

Chapter 6: Health and Safety

Safety policy

" Make sure you always conform to the relevant Health and safety legislation..."

Any company with more than 5 employees is legally obliged to possess a comprehensive health and safety policy. Professional Health and Safety Consultants can provide your company with a bespoke safety policy; the document is around 100 pages long and any extra sections that you may need in respect of your particular business practice can be written for you at an extra charge. There are many pro-formas that come with the policy that can be photocopied and re-used if needs be and we are always happy to assist you with any enquiry you may have however large or small. Prices vary according to specific needs and are therefore only available on application.

Businesses, which employ five or more people, should have a written statement of their policy for ensuring health and safety. This safety policy should help employers decide on priorities, detail health and safety objectives and outline the organization that exists for ensuring they are met. It should also set out how the policy is to be implemented. The policy statement should be brought to the attention of all employees

Essential format and content of the policy statement

Essentially, a policy statement should consist of three parts, as follows:

1A general statement of intent

This should outline in broad terms the organisation's overall philosophy in relation to the management of health and safety, including reference to the broad responsibilities of both management and workforce.

2 Organisation (people and their duties)

This outlines the chain of command in terms of health and safety management.

- Who is responsible to whom and for what?
- How is the accountability fixed so as to ensure that delegated responsibilities are undertaken?
- How is the policy implementation monitored?

Other organisational features should include:

- individual job descriptions having a safety content;
- details of specific safety responsibilities;
- the role and function of safety committee(s);
- the role and function of safety representatives;
- and a management chart clearly showing the lines of responsibility and accountability in terms of health and safety management.

3 Arrangement (systems and procedures)

This part of the policy deals with the practical arrangements by which the policy will be effectively implemented. These include:

- safety training;
- safe systems of work;
- environmental control;
- safe place of work;
- machine/area guarding;
- housekeeping;
- safe plant and equipment;
- noise control;
- radiation safety;
- dust control;
- use of toxic materials;
- internal communication/participation;
- utilisation of safety committee(s) and safety representatives;
- fire safety and prevention;
- medical facilities and welfare;
- maintenance of records;
- accident reporting and investigation;
- emergency procedures;

- and workplace monitoring.

Records of arrangements are also required to be kept where more than five employees are employed

Basic objectives and general content of statement

Health and safety policy statements should state their main objectives, e.g.:

- (a) Commit to operating the business in accordance with the Health and Safety at Work Act 1974 and all applicable regulations made under the Act, 'so far as reasonably practicable';
- (b) Specify that health and safety are management responsibilities ranking equally with responsibilities for production, sales, costs, and similar matters;
- (c) Indicate that it is the duty of management to see that everything reasonably practicable is done to prevent personal injury in the processes of production, and in the design, construction, and operation of all plant, machinery and equipment, and to maintain a safe and healthy place of work;
- (d) Indicate that it is the duty of all employees to act responsibly, and to do everything they can to prevent injury to themselves and fellow workers. Although the implementation of policy is a management responsibility, it will rely heavily on the co-operation of those who actually produce the goods and take the risks;
- (e) Identify the main board director or managing board director (or directors) who have prime responsibility for health and safety, in order to make the commitment of the board precise, and provide points of reference for any manager who is faced with a conflict between the demands of safety and the demands of production;
- (f) Be dated so as to ensure that it is periodically revised in the light of current conditions, and be signed by the chairman, managing director, chief executive, or whoever speaks for the organisation at the highest level and with the most authority on all matters of general concern; and
- (g) Clearly state how and by whom its operation is to be monitored.

Organisation (people and their duties)

Suitable policies will demonstrate - both in written and diagrammatic form (where appropriate) - the following features:

- (a) The unbroken and logical delegation of duties through line management and supervisors who operate where the hazards arise and the majority of the accidents occur.
- (b) The identification of key personnel (by name and/or job title) who are accountable to top management for ensuring that detailed arrangements for safe working are drawn up, implemented and maintained.
- (c) The definition of the roles of both line and functional management. Specific job descriptions should be formulated.
- (d) The provision of adequate support for line management via relevant functional management such as safety advisers, engineers, medical advisers, designers, hygienists, chemists, ergonomists, etc.
- (e) The nomination of persons with the competence and authority to measure and monitor safety performance.
- (f) The responsibilities of all employees.
- (g) The arrangements for employee representation on health and safety matters (i.e. whether by trade union safety representatives, employee elected safety representatives or by direct consultation with each employee (see joint consultation, safety representatives and safety committees).
- (h) The involvement of the safety adviser and relevant line/functional management at the planning/design stage.
- (j) The provision of the means to deal with failures in order to meet job requirements.
- (k) The fixing of accountability for the management of health and safety in a similar manner to other management functions.
- (l) The organisation must unambiguously indicate to the individuals exactly what they must do to fulfill their role. Thereafter a failure is a failure to manage effectively.
- (m) The organisation should make it known - both in terms of time and money - what resources are available for health and safety. The individuals must be certain of the extent to which they are realistically supported by the policy and by the organisation needed to fulfil it.

Arrangements (systems and procedures)

It is vital to establish safe and healthy systems of work designed to counteract the identified risks within a business. The following aspects should be used as a guide when preparing arrangements for health and safety at work:

- (a) The provision of health and safety performance criteria for articles, and product safety data for substances, prior to purchase.
- (b) The provision of specific instructions for using machines, for maintaining safety systems, and for the control of health hazards.
- (c) The development of specific health and safety training for all employees.
- (d) The undertaking of medical examinations and biological monitoring.
- (e) The provision of suitable protective equipment.
- (f) The development and utilisation of permit-to-work systems.
- (g) The provision of first-aid/emergency procedures, including aspects of fire safety/prevention.
- (h) The provision of written procedures in respect of contractors and visitors.
- (i) The formulation of written safe systems of work for use by all levels of management and workforce.

Appendices to statements

There are a number of reasons for incorporating appendices to statements of health and safety policy (although this is not a statutory requirement). For instance, there may be a need to detail the organisation's intentions, arrangements and procedures for dealing with a hazard specific to a process, e.g. the risk of back injury associated with a particular handling operation. It may be necessary to formally declare the company's policy on asbestos in existing buildings or on the provision of prescription lens eye protection to certain groups of operators. Fundamentally, an appendix qualifies in depth certain provisions outlined in the policy.

Policy monitoring

Policy monitoring highlights four areas as follows:

- (a) The accident and ill-health record.
- (b) The standards of compliance with legal requirements and codes of practice.
- (c) The extent to which organisations specify and achieve - within a given time scale - certain clearly defined objectives (of both short-term and long-term nature).
- (d) The extent of compliance with the 'organisation' and 'arrangements' parts of the organisation's own policy (discussed earlier), including in particular the written safe systems of work that have been developed by the organisation to meet its individual needs.

Plant Equipment and substances

- Maintenance of equipment such as tools, ladders, etc.

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- Are they in safe condition?
 - Maintenance and proper use of safety equipment such as helmets, boots, goggles, respirators, etc.
 - Maintenance and proper use of plant, machinery and guards.
 - Regular testing and maintenance of lifts, hoists, cranes, pressure systems, boilers and other dangerous machinery, emergency repair work, and safe methods of doing it.
 - Maintenance of electrical installations and equipment. Safe storage, handling and, where applicable, packaging, labelling and transport of dangerous substances.
 - Controls on work involving harmful substances, such as lead and asbestos.
 - The introduction of new plant, equipment or substances into the workplace - by examination, testing and consultation with the workforce.

(i) The statement of intent

This involves a general statement of good intent, usually linked to a commitment to comply with relevant legislation. Many employers extend their policies so as to relate also to the health and safety of others affected by their activities. In order to demonstrate clearly that there is commitment at a high level, the statement should preferably be signed by the chairman, chief executive or someone in a similar position of seniority.

(ii) Organisational responsibilities

It is vitally important that the responsibilities for putting the good intentions into practice are clearly identified. In a small organisation this may be relatively simple but larger employers should identify the responsibilities held by those at different levels in the management structure. Whilst reference to employees' responsibilities may be included, it should be emphasised that the law requires the employer's organisation to be detailed in writing. Types of responsibilities to be covered in the policy might include:

- Making adequate resources available to implement the policy;
- Setting health and safety objectives;
- Developing suitable procedures and safe systems;
- Delegating specific responsibilities to others;
- Monitoring the effectiveness of others in carrying out their responsibilities;
- Monitoring standards within the workplace; and
- Feeding concerns up through the organisation

(iii) Arrangements

The policy need not contain all of the organisation's arrangements relating to health and safety but should contain information as to where they might be found, for example in a separate health and safety manual or within various procedural documents. Topics which may require detailed arrangements to be specified are:

- Operational procedures relating to health and safety;

- Training;
- Personal protective equipment;
- Health and safety inspection programmes;
- Accident and incident investigation arrangements;
- Fire and other emergency procedures;
- First aid;
- Occupational health;
- Control of contractors and visitors;
- Consultation with employees; and
- Audits of health and safety arrangements.

Employees must be aware of the policy and, in particular, must understand the arrangements which affect them and what their own responsibilities might be. They may be given their own copy (for example, within an employee handbook) or the policy might be displayed around the workplace. With regard to some arrangements detailed briefings may be necessary, for example as part of induction training. Employers must revise their policies as often 'as may be appropriate'. Larger employers are likely to need to arrange for formal review and, where necessary, for revision to take place on a regular basis (e.g. by way of an ISO 9000 procedure). Dating of the policy document is an important part of this process.

First Aid

First aid is the provision of limited care for an illness or injury, which is provided, usually by a lay person, to a sick or injured patient until definitive medical treatment can be accessed, or until the illness or injury is dealt with (as not all illnesses or injuries will require a higher level of treatment). It generally consists of series of simple, sometimes life saving, medical techniques, that an individual, either with or without formal medical training, can be trained to perform with minimal equipment.

First aid can also be performed on animals other than humans, although this article refers specifically to human first aid.

First Aid is the first assistance or treatment given for a sick or injured person (called casualty) before the arrival of an ambulance or qualified expert.

OBJECTIVES OF FIRST AID

TO SAVE LIVES

- If unconscious keep the airway clear
- Make sure the casualty is breathing
- Stop any bleeding
- Treat other injuries in the right order

TO PREVENT FUTURE INJURY

- Never move the casualty unless there is danger, to avoid further injury
- Comfort and reassure the casualty
- Give protection from the cold, exercise heat or wet conditions

TO OBTAIN MEDICAL AID

- Ask someone to call an ambulance or doctor as soon as possible.
- Always stay with the victim until help arrives.

First

Aid

Kit

It is certainly a good idea to have a first aid kit at home, in the office or when you are travelling. You will be able to know where to find what you need straight away in the event of a minor accident.

Do you know what are the basic items you need in a first aid kit?



First aid materials should be kept:

- In firm plastic or metal box
- Out of reach of children
- In a dry, easily accessible place

It is important to check the contents of the first aid box regularly to replace expired items and replenish used items.

Here is a list of items you should have in your First Aid Kit:

	<i>Recommended Quantity</i>
<p>Antiseptic Liquid Antiseptic liquids contain antibacterial agents which are used to cleanse skin and reduce risks of cross infections.</p>	1 x 50 ml
<p>Antiseptic Lotions & Creams These have the same effects as antiseptic liquids</p>	1 x 60ml
	1 small pack

<p>Dressings</p> <p>a) Elastic & Fabric Plaster Dressings These are plasters with gauze in the middle which may or may not be medicated. Plasters may be fabric or plastic (waterproof) and come in various sizes. Buy what you need or prefer.</p> <p>b) Fabric Dressings Triangular bandage White gauze bandage-sterile Elastic Bandage</p> <p>c) Non-Adhesive Wound Dressings Non-medicated with a layer of plastic over the gauze to prevent the gauze from sticking onto the wound</p>	<p>1 pack 1 x 1 metre 1 x 7.5 cm 1 x 5cm x 5 cm 1 x 10cm x 10 cm</p>
<p>Pain Killers These are counter pain creams to be applied to sprains</p>	<p>1 x 35 gm</p>
<p>Medicated oil/ Minyak Cap Kapak & Calamine Lotion to soothe the skin</p>	<p>1 small bottle</p>
<p>Sterile Eye Pads Eye wash/ Lotion</p>	<p>1 child size & 1 adult size 1 x 110ml</p>
<p>Oral Medication Paracetamol for pain relief and fever Indigestion remedies Antidiarrhoea preparations</p>	<p>1 x 30ml 1 x 24s 1 x 10s</p>
<p>Miscellaneous</p> <ul style="list-style-type: none"> - Surgical tapes - Cotton woll - Clinical thermometer - Safety pins - Scissors 	<p>1 x 2.5cm x 9metre 1 x 25 g 1 4 1 small pair</p>

DRESSING

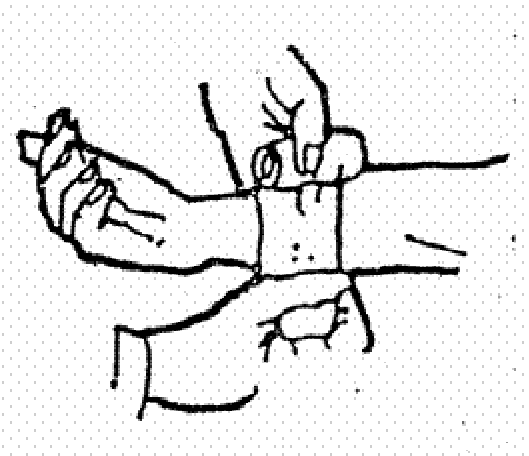
Dressings are used to cover wounds in order to ;

- Stop any bleeding
- Keep the wound clean and protect the wound from any damage

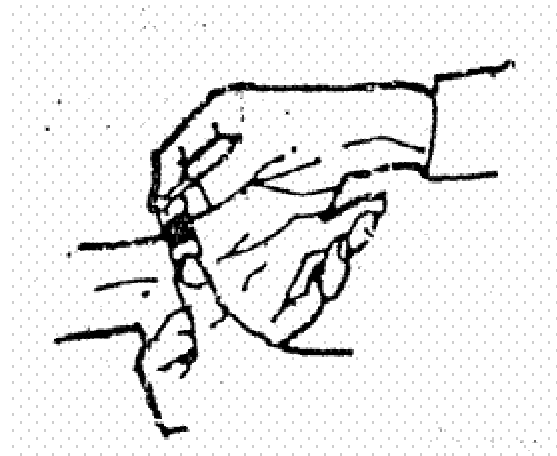
Dressings may be sterilized to remove any bacteria. They are often sealed in an airtight wrapper ready for use. When you do not have a sterile dressing, an emergency dressing may be used. It should be made from a white material and free of fluff. The inside of a clean handkerchief or a tissue may be suitable.

WHEN USING A DRESSING.....

Wash your hands before touching a wound or dressing. Use a dressing which fully covers the wound. Handle a dressing only by the edge. Add extra padding for comfort keep it in place with a bandage.



Using a dressing



Using a Plaster

Emergencies

There are circumstances where urgent help is required as the absence of medical attention could result in endangering the health of the patient or impairment of bodily functions. It is therefore, important to be able to provide first aid in these life-threatening situations. Attending a course in the principles of first aid, especially on CPR (Cardio-pulmonary resuscitation) is very useful.

Circumstances requiring emergency treatment includes:

- Sudden or severe pain in any parts of the body, especially the chest and abdomen.
- Severe or uncontrollable bleeding.
- Sudden dizziness, fainting, headache or change in vision.
- Dislocated bones.
- Difficulty in breathing.
- Severe or constant vomiting or diarrhoea.
- Sudden weakness or loss of strength in any extremity.
- Drug overdose or poisoning.

In the event of an accident you should bear in mind some basic rules:

- Keep calm and do not panic. Assess the situation quickly and calmly. Look out for dangers to yourself and the casualties. Never put yourself at risk.
- Protect the patient from danger. If there is more than one casualty, assess all casualties and determine treatment priorities.
- If the patient is conscious, reassure him by talking to him and making him feel comfortable.
- Do not move the person if he is injured, unconscious or complaining of neck or back pain. Call for medical help.
- If the patient is unconscious, make sure the patient is breathing or has a pulse. If the person is not breathing, resuscitation must be started at once before any treatment. This is carried out until the patient can resume breathing unassisted. Get someone else to call for the ambulance.

You should also be prepared for emergency situations by keeping telephone numbers of emergency services near your telephone and having a well equipped first aid kit.

Fire precautions

The most common causes of home fires are carelessness with lighted matches and with smoking, and the misuse of electricity. Some other causes of home fires include faulty television sets, defective heating and cooking equipment, and accumulation of rubbish. Knowing how to recognise a potential fire hazard, along with learning the precautions to take, can save lives and property. The following list is by no means complete - but it does provide an idea of some of the safety precautions that can be taken to reduce the most common causes of residential fires.

Matches and Smoking

- Use large non-combustible ashtrays. When emptying an ashtray, make sure there is no live ash left in it. Emptying ashtrays into a garbage pail or wastebasket may cause a fire. It is preferable to empty them into a metal container with a tight lid.
- When discarding a lighted match, hold it for a second or so after blowing it out and then put it into an ashtray, never a wastebasket. Never carelessly toss away a lighted match or cigarette.
- Never strike a match in, or carry a lighted candle into, closets, attics, or other confined spaces where combustible materials are stored. Use a flashlight.
- Do not smoke while working near gasoline, oil drippings, or combustible vapours.
- Never smoke in bed. It is too easy to fall asleep and drop a lighted cigarette. Toxic gases from a fire can render one unconscious before the heat has a chance to waken a sleeper. If you must smoke before going to sleep, it is safer to sit in a chair.
- Before you go to bed, look under cushions for smouldering cigarettes. If a lighted cigarette is dropped in a couch or easy chair, remove it promptly, and ensure that the lighted end is still attached. If it drops through a crack, do not rest until the cigarette is found, or until certain it cannot smoulder. A heated cigarette end can smoulder for some time before actually igniting the upholstery material.
- Be aware that disposable butane cigarette lighters can be a fire hazard. In fact, defective butane lighters have been proven to be responsible for many injuries and

several deaths. They have been known to explode or self-ignite while carried in a pocket as well as during use.

House Wiring and Misuse of Electricity

- Have a competent electrician repair defective house wiring. Make certain your home is equipped with adequate electrical wiring and an adequate service entrance. If buying a new house ensure it is wired according to your local Electrical Code. Be sure wiring is adequate for such heavy appliances as electric ranges, clothes dryers and air conditioners.
- Buy only electrical appliances and cords approved by CSA (Canadian Standards Association) - the items should be marked with the CSA logo. Have appliances repaired if they are not working properly - they could be a potential fire hazard.
- One special hazard may be found in houses that contain wiring made from aluminum rather than copper. Aluminum wiring is safe if it is used with the appropriate devices (such as switches and receptacles) that are designed for it. Overheating and fire can occur if aluminum wire is connected to devices meant for copper wiring. If you are unsure whether your house uses copper or aluminum wire, look inside switch and receptacle boxes - aluminum wire is silvery instead of copper-coloured. If you find that aluminum wiring is installed, check all switches and receptacles to ensure that they are compatible with aluminum wiring.
- If your service entrance is equipped with replaceable fuses, ensure that they are replaced with the proper sizes and that they are not bypassed. When a fuse blows, or a circuit breaker operates, find the cause of the overload before replacing or resetting.
- Avoid the excessive use of extension cords and multiple-plug outlets, which increase the chances of overloading electrical circuits. Replace electrical cords of lamps, vacuum cleaners, appliances, etc. if they become worn or otherwise damaged. Do not splice broken or frayed wires and bind them with electrical tape. Do not cover frayed wires or broken insulation with electrical tape. This will result in delaying the proper replacement of damaged wiring, or in forgetting about it altogether.
- Do not run wires under rugs or over nails, or where they might be subjected to mechanical damage.
- Disconnect electric irons when not in use. Do not use electric toasters under drapes or near any other flammable material, and keep your eye on anything being toasted to ensure it pops up at the right time and does not get stuck or start burning.

- Do not leave electric blankets turned on longer than necessary, and ensure that they are turned off while the house is unoccupied. Make sure that the blanket and wiring are in good condition and not worn or frayed in any way. Inspect them regularly.
- Always remove cords from electric sockets by grasping the plug, not the wire.
- Have dry hands when using electrical appliances. If an appliance gets wet, have it serviced.

Television Sets and Stereos

- If the TV or stereo is not working properly, have it checked out - it could be a potential fire hazard.
- Do not make home repairs on television sets, unless you are qualified to do so. This goes for any other appliance in the home. Fire or shock may result.
- TV sets and some stereos generate a considerable amount of heat and should have adequate ventilation. Do not obstruct ventilation. Do not place near opened heat vents. Cool air should be allowed to flow in from the direction of the floor, past the ventilation holes in the TV or stereo (where it will be warmed), and out towards the direction of the ceiling. Do not leave television sets or stereos on overnight.
- If you have a roof antenna, ensure that a lightning arrestor is installed (with an adequate ground). This will prevent damage and fire caused by a lightning strike to the antenna. During a thunderstorm, remove all antenna and cable connections to television and stereo sets

Textiles.

Textiles are an intimate part of daily living. The clothes we wear, the chairs we sit on, the carpets we walk on and the beds we sleep in are examples of textiles used regularly in the home. Most textile fibres will burn, and the presence of flame near a flammable fabric of open or airy construction has in the past been sufficient to start tragic fires. Careless smoking has been responsible for many deaths caused by burning bedding and upholstered furniture, while spread of fire has resulted from flaming carpeting (lateral spread) and draperies (vertical spread).

Selection of textile products for the best fire rating is not an easy matter. To properly determine the fire hazard rating of a particular fabric, it is necessary to know the ease of ignition, surface flame spread, heat release, smoke obscuration and toxicity of combustion products. It is difficult, if not impossible, to obtain such ratings from dealers or manufacturers that will allow the consumer to select a textile product for fire safety.

The many factors affecting the fire hazard rating of a textile product include the type of fibre used, whether the fibre is blended, the construction of the fabric, the design of the product, the type of filling material and the type of dye used. In addition, various chemicals may be applied to the fibres or to the fabric to add flame resistance to normally flammable materials - it should be noted, however, that the use of phosphate detergents, fabric softeners and bleach may render the flame-retardant finish ineffective after a number of washings). The Canadian consumer is protected to a degree by the Hazardous Products Act, which is administered by the Products Safety Division of the Department for Consumer and Corporate Affairs. This act requires that clothing and certain textile products meet specified standards of flammability. More detailed information on finished products can be found in the sections on clothing and furniture and furnishings below. The following table provides a list of some of the basic fibres and their reaction to flame. The list does not consider the affect of dyes, blending or chemical finishes on the fabric.

SELECTING FIRE-RESISTANT TEXTILES															
TYPE OF FIBRE	REACTION TO FLAME	Clothing	Bedspreads	Blankets	Sheets	Curtains	Drapes	Upholstery	Slipcovers	Carpet Face	Carpet Back	Area Rugs	Mats	Padding	Industrial
Cotton	V FLAMMABLE: Ignites on contact. Continues burning on removal of flame.														
Linen (Flax)															
Sisal															
Jute															
Rayon		S													
Acetate															
Triacetate															
Acrylic (1)															
Olefin (2)	S FLAME - RESISTANT: Melts or fuses away from flame. Burns slowly. Self-extinguishing.														
Nylon															
Polyester (3)															
Vinyon															
Saran															
Modacrylic															
Vinal															
Novoloid															
Aramid															
Wool	P FLAME - RESISTANT: Curls away from flame. Burns slowly. Self-extinguishing.														
Silk															
Mohair															
Angora															
Glass	M NON - FLAMMABLE: Will not burn.														
Asbestos															
Metal															

V	Vegetable (natural)
S	Synthetic
P	Protein (natural)
M	Mineral

Note 1:	Acrylic also melts.
Note 2:	Olefin continues to melt and burn when the flame is removed.
Note 3:	Polyester, when blended with a more flammable fibre, continues to burn on removal of flame.

Clothing

The worst burns usually involve clothing. Every year many deaths and severe injuries are attributed to peoples clothes catching fire. It happens especially to children and the elderly and, in most cases, the victims are dressed in sleepwear. Usually, it is the children’s innate sense of curiosity that gets them into trouble - they have come across a lighter or a book of matches, or they have managed to come too close to a fireplace or the hot element of a stove. In the case of adults, their clothing most often catches fire while they are cooking, smoking or handling combustibles.

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- Fabric composition*** Clearly, any article of clothing (unless it is made from asbestos) will burn once it contacts a source of ignition. However, there are certain types of fibres and fabrics that are less likely to ignite than others, and some that will burn more slowly, reducing the risk of a serious injury. For clothing use, we are not as concerned about the toxicity of fabrics when burning as we are in the ability of the fabric to self-extinguish once the ignition source has been removed (so that, if a person trapped in a fire can get clear of the fire, his clothing will stop burning). Fabrics made of synthetic or protein fibre will do this, as will cellulistic fibres that have been treated with a fire-retardant. The problem with synthetic fibres is that they tend to melt in or near flame, increasing the severity of burns. Some clothing fabrics made of mineral fibres are non-flammable.
- Garment design and construction*** In addition to the type of fibre, fabric construction and finish as described above, the design and construction of the garment itself is important in reducing the fire hazard. Tests on sewn garments reveal that sewing threads can burn, causing ignition and burning in otherwise flame-retardant fabrics. Trimmings can have an even more pronounced effect. Long sleeves, flowing clothing and shirrtails are very dangerous around stoves, barbecues and open fires. In some cases, a child or adult could be engulfed in flames in 30 seconds. Snug-fitting garments with tight waists, ankles and wrists are safer, as are tailored, fitted garments. They are less likely to contact ignition sources, and will burn slowly because the amount of oxygen available to feed the fire is limited. Victims, or those closeby, will have more time to react to smother the flames and limit the injury.
- Regulations for children's sleepwear*** The Minister of Consumer and Corporate Affairs has recently introduced more stringent flammability regulations for children's sleepwear in order to reduce the incidence and severity of sleepwear burn injuries. The flammability of children's sleepwear up to size 6X has been regulated under the Hazardous Products Act since 1971. Despite this regulation, a minimum of 21 children under the age of 9 were severely burned and one or two died each year due to sleepwear fires. The new regulations, made effective in 1987, apply to sleepwear which have been implicated in the most severe injuries (such as children's night-gowns, night shirts, dressing gowns, bathrobes, housecoats and robes, pyjamas and babydoll pyjamas in sizes up to and including 14X). Less hazardous styles of sleepwear, such as polopyjamas and sleepers, remain subject to the existing regulations. For an item to comply with the new regulations it must, among other requirements, pass a flame resistance test. Very briefly, the test consists of igniting the ends of five test specimens of the fabric 3-1/2" wide by 10" long. For the material to pass, the average char length for the five specimens must not exceed 7", and not more than one individual specimen is allowed to have a char length equal to the full length of the specimen (i.e. 10").

Safety tips

To reduce the risk of a clothing or sleepwear fire adhere to the following safety tips:

- Consider the age, physical condition and mentality of the wearer, as well as the burning properties of the fibres and fabric, when evaluating the fire hazard potential of clothing.
- When buying or making clothes or sleepwear choose fabrics that are difficult to ignite, slow to burn, are self-extinguishing when the ignition source is removed and do not melt readily. Also select fabrics with a tight weave (such as denim and double-knits) that will limit the amount of oxygen that is able to flow through the fabric to fuel a fire should the fabric ignite.
- When buying or making clothes or sleepwear choose designs that fit snugly (i.e. are not long and flowing) so that the amount of oxygen available to fuel a fire from both sides is limited. For example, jogging suit styles of pyjamas are usually best for children's nightwear.
- Keep matches, lighters and open flames out of the reach of children.
- Do not allow children to play near or climb on stoves, fireplaces or other heat sources.
- Do not wear loose-fitting garments when cooking or around fires, barbecues, or other heat sources.
- If you buy or make clothes that incorporate a flame-retardant chemical, ensure that you follow the laundering instructions exactly.

Learning Outcomes

- Students should be able to define first aids.
- Students should be able to explain the format and content of the policy statement.
- Students should be able to explain fire precautions

Basic Reading

1. Kang S. M. (2005). Handbook on Company Secretarial Practice in Malaysia. 4th ed. Kuala Lumpur: Lexis Nexis business solutions.

Revision Questions

1. Identify and explain the format and contents of the policy statement