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### **Disclaimer.**

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**1.1 APPLICATION**

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients are fully aware of ABC Company's commitment to high standards in H&S.

**1.2 OBJECTIVES OF THE SAFETY STATEMENT**

To provide a reference for the policies and procedures used in house and at any Client sites. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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### 1.3 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations, the Working at Height Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

ABC Company have appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to the Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

**Signed:** \_\_\_\_\_  
Manager 2

**Date:** \_\_\_\_\_

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## 1.7 Professional Bodies and Registration

### Irish Security Industry Association

ABC Company are members of the ISIA and as such are committed to high standards in the provision of their services. We adhere to the Irish quality standard IS999: 2004.

### Private Security Authority

As the PSA regulate the security industry ABC Company are bound by the relevant regulations and conditions. All security staff hired by AOS will be individually registered and appropriately qualified.

### ABC Company Licence detail:

Number –

Issue date –

Expiry date –

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## 2.8 CONTRACTORS (Generally used when ABC Company engage sub-contractors on their behalf).

The following responsibilities are allocated to contractors to whom ABC Company assigns work on their behalf:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- Where Appropriate no contractor may be allowed to commence work on a client site prior to being issued a Permit to Work by the Client.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the Client site.
- All staff sent to work at a Client site by a contractor must have received appropriate health and safety training from their employer. They must also have access to relevant Risk Assessments and method statements as necessary.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

ABC Company staff will adhere to all rules regarding access and egress on the Client Site. However, set out below are the general arrangements for the company.

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

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## 4.7 ELECTRICITY

ABC Company employees will adhere to the controls that are put in place by the safety manager for the Client site. Set out below are the general controls for the company.

### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

### CONTROL MEASURES

1. ABC Company will ensure that the wiring installation on the premises is checked on a scheduled basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
2. Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator. Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken by authorised electricians, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.

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#### 4.16 Power tools

##### Hazards:

Accidental electrocution from exposed wires  
 Personal injury from incorrect use  
 Personal injury from inadequate maintenance

##### Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### SPECIFIC PRE-USE CONTROL MEASURES

Check before use on all Power and Portable tools:

- Is the outside of the plug undamaged?
- Is the outside of the plug free from signs of overheating?
- Is the cable free from kinking and other mechanical damage?
- Is the same true of any extension cable and accessories?
- Is the cable securely clamped into the plug at one end and securely attached at the other?
- Is the casing of the tool free of obvious damage?
- Is there a label to say that the tool has been electrically tested within the past six months?

##### GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Manager 1.
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- DO NOT wear gloves when using portable drills;
- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;

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## 4.17 Scaffold Towers

### Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

- Collapse of scaffold leading to personal injury
- Falls from heights
- Personal injury from falling materials

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### CONTROL MEASURES

- Scaffold must be erected / altered / dismantled by a competent trained person.
- This person must hold a valid up to date CSCS ticket.
- Adequate signage or a Scafftag system must be in place, informing people of the condition of the scaffold e.g. 'Safe to use' OR 'Scaffold incomplete do not use'.
- Scaffold must be inspected every 7 days and a CR8 form must be filled out after each inspection and kept in the Safety File.
- Scaffold must also be inspected after any adverse weather conditions and a CR8 form must be filled out and kept in the Safety File.
- It is a criminal offence for anyone who does not hold a CSCS scaffold ticket to alter / dismantle / erect scaffold.
- If scaffold is sub contracted out then the company erecting the scaffold must supply a CR8 form once completed to the required standards and inspected on a weekly basis.

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## 4.20 Ladders

### HAZARDS

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching
- Overbalancing
- Ladders Falling
- Falls from Ladders
- Electrocution
- Defective Ladders

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- If ladder or run of ladders >9m, an intermediate landing stage is to be provided.
- If working near overhead cables, do not use metal ladders.
- Only one person at a time on a ladder
- Class 1 heavy duty ladders to be used in construction.
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder
- Extension ladders > 6m long, overlap of 4 rungs required

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