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Disclaimer.

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1.1 APPLICATION

This is the Safety Statement of ABC Company. We are a general Carpentry, Kitchen, Wardrobe design, build, supply and install company. However that is a general description of our activities and is not restrictive, we also engage in other works as requested by customers from time to time.

We employ varying numbers of staff, however this Safety Statement has been prepared with the intention of growth and some sections will only become active as needed.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used on site at client sites and 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 2006 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.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare, within the Company. Reference should be made to 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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2.5 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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2.7 CONTRACTORS

(Generally refers to the Plumbers and Electricians that ABC Company engage 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

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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 where appropriate. ABC Company Staff do not engage in General Electrical Works. 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 =

CONTROL MEASURES

1. ABC Company will ensure that the wiring installation on the premises (especially the workshop) 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.

If in doubt, the circuit must be tested using safe equipment to prove that it is dead.

WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

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4.11 Assembly and Technical Work

Note: All site work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job.

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

To ensure that the activities of fitters does not create a hazard.

CONTROL MEASURES

- All technical employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Hazards within the clients premises such as Pets, Children, narrow passages, etc. shall be assessed on a job by job basis.
- Tools, equipment, substances shall not be left in an area accessible by children.
- All power tools shall be battery operated.
- All vans shall have first aid kits.
- Only company owned ladders, etc. shall be used by staff.
- Staff shall not use any tolls or other equipment belonging to the client.

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4.14 Table Saw

Hazards

Electricity
Entanglement

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Pre use checks to be undertaken by staff.
- All staff using the Table saw shall be fully training in its operation.
- Emergency cut off shall be tested daily.
- Defects to any safety device will result in the machine being withdrawn from use until repaired.
- Guards will not be removed from the saw.
- Interlock guards will be checked weekly.
- All guards will be part of a maintenance program.
- Push rods and sticks will be used to move pieces close to the blade.
- Full machine will be part of a preventative maintenance program.
- Pieces will be clamped to prevent unwanted movement when practical.
- Large pieces will be stabilised by a 2nd person.
- Safety glasses will be worn by all operators.
- Waste will be removed daily.
- Waste will not be allowed to accumulate at the cutting point.
- General area around the machine will be kept clear to avoid slips and falls onto any moving parts.
- Blades will only be changed by competent persons.
- Blades will only be sharpened by trained technicians.

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4.16 Power tools

Risks Identified: Medium

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Checks 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.
- Training must be given to users of power tools by a competent person (Tool box talk).
- 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 Site 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;
- Only use portable electrical equipment if powered through a 110 volt transformer;
- If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- 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;

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4.21 Pedestal Drill

Hazards

Electricity
Entanglement

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Pre use checks to be undertaken by staff.
- All staff using the Bench Drill shall be fully training in its operation.
- Emergency cut off shall be tested daily.
- Defects to any safety device will result in the machine being withdrawn from use until repaired.
- Guards will not be removed from the saw.
- Interlock guards will be checked weekly.
- All guards will be part of a maintenance program.
- Full machine will be part of a preventative maintenance program.
- Pieces will be clamped to prevent unwanted movement when practical.
- Large pieces will be stabilised by a 2nd person.
- Safety glasses will be worn by all operators.
- Waste will be removed daily.
- Waste will not be allowed to accumulate at the cutting point.
- General area around the machine will be kept clear to avoid slips and falls onto any moving parts.
- Bits will only be changed by competent persons.
- Bits will be replaced when blunted.
- Correct bit to be used for the type of material being cut.

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4.25 FORKLIFT TRUCKS

It is the supervisors/managers responsible to ensure that no employee uses forklift truck, unless they have been properly validated by the Company. Failure to comply with this instruction is a dismissal offence.

HAZARDS

- A truck colliding with object/structure causing collapse of same.
- Equally hazardous is the practice of jumping from a truck while still in motion.
- Excess speeding in confined areas, restricted aisle-ways etc.
- Lack of attention can result in any of the following:
 - Overturning.
 - Persons being run over/struck by fork lift truck.
 - Material falling from forks.
- A truck colliding with an object.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes
- All fork lift trucks are fitted with:
 - Forward flashing warning light(s) interlocked with the ignition
 - Reversing horns/sirens interlocked into reverse gear.
- Floors are maintained in a sound and clean condition and particular attention is paid to the prevention of oil and rubber build-up. Specific cleaning chemicals are used by the hygiene team for the purpose of removing rubber build up..
- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months.

Control during use

- Forklift drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.

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4.26 Spraying Fumes and Vapours

Hazards

Substances

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Pre use checks of spray booth to be undertaken by staff.
- All substances stored as per section on Hazardous Substances.
- Signage erected around spray area to notify all persons.
- Extraction to the exterior.
- Filters replaced as per manufacturer's instructions.
- PPE appropriate to the hazard (check the MSDS) for each substance shall be provided and used.
- Holding bag for dust to be checked periodically and not allowed to overfill.
- Holding bag to be checked for damage or holes.
- All waste substances shall be safely disposed of.

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