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**H&S Year Planner.**

**Disclaimer.**

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## 1.1 APPLICATION

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

We are a Data Storage Centre providing back up and storage services for a variety of clients. In general our facilities include a standard office environment, a main frame computer, a server farm, a security system and the normal welfare provisions such as toilets, rest area, etc.

Our most significant hazard would be the automatic fire suppression system. This is addressed in section 4.2.5 of the Safety Statement. All staff are also trained in what to do in case of an activation.

## 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house. 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 Ltd.

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 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. 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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## 2.1 MANAGEMENT CONTROL SYSTEM

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the business.

Management points that may be measured:

1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
  - 3.3. Safety Induction including fire suppression system.
4. Safety critical equipment maintenance records
  - 4.1. Fire alarms
  - 4.2. Fire extinguishers
  - 4.3. First aid equipment
  - 4.4. Fire suppression
5. Fire drill records
6. Risk assessments
  - 6.1. Initial assessments from 2010
  - 6.2. Annual reviews after 2010
7. Monthly Safety review (part of general management meetings)
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation in 2010
  - 8.2. Annual reviews after 2010
9. Annual report

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 1.

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## 2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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## 2.7 CONTRACTORS

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

- No work that causes heat, smoke or dust to rise will be permitted in the data centre without first providing a complete method statement that shows how these hazards will be controlled and will also be subject to hot work permits.
- 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.
- 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 whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions.
- 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.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must be notified of any material or substance brought onto the premises which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- ABC Company must see documentary clarification of contractor's insurance arrangements, which must be submitted and approved in writing.

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### 3.10 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company Ltd that all of our work areas are smoke free. The Organisation recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company Ltd.

#### Implementation

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

#### Infringements

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

#### Smoking cessation

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

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### 3.12 Bullying at Work Policy

ABC Company Ltd recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company Ltd wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company Ltd will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to either Manager 1, Manager 2 or the Safety Representative.

Manager 2 gives the undertaking to investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

**4.2.2 MEANS OF ESCAPE IN CASE OF FIRE**

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

**4.2.3 FIRE DRILL**

Fire drills are undertaken twice per year. Records of the date of these drills are on the H&S year planner (see appendix). The drills are also reviewed at our Management meeting.

**4.2.4 FIRE WARDEN NAMES**


**4.2.5 Automatic Fire Suppression System (FM200)**

The facility is served by an automatic fire suppression system for the server rooms and main frame. The principal of this system is that the FM-200 extinguishes the fire primarily by physically cooling the flame; removing heat from the flame to the extent that the combustion reaction cannot sustain itself.

The system is fully integrated into our BMS and when activated it also shuts down the air handling to prevent any spread of the extinguishing agent, smoke, etc.

This means that either a fire will not take hold or will be extinguished without causing damage to the servers or main frame.

FM-200 reacts quickly at low concentrations to eliminate a fire. In normally occupied areas, people can breathe FM-200 at extinguishing concentrations without fear. However, once an alarm sounds all persons must still vacate the premises. Please see the MSDS in the appendix for full information.

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The following controls are therefore in place in order to protect life:

- All persons coming onto site are either recorded in the visitors log on the staff electronic ID system.
- All persons are made aware of the safety precautions when coming onto site.
- There is a 1 minute delay on the fire suppression system to allow any person vacate a room.
- The fire suppression system is subject to inspections and maintenance as per the operation manual from our suppliers.
- All cylinders are safely stored and only handled by our contract service people.

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## 4.6 ELECTRICITY

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 electrical equipment used by the company is in safe condition.

### CONTROL MEASURES

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.

### 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.

Precautions to be included either are or will be as follows:

- All portable electrical equipment shall be tested annually by a competent person to ensure safety.
- Full electrical infrastructure will be tested every two years to ensure safety of all components.
- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged

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### 4.7 OFFICES

**HAZARDS**

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

**Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.**

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## **Data Centre Rules and Safety Information**

### **General**

This premises is a controlled environment.

There are always a minimum of 2 people on the premises at any one time.

Access for visitors is by appointment only.

Visitors must sign in and must return to reception to be signed out before leaving the premises.

Access for staff is restricted to areas covered by the duties and the electronic access system.

### **When using or visiting the centre**

Familiarise yourself with the layout plan at reception and ensure you are aware of the emergency exits.

All rooms within the premises are served by an automatic fire suppression system that uses an inert gas. If the alarm sounds you have 1 minute to vacate the room you are in to a corridor.

You must then travel to the nearest fire escape and then to the assembly point that was shown on the layout plan.

### **Noise**

Occasionally when servers are running they can be noisy. No person works for extended periods in the server areas and therefore the exposure to noise is limited.

### **Slips, trips and falls.**

Various sections of the floors can be lifted for maintenance and access to cabling. These areas are always guarded by signage however it is important to be aware of this hazard while walking through the facility.

### **Electrical hazards**

Occasionally for purposes of maintenance, cabinets may be open while they are being worked on. Never approach these cabinets and do not touch or place anything inside.

### **Camera surveillance**

All areas of the premises are covered by a 24 hour recording CCTV system. The cameras are used for purposes of safety and security and recordings are held for a minimum of 30 days.

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**FM 200 MSDS from DuPont.  
Material Safety Data Sheet**

FM-200

6402FR Revised 28-FEB-2008

CHEMICAL PRODUCT/COMPANY IDENTIFICATION

**Material Identification**

FM-200 is a registered trademark of DuPont.

CAS Number : 431-89-0

Formula : CF<sub>3</sub> CHF CF<sub>3</sub>

Molecular Weight : 170.03

CAS Name : Propane, 1,1,1,2,3,3,3-Heptafluoro-

**Tradenames and Synonyms**

FM200

FE-227

2-Hydroperfluoropropane

Propane, 1,1,1,2,3,3,3-Heptafluoro-

HFC-227eaHP

2-Hydroheptafluoropropane

Heptafluoropropane

2-H-heptafluoropropane

1,1,1,2,3,3,3-Heptafluoropropane

R-227

R227

HFC-227ea

**Company Identification**

MANUFACTURER/DISTRIBUTOR

DuPont Fluoroproducts

Product Information : 1-800-441-7515 (outside the U.S.  
302-774-1000)

**COMPOSITION/INFORMATION ON INGREDIENTS**

Components

Material CAS Number %

1,1,1,2,3,3,3-Heptafluoropropane 431-89-0 99.95

**HAZARDS IDENTIFICATION**

Potential Health Effects

Based on animal data, overexposure to FM-200 by inhalation may cause suffocation, if air is displaced by **vapours**, and irregular heart beat with a strange sensation in the chest, "heart thumping," apprehension, light-headedness, feeling of fainting, dizziness, weakness, sometimes progressing to loss

of consciousness and death.

FM-200 may cause frostbite if liquid or escaping vapor contacts the skin.

FM-200 may cause "frostbite-like" effects if the liquid or escaping vapours contact the eyes.

In one study, human volunteers were selected to inhale FM-200 at a concentration of 6000 ppm but the study was terminated due to a rise in pulse rate that was believed to be unrelated to the chemical. In a subsequent study with human volunteers inhaling concentrations up to 8000 ppm no clinically significant effects were observed for any of the measured laboratory parameters.

Individuals with preexisting diseases of the cardiovascular system or nervous system may have increased susceptibility from excessive exposures.

#### Carcinogenicity Information

None of the components present in this material at concentrations equal to or greater than 0.1% are listed by IARC, NTP, OSHA or ACGIH as a carcinogen.

#### FIRST AID MEASURES

First Aid

##### INHALATION

If inhaled, immediately remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Call a physician.

##### SKIN CONTACT

Treat for frostbite if necessary by gently warming affected area.

##### EYE CONTACT

In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Call a physician.

##### INGESTION

Ingestion is not considered a potential route of exposure.

#### FIRE FIGHTING MEASURES

Flammable Properties

1,1,1,2,3,3,3-Heptafluoropropane is not flammable, however in the presence of a flame or ignition source it may decompose to form toxic hydrogen fluoride or carbonyl fluoride.

Non-flammable.

Extinguishing Media

Use media appropriate for surrounding material.

Fire Fighting Instructions

Self-contained breathing apparatus (SCBA) may be required if cylinders rupture or release under fire conditions.