



Car Parks Safe Working Practices

The Supervisors will be responsible for:-

1. Day-to-day activities and to ensure that the staff are fully aware of any precautions to be taken prior to and during all duties.
2. The reporting procedures of accidents. To ascertain the cause and to suggest corrective steps to avoid reoccurrence.
3. Check that all equipment is properly maintained.

Employees Responsibilities

1. Cleanliness and tidiness of the Car Park Kiosk, Office, Mess Room.
2. Reporting any hazards in connection with the car park, whether affecting himself, his colleagues, or the public.

As set out in Section 7 of the Health Safety at Work Act it is a condition that all employees at work will:-

- 2.1 Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- 2.2 Co-operate with the Car Parks Officer so far as is necessary to perform any duty or comply with any requirements imposed as a result of any law which may be in force.

SAFETY HINTS

- When entering or leaving any kiosk/office/mess room, apply the same precautions as when crossing a highway.
- When leaving any kiosk/office/mess room ensure that it is securely locked, and do not carry large amounts of money with you. Your personal safety and the security of your takings are more protected if all money is locked inside the kiosk and in a locked drawer or preferably a safe.
- Check your equipment daily.
- Keep kiosk/office/mess room and its surrounds tidy and windows clean.
- Report all accidents, complaints, and unusual occurrences.
- Do not allow unauthorised persons in the kiosk/office/mess rooms.
- See Car Park Emergency Procedures.