



**omfax**  
Omfax Systems Limited

# Think Safety

## A health and safety handbook for staff

Think Safety is an attractive, easy-to-read handbook designed to encourage all members of staff to follow general health and safety practices.

### It is specifically designed to:

- support employers in promoting health and safety policies and adhering to legislation
- act as a basis for on-going training
- promote awareness and understanding of health and safety issues in the workplace.

### It also gives guidance on:

- effective use of heating
- dealing with condensation
- putting up shelves
- the basics of decorating.

Staff need to know what their responsibilities are. The information needs to be relevant, quick and easy to absorb, and accessible. By providing Think Safety to staff, employers can ensure good health and safety practices are followed in the workplace, demonstrating their commitment to their employees, and reducing the likelihood of accident or injury.

Think Safety is a slim, distinctive handbook. Easy-to-use and written in straight forward language, it covers a wide range of working activities, both in the workplace and 'out and about'.

Available in a handy A5 format, we can add your organisation's name and logo to the front cover, or provide a specially-designed front cover.

Think Safety complements your own health and safety procedures manual, providing staff with information that is easy to read, and instructions that are easy to follow.



*"I knew safety at work was important but I wasn't exactly sure what I should or shouldn't be doing. Having this book, I can look things up as they occur to me. I've already learnt a few things, and I'm clearer about what I'm supposed to do."*

*Staff member*

## Think Safety for Housing

Think Safety for Housing is a practical health and safety guide written specifically for those working in social housing organisations.

Covering a wide range of activities, both in the office and on home visits, or out and about, Think Safety for Housing promotes safer working practices in a user friendly way. It features straightforward and direct language, clear diagrams and illustrations and practical checklists for common situations and tasks.

Written to reflect the safety concerns of housing organisations, Think Safety for Housing not only helps fulfil an employer's responsibility to provide health and safety information, but more importantly, helps reduce the risk of accident and injury. It has been reviewed by legal specialists and is used by housing organisations across the UK.

Topics include:

- working at a computer screen
- lifting and carrying heavy objects
- working alone
- what to do in an emergency, including first aid
- dealing with gas, electricity and chemicals
- reporting incidents and hazards.

## Think Safety for Schools and Colleges

Think Safety for Schools and Colleges is a practical health and safety guide, with information specifically for the school or college workplace.

Promoting safer working practices in a user-friendly way, Think Safety for Schools and Colleges covers topics such as:

- working in a classroom
- working alone with a student
- what to do in an emergency, including first aid
- dealing with gas, electricity and chemicals
- reporting incidents and hazards.

It not only helps fulfil a school or college's employer's responsibility to provide health and safety information, but more importantly helps reduce the risk of accident and injury for staff and students.

Think Safety for Schools and Colleges has been reviewed by legal specialists and is used by schools and colleges around the UK to complement existing health and safety policies and manuals.

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## About Omfax

Omfax Systems is a leading provider of information solutions for customer services. We offer a portfolio of innovative products and services that bring unrivalled clarity, consistency and efficiency to communication with customers.

Our clients are progressive and forward thinking, and choose Omfax because of our in-depth knowledge of customer contact services and our ability to implement solutions to improve and enhance customer service.

We have worked extensively with housing associations, local authorities and facilities contractors, as well as with a range of other organisations and agencies, such as schools, colleges and health care trusts.



## Interested or you want more information?

Contact us for more information and to find out how this product can be used to enhance Keyfax Inter•View.

Please email [sales@omfax.co.uk](mailto:sales@omfax.co.uk)  
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