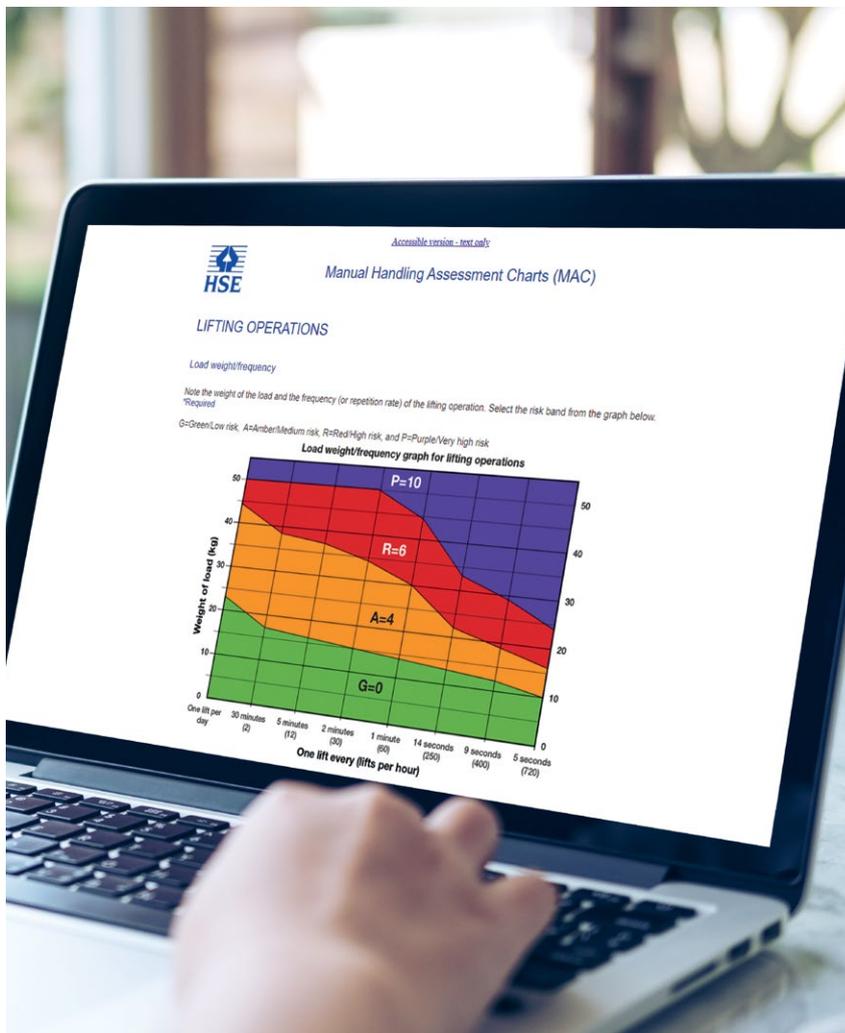


## Books, tools and software to educate and protect employers and workers

- online assessment tools
- mobile application
- books, cards and posters



# Safety culture

Culture can be best understood as "the way we do things around here". Culture forms the context within which people judge the appropriateness of their behaviour. An organisation's culture will influence human behaviour and human performance at work. Poor safety culture has contributed to many major incidents and personal injuries.

An organisation's culture can have as big an influence on safety outcomes as the safety management system. Safety culture is a subset of the overall organisational or company culture. Many companies talk about safety culture when referring to the inclination of their employees to comply with rules or act safely or unsafely. However, culture and style of management is even more significant, for example a natural, unconscious bias for production over safety, or a tendency to focus on the short-term and being highly reactive. Success normally comes from good leadership, good worker involvement and good communications.

Benefits of a strong safety culture are:

- **reduced accidents and near-misses**
- **improved worker morale**
- **enhanced productivity**
- **compliance with international standards**
- **improved reputation**
- **higher worker retention**
- **increased worker engagement levels**
- **continuous quality improvement**

The Health and Safety Executive (HSE) Safety Climate tool can help organisations measure and improve safety culture by providing an assessment and guidance.



## Safety culture

# Safety Climate Tool

The Health and Safety Executive's (HSE) Safety Climate Tool has been carefully designed by scientists to assess the attitudes of individuals within an organisation towards health and safety issues.

The Safety Climate Tool measures an element of safety culture – the 'way things are done' in your organisation when it comes to health and safety. This is a significant starting point for any organisation to continually improve and raise standards.

Using an online 40-set question survey, the Safety Climate Tool explores your employees' attitudes and perceptions in key areas of health and safety, while guaranteeing anonymity. Once the survey has been completed, it generates a comprehensive report and provides guidance that will help manage and improve the organisation's safety culture.

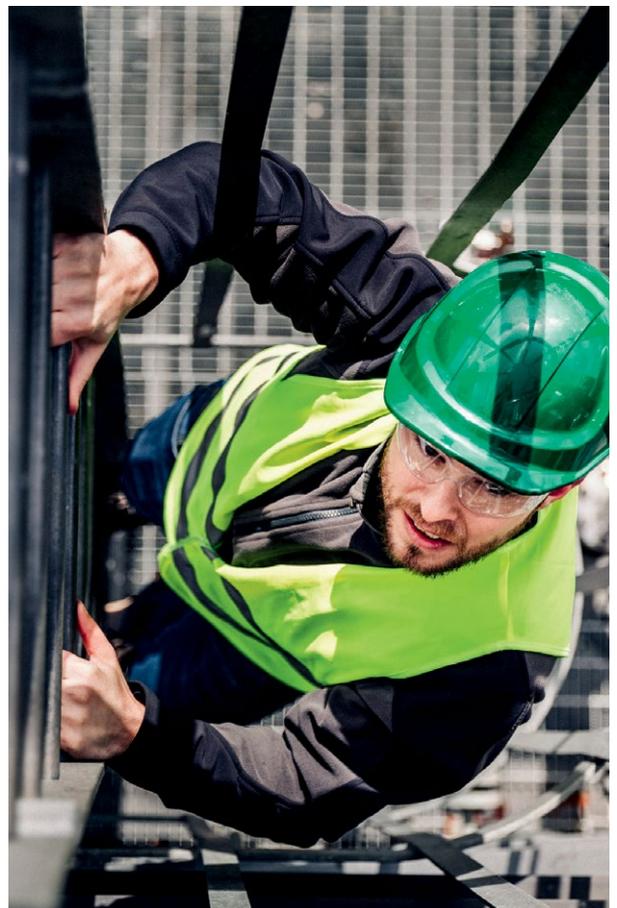
Benefits of implementing the Safety Climate Tool into your organisation:

- the results can be used to support ISO45001 accreditation
- available in over 50 languages (Arabic, French, German, Japanese, Spanish etc.)
- can be customised to include the organisations logo, write a personalised introduction, choose the most appropriate demographic responses, and tailor the terminology used in the core statements
- ability to benchmark data against industry standards
- automatically analyses the responses and generates a valuable summary report of the results
- can be used offline via a dedicated mobile app
- examines employee and management results for comparison
- creates bespoke reports of your chosen demographics to highlight key priorities moving forward
- provides suggestions for next steps and recommendations on how to address them
- can be used at any time from your own secure web account, making the process simple, quick and convenient



Winner of 'Best Use of Health and Safety Data to Lower Incident Rates'

**Register for our next webinar:**  
[books.hse.gov.uk/safety-climate-tool](https://books.hse.gov.uk/safety-climate-tool)



# Work-related stress

The Health and Safety Executive (HSE) defines stress as ‘the adverse reaction people have to excessive pressures or other types of demand placed on them’.

Employees feel stress when they can’t cope with pressures and other issues placed on them. Employers should match demands to employees’ skills and knowledge. For example, employees can get stressed if they feel they don’t have the skills or time to meet tight deadlines. Providing planning, training and support can reduce pressure and bring stress levels down.

Stress affects people differently – what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect whether an employee can cope.

HSE developed the Management Standards which are six main areas of work design that can affect stress levels. They are: demands, control, support, relationships, role and change

Benefits of managing work-related stress:

- **significant cost savings**
- **improved worker morale**
- **enhanced productivity**
- **higher worker retention**
- **improved reputation**
- **compliance with international standards**
- **increased worker engagement levels**
- **continuous quality improvement**

Learn how the HSE Stress Indicator Tool can help organisations understand, assess and manage risk.



## Work-related stress

# Stress Indicator Tool

The Stress Indicator Tool has been developed to accurately measure and determine the attitudes and perceptions of employees towards work-related stress.

It is an online 35-question survey designed to gather data anonymously from employees, which can be used in the risk assessment element of HSE's Management Standards approach. Obtaining and understanding this data helps identify areas to improve in order to prevent and manage work-related stress.



The report is automated, so you don't have to spend time collating data or inputting the results manually. This helps avoid data-entry errors, making the information collected more accurate and reliable. The report then summarises the views and experiences of employees and provides recommendations for future improvements.

The tool is available either for free or as an enhanced premium version. The table below provides an outline of the differences between the two options:

Stress Indicator Tool	Free	Premium
GDPR Compliant	Yes	Yes
Fully Secure ISO27001 (data stored in the UK)	Yes	Yes
<b>Survey</b>		
Fully Accessible version	Yes	Yes
Suggested control measures based on scores	Yes	Yes
Survey mobile compatible via browser	Yes	Yes
Survey via mobile app (offline mode)	-	Yes
Organisational set demographics	Yes	Yes
Personalisation including company logo	Yes	Yes
Total number of respondents	50	Licence size
<b>Administration portal</b>		
Set up multiple assessments	-	Yes
Set up organisational demographics	Yes	Yes
Shared and linked accounts	-	Yes
Ability to download raw data	-	Yes
<b>Auto report</b>		
Auto report with priority/focus areas	Yes	Yes
Ability to filter auto reports by demographics	-	Yes
Ability to download and share auto reports	Yes	Yes

**Register for our next webinar: [books.hse.gov.uk/Stress-Indicator-Tool](https://books.hse.gov.uk/Stress-Indicator-Tool)**

## Work-related stress

# Home and Hybrid Working Tool

A diagnostic tool designed to be used as part of the approach to assessing stress, anxiety, and depression among workers who work partly or fully from home.

Developed in conjunction with the University of Hull, an additional question-set is used alongside the Stress Indicator Tool (SIT) to take into account changes in working practices, including technological advancements that have affected the way we work.

It was developed based on qualitative research with nearly 300 hybrid workers from four public sector organisations, and further tested with data from over 3,000 public sector workers in various roles and work environments.

The purpose of the home and hybrid working question set is to explore stress risks that are of most relevance in the context of modern working practices, so organisations can analyse results based on the proportion of working time from home.

Identify and determine what factors are affected by home and hybrid working:

- **demands - workload, work patterns and the work environment**
- **control - how much say the person has in the way they do their work**
- **peer support - encouragement, sponsorship and resources provided by colleagues**
- **management support - encouragement, sponsorship and resources provided by the organisation and line management**
- **relationships - positive working to avoid conflict and dealing with unacceptable behaviour**
- **change - how organisational change (large or small) is managed and communicated in the organisation.**
- **work/home interface - explore risks associated with balancing work and home when working remotely.**
- **monitoring - explore concerns about being closely monitored**



**Note:** there have been no changes to the original Stress Indicator Tool (SIT). The purpose of the additional question set is to explore stress risks that are of most relevance in the context of modern working practices and to understand how these might be related to mental health outcomes.

**Register for our next webinar: [books.hse.gov.uk/Stress-Indicator-Tool](https://books.hse.gov.uk/Stress-Indicator-Tool)**

# Musculoskeletal disorders

Musculoskeletal disorders (MSDs) include injuries and conditions that can affect the back, joints and limbs. Employers must protect workers from the risks of MSDs at work.

There are risk factors causing MSDs in many types of work. They include risk factors to do with the work, such as:

- **lifting heavy or bulky loads**
- **pushing, pulling or dragging heavy loads**
- **bending, crouching or stooping**
- **stretching, twisting and reaching**
- **sustained or excessive force**
- **repetitive tasks, particularly using the same hand or arm action**
- **carrying out a task for a long time**
- **work with display screen equipment, such as PCs, laptops, tablets or smartphones**
- **working with hand-held power tools for a long time**
- **driving heavy vehicles, long-distance driving or driving over rough ground**

Duty holders must manage the risk of MSDs in the workplace. If these risks exist they must consider both the requirements for a general risk assessment and specific assessments of other risks, for example, from:

- **manual handling**
- **repetitive work and awkward postures**
- **the health risks of working with display screen equipment such as PCs, laptops, tablets and smartphones**
- **exposure to vibration, for example from driving mobile machinery over rough ground or using powered, hand-held tools**

Learn how the HSE Musculoskeletal Disorder Tool helps organisations complete risk assessments by saving assessors time in populating the results manually.



## Musculoskeletal disorders

# Musculoskeletal Disorders Assessment Tool

The MSD assessment tool is the latest tool in the range from the HSE. It combines the popular MSD assessment guides manual handling assessment charts (MAC), assessment of repetitive tasks (ART), risk assessment of pushing and pulling (RAPP) and back injury risks in driving tool (BIRD) and transforms them into an all-in-one digital solution.

Employers and safety representatives can use the MSD tool to easily assess the risks posed by physical, strenuous activities. The assessor can then understand, interpret, categorise and communicate the level of risk. It has been designed to simplify the process of completing each assessment, with a logical step-by-step approach, saving your assessors time in populating the results manually.

The Tool is available for free so organisations can conduct individual MAC, ART and RAPP assessments (BIRD is not included). However, for organisations who conduct multiple assessments throughout the year or want to be able to analyse their assessments; a premium option is available.

The full premium version of the MSD tool includes:

- an overall organisation report to examine the assessments
- the option to tailor and set demographics to fit your company structure
- the use of a bespoke mobile app to complete the assessments offline
- an easy to use and fully GDPR compliant system that stores all completed tasks and assessments

The assessment part of the MAC, ART and RAPP tools are available to use for free. Simply visit the links below to start creating assessments.

- MAC Tool: [sds.hsl.gov.uk/survey/mactoolfree](https://sds.hsl.gov.uk/survey/mactoolfree)
- ART Tool: [sds.hsl.gov.uk/survey/arttoolfree](https://sds.hsl.gov.uk/survey/arttoolfree)
- RAPP Tool: [sds.hsl.gov.uk/survey/rapptoolfree](https://sds.hsl.gov.uk/survey/rapptoolfree)



Visit: [books.hse.gov.uk/MSD-Assessment-Tool](https://books.hse.gov.uk/MSD-Assessment-Tool)

## Musculoskeletal disorders

# Back Injury Risks in Driving Tool

The 'Back Injury Risks in Driving Tool' is designed to collect information that will help determine those issues that present the greatest risk of back injury and discomfort to drivers and provide pointers to improvements that may be made to reduce those risks.

There is an excess of lower back pain and injury amongst those workers involved with driving activities; many factors may be responsible, either alone or in combination. Generally, vibration risk is related to driving speed and the quality of road surfaces.

HSE recommends taking a holistic approach to managing risks of back pain, considering posture, twisting and manual handling as well as vibration exposure. Back pain is more likely to be associated with off-road driving, rather than driving on roads or good quality surfaces.

The most prevalent industries and activities are:	Back pain in driving can be attributed to a number of factors, including:
<ul style="list-style-type: none"> <li>■ agriculture / forestry / military</li> <li>■ boats – small fast boats / ribs</li> <li>■ boats / ships – general</li> <li>■ civil works (earth moving)</li> <li>■ industrial truck driving e.g. warehouse / airports</li> <li>■ mines / quarries</li> <li>■ ports</li> <li>■ road transport</li> <li>■ other (off-road)</li> <li>■ other (tarmac or similar roads)</li> </ul>	<ul style="list-style-type: none"> <li>■ poor design of controls, making it difficult for the driver to operate the machine or vehicle easily or to see properly without twisting or stretching</li> <li>■ incorrect adjustment by the driver of the seat position and hand and foot controls, so that it is necessary to continually twist, bend, lean and stretch to operate the machine</li> <li>■ sitting for long periods without being able to change position</li> <li>■ poor driver posture</li> <li>■ repeated manual handling and lifting of loads by the driver</li> <li>■ repeatedly climbing into, or jumping down from, a high cab, or repeatedly getting into and out of a cab that is difficult to access</li> <li>■ excessive exposure to whole-body vibration, particularly to shocks and jolts</li> </ul>



Visit: [books.hse.gov.uk/Back-Injury-Risks-in-Driving-BIRD-Tool](https://books.hse.gov.uk/Back-Injury-Risks-in-Driving-BIRD-Tool)

# Official HSE Health and Safety App



The official HSE mobile app has been designed to help people better understand the law, their health and safety rights, and their responsibilities.

HSE is dedicated to protecting people and places, and helping everyone lead safer and healthier lives. Ensuring that guidance is available and accessible in a variety of formats is central to achieving this objective. The app has recently been updated to include videos and dedicated sections:

- **practical risk management tools:** Access the digital tools, such as the musculoskeletal (MAC, ART, and RAPP) and stress risk assessments
- **risk management videos:** Exclusive practical videos delivered by an HSE inspector that guide you through the risk management process
- **introduction to managing health and safety:** Find the right guidance for your business and how to make arrangements to manage health and safety
- **managing risks and risk assessment:** Provides a simple step-by-step guide and practical advice on how to manage risk within an organisation
- **investigating workplace accidents and incidents:** Learn what the Law says you should do and how to investigate
- **work-related stress:** Includes a condensed version of HSE's stress management standards approach
- **publication list:** Includes a full publications and reference list



# Money saving packs

20% off individual prices



## Accident Book and A3 Law Poster Pack

A fantastic offer for all businesses, especially SMEs. This pack brings together two essential publications to ensure safety in the workplace. Pack consists of Accident Book 9780717666935 and A3 Law poster 9780717663699

**9780717667147**



## The Protective Mask Poster Pack

Pack consists of Filtering Face Pieces Poster and (INDG460 Poster) Is Your Mask Protecting You?

**9780717666904**



## Health and Safety Recording and Reporting Pack

The Accident Book is an essential document for employers and employees, who are required by law to record and report details of specified work-related injuries and incidents.

The Near-miss Record Book will allow you to see if there are any patterns in when or how things go wrong which can provide an early warning that something needs attention. It makes good business sense to be proactive and take action early when problems are likely to be less serious.

**9780717667437**



## Health and Safety Awareness Posters (5 Pack)

Health and safety awareness poster pack from the HSE. Includes: Is Your Mask Protecting You, Safe Handling of Chemicals, First Aid at Work and Workplace Stress. This pack is certain to capture the attention of your employees and improve their knowledge and understanding on these important health and safety matters.

**9780717667406**

# Health and Safety Law – What you need to know posters

This poster can be purchased in either A2 or A3 (it is not available in other sizes) directly from HSE Books and verified resellers.

All employers have a legal duty under the Health and Safety Information for Employees Regulations (HSIER) to display the poster in a prominent position in each workplace or provide each worker with a copy of the equivalent leaflet which is available as a download or in print.



**Standard A2 poster**  
2009 | 9780717663149  
**A3 poster**  
2009 | 9780717663699



**Welsh version A2 poster**  
2009 | 9780717663477



**Offshore version A2 poster**  
2009 | 9780717663736



**Northern Ireland version A2 poster**  
2009 | 9780717663545

## A3 Law Poster and Frame Pack

The A3 Healthy and Safety Law Poster and Snap frame pack is perfect for securely displaying and mounting the Health and Safety Law poster.

9780717667253



## Basic Advice on First Aid at Work A3 Poster

This poster shows basic first aid procedures, designed to help employees deal with first aid incidents at work. It incorporates recommendations from the European Resuscitation Council on resuscitation and first aid.

9780717666706



## Health and Safety Law – What you need to know pocket cards



**Pack of 25 pocket cards for workers in premises in Great Britain**

2009 | 9780717663507

**Pack of 25 pocket cards for workers in offshore installations**

2009 | 9780717663675

**Pack of 25 pocket cards for workers in premises in Northern Ireland**

2009 | 9780717663569

## Electric Shock: First aid procedures A3 poster

This poster gives basic advice on first-aid procedures if someone has an electric shock at work. It is aimed at employees working within a number of industries specifically electricity supply, generation, transmission and utilisation, electrical testing and electrical applications.

9780717666690



## A2 COSHH Cleaning Chemicals Poster

A variety of harmful substances are found in our working environments and knowing how to handle these safely is key to safety and protection from injury. This poster presents in a clear visual way, how to safely handle chemicals for storage, use at work and protection from vulnerable people.

9780717667161





## The Accident Book

This is an essential document for employers and employees, who are required by law to record and report details of specified work-related injuries and incidents.

It enables businesses to comply with legal requirements under social security and health and safety legislation, including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements. It is designed to support users in being GDPR compliant.

BI510 2018 | 9780717666935

Available in a pack of 10 copies:  
9780717667048



## Near-miss Book: Recording and reporting near misses at work

The Near-miss Book has been produced to help employers and employees record details of workplace near misses. A pattern of near misses provides an early warning of areas that need attention.

Protect your business by encouraging your employees to use this record book and reduce the risk of something going wrong.

9780717667420



## Safe Deal Playing Cards

Interactive playing cards help you increase the opportunities to talk both formally and informally about the human factors that affect your organisation. The cards can make it much easier to break the ice, broach big subjects and start meaningful discussions.

They can be used by anyone – health and safety professionals, managers, supervisors and safety reps – to begin talking about safety. The more you talk about safety, making it an on-going open dialogue, the more likely it is you will engage your workforce in safety becoming 'part of the job'.

9780717666782

Safe Deal | 1 Pack    Safe Deal | 3 Packs    Safe Deal | 10 Packs



## Healthy Deal Playing Cards

Healthy Deal is a set of playing cards that can be used to raise awareness about the 'health' in 'health and safety'.

Each card contains useful information and questions about health risk management and prompts discussion about how your organisation approaches it.

Healthy Deal is designed to be used by health and safety, occupational health and HR professionals with their leaders, managers and supervisors to raise the profile of health risk management to give it equal priority alongside safety. Evidence shows that taking an approach to worker protection that integrates employee health and wellbeing alongside safety offers the greatest benefits both to the individual and to the organisation.

9780717666928

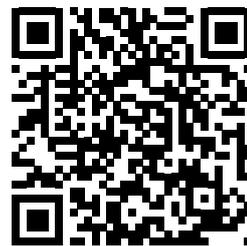
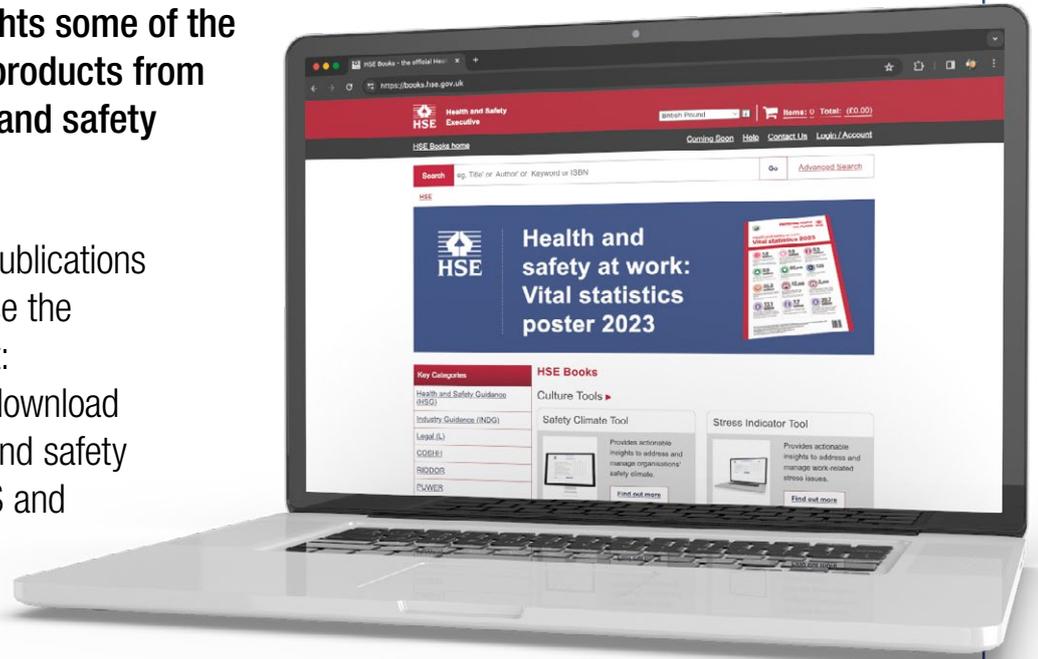
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# For further information

This catalogue highlights some of the key publications and products from Great Britain's health and safety regulator.

For a full list of official publications available and to purchase the hard-copy versions, visit:

[books.hse.gov.uk](https://books.hse.gov.uk) or download the official HSE health and safety mobile app from the iOS and Google Play stores.



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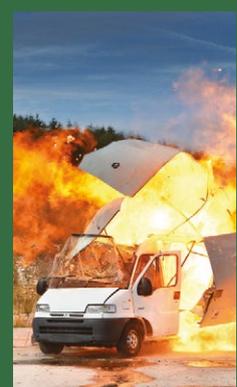
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Using our scientific expertise and regulatory insight to address health and safety risks, for organisations or as part of a shared research programme