establishments and you should ask your supervisor about them if necessary.

RULES RELATING TO CONDUCT ON OR OFF DUTY

42. The rules relating to the conduct expected of you on and off duty are outlined below. Many of these rules are such as any employer expects his staff to follow; for instance, that you must work loyally, conscientiously and to the best of your ability, must not idle or waste time, must behave in a suitable manner at work at all times and treat both your

Bankruptcy

53. If you become bankrupt or insolvent you must report the fact to your head of establishment.

Outside activities

54. You may not engage in any private activity, occupation or undertaking which would require your attendance in working hours.

55. You may be allowed to serve on local Councils, etc. or as a Justice of the Peace so long as this does not interfere unduly with your work. You may be allowed a limited amount of special leave with pay for carrying out these civic duties.

56. You are free to stand for Parliament and you may be allowed certain facilities if you do so or if you act as an agent for a Parliamentary candidate during an election. Details of these facilities and other rules that apply may be obtained from your establishment on request.

Liability to search

57. Members of the Ministry of Defence Police have a right, in law, to search anyone entering, leaving or present on Ministry of Defence premises. In addition, it is a condition of service that you agree to submit to being searched by any person authorised by the head of establishment, but only women will search women. Refusal to submit to a search in such circumstances is a disciplinary offence, for which you may be dismissed.

Grievances

58. If you have a complaint or grievance relating to your employment you should first take it up with your supervisor, either orally or in writing. If you are dissatisfied with the result you may ask your supervisor to arrange for you to raise your complaint or grievance at a higher level, if necessary to your head of establishment, when you may be

accompanied by a trade union representative or a colleague. If you are dissatisfied with the result of the interview you may ask your head of establishment to submit the complaint or grievance to the Ministry of Defence for consideration. If you want to do this you will have to set out your complaint in writing and state what remedy you are seeking, and you can ask a trade union representative or a colleague to help you to do so. The Ministry of Defence will give you the final decision through your head of establishment. You are, of course, free to ask your trade union to act for you throughout if you prefer to do so.

Race Relations Act 1968

59. It has long been Government policy not to discriminate against individuals on grounds of colour, race or ethnic or national origin and under the Race Relations Act 1968 such discrimination is unlawful. You are expected to bear this in mind both in your dealings with members of the public and in your relations with Service and civilian colleagues. If you want advice on your rights under the Act in a matter arising from your employment you should get in touch with your personnel department or staff section.

DISCIPLINE

60. If you break any of the rules laid down in Ministry of Defence Industrial Staff Regulations or by your head of establishment or any other rule applicable to you, you will be liable to disciplinary action. A minor breach of the rules will probably be dealt with by a verbal admonition but repeated minor offences will be dealt with more seriously.

61. Under the formal disciplinary procedure, you will be given details of the charges against you in writing and time in which to reply. If you dispute the charges or prefer to reply in person a disciplinary hearing will be held where you can present your case, assisted if you wish by a trade union representative or a colleague.

62. If the head of establishment decides that the case against you has been proved he will either award a punishment himself or make his recommendations to the Ministry of Defence or other appropriate authority. The punishments which can be awarded for disciplinary offences include reprimands, suspension without pay for up to ten days, downgrading or dismissal.

63. You will be able to appeal against the decision or the punishment awarded. Appeals against dismissal from employees with 26 weeks service or more are dealt with by the Civil Service Appeal Board, which is an independent body; otherwise your appeal would be made in the first instance to your head of establishment. You would be allowed the assistance of a trade union representative or a colleague in making an appeal.

Suspension pending investigation

64. If you have been arrested or face civil or criminal proceedings or seem likely to become the subject of serious departmental charges, your head of establishment may decide to suspend you from duty until the charges have been heard. If suspended without pay you will be free to take other work, but otherwise you can apply for some pay to be issued if you can show that you or your family are suffering hardship. Your welfare officer would advise you on this.

Reporting of arrests etc

65. If arrested or charged or convicted in a court of an offence against the law you must report the fact at once to your head of establishment or arrange for someone else (the police if necessary) to do it for you. Failure to do so is a disciplinary offence.

66. If you are found guilty of an offence by a court you will be liable to disciplinary action. The object will not be to reconsider guilt or innocence or to punish you again for

the original offence—the court will already have decided these matters. But, as already explained in paragraph 43, special demands are made of all public servants and it will be necessary to decide whether the nature of your offence affects your suitability for continued employment. It will have to be decided whether you ought to be dismissed, moved to another job or simply warned about your future conduct. If this should ever happen you will of course be allowed to make representations on your own behalf with the assistance of your trade union or a colleague.

SAFETY

67. You must take care to prevent accidents happening to yourself or others and learn all the special rules and the proper methods which apply to your own work and observe them. If you notice anything dangerous or likely to cause an accident report it at once.

68. It is a condition of service that you wear or use protective clothing or equipment which is issued to you for your safety.

Road Safety

69. You must observe the road safety regulations which apply in your establishment. If driving or travelling as a passenger in an official vehicle you are strongly advised to wear the seat belts provided.

Accident prevention

70. Accident prevention is very largely a matter of common sense. There are some generally applicable hints regarding safety at work at the back of this handbook.

WELFARE

Welfare officers

71. If you have a personal problem which your supervisor cannot settle or which you do not wish to mention to him you should ask to see the welfare officer. Some of the larger

MISCELLANEOUS

Personal particulars

81. Before you started employment with the Ministry of Defence you were asked to give some personal particulars on your application for employment form. If any of these particulars change, for instance if you change your address or telephone number or if you get married or divorced you must tell your establishment.

Patents

82. There are special rules governing employees who wish to apply for or obtain a patent for an invention. Details may be obtained from your establishment.

Suggestions

83. You are encouraged to put forward suggestions which you think may help to improve efficiency or economy or increase safety. All suggestions are considered by a committee and awards are made to employees whose suggestions are original and of value. Full details of the suggestion scheme are available in your establishment.

Clothing

84. You are expected to dress suitably for the work you normally do. You will only be issued with protective clothing if it is necessary in the interests of safety or hygiene or if your work is dirtier or more destructive to your clothing than that carried out by other members of your grade. Certain grades are required to wear uniform in the course of their duties as a condition of service.

Compensation for loss of, or damage to, personal property or clothing

85. The Ministry of Defence will not accept liability for the loss of, or damage to, personal property or clothing. If, however, you suffer loss or damage unavoidably and through

no fault or negligence of your own and it is not covered by personal insurance, the Ministry of Defence may give you an ex gratia payment of compensation. There are special rules relating to the loss of private tools where a tool allowance is in issue. No payments will be made for the loss of, or damage to, jewellery or luxury items or for the loss of money.

Private vehicles and bicycles

86. If you are allowed to bring private vehicles or bicycles onto Ministry of Defence property it will be on the strict understanding that you do so entirely at your own risk and that the Ministry of Defence will accept no responsibility whatsoever if they or their contents are lost or damaged. You are strongly advised, therefore, to ensure that they are adequately protected by insurance.

TRADE UNION CONSULTATION

Membership of trade unions

87. The Ministry of Defence attaches great importance to its staff relations through consultation with recognised trade unions on various councils and committees and it believes that effective consultation depends upon the trade unions being fully representative of the employees on whose behalf they speak. The Ministry of Defence regard it as being very much in your own interests to belong to a trade union which can support you in your reasonable claims and represent your point of view on all kinds of questions affecting your welfare and conditions of service. The trade unions which have been given representational rights by the Ministry of Defence are as follows:

Amalgamated Society of Boilermakers, Shipwrights, Blacksmiths and Structural Workers.

Amalgamated Union of Engineering Workers.

Association of Patternmakers and Allied Craftsmen.

Confederation of Shipbuilding and Engineering Unions.
Electrical, Electronic, Telecommunication and Plumbing
Union.

Furniture, Timber and Allied Trades' Union.

National Union of General and Municipal Workers.

National Union of Sheet Metal Workers, Coppersmiths and
Heating and Domestic Engineers.

Transport and General Workers' Union.

Union of Construction, Allied Trades and Technicians.

Central consultative bodies

88. The conditions of service of the industrial Civil Service as a whole and central pay settlements are negotiated on the Joint Coordinating Committee for Government Industrial Establishments, usually known as the J.C.C. Basic pay and associated conditions of service for the four main groups of employees are negotiated on four Trades Joint Councils covering engineering, shipbuilding, works services and miscellaneous trades. The recognised trade unions and the Ministry of Defence are members of all these bodies.

Ministry of Defence Joint Industrial Whitley Council

89. The Ministry of Defence Joint Industrial Whitley Council considers matters affecting employees of the Ministry of Defence as a whole, other than matters dealt with by one of the central bodies mentioned in the previous paragraph. Formal meetings take place regularly at Headquarters between official representatives of the Ministry of Defence and representatives of the recognised trade unions under the chairmanship of one of the Ministry of Defence ministers.

Local committees

90. Formal joint consultation between management and employees at individual establishments takes place at regular meetings of local committees. These committees are

variously known as Industrial Whitley Committees, Whitley Works Committees, Joint Factory Committees and Joint Industrial Committees. Each has its own constitution, but all carry the same basic responsibility, which is the formal negotiation of matters affecting employees in the establishment, other than matters which are the responsibility of one of the headquarters or central bodies.

91. Other local joint committees deal with particular topics such as production, health and safety, welfare, and local productivity bargaining. Your trade union representative should be able to tell you which of these, if any, operate in your establishment.

92. You will see that there are arrangements for formal joint consultation at all levels but of equal importance are the informal, day to day discussions which take place between managements and the trade unions' local representatives. In practice a great deal of trade union business is handled in this way.

Shop stewards

93. Your trade union representative at the place of work is probably known as a shop steward. Each recognised trade union appoints its own shop stewards, who have to abide by trade union rules when carrying out their trade union duties, and as far as possible cover all shops, departments, or sections of the establishment. The management will only recognise properly accredited shop stewards.

94. Shop stewards are afforded facilities for carrying out their trade union duties but in all other respects they have to conform to the same rules as any other employee.

TERMINATION OF SERVICE

Notice of discharge

95. The periods of notice shown in your personal conditions of service will not apply if you are dismissed for misconduct.

Civil Service Pension Scheme. If you wish this to be considered you should ask your personnel department or staff section for further particulars. Do this without delay as some transfer applications are subject to a time limit.

REDUNDANCY

110. If it is necessary to reduce the number of employees in your establishment for any reason or if it has to close down altogether you are liable to be transferred to other suitable work either in your own or another Government establishment within reasonable daily travelling distance of your home. Such a transfer may involve a move to a lower grade job or some additional travelling but if you have reasonable grounds for claiming that the other employment offered to you is not suitable you may appeal under the normal procedure for dealing with grievances. If your appeal is unsuccessful but you refuse to transfer you will not be entitled to redundancy compensation.

111. If it is not possible to arrange for your transfer to other suitable employment and you have to be discharged and you have a minimum of 12 months Government service you will usually be eligible for a payment of redundancy compensation, the amount of which will vary with your length of service and your age. If you are over 55 you will be given the option of foregoing any redundancy compensation payable to you and receiving instead the immediate payment of the pension and lump sum which you have earned. Full particulars are contained in Ministry of Defence Industrial Staff Regulations.

112. Agreements have been reached with the trade unions on the order in which employees are to be selected for redundancy. Broadly speaking, volunteers go first, then dilutees (where the redundancy occurs in a craft grade) and then employees over 65. After these categories the usual "last in, first out" rule applies but anyone over 60 who is no

longer able to carry out the full duties of his grade because of ill health or reduced ability may be asked to retire. In addition, the head of establishment will have to ensure that he keeps what is known as "a balanced labour force" meaning, for example, that if there is a shortage of employees in a particular trade or they are specially qualified for a particular job that is still needed, they may have to be retained in employment even if their service is very short. The trade unions will be consulted in any cases such as these.

113. Established employees are given six months' notice of discharge in redundancy cases. Other employees are given two weeks' notice.

HINTS ON ACCIDENT PREVENTION AND SAFETY AT WORK

Posters

Always study and heed warning signs, notices and posters.

Walking

Watch your step. Look to your footing, watch for traffic, look for crane loads and men working overhead.

Short cuts are dangerous

Go the safe way even if it means going round. Use the gangways and walkways provided. When crossing roadways or rail tracks, make sure that all is clear before you start to cross. Look both ways. Step over railway lines, not on them. Go round trucks, never between or under them. When passing a place where chips or dust fly about, turn your head away. Better still, avoid the danger zone.

Falls

Stack material so that it is stable and steady. Put tools and other equipment where they cannot possibly fall or be knocked on to someone below. Don't climb about; use a suitable ladder. Examine ladders and planks every time before you use them. Mark defective material and report it. Keep well clear of suspended loads. If you are in charge of an opening in the floor or ground, you *must* mark it clearly with DANGER signs and fence it round or cover it securely. If in doubt, seek the advice of your supervisor.

Machinery

Moving machinery can cause injury, so treat it with respect. Don't make adjustments without authority. When working on a stopped machine make sure that the power is shut off in such a way that it cannot start itself or be started accidentally. Before starting up, see that everything is in order and that no-one is in a position to get hurt. Take care not to distract the attention of anyone working

on a machine. Never use a machine without its guards. And remember that no-one but an authorised person should operate a crane, lift, hoist, fork-lift truck or other work's transport.

Clothing and hair

Loose parts of clothing, ties, open coats, flapping cuffs, bows, scarves, rings, necklaces and long hair are always dangerous, especially near machinery. Smooth shafts are as dangerous as in-running gear wheels. Avoid loose clothing because the material probably won't tear if it catches, but will drag you into the machine or round the shaft. Always keep your hair under control by wearing a net or other headgear which is provided. Wear good boots or shoes at work and keep them in good repair. As well as being less liable to cause foot injuries and falls, you will get less tired. Many foot injuries can be avoided by wearing safety boots or shoes. At many establishments safety footwear can be purchased. Find out about this.

Hand tools

Keep these in good order. Spanners with splayed jaws, chisels with burred or mushroomed heads, files, screwdrivers, etc, without handles, any tools with handles that are warped, cracked, split or splintery, all lead to injuries. So does the mis-use of tools, because it damages them. When carrying tools or goods, carry them so as to be safe to protect yourself and others. Cutting tools should be carried with the edges protected.

Handling goods

It's not *what* is handled, so much as the *way* it's handled, that leads to so many accidents. Look out for sharp edges, splinters and nails. Pull out or knock down projecting nails before you pass the material on or throw it out for scrap. Don't carry a load you can't see over. Stack goods carefully and tidily on trucks, or they will fall off and may hurt someone seriously. *Pull* the truck if the load is too high to

see over. Many of the substances carried in drums, carboys and other containers are either flammable, corrosive or poisonous; all containers should therefore be treated with caution. Even if empty, assume that they are dangerous unless you know definitely that the material which was in them is harmless. When lifting heavy objects, use your legs as much as possible to save your back muscles. Get help if the load is unduly awkward or heavy.

Eyes

Always protect your eyes when using an emery wheel, chipping, nobbling, welding, or cutting by electric arc or gas. Wear your goggles, even if this means a little inconvenience; a little inconvenience is better than an injury.

Noise

Working in very noisy conditions without proper protection to your ears can permanently affect your hearing. Always wear the ear protectors which are provided in these conditions.

Fires

Fire fighting equipment is for use in emergencies. Keep it clear of obstructions so that it can be got at quickly. The same applies to fire doors and exits. Don't wait until there is a fire to learn where these things are. Find out now. And remember; keep fire doors, exits and extinguishers clear of obstruction.

Electricity

No electrical equipment is safe if it is interfered with or mis-used. Neither amateur repairs nor makeshift connections are allowed, so report any defect immediately. Examine cables of portable tools, especially earth wires, before use and look for any obvious defect.

Compressed air

Never direct a compressed airline nozzle towards your own body or anyone else. Fatal accidents have occurred from horseplay with compressed airlines.

Dust and fumes

It is most important in the interest of your health that you should always wear the protective clothing or the breathing apparatus provided if you are working in dust or fumes or using spraying equipment.

First Aid

The smallest pin prick can lead to blood poisoning. Get first aid treatment for all injuries, however slight. Splinters should be removed promptly. Leave the dressing alone after it has been put on. Tampering with it may infect the wound. Get first aid for anything in your eye. Although a friend may be able to get it out, your eyes are too valuable to trust to unskilled aid. If anyone else is badly hurt send for someone trained in first aid before moving him. Untrained handling of an injured person may make his injuries worse.

Tidiness

Tidiness is the foundation of accident prevention. Keep your work place tidy and if you see anything anywhere in an obviously unsafe place remove it or report it. There are proper places for rubbish and waste. Make sure any combustible material, such as oily waste, is placed in a metal dustbin and is not left lying about. Tidy up as you go along; the job isn't finished until you have cleared up. Spilt liquids, such as oil, cause falls. Wipe them up. Loose articles on walkways can trip. Pick them up.

General

Get to know the details of your job. Ask when in doubt. If you have to leave a job, fix it so that no-one can get hurt. Trying to do someone else's job without authority is wrong and dangerous. There may be risks that you cannot foresee. If someone distracts your attention and you get hurt in consequence you won't be pleased. Think of this before you distract anyone else. Practical jokes and larking about are often good fun. But not under factory conditions. They are far too liable to have a tragic ending.

Faint, illegible text at the top of the page, possibly a header or title.

Several paragraphs of faint, illegible text in the upper middle section.

Another block of faint, illegible text in the lower middle section.

Final block of faint, illegible text at the bottom of the page.