

## Safety Posters, Literature and POS

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# Safety Posters, Literature and POS

## Report Books

RIDDOR is the law that requires employers and those in control of work premises to report and keep records of:

- Work-related accidents which cause death.
- Work-related accidents which cause certain serious injuries (reportable injuries).
- Diagnosed cases of certain industrial diseases.
- Certain 'dangerous occurrences' (incidents with the potential to cause harm).



Description	Code
3 Pack - Accident Report Book, Near Miss Book and Fire Log Book	14902



14900



14886

### Accident / Injury Report Book and Folder

Every business must record employee and visitor accidents by law. This book is a quick, easy and accurate method for recording these incidents.

- Enables compliance with all requirements of the Social Security Administration Act 1992 and Data Protection Act 1996.
- Holds up to 100 incidents.
- Folder provides secure storage and indexing.
- Folder includes useful guidance notes for completing and storing accident records.

Description	Code
Accident Report Book	14900
Accident Report Book Folder	14886



14884

### Near Miss Report Book

A quick, easy and accurate method for recording near misses within the workplace.

- Enables you to be compliant with all requirements of the Social Security Administration Act 1992 and Data Protection Act 1996.
- Holds up to 100 incidents.

Description	Code
Near Miss Report Book	14884



14901

### Fire Safety Log Book

The Regulatory Reform (Fire Safety) Order 2005 (FSO) requires that the 'responsible person' for premises should ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

- Keeps critical fire safety information in one place.
- Includes tips on fire extinguishers, emergency lighting, fire doors, fire drills, staff training, and fire alarms.

Description	Code
Fire Safety Log Book	14901

## Permit to Work Forms

An integral part of a comprehensive Health and Safety Management system, each permit records hazards and precautions relevant to the specific job.

- Each permit contains three parts - the original plus two carbon copies.
- Card backing insert for separating the carbon copies.
- Supplied in packs of 10 of the same design.

Description	Code
General	14887
Electrical	14888
Confined Spaces	14892
Breaking Lines	14893
Asbestos Alert	14898
Asbestos Present	14897
Excavation	14891
Hazardous Substances	14899
Hot Work	14890
Lifting Equipment	14894
Overhead Cranes	14895
Pressure Testing	14896
Working at Heights	14889



14889



14888



14887

## Fire Safety Log Book

- Keeps critical fire safety information in one place.
- Includes tips on fire extinguishers, emergency lighting, fire doors, fire drills, staff training, and fire alarms.
- Easy to use format.



Description	Code
Fire Safety Log Book	13240

## Wall Holders

Ensure your accident and fire safety log books are clearly visible and easy to access with the use of these wall holders.



Description	Code
Accident Book Wall Holder	14772
Fire Safety Log Book Holder	14773

## Accident Report Book and Folder

By law every business must record accidents involving employees and visitors, this book provides a quick and easy system for recording these incidents.

- Accident Book enables compliance with all requirements of the Social Security Administration Act 1992 and Data Protection Act 1996.
- Holds up to 53 incidents.
- Folder provides secure storage and indexing.
- Folder includes useful guidance notes for completing and storing accident records.



Description	Code
Accident Book	13238
Accident Book Folder	13239

# Safety Posters, Literature and POS

## PPE Safety Mirrors

PPE Mirrors are designed to encourage staff to check they have the appropriate PPE and that it is fitted correctly before entering the workplace.

Laser cut from Optix Acrylic mirrored sheet, each comes complete with pre-drilled holes, mirror screws and adhesive tape. PPE Mirrors are simple to use as well as being easy to keep clean and maintain.

Our smaller 200 x 300mm mirrors are ideal for installation on any entrance door to the workplace and are available in 3 different designs.

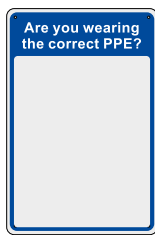
Our larger 400 x 1800mm mirror sets are supplied in 3 pieces and provide a full body view. These mirror sets come complete with a mirror label pack, selection and placement of which can remind users of the appropriate PPE to wear.



300 x 200 18300



300 x 200 18301

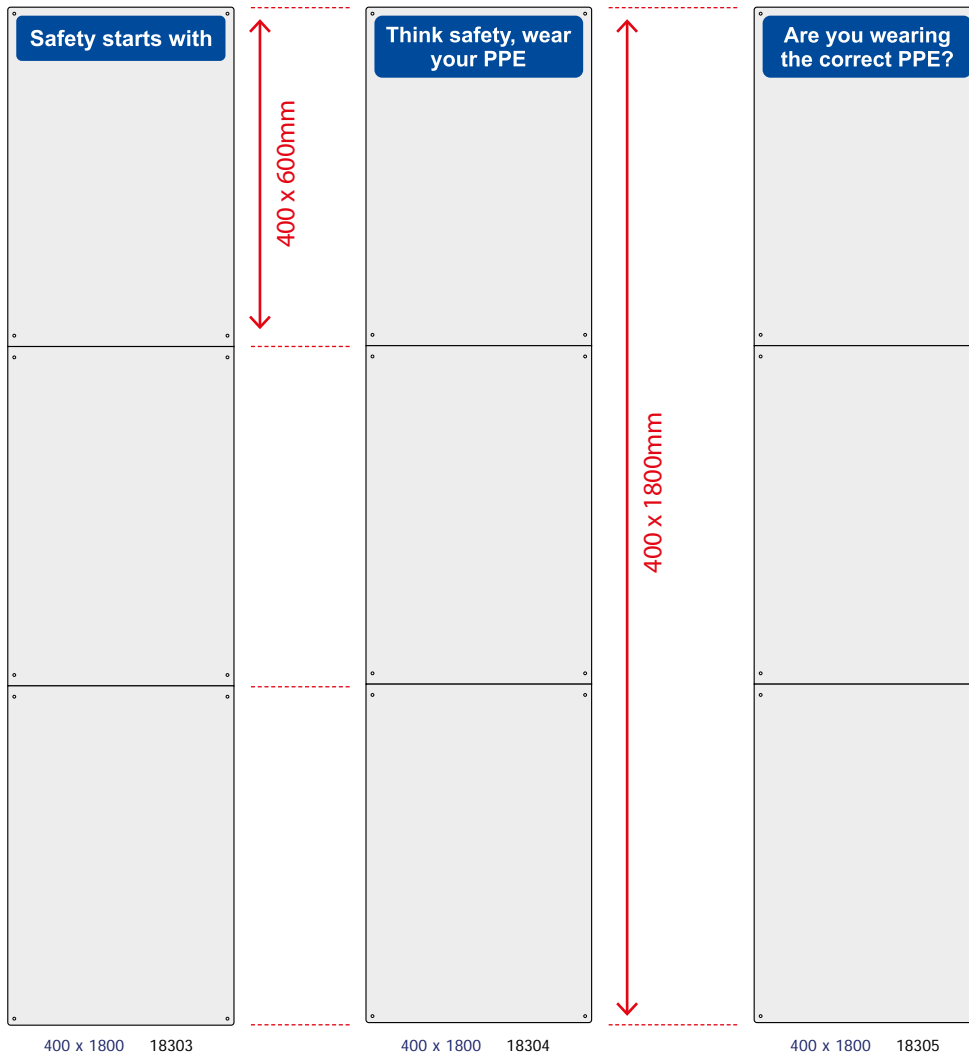


300 x 200 18302

### Mirror Labels

This pack of 100mm dia. Vinyl labels comes with all 3 part mirror sets below.

Replacement label packs can also be ordered using code 18306.



Mirror sets are supplied with 11 single SAV Safety Symbols to ensure your message is specific to your workplace.



## Regulation and Safety Guidance

### WHAT YOU NEED TO KNOW

#### Control of Noise at Work Regulations 2005

Incurable damage to hearing can be caused by exposure to high noise levels. The control of noise at work regulations 2005 call for employers and employees to reduce the risk of damage to hearing at work. Ensure you are familiar with the categories of risk and the actions to be taken.

Employers Must	Full Time	Part Time	Seasonal
Reduce the risk of hearing damage by the lowest levels reasonably practicable.	✓	✓	✓
Control noise assessments are carried out by a competent person.	✓	✓	✓
Control a report of assessments are kept up-to-date.	✓	✓	✓
Use measures other than ear defenders to reduce exposure to noise.	✓	✓	✓
Provide necessary training, instruction and information on hearing and noise protection measures and the use of protective hearing aids.	✓	✓	✓
Provide hearing aids where assessments indicate a risk of hearing damage.	✓	✓	✓
Provide ear protection for workers who are exposed to noise above the prescribed level.	✓	✓	✓
Ensure ear protection is used by all those who wear ear protection areas.	✓	✓	✓
Employees Must	Full Time	Part Time	Seasonal
Use ear protection provided.	✓	✓	✓
Use all other protective equipment provided.	✓	✓	✓
Report any faults or defects found in the ear protection or equipment.	✓	✓	✓

**U 400 x 600 RPVC 13364**

### WHAT YOU NEED TO KNOW

#### Manual Handling Operations Regulations 1992

These regulations (revised in 1998 and updated in 2004) place duties upon the employer to ensure that employees avoid hazardous manual handling operations so far as reasonably practicable. Employers should assess unavoidable manual handling operations and take steps to reduce the risk of injury from such operations as far as reasonably practicable.

- Establish if the lift be avoided or if you can use a mechanical aid (such as a hoist or trolley).**
  1. **Assess the load**  
Ensure you know what you are lifting, where it is to go and its weight. Be aware of awkward shapes or unbalanced loads.
  2. **Personal limitations**  
Know the limit of your own ability. Ask for help if needed.
- Stance**  
If lifting alone face the direction of travel. Stand over the load, feet shoulder width apart and the legs firm to the floor. Bend your knees while keeping your back straight.
- Proper Grip**  
Ensure you have a firm grip of the load, using the palms of your hands and the ends of the fingers. Never lift the finger spot.
- Body Position**  
Keep your arms close to your body, ensuring your legs take the weight of the load and not your arms. Tuck your chin to your chest. This helps keep the back straight.
- Lifting**  
Use your legs to lift your upper body and the load, ensuring you keep your back straight and the load close to your body.
- Moving**  
Keep the load close to your body. Without twisting the trunk, use your legs to move the load. If the load is to be lifted by one person, coordinate the lift with a colleague, ensuring the above techniques are followed.

**U 400 x 600 RPVC 13365**

### WHAT YOU NEED TO KNOW

#### Personal Protective Equipment at Work Regulations 1992

In situations where risks cannot be controlled by other means such as systems of work or engineering controls, employers are required to protect their employees from risks to health and safety by providing suitable personal protective equipment (PPE).

**THE EMPLOYER MUST:**

- Provide suitable protective equipment free of charge.
- Protect relevant training in the use of PPE.
- Provide relevant training in the use of PPE.
- Consult with employees on the suitability of the PPE to be provided.

**THE PPE PROVIDED MUST:**

- Be relevant to the work being undertaken.
- Protect effectively against the particular risks involved.
- Comply with relevant standards.
- Fit the user properly and comfortably and adjust where necessary. Should not hinder the performance of the task or add to the risks involved.

**THE EMPLOYEE MUST:**

- Use the PPE provided.
- Report any risks, defects or damage to PPE.
- Take care to correctly store the PPE when not in use.

**U 400 x 600 RPVC 13363**

### PUWER - WHAT YOU NEED TO KNOW

#### The Provision and Use of Work Equipment Regulations 1998

These regulations require the employer to prevent or control health and safety risks created by equipment used at work. If an employer allows employees to provide their own equipment then this equipment is also covered by PUWER, and the employer should ensure it complies to the regulations.

**General Provisions**

In general terms, PUWER regulations require that equipment used at work must be:

- Suitable for intended use.
- Used by persons who have had received the appropriate training.
- Accompanied or incorporates suitable health and safety warnings or safety measures.
- Safe for use - equipment should be maintained in a safe condition and in certain circumstances inspected to ensure this.
- Able to have maintenance work carried out without exposing the person carrying this out to risk of danger.
- Designed so that breakdown or damage of the control systems will not result in danger to the operator.
- Designed to prevent any risk of fire, over-heating, discharge of gas, dust or other substance, explosion or contact with electricity.

**Main Provisions**

The employer must ensure that:

- Measures are in place to minimise risk.
- Only fully trained personnel should only be allowed to use equipment where there is a specific risk.
- Work equipment provided is suitable, maintained and used without risk.
- The employee does not have specific duties under PUWER, but should:
- Advise the relevant parties of unsafe equipment.
- Ensure that their own and their colleagues equipment are treated with care.

**U 400 x 600 RPVC 13721**

### WHAT YOU NEED TO KNOW

#### Health and Safety (Display Screen Equipment) Regulations 1992

These regulations require employers to perform suitable and regular assessment of employees, their daily routines and work stations and reduce risks identified to the lowest extent practicable. The employer should plan work activities of users to ensure that their daily work is periodically interrupted by breaks or changes of activity, and are provided with adequate health and safety training. In addition, the employer shall ensure that users are provided with an appropriate eye test (at the users request and not against their will) to be carried out by a competent person, and this should be repeated at regular intervals.

**Workstation Minimum Requirements**

- Display Screen:** The monitor should be adjustable in height, tilt, and distance. The screen should be at eye level and the user should be able to adjust the distance to suit their eyesight.
- Keyboard:** The keyboard should be adjustable in height and distance. The user should be able to adjust the distance to suit their hand and wrist.
- Work Chair:** The chair should be adjustable in height, tilt, and distance. The user should be able to adjust the distance to suit their back and feet.
- Space Requirements:** There should be space necessary to allow the operator to change positions.
- Lighting:** The workstation should be free from glare and reflection. The user should be able to adjust the lighting to suit their eyesight.
- Reflectors and Glare:** The workstation should be free from glare and reflection. The user should be able to adjust the lighting to suit their eyesight.
- Noise:** The workstation should be free from noise. The user should be able to adjust the volume to suit their hearing.
- Heat and Humidity:** The workstation should be free from heat and humidity. The user should be able to adjust the temperature to suit their comfort.
- Software:** The software should be suitable for the user's needs. The user should be able to adjust the software to suit their needs.

**U 400 x 600 RPVC 13722**

### A guide for a safer workplace

#### Risk Assessment

**It is the duty of an employer to:**

- Identify hazards and where possible remove them.
- Evaluate risks.
- Reduce or control risks to low levels.
- Record this assessment.

**It is the duty of an employee to:**

- Co-operate with the employer on all health and safety matters.
- Inform your supervisor if you are concerned about a safety matter.
- Adhere to all work and safety procedures.

**Controlling the above points when assessing the items below:**

**The Management of Health & Safety**

- Are safety systems assessed?
- Are accidents and hazards accurately recorded?
- Have employees who are most at risk been identified?

**The Workplace**

- Is there adequate lighting?
- Is there good ventilation, heating and cooling?
- Is the interior of the building in good condition?
- Is there adequate space to work in?
- Is it safe?
- Is it noise controlled?
- Is there any source of emergency procedures and escape routes?

**Work Equipment & Work Practices**

- Is the equipment safe, suitable for the job and properly maintained?
- Is the equipment maintained and stored correctly?
- Do employees have proper instructions, training, information and experience?
- Display Screen Equipment
- Is the work area set up correctly for the user?

**Personal Protective Equipment (PPE)**

- Does the PPE meet current standards of use of appropriate PPE?
- Have employees been trained in the use of appropriate PPE?
- Is it maintained, used and stored correctly?

**Manual Handling**

- Is manual handling necessary?
- Are proper lifting and moving procedures followed?

**A safer workplace for everyone**

**U 400 x 600 RPVC 13879**

### ABRASIVE WHEEL SAFETY

THE ABRASIVE WHEEL REGULATIONS 1976 HAVE BEEN REPLACED BY THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 (PUWER), PLACING A GREATER EMPHASIS ON THE NEED FOR TRAINING AND WORKING THE SCOPE OF THOSE WHO NEED TO BE TRAINED.

**Grinding wheels are safe if used correctly - DO**

- Read and understand the supplier's safety instructions.
- Ensure that the wheel is suitable for the intended use.
- Handle and store wheels with care.
- Check mounting flanges for equal and correct diameter and that they are clean, free from burrs and notched where applicable.
- Use mounting flanges when required.
- Ensure that work rests are properly adjusted and not more than 3mm away from the periphery of the wheel.
- Always use a correctly designed and adjusted wheel guard.
- Wear appropriate PPE (sensible eye, ear and hand protection).
- Conduct a trial run at operating speed with guard in place for at least one minute, standing clear of the machine before use.
- Turn off coolant before stopping the wheel to avoid creating an out of balance condition.
- Dress regularly to remove wear and to ensure that the wheel is cutting correctly.

**Grinding wheels are dangerous if abused - DO NOT**

- Allow untrained people to mount or use abrasive wheels.
- Use a wheel that has been inspected or damaged in any way.
- Force a wheel to fit on the mounting device or modify the size of the mounting hole. Exceed the maximum operating speed marked on the wheel.
- Apply shock or excessive force to the wheel.
- Use mounting flanges which do not span and fit.
- Tighten the mounting nuts excessively.
- Trap the work piece between the wheel and the work rest.
- Start the machine until the wheel guard is in place and securely fastened.
- Grind on the side of a wheel which is not designed for this operation.
- Stand directly in front of a grinding wheel whenever a machine is started.
- Grind material for which the wheel is not designed.
- Stop the wheel by applying pressure to its surface, let it stop naturally.

**DONT FORGET**

To ensure the highest level of safety, ensure products are manufactured and marked in accordance with BS EN12413, BS EN12428 or BS EN12425.

**U 400 x 600 RPVC 14613**

### WHAT YOU NEED TO KNOW

#### HOW TO TREAT AN ELECTRIC SHOCK CASUALTY

**1 Assessment**

Check if the casualty is conscious. If unconscious, check for breathing and a pulse. If not breathing or no pulse, start CPR. If breathing but unconscious, place in the recovery position. If conscious, ask for details of the incident and the location of the casualty. Check for injuries and provide first aid. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them.

**2 Control the Energy**

Isolate the electrical installation. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them.

**3 Check for Injuries**

Check for injuries and provide first aid. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them.

**4 Call for Help**

Call for help and inform the relevant authorities. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them.

**5 First Aid**

Provide first aid to the casualty. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them.

**6 Transfer the Casualty**

Transfer the casualty to a safe place. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them.

**7 Other Points**

Be aware of the risk of fire. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them.

**8 Emergency Contact Numbers**

Emergency Contact Numbers: Dial 999 or 112. The Ambulance Team: 999 or 112. The Fire Service: 999 or 112. The Police: 999 or 112.

**U 400 x 600 RPVC 14612**

### THE ELECTRICITY AT WORK REGULATIONS 1989

These regulations require employers to prevent or control health and safety risks created by equipment used at work. If an employer allows employees to provide their own equipment then this equipment is also covered by PUWER, and the employer should ensure it complies to the regulations.

**U 400 x 600 RPVC 13362**

### HOW TO TREAT AN ELECTRIC SHOCK CASUALTY IMPORTANT - PLEASE READ

**IMMEDIATE ACTION**

Do not touch the casualty with your bare hands. Switch off the electric supply or remove the casualty from the live part of the electrical installation. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them. If the casualty is in contact with the live part of the electrical installation, do not touch them.

**First aider is:**

**Tel no:**

**First aid box is at:**

**U 400 x 600 PVC 4240**

### WHAT YOU NEED TO KNOW

#### Globally Harmonised System (GHS)

**Physical Hazards**

- EXPLOSIVE
- FLAMMABLE
- OXIDISING
- GAS UNDER PRESSURE
- CORROSIVE

**Health Hazards**

- CORROSIVE
- HEALTH HAZARD
- HARMFUL
- TOXIC

**Environmental Hazards**

- HAZARDOUS TO THE AQUATIC ENVIRONMENT

**Obsolete 'CHIP' pictograms**

**U 400 x 600 RPVC 14876**

### COSHH - WHAT YOU NEED TO KNOW

#### Control of Substances Hazardous to Health

These regulations require employers to prevent or control health and safety risks created by equipment used at work. If an employer allows employees to provide their own equipment then this equipment is also covered by PUWER, and the employer should ensure it complies to the regulations.

**U 400 x 600 RPVC 14877**

## Need a Site Survey?

By law the correct safety signage should be displayed in the appropriate locations and to current legal standards. A Site Survey is advisable if you are unsure of your legal obligations or have been notified by a regulatory body that your current signage is not adequate.

- Site Surveys identify the signs you need, including size, positioning and materials, as well as any bespoke sign manufacturing service needs.
- Site Surveys also provide advice on ensuring the safety of you and your staff, including Lockout Tagout and Asset Management.

To find out how Site Surveys can help your business please contact our sales team.





# Safety Posters, Literature and POS

## Hygiene



✳ 590 x 420 LAM 13207



✳ 590 x 420 LAM 13208



✳ 590 x 420 LAM 13206



✳ 590 x 420 LAM 14616

## Workplace and General Safety



✳ 590 x 420 LAM 13213



✳ 590 x 420 LAM 14617



✳ 590 x 420 LAM 14618



✳ 590 x 420 LAM 13217



✳ 590 x 420 LAM 13228



✳ 590 x 420 LAM 13227



✳ 590 x 420 LAM 13226



✳ 590 x 420 LAM 13223



✳ 590 x 420 LAM 13210



✳ 590 x 420 LAM 14619



✳ 590 x 420 LAM 13212



✳ 590 x 420 LAM 14620



✳ 590 x 420 LAM 14770



✳ 590 x 420 LAM 13225



✳ 590 x 420 LAM 13961



✳ 590 x 420 LAM 13214



✳ 590 x 420 LAM 14771



✳ 590 x 420 LAM 13211



✳ 590 x 420 LAM 13216



✳ 590 x 420 LAM 13960



✳ 590 x 420 LAM 13959

### Snap Frames

Improve the aesthetics, durability and security of our Safety Posters by placing them into one of our Snap Frames.

See [page 126](#) for our full range.





# Safety Posters, Literature and POS



✳ 590 x 420 LAM 13224



✳ 590 x 420 LAM 13220



✳ 590 x 420 LAM 13219



✳ 590 x 420 LAM 13218



✳ 590 x 420 LAM 13215



✳ 590 x 420 LAM 13221



✳ 590 x 420 LAM 13229



✳ 590 x 420 LAM 13222



✳ 590 x 420 LAM 13209



✳ 590 x 420 LAM 14621



✳ 590 x 420 LAM 14622



## Looking for something bespoke?

Our specialist manufacturing team have years of experience designing, producing and installing custom products across the UK.

Available in a choice of materials, fast and efficient turnaround and at a reasonable price, no matter how big or small your requirements are. Whether you are looking for customised site safety signs, hoarding graphics, banners, tapes, labels, industrial marking stencils or floor graphics, we are happy to help.

Get in touch for more information.

## Official Health and Safety Posters

The latest version of the HSE Poster has a simplified layout with clearly marked sections.

Each poster has been produced using environmentally friendly materials, is serially numbered and incorporates an embedded hologram.

Ideal for use with our high quality Snap Frames - see our range on [page 126](#).



Description	Code
UK Standard Poster LAM (A2)	HSE01
UK Standard Poster LAM (A3)	HSE05
Northern Ireland Version LAM (A2)	HSE02
Welsh Language Version LAM (A2)	HSE03
Oil Rigs Version LAM (A2)	HSE04

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