

# Aircraft turnaround

A guide for airport and aerodrome operators, airlines and service providers on achieving control, co-operation and co-ordination



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This guide is aimed at airport operators, airlines and companies that provide supporting services to air transport. It is relevant to directors, managers and safety representatives. It gives information on their legal obligations to co-operate and co-ordinate their health and safety efforts. In particular, it focuses on 'aircraft turnaround' activities, which can involve several different contractors.

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This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

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# Introduction

## Who should read this booklet?

This booklet will be of interest to you if you are a director, senior manager or employee safety representative at an airport or aerodrome. It contains advice for airport or aerodrome operators, airlines or aircraft operators, and service providers (including ground handlers).

The guidance in this booklet is not intended for private pilots, flying schools, or flying clubs. Nor is it intended for aerodromes which only handle these kind of users. However, you should remember that if you employ people, or are self-employed, you are still subject to health and safety law (see the section called *What are the legal requirements?* on page 17).

## Why should I read this booklet?

The apron is a busy and complex workplace. Workers face many hazards, particularly from the movement and operation of aircraft and vehicles. Currently, accident rates in the industry are well above the national average for all industries, and for ground handling and airport workers, accident rates exceed even those of the construction industry and the agricultural sector.<sup>1</sup>

In addition to the suffering caused to people, these accidents or incidents on the apron can cause considerable losses, including:

- loss of revenue due to delayed flights;
- damaged assets;
- compromised aircraft safety and the potential for a catastrophic air accident;
- costs of replacing and compensating injured employees or others;
- loss of reputation; and
- loss of existing and future contracts.

Many of these losses will not be covered by insurance. Health and Safety Executive (HSE) studies have shown that the uninsured costs of accidents can be up to 36 times greater than the costs of insurance premiums.<sup>2</sup>

## How can this booklet help?

This booklet contains guidance on your company's health and safety responsibilities during the preparation of aircraft for flight, which is known in the industry as 'aircraft turnround'. It explains what you have to do to make sure that your company meets the requirements of health and safety law, and gives a number of suggestions on how to do it.

The guidance builds on the advice in *Civil Aviation Publication Airside Safety Management (CAP 642)*,<sup>3</sup> which HSE endorses. It concentrates on the responsibilities you have in relation to the staff of other companies, including your contractors. It also looks at co-operation and co-ordination during turnround.

It does not address duties under Civil Aviation legislation to ensure flight safety. However, many of the key points within the guidance are equally applicable to aircraft safety and occupational health and safety.

# What are the hazards to health and safety during aircraft turnaround?

Aircraft turnaround involves more than just making sure that the aircraft is airworthy and has enough fuel to reach its intended destination. The aircraft has to be ready to deliver the quality of service expected by the customer, whether they are passengers or a consignor of cargo. Turnaround includes cleaning, catering, refuelling, baggage and cargo handling, toilet and potable water servicing, some maintenance work, and getting passengers and crew onto and off the aircraft.

A hazard is anything which can cause harm. Some of the hazards to health and safety involved in turnaround are shown in Figure 1.

<b>Hazard</b>	<b>Possible sources</b>
<i>Manual handling</i>	Handling cargo and baggage, but also equipment such as vacuum cleaners and catering trolleys
<i>Falls from heights</i>	Falls from aircraft holds, conveyor belt vehicles, catering vehicles and maintenance platforms
<i>Moving vehicles</i>	Vehicles driving up to and away from the aircraft, vehicles passing close to the aircraft on their way to another stand, or crossing pedestrian routes
<i>Fire and explosion</i>	Refuelling of aircraft
<i>Hazardous substances</i>	Exposure to body fluids and sanitary waste, injuries from discarded hypodermic needles (needlestick injuries) during aircraft cleaning, skin exposure to aircraft fuels, fumes from aircraft and vehicle engines
<i>Noise</i>	Aircraft auxiliary power units and engines, ground power units and vehicle engines
<i>Electricity</i>	Ground power units and cables
<i>Machinery</i>	Moving parts of machinery (eg conveyor belts)
<i>Slips and trips</i>	Badly stowed cables, spillages of fluids (eg fuel, oil, hydraulic fluid)

**Figure 1** Hazards during aircraft turnaround

Turnround often has to be carried out to a tight deadline. Frequently, all the tasks involved have to be carried out simultaneously. They are often carried out by a number of different companies, who are usually contracted to a number of different airlines or aircraft operators. Some airlines have divisions or subsidiaries which carry out parts of the turnround. At smaller airports some of the workers involved may be employed by the airport or aerodrome operator. At larger airports this is rarely the case.

Whatever the set-up at a particular airport or airline, it is almost certain that a substantial portion, if not all, of the turnround will be carried out by contractors.

**Some organisations still do not accept their responsibilities for the contractors working for them.**

**In this booklet, the term 'contractors' includes service providers involved in aircraft turnround, not just those companies involved in construction or building maintenance.**

Often there is a failure to properly co-operate and co-ordinate activities during turnround. Because there are often many companies all working around the aircraft at the same time, any failure to accept responsibilities and any weaknesses in co-operation and co-ordination are likely to increase the risks to health and safety ('risk' being the chance, great or small, that someone will be harmed by a hazard).

# What are my responsibilities?

## What are my responsibilities as an employer?

You must protect the health and safety (and welfare) of your employees and you should take what action you can to protect them from risks created by the activities of other airport users. You must consult any safety representatives at your company and your employees on matters to do with their health and safety at work. You must also make sure that the risks to other people from your activities are controlled (eg to other companies' employees, members of the public or the self-employed).

More detailed guidance on your duties in relation to your own staff can be found in the *Further information* section at the end of this booklet.

## What are my responsibilities to people who are not my employees?

If they are affected by your company's activities, there are three key things you must do to make sure that you protect their health and safety:

- 1 *Co-operate and co-ordinate with other employers.*
- 2 *Control your contractors.*
- 3 *Assess and control the risks to other people from your activities and inform them of any risks still left.*

### 1 Co-operation and co-ordination

If there is co-operation and co-ordination between all employers sharing a workplace then everyone's legal obligations can be met. Good co-operation and co-ordination is vital where employers share a complex and dynamic workplace such as an airport or aerodrome.

The **airport or aerodrome operator** is best placed to develop co-operation and co-ordination on an airport-wide basis, but can only do so with the active involvement of the whole airport or aerodrome community.

Individual **airlines** should make sure that all their service providers co-operate and co-ordinate their work.

**Service providers** should also play their part by:

- taking part in forums for co-operation and co-ordination at the airport or aerodrome, such as the Airside Safety Committee;
- co-operating with each other when working around the aircraft;
- following airport or aerodrome rules and agreements;
- making sensible, safe and considerate use of parking areas, particularly at the head of the stand; and
- when developing procedures, taking into account the recommendations of the aircraft manufacturer on conduct during turnround.

## 2 Controlling your contractors

The courts have ruled that organisations retain some responsibility for health and safety during activities carried out by their contractors.<sup>4</sup> **You cannot delegate your legal responsibilities.** You cannot just rely on standard clauses requiring contractors to comply with relevant health and safety legislation. You must take all reasonably practicable steps to:

- (a) check whether your existing and prospective contractors' arrangements and organisation for health and safety are good enough to make sure that they can carry out their tasks safely;
- (b) co-ordinate and control the work they carry out on your behalf; and
- (c) monitor their performance.

### *How can I do this?*

- (a) Your assessment of your contractors' arrangements should use a number of criteria, including:
  - At the pre-tender stage, ask for details of health and safety documents, for example the health and safety policy and copies of risk assessments for the work included in the contract.
  - Interview short-listed contractors and/or visit current work to assess health and safety standards. For example, examine driver training schemes and vehicle maintenance.
  - Investigate past performance. Useful information can include references from current and former clients, internal audits and inspections against the airport or aerodrome operator's health and safety management system, and/or the results of any audits undertaken by the airport or aerodrome operator.
  - Monitor performance throughout the term of the contract.
- (b) You should co-ordinate and control their performance through a combination of:
  - Appointing a supervisor to control the turnround. This could be a member of your own staff, or a handling agent. They should have sufficient authority to control the activities around the aircraft and should be working to an agreed plan for the turnround (see Figure 2).
  - Agreeing and writing down a plan of how and when each part of the turnround will be carried out (see Figure 2).
  - Undertaking joint risk assessments of the turnround process. These assessments could inform the performance standards and the plan for the turnround. Joint risk assessments will need to take account of differences between companies' management, supervision, equipment and training. However, it is important that they do not lead to inadequate health and safety standards for any of the people and companies using them.
  - Agreeing performance standards on health and safety, for example, frequency of vehicle maintenance and standards for training and refresher training.



The plan for the turnround should describe how the turnround will be carried out. It should enable every contractor to carry out their work safely and without endangering others. All the contractors involved should have a copy of the plan. Points to consider in the plan include:

- how the supervisor or handling agent will carry out their work; common arrangements, such as what to do in an emergency and minimum personal protective equipment needs;
- the signal that it is safe for vehicles and people to approach the aircraft;
- the order in which they should approach; and
- the positions they should take up, to make sure everyone can get to and from the aircraft safely and without endangering others.

**Figure 2** The plan for the turnround

(c) For performance monitoring to be effective, it should cover several factors, such as:

- Methods of work: do the workers follow the contractor's standing instructions or method statements? Is the plan for the turnround being followed? If not, why not?
- Are obvious health and safety risks being controlled? For example, is enough being done to prevent falls from heights or needlestick injuries?
- Are contractors' employees following airport rules, for example, are they wearing hi-visibility (hi-viz) clothing?

The people monitoring performance should be trained to identify unsafe practices and should have enough resources, including time, to carry out the work.

You may wish to develop partnerships with your contractors, for example by providing health and safety advice to them. HSE research shows that clients who established a partnership approach with their contractors found that it reduced business costs and losses.<sup>5</sup>

### **3 Assessing, controlling and providing information on risks to others**

You must assess the risks your activities pose to others. Unless these risks are already as low as reasonably practicable, you should put in place control measures to reduce them. Often, measures which protect your employees' health and safety will also protect other people's. Personal protective equipment should be used as a last resort, or as a stopgap until more permanent controls are in place. You should also take reasonable steps to provide information on any risks still left. Figure 3 gives an example of assessing, controlling and providing information.

As a service provider, you may wish to use a diesel ground power unit (GPU) to provide power to the aircraft at the stand. You should assess the risks to your employees and others from using this equipment, including the risk of damage to their hearing from exposure to noise. This assessment will help you to decide how these risks can be controlled.

The easiest way to control risk is by elimination, for example by using fixed electrical ground power instead. In this way, no one is exposed to noise from the GPU. However, sometimes a diesel GPU is the only option.

You may have to take measurements of the frequencies of the noise from the machine. You may not be able to do this in-house, but there are specialist contractors who can do this for you. The measurements will help you to make sure that any precautions you propose will actually control the risks. Otherwise, you may spend money on improvements which do not tackle the problem.

Improvements which may reduce the risks from noise include maintaining the engine (as efficient engines tend to be quieter) and fitting acoustic insulation on the exhaust and engine compartment. Improvements like these will reduce the risks to everyone working around the GPU, not just your employees.

Whatever improvements are needed, you should draw up a plan to put them in place. Until you are able to make these improvements, staff who work around the GPU may have to wear hearing protection (such as ear defenders). You should pick the type of protection carefully to make sure that it controls the frequencies of noise from the GPU which may cause harm. If employees have to wear other protective equipment, such as a visor, you should check that the individual items of equipment are compatible with each other.

Once any improvements to the GPU are in place, if it still makes sufficient noise to cause hearing damage, people working around it may need to continue to wear hearing protection.

At all stages, you should inform any other companies working around the GPU that their staff may be exposed to levels of noise which may cause hearing damage. This will help them to make their own assessment of the risks and decide what precautions their employees need to take.

HSE has published guidance on risk assessment, including the risk of exposure to noise, which you may find useful (see the *Further information* section at the end of this booklet).

**Figure 3** Assessing, controlling and providing information on the risks from exposure to noise from ground power units

# What do I have to do if I am an airport or aerodrome operator?

You provide a workplace which may be used by other companies, and often you provide some work equipment (such as passenger boarding bridges). Your employees may routinely work on the apron, for instance as marshallers, maintenance personnel, or baggage handlers.

You must protect the health and safety of your employees and consult safety representatives and employees on matters to do with their health and safety. You must also protect the health and safety of everyone affected by your activities, including members of the public and other people using your airport or aerodrome (such as tenants and contractors). You must make sure that the work equipment and workplaces which you provide or control are safe and without risks to health. For example, you should ensure that the layout of the airport or aerodrome segregates vehicles and pedestrians, as far as possible. This is likely to include having defined walkways, roadways and parking areas etc.

Your responsibility for health and safety in any particular location, or during any particular activity, increases as your control over it increases. For instance, you may not be responsible for assessments of VDU workstations in the offices of an airline or service provider, as you may have little or no control of the activity, equipment or procedures. But you do have control over the passenger boarding bridges at the airport or aerodrome, and so you should make sure that training is given to people who operate them so they can do this work safely.

## What can I do to improve health and safety during turnrounds?

As an airport or aerodrome operator, you are in the best place to develop airport-wide co-operation and co-ordination between companies. You should consider establishing an Airside Safety Committee which brings together airlines, service providers and other airport or aerodrome users. This committee could be used to develop airport-wide health and safety standards or agreements, for example in relation to the ground handling policy and apron equipment initiatives suggested by CAP 642.<sup>3</sup>

If staff are represented at the Airside Safety Committee, for example through trade union health and safety representatives, they will bring to the discussions useful knowledge of the day-to-day problems and hazards faced by workers on the apron. Experience shows that this kind of participation helps to reduce risks by encouraging 'ownership' of health and safety policies and procedures.

You should also take an active role in setting and monitoring standards. For example, you could include health and safety requirements in the bye-laws or licence conditions (for instance, mandatory wearing of hi-viz clothing airside).

If the bye-laws or licence conditions are broken, you should take action against the organisations and/or the individuals involved. Examples of such action include revoking the airside passes of vehicles which have not been properly maintained, or imposing fines on drivers who breach speed limits (and/or on the organisations they work for). You should remember that fines and other sanctions will only be effective as a deterrent if the severity of the penalty reflects the seriousness of what has been done.

You could go even further and introduce airport-wide health and safety assurance systems, or audits of companies working at your airport or aerodrome. A growing number of airport and aerodrome operators have implemented audit schedules and produce findings and statistics for tenants and concessionaires. The information can make a useful contribution to independent audits by airlines of their service providers' commitment to health and safety.

As a minimum, you should make sure that standards of vehicle maintenance and driver training meet the level suggested by CAP 642. <sup>3</sup>

### **What if I am also a service provider?**

Advice can be found in the section on page 16 *What do I have to do if I am a service provider?*

# What do I have to do if I am an airline or aircraft operator?

You must protect the health and safety of your own staff and you must consult safety representatives and employees on matters to do with their health and safety at work. You are also responsible for making sure that any buildings and equipment you provide for others' employees to use are safe (for example, when another airline rents office or hangar space from you). You must assess and minimise the risks that your activities and operations pose to others.

During aircraft turnround, it is likely that your responsibilities will focus on your contractors, ie your service providers.

Your contracts and contractors may be organised in many different ways:

- You may have awarded contracts for services directly;
- you may be using the services of a handling agent who co-ordinates the provision of services; or
- you may have a mix of service providers, some contracted locally, others on the basis of international contracts.

Whichever way you have organised your turnrounds, you should make sure that all your service providers have adequate arrangements and organisation for health and safety. This includes any handling agent you use. You should also make sure that their activities around your aircraft are controlled and co-ordinated. The agreed plan for the turnround will be an important part of this.

## What if I have appointed a handling agent?

You should not presume that you can leave all the assessment, control, co-ordination and monitoring to your handling agent, as they may be contracted to do no more than check tickets and boarding passes.

The handling agent may handle the whole turnround for you, subcontracting individual parts to other companies. This means that the handling agent takes on the day-to-day responsibility for assessing, controlling, co-ordinating and monitoring those companies. Even so, you need to check that the handling agent is capable of doing this properly, and you should monitor their performance.

Examples of how you can monitor performance in these circumstances include a combination of:

- requiring regular reports from the handling agent, which include health and safety matters;
- making sure the handling agent reports to you any accidents or incidents around your aircraft; and
- observing a sample of turnrounds to see if the handling agent keeps proper control.

Some service providers may be arranged by a handling agent on your behalf, while others are contracted by you directly. If so, you will need to check that the handling agent is able to assess, control and monitor its subcontractors and you should assess, control and monitor your direct contractors. You will have to make sure that the activities of your handling agent and your direct contractors are co-ordinated.

If you arrange all the contractors you use during turnround yourself, you should assess, control, co-ordinate and monitor their activities yourself.

### **What about the contracts I have with my service providers?**

You may use the International Air Transport Association (IATA) Standard Ground Handling Agreement as the basis for your contracts. However, as this contains only limited health and safety requirements, it is unlikely to be enough to meet your legal obligations.

Contracts should not contain clauses which will encourage service providers to breach health and safety law, local bye-laws or airport or aerodrome standing instructions. **For example, specified maximum turnround times should not be so tight that service providers can only meet them by taking health and safety shortcuts.** Some common shortcuts and bad practice which should be avoided include:

- stepping in between baggage dollies;
- blocking the escape route of refuelling vehicles;
- blocking escape slide deployment areas;
- blocking passenger boarding bridge manoeuvring areas;
- approaching aircraft with anti-collision lights on and engines running (unless performing a task in accordance with a Standard Operating Procedure; this should include a safe system of work for the task);
- carrying more people in a vehicle than it is intended to take;
- opening aircraft doors before steps or catering vehicles are in position (if this is necessary with a specific aircraft type, a safe system of work for opening the doors must still be used and may form part of the Standard Operating Procedures); and
- not using guard rails on access equipment, such as mobile belt conveyor booms and hi-loaders.

### **What risks do my activities generate for others?**

Your aircraft will create risks to ground handling staff which you must assess and control. For example, if your in-aircraft cargo handling system is faulty, it may increase both the time needed to prepare the aircraft for its next flight and the risk of manual handling injuries to ground handling staff. Another common example of risks from aircraft is use of the auxiliary power unit (APU). This exposes ground handling staff to noise. Ask yourself if the APU has to be left running all the time during turnrounds, or will ground power suffice until the aircraft is ready to board?

### **What can I do to make my contractors work well together?**

As an aircraft operator or airline, you also have an important role in making sure that your contractors co-operate and co-ordinate their work. A key part of co-ordination will be the agreed plan for the turnround. Co-operation can be enhanced by continued contact with your contractors, for example through regular meetings with them, both individually and collectively. These meetings may also complement your assessment, control and monitoring activities.

Points to consider at these meetings could include:

- how well the plan for the turnround is working;
- concerns with individual contractor's performance;
- concerns with how all the contractors perform as a team around the aircraft; and
- problems which are outside the control of the contractors, for example the activities of other airport users.

Whether or not you are part of an alliance of airlines, you may find it beneficial to agree uniform standards for health and safety during turnround with other airlines or aircraft operators at the airports which you fly from. These could be discussed and agreed with the airport or aerodrome operator and service providers, eg at the Airside Safety Committee. Standards for performance monitoring could be included.

Agreed standards can prevent the duplication of effort involved in every airline developing its own standards. They can also make it simpler for contractors to monitor their own performance.

You may also decide to join with other airlines in health and safety benchmarking. You could encourage your service providers to benchmark against similar companies (see the *Further information* section at the end of this publication).

To influence co-operation and co-ordination across the airport or aerodrome, you should attend forums such as the Airside Safety Committee.

### **What if I am also a service provider?**

Advice can be found in the section on page 16 *What do I have to do if I am a service provider?*

### **What about JAR-OPS?**

The suggestions in this booklet can form part of the management and organisation you have in place to meet Joint Aviation Requirements-OPS 1 *Commercial Air Transportation [Aeroplanes]* (JAR-OPS),<sup>6</sup> in particular JAR-OPS 1.175 *General rules for Air Operator Certification*.

# What do I have to do if I am a service provider?

All contractors on the apron have to work quickly to complete their work in time. You must protect the health and safety of your own staff and consult safety representatives and employees on matters to do with their health and safety at work. You must also consider other organisations' health and safety needs. For instance, catering or baggage vehicles should not block the escape path of a refuelling vehicle, but the refuelling vehicle should not be parked in such a way as to hinder or prevent the safe access of the caterers or loaders to the aircraft.

## **What if a handling agent has been appointed?**

If a handling agent has been appointed to control the turnround, you should co-operate fully with them. They should be working to an agreed plan for the turnround. You should have a copy of this plan and should follow it. You should also have a supervisor or leading hand who can control your part of the turnround.

## **What if there is no handling agent?**

There should still be someone in control of the work and an agreed plan for the turnround. You should have a copy of this plan and should follow it.

Where this creates problems, these should be raised with the airline and/or the other service providers involved. If people not involved in the turnround create problems, eg by parking vehicles where they will prevent safe access to the aircraft, this could be raised at the Airside Safety Committee.

## **What if I engage contractors?**

You should assess, control and monitor your contractors.



# What are the legal requirements?

All employers are subject to the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety law. This section outlines the key legal requirements which underpin the guidance in this booklet.

**The Health and Safety at Work etc Act 1974** (HSW Act) requires employers to ensure the health and safety, so far as reasonably practicable, of their employees and other persons affected by their activities. This includes the employees of their contractors, members of the public and other people who may be affected by the work, such as other airport users.

Although only the courts can give an authoritative interpretation of the law, in considering the application of regulations and guidance to persons working under your direction, you should consider the following:

If you have people working under your control and direction who are treated as self-employed for tax and National Insurance purposes, they are nevertheless treated as your employees for health and safety purposes. You may therefore need to take appropriate action to protect them.

If you are in any doubt about who is responsible for the health and safety of a person working for you, this could be clarified as part of a contract. However, remember you cannot pass on a legal duty that falls to you under the HSW Act by means of a contract and you will still retain duties towards others by virtue of Section 3 of the HSW Act. If you intend to employ workers on the basis that you are not responsible for their health and safety, you should seek legal advice before doing so.

The HSW Act also places duties on those who control a place of work which they make available to people who are not their employees, or those who control any plant or substance in such a place. It requires them to ensure that the place, plant or substance is safe and without risks to health, so far as is reasonably practicable.

**The Management of Health and Safety at Work Regulations 1999** require employers to assess the risks arising out of their work activities and sets out principles on which precautions should be based. The regulations also require employers to make appropriate arrangements for the effective planning, organising, control, monitoring and review of the measures they need to take to comply with health and safety law. The regulations also contain a requirement on all employers who share a workplace to co-operate with each other and co-ordinate the steps they take to comply with health and safety law.

**The Safety Representatives and Safety Committees Regulations 1977** provide a legal framework for employers and trade unions to reach agreement on arrangements for safety representatives and safety committees to operate in their workplace. The regulations also confer certain rights on safety representatives.

**The Health and Safety (Consultation with Employees) Regulations 1996** require employers to consult workers who are not members of a trade union on matters affecting their health and safety. A trade union may agree to represent the interests of non-members on health and safety matters.

**The Noise at Work Regulations 1989** set out what has to be done to prevent hearing damage caused by loud noise at work. The general aim of the regulations is to reduce the risk of hearing damage to the lowest level reasonably practicable. If exposure is likely to reach one of the three action levels in the regulations (ie daily personal exposure of 85 or 90 dB(A), or a peak sound pressure of 200 pascals) it must be assessed by a competent person so that action can be taken. As far as possible, engineering control measures should be used to reduce exposure to noise, rather than ear protectors.

# Where can I get further information?

## Priced publications

*Management of health and safety at work: Management of Health and Safety at Work Regulations 1999 Approved Code of Practice L21* Second edition HSE Books 2000 ISBN 0 7176 2488 9

*Managing contractors: A guide for employers: An open learning booklet* HSE Books 1997 ISBN 0 7176 1196 5 (aimed at small to medium-sized chemical companies, but will be of use to other industries and larger companies)

*Managing risk - adding value: How big firms manage contractual relations to reduce risk* HSE Books 1998 ISBN 0 7176 1536 7

*The costs of accidents at work* Second edition HSG96 HSE Books 1997 ISBN 0 7176 1343 7

*Essentials of health and safety at work* HSE Books 1999 ISBN 0 7176 0716 X

*Safety representatives and safety committees L87* HSE Books 1996 ISBN 0 7176 1220 1

*A guide to the Health and Safety (Consultation with Employees) Regulations 1996: Guidance on Regulations L95* HSE Books 1996 ISBN 0 7176 1234 1

*Reducing noise at work: Guidance on the Noise at Work Regulations 1989* HSE Books 1998 ISBN 0 7176 1511 1

Joint Aviation Authorities *Joint Aviation Requirements. JAR-OPS 1 Commercial Air Transportation (Aeroplanes)*

Civil Aviation Authority *Airside Safety Management CAP 642* Civil Aviation Authority 1995 ISBN 0 86039 610 X

**Free publications**

*Five steps to risk assessment* INDG163 (rev) HSE Books 1998 Single copies free, multiple copies in priced packs ISBN 0 7176 1565 0

*Five steps to information, instruction and training* INDG213L HSE Books 1996 Single copies free, multiple copies in priced packs ISBN 0 7176 1235 X

*Consulting employees on health and safety: A guide to the law* INDG232L HSE Books 1996

*Working together: Guidance on health and safety for contractors and suppliers* INDG268 HSE Books 1998 Single copies free, multiple copies in priced packs ISBN 0 7176 1548 0

*Managing health and safety: Five steps to success* INDG275 HSE Books 1998

*Ear protection: Employers' duties explained* INDG298 HSE Books 1999 Single copies free, multiple copies in priced packs ISBN 0 7176 2484 5

*Health and safety benchmarking: Improving together* INDG301 HSE Books 1999 Single copies free, multiple copies in priced packs ISBN 0 7176 2494 3

*Need help with health and safety? Guidance for employers on when and how to get advice on health and safety* INDG322 HSE Books 2000 Single copies free, multiple copies in priced packs ISBN 0 7176 1790 4

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