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SAFETY STATEMENT

ABC Company

Address line 1

Address line 2

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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 and employees are fully aware of ABC Company's commitment to high standards in H&S.

The legislation addressed within the Safety Statement includes but is not limited to:

- Health safety and welfare at work act 2005
- General Application Regulations 2007 and all other regulations laid down under the auspices of the 2005 Act.
- The Waste Management Act 1996
- Organisation of Working time act 1997
- Data Protection Act 2003
- Public Health (Tobacco) Act 2004

1.2 OBJECTIVES OF THE SAFETY STATEMENT

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

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

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

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

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

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1.3 COMPANY SAFETY STATEMENT

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

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

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

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

Signed: _____
Manager 2

Date: _____

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1.4 Policy Statement:

ABC Company is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. 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.

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 ABC Company 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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1.6 Staff Sign Off

We the undersigned accept that:

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

Name in block	Signature	Date

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

PREVIEW

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is a Non-Hazardous Waste Collection Company. Our activities include collecting non-segregated waste from pubs, hotels, restaurants, nightclubs and apartment blocks and private houses.

The companies' employees operate an average of 40 hours per week from 6:00am to 5:00pm. However this is subject to change depending on customer needs, access times to premises, etc.

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:

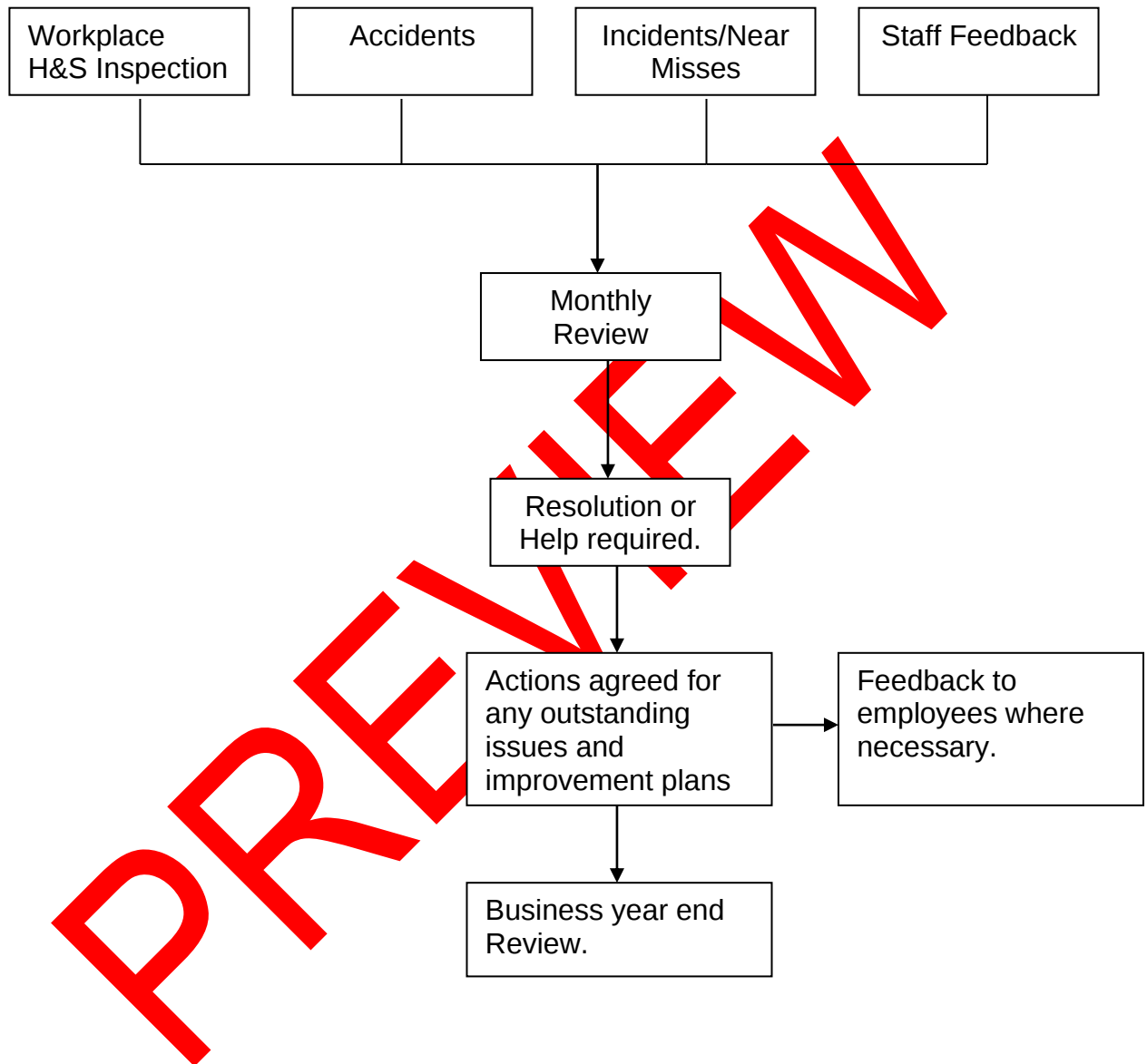
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
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 (part of general management meetings)
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation after xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
9. Annual report

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

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Health and Safety Management process for ABC Company

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



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2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.3 Manager 1

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety at the Management meeting.
- ❑ 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

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

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any sub-contract work.
- All Contractors will be expected to adhere to the highest standards of safety and ensure that their vehicles are DOE certified as necessary.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company whilst work on our behalf.
- All ancillary equipment on sub-contractor vehicles such as Bin lifts, Tail Lifts, Moffit Mounties, Cranes, etc. must be properly certified and in good working order.
- Any injury sustained by a Sub-Contractor's employee or any RTA that a sub-contractor's employee is involved in, must be reported immediately to management at ABC Company.
- Sub-Contractors must comply with any safety instructions given by ABC Company management.
- All employees of the Sub-Contractor who will be engaged in driving must adhere to the correct usage of Tachographs as necessary.
- All employees of the Sub-Contractor must hold the relevant qualifications such as ADR, CPC, etc.
- ABC Company must see originals of all Driving Licences for any employee of a Sub-Contractor before driving on behalf of ABC Company. ABC Company will retain copies of these licences.
- ABC Company reserve the right to have any employee of a Sub-Contractor assessed as a driver and to refuse work for that sub-contractor if the driver is not satisfactory.

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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 supervisor 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 main office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by ABC Company.

ABC Company 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.

The Safety Representative at ABC Company is Manager 1.

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;

- ☐ **On site in Depot**
- ☐ **Small kit in each waste collection vehicle (must contain Dettol or equivalent disinfectant)**
- ☐ 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/delivery 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 aider names:

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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
- ❑ Disinfectant
- ❑ 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

- ❑ Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.
- ❑ Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.
- ❑ Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.
- ❑ An adequate supply of drinking water shall be provided on the premises.
- ❑ Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

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3.9 PERSONAL PROTECTIVE EQUIPMENT

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

HAZARDS

- ☐ Physical Exposures
- ☐ Chemical Exposures
- ☐ Machine exposures

CONTROL MEASURES

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

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

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

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

PPE that is issued to Waste Collection Staff:

- ☐ General overalls for protection from dirt etc.
- ☐ Weather proof clothing for collection in inclement weather.
- ☐ Safety boots with mid sole protection to protect from sharp objects and cover the toes.
- ☐ Puncture proof gloves to protect from sharp waste.
- ☐ Goggles to protect the eye from airborne Waste particles.
- ☐ Ear defenders to protect the ears when tipping and emptying the Waste collection vehicle.

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3.10 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 (delivery location) is Client H&S Manager.

All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

Infringements

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

Smoking cessation

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

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3.12 DRUGS AND ALCOHOL POLICY STATEMENT

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

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

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

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

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3.13 Bullying at Work Policy

ABC Company recognises and accepts its 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 ABC Company 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 under 18s. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc.

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

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3.15 Policy and Protection for Covid 19 outbreak 2020

1. General Points

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter.

Due to the significant Deaths, levels of Illness and disruption that this virus has caused, ABC Company have developed the following policy and Procedures for our Employees, Visitors and any person affected by our activities.

2. Return to Work Process after a National Shutdown

All staff will complete the questionnaire/self-declaration (see supporting documents) at least 3 days before returning.

All staff will be expected to follow the directions of the **C-19 Compliance Officer**.

A contact log will be maintained of all people entering the premises to facilitate contact tracing by the HSE if necessary.

3. Travelling to and From Work

If an any employee is displaying any symptoms of Covid 19 or has been exposed to a confirmed case, they should not travel to work. Where possible Employees should travel alone in their own vehicle. Staff made aware of the need to sanitise their own car/vehicle and themselves before getting out.

Staff travelling on public transport advised to sanitise hands when getting on and off transport.

Staff are made aware of the latest Public Health advice from the HSE and NPHET via email in advance of returning to work.

4. Cleaning and Hygiene

4.1 Cleaning and hygiene to prevent contamination

Throughout the premises the following enhanced cleaning and sterilisation shall be adhered to:

- ✓ MHE Controls
- ✓ Trolley and handling equipment handles
- ✓ Control panels on recycling handling equipment
- ✓ Taps and washing facilities
- ✓ Toilet flush and seats
- ✓ Door handles and push plates
- ✓ Handrails on staircases and corridors
- ✓ Lift controls and other control panels

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- ✓ Desk phones and ancillary equipment
- ✓ Printer, copier and other similar control panels
- ✓ Food preparation and storage areas
- ✓ Rubbish collection and storage points/area
- ✓ Regular cleaning of all other welfare areas.

4.2 Good hygiene and hand washing

All persons should follow this advice and encourage others to follow this advice as well. Posters and other information will be used to reinforce this message.

Do wash your hands properly and often. Hands should be washed:

- ✓ after coughing or sneezing
- ✓ before and after eating
- ✓ before and after preparing food
- ✓ if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- ✓ before and after being on public transport if you must use it
- ✓ before and after being in a crowd (especially an indoor crowd) when you arrive and leave buildings including your home or anyone else's home
- ✓ before having a cigarette or vaping
- ✓ if your hands are dirty
- ✓ after toilet use
- ✓ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- ✓ Put used tissues into a bin and wash your hands.
- ✓ Clean and disinfect frequently touched objects and surfaces.

Don't:

- ✓ Do not touch your eyes, nose or mouth if your hands are not clean.
- ✓ Do not share objects that touch your mouth – for example, bottles, cups.

4.3 Gloves

All Staff handling recyclables will be wearing protective gloves for handling materials that will also protect against Covid 19.

4.4 Face Masks

Mask with FFP2 filtration are worn by all staff working on recycling activities. These masks will suffice for protection from Covid 19. All other staff to wear Facemasks or coverings when not at their actual desk.

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4.5 Vehicle cleaning

In the company vehicles and any other delivery vehicles, the Driver shall clean and disinfect the following:

- ✓ Steering Wheel
- ✓ Gearstick
- ✓ Handbrake
- ✓ Door handles
- ✓ Radio and infotainment controls
- ✓ Steering column and stalks
- ✓ Elbow rests
- ✓ Seat position controls
- ✓ Door frame

**4.6 Tools and handling equipment**

All tools (stretch wrappers, Knives, sorting machines, etc.) and handling equipment shall be sanitised to prevent cross contamination.

Arrangements for one individual to use the same tool, equipment and MHE as much as possible.

Make available cleaning material for all items to be wiped down with disinfectant between each user.

Organise work practices to reduce eliminate or reduce transmission points and coach site personnel on the same.

5. Rules for Close Working in the recycling shed or yard area

While Social Distancing will remain the rule for most work, occasionally it is necessary for two people to assist each other. An example of this will be two people needing to lift heavy items together. In that event the following shall apply:

- ✓ No worker has symptoms of COVID-19.
- ✓ The close contact work cannot be avoided.
- ✓ PPE of Gloves, Mask and Goggles is present.
- ✓ An exclusion zone for <2m work will be set up pre-task commencement.
- ✓ Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly.

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6. First Aid and illness

6.1 First aid and incident response for Covid 19

While Covid 19 is not necessarily an issue for First Aid. It is necessary that all our first aid trained staff are protected in the event that they need to treat a person at work.

The following equipment will be provided to the First Aid staff and they must use it for **ALL** events.

- ✓ Disposable gloves (nitrile/latex)
- ✓ FFP3 or FFP2 Face masks
- ✓ Disposable plastic aprons
- ✓ Enclosed eye protection

First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face.

Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.

Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.

6.2 Suspect Covid 19 case in the premises

If someone becomes unwell in the premises with symptoms such as cough, fever, difficulty breathing, the unwell person should be removed to an area which is at least 2 metres away from other people.

The person will be brought immediately to the isolation space in the room under the staircase.

If it is possible to open a window, do so for ventilation.

Request individual to wear facemask to prevent contamination of area and close-by personnel.

The individual who is unwell should call their doctor/parent and should outline their current symptoms. Whilst they wait advice, ideally they should be in isolation or as a minimum remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst

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waiting for medical assistance, they should use a separate bathroom if available.

When the person is leaving the premises, they must be guided out, they must wear a mask and they must not touch any surfaces along the way.

Closure of the workplace is not recommended.

The Manager will be contacted by the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

A risk assessment of each setting will be undertaken by HSE with the Manager. Advice on the management of staff will be based on this assessment. The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

6.3 Confirmed Covid 19 case

If a confirmed case is identified, the HSE will provide the relevant staff with advice.

This will include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee/ family member living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:

- those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet.
- they will be actively followed up by the HSE
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment if they become unwell with cough and/or fever they will be tested for COVID-19

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- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case.
- Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

6.4 Return to work after a confirmed case of Covid 19

In the event of an employee either being a suspected/confirmed case of COVID-19 or a known "close contact" with a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to work by means of self-declaration.

Fitness for Work should be considered from two perspectives:

1. Does their illness pose a risk to the individual themselves in performing their duties/studies?
2. Does their illness pose a risk to other individuals?

An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with management.

When an individual is symptom-free and are deemed fit to return to work, the key criteria are:

1. 14 days since their last "close contact" with a confirmed/suspected case and have not developed symptoms in that time, or
2. 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or

They have been advised by a GP / healthcare provider to return to work.

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Part 4 Emergency Plans

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- 4.1 Emergency Contact Details
- 4.2 Fire

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4.1 Emergency Contact Names and Numbers

Name of Premises: ABC Company

Address:

Telephone No:

Type of Premises: Recycling Centre

Name of Local Authority:

Local Fire Brigade:

Telephone No: 999

Local Garda Station:

Telephone No:

Doctor on Call:

Telephone No:

Nearest Hospital:

Telephone No:

Fire Protection Company:

Telephone No:

Fire Protection Company Contact:

Telephone No:

Name of Safety Representative:

Telephone No:

Name of Senior Fire Warden:

Telephone No:

Name of those with special responsibility

Name: _____ Position Held: _____

Name: _____ Position Held: _____

Name: _____ Position Held: _____

Name: _____ Position Held: _____

Name: _____ Position Held: _____

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4.2 Fire

RISK ASSESSMENT:

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

CONTROL MEASURES

A Fire Safety Programme has been developed 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.

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. A full list and the location of all extinguishers is held in the office. Staff are trained in the safe operation of Fire Extinguishers by our Fire Protection company.

Senior Fire Warden 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. Guide all members of the public to the Assembly point. Refrain members of the public from driving off site until the all clear is given.
3. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
4. 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.
5. Use the break glass fire alarm.
6. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
7. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
8. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

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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.

FIRE DRILL

Fire drills are undertaken twice per year. The drills are also reviewed at our Management meeting.

2.2 Fire Drill**Instructions for conducting a fire drill**

1. The following procedure is to be adhered to by all managers and supervisors during a fire drill.
2. Clear everyone (including public) from your area of responsibility.
3. Ensure that any area such as toilet that may be under your responsibility is cleared.
4. Alert other staff in the immediate area or any staff you may have sent to work in an area where they may not be aware of the drill.
5. Direct staff and public to exit by the nearest exit if it is clear and then walk towards the Assembly point sign.
6. Only leave your area when you are satisfied that you are the last to do so.
7. Do not allow employees to delay their departure to collect personal belongings from another part of the building.
8. Make sure that the building is cleared of employees and visitors. Manager to close doors and ensure that no unauthorised person enters the building.
9. Manager will bring out the staff roster and check off all names. Senior manager will also consult with area supervisors to ensure that all customers vacated the building.
10. Manager will allow everybody back into the premises.
11. Overall time for drill to be 4 minutes.

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Fire Drill Record

Date: _____ **Conducted By:** _____

DID ALL STAFF ATTEND THE DRILL?

WERE ALL PROCEDURES FOLLOWED?

WHAT ISSUES AROSE?

RECOMMENDATIONS:

Manager 2 Signature:

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PART 5 HAZARD IDENTIFICATION AND CONTROL MEASURES

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5.1 HAZARD INSPECTIONS AND RISK ASSESSMENTS

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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Risk Assessment Contents

- 5.1 Hazard Inspections
- 5.2 Fire
- 5.3 Ground conditions
- 5.4 Electricity
- 5.5 Noise
- 5.6 Trailing leads
- 5.7 Electrical equipment
- 5.8 Electric panels
- 5.9 Cleaning agents
- 5.10 Chairs
- 5.11 Obstructions
- 5.12 Use of mobile phones
- 5.13 Road fleet
- 5.14 Radon Gas
- 5.15 Vehicular traffic elevated yard
- 5.16 Recycling slots
- 5.17 Compactor
- 5.18 Vehicular traffic lower yard
- 5.19 Bacteria & viruses
- 5.20 Electric shower unit
- 5.21 Microwave
- 5.22 Electric air dryer
- 5.23 Photocopier
- 5.24 Offices
- 5.25 VDU and keyboards
- 5.26 Printer
- 5.27 Toasted sandwich maker
- 5.28 Television
- 5.29 Toaster
- 5.30 Fridge
- 5.31 Dishwasher
- 5.32 Electric roller doors
- 5.33 Baler
- 5.34 Polystyrene compactor
- 5.35 Electric heater
- 5.36 Forklift truck
- 5.37 Can sorting machine
- 5.38 Compressor
- 5.39 Pallet trucks
- 5.40 Weighbridge
- 5.41 Compost bay and shredder
- 5.41 Lorry
- 5.42 Skidsteer
- 5.43 Sorting belt
- 5.44 Teletruck
- 5.45 Teleporter
- 5.46 Digger

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LOCATION ALL AREAS	RESPONSIBLE PERSONS <u>NAMES</u> Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
MANUAL HANDLING	M	HANDLERS	- STAFF ADVISED AGAINST LIFTING UNDECESSARY ITEMS AND HEAVY WEIGHTS - STAFF TRAINED IN MANUAL HANDLING	

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HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
FIRE Burns Fume Inhalation Serious Personal Injury Damage to Property	M	STAFF, CUSTOMERS AND MEMBERS OF THE PUBLIC	• ESCAPE ROUTES KEPT CLEAR • PORTABLE FIRE EXTINGUISHERS IN PLACE • STAFF TRAINED IN USE OF EXTINGUISHERS AND FIRE FIGHTER DESIGNATED • FIRE ALARM DETECTION SYSTEM INSTALLED & UNDER MAINTENANCE CONTRACT • EMERGENCY LIGHTING SYSTEM INSTALLED & UNDER CONTRACT • FIRE DRILLS CONDUCTED TO MARKED ASSEMBLY POINT •	

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ALL AREAS - EXTERNAL	SUPERVISOR		xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
GROUND SURFACES Slips, Trips and Fall, Personal Injury	M	STAFF, CUSTOMERS AND VISTORS	- MAINTAINED IN GOOD CONDITION - MONITORED BY STAFF	

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LOCATION ALL AREAS - EXTERNAL	RESPONSIBLE PERSONS SUPERVISOR <u>NAMES</u> Manager 1			LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
ELECTRICITY Fire, Burns Electrocution Serious Personal Injury Damage to Property	H	STAFF, CUSTOMERS VISITORS AND ELECTRICAL PERSONNEL	- MAINTAINED IN GOOD CONDITION - ADDITIONAL WORKS BY REGISTERED CONTRACTOR - RCDS FITTED - POWER SWITCHED OFF AT NIGHT	

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LOCATION ALL AREAS	RESPONSIBLE PERSONS SUPERVISOR		NAMES Manager 1	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
NOISE Can lead to deafness Personal Injury	M	STAFF,	- KEPT TO ACCEPTABLE LEVELS NORMALLY - PERSONAL PROTECTIVE EQUIPMENT ISSUED & EXPECTED TO BE WORN BY RELEVANT PERSONNEL AS APPLICABLE	

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LOCATION ALL AREAS	RESPONSIBLE PERSONS SUPERVISOR		NAMES Manager 1	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
TRAILING LEADS Trips and Falls Burns Electrocution Personal Injury	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - RUN IN A MANNER LEAST LIKELY TO POSE A TRIPPING HAZARD	

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HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
ELECTRICAL/ELECTRONIC EQUIPMENT Fire Burns Electrocution Serious Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - NO ACCESS TO PUBLIC	

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HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
ELECTRICAL/ DISTRIBUTION PANEL Fire Burns Electrocution Serious Personal Injury Damage to Property	H	STAFF CUSTOMERS VISTORS AND ELECTRICAL CONTRACTOR	- MAINTAINED IN GOOD CONDITION - ADDITIONAL WORKS BY ELECTRICAL CONTRACTOR - STAFF ADVISED AGAINST ATTEMPTING REPAIRS OR ALTERATIONS	

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HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
CLEANING AGENTS Irritant / Harmful Serious Personal Injury	M	HANDLER	- HANDLED BY DESIGNATED PERSONNEL - MSDS on site - PPE provided as per MSDS.	

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HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
CHAIRS Fall Collapse Overturn, Ergonomic Problems Personal Injury	L	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - ADJUSTABLE FOR PC OPERATION - MONITORED BY STAFF	

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HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
OBSTRUCTIONS Trips & Falls Personal Injury	L	STAFF, CUSTOMERS AND VISTORS	• ADEQUATE LIGHTING INSTALLED • MONITORED BY STAFF • WALKWAYS KEPT CLEAR AS PRACTICABLE • PUBLIC AREAS CLEANED FREQUENTLY	

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HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
USE OF MOBILE PHONES Distraction Loss of Vehicle control Crash Potential Fire Hazard particularly during refueling Personal Injury Damage to Property	H	USER STAFF, CUSTOMERS AND PUBLIC	STAFF ADVISES OF THE RISKS ASSOCIATED WITH USING MOBILES WHILE WORKING	

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HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
ROAD FLEET Crash, Crush Overturn Accidental Contact with Road User Falling Objects Serious Personal Injury Damage to Property	M	DRIVER STAFF EN ROUTE AND ROAD USERS	• DRIVEN ONLY BY PERSONNEL LICENSED AND INSURED TO DO SO • MAINTAINED IN GOOD CONDITION	

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ALL AREAS - INTERNAL			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK STAFF	CONTROLS	FUTURE ACTION
RADON Cancer Causing Agent Serious Personal Injury	H		As per the Radiological Protection Institute of Ireland's Maps, Dundalk is a low risk 5-10% area.	

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LOCATION ELEVATED YARD	RESPONSIBLE PERSONS <u>NAMES</u> Manager 1 Supervisor		NEXT LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
VEHICULAR TRAFFIC Accidental contact with vehicles resulting in Serious Personal Injury	M	CUSTOMERS VISITORS AND STAFF	• AREA MONITORED CONTINUALLY BY CCTV • TRAINED STAFF ALWAYS PRESENT • ADEQUATE PARKING AVAILABLE • ACCESS TO PUBLIC ONLY – NO HEAVY COMMERCIAL VEHICLES • SEPARATE ACCESS ROAD FOR LORRYS	

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LOCATION ELEVATED YARD	RESPONSIBLE PERSONS <u>NAMES</u> Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
RECYCLING SLOTS Persons, falling through slots to collection area several feet below, Serious Personal Injury	M	CHILDREN CUSTOMERS VISITORS AND STAFF	• AREA MONITORED CONTINUALLY BY CCTV • TRAINED STAFF ALWAYS PRESENT • EACH SLOT CLEARLY LABELLED WITH TYPES OF MATERIAL – NO NEED TO LOOK INTO THE SLOT • SLOT ENTRANCE RELATIVELY HIGH TO DISCOURAGE ACCESS BY ADULTS AND YOUNG CHILDREN	

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LOCATION	RESPONSIBLE PERSONS		LAST REVIEW	
ELEVATED YARD	NAMES Manager 1 Supervisor		xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
COMPACTOR Noise Projectiles, Burns Electrocution Fire Entanglement Crush Entrapment Serious Personal Injury	M	CUSTOMERS VISITORS AND STAFF	- MAINTAINED IN GOOD CONDITION - SLOW OPERATION - COMPACTING MACHINERY SEVERAL FEET BELOW FEED POINT - GATE INTERLOCKED – IF OPENED COMPACTOR CUTS OUT. RESET ONLY BY SWITCH IN CONTROL CABIN - EMERGENCY STOP BUTTON IN CONTROL CABIN - LOCK – OFF POINT ON CONTROL PANEL - EXTINGUISHERS IN CONTROL CABIN - MONITORING WINDOW IN CONTROL CABIN	

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LOCATION LOWER YARD	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
VEHICULAR TRAFFIC Accidental Contact with vehicles resulting in, Serious Personal Injury	M	STAFF AND VISTORS	- SEPARATE ACCESS ROAD FROM PUBLIC ENTRANCE - ADEQUATE PARKING AND TURNING AREAS AVAILABLE - NO ACCESS TO PUBLIC – COMMERCIAL COLLECTION VEHICLES ONLY	

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LOCATION TOILETS	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
BACTERIA / VIRUSES Disease Infections Personal Injury	M	STAFF AND VISTORS	• MAINTAINED IN GOOD CONDITION • PROPRIETARY CLEANING PRODUCTS USED • HAND WASHING FACILITIES PROVIDED • CLOVES PROVIDED	

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LOCATION TOILETS	RESPONSIBLE PERSONS <u>NAMES</u> Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
ELECTRIC SHOWER UNIT Electrocution Fire Scalds Burns Slips & Falls Risk Of Legionnaires Disease if shower not used regularly Serious Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - NOT USED CURRENTLY	

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LOCATION CANTEEN	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
MICROWAVE OVEN Electrocution Fire Burns Radiation Incomplete heating of food – food poisoning Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - MONITORED BY STAFF - ACCESS RESTRICTED	

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LOCATION TOILETS	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
ELECTRIC HOT AIR DRYER Electrocution Fire Burns Entanglement Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - GUARDS FITTED	

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LOCATION OFFICE AREA	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
PHOTOCOPIER Electrocution Fire Burns Entanglement Eye Injury Ozone Fumes Personal Injury Damage to Property	L	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - USED BY EXPERIENCED DESIGNATES PERSONNEL - ADEQUATE VENTILATION - GUARDS FITTED - MONITORED BY STAFF	

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LOCATION OFFICE AREA	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
TELEVISION Electrocution Fire Burns Explosion Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - MONITORED BY STAFF - ACCESS RESTRICTED	

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LOCATION OFFICE AREA	RESPONSIBLE PERSONS <u>NAMES</u> Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
VDU AND KEYBAORDS Physical and Visual Discomfort Electrocution Fire Burns Personal Injury Damage to Property	M	OPERATOR, STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - OPERATED BY DESIGNATED EXPERIENCED PERSONNEL	

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LOCATION OFFICE AREA	RESPONSIBLE PERSONS <u>NAMES</u> Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
PRINTER Electrocution Fire Burns Entanglement Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - OPERATED BY DESIGNATED EXPERIENCED PERSONNEL - GUARD FITTED	

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LOCATION CANTEEN	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
TOASTED SANDWICH MAKER Electrocution Fire Burns Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - USED BY EXPERIENCED STAFF - ACCESS RESTRICTED	

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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
CANTEEN			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
TELEVISION Electrocution Fire Burns Explosion Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - MONITORED BY STAFF - ACCESS RESTRICTED	

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LOCATION CANTEEN	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
TOASTER Electrocution Fire Burns Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - MONITORED BY STAFF - ACCESS RESTRICTED	

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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
CANTEEN			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
REFRIGERATOR Food Spoilage Electrocution Fire Burns personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - MONITORED BY STAFF - ACCESS RESTRICTED	

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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
CANTEEN			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
DISHWASHER Accidental Contact with chemical or surfaces Electrocution Fire Incident whilst loading / unloading Personal Injury Damage to Property	M	STAFF AND VISTORS	• MAINTAINED IN GOOD CONDITION • ACCESS RESTRICTED • USED BY EXPERIENCED PERSONNEL • DOMESTIC CLEANING PRODUCTS USED	

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LOCATION RECYCLING STATION	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
ELECTRIC ROLLER DOORS Crush Burns Electrocution Fire Entanglement Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - MONITORED BY STAFF - POSITIVE PRESSURE ON SWITCH REQUIRED FOR DESCENT	

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LOCATION RECYCLING STATION	RESPONSIBLE PERSONS Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
BALER Crush Burns Electrocution Fire Entanglement In Running Nips Entrapment Serious Personal Injury	M	OPERATOR STAFF MAINTENANCE PERSONNEL AND VISTORS	- MAINTAINED IN GOOD CONDITION - OPERATED BY TRAINED PERSONNEL - EMERGENCY STOP BUTTON FITTED - GUARDS FITTED	
LOCATION	RESPONSIBLE	NAMES		

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RECYCLING STATION	PERSONS Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
POLYSTERENE COMPRESSOR Crush Burns Electrocution Fire Entanglement Serious Personal Injury Damage to Property	M	OPERATOR STAFF MAINTENANCE PERSONNEL AND VISTORS	• MAINTAINED IN GOOD CONDITION • OPERATED BY TRAINED PERSONNEL • REMOTE ISOLATOR LOCK – OFF POINT FITTED • EMERGENCY STOP BUTTONS FITTED • GUARDS FITTED	

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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
OFFICE AREA			Manager 1 supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
ELECTRIC HEATER Burns Electrocution Fire Personal Injury Damage to Property	M	STAFF AND VISTORS	- MAINTAINED IN GOOD CONDITION - MONITORED BY STAFF - GUARDS FITTED	

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LOCATION RECYCLING STATION	RESPONSIBLE PERSONS <u>NAMES</u> Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
FORKLIFT TRUCK Crush Crash Collision Overturn Falls Entanglement Fire Fumes Overloading Slips or Falls Injuries to personnel & damage to property whilst maneuvering Serious Personal Injury Damage to Property	H	OPERATOR STAFF AND VISTORS	• MAINTAINED IN GOOD CONDITION • OPERATED BY TRAINED PERSONNEL • HANDBRAKE FITTED • EMERGENCY STOP FITTED • STEEL CAB PROTECTS OPERATOR • SEAT BELT FITTED • LIGHTS FITTED • MIRRORS FITTED • BEACON FITTED	

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LOCATION RECYCLING STATION	RESPONSIBLE PERSONS <u>NAMES</u> Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
CAN SORTING MACHINE Crush Fire Electrocution Personal Injury	M	OPERATOR STAFF MAINTENANCE PERSONNEL AND VISTORS	• MAINTAINED IN GOOD CONDITION • OPERATED BY TRAINED PERSONNEL • KEY ISOLATION MECHANISM FITTED • EMERGENCY STOP FITTED • GUARDS FITTED	

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LOCATION RECYCLING STATION	RESPONSIBLE PERSONS <u>NAMES</u> Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
COMPRESSOR/AIR RECEIVER Noise Fire Burns Electrocution Entanglement Personal Injury Damage to Property	M	STAFF , SERVICE PERSONNEL AND VISTORS	• MAINTAINED IN GOOD CONDITION • USED ON AN INFREQUENT BASIS • DRAINED AS PER MANUFACTURER'S DIRECTIONS	

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LOCATION RECYCLING STATION	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
PALLET TRUCKS Crush Cuts Abrasions Manual Handling Nips Overloading Slips or Falls Personal Injury	M	USER, STAFF & VISITORS	- MAINTAINED IN GOOD CONDITION - STAFF TRAINED IN MANUAL HANDLING	

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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
WEIGHBRIDGE			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
WEIGHBRIDGE Crush Collapse Electrocution Personal Injury	M	USER, STAFF & VISITORS	- MAINTAINED IN GOOD CONDITION - MONITORED BY DESIGNATED STAFF	

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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
COMPOST YARD			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
COMPOST BAYS Liquid run off Slips or Falls Personal Injury	M	STAFF & VISITORS	• MAINTAINED IN GOOD CONDITION • MONITORED BY DESIGNATED STAFF • KEEP CLEAN AND TIDY • NO ACCESS TO PUBLIC	
SHREDDER Entanglement Serious Personal Injury Noise Damage to Property	M	STAFF & VISITORS	• MAINTAINED IN GOOD CONDITION • OPERATED BY TRAINED PERSONNEL • SAFETY GUARDS FITTED • EMERGENCY STOP BUTTON FITTED • PPE SUPPLIED	

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LOCATION ALL AREAS	RESPONSIBLE PERSONS <u>NAMES</u> Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
LORRY Crush Serious Personal Injury	M	USER, STAFF & VISITORS	• MAINTAINED IN GOOD CONDITION • MONITORED BY DESIGNATED STAFF • ACCESS RESTRICTED • DRIVER INSTRUCTS ALL PERSONAL TO STAND CLEAR WHEN IN OPERATION	
WEIGHBRIDGE Crush Collapse Electrocution Personal Injury	M	USER, STAFF & VISITORS	• MAINTAINED IN GOOD CONDITION • MONITORED BY DESIGNATED STAFF	

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LOCATION	RESPONSIBLE PERSONS		<u>NAMES</u> Manager 1	Supervisor	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS		FUTURE ACTION

SORTING BELT

Crush
Entrapment
Electrocution
Fire
Entanglement
Running Nips
Person Injury

M
OPERATOR
STAFF
& VISITORS

- *MAINTAINED IN GOOD CONDITION
- *OPERATED BY TRAINED PERSONNEL
- *EMERGENCY STOP BUTTON FITTED
- *KEEP AREA AROUND TIDY

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LOCATION	RESPONSIBLE PERSONS		<u>NAMES</u> Manager 1	Supervisor	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS		FUTURE ACTION

TELETRUCK

M

OPERATOR
STAFF
& VISITORS

Crush

Crash

Collision

Overturn

Falls

Fire

Fumes

Overloading

Slips or Falls

Injuries to personnel & damage
to property whilst manoeuvring

Damage to Property

*MAINTAINED IN GOOD CONDITION

*OPERATED BY TRAINED PERSONNEL

*STEEL CAB PROTECTS OPERATOR

*EMERGENCY STOP BUTTON FITTED

*MIRRORS FITTED

*BEACON FITTED

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LOCATION Yard	RESPONSIBLE PERSONS Manager 1		NAMES Supervisor	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION

TELEPORTER	M	OPERATOR STAFF AND VISITORS	*MAINTAINED IN GOOD CONDITION *OPERATED BY TRAINED PERSONNEL *HANDBRAKE FITTED *SEAT BELT FITTED *LIGHTS FITTED *EMERGENCY STOP BUTTON FITTED *STEEL CAB PROTECTS OPERATOR *MIRRORS FITTED *BEACON FITTED *REVERSING CAMERA FITTED
Crush			
Crash			
Collision			
Overturn			
Falls			
Fire			
Overloading			
Slips or Falls			
Injuries to personnel & damage to property whilst manoeuvring			
Damage to Property			

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LOCATION Yard	RESPONSIBLE PERSONS Manager 1 Supervisor		NAMES xx/xx/xx		LAST REVIEW
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS		FUTURE ACTION

DIGGER

Crush
Entrapment
Electrocution
Fire
Entanglement
Overloading
Injuries to personnel & damage to property whilst manoeuvring
Personal Injury

M

OPERATOR
STAFF
AND
VISITORS

*MAINTAINED IN GOOD CONDITION
*OPERATED BY TRAINED PERSONNEL
*EMERGENCY STOP BUTTON FITTED

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LOCATION Yard	RESPONSIBLE PERSONS Manager 1		NAMES Supervisor	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION

TROMEL

M

OPERATOR
STAFF
& VISITORS

Crush
Falls
Collision
Fire
Entanglement
Serious Personal Injury

*MAINTAINED IN GOOD CONDITION
*OPERATED BY TRAINED PERSONNEL
*EMERGENCY STOP BUTTON FITTED

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LOCATION Yard	RESPONSIBLE PERSONS Manager 1 Supervisor		LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION

HOLDING BINS

Crush
Collision
Overturn

L

OPERATOR
STAFF
& VISITORS

*MAINTAINED IN GOOD CONDITION
*OPERATED BY TRAINED PERSONNEL

PRV

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PART 6

1. ANNUAL REPORT

ABC COMPANY

SAFETY STATEMENT

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

SAFETY TRAINING:

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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ABC Company

Safety Statement

7. Safety Statement Document Review

ABC COMPANY

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

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

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8. Appendix

PREVIEW

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Accident Report Form

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

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

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Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____	Position: _____
Date: _____	

Details of Suggestion:

SECTION B: to be completed by Supervisor or ABC Company

Action Taken:

Signature: _____

Date _____

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PART 9 Related Policies

9.1 ABC Company Environmental Policy

As we are an environmental and recycling company ourselves, ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bunded wherever there is a risk.

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

9.2 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.