



Health and Safety Made Simple – The basics for your business

4. Consult your workers

You must consult all your employees on health and safety. You can do this by listening and talking to them about:

- health and safety and the work they do
- how risks are controlled
- the best ways of providing information and training

Consultation is a two-way process, allowing employees to raise concerns and influence decisions on managing health and safety.

Your employees are often the best people to understand risks in the workplace. Involving them in making decisions shows that you take their health and safety seriously. In a small business, you might choose to consult your workers directly. Larger businesses may consult through a health and safety representative, chosen by your employees or selected by a trade union. As an employer, you cannot decide who the representative will be.

5. Provide information and training

Everyone who works for you needs to know how to work safely and without risk to their health. This includes contractors and self-employed people.

You must give your workers clear instructions and information, as well as adequate training. Make sure you include employees with particular training needs, for example new recruits, people changing jobs or taking on extra responsibilities, young employees and health and safety representatives.

6. Have the right workplace facilities

Employers must provide welfare facilities and a working environment that's healthy and safe for everyone in the workplace, including those with disabilities.

You must have:

- welfare facilities – the right number of toilets and washbasins, drinking water and having somewhere to rest and eat meals
- a healthy working environment – a clean workplace with a reasonable working temperature, good ventilation, suitable lighting and the right amount of space and seating
- a safe workplace – well-maintained equipment, with no obstructions in floors and traffic routes, and windows that can be easily opened and cleaned