

LOGO HERE

SAFETY STATEMENT

ABC Company

Address Line 1

Address Line 2

Note: as a producer of various types of Food we also have policies and procedures in place for Hygiene, HACCP, Quality and other systems. This Safety Statement should be read and implemented in conjunction with those policies/procedures.

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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 relevant parties are fully aware of ABC Company' commitment to high standards in H&S.

As a Food Producer, we operate to very high standards of Quality and Hygiene, we also ensure that the same level of attention is given to Health and Safety. While we have made every effort to identify and control hazards within this safety statement we will keep it under revision and update it as we become aware of any new hazards.

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.

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, Working at Height Regulations, Electricity Regulations, the Construction Regulations 2013 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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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 its activities will be followed.

All reasonable and practicable steps shall be taken through 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 raw 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.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the company's safety statement and should ensure that they are familiar with its content.

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by Manager 1 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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The table below is a record of all revisions made to the safety Statement

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

PREVIEW

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company are a company working in the area of Food Production. Our products and equipment may change from time to time and when they do, our change management processes for the new product will also identify any new H&S controls that are necessary.

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:

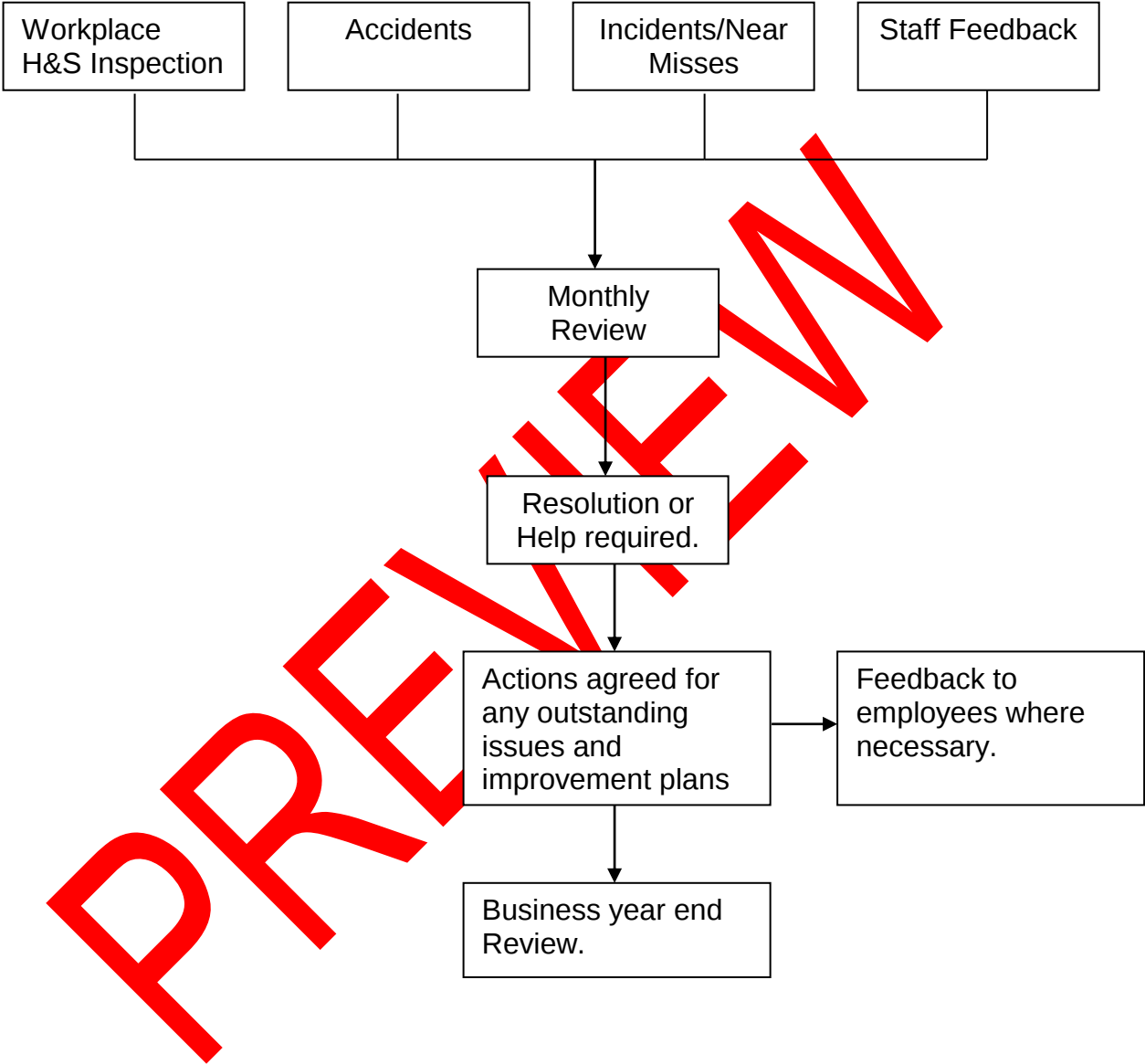
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Food Safety
4. Safety critical equipment maintenance records
 - 4.1. Vehicles
 - 4.2. Food processing machinery
 - 4.3. Fire extinguishers
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from xx/xx/xx
 - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation in xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
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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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 (Assisted by Manager 1 as required)

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ He bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ He is also responsible for ensuring that staff reporting to him 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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2.3 Manager 1

- ❑ 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 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 SUPERVISORS

All supervisors will be responsible for planned implementation of effective health and safety standards within their area of operation.

Supervisors bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

They are also responsible for ensuring that staff reporting to them are supported in enabling them to reach the correct decisions in respect of health and safety matters.

SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Where work is of a nature not normally carried out by the Company, then identify hazards and, if necessary, arrange for written instructions to be issued, regarding safety sequence, method of work and precaution to be taken, to the person in charge of the work.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ 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 senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

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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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2.6 SUB 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.
- 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 site.
- 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.
- 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 site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- Contractors must take all reasonable steps to avoid interference by mobile plant.

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ARRANGEMENTS FOR SAFE WORKING

PART 3

PREVIEW

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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 by the company.
- To include health and safety considerations into all annual estimates for the running of the company.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

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3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company at the work place where the new employee will be required to work.

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 machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. Manager 1 will arrange for specific training to be given to an employee.
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 staff member 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. ABC Company shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

ABC Company will keep 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.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

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3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company 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.

To facilitate consultation on issues relating to the individuals safety at work, the company operates a Suggestion or Query form.

A folder of blank forms is held in the company vans. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 1.

Manager 1 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

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3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

However, at the moment, it has not been necessary to elect a Safety Representative. As the company grows it is accepted that this position may change.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

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3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ☐ **General office**
- ☐ **Processing Plant**
- ☐ **Vehicles**
- ☐ The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- ☐ When employees are visiting a Client 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.

First aiders

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The following contents are required in a first aid box:

- ❑ Card giving general first aid guidance.
- ❑ Individually wrapped sterile adhesive dressings.
- ❑ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ❑ Triangular bandages (sterile).
- ❑ Safety pins.
- ❑ Blue Plasters
- ❑ A selection of Unmedicated wound dressings which should include:
 - ❑ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
 - ❑ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
 - ❑ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ❑ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

PROCEDURE & RECORD KEEPING

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

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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 1.

❑ ***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 Manager 1.
- ❑ 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***

- ❑ 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

Management will ensure that adequate welfare facilities are provided on the premises for all personnel.

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.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

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3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all employees use Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

All safety equipment purchased by the Company will be to approved standards.

ABC Company will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature is obtained for the equipment.

Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and Company Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

All PPE is signed for upon issue and replacement PPE may not be issued unless the damaged item has been returned for inspection.

3.10 PERMIT TO WORK SYSTEM

ABC Company requires all contractors to complete a permit to work. This is especially important for Hot Works.

The permit will be based upon the information supplied in the contractor's Method Statement.

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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 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.

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. The person in charge for ABC Company is Manager 2. He/She shall inform all existing employees, trainees, consultants and contractors of the policy and their role in its implementation. 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 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, the Company and others at significant risk.

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

If the Company has 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), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on company property, company owned vehicles or other off site locations, will lead to disciplinary action being taken.

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3.13 Bullying at Work Policy

ABC Company recognises and accepts his 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 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 or the Safety Representative.

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 invited 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 does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc. All technical employees have trade qualifications and are experienced in their profession.

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

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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 and injury.

Risk = The likelihood of an injury happening.

Control.

Control measures are intended to reduce the risk to an acceptable level.

Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

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

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 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. Advise the Manager or Deputy pending arrival of the Fire Brigade.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.
5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. 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.

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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

Staff will partake in fire drills as necessary.

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4.3 ACCESS AND EGRESS

HAZARDS

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

Parking area shall be provided for private cars.

Safe walkways shall be maintained from site entrances to working areas, this will include directional signs.

Pedestrians shall be segregated from vehicles wherever possible.

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 AND GENERAL CLEANING (slip, falls, etc.)

HAZARDS

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

- Trips:- Materials left lying in the open
- Slips:- On a 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 =

SPECIFIC CONTROL MEASURES

- Take measures to avoid spillage and leakage onto floors and walkways.
- Make sure a system for cleaning spillages is in place and that it is followed.
- Try to schedule floor cleaning when work is not in progress or has finished for the day.
- After cleaning, dry floors as much as possible.
- Remove obstructions in walkways regularly.
- Maintain floors and stairs in a good condition.
- 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.

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GENERAL CONTROL MEASURES

- Slips trips and falls
 - The right cleaning equipment is used for the right job, and staff follow safe systems of work.
 - Staff monitor entrances for wet floor surfaces walked in.
 - Warning cones placed around spillages, and removed as soon as spillage clear and floor dried.
 - Staff do not leave cleaning materials/equipment unattended.
 - Most cleaning machines used have no trailing cables; for machines with cables, cleaners use socket nearest to where they are working and put out hazard cones.
 - All areas well lit.
- Chemicals
 - See section on Hazardous Substances.
- Manual Handling and MSD
 - All staff trained in lifting safely, and follow safe systems of work.
 - All staff using cleaning machines trained in their use, according to manufacturers' instructions.
 - Staff do not overfill bags and buckets.
 - Mopping systems have a long-handled wringer, and a bucket on wheels to reduce lifting and carrying.
 - Long-handled mops, brushes provided to reduce need to stretch and stoop.
 - Cleaning machines stored near point of use.
- Cleaning machines
 - Machines provided are the right ones for the job.
 - Cleaners trained in the safe use of machines.
 - Pre-use checks done for damaged plugs, cables and on/off switches.
 - Machines regularly examined and maintained by competent person.

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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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Precautions**1. Manual Lifting Procedure****1. The Lift**

The key factors in safe lifting are:

- a) balance
- b) position of back
- c) positioning of the arms and body
- d) the hold

a) Balance

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving full balance sideways and forward without tension.

In taking up this position, lifting is done by bending at the knees instead of the hips and the muscles that are brought into use are those of the thigh and not the back.

b) Position of the Back

Straight - not necessarily vertical

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing strain.

c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is

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placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

The further the weight is away from the centre line of gravity of the lifter, the greater the strain. At all times get close to the weight and try to make it part of you.

e) The Hold

When grasping a weight, one often hears the phrase "get a good hold". A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand.

Never forget that size and build has no bearing upon the amount any one individual can lift. Everyone should know their own capabilities and should never attempt to exceed them. If in doubt get help, it is far better to be safe than sorry.

Besides these key factors, there are other important points to remember.

2. Centre Line of Gravity

It is essential that the weight of object and the centre line of gravity of the lifter should be as close as possible to one another. This reduces strain, discomfort and the likelihood of loss of balance during the course of the lift.

3. Testing the Weight

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capability and not too heavy for one man to lift. Many accidents happen when a person raises an object a few inches off the floor, realises it is too heavy and lets go.

4. The shape of the weight

Note the shape of the object. It should be turned, if possible, so that the shortest measurement of rectangle is nearer to the centre line of gravity.

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5. Movement.

The movement should be controlled and smooth. The weight should be kept close to the body.

Rhythm plays an important part in reducing tension and creating relation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others.

The following check list can be usefully applied to all lifting jobs:

- if the load is heavy or too large for one person to handle, help should be obtained from a work-mate of similar physique
- jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder
- even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision
- loads should not be pushed onto stacks above chest level. If a stack is this high, stand on a sturdy platform
- if the load to be lifted exceeds half the weight of the person lifting it, it is more than likely that the individual will lose his/her balance.

Note: if in doubt when lifting **GET HELP**.

TRAINING

Any employee whose job involves any manual handling shall be trained to allow him/her to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

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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 by the company is in safe condition.

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.

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

WIRING STANDARDS

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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, 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.
- 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 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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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.
- The Display Screen Assessment sheet in the appendix shall be used for this purpose.
- 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 =

CONTROL MEASURES

- Train and supervise people in the safe use and storage of chemicals and steam.
- Provide a safe system for preparing, using and handling chemicals in the workplace.
- Maintain steam equipment, including joints and valves and lag steam pipes.
- Avoid carrying chemicals where there is a risk of spillage or splashing - do not carry chemicals in open topped containers.
- Provide suitable protective equipment and make sure that people are trained to use it correctly.
- All cleaning materials and other substances are listed in a safety file.
- All cleaning materials and other 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 cleaning materials and substances are stored in an appropriate unit that is fire retardant and can contain spillages.
- 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.
- Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

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4.10 General Maintenance 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 staff does not create a hazard.

CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- 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.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ABC Company employees do not engage in general electrical work.
- ABC Company employees only carry out "Soft Maintenance" i.e. Oil changes, Filter Changes, Conveyer Changes, Removing Bearings, etc. "Hard Maintenance" is carried out by our contractors.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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4.10.3 Power tools

Hazards Identified:

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 to 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;
- DO NOT wear gloves when using portable drills;

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- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;
- Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets;
- Don't allow cables to trail across route ways of personnel or machinery;
- Don't remove safety devices from tools or equipment;
- Unplug tools when not in use.

TOOL SPECIFIC CONTROLS

When using drills.

- Always check the drill before plugging in.
- If the drill or lead is damaged it must be reported.
- Only competent persons can repair the drill.
- Always tie up or remove loose clothing, long hair, rings, and jewellery;
- Only use electric drills via a 110 volt transformer;
- Ensure that drill bits are regularly sharpened / replaced;
- Wear eye protection when drilling;
- Don't use electric drills with one hand use both hands;
- Use cloth or brush provided to clean off machine;
- Deburr drilled profile with a file or sandpaper, not by the bare hand;
- Brush down swarf off drill tables regularly;
- Keep work area clean;
- Never use bare hands for removing swarf or cut ends, wear gloves;
- Never operate the drill without the guarding in place;
- Remove the chuck key before starting;
- Clean work & vice to work table before starting.

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4.11 Working at height

Hazards

- Falls over edges
- Falls through the roof
- Items falling from work area
- Throwing waste material from roof etc.
- Overreaching
- Tripping Hazards on work area
- Collapse of unit
- Falls through opes
- Personal Injury due to unfamiliarity with premises/site

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Where possible eliminate the need to work at height.
- Always provide a safe means of access, a safe working area and the correct equipment for the job
- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at height.
- Care must be taken when other contractors are present in the area
- All work at height will be must be carried out safely to protect workers and people below
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by sub contractors which involves working at any height must have a risk assessment and method statement and must be given to Manager 1.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.

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4.12 Company vehicles

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Risks Identified: Medium

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

DESCRIPTION

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Manual Handling, Wheel Change, Mobile Phones and Vehicle Maintenance.

HAZARDS

1. Road Traffic Accident – Injury due to collision

CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles.
- They must always be driven within the rules of the road and the law.
- They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

2. Manual Handling – Injury due to lifting and carrying.

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Good manual handling practice must be exercised in loading and unloading of the vehicle.
- Be very aware of your own capabilities

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- Be very careful of trap points on doors.
- Ask for help whenever practical and needed.
- Ensure all equipment is safely stowed in the vehicle so that it will not slide or shift forward in the event of an emergency stop

3. Wheel Change – Cuts, Bruises, MH injury, traffic passing by.

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Vehicle is issued with full wheel changing kits.
- The jack, screwdriver, spare wheel and tyre iron are usual vehicle equipment. The reflective jacket, torch and red triangle are supplied by the company.
- All of this equipment is to be properly maintained by the vehicle drivers.
- If a puncture occurs and a wheel change is needed do the following:
 - Turn on hazard lights
 - Pull in to the left-hand side of the road when safe to do so
 - Get out of the vehicle and go to the boot
 - Place the red triangle approx. 30 feet from the vehicle
 - It is imperative that the yellow jacket is worn even in broad daylight
 - If the puncture is on the left hand side of the vehicle proceed to change the tyre taking great care with regard to manual handling
 - If the puncture is on the right hand side of the vehicle try to angle the car slightly to give protection from oncoming traffic
 - When the wheel has been changed replace all equipment back in the vehicle in their original storage places
- Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel

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4. Mobile phones – road traffic accident

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages
- Training / instruction must be given to staff on the dangers of using a mobile phone while operating a vehicle

5. Vehicle Maintenance – RTA due to poor maintenance

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Maintenance / service carried out as per recommendations.
- A bi-monthly Health & Safety Vehicle Review will be made on the vehicle and a record kept in the Health & Safety folder
- Staff will occasionally be requested to carry out an assessment on the vehicle.

Vehicle to include the following:

- Current Vehicle Service Record
- Fire Extinguisher
- Torch
- Reflective Jacket
- Bin for litter
- Warning Triangle
- Emergency Breakdown/Accident phone number
- First Aid Kit Accident number

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4.13 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 1 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 working near overhead cables, do not use metal ladders.
- Only one person at a time on a ladder
- 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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4.14 CIP (Cleaning in Place)

Hazards

- Detergents
- Caustics
- Entrapment

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All machinery and other vessels used in the processing of fruit and veg must be cleaned at least once a day, ideally at the end of the working day.

- Spray Heads must be checked regularly to ensure they are not blocked or damaged.
- All detergents have an MSDS from our supplier on file.
- All controls in the MSDS will be followed.
- Our detergent supplier provides training on safe handling and use of detergents and other cleaning agents for all staff. This training will be held on file.
- Chemical assessments will be completed for all substances with the assistance of our supplier.
- No employee may enter a confined space/vessel without completed a confined space permit as set out in the appendix.
- Detergents or other substances are never to be decanted into buckets or unsuitable containers. Pumps must be used at all times to transfer from one container to another.
- Pumps are to be used for one product only.
- Any task that involves breaking into plant or entering plant may only be done under a permit to work.
- Warning notices to be placed informing all persons that CIP is in progress.
- Production plant to be locked out where possible.
- All chemical pumps to be banded.
- All opened and unused containers to be sealed.
- Drain down points should be directly to drains to avoid splashing.
- Emergency showers and eye wash to be provided.
- Access to First Aider to be possible at all times during CIP.

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4.15 Food Prep and General Machinery Use

Hazards

- Entanglement
- Fire
- Entrapment

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

KNIFE CONTROL MEASURES

- All knives are on a register and are signed in and out.
- All cutting operations will be carried out away from distraction and from walkways
- Maintain all knives and blades clean and in good condition
- Knives may only be sharpened by qualified staff or by outside contractors
- Cutting boards/block will always be used and kept in good condition
- All knives will be used with the utmost care
- No bladed instrument will be left unattended at any time
- Use the proper knife or blade for the task
- Use the knife or blade in a safe and proper manner
- Knives will be picked up and handled by the handle only
- Cutting will always be performed away from the body
- Sharp area will be kept away from body when cleaning and drying knife
- Knives will not be left in water where they cannot be seen
- Once used, all knives will be returned to their holders/scabbards
- Store all knives and blades properly (when not in use) ensuring that the sharp edge is protected

GENERAL CONTROL MEASURES

- Make sure that guards are kept in place and are properly maintained.
- Set up a regular examination procedure for checking the integrity of guards, and keep records of these.
- Do not use machinery with poor or defective guards.
- Check and encourage people to report faults.
- Train employees and provide them with information about the hazards of the machinery they will use in the production area.

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- Follow all CIP controls.
- All machines and production equipment is covered by the general points in this assessment in addition to any specific points they may have.
- All machines and production equipment are required to have a pre use inspection checklist
- All defects are to be reported to the Production Manager as soon as they are noticed.
- All machines are service by external contractors; no parts are replaced or repaired by staff (other than oil, seals, etc).
- All machines have redundancy built into the production system to avoid the need for staff to try to repair breakdowns in an emergency.
- All machines are fitted with guards over moving parts, conveyer edges, chains, etc.
- All guards are interlocked and if opened the machines will stop.
- Emergency buttons are in place on various places on each machine/line.
- In-nip areas on conveyors are guarded
- Manual handling instruction provided for all operatives loading packing or production lines.
- Emergency stop button installed in the machine and production equipment and all operatives should be aware of its location.
- All power to the packing/peeling or other machines should be disconnected during maintenance and repair.

Conveyers

- Install stop bumpers on all delivery ends of conveyors when products are manually removed.
- Make sure all conveyors have "stop" buttons at all operating stations.
- Provide emergency stop bars or switches at any point where the conveyor feeds into a machine or there are pinch points.

Blades or abrasive surfaces

- All blades or abrasive surfaces are covered by guards.
- Guards are interlocked so that machine will not run when guard is open.
- Cleaning or removing of blades or abrasive surfaces is only carried out by suitably trained staff.

Halde, Kronen KUJ and other types Processing machinery

- Always use the in-feed tubes or rods.

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- Ensure the safety switches on pusher plates or other guards are working correctly before use.

Flow Wrappers and other packing equipment

- All controls as per conveyers to be followed.
- Setting up of flow wrap rolls to be in accordance with the manufacturer's instructions.
- Any jams of wrap or trays to be cleared only when machine or conveyer is topped.
- Cutting blades to be protected and guarded.
- Heat sealing plates to be protected and guarded.
- Dies/Tool heads may only be changed and/or removed by suitably trained staff.
- Weight of rolls may be in excess of 15kg and handling equipment or assistance may be required to change rolls.

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4.16 Workplace Transport

Hazards

- People and vehicles colliding.
- Vehicles colliding with objects.

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Persons Affected:

Any staff or person waling through the yard, warehouse or making deliveries to customers.

Control Measures:

- Pre use inspection on Forklifts.
- Rider operated lift truck code of practice adhered to, see also section on forklifts.
- Safety boots worn by all staff working in warehouse.
- Hi-Vis vests worn in the warehouse.
- Hi-Vis vests ARE worn in the yard due to the possibility of low light levels and visiting HGV drivers.
- Office staff are not permitted in the warehouse except on specific warehouse business.
- The warehouse is never to be used as a short cut.
- Trailers are not uncoupled in the yard.
- Trailer parking is not permitted in the yard.
- Pedestrian areas and walkways marked on floors.

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4.17 Noise

Hazards

- Hearing loss.

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Persons Affected:

Any person on the production floor.

Control Measures:

- Noise will be measured on an ongoing basis and the requirements of the 2007 Regulations will be followed.
- Machinery with a low a decibel output as possible will be purchased for food processing.
- In the general food processing area ear defenders are offered to all staff and visitors.

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4.18 UV Sterilisation

HAZARD

The main hazards associated with the purification and storage are:

- UV Light
- Tank access
- Spills

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All equipment is checked and cleaned before being used.
- All UV installations shall be shielded from staff and maintained as per the supplier's recommendations.
- Safety signs in place alerting staff to the UV lights.
- All spillages are dealt with as per the controls in Housekeeping section.
- Lamps and reflector surfaces will be kept clean at all times.
- Handling of product and immersing of hands in water will be kept to a minimum.
- Cleaning and servicing will be done in down time by trained staff or outside contractors.

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4.19 General Food Safety Points

HAZARD

ABC Company operates comprehensive food safety policy and procedures. Set out here are a summary of those controls.

- Food contamination
- Food Poisoning

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All staff trained in basic food hygiene.
- Premises registered as a food business and HACCP plan in place where appropriate.
- Dedicated hand washing facilities supplied with a sufficient supply of liquid soap and either a sufficient supply of approved drying facilities.
- Reusable (e.g. terry towelling) hand cloths are not to be used.
- Toilets completely separate to all processing, wet storage and handling areas.
- Signage in all toilets reminding staff about handwashing.

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4.20 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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- Operatives, shall, under no circumstances position themselves between the load being delivered and a fixed obstruction e.g., pallet load and where possible barriers shall be provided to prevent encroachment by the lift truck into an operatives' work area.
- Keep blade approx. 4 inches off the ground with a slight tilt upwards when travelling.
- Operatives are never to be lifted on the forks.
- When lifting a pallet in a truck or off the floor or rack, always check your blade is not puncturing the pallet behind and that the load is stable or safe.

Training of drivers

- The training of drivers on all types of vehicle will be formal and under the control of a qualified instructor.
- Drivers will be trained on each type of vehicle they are required to drive if validated by the company.
- Trainee drivers will be tested at the end of the training period, and, if successful, will be issued with a special "driving licence" or other certificate.

Maintenance

All our Forklifts are maintained by the supplier. Full records are held by the supplier and are available for inspection upon request. The annual statutory lifting gear check is also carried out by the supplier.

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4.21 PALLETS

HAZARDS

- Badly stacked pallets.
- Nails sticking out from pallets.
- Splintered wood on pallet.
- Blocks missing.
- Cross pieces missing from pallet.
- Stacking pallets too high in stores.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Before Use:

- Check that all pallets must be stacked neatly and squarely before lifting.
- Examine pallets for protruding nails or part nails.
- Reject pallets that are splintered are a hazard to finished product.
- Pallets with main blocks missing to be rejected as balance is missing
- Pallets with cross pieces missing to be rejected as they tend to belly in middle.
- P.P.E. (gloves) must be worn at all times.
- Always get help lifting pallets

TRAINING

- Manual Handling.
- Pallet quality training.

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4.22 WAREHOUSE/STORES/COLDROOM

HAZARDS

- Poor housekeeping.
- Spillages/materials on floor.
- Materials falling from racking.
- Bad/dangerous forklift driving.
- Loading/unloading pallets manually.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Housekeeping cleaning duties must be carried out daily.
- All spillages should be cleaned up immediately.
- Restrict access to authorised personnel only.
- Safety signs are in place re "Caution Beware of Forklift."
- No obstruction to be put in way of exits.
- Only trained drivers to drive forklift.
- Safety boots worn by all staff.
- All shelving and racking shall be kept in good condition.
- Shelving and racking shall not be over loaded.
- Warm clothing (PPE) provided for working in cold area.

TRAINING

- Forklift driver training.
- Manual Handling.
- Safe working practices in Warehousing Areas.

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4.23 Mixers

HAZARDS

- Electricity
- Entanglement
- Manual Handling

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only trained staff may use the mixing equipment.
- Manufacturer's guidance will be followed at all times.
- All relevant staff trained in safe manual handling techniques.
- Manual handling equipment to be used where possible to bring ingredients to the bowl and to move the bowl itself.
- All mixers are subject to the program of planned preventative maintenance.
- All mixers have an emergency stop.
- All mixers are provided with an RCD.
- All moving parts that could pose an entanglement hazard are guarded to prevent or reduce access to trapping points between paddles, beaters or ribbons and the mixing bowl.
- On small planetary mixers a bowl extension ring is sufficient. Large machines have an interlocked guard that completely prevents hand access to the bowl.
- On dough mixers (spiral), there is an interlocked guard over the top of the bowl.
- Any traps created by the bowl drive mechanism should be protected by a fixed or interlocked guard or contained within the casing of the mixer.
- On trough mixers, access to the mixing trough should be prevented by interlocking guards.
- It should not be possible to reach hazardous parts with the guards open.
- On mixers that can tilt, access to any trapping points between the tilting bowl and the frame of the machine should be prevented.

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4.24 Ovens

HAZARDS

- Electricity
- Heat
- Manual Handling
- Entrapment

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All safety points from assessment 4.26 on general machinery to be followed.
- All staff that need to use the ovens are trained in their safe operation.
- All other staff are told to stay away.
- Area around doors and vents of ovens is kept clear of any debris to avoid slip and trip hazards as well as to ensure good air exchange.
- Interlocks on all oven doors to prevent a person being trapped inside.
- All safety devices such as emergency cut off and door interlocks are inspected weekly.
- Ovens are part of the program of planned preventative maintenance.
- Ovens will also be inspected annually by an external provider.
- Special attention is paid to doors and seals on all inspections.

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4.25 Slicing Machines

HAZARDS

- Electricity
- Blades
- Manual Handling
- Entanglement

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All staff that need to use the slicers are trained in their safe operation.
- All slicers are part of the program of planned preventative immanence.
- Adequate space is provided around all slicing machines.
- All safety points from assessment 4.26 on general machinery to be followed.
- Emergency cut off provided at leading front edge.
- Slicing machine part of the program of planned preventative maintenance.
- Interlocked guard on the in feed hood.
- Blades are positioned in the centre of the machine and are not easily accessible.
- Blades are only changed, adjusted, removed by a competent person.
- All electric components are sealed for safety.
- Always unplug machine before cleaning.

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4.26 Food Formers

HAZARDS

- Electricity
- Blades
- Manual Handling
- Entanglement

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All staff that need to use the former are trained in its safe operation.
- Former is part of the program of planned preventative immanence.
- Adequate space is provided around the machine.
- All safety points from assessment 4.26 on general machinery to be followed.
- Machine can be quickly and easily cleaned with water.
- All cutting elements are deep within the machine and away from the user.
- Emergency stop provided at front of machine.
- Good manual handling practices are used to raise dough into the hopper.
- Spindle screws are guarded and deep within machine.

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4.27 Cream Cookers

HAZARDS

- Electricity
- Mixer
- Manual Handling
- Entanglement

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All staff that need to use the cream cooker are trained in its safe operation.
- Cream Cooker is part of the program of planned preventative immanence.
- Adequate space is provided around the machine.
- All safety points from assessment 4.26 on general machinery to be followed.
- Top of bowl is guarded to prevent access to mixer area.
- Cooking is via a Bain Maire type with warmed oil within the bowl wall itself. Staff are not exposed to hot surfaces or cooking elements.
- Emergency stop is located on the front centre of the machine.
- All electrics are fully enclosed.
- Tipping handle on side of machine is used to gently pour cream into the required receptacle.
- Machine to be isolated for cleaning.

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4.28 Rollfix roller

HAZARDS

- Electricity
- Crush
- Manual Handling
- Entanglement

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All staff that need to use the roller are trained in its safe operation.
- Roller is part of the program of planned preventative immanence.
- Adequate space is provided around the machine.
- All safety points from assessment 4.26 on general machinery to be followed.
- Roller is placed adjacent to a wall.
- This is a low risk piece of machinery.
- Machine to be isolated for cleaning.

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4.29 Pastry, cake and other food Depositors

HAZARDS

- Electricity
- Manual Handling
- Entanglement

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All staff that need to use the depositor are trained in its safe operation.
- Depositor is part of the program of planned preventative immanence.
- Adequate space is provided around the machine.
- All safety points from assessment 4.26 on general machinery to be followed.
- Good manual handling techniques are employed when placing and removing the dough filled trays and empties.
- Racks are kept close by to avoid excess travelling.
- General floor area kept clean and tidy to avoid trips and falls.
- Hopper is interlocked to prevent access to pistons.
- Machine to be isolated for cleaning.

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4.30 Chillers and freezers

HAZARDS

- Cold surfaces.
- Chemicals
- Manual Handling
- Slips and falls from ice/liquids.
- Trips and falls from open doors

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Only trained staff may use the chillers/freezers.
- Only qualified technicians may service the machine.
- Anti flood and leak systems installed on the chillers/freezers.
- Open door does not present trip hazard to passersby.
- Ensure the machine is installed and maintained by qualified technicians only.
- Interlocks on doors are to be checked every day before first use.
- Spills are to be cleaned up immediately.
- All spills are to be marked by yellow men warning signs.
- No horseplay or locking people inside the chillers/freezer.
- Excess ice on door jams. Ceilings etc. to be removed.
- Defrosting process to ensure no pooling of water that could provide a slip hazard.

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4.31 Power Wash Lance

HAZARDS

- Electricity
- Cleaning solutions
- Slips and falls
- Pressured water

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Washer to be inspected before use and any defects notified to Manager 1.
- Follow the safety instructions in the supplier's manual.
- All cleaning solutions are basic non hazardous food safe detergents.
- Never point the washing lance at yourself or others.
- Never attempt to push or move objects with spray from the washer.
- Wear your safety shoes/boots when using the pressure washer.

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4.32 In Bin Compactor

HAZARDS

- Entanglement
- Slips and falls

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Our supplier has provided training to all necessary staff.
- Machine is fully interlocked and guarded.
- Machine is serviced by external contractor.
- In house staff carry out a weekly inspection.
- Emergency stop button located on the control panel.
- Emergency stop button should be checked prior to operating the Compactor to ensure that it is operating correctly.
- Only persons trained in correct manual handling procedures should be allowed to discharge waste into the Compactor.
- Interlocks provided on access openings.
- Employees are not permitted to enter the compactor.
- All power to the compactor should be switched off prior to accessing for maintenance or repair, which is only permitted by maintenance personnel.

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4.33 Inspection and Weighing

HAZARD

The main hazards associated with inspection weighing are:

- Manual Handling
- Cuts and nicks from product
- Slips and falls from wet floors

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All handling as per the instructions in the section on manual handling
- Suitable gloves provided to all staff
- All spillages cleaned up promptly as per housekeeping section.
- Handwashing facilities available within easy access.

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4.34 Pneumatic Staplers

HAZARD

The main hazards associated with the Conveyers, staplers and other processing equipment are:

- Air loss
- Physical injury

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All process under the supervision of a competent manager/supervisor.
- Wear safety glasses.
- Post warning signs where pneumatic staplers are used.
- Ensure that the compressed air supplied to the stapler is clean and dry.
- Keep staplers clean and lubricated, and maintain them according to the manufacturers' instructions.
- Use only the attachments that the manufacturer recommends for the stapler you are using.
- Be careful to prevent hands, feet, or body from injury in case the box slips or the stapler breaks.

How should you handle air hoses?

- Use the proper hose and fittings of the correct diameter.
- Use hoses specifically designed to resist abrasion, cutting, crushing and failure from continuous flexing.
- Choose air-supply hoses that have a minimum working pressure rating of 1035 kPa (150 psig) or 150% of the maximum pressure produced in the system, whichever is higher.
- Check hoses regularly for cuts, bulges and abrasions. Tag and replace, if defective.
- Blow out the air line before connecting a tool. Hold hose firmly and blow away from yourself and others.
- Make sure that hose connections fit properly and are equipped with a mechanical means of securing the connection (e.g., chain, wire, or positive locking device).

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- Install quick disconnects of a pressure-release type rather than a disengagement type. Attach the male end of the connector to the stapler, NOT the hose.
- Do not operate the tool at a pressure above the manufacturer's rating.
- Turn off the air pressure to hose when not in use or when changing power tools.
- Do not carry a pneumatic stapler by its hose.
- Avoid creating trip hazards caused by hoses laid across walkways or curled underfoot.
- Do not use compressed air to blow debris or to clean dirt from clothes.

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4.35 Mincer.

Hazards

- Entanglement
- Electrical shorts
- Slips and falls from spilled food
- Incorrect fitting of beating arms

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures.

- Only approved service technicians may install service the Mincer.
- Only staff who are trained may operate or clean the Processor.
- Processor to be placed on a solid non vibrating base.
- Become familiar with the Manufacturer's instructions
- Check the flex for any faults
- Make sure that you know how to operate the machine in a correct manner before use
- Check that the bowl and attachments are properly locked in place before starting the machine
- Do **not** put any arms, hands, spoons, paddles, scrapers into the bowl when the machine is on
- Turn the power off and report to the Manager in the event of malfunction

Cleaning:

1. Only clean as per the manufacturers instructions.
2. Only approved chemicals may be used.
3. HACCP principles to be followed at all times.
4. Ensure power is off for cleaning.
5. Only staff who have received chemical cleaning may carry out cleaning.

Points to Remember

1. Always wear your gloves and aprons when cleaning.
2. Be aware of possible spills on the floor and trip hazards.

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4.36 Meat Slicer

Hazards

- Entanglement with blade or mechanism
- Slips or falls on off cuts
- Damaged or frayed cable

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures.

- Machine will be maintained by external technician.
- Only staff who are trained on the machine may use it.
- Emergency stop on the machine must always be checked before use.
- Sliding back guard must always be in place.
- Do not leave the blade submerged where it cannot be seen in water.
- Blade must always be sharp, blunted blades cause the meat to jump.
- Do not leave the machine unattended while turned on.
- Ensure the machine is placed in an area where the operator will not be bumped by any passing service trolleys, people, etc.

Cleaning:

1. Only approved cleaning products as per the manufacturer's instructions may be used.
2. Never immerse the unit in water.
3. Always unplug the machine before cleaning.

Points to Remember

1. Check the emergency stop before using the slicer.
2. Never use the slicer with the guard removed.

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4.37 Band Saw

Hazards

- Entanglement
- Cuts amputation, etc.

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures.

- Only approved service technicians may install service the saw.
- Only staff who are trained may operate, change a blade or clean the saw.
- Make sure you know how to use this equipment properly and safely before use, and become familiar with the Manufacturer's instructions
- Keep all guards in place.
- Use push rod when near the end of a joint.
- Concentrate on the task.
- Never leave the saw running and unattended.
- If the blade breaks or comes off the guides, stop the saw and wait for it to spin down and isolate the power before opening the door.

Cleaning:

1. Only clean as per the manufacturers instructions.
1. Only approved chemicals may be used.
2. HACCP principles to be followed at all times.
3. Ensure all food waste is removed from the saw area as well as the surfaces of the saw.
4. Ensure power is off for cleaning.
5. Only staff who have received chemical cleaning may carry out cleaning.

Points to Remember

1. Always wear your gloves and aprons when cleaning.
1. Ensure power is off when cleaning.
2. Always wear gloves when handling blades.

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4.38 Liquidiser Soup gun

Hazards

- Entanglement
- Electrical shorts
- Slips and falls from spilled food

Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures.

- Only approved service technicians may service the liquidiser.
- Only staff who are trained may operate or clean the Liquidiser.
- Make sure machine is assembled correctly
- Care must be taken of sharp blades when assembling
- The blades of this machine are very sharp – be careful when handling the blades so as not to cut yourself
- Become familiar with the Manufacturer's instructions
- Check the flex for any faults
- Make sure that you know how to operate the machine in a correct manner before use
- Ensure there is no danger of striking passersby.
- Do not put any arms, hands, spoons, paddles, scrapers into the soup urn when the machine is on
- Turn the power off and report to the Production Manager in the event of malfunction

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4.39 Knives

Hazards

- Entanglement
- Electrical shorts
- Slips and falls from spilled food

Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures.

- All cutting operations will be carried out away from distraction and from walkways
- Maintain all knives and blades clean and in good condition
- Knives may only be sharpened by qualified staff or by outside contractors
- Cutting boards/butchers block will always be used and kept in good condition
- All knives, i.e. boning, filleting, steak, etc., will be used with the utmost care
- No bladed instrument will be left unattended at any time
- Use the proper knife or blade for the Task
- Use the knife or blade in a safe and proper manner
- Knives will be picked up and handled by the handle only
- Cutting will always be performed away from the body
- Sharp area will be kept away from body when cleaning and drying knife
- Knives will not be left in water where they cannot be seen
- Once used, all knives will be returned to their holders/scabbards
- Store all knives and blades properly (when not in use) ensuring that the sharp edge is protected
- Knives etc. will not be used to carry or manoeuvre meats

Maintenance

- Dispose safely of all knives which are worn, broken or have loose handles
- Handles will be securely fixed to blade and kept free from fats and grease
- All knives and tools will be kept sharp
- All appliances generating hot water and steam are maintained in good condition

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- All electrical equipment is inspected by a competent person at least annually

Behaviour

- Any horseplay involving knives or sharp implements will be considered as a serious breach of safety policy and will be subject to disciplinary procedures
- Staff are trained in the use of knives, blades, slicing machine and sharp objects
- Disciplinary procedures will be instigated against any breach of this directive

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4.40 Dishwasher

Hazards

- Broken glass and crockery.
- Hot surfaces.
- Chemicals
- Manual Handling
- Slips and falls from spilled liquids.
- Trips and falls from open doors.

Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures.

- Only trained staff may use the machines.
- Only qualified technicians may service the machine.
- Anti flood and leak systems installed on the machine.
- Interlocks on the doors to prevent open running.
- Try to position the machine to avoid excessive bending and lifting by staff.
- Machine to be placed so that the open door does not present trip hazard to passers by.
- If possible place the machine approximately 2 feet off the floor.
- Ensure the machine is installed and maintained by qualified technicians only.
- Interlocks are to be checked every day before first use.
- Rubber seals on doors are to be checked weekly to prevent leaks and are to be replaced as per manufacturer's instructions.
- Spills are to be cleaned up immediately.
- All spills are to be marked by yellow men warning signs.
- Gloves are to be used when removing items from washer as they could be quite hot.
- Only correct cleaning chemicals are to be used in the machine as per the manufacturer's instructions.

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4.41 Microwave ovens

Hazards

- The main hazards associated with using microwave ovens are burns and scalds caused when sealed containers containing hot food burst open. Hot food containers and steam also cause burns.
- Microwave ovens can catch fire if they are not used properly or if their contents overheat. Poorly sited ovens can cause the user back strain.
- Microwave energy could burn the user if the door seals are not effective or the protective mesh behind the glass door panel slips.

Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures.

- Do not use a domestic model oven for commercial catering. Have the microwave oven regularly serviced by a trained engineer. Do not take the back off a microwave oven.
- The single most important precaution is not to put food in a sealed container in the oven unless the food manufacturer's instructions are to do so. A dish covered with, for example, unpierced clingfilm, or the shell round an egg, has the same effect in a microwave as a sealed container: either can burst open. Remove lids from jars and take-away food containers.
- Food must not be cooked in metal containers or on metal plates unless they were supplied with the oven or the oven manufacturer says this is safe.
- Use only clingfilm recommended for use in microwaves ovens and puncture after covering the food products.
- Keep the appliance cord away from the heated surfaces.
- Do not immerse cord or plug in water.
- Do not let cord handle over edge of table or counter.
- Do not cover or block any openings on this appliance.
- Do not cook food for longer than necessary. Take care when setting the timer.
- When cooking foods with a high sugar or fat content, for example mince pies and Christmas puddings, follow the cooking instructions carefully.
- Each day after use remove all traces of encrusted food, carbonised food and other foreign matter by cleaning the inside of the oven, the inside of the door and, if found, shelves

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and supports. The roof of the oven should also be carefully wiped: take care not to damage the stirrer, if fitted.

- Do not obstruct the air vents at the side and rear of the microwave. The oven should not be placed against a wall in a way that could obstruct the vents. The filters should be removed at least once a week, washed in warm soapy water, rinsed, squeezed dry and replaced.
- Plastic bags must always be pierced or opened before heating in a microwave oven. This is needed to allow steam to escape during cooking.
- Newspapers must never be used in a microwave oven since they may ignite.
- Paper towels which contain nylon or other synthetic fibres woven through them must not be used because the heated synthetics could melt and cause the paper to ignite.

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4.42 Food processors

Hazards Include

- Entanglement
- Electrical shorts
- Slips and falls from spilled food
- Incorrect fitting of beating arms

Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures.

- Only approved service technicians may install service the Processor.
- Only staff who are trained may operate or clean the Processor.
- Processor to be placed on a solid non vibrating base.
- Become familiar with the Manufacturer's instructions
- Check the flex for any faults
- Check that the beating arm is properly attached
- Make sure that you know how to operate the machine in a correct manner before use
- Check that the bowl and attachments are properly locked in place before starting the machine
- Do not put any arms, hands, spoons, paddles, scrapers into the bowl when the machine is on
- Turn the power off and report to the Production Manager in the event of malfunction

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4.43 Blowtorch and gas bottles

HAZARDS

- Burns
- Fire

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only trained staff may use the blow torch in the designated area.
- All combustibles to be kept at least 1.5 meters away from the open flame.
- Torch is never to be left unattended.
- Propane bottles must be stored in a secure ventilated area, away from flammables.
- If there are any problems with the torch or the igniting mechanism it is not to be used and must be reported to a manager immediately.
- Torch is only to be used for finishing activities any misuse such as lighting cigarettes, horseplay, hand warming, etc. may result in dismissal.

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PART 5**ANNUAL REPORT****ABC COMPANY****SAFETY STATEMENT**

The following is a report of progress with our Health and Safety Policy as required by Section 12(6) of the Safety Health and Welfare at Work Act 2005.

SAFETY TRAINING:

During the year, the following safety training courses were run:

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

The following new safety arrangements were put in place during the year:

- 1
- 2
- 3

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ABC Company

Safety Statement

Safety Statement Document Review

ABC COMPANY

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

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

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ABC Company

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 Statement

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	Safety Statement

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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ABC Company Safety Statement

Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ Position: _____
Date: _____

Details of Suggestion:

SECTION B: to be completed by Supervisor or Manager 1

Action Taken:

Signature: _____

Date _____

PART 8 Related Policies

8.1 ABC Company Environmental Policy

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. We will strive for continual improvement in this area and take all reasonable measures to ensure our activities do not cause pollution.

We will at all times comply with the law in the ROI and with local bye laws in so far as they apply to the Environment. When setting performance targets for the company we will include measurable environmental targets and objectives.

The objective of this policy will be to identify our activities, analyse our environmental aspects and minimise the environmental impact of all operations.

All company personnel are trained on the environmental policy and strategy and its importance in mitigating and improving the company's environmental performance.

Measurable targets and objectives can be identified under:

- Consideration being given to substitution of polluting substances with "greener" alternatives wherever possible.
- Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.
- All waste disposals shall be carried out by registered carriers and removed to registered disposal sites.
- Documentation shall be held to demonstrate compliance with this.
- Wherever possible waste shall be recycled, reclaimed or reused.
- Liquid pollutants will not be allowed to enter watercourses.
- All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

This policy will be made available to the Public.

8.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.