

SAFETY STATEMENT

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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 contractors and trades people are fully aware of ABC Company commitment to high standards in H&S.

It is accepted that as we are a specialist company providing information, advice, support and design; we are not engaging in any construction activity ourselves and the provision of Method Statements, etc. will be the responsibility of the individual Contractors working for Clients.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the project. 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 project, which may become necessary from time to time?

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 2007 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013

Where we are engaged on Domestic Works and we are not aware of a Project Supervisor being appointed, we will advise the Client Under Regulation 6 of the 2013 Construction Regulations, of their duty to do so and will follow the directions of whoever is appointed as the Project supervisor.

All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has responsibility for managing Health, Safety & Welfare, on site. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 2 has 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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1.4 Policy Statement:

Manager 2 is committed to protecting the Safety, Health and Welfare of all Employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by our activities will be followed.

All reasonable and practicable steps shall be taken through consultation with contractors on occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

It is our policy when purchasing materials, making process alterations, altering (by approval) existing equipment or changing a system of work to study each proposed change to ensure that it is safe in so far as reasonably practicable.

Accidents/incidents reported shall be investigated by Manager 2 to determine the corrective action necessary to prevent recurrence.

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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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:

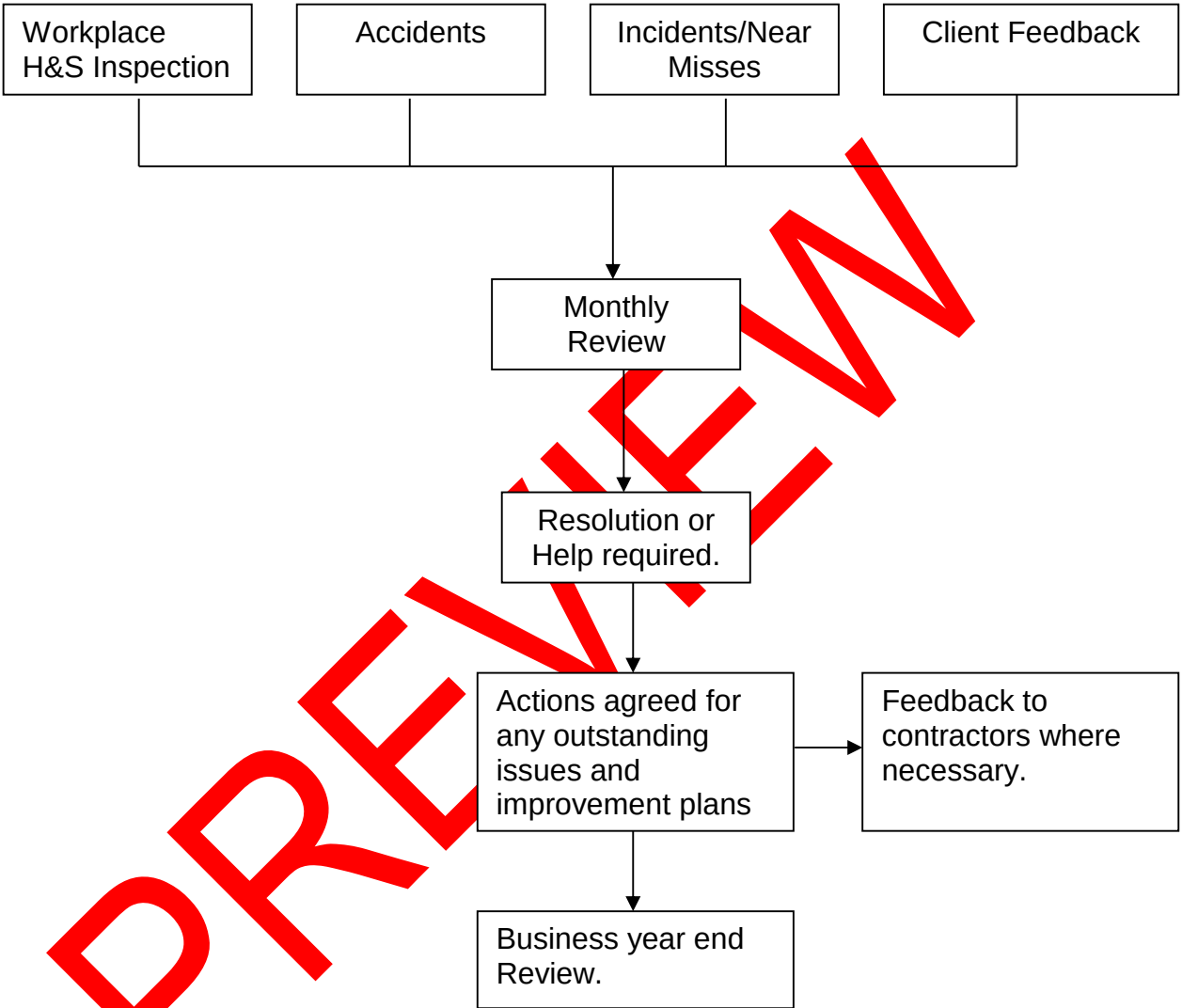
1. Workplace safety and housekeeping inspections
2. Staff/Client suggestions and query forms
3. Induction and ongoing training within Contractors
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safe Pass training
4. Fire drill records (if required or needed by Clients)
5. Risk assessments
 - 5.1. Initial assessments from xx/xx/xx
 - 5.2. Annual reviews after xx/xx/xx
6. Monthly Safety review with Clients on larger projects only.
 - 6.1. Minutes
 - 6.2. Action points
 - 6.3. Outstanding issues resolved
7. Safety Statement
 - 7.1. Implementation on xx/xx/xx

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 2.

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Health and Safety Management process for ABC Company

Process flow below indicates how Health and Safety issues and procedures are handled.



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2.2 Manager 2 will:

- ❑ Be responsible for implementation of the procedures within the Safety Statement.
- ❑ Be responsible for ensuring that contractors are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Health and Safety programme.
- ❑ Review all safety rules and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to 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 fire precautions are adequate.
- ❑ Ensure the Health, Safety, and Welfare of all Contractor's Employees are not compromised when all other performance standards are set.

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2.3 Manager 1 (if appointed) will:

- ☐ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all Employees in matters concerning Health and Safety.
- ☐ Ensure the review of Health and safety on a monthly basis.
- ☐ Review the Staff/Contractor suggestion and query forms weekly.
- ☐ Control Sub-Contractor work on the premises. (when necessary)
- ☐ Supervise the Company Health and Safety programme.
- ☐ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ☐ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ☐ Assist in the induction and safety training of new Employees.
- ☐ Inspect and maintain records of hazards/near miss reports.
- ☐ Monitor the systems for ensuring that fire precautions are adequate.

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2.4 CLIENTS SUPERVISORS

This section is inserted into the safety statement as a guide to our Employees to make them aware of what they should expect from a Client Supervisor when visiting sites.

SPECIFIC RESPONSIBILITIES OF ALL CONTRACTOR'S SUPERVISORS

- ❑ Provide induction training as necessary to ABC Company Employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards.
- ❑ Provide assistance to our staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Show our Employees the location of the First Aid Box.
- ❑ Ensure that our Employees know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.

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2.5 All Employees

- ❑ Site visit rules:
 - ✓ Under no circumstances should a member of staff enter a closed site alone.
 - ✓ A detailed site note is to be drafted after every visit. If there were any safety concerns, note them.
 - ✓ Personnel leaving the office to attend site meetings, or carry out inspections, must have their required site clothing. Safety Boots, HI Viz Jacket and Hard Hat are the minimum. Protective Glasses may be required depending on site hazards. Entry onto site will not be permitted (and will not have insurance cover) without this minimum level of safety clothing. A supply of disposable gloves should be kept by each staff member for use when dealing with items such as drainage surveys, etc. See also the hazard assessment on Weils Disease, etc.
- ❑ All Employees visiting construction sites will have completed the Safe Pass course and will carry their cards with them.
- ❑ 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 removal from the site.
- ❑ 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.

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- ❑ 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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ARRANGEMENTS FOR SAFE WORKING

PART 3

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3.1 RESOURCES

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out.
- To include health and safety considerations into our estimates for running the business.

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3.2 SAFETY INDUCTION

Apart from explaining to the new Employee what he/she will be required to do and to whom he/she will be directly responsible, the following points require highlighting:

1. Show new Employee where the Safety Statement is kept, explain its purpose and ensure that the Employee is aware of his/her responsibility.
2. Advise new Employee of any potentially dangerous areas in the work place.
3. Warn new Employee of any prohibited actions in the work place, e.g. operating site equipment unless authorised to do so.
4. The training and instruction required for each individual must be considered.
5. Show new Employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new Employee the fire and evacuation procedure and assembly points.
7. Instruct the Employee in relation to any job specific risk assessments.

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-Employees.

Training should include safety induction and safety awareness, manual handling training and First Aid training as necessary.

Training records to include:

1. Name of the Employee being trained.
2. Date of training.
3. Training details.
4. Signature of the Trainer and Employee to ensure that the training has been carried out, documented and understood.

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3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on the Contractors as Employer to consult with and to take account of any representations made by the Employees for the purpose of giving effect to its statutory duties.

Currently, there are a small number of people working fulltime within the company which allows for a simple communication. As this number grows, this area will be kept under review.

3.5 SAFETY REPRESENTATION

As above, this area will be kept under review. However, where appropriate, we will provide relevant information to the duly elected Safety Rep for any Client on a project.

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3.6 FIRST AID

CONTROL MEASURES

The First Aid Box is in our kitchen area.

- ❑ The First Aid Box is inspected on a Monthly basis by us. This check and replenishment is recorded and kept on file.
- ❑ When Employees are visiting at a Client or Third Party premises, they shall seek the advice and assistance of the Client First Aider, if necessary.
- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in First Aid Boxes. Individual Employees who believe they might have a need of these items must be responsible for their own supplies.

PROCEDURE & RECORD KEEPING

- ❑ All issues of First Aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ As there are currently a small number of fulltime persons, there is no Occupational First Aider. We will however be providing basic first aid training for these staff.

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3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- ❑ Accident report Form
 - ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 2.
- ❑ Health & Safety Authority
 - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by the Employee.
 - ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

- ❑ All Accidents, Near Misses and Dangerous Occurrences
 - ❑ On site Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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3.8 WELFARE FACILITIES

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall monitor all Employees use of Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

Manager 2 shall use the information provided by Clients to determine the need for extra or specialist PPE.

3.10 PERMIT TO WORK SYSTEM

ABC Company do not issue permits to work within their own offices. However, when on Client sites, we will complete permits as required.

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3.11 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 that our offices are a smoke free Zone.

3.12 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves and others at significant risk.

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties when they are on our premises in such a manner that will not affect their safety or the safety of others by acts or omissions.

If we have reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on our premises will lead to removal from the premises and possible other sanctions.

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3.13 Bullying at Work Policy

This policy is in place but will grow and be adapted as Employee numbers grow.

ABC Company recognises and accepts their responsibility 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 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 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 Manager 2.

Manager 2 gives the undertaking that he will 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 encouraged to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. ABC Company only employs people who are qualified in the relevant field.

Where ABC Company choose to offer work experience placements to school children (typically from transition year programmes) the Health and Safety requirements of the relevant school shall be followed. While on the premises these schoolchildren will be supervised at all times and shall not be asked to undertake any tasks for which they do not have suitable knowledge, skills and experience.

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HAZARD IDENTIFICATION AND CONTROL
MEASURES

PART 4

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4.1 HAZARD INSPECTIONS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

- ❑ The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- ❑ “Hazard” is taken to mean “any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of Employees at work.”
- ❑ “Risk” is taken to mean “the potential for the hazard to cause harm in the actual circumstances of use.”
- ❑ Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded “High,” “Medium” or “Low” and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Over 36 = Very high Risk, stop the activity and implement immediate controls.

Risk Calculation Matrix

	How likely is an injury						
How serious will the injury be	1	2	3	4	5	6	7
1							
2							
3							
4							
5							
6							

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

Risk Control

- ☐ Control measures are intended to reduce the risk to an acceptable level.
- ☐ Where practicable the Company commits itself to the elimination of hazards.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

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4.2 FIRE

FIRE HAZARDS

The Fire and Emergency plan for our premises will be followed by the ABC Company Employees. However, in general, the fire safety arrangements for ABC Company are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire.
- (b) Ensure, as far as is reasonably practicable, the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in Client fire and evacuation drills.
- (d) The provision and maintenance of escape routes free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.

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- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires.
2. Protect means of escape in case of fire.
3. Protect Employees and visitors.
4. Protect property.

Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company.

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember portable equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
5. Make sure that the building is cleared of Employees and visitors. Close doors. See that no unauthorised person enters the building.

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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.

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4.3 ACCESS AND EGRESS

HAZARDS

ABC Company Employees will adhere to all rules regarding access and egress to/from the Premises. 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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4.4 HOUSEKEEPING

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open.
- Slips:- Greasy floors, slippery material strewn around.
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials.
- Objects falling on people:- Improper stacking of materials.
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

All waste paper from drawings, etc. is recycled.

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4.5 MANUAL HANDLING

HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

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4.6 ELECTRICITY

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 on the project is in safe condition. As the premises is quite new, the electrical installation is in very good 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:

- 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 leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate, all equipment not in use to be switched off, especially at the end of a working day, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.

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- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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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 drawers should never be used to access higher areas. Only 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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4.8 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

The main problems that may be associated with VDU's are as follows:

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

(b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

(c) Radiation

Radiation levels across virtually the whole of the electro-magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

(d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users, as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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CONTROL MEASURES

- Each workstation shall be assessed to ensure the individual's health is not likely to be put at risk.
- Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.
- The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.
- This underlines the importance of keeping VDU's in good condition.
- It is important that chairs are correctly selected and used and that their siting is at an optimum distance from the machine.
- Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- There should be a restriction on continuous use:
- Over two hours with pauses of between 5-10 minutes before further use.
- In this respect, short, frequent intervals are more beneficial than infrequent long breaks.
- The total time of continuous work at a VDU should be restricted to 6 hours per day.
- Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
- Epileptics should see a medical adviser before starting work.

If there is any untoward incidence of VDU related problems, medical advice must be sought.

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4.9 HAZARDOUS SUBSTANCES

HAZARDS

Health hazards from substances can be divided into the following categories:

- ❑ External contact - corrosive, skin absorption, dermatitis.
- ❑ Inhalation - gases, fumes, vapours.
- ❑ Ingestion - swallowing.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

These are general points of information only. The only chemicals in use within the company are household cleaners, Ink and Toner. MSDS for typical Toner is in the Appendix.

- ❑ All substances are listed in a safety file.
- ❑ All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- ❑ The control measures listed in the MSDS are followed.
- ❑ A written assessment, control measures and other information are on site.
- ❑ All substances are stored in an appropriate unit that is fire retardant and can contain spillages if needed.
- ❑ Procedures planned to handle or use any hazardous substance or process are carried out fully.
- ❑ Any equipment, hygiene measures or protective clothing are provided and maintained, as required.

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4.10 General Site work

Note: The Client will supply ABC Company with the information relevant to the site and the supplied document shall be used to assess any necessary controls. Set out below are some general control measures.

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

- All Employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All Employees will have completed a Safe Pass Course and will carry their cards with them.
- All Employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to Third Parties.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Work areas and equipment will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Safety Boots, Hi Viz and Hard Hat will be worn as relevant for the particular type of hazard.

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4.11 Noise

Hazards

Hearing loss or impairment

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Because of the nature of the business, there is no risk from noisy operations (i.e. no risk that the action levels of 80 dB(A) and 85 dB(A) will be exceeded).

However, the Company will continue to monitor noise levels on an informal basis to ensure that noise levels remain as low as is practical. Should there be any significant increase in noise levels, appropriate formal monitoring and further action will be taken.

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4.12 Safety in Client and other premises.

Hazards
Slips and falls
Access and egress
Fire
Housekeeping

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Each individual customer site may have additional hazards, over and above the hazards identified in this Safety Statement.

It is the responsibility of the person(s) in charge of the premises (or someone that they appoint) to provide information about all specific hazards on the premises, and the steps that must be taken to deal with these hazards.

For this reason it is essential to find out who is responsible for health and safety on the premises and contact them so that they can provide the required information.

Typical safety-related information could include:

- Any specific safety arrangements for those working on the premises;
- Location of toilets, washing facilities, eating (canteen) facilities;
- Fire and other emergency arrangements;
- Client contacts (e.g. safety personnel, first aid personnel, etc.)
- Personal Protective Equipment (PPE) requirements
- On receipt of this information, and/or based on an inspection of the site, ABC Company will:
 - o Identify any additional safety measures that are required;
 - o Communicate these measures to all appropriate staff;
 - o Ensure that any required additional information, training, personal protective equipment, etc. are provided.

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4.13 Driving for work

Hazards

Other road users

Road traffic accidents

Driving conditions

Poor vehicle maintenance

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures:

- The use of vehicles is restricted to persons within the company who hold a current driving license of the appropriate class, and who are covered by the appropriate vehicle insurance.
- Vehicles must be driven at all times in accordance with the Road Traffic Acts.
- All drivers must remain within the statutory legal limits for drinking and driving.
- Drivers are responsible for carrying out checks on vehicles prior to use to ensure that they are in suitable condition for use. Defects must be repaired.
- Vehicles must be parked in a safe location.
- All speed limits are to be adhered to when driving on public roads.
- Legal requirements for use of Mobile Phones must be adhered to.

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4.14 Pregnancy and New Mothers

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

Employees who are pregnant or breastfeeding will not be required to perform any duties which are likely to expose them or their unborn or breastfeeding child to any risk related to their pregnancy or breastfeeding.

A risk assessment will be carried out to assess if there is any additional risk.

If any additional risk is identified, suitable preventive measures will be taken to deal with the risk.

Examples of circumstances where a pregnant worker or their child could be exposed to additional risk include work involving:

- Shocks, vibration or movement
- Manual handling involving risks to the lower back
- Noise
- Ionising and non-ionising radiation
- Extremes of heat and cold
- Movements and postures, travelling, mental or physical fatigue, other physical burdens

Other potential risks as identified in the Safety, Health & Welfare at Work (Pregnant Workers) Regulations.

Examples of suitable action when additional risks are identified are:

- Restrict the pregnant worker from carrying out the work;
- Adjust the working conditions on a temporary basis so that the risk is avoided;
- Re-allocate the worker to other work which does not entail risk to the worker or child;
- If the risk cannot be avoided by any other means, give the worker leave or additional maternity leave.
- Where additional risk to the pregnant worker or their child is identified, the worker will be informed of the risk and the steps to be taken to deal with the risk.

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4.15 Violence and Aggression

Hazards

Physical assault

Physical injury

Verbal abuse

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult customers and others, such as members of the general public, can expose staff to a risk of violence. The following steps are taken by the Company to minimise this risk.

It is the policy of ABC Company not to have staff working alone, except when this cannot be avoided. In general, there will be at least two members of staff on hand at all times.

Staff are given the following guidelines in dealing with potential robbery and aggression/violence situations:

- Always keep aware of customers or other individuals who may become violent or threatening
- Never argue or otherwise engage with someone who shows signs of violence
- If someone becomes aggressive or violent, obtain assistance. Never attempt to get involved directly or to restrain the person.
- If attacked, withdraw from the confrontation, if possible.
- If and when it is safe to do so, raise the alarm.

Robbery/ Attempted Robbery

Robbery of cash and other valuable items can expose staff to a risk of violence. The following steps are taken by the Company to minimise this risk.

It is policy to put measures in place to minimise the risks to staff from robbery. These include:

- Minimising the quantities of cash and other valuable items held;
- Putting appropriate entry and security safeguards in place.
- Staff are given the following guidelines in dealing with potential robbery situations
- If a robbery is attempted, even by someone who appears to be unarmed:
- Do not offer any resistance, do not provoke the attacker
- Give the attacker whatever they demand
- If and when it is safe to do so, raise the alarm.

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4.16 Weils Disease, etc

Hazards

- Weils
- Lyme
- Etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

This is relevant when on sites, etc.

Weil's disease (Leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. Never touch dead rodents with bare hands.

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a Leptospirosis medical contact card to alert others to the possible nature of your illness.

Tetanus

The organism causing Tetanus is widespread and can enter your body through cuts, abrasions or puncture wounds made by splinters and thorns. It is potentially fatal and immunisation before infection is the only certain way of dealing with the disease. Check with your Doctor how often you need a booster.

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4.17 Domestic Works

HAZARDS

- ☐ Access and egress
- ☐ Poor weather
- ☐ Domestic animals
- ☐ Children

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

NOTE: Where the works come under the auspices of the Construction Regulations 2013 we will cooperate fully with the appointed Project Supervisor and/or Health and Safety Coordinator. Where the works are not under the 2013 Construction Regulations all other risk assessments or method statements apply.

CONTROL MEASURES

- ☐ Park safely as close as possible to the dwelling.
- ☐ Ensure that appropriate clothing is available for weather conditions.
- ☐ Try to find out in advance if there are dogs or children present.
- ☐ Ask householder to keep dogs confined during visit.
- ☐ Be aware of children and children's toys possibly causing trip hazards.
- ☐ First aid kit is available in vehicle.
- ☐ Sensible clothing is worn to offer general protection from hazards such as Safety Shoes, Strong Trousers and long sleeve light jacket.
- ☐ Always ask permission before opening any closed doors within the dwelling.
- ☐ If there is a problem at the dwelling such as a family dispute, offer an alternative time for the assessment.

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Safety Statement

Part 5 Annual Review

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically.

Date of Review	Signed for Company	Description of Changes	Date of update

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Safety Statement

Part 6 – Staff Sign Off.

We the undersigned accept that:

- We have been shown the Safety Statement,
- We know where it is to be kept for review,
- We will adhere to all safety rules as set out by ABC Company
- We will not act in any way that could be harmful to ourselves or any other person.

Name in block	Signature	Date

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Safety Inspection Sheet

Inspector:		Area:		Date:
Structure, equipment, tool & work practice	Inspection item (relating to each structure, equipment, tool & work practice)	Substandard condition / practice noted	Corrective action required	Action by & date

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Accident Report Form

Location:		Department / Division:	
Date of Accident / Incident:		Date of Review:	
Management present:			
Injured Party:			
Nature of loss	Nature and extent of actual or potential loss to people, property, process or the environment		
Description	Description of the Accident/Incident (who, what, how, when)		
Causes	Why did the Accident/Incident occur, (root, basic and immediate causes)?		
Recommendations	Action to prevent recurrence, responsibility & action by dates:		
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply:		

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MINOLTA -- Typical TONER, RP609Z MATERIAL SAFETY DATA SHEET

FSC: 6850

NIIN: 00N061663

Manufacturer's CAGE: 23736

Part No. Indicator: A

Part Number/Trade Name: MT TONER, RP609Z

General Information

Company's Name: MINOLTA CORP

Company's Street: 101 WILLIAMS DRIVE

Company's City: RAMSEY

Company's State: NJ

Company's Country: US

Company's Zip Code: 07446

Company's Emerg Ph #: 201-825-4000

Company's Info Ph #: 201-825-4000

Safety Data Action Code: A

Record No. For Safety Entry: 001

Tot Safety Entries This Stk#: 001

Status: SMJ

Date MSDS Prepared: 05MAR92

Safety Data Review Date: 26JUL95

MSDS Serial Number: BYBCB

Ingredients/Identity Information

Proprietary: NO

Ingredient: STYRENE ACRYLATE COPOLYMER (2 KINDS)

Ingredient Sequence Number: 01

Percent: >85

Ingredient Action Code: A

NIOSH (RTECS) Number: 1007107SA

CAS Number: 25153-46-2

OSHA PEL: N/K (FP N)

ACGIH TLV: N/K (FP N)

Proprietary: NO

Ingredient: CARBON BLACK

Ingredient Sequence Number: 02

Percent: 5-10

Ingredient Action Code: A

NIOSH (RTECS) Number: FF5800000

CAS Number: 1333-86-4

OSHA PEL: 3.5 MG/M3

ACGIH TLV: 3.5 MG/M3

Proprietary: NO

Ingredient: ORGANIC PIGMENT

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Ingredient Sequence Number: 03
Percent: 1-5
Ingredient Action Code: A
NIOSH (RTECS) Number: 1006331OP
CAS Number: 32517-36-5
OSHA PEL: N/K (FP N)
ACGIH TLV: N/K (FP N)

Proprietary: NO
Ingredient: PROPENE POLYMERS; (POLYPROPYLENE)
Ingredient Sequence Number: 04
Percent: 1-5
Ingredient Action Code: A
NIOSH (RTECS) Number: TR5000000
CAS Number: 9003-07-0
OSHA PEL: N/K (FP N)
ACGIH TLV: N/K (FP N)

Physical/Chemical Characteristics

Appearance And Odor: BLACK POWDER; FAINT ODOR.
Boiling Point: N/A
Vapor Pressure (MM Hg/70 F): N/A
Vapor Density (Air=1): N/A
Specific Gravity: 1.2 (H₂O=1)
Evaporation Rate And Ref: NOT APPLICABLE
Solubility In Water: NEGLIGIBLE
pH: N/A

Fire and Explosion Hazard Data

Flash Point: NOT APPLICABLE
Lower Explosive Limit: N/A
Upper Explosive Limit: N/A
Extinguishing Media: WATER, FOAM, DRY CHEMICAL.
Special Fire Fighting Proc: USE NIOSH/MSHA APPROVED SCBA & FULL PROTECTIVE EQUIPMENT (FP N). AVOID INHALATION OF SMOKE.
Unusual Fire And Expl Hazrds: IF DISPERSED IN AIR, TONER, LIKE MOST FINELY DIVIDED ORGANIC POWDERS, MAY FORM AN EXPLOSIVE MIXTURE.

Reactivity Data

Stability: YES
Cond To Avoid (Stability): NONE.
Materials To Avoid: NONE.
Hazardous Decomp Products: PRODUCTS OF COMBUSTION ARE TOXIC. AVOID BREATHING OF SMOKE.
Hazardous Poly Occur: NO
Conditions To Avoid (Poly): NOT RELEVANT

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Health Hazard Data

LD50-LC50 Mixture: LD50:(ORAL,RAT) >5 G/KG.

Route Of Entry - Inhalation: YES

Route Of Entry - Skin: NO

Route Of Entry - Ingestion: NO

Health Haz Acute And Chronic: ACUTE:MIN RESP TRACT IRRIT MAY OCCUR AS W/

EXPOS TO LG AMTS OF ANY NONTOX DUST. MAY CAUSE COUGH & RAISE PHLEGM. TONER

PRESENTS LOW HAZ FOR USUAL OCCUP SETTINGS. BASED ON AVAIL DATA, HUMAN EXPOS

TO TONER HAS BEEN SHOWN TO CAUSE MIN RESP TRACT IRRIT AS MAY OCCUR W/LG

AMTS OF ANY NON-TOX DUSTS. RSLTS OF (EFTS OF OVEREXP)

Carcinogenicity - NTP: NO

Carcinogenicity - IARC: NO

Carcinogenicity - OSHA: NO

Explanation Carcinogenicity: NOT RELEVANT

Signs/Symptoms Of Overexp: HLTH HAZ:ONE ANIMAL STUDY

WHERE RATS INHALED TONER THAT WAS 10 TIMES MORE

RESPIRABLE THAN COMMERCIALY AVAIL TONER WERE OBSERVED

TO HAVE NO LUNG CHANGES AT LOW EXPOS. AT HIGHER LEVELS

SLIGHT DEGREE OF LUNG FIBROSIS WAS OBSERVED DUE TO

EXCESSIVE AMTS OF DUST RETAINED IN LUNGS FOR A PRLNG

INTERVAL. CHRONIC:NONE.

Med Cond Aggravated By Exp: NONE SPECIFIED BY MANUFACTURER.

Emergency/First Aid Proc: INHAL:WASH NOSTRILS, RINSE MOUTH.

INGEST: DILUTE

STOMACH CONTENTS W/SEVERAL GLASSES OF WATER.

EYES:FLUSH W/WATER FOR AT

LEAST 15 MINUTES. SKIN:WASH W/SOAP & WATER.

Precautions for Safe Handling and Use

Steps If Matl Released/Spill: IF SPILLED, SWEEP UP OR VACUUM.

Neutralizing Agent: NONE SPECIFIED BY MANUFACTURER.

Waste Disposal Method: WASTE MAY BE DISPOSED OR INCINERATED UNDER CONDITIONS WHICH MEET ALL FEDERAL, STATE & LOCAL ENVIRONMENTAL REGULATIONS.

Precautions-Handling/Storing: NONE.

Other Precautions: NONE SPECIFIED BY MANUFACTURER.

Control Measures

Respiratory Protection: NIOSH/MSHA APPROVED RESPIRATOR APPROPRIATE FOR EXPOSURE OF CONCERN (FP N). NONE REQUIRED WHEN USED AS INTENDED IN MINOLTA EQUIPMENT.

Ventilation: NOT APPLICABLE

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Protective Gloves: NONE REQD WHEN USED AS INTENDED
(SUPDAT)

Eye Protection: NONE REQD WHEN USED AS INTENDED (SUPDAT)

Other Protective Equipment: NONE SPECIFIED BY MANUFACTURER.

Work Hygienic Practices: NONE.

IN MINOLTA EQUIPMENT.

Label Data

Label Required: YES

Technical Review Date: 26JUL95

Label Date: 18JUL95

Label Status: B

Common Name: MT TONER, RP609Z

Chronic Hazard: NO

Signal Word: CAUTION!

Acute Health Hazard-Slight: X

Contact Hazard-None: X

Fire Hazard-None: X

Reactivity Hazard-None: X

Special Hazard Precautions: ACUTE: MINIMAL RESPIRATORY TRACT
IRRITATION MAY

OCCUR AS W/EXPOSURE TO LARGE AMOUNTS OF ANY NONTOXIC
DUST. MAY CAUSE COUGH

& RAISE PHLEGM. TONER PRESENTS LOW HAZARD FOR USUAL
OCCUPATIONAL SETTINGS.

BASED ON AVAILABLE DATA, HUMAN EXPOSURE TO TONER HAS
BEEN SHOWN TO CAUSE

MINIMAL RESPIRATORY TRACT IRRITATION AS MAY OCCUR
W/LARGE AMOUNTS OF ANY

NON-TOXIC DUSTS. CHRONIC: NONE LISTED BY MANUFACTURER.

Protect Eye: X

Protect Skin: X

Protect Respiratory: X

Label Name: MINOLTA CORP

Label Street: 101 WILLIAMS DRIVE

Label City: RAMSEY

Label State: NJ

Label Zip Code: 07446

Label Country: US

Label Emergency Number: 201-825-4000