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SAFETY STATEMENT

ABC Company

Address Line 1

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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' commitment to high standards in H&S.

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

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

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

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

PREVIEW

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is a company working in the area of General Construction. We generally concentrate on painting and decorating but do take on other activities from time to time. The company's employees operate an average of 8:30 AM to 5:00 PM. This is dependent on work schedules and available light. During Winter hours we occasionally start work at 7:00.

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:

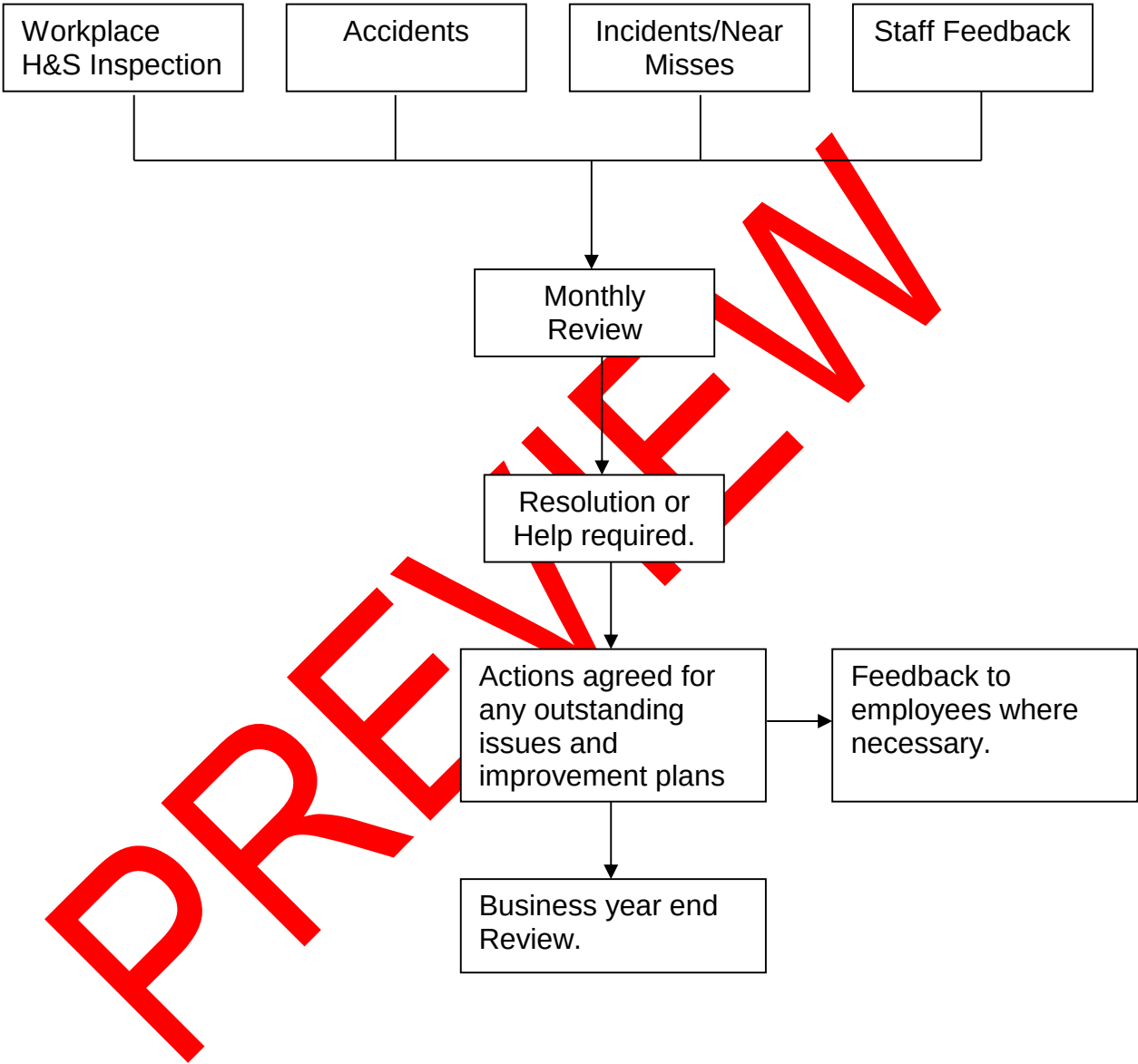
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safe Pass training
 - 3.4. Other Skills cards for Excavators, etc. as per need.
4. Safety critical equipment 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 on 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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Procedure for Workplace Inspections.

1. Result from previous inspection 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 Foreman will carry out the Workplace Inspection.
4. Inspection is completed and given to the client Health and Safety Manager (if necessary) 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 inspection are immediately actioned by the Foreman (where necessary).
7. Any non urgent issues are held over until the monthly review and actioned as appropriate.
8. Manager 1 or appointed deputy and the Foreman (where one is in place), will then review the performance of the company at the Monthly Review.

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2.2 Manager 2 (Assisted by Manager 1 as required)

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

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2.3 Site Foreman (if appointed)

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

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2.4 SUPERVISORS

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

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

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

SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

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

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2.5 All Employees

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

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

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

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- 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

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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.

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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

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

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

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. 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.

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

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3.6 FIRST AID

CONTROL MEASURES

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

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

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

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

- ☐ General office
- ☐ Vehicles
- ☐ The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- ☐ When employees are 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 Manager 1.
 - ❑ All injuries must be reported on the worksheet also.
- ❑ 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 at this web link <https://webapps.hsa.ie/CIRW/index.php>.
 - ❑ 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

The Client's Site Management will ensure that adequate welfare facilities are provided on the premises for all personnel.

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

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

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

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

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

None of the above is relevant when working in a domestic premises. In this case welfare facilities such as toilets are at the discretion of the householder.

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3.9 PERSONAL PROTECTIVE EQUIPMENT

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

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

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

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

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

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

3.10 PERMIT TO WORK SYSTEM

ABC Company Permits are not relevant on client sites. ABC Company' staff will complete site permits as required by the Client's Safety Manager.

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3.11 SMOKING POLICY

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

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

IMPLEMENTATION

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge for the Client site is Client H&S Manager. He/She shall inform all existing employees, trainees, consultants and contractors of the policy and their role in its implementation. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

INFRINGEMENTS

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

SMOKING CESSATION

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

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3.11 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 construction 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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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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4.1 HAZARD INSPECTIONS

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

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

HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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

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

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

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

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

Risk Calculation Matrix

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

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

Fire and Emergency plan for the Client site will be followed by the ABC Company employees. However, in general, the fire safety arrangements for ABC Company are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

The Fire Safety Programme shall incorporate arrangements for:

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

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- (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
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

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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.

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

4.2.3 FIRE DRILL

Staff will partake in Client fire drills as necessary.

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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

Parking area shall be provided for private cars at client sites.

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

Pedestrians shall be segregated from vehicles wherever possible.

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

All passageways shall be kept clear of obstruction.

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

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

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

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

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4.4 HOUSEKEEPING

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

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

Employees must maintain the workplace in a tidy condition at all times e.g. debris such as plaster bags put in skip, brush available to use to keep work area clear

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

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

All trailing cables in work area hung up or otherwise kept out of harm's way.

Safe route to job agreed with site manager based on site health and safety plan.

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4.5 MANUAL HANDLING

HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

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

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

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Bulk paint deliveries or other large deliveries lifted to the work areas using a hoist/Teleporter, etc. supplied by the site manager and operated by a competent person.

Operators know and follow safe system of work for painting ceilings, including knowledge of maximum weight for an individual manual lift.

Job rotation between ceiling and walls.

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Precautions

1. Manual Lifting Procedure

1. The Lift

The key factors in safe lifting are:

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

a) Balance

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

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

b) Position of the Back

Straight - not necessarily vertical

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

c) Position of the Arms and Body

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

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

d) Arms close to the Body

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

e) The Hold

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

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

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

2. Centre Line of Gravity

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

3. Testing the Weight

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

4. The shape of the weight

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

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5. Movement.

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

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

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

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

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

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

Note: if in doubt when lifting GET HELP.

TRAINING

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

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4.6 ELECTRICITY

ABC Company' employees will adhere to the controls that are put in place by the safety manager for the Client site. 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

- 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.
- Work on live electrical equipment is avoided where reasonably practicable.
- 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.

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- 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.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters.
- Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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4.7 OFFICES

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- 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 =	Score =	Result =

CONTROL MEASURES

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

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4.9 HAZARDOUS SUBSTANCES

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

As a painting and decorating company we use a variety of paints, varnishes and other coatings on domestic and commercial premises. We also engage in wallpapering and other forms of decorating as specified by the client. The control measures set out in this assessment are for general handling and use of Hazardous Substances. Whenever we select a new paint, coating or other decorative finish we will assess its properties based on the Safety Data Sheet from our supplier and put the relevant control measures in place based on that information. If any of the information is unclear or unfamiliar we will seek the assistance of the supplier.

The variety of paints and coatings available is quite large. As a first step we will refer to the trade information from Akzo Nobel for Dulux, Cuprinol, Hammerite, Polycell, etc. at <http://www.icipaints.co.uk/products/datasheets.jsp> and then to other suppliers as necessary. A sample of one of our Trade Undercoat safety data sheets is in the appendix to this statement.

The Workplace Supervisor will ensure that:

- ❑ All dry plaster mix and other substances are listed in a safety file.
- ❑ All dry plaster mix and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
- ❑ The control measures listed in the MSDS are followed.
- ❑ A written assessment, control measures and other information are on site.
- ❑ All dry plaster mix and substances are stored in an appropriate unit that is fire retardant and can contain spillages.

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- ❑ Procedures planned to handle or use any hazardous substance or process are carried out fully.
- ❑ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- ❑ Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- ❑ All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

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4.10 General Construction Site work

Note: All site work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job.

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

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

CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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4.11 Power tools

Hazards Identified:

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Checks before use on all Power and Portable tools:

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

GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training must be given to users of power tools by a competent person (Tool box talk).
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported 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;
- DO NOT wear gloves when using portable drills;

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

TOOL SPECIFIC CONTROLS

When using drills and sanders as appropriate

- Always check the tool before plugging in.
- If the tool 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 tools via a 110 volt transformer;
- Ensure that drill bits are regularly sharpened / replaced;
- Wear eye protection when drilling or sanding;
- 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 regularly;
- Keep work area clean;
- Never use bare hands for removing swarf or cut ends, wear gloves;
- Never operate the tool without the guarding in place;
- Remove the chuck key before starting;

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4.12 Scaffold

Hazards

- Collapse of scaffold leading to personal injury
- Falls from heights
- Personal injury from falling materials

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Scaffold must be erected / altered / dismantled by a competent trained person.
- This person must hold a valid up to date CSCS ticket.
- Adequate signage or a Scaffold tag system must be in place, informing people of the condition of the scaffold e.g. 'Safe to use' OR 'Scaffold incomplete do not use'.
- Scaffold must be inspected every 7 days and the statutory form must be filled out after each inspection and kept in the Safety File.
- Scaffold must also be inspected after any adverse weather conditions and the statutory form must be filled out and kept in the Safety File.
- It is a criminal offence for anyone who does not hold a CSCS scaffold ticket to alter / dismantle / erect scaffold.
- If scaffold is sub contracted out then the company erecting the scaffold must supply the statutory form once completed to the required standards and inspected on a weekly basis.

Person responsible:

Site Foreman

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4.13 Working at height

Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at height.
- Care must be taken when other contractors are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- All scaffold including mobile towers, must be of sound construction and erected by a competent person, this will include a copy of statutory form.
- There is an onus on the employer providing the scaffold that it is safe for use by their employees
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by sub contractors which involves working at any height must have a risk assessment and method statement and must be given to foreman.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.
- Sufficient Step-Ups available, all in good condition.
- Platform trellis, with guardrail, used for stairwells and operators are trained in how to put it up, use and dismantle it.
- Stairs and landings have handrails.

Person responsible:

Site Foreman

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4.14 Company vehicles

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Risks Identified: Medium

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

DESCRIPTION

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

HAZARDS

1. Road Traffic Accident – Injury due to collision

CONTROL MEASURES

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

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

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

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

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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4. Mobile phones – road traffic accident

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

5. Vehicle Maintenance – RTA due to poor maintenance

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

Vehicle to include the following:

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

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- If ladder or run of ladders >9m, an intermediate landing stage is to be provided.
- If working near overhead cables, do not use metal ladders.
- 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

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4.16 Mobile Elevated Working Platform (MEWP)

Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences using a MEWP.
- Care must be taken when other contractors are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- MEWPS may only be operated by a person holding an appropriate skills card.
- Fall arrest equipment must be provided and used.
- All MEWPS must be inspected by a competent person before use and when first delivered to site.
- Before harness is issued to an operative employer must ensure that the operative has been trained in its Use and Inspection.
- Harnesses must be full body type
- Harnesses must be inspected visually on a monthly basis by a competent person and records of these inspection will be filed.
- Harnesses must be stored on a hook in a dry room.
- Harnesses must be in good condition and worn correctly.
- All MEWP operators must hold a valid up to date ticket (CSCS) (CITB).
- MEWPs are hired from Hire Companies when required.

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- MEWPs must be accompanied by the statutory forms on delivery.
- Harnesses must be tested by a competent person and test certificates must be filed for inspection reasons.
- MEWPs must be used on stable ground to avoid overturning.
- MEWPs will not be used to gain access onto another floor.
- Controls must be guarded by a hoop to prevent accidental movement.

Person responsible:
Site Foreman

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4.17 Cement and Dry plaster mix

Used for making good or filling holes when preparing walls for painting etc.

Hazards

- Lime Burns
- Slips and falls

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Correct PPE to be worn at all times.
- Operators know the risks of dry plaster powder and know to avoid skin contact, excessive dust build-up and contact with eyes.
- Work area suitable to prevent excessive dust build-up.
- Water supply nearby to wash dust off skin.
- Operators wear eye protection when plastering ceilings.
- Operators keep work area clean.
- Gloves and barrier creams available.
- Safety boots to be worn to prevent lime burns on feet and ankles.
- If applying curing compound or other additives ensure you wear PPE as per the manufacturer's instructions.

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4.18 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.

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4.19 General Painting activities and hazards

Hazards

- Dust
- Fatigue
- Slip and fall
- Vibration
- Eye injury

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

The various activities covered by the control measures below are preparation of walls, mixing paint, applying paint, etc.

CONTROL MEASURES

- General points
 - o Before you start work, make sure that the room/area is as empty as possible and everything is covered by dust sheets.
 - o Stick dust sheets to the skirting with masking tape so that they remain in place.
 - o Mask or remove any electrical or other fittings that may be accidentally painted.
 - o Remember to switch off the electricity at the mains before removing electrical fittings.
 - o Keep small children and pets away from the areas being painted.
 - o Paint should be stored out of children's reach.
 - o Any paint that splashes on the skin should be removed with a recognised skin cleaner (NOT white spirit or other solvents), followed by soap and water.
 - o Gloss, Undercoat, Universal and Wood Primer and white spirit are all flammable so should be stored well away from any possible source of ignition.
 - o Paint in a well ventilated area – this will ensure that fumes are not inhaled and will encourage the paint to dry.
 - o Always make sure ladders are safely erected and secured.
 - o Wear protective clothing where necessary.

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- Preparing surface
 - o Use safety catch for tools
 - o Construct overhead protection
 - o Display warning signs at appropriate sites
 - o Construct barricades for the area
 - o Provide and use appropriate PPE (Safety goggles, hard hats and safety shoes)
- Storing paint and other materials
 - o Practise good personal hygiene
 - o Wear long-sleeved working attire and use impervious gloves.
- Dust
 - o Provide, maintain and use appropriate respirator or mask if carrying out heavy sanding prep.
- Noise
 - o Conduct regular noise monitoring if using high powered sanders
 - o Conduct a regular audiometric test
 - o Provide, maintain and use appropriate hearing protection
- Electricity
 - o Use double insulated cables
 - o Hang cables and prohibit cables lying on the ground or floor.
 - o Conduct regular inspection and maintenance on electrical appliances and wires.

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4.20 Domestic Painting and Decorating

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

Never enter into a situation of imminent hazard or danger.

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4.21 Dermatitis and Skin Conditions

HAZARDS

- Excessive use of cleansers
- Product problems
- Skin “sweating” in gloves

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- Wear disposable non-latex gloves when cleaning brushes, etc.
- Choose a longer-length glove – folding the cuff back to stop water running down the arms
- Have different sized gloves available and ensure a good fit
- Show staff how to remove gloves by peeling them down from the cuff avoiding touching their skin with used gloves
- Make sure gloves are worn for cleaning spills
- Provide soft cotton or paper towels for drying hands
- Tell staff about the importance of thorough hand drying to avoid chapping
- Provide barrier creams and cleanser such as Swarfega
- Encourage staff to make sure all areas are covered – it's easy to miss fingertips, finger webs and wrists
- Make sure staff don't re-use gloves – the skin can be contaminated if you try to put them back on
- Check your skin regularly for early signs of dermatitis.

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4.22 Domestic Works

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

CONTROL MEASURES

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

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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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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

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

LOGO HERE	ABC Company
	Safety Statement

Appendix

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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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	Safety Statement

Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name:_____	Position:_____
Date:_____	

Details of Suggestion:

SECTION B: to be completed by Supervisor or Manager 1

Action Taken:

Signature:_____

Date_____

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ABC Company Safety Statement

Template Method Statement for Clients when necessary.

Contractor	Name:	Address:		Tel:
				E-mail:
Project Name				
Description of the Task/Activity				
Site Address/Location:		Start Date/Time:		
		Finish Date/Time		
Personnel Involved	Name		Role/Trade	
Site Supervisor:			Tel:	
Safety Officer			Tel:	
Key Plant & Tools (Attach Certification)				
Key Materials				
Other Essential Equipment:	(i.e. access platforms/winches/ladders, etc)			
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))				

LOGO HERE	ABC Company
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Storage Arrangement s:	
Details of Permits to Work:	
SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)

Required Personnel Protective Equipment:							Other: 1. Hi-Viz 2. Coveralls 3.
	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Respiratory Protection	

Emergency Procedures:		
	First Aid Facilities:	Name of On-Site First Aider:
		First Aid Box Location:
		Location of Nearest Hospital:
Welfare Requirements		
Services to be supplied by Others		
Other information & Comments		

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

Prepared by:
Position:
Reviewed by:
Position:

Date:
Date:

DULUX TRADE xx/xx/xx

UNDERCOAT SAMPLE SAFETY

DATA SHEET

Revision 06/2009

1. IDENTIFICATION OF THE PREPARATION AND COMPANY

PRODUCT NAME : Dulux Trade xx/xx/xx Undercoat

Supplied by : ICI Paints AkzoNobel, Wexham Road, Slough, Berkshire, SL2 5DS, U.K.

E-mail address : duluxtrade_advice@ici.com

Emergency Telephone : Slough +44 (0) 1753 550000

INTENDED USE

ICI Paints AkzoNobel's decorative products are intended for use in the decoration of buildings surfaces. Refer to product label for details of areas of use and methods of application.

2. HAZARDS IDENTIFICATION

This product has been assessed under the CHIP Regulations and is classified as follows:

Indication(s) of Danger

None

Symbol Letter(s)

None

Category(ies) of Danger

Flammable

Warning Label Phrases

R10 Flammable.

Contains COBALT CARBOXYLATE, ETHYL METHYL KETOXIME. May produce an allergic reaction.

Information on Occupational Exposure Limits is given in Section 8.

3. COMPOSITION/INFORMATION ON INGREDIENTS

Substances presenting a physico-chemical, health or environmental hazard within the meaning of the CHIP Regulations or which are assigned occupational exposure limits.

EC No.	CAS No.	HAZARDOUS INGREDIENTS	%	CLASSIFICATION	
265-150-3	64742-48-9	NAPHTHA (PETROLEUM), HYDROTREATED HEAVY	10-25	Xn	R10-65-66
265-185-4	64742-82-1	NAPHTHA (PETROLEUM), HYDRODESULFURIZED HEAVY	< 1.0	N, Xn	R10-51/53-65-66
202-496-6	96-29-7	ETHYL METHYL KETOXIME	< 1.0	Xn	R21-40-41-43 Carc. Cat. 3
270-066-5	68409-81-4	COBALT CARBOXYLATE	< 1.0	N, Xn	R22-38-43-51/53

Note: The text for R phrase codes shown above (if any) is given in section 16.

Note: 'EC Number' if quoted is the EINECS or ELINCS number.

4. FIRST-AID MEASURES

In all cases of doubt, or where symptoms persist, seek medical attention. Never give anything by mouth to an unconscious person.

INHALATION: Remove to fresh air, keep patient warm and at rest. If breathing is irregular or stopped administer artificial respiration. Give nothing by mouth. If unconscious place in the recovery position. Seek medical advice.

EYE CONTACT: Remove contact lenses. Irrigate copiously with clean, fresh water for at least 10 minutes, holding lids apart. Seek medical advice.

SKIN CONTACT: Remove contaminated clothing, wash skin thoroughly with soap and water, or use a proprietary skin cleanser. Do not use solvents or thinners. Seek medical advice if symptoms persist.

INGESTION: If accidentally swallowed, DO NOT INDUCE VOMITING. Keep at rest and obtain medical attention.

5. FIRE-FIGHTING MEASURES

Extinguishing media: Recommended - alcohol resistant foam, CO₂, powders.

Not to be used - waterjet.

Recommendations : Fire will produce dense black smoke. Exposure to decomposition products may cause a health hazard.

Fire fighters should wear self-contained breathing apparatus.

Closed containers exposed to fire should be cooled with water. Do not allow run-off from fire-fighting to enter drains or water-courses.

6. ACCIDENTAL RELEASE MEASURES

Exclude non-essential personnel.

Exclude sources of ignition and ventilate the area. Avoid breathing vapours. Refer to protective measures listed in section 8. Contain and collect spillage with non-combustible absorbent materials, eg sand, earth, vermiculite or diatomaceous earth, and place in container for disposal according to local regulations (see section 13). Do not allow to enter drains or watercourses. Clean preferably with a detergent; avoid use of solvents. If the product enters drains or sewers, immediately contact the local water company; in the case of contamination of streams, rivers or lakes, the relevant environment agency.

7. HANDLING AND STORAGE

Persons with a history of skin sensitisation problems which are related to substances listed in section 3 of this safety data sheet should only be employed in processes in which this product is used under appropriate medical supervision.

HANDLING CONDITIONS: Vapours are heavier than air and may spread along floors. They may form explosive mixtures with air. Prevent the creation of flammable or explosive concentrations of vapour in air and avoid vapour concentrations higher than the occupational exposure limits. In addition, the product should only be used in areas from which all naked lights and other sources of ignition have been excluded. Electrical equipment should be protected by the appropriate standard. Keep the container tightly closed. Exclude sources of heat, sparks and open flame. Non-sparking tools should be used. Avoid skin and eye contact. Avoid the inhalation of vapour and mist. Smoking, eating and drinking should be prohibited in storage and use areas. For personal protective equipment see Section 8. Always keep in containers made of the same material as the supply container, or in containers that are compatible with the product. The accumulation of contaminated rags may result in spontaneous combustion. Good housekeeping standards and regular safe removal of waste materials will minimise the risks of spontaneous combustion and other fire hazards.

STORAGE CONDITIONS: Observe the label precautions. Store in a cool, dry, well ventilated place away from sources of heat, ignition and direct sunlight. No smoking. Prevent unauthorised access. Containers which are opened should be properly resealed and kept upright to prevent leakage. Do not use or store any paint container by hanging on a hook.

The Manual Handling Operations Regulations 1993 may apply to the handling of certain Paint Products. Products packed in containers of 5 litres and above will be marked with a guide weight; refer to these weights when carrying out an assessment.

For flash points between 21 and 32 degrees Celsius store in accordance with the Highly Flammable Liquids and Liquefied Petroleum Gas Regulations 1972.

The principles contained in the HSE guidance note Storage of Packaged Dangerous Substances, should be observed when storing this product. Store separately from oxidising agents, strongly alkaline and strongly acidic materials, amines, alcohols and water.

SPECIFIC USE(s): Where applicable refer to the product label and literature for the application and use instructions.

8. EXPOSURE CONTROLS/PERSONAL PROTECTION

EXPOSURE LIMIT VALUES

HAZARDOUS INGREDIENT	LTEL (8hr TWA) ppm	LTEL (8hr TWA) mg/m3	STEL (15 mins) ppm	STEL (15 mins) mg/m3	Notes
NAPHTHA (PETROLEUM), HYDROTREATED HEAVY		1000			OEL
NAPHTHA (PETROLEUM), HYDRODESULFURIZED HEAVY		600			OEL
ETHYL METHYL KETOXIME	3	10			SUP
COBALT CARBOXYLATE		0.1			WEL

OEL - Occupational Exposure Limits

WEL - Workplace Exposure Limit

SUP - Manufacturer's recommended Limit

LTEL - Long-term Exposure Limit.

TWA - Time weighted Average

STEL - Short term Exposure Limit (15mins) sk

- Risk of absorption through unbroken skin sen

- Respiratory sensitiser

rd - Figure quoted is for Respirable dust

id - Figure quoted is for Inhalable dust

Further guidance on WELs and OELs, and on occupational exposure to harmful materials (including mixed exposures) is given in HSE Guidance Note EH40.

EXPOSURE CONTROLS

Before commencing work, ensure that a COSHH Assessment has been carried out. All personal protective equipment, including respiratory protective equipment, used to control exposure to hazardous substances must be selected to meet the requirements of

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local regulations.

RESPIRATORY PROTECTION: Avoid the inhalation of vapour, particulates and spray mist. Where reasonably practicable, this should be achieved by the use of local exhaust ventilation and good general ventilation. If this is not sufficient to maintain concentrations of particulates and solvent vapour below the occupational exposure limit, respiratory protection must be worn.

The selection of respiratory equipment should be in accordance with BS 4275. Recommendations for the selection, use and maintenance of Respiratory Equipment, and the current certificates of approval are issued annually by the Health and Safety Executive.

HAND PROTECTION: Wear suitable gloves for protection against materials in section 3.

When skin exposure may occur, advice should be sought from glove suppliers on appropriate types and usage times for this product. The instructions and information provided by the glove supplier on use, storage, maintenance and replacement must be followed.

EYE PROTECTION: Eye protection designed to protect against liquid splashes should be worn.

SKIN PROTECTION: Cotton or cotton/synthetic overalls or coveralls are normally suitable. Grossly contaminated clothing should be removed and the skin washed with soap and water or a proprietary skin cleaner.

FLATTING: Protective gloves should be worn to avoid the risk of skin irritation. When surfaces are to be prepared for painting, account should be taken of the age of the property and the possibility that lead pigmented paint might be present. There is a possibility that ingestion or inhalation of scrapings or dust arising from the preparation work could cause health effects. As a working rule you should assume that this will be the case if the age of the property is pre 1960.

Where possible wet flattening or chemical stripping methods should be used with surfaces of this type to avoid the creation of dust. When dry flattening cannot be avoided, and effective local exhaust ventilation is not available, it is recommended that a dust respirator is worn, that is approved for use with lead dusts, and its type selected on the basis of the occupational hygiene (COSHH) assessment, taking into account the occupational hygiene exposure standard for lead in air. Furthermore, steps should be taken to ensure containment of the dusts created, and that all practicable measures are taken to clean up thoroughly all deposits of dusts in and around the affected area.

The Control of Lead at Work approved code of practice 1998 (ISBN 0 71 7615065) should be consulted for advice on protective clothing and personal hygiene precautions.

Care should also be taken to exclude visitors, members of the household and especially children from the affected area, during the actual work and the subsequent clean up operations.

All scrapings, dust, etc. should be disposed of by the professional painting contractor as Special (Hazardous) Waste, with the relevant documentation under The Special Waste Regulations 1996 plus amendment 2001, The Environmental Protection (Duty of Care) Regulations 1991, The Controlled Waste Registration of Carriers and Seizure of Vehicles Regulations 1991 plus amendment 1998 and the Controlled Waste Regulations 1992 plus amendment 1993.

Dry sanding, flame cutting and/or welding of the dry paint film may give rise to dust and/or hazardous fumes. Wet sanding should be used wherever possible. If exposure cannot be avoided by the provision of local exhaust ventilation, suitable respiratory protective equipment should be used.

Extra precautions will need to be taken when burning off old lead based paints (See above - "Flatting" for relevance to work on older property, i.e. pre 1960) as fumes containing lead will be produced.

It is recommended that a respirator, approved for use with particulate fumes of lead is selected on the basis of the occupational hygiene (COSHH) assessment, taking into account the occupational hygiene exposure standard for lead in air.

Similar precautions to those given above under the Flatting section should be taken with reference to protective clothing, disposal of scrapings and dusts, and exclusion of other personnel and especially children from the building during actual work and the subsequent clean up operations.

ENVIRONMENTAL EXPOSURE CONTROLS: See section 12 for detailed information.

9. PHYSICAL AND CHEMICAL PROPERTIES

Physical State :	Liquid
Flash Point :	32 - < 35 °C
Specific Gravity :	1.556

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Water Miscibility : No Information

pH : No Information

Viscosity : > 100 (ISO 6mm Range)

Initial Boiling Point in °C : 150

Explosion limits: Lower - approx. 0.8% Upper - no information

10. STABILITY AND REACTIVITY

CONDITIONS TO AVOID: Extremes of temperature.

To prevent the creation of flammable concentrations of vapour in air, good natural ventilation, and if necessary, local exhaust ventilation, should be provided. The accumulation of dry overspray, contaminated rags, etc may result in spontaneous combustion. Good housekeeping standards plus the regular and safe removal of waste materials will minimise the risk.

MATERIALS TO AVOID: Keep away from oxidising agents, strongly alkaline and strongly acidic materials in order to avoid exothermic reactions.

HAZARDOUS DECOMPOSITION PRODUCTS: When exposed to high temperatures may produce hazardous decomposition products such as carbon monoxide and dioxide, smoke and oxides of nitrogen.

11. TOXICOLOGICAL INFORMATION

There is no data available on the product itself. The product has been assessed following the conventional method in the CHIP Regulations and is classified for toxicological hazards accordingly. This takes into account, where known, delayed and immediate effects and also chronic effects of components from short-term and long-term exposure by oral, inhalation and dermal routes of exposure and eye contact. See Sections 2 and 15 for details of the resulting hazard classification.

Over-exposures of vapour are irritating to eyes and respiratory system. Excessive concentrations may produce effects on the central nervous system including drowsiness. In extreme cases loss of consciousness may result. Long term exposure to vapour concentrations in excess of quoted OELs may result in adverse health effects. Splashes entering the eye will cause discomfort and possible damage. Prolonged contact with the skin may have a defatting effect which may lead to skin irritation and in some cases dermatitis.

This product contains methyl ethyl ketoxime. The classification given in Section 3 is in concurrence with Annex 1 of EU Directive 67/548/EEC. Ingestion studies in animals have shown that repeated doses have an adverse effect on the blood. A lifetime inhalation study in rats and mice produced damage to the nasal membranes and liver tumours. The relevance of the carcinogenicity findings to humans is uncertain. The new data may lead to a future reclassification of methyl ethyl ketoxime. Further studies are to be conducted.

12. ECOLOGICAL INFORMATION

There is no specific data available on the product itself.

The product should not be allowed to enter drains or watercourses or be deposited where it can affect ground or surface waters.

The Air Pollution Control requirements of regulations made under the Environmental Protection Act may apply to the use of this product.

Products classified as Marine Pollutants are indicated as such under Transport (section 14).

Products classified as Dangerous For the Environment are indicated as such in sections 2 and 15.

Any substances in the product that are classified as Dangerous for the Environment, present at concentrations above those requiring listing are given in section 3.

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13. DISPOSAL CONSIDERATIONS

Wastes, including emptied containers, should be disposed of in accordance with national regulations.

CODES ACCORDING TO THE LIST OF WASTES REGULATIONS:

Product as supplied: Assigned as hazardous waste code 08 01 11* waste paint and varnish containing organic solvents or other dangerous substances.

Part-used containers, containing dried residues of the supplied product: Assigned as non-hazardous waste code 08 01 12 waste paint and varnish other than those mentioned in 08 01 11

Used containers, rigorously scraped out and containing dried residues of the supplied product: Assigned as non-hazardous waste code 15 01 02 plastic packaging OR non-hazardous waste code 15 01 04 metal packaging.

"Rigorously scraped out" means removing the maximum amount of product from the container by physical or mechanical means (draining or scraping) to leave a residue or contamination that cannot be removed by such means.

These codes have been assigned based on the actual composition of the product both as supplied and as dried residues. If mixed with other wastes, the waste codes quoted may not be applicable.

14. TRANSPORT INFORMATION

Transport within user's premises:

Always transport in closed containers that are upright and secure. Ensure that persons transporting the product know what to do in the event of an accident or spillage.

Transport to be in accordance with ADR for road, IMDG for sea. The transport classifications provided in this section are not valid for transport by Air. Please call the number in section 1 of this safety data sheet to obtain more information on this products classification for Air transport.

ADR Classification Information

UN Number : 1263
Proper Shipping Name : PAINT
Hazard Class : 3
Sub-Hazard Class :
Packing Group : III
Technical Name (NOS only) :
Ltd Qty Code : LQ7
Packing Instructions : P001

IMDG Classification Information

UN Number : 1263
Proper Shipping Name : PAINT
Hazard Class : 3
Sub-Hazard Class :
Packing Group : III
Technical Name (NOS only) :
Ltd Qty Maximum : 5.0 litres
Packing Instructions : P001

Marine Pollutant if indicated here:

Emergency Schedule No : F-E,S-E

Flashpoint : 32 - < 35

In pack sizes up to and including 30 litres, under the terms of 2.3.2.5, this product is not subject to the packaging, labelling and marking requirements of the IMDG Code, but both full documentation and placarding of cargo transport units is still required.

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In pack sizes less than 450 litres, under the terms of 2.2.3.1.5, this product is not subject to the provisions of ADR.

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15. REGULATORY INFORMATION

This product has been assessed under the CHIP Regulations and is classified as follows:

NAMED SUBSTANCES

Contains

No substances are required to be named in this section

INDICATION(S) OF DANGER

None

SYMBOLS LETTER(S)

None

WARNING LABEL PHRASES:

J37 SOLVENT-BASED PAINT.
R10 Flammable.

P99 Contains: ETHYL METHYL KETOXIME, COBALT CARBOXYLATE. May produce an allergic reaction.

S16 Keep away from sources of ignition - no smoking.
J4 Contains white spirit.
S51 Use only in well ventilated areas.
J103 Ensure maximum ventilation during application and drying.
J105 When applying by brush or roller to large interior surface areas or in confined spaces, wear a suitable cartridge respirator or air-fed respiratory protective equipment.
S24/25 Avoid contact with skin and eyes.
J33 When applying it is advisable to wear eye protection.
S26 In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
J34 After contact with skin, wash immediately with plenty of soap and water or a proprietary skin cleanser. Do not use solvent, thinners or white spirit.
S2 Keep out of the reach of children.
S46 If swallowed, seek medical advice immediately and show this container or label.
J15 Do not use or store by hanging on a hook.
J82 Do not empty into drains or watercourses.
J18 Before use refer to the safety data sheet.
J110 This includes waste hazard categories.
J50 Avoid the inhalation of dust. Wear a suitable face mask if dry sanding.
J44 Special precautions should be taken during surface preparation of pre-1960s paint surfaces over wood and metal as they may contain harmful lead.
J47 For further advice contact ICI Paints AkzoNobel.

Where 'J' and/or 'P' phrases are denoted, these are ICI Paints AkzoNobel or paint industry reference codes to additional phrases.

Label phrase according to the Volatile Organic Compounds in Paints, Varnishes and Vehicle Refinishing Products Regulations:

EU limit value for this product (cat. A/d): 400 g/l (2007)/ 300 g/l

(xx/xx/xx). This product contains max. 300 g/l VOC.

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16. OTHER INFORMATION

Text for R Phrases shown in section 3 describing

each ingredient: R10 Flammable.

R21 Harmful in

contact with skin. R22 Harmful if

swallowed.

R38 Irritating to skin.

R40 Limited evidence of a

carcinogenic effect. R41 Risk of serious damage to

eyes.

R43 May cause sensitisation by skin contact.

R51/53 Toxic to aquatic organisms, may cause long-term adverse effects in the aquatic

environment. R65 Harmful: may cause lung damage if swallowed.

R66 Repeated exposure may cause skin dryness or cracking.

The information in this safety data sheet is required in pursuant to the CHIP Regulations.

You should satisfy yourself that your COSHH Assessment is in accordance with the COSHH Regulations and Approved Code of Practice. ICI does not accept any responsibility for your COSHH Assessment. Other Reference: The Control of Substances Hazardous to Health Regulations (COSHH).

The information on this sheet is not a specification; it does not guarantee specific properties. The information is intended to provide general guidance as to health and safety based upon our knowledge of the handling, storage and use of the product. It is not applicable to unusual or non-standard uses of the product nor where instructions and recommendations are not followed.

We will be pleased to answer any specific enquiries regarding the safe use, storage and handling of our product. Contact: ICI Paints AkzoNobel Technical Group, Wexham Road, Slough, Berks. SL2 5DS. Telephone: 0870 242 1100.

Imperial Chemical Industries Limited is part of AkzoNobel
Registered office 26th Floor Portland House Bressenden Place London SW1E 5BG Registered number 218019

REVISION 06/2009: CHANGES TO SECTION 1 COMPARED WITH PREVIOUS VERSION DATED 01/2008 WHICH IS NOW SUPERSEDED.

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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. We will strive for continual improvement in this area and take all reasonable measures to ensure our activities do not cause pollution.

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

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

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

Measurable targets and objectives can be identified under:

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

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

This policy will be made available to the Public.

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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.

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