HEALTH AND SAFETY POLICY

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0		10.10.2022	N/A	Benjamin Vel
1.1		18.09.2023	Various	Benjamin Vel
1.2		22.11.2025	Various	Muhammed Saley and Shane Emilie
1.3	Board	26.01.2026	Various	Rajelle Barbe, Sharon Gerry, Ramano Songor, Monia Course, Estelle Lau Tee

Table of Contents

Foreword....2

1.0 Definitions....3

2.0 Goals....5

3.0 Policy statement and statutory duties....5

4.0 Responsibilities....7

4.1 LWMA management (CEO, Deputy CEO, managers and supervisors)....7

4.2 LWMA employees....7

4.3 Visitors and contractors....8

5.0 Health and safety rules....8

6.0 Health and safety measures in specific areas....9

6.1 Offices....9

6.2 Landfills....10

6.3 Bin sites....10

6.4 Road cleaning sites....11

6.5 Beach cleaning....11

6.6 Cleaning of amenities....12

7.0 Arrangements and procedures....12

8.0 Health and safety measures for volunteers....14

Annex 1: Display Screen Equipment (DSE)....16

Annex 2: Cleaning and maintenance....18

Foreword

The Landscape and Waste Management Agency (LWMA) is committed to ensuring that all persons using its various sites, be they offices, landfills, bin sites, districts and sub-districts enjoy the highest standards of health and safety measures. The LWMA Work Health and Safety Policy strives to achieve this through rigorous sets of evidence-based, state of the art and adapted mechanisms for workers, visitors, contractors, partners, and other stakeholders use sites without the fear of experiencing any form of negative events that can severely affect their health and safety.

Therefore, the Policy, outlines the standards to reach and maintain in all workplaces and sites. the Policy is centred around the employees' contributions are vital as they help to contextualise their own realities when working with the LWMA and its partners.

The Policy remains a work in progress and it is expected that employees, contractors and other partners will continue to improve it with suggestions, as it is important to ensure that it is relevant to present contexts and situations. Therefore, the LWMA will review the Policy every two years with the engagement of all stakeholders.

I want to thank all persons and organisations that have contributed to the development of the LWMA's first Work Health and Safety Policy. Together, we will protect the rights of all persons on our premises to health and safety.

Finally, I wish to reiterate that the LWMA is committed to encouraging consultation and cooperation between employees, partners, contractors and voluntary workers. Workplace situations and potential future changes are likely to affect their safety, health and welfare of all.

Chief Executive Officer
April 2026

1.0 Definitions

Terms	Definitions
Display Screen Equipment (DES)	Any electronic system with display screen, e.g., a desktop or laptop computer, or television.
Employee	A person employed by LWMA for wages or salary and interns and volunteers who are under the direct supervisions of LWMA and carry out work for the organisation, whether on a paid or unpaid basis.
Hazardous materials[1]	Any chemicals with toxic properties which may cause acute and chronic health effects in all parts of the body.. Such materials may be flammable, explosive, oxidising and dangerously reactive, with corrosive and irritant properties. They may cause allergenic, carcinogenic, teratogenic, mutagenic and sensitising effects, and may also have effects on the human sexual and reproductive system.
Health	means the state of complete physical, mental and social well-being and not merely the absence of disease or infirmity (see the WHO Constitution). An important implication of this definition is that mental health is more than just the absence of mental disorders or disabilities.[2]
Contractors	Sole proprietors, partnerships or companies with which LWMA has entered into a contract for services, and includes any employees or representatives (where appropriate).
Personal Protective Equipment (PPE)	Any equipment that protects users against the risk of accidents or of adverse effects on health. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, safety harnesses and respiratory protective equipment (RPE).[3]
Safety officer	Means a person employed by an enterprise with more than 50 workers to deal with safety and health matters.
Slips	Any situation where any person falls because of a loss of balance due to reduced friction between the floor and the feet of the person involved.
Trips	Any situation where any person losses balance because of feet and / or legs or any other part of the body colliding an object whilst moving about (walking and/or running).
Visitors	Any person, whether a minor or an adult, who enters an LWMA site in any capacity and for whatever reason.
Volunteers	Any person, whether a minor or an adult, who engages or participates in an official LWMA project, programme or activity, and who is not remunerated for their participation.

[1] https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/publication/wcms_731982.pdf
[2] https://www.who.int/data/gho/data/major-themes/health-and-well-being
[3] https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C155

Official volunteer	Any person, whether a minor or an adult, who engages in an official LWMA project, programme and activity for which they have registered, whether or not they have been provided with an identity badge or card.
Unofficial volunteer	Any person, whether a minor or an adult, who engages in an official LWMA project, programme and activity for which they have not registered (e.g. where an LWMA employee or some other Volunteer has brought them in to assist). Such persons will not have an identity badge or card.
Waste	Waste includes: a) any matter, whether solid, liquid, gaseous or radio-active, which is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment; b) any discarded, rejected, unwanted, surplus or abandoned matter; c) any otherwise discarded, rejected, abandoned, unwanted or surplus matter intended for recycling, reprocessing, recovery, or purification by a separate operation from that which produced the matter; or d) any matter prescribed as Waste.
Workplace	Any LWMA site at which work of any kind is being conducted by any person employed by or representing the organisation at the time, be they employees, official or unofficial volunteers.

2.0 Goals

2.1 This policy shows the commitment of LWMA to health and safety.

2.2 It aims to:

- assist and guide all employees, visitors, official and unofficial volunteers and partners to recognise the health and safety risks relating to all employees, contractors and visitors, and anyone else who may be affected by LWMA's operations;

a) remove or reduce the risks to the health, safety and welfare of all employees, contractors and visitors, and anyone else who may be affected by our LWMA's operations; and

b) ensure all work and work-related activities, including those undertaken by volunteers, on or at LWMA premises and sites, as well as other places where LWMA is carrying out operations, are carried out or undertaken in a safe manner.

3.0 Policy statement and statutory duties

Policy statement

3.1 LWMA recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its employees and other visitors to its premises under the Occupational Safety and Health Decree 1978 ("**the Decree**").

3.2 It is the policy of LWMA to promote the health and safety of its employees, workers and visitors to the organisation's premises and to ensure that, where contractors are providing services on behalf of the Agency, they put in place measures to ensure their and their worker's health and safety, as well as the health and safety of the wider public.

3.3 LWMA seeks to achieve the aims set out in paragraph 3.2 by:

a) taking all reasonable measures and steps to safeguard the health, safety and welfare of all personnel on LWMA's premises;

b) providing adequate working conditions with proper facilities to safeguard the health and safety of its employees and to ensure that any work is undertaken by its employees does not lead to unnecessary risks to health and safety;

c) encouraging persons on LWMA premises to cooperate with the organisation in all safety matters, in the identification of hazards, and in the reporting of any condition which may appear dangerous or unsatisfactory;

d) ensuring the provision and maintenance of plant, equipment and systems of work that are safe;

e) maintaining safe arrangements for the use, handling, storage, and transportation of hazardous substances;

f) providing sufficient information, instruction, training, and supervision to enable everyone, including employees and visitors, to avoid hazards and contribute to their own health and safety;

g) providing specific information, instruction, training, and supervision to employees who have particular health and safety responsibilities;

h) making reasonable arrangements for the protection against any risk to the health and safety of the general public or other persons (including contractors and volunteers) that may arise out of the Agency's activities;

i) making suitable and sufficient assessments of the risks to the health and safety of employees and of persons not in the employment of the Agency; and

j) ensuring contractors and service providers are contractually required to put in place appropriate health and safety protections.

- This policy statement may be amended from time to time by LWMA.

Statutory duties

- LWMA shall comply with its statutory duties under the Decree in relation to the health and safety of employees and other persons. In this regard, it will take all reasonable steps to:

  a) make workplaces safe and without risks to health;

  b) ensure plant, machinery and equipment is/are safe and that safe systems of work more generally are set and followed;

  c) give employees the information, instruction, training and supervision necessary for their health and safety; and

  d) ensure that employees are aware of their general duties at work.

- In particular, LWMA will:

  a) assess the risks to health and safety of its employees;

  b) make arrangements for implementing the health and safety measures as necessary following such assessments;

  c) record significant findings of the risk assessment and the arrangements for health and safety measures;

  d) set up emergency procedures;

  e) provide adequate first aid facilities;

  f) make sure that workplaces satisfy health and safety requirements in respect of ventilation, temperature, lighting, and sanitary facilities;

  g) take precautions against the danger from flammable or explosive hazards, electrical equipment, noise, or radiation;

h) provide any protective clothing or equipment (PPE) where risks are not adequately controlled by other means;

-

i) ensure that appropriate safety signs are provided and maintained; and

j) keep records and report incidents in line with the Decree.

4.0 Responsibilities

4.1 LWMA management (CEO, Deputy CEO, managers and supervisors)

4.1.1 The LWMA management is primarily responsible for providing and maintaining:

a) a safe working environment;

b) safe systems of work;

c) offices, landfills, sites, work areas in districts and sub-districts, equipment, materials, and substances in a safe condition;

d) facilities and measures for the welfare of all workers; and

e) any information, instruction, training and supervision needed to ensure that all workers are safe from injury and risks to their health.

4.1.2 The LWMA management is also the custodian of the Policy, and shall spearhead of activities related to its implementation, review, monitoring, evaluation and lessons learnt to maintain standards and best practices in the organisation.

4.2 LWMA employees

LWMA employees are responsible for:

a) identifying and recognising all potential health and safety risks in all places of work, including the LWMA main office at Providence and other premises and sites;

b) reporting all potential health and safety risks in all places of work;

c) ensuring their own personal health and safety, and that of others in the workplace (offices, landfills, bin sites, work areas in districts and sub-districts);

d) complying with any reasonable directions (such as safe work procedures, wearing PPE, etc.) given by management for health and safety;

e) participating actively in the review, monitoring and evaluation of this Policy; and

f) participating in all proposed training to enhance the health and safety of all employees, visitors and contractors, and other persons who use LWMA premises and sites.

4.3 Visitors and contractors

4.3.1 LWMA has high standards and expectations. Therefore, it expects all visitors and contractors to comply with the measures and mechanisms set out in this Policy.

4.3.2 On arrival at any LWMA premises, all visitors, including contractors and/or their workers, must a record of the date and time of their arrival and, before leaving, should further record their time of departure.

4.3.3 Visitors should remain vigilent whilst at LWMA premises, ensure that they take all reasonable steps to ensure their own safety and the safety of others, and report any concerns relating to their own health and safety or the health and safety of others (including suspected unsafe working practices) to an employee of LWMA.

5.0 Health and safety rules

5.1 All employees must exercise reasonable care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which LWMA may publish or provide to them from time to time.

Accident book

5.2 Any injury suffered by an employee or visitor on or at LWMA's premises or sites, however slight, must be recorded, together with such other particulars as are required by law, in an accident book maintained by the Agency.

Fire precautions

5.3 All employees must familiarise themselves with fire escape routes and procedures and follow the directions of the LWMA management in relation to fires.

Equipment and appliances

5.4 No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of LWMA, and any directions for the use of such must be followed precisely.

Safety clearways

5.5 Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

5.6 Defective equipment, furniture and structures must be reported without delay.

Hygiene and waste disposal

5.7 Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Display Screen Equipment

5.8 LWMA recognises its responsibility to ensure the well-being of workers who habitually use DSE for a significant part of their normal work. Employees are advised to ensure that they take a five-minute break from the DSE at least once an hour.

5.9 Further detail on DSE can be found at **Annex 1**.

Alcohol, drugs and tobacco

5.10 Smoking on LWMA premises and the use of drugs (except under medical supervision) are prohibited at all times. Alcohol consumption is prohibited during working hours, and no employee or volunteer may undertake their duties if under the influence of alcohol or drugs.

6.0 Health and safety measures in specific areas

6.1 Offices

6.1.1 The LWMA management shall ensure that all LWMA offices are designed and furnished in such a way to reduce and eliminate any and all hazards and risks to health, including slip and trip hazards, by any person on the premises.

6.1.2 Electrical equipment shall be regularly visually inspected to ensure that it is safe to use. Visual inspections include checking all sockets and plugs of items and looking for any cracks to the casing of the plug or bare wires entering the plug.

6.1.3 In case of any defect with electrical or other equipment in the office, the equipment shall be removed and replaced at the earliest possible time.

6.1.4 Visual display units and workstations must be correctly adjusted for the person using them.

6.1.5 There shall be regular assessments in relation to any chemicals that may be stored and used in the office area, including bleach and other cleaning products.

6.1.6 There shall be emergency fire evacuation procedures and policies in place, which shall be made available to all staff and shall include the designation of a muster/assembly point, signage in the office as to where fire escapes are located, and other information made available to allow for safe evacuation in the event of a fire.

6.1.7 There shall be firefighting equipment in the office, which shall be subject to regular and routine inspections and checks.

6.1.8 There shall be a first aid box in designated areas in the office, as well as qualified first aiders who have been trained by LWMA to be on hand to assist in the event of a medical incident or emergency.

6.1.9 There shall be an accident book held in every office.

6.2 Landfills

6.2.1 The LWMA management shall establish relevant measures to protect the health and safety of employees, contractors, and other persons on the landfills.

6.2.2 These will include the following:

a) Ensuring that LWMA enters into contracts with contractors that have the required equipment to operate on landfills.

b) Entering into contracts only with those contractors that agree to meet and implement the necessary safety and health measures.

c) Ensuring that contractors use or supply their workers with relevant PPE.

d) Ensuring that all contractors provide proof of any medical examinations they or their workers are required to undertake.

e) Providing all LWMA employees and volunteers with the required PPE to undertake their work on landfills in a safe manner. Such PPE includes masks, gloves, safety boots, eye protection gear, and other equipment, as required.

f) Ensuring all LWMA employees and volunteers are provided with relevant health and safety training in respect of the work they carry out on landfills.

g) Conducting a bi-annual review of operations to determine strengths and gaps.

h) Ensuring that any gaps or weaknesses in the health and safety standards or operations at landfills are addressed through an improvement plan that is to be actioned and shared with all employees, contractors and other relevant stakeholders.

i) Establishing a disaster response plan to address all potential emergencies and other health and safety risks at or on the landfills.

6.3 Bin sites

6.3.1 The LWMA management shall take all reasonable and necessary measures to protect the health and safety of those persons who may be involved in sanitation and waste collection, as well as users of bin sites. This may include LWMA employees, contractors and the public.

6.3.2 In relation to LWMA employees, LWMA shall provide them with necessary training and PPE equipment for them to be able to carry out relevant inspections of bin sites as may be required under their terms of engagement with the Agency.

6.3.3 As to contractors, LWMA shall only award contracts to those contractors that agree to meet and implement the necessary safety and health measures, including any conditions relating to the provision of PPE. Contractors will also be required to show proof of any medical examinations they or their workers are required to undertake.

6.3.4 In relation to the public, LWMA shall take all steps that are reasonable to ensure that bins sites are safe for users, including by ensuring that contractors are aware of their obligations when it comes to health and safety towards the public. Moreover, the LWMA management shall ensure that regular inspections are carried out, that complaints are acted upon within a reasonable period of time, and that all measures are taken to ensure that the public are aware of how to dispose of waste safely at bin sites.

6.4 Road cleaning sites

6.4.1 As road cleaning is outsourced, LWMA shall ensure that all contractors are required to have the following measures in place to ensure the health and safety of themselves and/or their workers:

a) Contractors and/or their workers shall be required to wear high visibility clothing and other appropriate or stipulated PPE when carrying out road cleaning activities.

b) Cones and warning signs should be placed at least 5 metres from the work sites in order to protect the health and safety of contractors, their workers, and the public, including passersby and road users.

c) Appropriate health and safety training is undertaken by contractors and/or provided to their workers.

d) Contractors and/or their workers should face the direction of oncoming traffic when working in the road.

e) Where appropriate, contractors should ensure that they and their workers work in pairs to minimise incidents and provide help in respect of injuries.

6.4.2 LWMA shall ensure that employees are provided with appropriate training when it comes to inspecting road cleaning activities and that, where appropriate, additional health and safety instructions are prepared to be provided to contractors to meet identifiable or foreseeable risks to the public and road users.

6.5 Beach cleaning

6.5.1 As beach cleaning is outsourced, LWMA shall ensure that all contractors are required to have the following measures in place to ensure the health and safety of themselves and/or their workers:

a) Contractors and/or their workers shall be required to wear high visibility clothing and other appropriate or stipulated PPE when carrying out beach cleaning activities.

b) Cones and warning signs should be placed at least 3 metres from the work sites in order to protect the health and safety of contractors, their workers and the public, including passersby.

c) Appropriate training is undertaken by contractors and/or provided to their workers.

d) Measures should be put in place to avoid or minimise sand and dust blowing onto beach users.

e) All waste, such as broken glass bottles, needles, and other sharp objects shall be disposed of in designated areas and bins or otherwise removed by the contractor and/or their workers to be disposed of elsewhere in line with any contractual obligations.

6.5.2 LWMA shall ensure that employees are provided with appropriate training when it comes to inspecting beach cleaning activities and that, where appropriate, additional health and safety instructions are prepared to be provided to contractors to meet identifiable or foreseeable risks to the public and beach users.

6.6 Cleaning of amenities

6.6.1 As the cleaning of amenities (including road mirrors) is outsourced, LWMA shall ensure that all contractors are required to have the following measures in place to ensure the health and safety of themselves and/or their workers, including ensuring that contractors and/or their workers clean the mirrors using an appropriate ladder while facing the oncoming traffic.

6.6.2 LWMA shall ensure that employees are provided with appropriate training when it comes to inspecting such cleaning activities and that, where appropriate, additional health and safety instructions are prepared to be provided to contractors to meet identifiable or foreseeable risks to the public and road users.

7.0 Arrangements and procedures

7.1 The safety officer, nominated by the LWMA management, is responsible for ensuring that the any health and safety policies, including this Policy, are carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

First aid, incident, accident and near-miss reporting

First aid

7.1 The current first aiders for the relevant LWMA premises are displayed in a visible location that it well-lit and kept free from obstruction at all times.

7.3 First aid boxes are provided at all LWMA premises and sites, including in the vehicles

Incident, accident, and near-miss reporting

7.4 For the purpose of this policy:

- **An accident** is an unplanned event that results in injury, ill health, or damage to property or equipment.
- **A near miss** is an unplanned event that had the potential to cause injury, ill health, or damage, but did not result in harm.
- **An incident** is a broader term that includes any unplanned event, encompassing accidents, near misses, and other unsafe occurrences.

  Reporting accidents, incidents, and near misses is essential to identify hazards, address underlying causes, and prevent future harm.

7.5 In the event of an injury or illness that is encountered on or at any LWMA premises or sites, call for a member of staff of LWMA or ring the emergency services for an ambulance directly.

7.6 All accidents, incidents, and near-misses must be reported to the safety officer or another member of staff on duty immediately.

7.7 All accidents must be entered into the accident book held at each LWMA premises.

7.8 The safety officer will investigate reported incidents,accidents, and near-misses by identifying the root causes and writinga detailed report for the LWMA management to consider the actions necessary to prevent recurrence.

Fire drills and evacuation procedures

Fire Drills

7.7 All employees should be made aware of the fire procedures, position of fire appliances and escape routes. All fire extinguishers and other fire fighting equipment must be clearly labelled, serviced regularly and in good working conditions at all times.

7.8 The fire alarm points, fire exits and emergency lighting system will be tested regularly and entered in a relevant logbook.

7.9 In the event of a fire:

a) the person discovering the fire should sound the nearest alarm or otherwise let an LWMA employee know;

b) the first duty of all employees is to evacuate all people, including visitors and contractors, from the building or premises by the nearest exit immediately the fire is discovered;

c) all persons must evacuate the building or premises and, where possible without personal risk, leave all doors and windows closed;

d) employees and others should assembly at the relevant assembly point. The assembly points for all LWMA premises are as follows:

i) Head Office, Nurseries, Landfills, and other outstations.

e) no one should leave the assembly point without the permission of an LWMA supervisor or manager;

f) if any fire occurs, however minor, the fire services must be called immediately;

g) when the fire service arrives, the safety officer or another supervisor or manager must advise whether all persons are accounted for and inform the fire service of the location of the fire.

h) where applicable there must be fire wardens per each of the section/unit/external sites who are trained in fire awareness, safety and evacuation procedures.

Cleaning materials, general machinery and high-risk areas

7.10 All portable machinery must be switched off and unplugged when not in use.

7.11 Wandering cables are a hazard; employees must ensure that they such hazards are minimised.

7.12 Slippery floors and dangerous; employees or cleaning contractors must ensure that warning signs are used.

7.13 PPE must be worn where issued. It is the duty of employees to report any loss of or defect in protective clothing or equipment.

General

7.14 All thoroughfares, exits and gates must be left clear at all times.

7.15 Corridors and fire exits must not be blocked by furniture or equipment.

7.16 Hazards or suspected hazards, or other health and safety matters, should be reported to the safety officer or a supervisor or manager immediately, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

8.0 Health and safety measures for volunteers

8.1 The LWMA management will develop a volunteer policy to ensure that reasonable steps are put in place to protect the health and safety of those who participate in its public volunteering activities, such as Clean Up the World Day.

8.2 There shall be a distinction between formal official volunteers who have registered to participate in the activities and those who walk in or have not registered and have no formal identification.

8.3 All LWMA activities shall be insured, and all persons on the sites shall be covered by such insurance.

8.4 To guide all staff and adults in supervisory roles in relation to children should abide by the following guidelines:

a) Work in an open environment.

b) Challenge unacceptable attitudes and behaviour from others, no matter who they are and whether they are adults and children.

c) Set an example you wish and expect others to follow.

d) Treat each person fairly and avoid having favourites.

e) Be respectful to all persons when sharing closed spaces, such as rooms and stalls.

f) Ensure that there is appropriate adult supervision at all times. It is preferable to have supervision in pairs, as much as possible.

g) Avoid unnecessary physical contact.

h) Use the following procedure for the demonstration of techniques:

i. Explain the procedure or technique

ii. Demonstrate it

i) Ensure that other adults are present if physical contact of a child is necessary, e.g. carrying an injured child or separating fighting children.

j) Do not take photographs of any children without the express permission of the parents and/or guardians.

k) Children can refuse to have their pictures taken, even when the parents or guardians have given permission for them to be taken. So, ensure that both parents and children have given consent for the pictures to be taken.

Annex 1: Display Screen Equipment (DSE)

1. Where appropriate and necessary, the LWMA management will ensure that an occupational health assessment is undertaken for DSE users.

2.
3. More generally, the LWMA management shall:

    a. ensure employees are provided with suitable work space to accommodate their documents or other equipment;

    b. where possible, ensure that desks and screens are positioned to avoid glare or bright reflections; and

    c. ensure there is sufficient space under and around desks and workstations.

    d.

Well-designed workstations

Keyboards and keying in (typing)

4. It is important for there to be space in front of the keyboard to help users rest their hands and wrists when not keying.

5. Users should keep their wrists straight when keying.

6. Good keyboard technique is important – users should seek to use a soft touch on the keys and not overstretch their fingers.

Using a mouse

7. The mouse should be positioned within easy reach, so it can be used with a straight wrist.

8. Users should:

    a) sit upright and close to the desk to reduce working with the mouse arm stretched;

    b) move the keyboard out of the way if it is not being used;

    c) support their forearms on the desk, and not grip the mouse too tightly; and

    d) rest fingers lightly on the buttons and not press them hard.

Reading the screen

9. Users should:

    a) ensure individual characters on the screen are sharp, in focus and do not flicker or move. If they do, the DSE may need servicing or adjustment. Employees shall alert supervisors about defective DSE;

    b) adjust the brightness and contrast controls on the screen to suit the lighting conditions in the room;

c) ensure the screen surface is clean;

d) when setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position; and

e) select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

Changes in activity

10. Users are encouraged to break up long spells of DSE work to prevent fatigue, eye strain, upper limb problems and backache.

11. The LWMA management will discuss with employees and develop a plan for users to interrupt prolonged use of DSE with changes of activity, and organised or scheduled rest breaks.

12. Users are encouraged to stretch and change position, look into the distance from time to time, and blink often.

13. They should also take short, frequent breaks.

Portable computers and laptops

14. The LWMA management will assess the situation for employees using laptops.

Annex 2: Cleaning and maintenance

The following measures shall be instituted.

1. LWMA cleaning contractors or employees shall clean floors and equipment outside of working hours where possible.

2. Spillages of any kind (tea, coffee, milk, water, cleaning fluids, vomit, oil and any other kind of powder, oil and liquid) must be cleaned immediately or as soon as reasonably practice, and work areas must be kept tidy.

3. Cleaning equipment shall not be left unattended in offices, corridors, and anywhere other than the designated place for them.

4. Staff shall be trained in safe systems of work when it comes to cleaning activities, storage of hazardous materials, and ensuring that vigilance is instilled as a core value for this type of work.

5. A procedure for managing cleaning contractors shall be developed.

6. Appropriate safety signage shall be clearly displayed, including “MIND YOUR STEP”, “WET FLOOR”, and “MIND YOUR HEAD” where appropriate.

7. All areas should be well lit.