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SAFETY STATEMENT

ABC Company

Address line 1
Address line 2

PREVIEW

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Disclaimer.

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1.1 APPLICATION

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

We are a specialist company working in the area of Steel/Metal Fabrication. We provide bespoke items for a large variety of clients. In so far as is possible, we have identified the typical day-to-day hazards within the Safety Statement and set out relevant control measures. We will keep this area under review to identify any new hazards that may be introduced with new projects.

We also work with materials which are in regular demand such as Bronze, Copper, Stainless Steel, Mild Steel and Aluminium. In general, we cater for all types of stainless steel balustrades, pull handles, railings & gates.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any Client sites. It is also used to assess and audit the levels of health and safety being achieved.

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

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

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

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

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1.3 COMPANY SAFETY STATEMENT

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

It is this Company's intention that its work will be carried out in accordance with:

- ✓ The relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005
- ✓ The Safety, Health & Welfare at Work General Application Regulations 2007-16 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013-19

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

ABC Company has appointed Manager 2 as having responsibility for managing Health, Safety & Welfare, on a day-to-day basis. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 2 will be supported by others as necessary to ensure that the provisions of this Safety Statement are implemented.

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

Signed: _____
Manager 2

Date: _____

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1.4 Policy Statement:

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

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

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

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

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

Accidents/incidents reported shall be investigated by Manager 1 to determine the corrective action necessary to prevent recurrence.

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

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

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company works in the area of steel fabrication. The company's employees operate an average of 8:30 AM to 5:00 PM. This is dependent on work schedules and can be adjusted depending on project or client requirements.

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

Management points that may be measured:

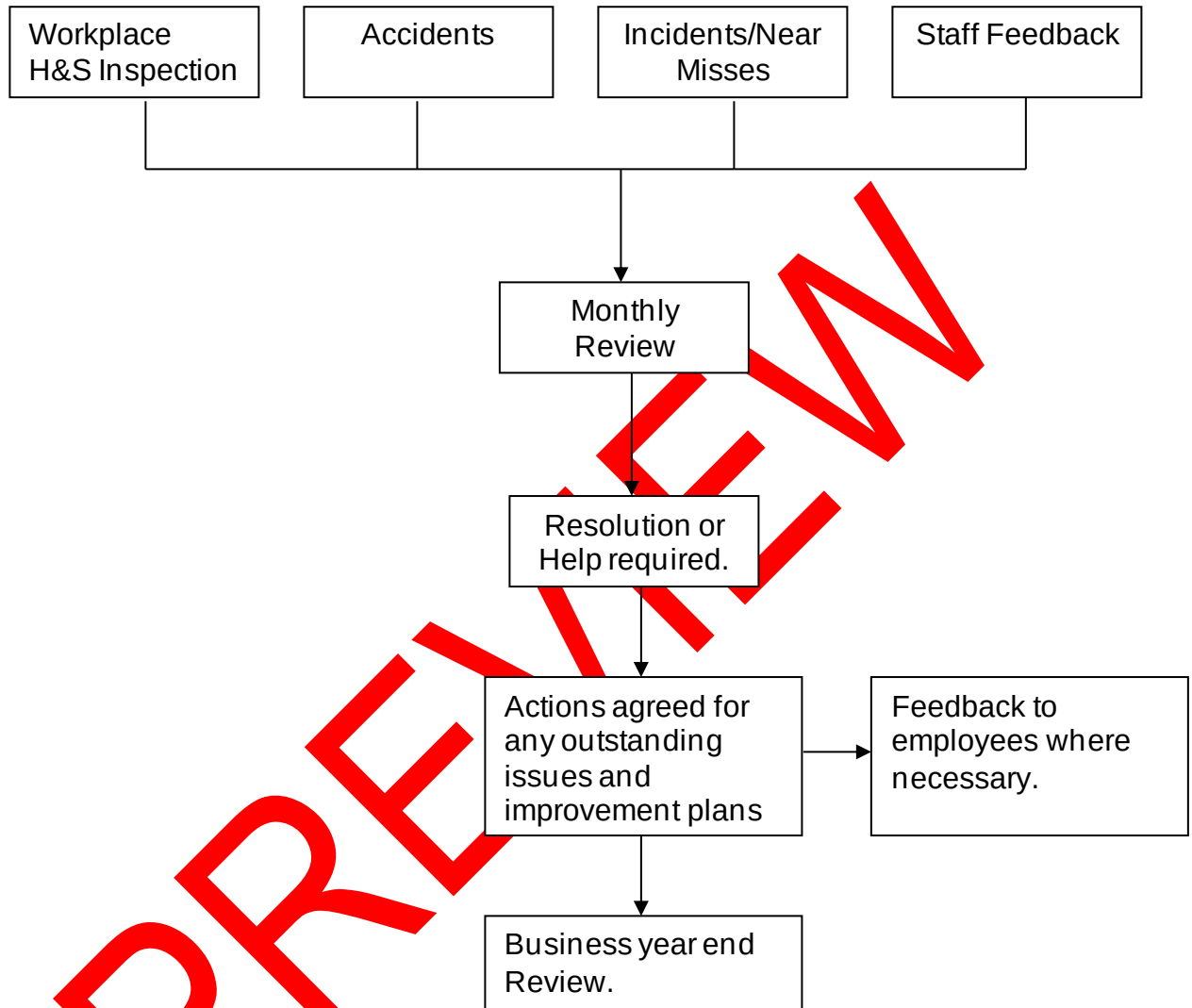
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safe Pass training
 - 3.4. Other Skills cards for Teleporters, etc. as per need.
4. Safety critical equipment maintenance records
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from xx/xx/xx
 - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation after xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
9. Annual report

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

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Health and Safety Management process for ABC Company

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



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2.2 Manager 2 (Assisted by others as required)

- Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- He bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- He is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- Supervise the Company Health and Safety programme.
- Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- Investigate all major accidents and damage to Company property and recommend action.
- Ensure that accident records are maintained.
- Ensure that records of hazards/near miss reports are maintained.
- Ensure that the systems for ensuring that fire precautions are adequate.
- The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- That adequate funding is reserved to meet regulatory needs of safety and health.
- That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

2.3 Manager 2

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

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2.4 All Employees

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

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2.5 SUB CONTRACTORS (Generally used when ABC Company engage sub-contractors on their behalf).

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

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on our premises.
- All plant and equipment brought into our premises by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- ABC Company must be notified of any material or substance brought into our premises which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.

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ARRANGEMENTS FOR SAFE WORKING

PART 3

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3.1 RESOURCES

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

ABC Company undertakes:

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

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3.2 SAFETY INDUCTION

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. The Foreman will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. ABC Company shall identify the training needs of their staff and ensure they are fulfilled.

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

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

ABC Company will keep training records to include:

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

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

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3.4 SAFETY CONSULTATION

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

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

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

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

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3.5 SAFETY REPRESENTATION

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

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

The rights of the Safety Representative include:

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

As of the date of this Safety Statement, staff have not elected a Safety Rep. Until such time as they do so, all concerns relating to H&S will be routed through Manager 2.

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3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible. When on a site we will ascertain to location of the on-site first aid facilities.

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;

- ☐ **Office**
- ☐ **Workshop**
- ☐ **Delivery vehicles**
- ☐ The First Aid Boxes is inspected on a weekly basis by Manager 2. This check and replenishment is recorded and kept on file.
- ☐ When employees are carrying out an installation at a Client premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- ☐ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

First aiders

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The following contents are required in a first aid box:

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

PROCEDURE & RECORD KEEPING

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

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3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

❑ ***Accident report Form***

- ❑ The accident report form must be completed for all accidents. Copies of this form are available from the Foreman.

❑ ***Health & Safety Authority***

- ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by Manager 1.
- ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

❑ ***All Accidents, near misses and Dangerous Occurrences***

- ❑ Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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3.8 WELFARE FACILITIES

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. at the installation location.

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3.9 PERSONAL PROTECTIVE EQUIPMENT

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

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

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

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

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

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

Basic PPE for all employees will include Hart Hat, Safety Boots, Hi-Viz top, Gloves and clothing suitable to working out doors. Where necessary employees will also be provide with Eye protection, ear protection and other items as may be needed from time to time.

3.10 PERMIT TO WORK

The Method Statement provided by any contractor, will be used as the Permit to Work once it has been approved.

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3.11 SMOKING POLICY

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

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free. ABC 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. The person in charge for ABC Company is Manager 2.

INFRINGEMENTS

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

SMOKING CESSATION

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

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3.11 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, ABC Company and others at significant risk.

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

If ABC 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 ABC Company property or other off site locations, will lead to disciplinary action being taken.

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3.13 Bullying at Work Policy

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

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

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

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

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

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3.14 Young persons and inexperienced workers policy

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

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

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

Construction crews are supervised at all times by an experienced foreman.

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3.15 Policy and Protection for Covid 19 outbreak

COVID-19 is an illness that can affect your lungs and airways. It's caused by a Coronavirus virus called Coronavirus SARS-CoV-2. The virus caused a worldwide Pandemic through 2020, 2021 and the early part of 2022.

Due to the significant Deaths, levels of Illness and disruption that this virus caused, the Government issued a series of directives and regulations regarding the management of Covid 19 in the workplace. As of the 28th of February 2022, these restrictions began to be unwound. The final restrictions with regard to international travel were lifted on the 4th of March 2022.

Return to Work Process

As the Pandemic eased, we returned to work as per the Protocols provided by Government and the resources provided by the Department of Health, HSE and HSA. It is no longer necessary to maintain these procedures so they are now being halted in our workplaces.

The Future

As of the date of this policy, Covid 19 is still in circulation in the community. We are in agreement with Government and believe that the level of Vaccination in the community is now at a level that is providing protection. We will however hold on to our Hygiene Supplies, PPE, Documentation and any other material so that they are available in the event of a pandemic recurring.

Advice to staff

As mentioned above, the virus is still in circulation, therefore we give the following advice to staff:

- ✓ Keep yourself up to date on current information from the HSE
- ✓ Ensure you are aware of the Symptoms of Covid 19
- ✓ If you have symptoms, arrange for a test as per the prevailing HSE guidelines and follow the HSE requirements regarding isolation or restricting movements.
- ✓ Maintain good hand hygiene at all times.
- ✓ Wear your mask in crowded space or when working closely with another person.
- ✓ Continue to sanitise any shared equipment in the workplace.

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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4.1 HAZARD INSPECTIONS

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

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

HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 6 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 36.

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.

Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

❑ Risk Control.

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

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

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

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4.2 FIRE

FIRE HAZARDS

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 1	Score =6	Result =6

CONTROL MEASURES

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

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

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of firefighting equipment.
- (c) Running 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 portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires

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2. Protect means of escape in case of fire
3. Protect employees and visitors
4. Protect property.

Portable Fire Extinguishers

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

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember 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.
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.

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

4.2.3 FIRE DRILL

Fire drills will be conducted twice per year.

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4.3 ACCESS AND EGRESS

HAZARDS

Inadequate access and egress facilities can result in:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score =3	Result =6

CONTROL MEASURES

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

Pedestrians shall be segregated from vehicles wherever possible.

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

All passageways shall be kept clear of obstruction.

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

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

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

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

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4.4 HOUSEKEEPING

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 = 2	Score =2	Result =4

CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff 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.

Foreman of the Floor will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

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

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4.5 MANUAL HANDLING

HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 2	Result = 8

CONTROL MEASURES

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

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

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

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

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

The key factors in safe lifting are:

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

a) Balance

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

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

b) Position of the Back

Straight - not necessarily vertical

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

c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

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

e) The Hold

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

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

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

2. Centre Line of Gravity

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

3. Testing the Weight

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

4. The shape of the weight

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

5. Movement.

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

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

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

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

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

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

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

TRAINING

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

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4.6 ELECTRICITY

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 3	Score =6	Result =18

CONTROL MEASURES

- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician.
- Electrical installations are checked regularly by a competent qualified electrician.
- Testing, certifying and repairs are carried out in accordance with appropriate Electro Technical Council of Ireland (E.T.C.I.) standards.
- Enclosures/covers are in place to prevent contact with live electrical equipment/parts.
- Damaged extension leads are repaired or removed from use.
- Means of cutting off power to electrical installations and equipment e.g. fuses, trip switches, are provided and employees are aware of their locations.
- Fire extinguishers that are suitable for fighting electrical fires are provided.
- All circuits supplying socket outlets are protected by a Residual Current Device (RCD).
- Operation of the RCD is tested regularly in accordance with the manufacturer's instructions.
- Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested.
- Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person.
- 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.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.

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- 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.

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4.7 OFFICES

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 1	Score =1	Result =1

CONTROL MEASURES

- This section is not applicable as ABC Company will not be maintaining an office on the Client site.

4.8 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

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

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

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

(b) Posture

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

(c) Radiation

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

(d) Stress

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

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

Risk Assessment:

Likelihood	Severity	Risk Value
Score = 1	Score =1	Result =1

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.
- ❑ 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.
- ❑ Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
- ❑ Epileptics should see a medical adviser before starting work.
- ❑ If there is any untoward incidence of VDU related problems medical advice must be sought.

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4.9 HAZARDOUS SUBSTANCES

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 3	Score =3	Result =9

General Precautions

Almost all chemical materials are potentially dangerous. Although they may find their way into day to day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:

- All substances are list in a file and copies of the Safety data Sheets are available.
- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided.
- Wear protective equipment and clothing supplied.
- Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Store any flammable substances in a locked flame proof cabinet.
- Clean all spillages instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, only authorised personnel must handle materials.
- Ensure the correct equipment for handling the products is available.

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- If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels, and detailed health and safety information before using any products.

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4.10 General factory work

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

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

CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All employees will hold skills cards as appropriate (Forklift, Abrasive Wheel, etc.)
- 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.
- 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, Masks, Safety Boots and Ear Defenders will be worn as relevant for the particular type of hazard.

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4.11 Abrasive Wheels

Note: As per the Abrasive Wheel Regulations 2016 (SI36 of 2016) all users of Abrasive Wheels have been authorised as per the register in the Appendix to this Safety Statement.

Hazards

- 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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score =3	Result =12

- 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 foreman immediately and repaired without delay
- Guards to be in good order and **NOT REMOVED**
- Appropriate machine to be used for job i.e. in limited spaces use 4" angle grinder in lieu of regular size
- 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

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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.

- 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.
- 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.

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4.12 TIG Welding

Hazards

Bums Arc Eye Fire

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 3	Score =3	Result =9

Person at risk:

Employees / Sub-Contractors / others

CONTROL MEASURES

- All welding is carried out on the Mezzanine area
- Mezzanine area is restricted to the welders only
- Two welding stations are at opposite ends of the Mezzanine.
- All combustible / flammable materials must be removed
- Welders use Welding helmets with integrated breathing filters.
- Mobile, Flexible Extraction hoods are used over the piece being welded.
- Ensure there are no flammable materials in the area where the welding is going to take place
- Store cylinders upright and protect using chains on rack or trolleys

SAFETY CONTROL POINTS

The operator should ensure that these safety precautions and procedures are read and fully understood before the equipment is used.

- The area used for welding and cutting operations must be well ventilated and clear of flammable material.
- The operator must use goggles, gloves and other protective clothing to safeguard himself against sparks and flames.
- Cylinders must be properly secured in an upright position,
- Regulators must be correct for the gas and the pressure range required. They should be examined for leaks and any form of damage, particularly to gauges before use.
- Hoses should be in good condition and free from cuts or abrasions. New hoses must be blown through to remove any dirt or dust before fitting.
- All hose connections must be free of dirt, in good condition and properly tightened.
- Blowpipe valves must be in the closed position before opening cylinder valves.

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- The cylinder valves must be opened slowly to prevent a pressure surge and an
- Approved cylinder key must be used. The key should be left on the cylinder.
- The regulators must be correctly adjusted to give the manufacturer's recommended pressures for the cutting or welding nozzles being used and the work to be done, Setting should be carried out in the flow condition.

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4.13 Power tools

Hazards Identified:

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 4	Result = 16

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 Foreman
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Only use portable electrical equipment if powered through a 110 volt transformer;
- If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;

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

When using Power Saws

ABC Company recognise that power/reciprocating saws are part of the works which employees may have to carry out from time to time and to ensure there safety ABC Company require all employees to be aware or made aware of the controls on power saws as listed below.

- Do not use the saw without checking it first.
- Follow the standard safety procedures applying to individual saws.
- Follow the standard safety procedures applying to machinery.
- Operate saws with all the guards in position.

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- Clean down saws regularly - only with a brush or cloth when saw is unplugged.
- Be aware of the emergency power cut off switches.
- Wear appropriate protective equipment, gloves and goggles or safety visor.
- Turn off all tools when finished.
- 110-volt equipment only to be used if electric or 220 on a RCB
- Do not use the saw above shoulder height or when off balance.
- Ensure that other people are at least 2-saw lengths away from the operator.
- Restrain all pieces being cut securely.
- Keep work area clear of debris.
- Watch out for falling cut pieces.

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4.14 Company vehicles

Risk Assessment

Likelihood	Severity	Risk Value
Score = 4	Score =2	Result =8

Risks Identified: Medium

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

DESCRIPTION

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

HAZARDS

1. Road Traffic Accident – Injury due to collision

CONTROL MEASURES

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 1	Score = 3	Result = 3

CONTROL MEASURES

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

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

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

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score = 1	Score = 3	Result =3

CONTROL MEASURES

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

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4. Mobile phones – road traffic accident

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score = 1	Score = 6	Result =6

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 = 1	Score =6	Result =6

CONTROL MEASURES

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

Vehicle to include the following:

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

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4.15 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 or Overbalancing
- Ladders Falling or Falls from Ladders
- Electrocution
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score = 2	Score =2	Result =4

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
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder

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4.16 Hand and Arm Vibration

Hazards

- White finger
- Pain and WRULD

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score =4	Result =8

CONTROL MEASURES

- Equipment is generally suitable for the job (safety, size, power, efficiency, ergonomics, cost, user acceptability, etc.)
- Reduced vibration designs are selected provided the tools are otherwise suitable (e.g. grinders with automatic spindle balancing)
- Declared vibration emission is not high compared with competing machines of similar capacity to do the job
- Information on likely vibration emission in use (e.g. from manufacturer, hire company, databases)
- Available information from the manufacturer or elsewhere on control of vibration risks through:
 - maintenance (e.g. servicing grinders, sharpening drills and chisels)
 - selection of consumables (abrasive discs, chisels, drills, etc.)
 - correct operation and operator training (see below)
 - maximum daily trigger times or maximum daily work done with the tool
 - Ergonomic aids such as tensioners or balancers to support weight of tool and reduce forces applied by operator
 - Suitable workplace temperature or provision of warm clothing and gloves
 - Regular breaks from work involving vibration and encourage operators to exercise fingers

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4.17 Safe Unloading of steel stock

Hazards

- Falls on and from vehicles (including falls when climbing on and off);
- People being struck by a load during being crushed between the load and the vehicle;
- People being struck by a load falling from a vehicle or a load moving
- People being struck by vehicles in the people being injured during manual load is too heavy or sharp or otherwise awkward);
- People injuring themselves when jumping off a delivery vehicle.

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score =3	Result =6

CONTROL MEASURES

- Ensure that the unloading operation has been properly planned in advance, taking full account of relevant load characteristics and yard layout.
- Keep the material under control at all times and do not allow it to slide off the vehicle or the forklift.
- Ensure vehicle brakes are engaged before commencing unloading.
- Select and use lifting equipment and lifting accessories (tackle) which are suitable for the task. In particular, do not exceed their safe working load.
- Drivers or anyone else attaching lifting accessories to material ('slinging') must be away from the load before it is lifted, preferably off the vehicle.
- Never stand on a load once it has been attached to lifting equipment.
- The person in control of the lifting operation must ensure that lifting can be carried out safely before work starts.
- All crane operators must be trained and must be under the guidance of a banksman.

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4.18 Noise

Hazards

- Reducing hearing due to excessive noise

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 3	Score =3	Result =9

CONTROL MEASURES

- Noise is unavoidable when working with steel therefore all employees are provided with Ear Defenders suitable to the hazard.
- Noise emanates from drilling, cutting and riveting operations. Where possible the equipment selected will provide the lowest levels of noise.
- Where practical, noise measurements will be taken and any reasonably practical precautions will be taken to reduce the noise or protect the employee from the hazard.

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4.19 Machine Hazards (Guillotine, Folder, CNC Router, Press Brake, etc.)

Hazards

- Entanglement
- Noise
- Substances

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score =4	Result =8

CONTROL MEASURES

- ❑ Only qualified staff are allowed use machinery.
- ❑ All machines are subject to Planned Preventative Maintenance.
- ❑ All machines fitted with RCBs
- ❑ All machines fitted with interlocked guards and/or Light Curtains
- ❑ All guards are tested on a weekly basis.
- ❑ No loose clothing worn by staff using machines.
- ❑ All machines to have a pre-use check before starting up.
- ❑ Floor areas to be marked out and all machines to have a designated clear area.
- ❑ Clear walkways to be maintained.
- ❑ Machine speed to be labelled at all spindles and rotating shafts.
- ❑ All rotating shafts to be enclosed.
- ❑ All bench drills and similar devices to have a Chuck guard and spindle guard in place.
- ❑ All machines to be securely fixed to the floor.
- ❑ All cables to be ducted and enclosed.
- ❑ All services, (air, water, electricity) to be supplied from over head. No services to run along the floor or across machines.
- ❑ Blade guard on bandsaws, table saws, etc. to be adjusted so that only the minimum amount of blade is exposed.
- ❑ Push rods and jigs to be used for manipulating work pieces.
- ❑ PPE to be provided for staff relevant to the hazard.
- ❑ Ear protection to be supplied to all machine users as per the rating of the machine.

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4.19.1 Bench (Pedestal) Drill

Hazards

Electricity

Entanglement

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8

Control Measures

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

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4.19.2 Guillotine

Hazards

Electricity
Entanglement
Noise
Amputation

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8

Control Measures

- Pre use checks to be undertaken by staff.
- All staff using the Guillotine 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.
- Interlock guards will be checked weekly.
- All guards will be part of a maintenance program.
- Full machine will be part of a preventative maintenance program.
- Pieces will be clamped to prevent unwanted movement when practical.
- Safety glasses will be worn by all operators.
- Ear Defenders to be worn by operators.
- Waste will be removed daily.
- Waste will not be allowed to accumulate at the cutting edge.
- General area around the machine will be kept clear to avoid slips and falls onto any moving parts.
- Blades/Heads and Die will only be changed by competent persons.
- Blades/Heads and Die will be replaced when blunted.
- Correct head to be used for the type of material being cut.

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4.19.3 Press Brake

Hazards

Electricity

Entanglement

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8

Control Measures

- Pre use checks to be undertaken by staff.
- All staff using the Press Brake shall be fully training in its operation.
- Keep work area clean, orderly, and free of oil, grease, or scrap.
- Use work supports, mechanical assists, or helpers when loading and unloading parts or heavy sheets.
- Wear PPE, i.e., gloves, goggles: never wear loose clothing, wristwatches, rings, bracelets, and other items, when operating machinery to avoid being dragged into the danger area.
- Never leave machine running unattended.
- Keep hands away from all moving items (ram, work pieces). Avoid trip hazards with foot switch and cord.
- Always lockout/tagout (LO/TO) equipment before performing maintenance, no matter how small the task.
- Never use damaged dies.
- Never attempt to tamper with wiring or bypass safety control. When finished, position ram at bottom of stroke.
- Emergency cut off shall be tested daily.
- Defects to any safety device will result in the machine being withdrawn from use until repaired.
- Interlock guards will be checked weekly.
- All guards will be part of a maintenance program.
- Full machine will be part of a preventative maintenance program.
- Cutting heads will only be changed by competent persons.
- Cutting heads will be replaced when blunted.
- Correct cutting head to be used for the type of material being cut.

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4.19.4 CNC Router

Hazards

Electricity
Entanglement
Noise
Entrapment

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 1	Score = 3	Result = 3

Control Measures

- Pre use checks to be undertaken by staff.
- Do not operate the CNC router is damp or wet.
- Never leave the room while the machine is routing.
- Do not put any part of your body closer than 6 inches to the cutting tool when it is moving.
- Always make sure you have inserted the correct bit for the job you are doing.
- Check your horsepower is suitable for the material you are cutting.
- Make sure that all workpieces are securely clamped down.
- Do not force material into the router.
- Don't try to increase the depth of the cut by inserting less of the shank into the collet.
- If the bit is acting up or breaks, shut down the machine straight away.
- Do not use non-routing tools, even though their shanks may fit in the collet.
- Clean the machine and the floor around it after every use.
- Empty the vacuum bag frequently.
- When the machine is working, always use eye and hearing protection

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4.20 FORKLIFT TRUCK

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 = 2	Score =4	Result =8

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 and 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.
- 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

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prevent encroachment by the lift truck into an operatives' work area.

- Keep blade approx. 4 inches off the ground with a slight tilt upwards when travelling.
- Operatives are never to be lifted on the forks.
- When lifting a pallet in a truck or off the floor or rack, always check your blade is not puncturing the pallet behind and that the load is stable or safe.

Training of drivers

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

Maintenance

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

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4.21 Compressor

Hazards

- Explosion
- Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score =4	Result =8

CONTROL MEASURES

Air Receivers

- The maximum allowable working pressures of air receivers should never be exceeded, except when being tested. Only hydrostatically tested and approved tanks shall be used as air receivers.
- Each air receiver shall be equipped with at least one pressure gauge.
- A safety (spring loaded) release valve shall be installed to prevent the receiver from exceeding the maximum allowable working pressure.

Air Distribution Lines

- Air lines should be made of high quality materials and fitted with secure connections.
- Hoses should be checked to make sure they are properly connected to pipe outlets before use.
- Air lines should be inspected for defects. Compressed air lines should be identified as to maximum working pressures (psi) by tagging or marking pipeline outlets.

Pressure Regulation Devices

- Valves, gauges, and other regulating devices should be installed on compressor equipment in such a way that they cannot be made inoperative.
- Air tank safety valves should be set no less than 15 psi or 10% (whichever is greater) above the operating pressure of the compressor. They should never be set higher than the maximum allowable working pressure of the air receiver.

Air Compressor Operation

- Air compressor equipment should be operated only by authorized and trained personnel.

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- The air intake should be from a clean, outside, fresh air source. Screens or filters can be used to clean the air.
- Air compressors should never be operated at speeds faster than the manufacturer's recommendations.
- Moving parts, such as compressor flywheels, pulleys, and belts that could be hazardous should be effectively guarded.

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4.22 Spray Booth and Baking Oven

Hazards

- Explosion
- Fire
- Dust
- Fumes

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score =4	Result =8

CONTROL MEASURES

- All risk assessments and control measures for Substances and Paint must be followed.
- PPE of gloves, respirators, body suit and mask to be worn.
- Gas supply for the oven to be fitted with leak detection and auto shut down. Extraction system is installed by professionals as part of the overall installation.
- Filters are changed and refurbished every 3 months.
- Airflow from the extraction is sufficient to prevent excess substance escaping from the booth area.
- No electrical points inside the booth.
- All coatings used in the booth are only used in accordance with the SDS.
- Booth is kept clear and tidy and free of any waste or obstruction.
- No sources of ignition within the spray booth.
- No smoking allowed within the factory.
- Remove drums of paint or cleaning solvent from the spray zone.
- Airflow for oven has sufficient exhaust to evacuate any solvents or smoke.

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

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

SAFETY TRAINING:

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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ABC Company

Safety Statement

Safety Statement Document Review

ABC COMPANY

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

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

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ABC Company

Safety Statement

Part 6 Staff Sign Off

We the undersigned accept that:

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

Name in block	Signature	Date

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Accident Report Form

Location:	Department/Division:
Date of Accident/Incident:	Date of Review:
Management present:	
Injured Party	

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

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Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ Position: _____
Date: _____

Details of Suggestion:

SECTION B: to be completed by Supervisor or Manager 1

Action Taken:

Signature: _____

Date _____



ABC Company

Safety Statement

Abrasive Wheel Authorisation and briefing record

NOTE: all employees must receive the Abrasive Wheel training before getting the equipment specific briefing and being entered into this authorisation.

No.	Employee name (Block)	Employee Signature	Specify equipment being authorised on	Note any equipment specific controls, etc.	Person Authorising	Date of authorisation	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							

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PART 8 Related Policies

8.1 ABC Company Environmental Policy Statement

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.

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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.