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confederation  
of paper industries



## *Safe working in the Paper Industry*

*Additional copies  
of this handbook  
are available from :*

**The Confederation  
of Paper Industries**

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Or visit [www.paper.org.uk](http://www.paper.org.uk)



**CONTENTS:****YOU AND YOUR SAFETY ..... 4****WORKING SAFELY ..... 18****MAINTAINING WORKPLACE CLEANLINESS .. 52****DEALING WITH EMERGENCIES ..... 66****SAFETY IN THE PAPER INDUSTRY****How safe are you ?**

The paper industry remains a significant part of the UK manufacturing industry, employing around 35,000 people.

Unfortunately, the industry has historically suffered from an accident rate that is consistently higher than that experienced by the rest of manufacturing, and a fatal and major accident rate equal to, or in excess of, the construction industry.

The main causes of accidents continue to be slips, trips and falls, manual handling and transport, but machinery safety is a significant problem in the industry.

**THE ULTIMATE TARGET  
THE PAPER INDUSTRY HAS NOW SET ITSELF...**

**Over the past 3 years, significant improvements  
have been made in the reduction of accidents,  
but the ultimate goal remains ...**

**ZERO accidents**

**WE ALL HAVE OUR PART TO PLAY  
TO MAKE THIS HAPPEN!**



## CAN YOU IMPROVE HEALTH AND SAFETY IN YOUR WORKPLACE?

**There is a lot that everyone can do to improve health and safety.**

Here are some ways:

Always make sure that guards are correctly fitted to moving machinery.



Always use the personal protective equipment provided.

Ensure that you stack materials and products safely.

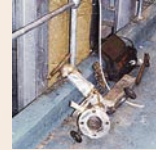


Never obstruct fire exits.



**There is a lot that everyone can do to improve health and safety.**

Never obstruct walkways.



Always keep your work area tidy.

Always clean up spillages promptly – use the Kit to do this if they are provided.












Always follow correct operating procedures.

### Use your common sense over

- Jewellery
- Personal hygiene
- Eating and drinking
- Horseplay
- Authorised tools only
- Wet floors
- Slippery surfaces



**Take care of yourself and your colleagues**

	Category of Danger	Symbol Letter	Indication of Danger	Symbol
Physico Chemical	Extremely Flammable	F+	Extremely Flammable	
	Highly Flammable	F	Highly Flammable	
	Flammable		Flammable	
Environmental	Dangerous for the environment	N	Dangerous for the environment	
Health	Very Toxic	T+	Very Toxic	
	Toxic	T	Very Toxic	
	Harmful	Xn	Harmful	
	Corrosive	C	Corrosive	
	Irritant	Xi	Irritant	
	Sensitising	Xn	Harmful	

With some chemicals the effect may take a long time to become apparent. For example, chemicals which cause allergic reactions after prolonged exposure or cancer forming chemicals.



You may not always be aware that you are being affected.

So, always wear the PPE provided or specified in the COSHH data sheets. It is provided for a good reason and your SAFETY.

### Disposal of Cleaning Materials

Using hazardous chemicals safely will protect you and those who work with you.



You also need to protect other people from these affects.

Careless disposal of chemicals may cause injury to other people. It may also cause damage to the environment.



There will be procedures in your company for the correct disposal of used chemicals. You should always follow these procedures.

They may involve some or all of the following...

Label containers correctly - other people handling these chemicals after you need to know what they are dealing with.

Use the correct containers - chemicals may leak from corroded containers or inadequate packaging causing damage to other persons and the environment.

- keep personal protective equipment clean to avoid contamination; This particularly applies to face masks and the inside of gloves;
- wash your hands thoroughly before eating;
- wash your hands thoroughly after visiting the toilet;
- don't use compressed air to clean dusty clothing. It is dangerous as air bubbles can get into your blood stream and cause painful joints or muscles and in some cases, limbs have had to be amputated. In extreme cases, the air bubble has transferred to the brain caused a brain haemorrhage and, ultimately, death. Damage to your eyes is possible and you could injure others.



**In this section you learnt about:**



- When and how to isolate machinery, equipment, systems and services;
- How to use cleaning materials safely including hazardous materials;
- How to dispose of used and partly used cleaning materials safely and without damage to the environment;
- Cleaning machinery and equipment safely;
- The importance of maintaining a clean and tidy workplace;
- Some aspects of personal hygiene which affect health and safety.

**AND**

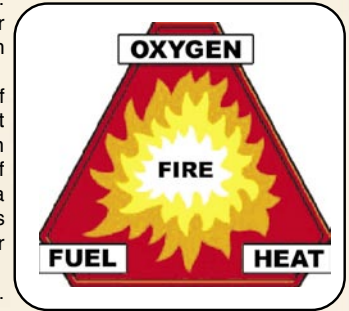
**DO NOT work on any machinery unless you are sure that it has been ISOLATED correctly. Always follow the correct procedure and TAKE CARE when USING, and DISPOSING OF, cleaning materials (and other chemicals). DO NOT FOOL ABOUT with cleaning equipment. A clean, tidy and unobstructed workplace stands a good change of being a safe workplace. IT'S ALL DOWN TO ATTITUDE AND A SAFETY CULTURE IN THE WORKPLACE. SAFETY RULES - OK!**

**There are 3 things needed for a fire to start:**

**Fuel** - something that can burn. This may be a solid such as paper or wood, or a flammable liquid such as oil, or a gas.

**Heat** - to raise the temperature of the fuel. A quite small source of heat such as a spark or cigarette end can provide enough heat particularly if the fuel is easily ignited, eg petrol, a gas or a finely divided solid such as loosely packed fibrous materials or dust.

**Oxygen** - to keep the fire burning. Oxygen in the air is sufficient to do this.



**Put fuel, oxygen and enough heat together and you have a fire.**

Good fire prevention ensures that heat and fuel are kept apart.

You can ensure this by maintaining a clean and tidy workplace and monitoring sources of heat such as welding or overheating machinery.

*By the way - flammable and inflammable both mean the same thing.*

**Fire Fighting Equipment**

Fire Fighting Equipment may be **fixed** (usually automatically operated) or **manually operated**. Types may include:

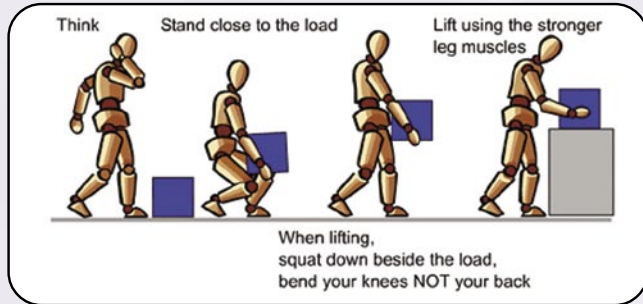
**Fixed**

- Sprinkler systems (water)
- Specialist systems (including inert gas for computer rooms)

**LIFTING TECHNIQUES**

**When lifting use good handling techniques  
(Kinetic Handling)**

- stand close to the object being lifted or placed;
- bend your knees - NOT YOUR BACK;
- when lifting from the floor, squat down beside the load;
- lift by using the stronger leg muscles as much as possible;



- ensure the body weight is evenly distributed on to both feet;
- grasp the object so that it cannot slip;
- bring and hold the object close to the body;
- avoid twisting when turning - always use small step alterations with your feet.



WORKING SAFELY

NOTES

