

Logo Here

**SAFETY STATEMENT**

**ABC Company**

Address Line 1  
Address Line 2

PREVIEW

## Contents

### **PART 1 Company Statement**

- 1.1 Application
- 1.2 Objectives of the Safety Statement
- 1.3 Safety Statement
- 1.4 Policy Statement
- 1.5 Revisions

### **PART 2 Duties and Responsibilities**

- 2.1 Management control system
- 2.2 Manager 2
- 2.3 Manager 1
- 2.4 Managers and Supervisors
- 2.5 Employees
- 2.6 Office Staff
- 2.7 Contractors
- 2.8 Emergency numbers

### **PART 3 Arrangements for Safe Working**

- 3.1 Resources
- 3.2 Safety Induction
- 3.3 Training
- 3.4 Safety Consultation
- 3.5 Safety Representation
- 3.6 First Aid
- 3.7 Reporting of Accidents, Diseases and Dangerous Occurrences
- 3.8 Welfare Facilities
- 3.9 Personal Protective Equipment
- 3.10 Permit to Work Systems
- 3.11 Smoking Policy
- 3.12 Drugs and Alcohol Policy
- 3.13 Bullying Policy
- 3.14 Young and Inexperienced Workers Policy

### **PART 4 Hazard Identification and Control Measures**

- 4.1 Hazard Inspections
- 4.2 Fire
- 4.3 Access and Egress
- 4.4 Housekeeping
- 4.5 Manual Handling
- 4.7 Electricity
- 4.8 Offices
- 4.9 Visual Display Units

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 2           |

- 4.10 Hazardous Substances (Glues, Lacquers, etc.)
- 4.11 Assembly and Technical Work
- 4.12 Abrasive Wheels (infrequent use)
- 4.13 General Manufacturing Activities
- 4.14 Radial Saw
- 4.15 Hand tools
- 4.16 Power tools
- 4.17 Equipment Hire
- 4.18 Ventilation
- 4.19 Company Vehicles
- 4.20 Ladders
- 4.21 Noise
- 4.22 Forklifts
- 4.23 Baler
- 4.24 Pneumatic tools
- 4.25 Working at height and Mezzanine floors
- 4.26 Electric powered and hand pallet trucks
- 4.27 Unbaling Machine
- 4.28 Sewing Machines (various types)
- 4.29 Fabric Slitter

**PART 5 Annual Report****PART 6 Staff Sign Off****PART 7 Appendix**

- Record of reviews
- Accident Report Form
- Safety Inspection sheet
- Staff Suggestion form
- Template Method Statement for Clients

**PART 8 Related Policies**

- Environmental Policy
- Equality Policy

**Disclaimer.**

This Statement has been prepared with the assistance of [www.safety-statements.ie](http://www.safety-statements.ie) no liability may attach to [www.safety-statements.ie](http://www.safety-statements.ie) arising out of any element of the contents of this statement. It is accepted that Manager 2 is responsible for ensuring the contents adequately reflect the activities of the business.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 3           |

### 1.1 APPLICATION

This is the Safety Statement of ABC Company. We are a manufacturer of Mattresses, Beds, Couches and related Upholstered Furniture.

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

### 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used on site at client sites and to assess and audit the levels of health and safety being achieved.

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

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

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

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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 4           |

### 1.3 COMPANY SAFETY STATEMENT

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

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations 2006 and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

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

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

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

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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 5           |

## **1.4 Policy Statement:**

The Management of ABC Company 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. The company shall take all reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities.

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.

The company shall provide where necessary suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

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

Manager 2 will implement this policy in all work areas and ensure that all managers and employees understand their responsibilities and cooperate with the implementation of this policy.

This statement shall be communicated throughout the organisation by consultation with the employees and 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 6           |

The table below is a record of all revisions made to the safety Statement

[illegible]

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 7           |

|           |                  |
|-----------|------------------|
| Logo here | ABC Company      |
|           | Safety Statement |

# COMPANY STRUCTURE FOR HEALTH AND SAFETY

## PART 2

Detailed Responsibilities of Personnel carrying out functions of Part 3

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 8           |

## 2.1 MANAGEMENT CONTROL SYSTEM

The Safety Policy is central to setting up an effective Safety Management System within a company. 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. Weekly safety and housekeeping inspection
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid
  - 3.2. Fire Warden/Marshall
  - 3.3. Manual Handling
  - 3.4. Abrasive Wheels
4. Safety critical equipment maintenance records
  - 4.1. Fire alarms
  - 4.2. Emergency lighting
  - 4.3. Fire extinguishers
5. Fire drill records
6. Risk assessments
  - 6.1. Review in 2011 of previous assessments
  - 6.2. Annual reviews after 2011
7. Monthly Safety review
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation in 2011
  - 8.2. Annual reviews after 2011
9. Annual report

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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 9           |

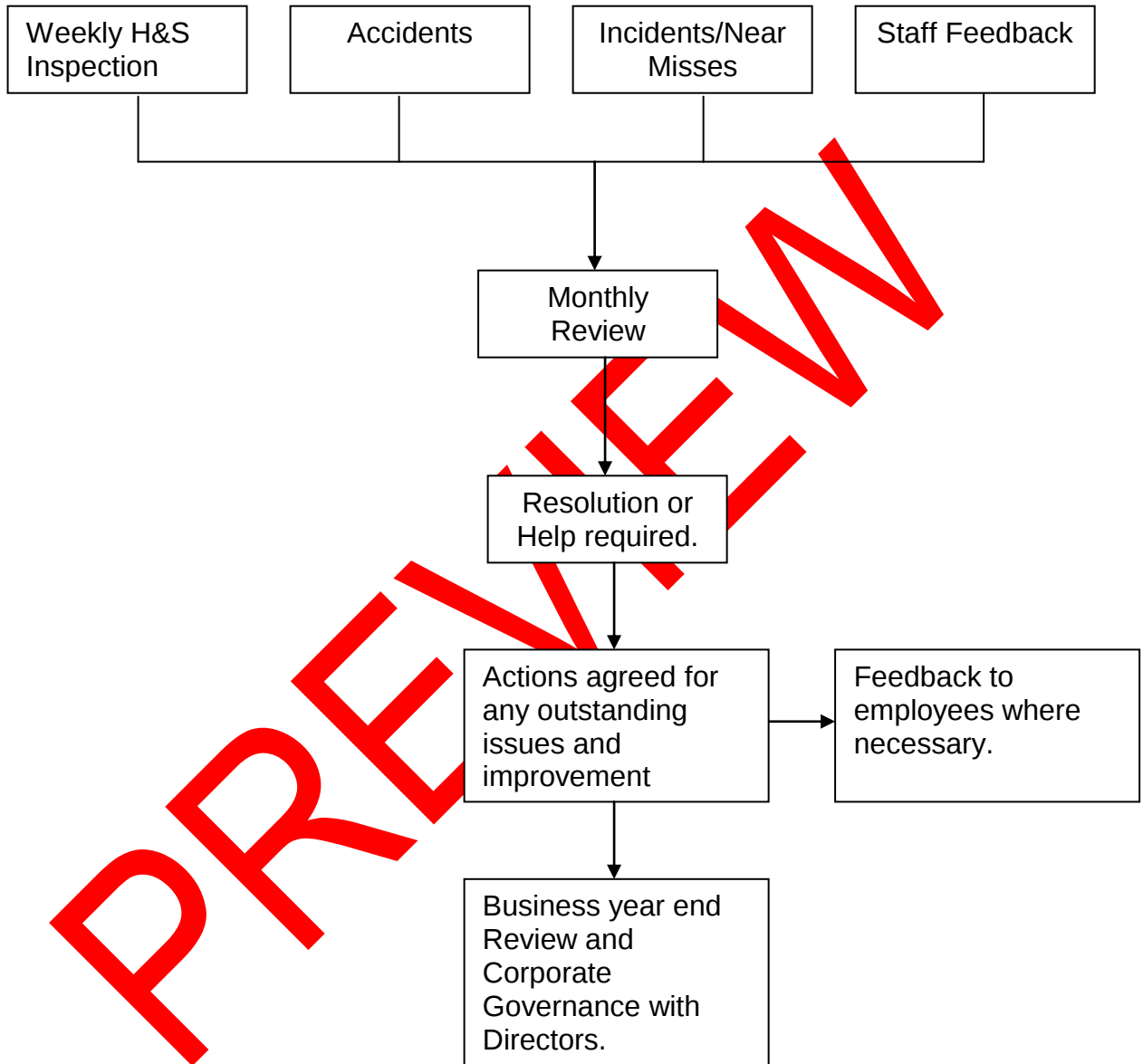
Logo here

# ABC Company

## Safety Statement

### Health and Safety Management process for ABC Company

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



| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 10          |

**Procedure for Weekly Inspections.**

1. Result from previous week is filed for review at Monthly meeting, along with any issues that could not be resolved at the time.
2. Any issues requiring discussion are dealt with at the meeting and action points are put in place.
3. A senior employee or the MANAGER 1 (only applicable to large Client sites) will carry out the Weekly Inspection.
4. Inspection is completed and given to MANAGER 1 (as above) by 2.30 pm that day if another employee was responsible.
5. The inspection has corrective actions that have been completed highlighted and any issues that could not be dealt with identified.
6. Any significant issues on the audit are immediately actioned by the manager present.
7. Any non urgent issues are held over until the monthly review and actioned as appropriate.
8. The Management Team will then review the performance of the company at the Monthly Review.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 11          |

## 2.2 MANAGER 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 12          |

|                  |                         |
|------------------|-------------------------|
| <b>Logo here</b> | <b>ABC Company</b>      |
|                  | <b>Safety Statement</b> |

## 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.
- ❑ 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | MANAGER 1      | Manager 2   | 13          |

**2.4 MANAGERS/SUPERVISORS** (Where appointed in the future)

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

Managers 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 MANAGERS**

- ❑ 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 in liaison with the HR department and check that it is effective.
- ❑ 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | MANAGER 1      | Manager 2   | 14          |

|                  |                         |
|------------------|-------------------------|
| <b>Logo here</b> | <b>ABC Company</b>      |
|                  | <b>Safety Statement</b> |

- ❑ 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.

**PREVIEW**

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | MANAGER 1      | Manager 2   | 15          |

## 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | MANAGER 1      | Manager 2   | 16          |

## 2.6 OFFICE BASED STAFF

- ❑ Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.
- ❑ Do not try to use, repair, or maintain any office equipment or machinery for which you have not received full instructions or training.
- ❑ Report any defects in office equipment or machinery immediately.
- ❑ 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.
- ❑ Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.
- ❑ Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- ❑ Do not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- ❑ Suggest ways of eliminating hazards and improving working methods.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.

### Guidance on workstations for office workers

The Company believes that our present level of activity and use of Visual Display Units (VDUs) represents no health and safety hazards to its employees greater than any other electrical appliances including the danger of tripping over loose cables or possible electric shocks. Nevertheless, there are guidelines for users of VDUs and indeed all desk-related activities, which we commend to office staff e.g.

- ❑ Avoid slouching and keep the curve in the lower back.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 17          |

- ❑ Adjust the seat's backrest to support the lower back.
- ❑ Sit right back in the chair to gain adequate support.
- ❑ Use a footrest if the seat is too high.
- ❑ Rest the upper body when the routine allows, try to vary your work pattern so that the body uses a different position every 20 minutes.
- ❑ Where screens are involved change the screen angle to suit the sitting height.
- ❑ Avoid locations where VDUs will pick up sunlight or reflections.
- ❑ Adjust the height of the seat until the forearms are horizontal with the desk.
- ❑ Align hands with forearms and work with straight wrists.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 18          |

## 2.7 CONTRACTORS

**(Generally refers to the Plumbers and Electricians that ABC Company engage on their behalf).**

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

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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 19          |

|                  |                         |
|------------------|-------------------------|
| <b>Logo here</b> | <b>ABC Company</b>      |
|                  | <b>Safety Statement</b> |

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 and the Client's H&S Manager.
- Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must be notified of any material or substance brought onto the Client 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.

**PREVIEW**

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 20          |

|           |                  |
|-----------|------------------|
| Logo here | ABC Company      |
|           | Safety Statement |

## 2.8 Emergency Numbers

| Service      | Address | Phone |
|--------------|---------|-------|
| Hospital     |         | 999   |
| Gardai       |         | 999   |
| Fire brigade |         | 999   |
|              |         |       |
|              |         |       |
|              |         |       |

**PREVIEW**

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 21          |

|           |                  |
|-----------|------------------|
| Logo here | ABC Company      |
|           | Safety Statement |

# ARRANGEMENTS FOR SAFE WORKING

## PART 3

PREVIEW

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 22          |

|           |                         |
|-----------|-------------------------|
| Logo here | <b>ABC Company</b>      |
|           | <b>Safety Statement</b> |

### 3.1 RESOURCES

The management of 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.

The Management of ABC Company undertake:

- 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 23          |

### **3.2 SAFETY INDUCTION**

This procedure will be carried out by the manager of the work place where the new employee will be required to work, or by the Safety Manager of the site to be worked in.

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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 24          |

### **3.3 TRAINING**

#### **HAZARDS**

Inadequately trained staff are a hazard to themselves and their co-employees. The management at 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.

All the safety training received will be monitored and updated by the MANAGER 1. This training will be recorded and tracked.

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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 25          |

### 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 by MANAGER 1. 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 with Manager 2 if necessary.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 26          |

### **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.

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.

Currently the staff have not elected a representative, if they do so in the future the position will be recognised by the company. After that time, all representations by the Safety Rep must be made to the company via MANAGER 1.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 27          |

### 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;

- ❑ **Factory**
- ❑ **Vans/vehicles**
- ❑ The First Aid Boxes are inspected on a weekly basis by MANAGER 1. This check and replenishment is recorded and kept on file.
- ❑ 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 number of First Aiders required by the company is 2 trained personnel.
- ❑ 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 28          |

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.

| Names of First Aiders |  |  |
|-----------------------|--|--|
|                       |  |  |
|                       |  |  |
|                       |  |  |
|                       |  |  |

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 29          |

### **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 the 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 HR.
- ❑ 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 30          |

### **3.8 WELFARE FACILITIES**

ABC Company Management shall 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 31          |

### **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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 32          |

|           |                  |
|-----------|------------------|
| Logo here | ABC Company      |
|           | Safety Statement |

### 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 their own Method Statement which they will be expected to sign and then adhere to.

**PREVIEW**

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 33          |

### **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 Company 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.

#### **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.

| <b>Revision number</b> | <b>Date</b>     | <b>Document owner</b> | <b>Approved by</b> | <b>Page number</b> |
|------------------------|-----------------|-----------------------|--------------------|--------------------|
| <b>01</b>              | <b>01/03/11</b> | <b>Manager 1</b>      | <b>Manager 2</b>   | <b>34</b>          |

### **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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 35          |

### **3.13 Bullying at Work Policy**

ABC Company management recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for our employees. As part of our policy of maintaining good employer practice Manager 2 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.

ABC Company gives the undertaking that it 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 36          |

### **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 in the company Factorys before being assigned to an installation crew.

All workers on installation crews are subject to specific site inductions by the relevant site managers or safety managers.

Installation crews are supervised at all times by an experienced supervisor/team leader.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 37          |

|           |                  |
|-----------|------------------|
| Logo here | ABC Company      |
|           | Safety Statement |

**HAZARD IDENTIFICATION AND CONTROL MEASURES**

**PART 4**

**PREVIEW**

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 38          |

## 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 39          |

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

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

Scores:

**1-6 = Very Low risk**

**7-12 = Low Risk**

**13-18 = Low to Medium Risk**

**19-24 = Medium risk**

**25-30 = Medium to High Risk**

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

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

### Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

- ☐ Risk Control 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 40          |

## 4.2 FIRE

### FIRE HAZARDS

Fire extinguishers are provided and are regularly checked. A fire marshal has to be designated and staff trained in fire fighting and emergency procedures.

#### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

A Fire Safety Programme shall be developed 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) Fire doors with relevant ratings are placed at strategic areas as per our fire cert and building design.
- (b) 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) The holding of 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.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of electrical installations, prohibition of portable heating appliances, and ensuring

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 41          |

that all electrical equipment is switched off and unplugged when not in use.

A fire safety register will be maintained by the Company.

#### **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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 42          |

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 ALARM SYSTEM**

The following details shall be entered in a log book:

- (a) Causes of all alarms (genuine, practice, test etc.)
- (b) Any faults which develop
- (c) Any period of disconnection
- (d) Nature of work (inspection, maintenance or test)
- (e) Any further action required
- (f) Name of person responsible.

#### **4.2.4 FIRE DRILL**

A fire drill shall be undertaken at least twice per year.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 43          |

### 4.3 ACCESS AND EGRESS

#### HAZARDS

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

Inadequate access and egress facilities can result in:

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

#### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

#### CONTROL MEASURES

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

All passageways shall be kept clear of obstruction.

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

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

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

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

Loose items should not be stored overhead.

Adequate waste disposal units/bins will be provided.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 44          |

## 4.4 HOUSEKEEPING

### HAZARDS

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

- Trips:- Materials left lying in the open
- Slips:- 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 =   |

### CONTROL MEASURES

Supervisor 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.

Managers 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.

When floors are being washed appropriate signs shall be erected.

Cleaning materials will only be used for the stated purpose and will not be mixed except where manufacturers instructions so dictate.

Adequate supplies of hot and cold water shall be available.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 45          |

## 4.5 MANUAL HANDLING

### HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes
- Hanging wall cabinets, etc.

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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 46          |

**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 placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 47          |

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 object (NB for Wall cabinets, etc.)

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.

5. Movement.

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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 48          |

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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 49          |

## 4.7 ELECTRICITY

ABC Company employees will adhere to the controls that are put in place by the safety manager for the Client site where appropriate. ABC Company Staff do not engage in General Electrical Works. Set out below are the general controls for the company.

### HAZARDS

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

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

1. ABC Company will ensure that the wiring installation on the premises (especially the Factory) 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 Electrical Trade Council of Ireland (E.T.C.I) rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.

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

### WIRING STANDARDS

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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 50          |

General Electrical Safety Precautions are or will be as follows:

- Switch off all electrical equipment at the end of the working day with the exception of specialist items such as Servers.
- All machine sot be switched off and isolated while being cleaned.
- Any damaged electrical equipment must be removed from the Factory and labelled as such until it is repaired.
- 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 51          |

## 4.8 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 52          |

## 4.9 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 electromagnetic 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 53          |

**Logo here**

# **ABC Company**

## **Safety Statement**

### **RISK ASSESSMENT:**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### **CONTROL MEASURES**

Each workstation shall be assessed to ensure the individual's health is not likely to be put at risk.

Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.

The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.

This underlines the importance of keeping VDU's in good condition.

It is important that chairs are correctly selected and used and that their siting is at an optimum distance from the machine.

Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.

There should be a restriction on continuous use:

Over two hours with pauses of between 5-10 minutes before further use.

In this respect, short, frequent intervals are more beneficial than infrequent long breaks.

The total time of continuous work at a VDU should be restricted to 6 hours per day.

Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.

Epileptics should see a medical adviser before starting work.

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

| <b>Revision number</b> | <b>Date</b>     | <b>Document owner</b> | <b>Approved by</b> | <b>Page number</b> |
|------------------------|-----------------|-----------------------|--------------------|--------------------|
| <b>01</b>              | <b>01/03/11</b> | <b>Manager 1</b>      | <b>Manager 2</b>   | <b>54</b>          |

## 4.10 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

### SUPERVISION WHEN NECESSARY

The Workplace Supervisor will ensure that:

- All Paints, Lacquers, Glues and other substances are listed in a chemical register.
- All Paints, Lacquers, Glues 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 available.
- All Paints, Lacquers, Glues 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.
- All waste substances shall be safely disposed of as per the advice of our waste contractors.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 55          |

#### **4.11 Assembly and Technical Work**

Note: All new or custom assembly work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job where necessary.

##### **HAZARDS**

- Multi hazard

##### **RISK ASSESSMENT: As per individual assessments**

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

##### **CONTROL MEASURES**

All technical employees will be fully qualified in their areas of expertise.

Copies of the qualifications will be kept on file.

ABC Company employees do not engage in general electrical work.

Work areas and machinery will be kept clean and tidy at all times.

Work areas will be subject to the H&S inspections.

All power tools shall be battery operated.

Staff shall not use any tools or other equipment they are not sufficiently trained on.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 56          |

#### 4.12 Abrasive Wheels (Infrequent use)

**Risks Identified: Medium**

- Disc bursting due to:
  - Incorrect disc fitted
  - Disc fitted incorrectly
  - Faulty / damaged disc fitted
- Wrong disc fitted / used for purpose
- Hand or leg injuries from unsafe use by inexperienced or incompetent persons
- Eye injuries to operator or those nearby from projectiles emitted
- Severe injuries due to wheel bursting

**RISK ASSESSMENT:**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

**Person at risk:**

Employees / Sub-Contractors / Visitors / Others

**CONTROL MEASURES**

Users of abrasive wheels equipment must be trained and certified  
 Wearing of appropriate PPE i.e. goggles or visor (safety spectacles not adequate), appropriate dust mask, gloves and hearing protection

Machines to be well maintained - if damaged / faulty they are to be reported to MANAGER 1 immediately and repaired without delay

Guards to be in good order and **NOT REMOVED**

Funnel to be used for fuelling to avoid accidental spillages onto machine causing potential fire hazard

Appropriate machine to be used for job i.e. in limited spaces use 4" angle grinder in lieu of regular size

Check if atmosphere it is being used in is suitable for type of machine used i.e. if explosive atmosphere or confined space do not use petrol driven Consaw or electrically operated angle grinders.

Compressed air machines to be used

Always check that a grinding wheel's RPM rating is consistent with the speed of the grinding machine.

Before mounting a grinding wheel on a machine, make sure the power is turned off at the power point switch and the plug removed. Occasionally a new wheel is cracked or flawed, and is likely to shatter as soon as it is used. New wheels should always be visually checked and given a resonance test before being fixed to the spindle. Tap the side of the wheel with a small tool. It should have a clear ring. A dull noise indicates a flaw.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 57          |

Ensure the hole in the grinding wheel fits closely on the spindle. When a wheel has been newly fitted between appropriate washers and flanges, rotate it by hand to check the balance before switching on the power to use the machine.

Unless flanges and washers are evenly seated on either side of the wheel before the locking nut is tightened, the wheel can crack and shatter.

Always ensure that the wheel has a soft washer or "blotter" on either side to distribute clamping pressure when the nut is tightened.

Avoid over-tightening the locking nut, as this can exert hazardous forces on the wheel.

Avoid using grinding wheels designed for steel on materials that will clog the pores between the abrasive particles -for example plastic or aluminium.

Unless the wheel is "dressed" with a special tool, when pores become blocked or it loses its cutting surface, the operator will have to press harder to achieve the same cutting effect, exerting forces that may cause the wheel to shatter.

Pressing hard on a dulled wheel surface can produce excessive heat, which will cause the bonding material to glaze.

Eye and ear protection should be worn for all grinding jobs, including dressing grinding wheels.

Never remove guards from a bench grinder. They offer protection in the event of wheel failure, and protect hands and fingers from injury.

The work rest on a bench grinder should be securely fixed and close enough to the grinding wheel to prevent the job slipping off. It should be adjusted as the disc becomes smaller through wear and dressing.

Wheels should never be run in excess of the maximum speed recommended by the manufacturer.

Abrasive wheels should be discarded:

- When the diameter approaches that of the driving flanges.
- When the work rest can no longer be correctly adjusted to the wheel diameter, or
- When the wheel no longer cuts efficiently because of reduced peripheral speed.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 58          |

### 4.13 General Factory activities

**Hazards: (see also, other specific assessments such as Housekeeping and Electricity)**

Slips and falls  
 Tools  
 Debris  
 Electricity  
 Dust (Hardwood)

**Person at risk:**

Employees / Sub-Contractors / Visitors / Others

**RISK ASSESSMENT:**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

**Control Measures**

All employees will be fully qualified in their areas of expertise.  
 Copies of the qualifications will be kept on file.  
 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.  
 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, Masks, Overalls and boots will be worn as relevant for the particular type of hazard.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 59          |

## 4.14 Radial Saw

### Hazards

Electricity  
Entanglement

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### Control Measures

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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 60          |

## 4.15 Hand Tools

### Hazards

Electricity  
Entanglement

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### Control Measures

First aid box available in van and Factory  
All tools checked before use by staff.  
Defects to any tool will result in it being withdrawn from use until repaired or replaced.  
All tools will be part of a maintenance program.  
Safety glasses will be worn by all operators where there is a danger of debris being ejected.  
Waste will be removed daily.  
General area around workbenches will be kept clear to avoid slips and falls onto any moving parts.  
Blades on planes etc. will only be changed by competent persons.  
Blades on chisels etc. will only be sharpened by trained staff.  
All tools must be secured when not in use  
All blades must be kept sharp.  
Work pieces must be secured while being worked on.  
Cutting actions must be made away from the body.  
The free hand must be kept behind the cutting edge.  
Tools may not be carried around the Factory except when being removed or returned to storage.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 61          |

## 4.16 Power tools

### Risks Identified: Medium

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

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

Checks before use on all Power and Portable tools:

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

### GENERAL CONTROL MEASURES

Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.

Training must be given to users of power tools by a competent person (Tool box talk).

Repairs must not be carried out on power tools unless that person is trained and competent to do so.

Damaged power tools must be reported Site MANAGER 1

Don't use damaged, worn or dangerous tools;

Always use the correct tool for the work being carried out.

Inspect portable leads & extension leads before use, replace if damaged;

Only use portable electrical equipment if powered through a 110 volt transformer;

If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;

Sharpen or get cutting tools sharpened regularly;

Keep hands behind the cutting edge of cutting tools;

Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;

DO NOT wear gloves when using portable drills;

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 62          |

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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 63          |

## 4.17 Equipment Hire and Supply

### Risks Identified: High

- Personal injury from equipment
- Fire and property damage

### Person at risk:

Equipment users and those nearby

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

#### Hire

Where equipment is hired in there is a duty under The Safety Health and Welfare at Work (General Applications) Regulations to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- Any necessary instruction and training is given to workers
- A qualified or competent person is available to use the equipment;
- Any maintenance/inspection that is required, is carried out at the correct intervals by a competent person;
- Any equipment hired complies with The General Application Regulations

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 64          |

## 4.18 Ventilation

### Hazards Identified:

- Dusts
- Heat

### Person at risk:

All in Factory

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

Extraction provided for dusts attached to machines especially hardwoods.

Dusts are removed from the Factory.

When cleaning precautions are taken via damping down to ensure that excessive dust is not rising.

Air exchange in general is via windows and doors.

Particle filter masks and goggles are provided to staff but the main protection is collective via the extraction system.

Filters replaced as per manufacturer's instructions.

Holding bag for dust to be checked periodically and not allowed to overfill.

Holding bag to be checked for damage or holes.

All waste substances shall be safely disposed of.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 65          |

## 4.19 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

RISK ASSESMENT: Medium  
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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 66          |

- Be very aware of your own capabilities
- 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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 67          |

#### 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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 68          |

## 4.20 Ladders

### Hazards

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

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

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 69          |

## 4.21 Noise

### Hazards

Excessive noise from machines

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### Control Measures

- Pre use checks on machines to be undertaken by staff.
- Preventative maintenance in place to reduce vibration and unnecessary noise.
- Noise levels are taken as per the manufacturers guidelines and all staff are issued with appropriate ear defenders.
- Where possible screens are erected to provide damping and an element of refuge from noise.
- Ear defenders suitable to the hazard are provided to all staff using powered machines. This is taken from the recommendations of the machine manufacturer.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 70          |

## 4.22 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 71          |

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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 72          |

## 4.23 Baler

### Hazard

- Entrapment in moving parts causing serious bodily injury.
- Back injury from lifting heavy waste materials.
- Trip/fall injuries due to waste materials around the compactor.
- Electric shock.

### Persons at Risk

All personnel charged with waste disposal.

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### Control Measures

Emergency stop button located on the control panel.  
Emergency stop button should be checked prior to operating the Baler to ensure that it is operating correctly.  
Only persons trained in correct manual handling procedures should be allowed to discharge waste into the Baler.  
Interlocks provided on access openings.  
Employees are not permitted to enter the baler.  
All power to the baler should be switched off prior to accessing for maintenance or repair, which is only permitted by maintenance personnel.  
The Baler should never be overloaded.  
Waste materials should not be accumulated around the machine.

### Training

Only employees who have been instructed in safe operating procedures should be allowed to use the Baler.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 73          |

## 4.24 Pneumatic tools

### Hazards

- Dust
- Fumes
- Entanglement
- Vibration
- Eye injury

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

Adjust your air pressure to the manufacturer's rating.

Make sure hoses are of the correct inside diameter and are not kinked or crushed.

Mufflers to be part of tool.

Ear defenders to be worn.

Tool to have schedule of PPM to keep vibration at a minimum.

Be aware of oil contaminated air release, keep hands and tools free of oil.

Absorbent gloves to be worn.

Dust masks to be worn by operatives.

Correct PPE to be worn.

Correct use and handling of plant and equipment.

Operatives to be rotated and a register kept.

Whip checks and guards if applicable to be fitted to all pneumatic tools.

When using quick disconnect type fittings, install the male end on the tool.

Always wear impact resistant safety goggles.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 74          |

## 4.25 Working at height and Mezzanines

### Hazards

- Items falling from work area
- Overreaching
- Tripping Hazards on work area
- Collapse of unit
- Falls from height

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### MEZZANINE CONTROL MEASURES (where applicable)

Mezzanine will be kept organised at all times.

Clear access will always be maintained to the stairs.

Structure of mezzanine and stairs will be periodically inspected and maintained as needed.

Legs and supports will be protected from damage by Forklifts or other mobile equipment.

Stated weight bearing limits of the Mezzanine will not be exceeded.

Items will not be thrown from the mezzanine.

Bottom of stairs will be kept clear at all times.

Fire extinguishers will be provided at the top of the stairs.

Smoke detector will be provided above the mezzanine.

### GENERAL CONTROL MEASURES

Method Statement and Risk Assessment to be prepared before any maintenance work commences on a roof, mezzanine or at height.

All man-up platforms/cages for forklifts etc. shall be fitted with relevant safety devices.

All work at height will be must be carried out safely to protect workers and people below.

PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.

Effective cordons must be fitted to deter non-essential personnel.

- In some areas where this is not practicable operatives may be required to attach tools or small articles to cords so that they cannot fall.

Portable access equipment, such as trestles, step-ladders and tower scaffolds, must not be positioned near stairwells or floor/roof edges if this places operatives at risk of falls.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 75          |

**4.25.1 RACKING AND SHELVING****HAZARDS**

- The main risks from the racking are from:
- Goods collapsing from stacks or tiers.
- Improperly stacked goods falling onto employees.

**RISK ASSESSMENT:**

| <b>Likelihood</b> | <b>Severity</b> | <b>Risk Value</b> |
|-------------------|-----------------|-------------------|
| <b>Score =</b>    | <b>Score =</b>  | <b>Result =</b>   |

**CONTROL MEASURES**

All racking shall be inspected weekly by the warehouse staff as per the SEMA code of practice. All racking damage shall be reported to Supervisor/ Manager.

All damage to racking and shelving shall be made good at the earliest possible opportunity.

All floors shall be kept level and in good repair.

If there is a risk of mechanical damage due to forklift truck collision, end frames must be adequately protected by means of motorway-type barriers or equally effective means.

Do not attempt to straighten damaged sections.

Climbing on racking is not allowed. Proper access procedures, i.e. the use of stepladders and ladders must be adhered to.

| <b>Revision number</b> | <b>Date</b>     | <b>Document owner</b> | <b>Approved by</b> | <b>Page number</b> |
|------------------------|-----------------|-----------------------|--------------------|--------------------|
| <b>01</b>              | <b>01/03/11</b> | <b>Manager 1</b>      | <b>Manager 2</b>   | <b>76</b>          |

## 4.26 Electric powered and hand Pallet Trucks

### HAZARDS

- May cause serious accident and injury to other members of staff.
- Reversing against operator.
- Collision with employee.
- Material falling from load.
- Truck/ M.H.E. colliding with objects.
- Standing on pallet forks while in motion.
- Unsafe pallets/badly damaged pallets.
- Poorly maintained pallet truck.
- Wet floors.
- Carrying excessive weight.
- Pallet being dropped on to operator's feet.

### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

Training of operators.

Only trained personnel can use hand pallet truck/ M.H.E.

Use of emergency stop button.

Use horn of pallet truck/ M.H.E.

No personnel allowed to stand on pallet trucks/ M.H.E

Use pallet truck/ M.H.E. to lift maximum weight guidelines only.

### TRAINING

All operators to receive in-house training in use of pallet truck.

All hazards associated with truck must be clearly identified to operators

Correct handling procedure to all operators.

### CONTROL DURING USE

Always travel in reverse except when loading/unloading or when placing a pallet.

Keep all body parts inside the confines of your M.H.E. when travelling.

Do not dismount while M.H.E. is still moving.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 77          |

|                  |                         |
|------------------|-------------------------|
| <b>Logo here</b> | <b>ABC Company</b>      |
|                  | <b>Safety Statement</b> |

Sound horn when passing a pedestrian, when entering and exiting a loading bay and all blind spots.

Do not carry passengers or ride on your M.H.E.

Always travel at a safety speed to the area in which you are working.

Always be prepared to stop.

When travelling with a load, always lift fully, when exiting a pallet make sure you are fully down, and looking in the direction in which you are travelling.

**PREVIEW**

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 78          |

## 4.27 Unbaling machine

### Hazards

- Stored energy (springs)
- Entrapment
- Power

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

This machine is quite specific to the industry and is used for unbaling springs before use.

### CONTROL MEASURES

Only suitably trained staff may operate this machine.

Training is internal to ABC Company as these machines are quite specific to the industry.

Machine is part of a scheduled program of maintenance.

Safety signage is placed on the machine at strategic points.

Machine is CE marked and meets relevant directives.

Pre use inspection of machine is carried out by operatives.

Bolt cutter used to sever metal straps (see also hand tool assessment).

All operators MUST wear protective Gloves, Helmet and Visor when operating the machine and cutting the metal straps.

Emergency stops is fitted to machine.

Physical restraints are in place to prevent accidental entering to machine.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 79          |

## 4.28 Sewing Machines – Various types

ABC Company operates a variety of sewing machines depending on the products being fabricated i.e. Tape Edge Sewing Machines, Multi Quilt Sewing Machines, etc.

### Hazards

- Electricity
- In running nips
- Repetitive strain or back injury
- Trip and fall from discarded materials
- Sharps

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

Only persons trained in the safe use of the various sewing machines are allowed to use them.

Rethreading will be carried out according to the information from the manufacturer.

Machines will only be used for stitching as per the design of the machine.

Minor (soft) maintenance may be carried out in house but all major (hard) maintenance will be carried out by an external contractor.

All machines CE marked and adhere to relevant machine directives.

Emergency stops integrated into machine.

Machine designs reduce manual handling to as safe as is practicable using conveyers, etc.

Needle/stitching area is guarded to prevent hand injury.

All areas where any entrapment or entanglement could occur are guarded.

Maintenance is only carried out when the machines are Locked and Tagged Out.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 80          |

## 4.29 Fabric Slitter

### Hazards

- Entanglement
- Amputation

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

Only persons trained in the safe use of the fabric slitting and/or rewinding machines may use them.

Setting up fabrics will be carried out according to the information from the manufacturer.

Minor (soft) maintenance may be carried out in house but all major (hard) maintenance will be carried out by an external contractor.

All machines CE marked and adhere to relevant machine directives.

Emergency stops integrated into machine.

All areas where any entrapment or entanglement could occur are guarded.

All blades are fully guarded in use.

Maintenance is only carried out when the machines are Locked and Tagged Out.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 81          |

**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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 82          |

Logo here

# 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 |
|---------------|-----------|------|
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |
|               |           |      |

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 83          |

|           |                  |
|-----------|------------------|
| Logo here | ABC Company      |
|           | Safety Statement |

Part 7 Appendix

PREVIEW

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 84          |

Logo here

# ABC Company

## Safety Statement

### A 1 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 |
|----------------|--------------------|------------------------|----------------|
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 85          |

|           |                  |
|-----------|------------------|
| Logo here | ABC Company      |
|           | Safety Statement |

## A2 Accident Report Form

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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 86          |

|           |                  |
|-----------|------------------|
| Logo here | ABC Company      |
|           | Safety Statement |

### A3 Safety Inspection Sheet

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

|                 |          |                |             |             |
|-----------------|----------|----------------|-------------|-------------|
| Revision number | Date     | Document owner | Approved by | Page number |
| 01              | 01/03/11 | Manager 1      | Manager 2   | 87          |

|           |                  |
|-----------|------------------|
| Logo here | ABC Company      |
|           | Safety Statement |

## A4 Staff Suggestion forms

### SECTION A: To be completed by staff member with suggestion

|                          |                 |
|--------------------------|-----------------|
| Staff Member Name: _____ | Position: _____ |
| Date: _____              |                 |

|                                                                            |
|----------------------------------------------------------------------------|
| <b>Details of Suggestion:</b><br><hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
|----------------------------------------------------------------------------|

### SECTION B: to be completed by MANAGER 1

|                                                       |
|-------------------------------------------------------|
| <b>Action Taken:</b><br><hr/> <hr/> <hr/> <hr/> <hr/> |
|-------------------------------------------------------|

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

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 88          |

## **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 it's influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 89          |

## 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.

| Revision number | Date     | Document owner | Approved by | Page number |
|-----------------|----------|----------------|-------------|-------------|
| 01              | 01/03/11 | Manager 1      | Manager 2   | 90          |