



## **HEALTH AND SAFETY POLICY FOR AGENCY WORKERS**

All Prodrive Personnel Limited contractors must comply with the rules detailed in the Health and Safety at Work Act 1974, or any other applicable legislation.

In practice a common sense approach to Health and Safety by all employees will comply with the above legislation; the following list will help you to carry out your responsibilities, whilst on assignment:

- a) ALWAYS - take care of your own safety.
- b) ALWAYS - wear protective clothing and make use of safety equipment on machinery.
- c) ALWAYS - conform to the client's safety rules and the instructions of their safety representative.
- d) ALWAYS - report accidents, equipment damage and any potentially hazardous conditions or situations that may arise.
- e) ALWAYS - make yourself familiar with fire appliances, fire exits and muster points.
- f) NEVER - by act, error or omission, endanger yourself or anybody else at your place of work.

The guidelines are common sense. If in doubt contact the client's safety representative immediately. You have our full support.

## **PLEASE READ THE FOLLOWING INFORMATION**

Whilst working for Prodrive Personnel Limited if you are not able to attend or do not intend going back to your assignment, please inform this office as soon as possible. The office is open from 8.00-18.00 Monday to Friday.

Failure to do this could result in you losing your contract at this company and may delay any payment of wages to you.