

HEALTH AND SAFETY POLICY

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REVIEWERS

This document has been reviewed by:

NAME	DATE	TITLE/RESPONSIBILITY	VERSION
Rebecca Bartholomew	April 2014	Chief Quality & Nursing Officer	V1.0
Trisha Curran	April 2014	Interim Chief Nurse	V1.0
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Jim Young	February 2017	Head of Quality Assurance	V2.0
Emma Smith	April 2017	Governance Support Manager	V2.0
Caroline Brunt	May 2017	Chief Nurse	V2.0

APPROVALS

This document has been approved by:

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V2.0	Governing Body	11 May 2017

NB: The version of this policy posted on the intranet must be a PDF copy of the approved version.

DOCUMENT STATUS

This is a controlled document. Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of the document are not controlled.

RELATED DOCUMENTS

These documents will provide additional information:

DOCUMENT TITLE	WHERE
Induction Policy	CCG intranet
Risk Management Framework	CCG intranet
Safeguarding Adults – Multi-Agency Policy & Procedures for the West Midlands	CCG intranet
Safeguarding Children Policy	CCG intranet
Health and Safety COSHH Procedure	CCG intranet
Health and Safety Electrical Procedure	CCG intranet
Health and Safety Fire Procedure	CCG intranet
Health and Safety First Aid Procedure	CCG intranet
Health and Safety New and Expectant Mothers Procedure	CCG intranet
Health and Safety Violence and Aggression Procedure	CCG intranet
Health and Safety Young Persons Procedure	CCG intranet

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1.0 Statement of Intent

- 1.1 This policy reflects our commitment to create an environment and culture where Health and Safety at work is a prime consideration in all areas of activity. The successful implementation of this policy requires cooperation from all members of staff and any visitors to our controlled premises who undertake work on behalf of the CCG.
- 1.2 Our Board and its Chief Executive Officer are ultimately responsible for the compliance with Health and Safety Legislation. The Chief Nurse has the delegated responsibility for implementation of this policy and ensuring the Board is kept fully informed on health and safety issues that arise as and when appropriate. Directors and managers will be personally accountable for the health and safety performance of areas within their responsibility.
- 1.3 To assist in achieving these aims, the organisation in particular recognises it has a responsibility to:-
- Provide and maintain safe and healthy working conditions and ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.
 - Provide information, instruction, training and supervision to all employees to enable the safe performance of work activities.
 - Ensure that the premises we occupy are compliant and fit for purpose and the equipment we provide meets with the minimum legal requirement, making available all necessary safety devices and protective clothing/equipment.
 - Ensure adequate arrangements are maintained to enable and encourage staff to identify and report hazards and risks so that we can all contribute to creating and maintaining a safe working environment.
 - Ensure that all employees are aware of their legal obligation to take reasonable care for their own health, safety and welfare and of other persons who may be affected by their acts and omissions at work.
- 1.4 This Policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and if necessary revised in the light of legislative or organisational changes.

SIGNED:  **DATE:** 30 June 2017

NAME: Mr Paul Maubach **POSITION:** Chief Executive Officer

2.0 Organisational Responsibilities for Health and Safety

This section sets out who is responsible for specific actions.

2.1 All Employees

All employees are reminded of their legal duty to:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc. Act 1974;
- Inform their employer of any danger to health and safety posed by a work activity under the Management of Health and Safety at Work Regulations 1999 (as amended) (MHSWR). Incidents and near misses should be reported using the CCG's incident reporting system;
- Inform their employer of any shortcomings in the employer's protection arrangements under the MHSWR;
- Co-operate with their employer's health and safety arrangements under the MHSWR; and
- Undertake all statutory training in accordance with the organisation's statutory and mandatory training schedule
- Support the safeguarding of all staff and visitors in line with the CCG's statutory safeguarding responsibilities

Employees should notify their Line Manager if they are likely to require assistance in the event of an emergency evacuation of the premises.

2.2 Chief Executive Officer

The Chief Executive Officer has overall responsibility for health and safety within Dudley CCG.

2.3 Chief Nurse

The Chief Nurse has the delegated responsibility for implementation of this policy and ensuring the Board is kept fully informed on health and safety issues that arise as and when appropriate.

2.4 Senior Management Team

Senior managers and Directors have delegated responsibility from the Chief Executive Officer to ensure this policy and associated procedures, protocols, guidance and management systems are fully understood, applied and resourced

within their areas of responsibility. They should also provide leadership by example and proactively promote responsible attitudes towards health and safety by:

- Ensuring that suitable and sufficient risk assessments are undertaken, records made as required and significant risks reduced to an appropriate level;
- Ensuring the requirements of the health and safety management system are fully embedded within their teams;
- Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety or welfare of staff;
- Ensuring the reporting and investigation of all accidents/incidents to identify learning or improvements needed to improve safety;
- Monitoring the effectiveness of the health and safety system in their area of responsibility; and
- Ensuring that Line Managers are accountable for health and safety in areas of their control and compliance is reviewed at annual appraisal.

2.5 Director for Organisational Development (OD) and Human Resources (HR)

The Director for OD and HR will assist the Chief Executive Officer on employment and industrial relations issues and will be responsible for the recording, accreditation and notification of health and safety representatives. The Director for OD and HR will be responsible for oversight of the development of job descriptions which highlight health and safety responsibilities, and will be the lead for work related sickness absence.

The Director for OD and HR will be responsible for the procurement of the organisation's Occupational Health Service.

2.6 Senior Managers

Senior Managers will have knowledge of health and safety legislation and be directly responsible to a Director for ensuring that rules and procedures, in relation to employees and others, are interpreted correctly and implemented in their entirety within their area of responsibility.

2.7 Line Managers

Delegated responsibility for the health and safety of employees, volunteers and visitors rests with Line Management. Line Managers should ensure that all staff who report to them have completed their health and safety training in accordance with the organisation's statutory and mandatory training schedule. They should also ensure that an investigation is carried out to establish the cause of all accidents, incidents and near misses in accordance with the CCG's Incident and Near Miss Reporting Procedure. Line Managers should also ensure that all staff who report to them have

completed their Display Screen Equipment (DSE) self-assessment and that any resulting reasonable adjustments have been made. They should draw up a Personal Emergency Evacuation Plan with any of their employees or regular visitors who may require assistance during emergency evacuations of the premises.

2.8 Competent Person

Dudley CCG have appointed the Corporate Assurance Team at NHS Arden & GEM CSU as their 'competent person' (as defined in Regulation 7 of the Management of Health and Safety at Work Regulations 1999) to assist the CCG to comply with the relevant statutory provisions. This team is responsible for:

- Co-ordination of the health and safety management system and monitoring its overarching effectiveness in meeting the CCG's needs;
- The provision of health and safety advice and the implication of the law;
- The production and maintenance of this policy and associated health and safety procedures, protocols and guidance;
- Assisting in the identification and implementation of health and safety training needs;
- Acting as Dudley CCG's formal link with the Health and Safety Executive, local authority enforcement teams and other external agencies for health and safety matters;
- Advising on the specific health and safety requirements associated with new buildings, refurbishments, new developments, facilities, chemical substance disposal, waste disposal and employment of contractors;
- In conjunction with Senior Managers, drawing up rules and procedures for safe systems of work relevant to specific activities;
- Carrying out health and safety inspections appropriate to the role and co-ordinating inspections where more specialist knowledge is required (for example, conducting asbestos surveys);
- Ensuring that any health and safety issues raised during audits, risk assessments and the incident reporting process are addressed and, where appropriate, added to the Risk Register;
- Ensuring that certificates showing appropriate insurance cover for CCG premises are displayed as required; and
- Providing recommendations and reports as and when required.

2.9 Health and Safety Co-ordinator

The CCG will appoint a Health and Safety Co-ordinator whose duties will include:

- Day to day operational health and safety
- Liaison point with staff
- Liaison point with Competent Person
- Office inspections
- Undertaking specific corporate risk assessments

- Attending Building Management Group meetings where there is multi-occupancy of the premises

This role will often be combined with the Fire Co-ordinator role (see 2.11 below) and/or the Health and Safety Representative (see 2.12 below).

2.10 Responsible Officer for Fire

The Competent Person will also act as the Responsible Officer for Fire. A member of the team will ensure that fire risk assessments are conducted at the CCG's premises (liaising with building landlords where appropriate). A Fire Safety Audit will also be conducted, as part of the annual Health and Safety Audit, which will provide assurance that the premises are equipped to an appropriate level with:

- Means of escape (ensuring these can be safely used)
- Means of detecting fire and giving warning in the event of fire
- Means of fighting fires

The Responsible Officer for Fire will submit an annual report to the Chief Executive Officer.

The team will also ensure that a suitably trained, premises based, Fire Co-ordinator is appointed for each of the CCG's premises.

2.11 Fire Co-ordinators

The Fire Co-ordinators will be responsible for the following at the premises which fall within their remit:

- Producing a local Fire Procedures document and ensuring this is accurate and up to date;
- Appointing a sufficient number of Fire Wardens and Evacuation Chair Assistants, and ensuring that people in these roles receive an appropriate level of training;
- Liaising with appropriate authorities in the co-ordination of regular fire drills, which should occur at least twice per year;
- Ensuring roll call lists are accurate and up to date;
- Being aware of any staff or visitors who have Personal Emergency Evacuation Plans (PEEPs); and
- Ensuring that fire safety equipment is tested according to the appropriate schedule.

2.12 Security Specialist

The CCG will engage a local security management specialist whose responsibilities will include:

- Investigation of violence & aggression and security incidents as necessary, in accordance with CCG policies and procedures
- Providing conflict resolution training and other personal safety related training to front line staff, as identified by line managers
- Reporting to the Counter Fraud and Security Management Service (CFSMS) incidents of physical assault and other security related statistics

2.13 Health and Safety Representatives

Where there are Trade Union appointed representatives, they will assist and work with managers to promote and develop measures to ensure the health, safety and welfare of staff. In the absence of any Trade Union appointed representatives, the CCG will offer a formal consultation pathway with appropriately elected/appointed staff.

2.14 Occupational Health Service

To support its health and safety responsibilities, the CCG will commission an Occupational Health service for use by their staff. The service will undertake suitable health surveillance on request in order to preserve and enhance the health of the CCG's employees, and to advise the CCG on all matters relating to the health of employees at work.

2.15 Contractors Working for the CCG

Dudley CCG has a responsibility to monitor the working methods of contractors with regards to safe practice and to ensure the implementation of any safety requirements.

2.15.1 All contractors, sub-contractors and their employees who are given access to our buildings have an obligation to maintain a healthy and safe working environment, to report any hazards to local management of the person responsible for their contract, and to apply safe working practices.

Contractors and sub-contractors working on Dudley CCG premises will meet the requirements set out in the document 'Operating Rules for Contractors'.

2.15.2 A copy of the Health & Safety Policy Statement (see Section 1.0) must also be provided to the Contractor. Each contractor wishing for inclusion on the

approved list should provide a safety policy statement and risk assessments for the intended work.

2.16 Visitors

Any employee who is receiving visitors is responsible for their health, safety and welfare whilst on Dudley CCG premises. In the event of an evacuation, the employee is responsible for their visitor(s) and must ensure that they are escorted to the fire assembly point. If a visitor is missing, the Fire Co-ordinator should be notified immediately so that they can inform the fire service.

2.17 All Other Persons

All other persons shall observe the CCG's safety rules and any instructions relating to safety given by an employee on behalf of Dudley CCG.

2.18 Committees and Groups

2.18.1 Quality & Safety (Q&S) Committee

Dudley CCG's Q&S Committee will comprise appropriate Directors and Managers. This group will be responsible for corporate Health and Safety risk management. The Committee will approve the Policy and report directly to the Board.

2.18.2 Audit & Governance (A&G) Committee

Dudley CCG's A&G Committee has responsibility for ensuring all policies are in compliance with relevant regulatory, legal and code of conduct requirements. Therefore any review of the Policy must include consultation with the Committee.

2.18.3 Health & Safety Group

This group reports to the Q&S Committee and will make recommendations based on the ongoing management of the CCG's Health and Safety Management System.

2.18.4 Staff Forum

Health & Safety will be a standing agenda item for the staff Forum meetings.

3.0 Arrangements for Health and Safety

This section contains the detail of what we are going to do in practice to achieve the aims set out in our Statement of Intent.

The CCG has a suite of procedures and guidelines to support the arrangements for Health and Safety. These are available to all staff via the corporate intranet.

3.1 Risk Assessments

A full programme of risk assessments will be conducted in accordance with Dudley CCG's Risk Management Policy. Any corrective actions identified will be added to the Health and Safety Action Log and, where appropriate, to the Risk Register.

Additional assessments will take place, when necessary, in respect of the following:

- Lone Workers
- Working at Height
- Young Persons
- New and Expectant Mothers
- Manual handling
- Control of Substances Hazardous to Health (CoSHH)
- Violence and aggression

3.2 Assurance

Internal audits will be carried out and any non-conformances will also be added to the Health and Safety Action Log.

3.3 Consultation with Employees

The CCG will ensure Health and Safety Representatives are appointed in accordance with the Safety Representatives and Safety Committee Regulations 1977 and, where there is no recognised Trade Union representation, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

Staff will be informed of health and safety issues via the following methods:

- Induction & integration programme
- Health and safety noticeboard
- The corporate intranet
- Staff bulletins
- Staff Forum minutes

They have the opportunity to raise health and safety concerns via:

- The health and safety representatives
- Their Line Manager
- Staff appraisal process
- Staff forums

3.4 Safe Equipment

Dudley CCG will ensure that wiring and electrical equipment (including portable appliances) are tested regularly in accordance with the appropriate regulations.

Display Screen Equipment (DSE) self-assessments should be conducted by all employees at induction and managers should ensure that any reasonable adjustments are made where necessary. The assessment should be repeated in the event of any significant changes to the role or the environment, or if the employee feels they are experiencing any discomfort which could be attributed to the workstation settings. The CCG offers assistance with the cost of sight tests and corrective vision equipment where appropriate (see the Sight Procedure for DSE Users for more detail).

The CCG will also ensure that any equipment needed for specialist tasks meets the minimum safety standards and is maintained in accordance with the manufacturer's instructions and any relevant health and safety guidelines or regulations.

3.5 Safe Environment

The CCG will ensure that any necessary assessments are undertaken to ensure its premises are healthy and safe places to work. These will include tests and, where appropriate, management plans for asbestos, legionella and any other environmental hazards specified by law or regulations.

3.6 Information

The Health and Safety Law poster is displayed on the Health & Safety noticeboard. Health and safety advice and guidance is available from the Competent Person.

3.7 Health and Safety Training

All new staff and trainees will complete their induction & integration programme within the first three months, which will include basic health and safety issues. They should also complete the Health and Safety Awareness training module on the CCG intranet within the first week. This is a mandatory training module which should be repeated every year, supplemented by annual face to face training.

3.8 Accidents, Incidents and Near Misses

All accidents, incidents, near misses, unplanned events and cases of work-related ill health are to be reported immediately through the CCG's incident reporting system (see the Incident Reporting Procedure for more detail). RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable incidents must be reported to the local enforcing authority within the appropriate timescale (see the RIDDOR Reporting Procedure and Flow Chart).

3.9 First Aid

Dudley CCG has an appropriate number of trained first aiders at each site and an appropriate number of suitably stocked first aid boxes. First aid posters are clearly displayed giving contact details of the first aiders and locations of the nearest first aid boxes (see the First Aid Procedure for more detail).

3.10 Emergency Procedures – Fire and Evacuation

Each of the CCG's premises will have its own set of Fire Procedures whose implementation will be the responsibility of the local Fire Co-ordinator. The Fire Procedures will contain the following:

- Roles and responsibilities of:
 - Fire Co-ordinator
 - Fire Wardens
 - Evacuation Chair Assistants
 - Managers
 - All staff
- Evacuation assembly points
- Firefighting equipment and uses

There is also a separate Personal Emergency Evacuation Plan (PEEP) Procedure and Risk Assessment for employees and visitors who may require assistance in the event of an emergency evacuation.

In addition, the Competent Person will act as the Responsible Officer for Fire and, as such, will ensure that Fire Risk Assessments are carried out every twelve months (or following refurbishment or a significant fire event) for each of the CCG's premises, liaising with the buildings' landlords where appropriate.

A fire alarm testing program is in place, provided by the landlord of the building.

Fire extinguishers are tested regularly by the landlord of the building.

3.11 Monitoring

Internal audits will be conducted to monitor the effectiveness of the CCG's health and safety management system and to ensure that the CCG remains compliant with all relevant health and safety legislation. The performance of the health and safety management system will be reported regularly to the Q&S Committee and the Policy itself will be reviewed every two years, or sooner should national or organisational requirements demand it.

In this way, the CCG will demonstrate that it is doing everything that is reasonably practicable to manage health and safety issues, discharge its statutory duties and meet its corporate objectives.

4.0 Equality Statement

Dudley CCG aims to design and implement policy documents that meet the diverse needs of our services, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account current legislative requirements, including the Equality Act 2010 and the Human Rights Act 1998, and promotes equal opportunities for all. This document has been designed to ensure that no-one receives less favourable treatment due to their personal circumstances, i.e. the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity. Appropriate consideration has also been given to gender identity, socio-economic status, immigration status and the principles of the Human Rights Act.

In carrying out its functions, Dudley CCG is committed to having due regard to the Public Sector Equality Duty (PSED). This applies to all the activities for which Dudley CCG is responsible, whether internal or on behalf of customers, including policy development, review and implementation.

All Dudley CCG policies can be provided in audio, large print, Braille or other formats and languages, if requested, and an interpreting service is available to individuals who require it.

Appendix A

Register of Legal Requirements

Legislation	Compliance	Guidance
Health and Safety at Work, etc Act 1974	<p>If you have five or more employees, you must have a written health and safety policy statement setting out how you manage health and safety in your organisation</p> <p>Employers must provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees</p>	<p>Health and Safety Executive (HSE) guidance</p> <p>Health and safety training: A brief guide – HSE leaflet INDG345</p>
Management of Health and Safety at Work Regulations 1999	<p>Risk assessments must be undertaken and safe systems of work implemented.</p> <p>Employers must appoint a ‘Competent Person’ to help them meet their health and safety duties</p>	<p>HSE guidance</p> <p>HSE guidance</p>
Regulatory Reform (Fire Safety) Order 2005	<p>Risk assessments must be conducted to identify, manage and reduce the risk of fire</p> <p>Employers must make provision for people who may have mobility difficulties or other impairments that might impede their safe evacuation</p>	<p>HSE guidance</p> <p>Means of Escape for Disabled People HM Government guide</p>
Safety Representatives and Safety Committees Regulations 1977	<p>Health and safety issues are discussed with representatives who are appointed by a recognised trade union</p>	<p>Consulting Employees on Health and Safety – HSE leaflet INDG232</p>
Health and Safety (Consultation with Employees) Regulations 1996	<p>Health and safety issues are discussed with employees who are not represented by a trade union</p>	<p>Consulting Employees on Health and Safety – HSE leaflet INDG232</p>

Legislation	Compliance	Guidance
Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)	All employees to be assessed within the first month of employment and any reasonable adjustments made where necessary	Work with display screen equipment – HSE leaflet L26 DSE workstation checklist
Health and Safety (First Aid) Regulations 1981 (as amended 2013)	Adequate first aid cover must be provided at all times. The minimum requirement is an Appointed Person to take charge of first aid arrangements, a suitably stocked first aid kit and information for employees about first aid arrangements	First aid at work – HSE leaflet L74
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	All RIDDOR events must be reported in accordance with the regulations	HSE guidance
Health and Safety Information for Employees (Amendment) Regulations 2009	The “Health and Safety Law – What You Need to Know” poster must be displayed where all employees can see it	
Manual Handling Operations Regulations 1992	Ensure all staff receive appropriate training and comply with the regulations	HSE guidance
Control of Substances Hazardous to Health (CoSHH) Regulations 2002	Ensure risk assessments are conducted and data sheets are correctly maintained	HSE guidance
Health and Safety (Young Persons) Regulations 1997	For anyone employed between the ages of 16 and 18, additional risk assessments may be required to ensure they have the knowledge, experience and capability to carry out the task safely	HSE guidance
Electrical Equipment (Safety) Regulations 1994	There is a requirement to maintain all electrical systems and appliances safely	Maintaining portable electric equipment in low-risk environments – HSE INDG236

Appendix B

Glossary of Terms

Accidents, incidents, near misses	Unplanned or uncontrolled events that result in injury or damage, or have the potential to cause injury or damage should they reoccur
Competent Person	Someone who has sufficient training and experience or knowledge to manage health and safety
CoSHH	Control of Substances Hazardous to Health Regulations 2002
DSE	Display Screen Equipment – devices or equipment that have an alphanumeric or graphic display screen, including display screens, laptops, touch screens and other similar devices
Hazard	A potential source of harm or adverse health effect on a person or persons
Manual handling	Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force
PEEP	Personal Emergency Evacuation Plan for anyone who is unable to securely evacuate the business premises unaided during an emergency
So far as is reasonably practicable	The degree of risk in a particular situation can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk. If these resources are so disproportionate to the risk that it would be unreasonable to expect any employer to have to incur them to prevent it, the employer is not obliged to do so unless there is a specific requirement that he or she does
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Risk	The likelihood and consequences of a person being harmed or suffering adverse health effects if exposed to a hazard
Risk register	A central repository for all risks identified by the organisation, with each risk graded against a matrix combining likelihood and severity, including mitigation plans, review dates and progressive updates
Workstation	The equipment, furniture and local environment that make up an employee's place of work