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Disclaimer.

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1.1 OBJECTIVES OF THE SAFETY STATEMENT

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

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

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

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

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

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ABC Company

Safety Statement

1.2 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 and the Safety, Health & Welfare at Work (General Application) Regulations and that all reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has overall responsibility for managing Health, Safety & Welfare within the ABC Company premises. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 2 has appointed Manager 1 as the person responsible for managing Health and Safety on a day-to-day basis. Manager 2 will consult with Manager 1 on the general implementation of this policy and for assistance in dealing with any issues.

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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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. As of xx/xx/xx the staff have not elected to do so.

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 should one ever be elected.

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3.13 Bullying at Work Policy

ABC Company management recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for our employees. As part of our policy of maintaining good employer practice Manager 2 wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self.

Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

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

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

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

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3.14 Young persons and inexperienced workers policy

ABC Company does not employ under 18s on a permanent basis. When under 18s are employed on a casual basis they will be closely supervised.

When ABC Company offer work experience to students from local schools, the Safety concerns of the school will be fully addressed.

New employees who are experienced receive in-house induction training and spend an agreed period of time with supervisors before being allowed to operate independently.

All young persons and inexperienced staff will be shown this Safety statement and taken through the specific hazard controls for the equipment/area in which they will be working.

When a young person starts work they are likely to need extra supervision. ABC Company will ensure that they know who the person responsible for them is and that they are given the appropriate information and training on any hazards, risks, and precautions they may have to take.

We will ensure that they understand what they need to do for their own and `other`s health and safety. As some young people may lack the confidence to voice their concerns they are made aware of procedures for doing so

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4.3 ACCESS AND EGRESS

HAZARDS

Inadequate access and egress facilities can result in:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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 doors are not obstructed at any time.

Stairways shall be kept clear at all times.

The covering on the stairs is a Non-Slip surface this shall be maintained as per the supplier's instructions.

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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

All staff are trained in Manual Handling. This training is in the form of a briefing using the HSA Simple Safety for Retail Series.

Download from

http://www.hsa.ie/eng/Work_Safety/Simple_Safety/Retail/

No excessively heavy loads are handled by staff. Heavy products are handled by the Forklift truck and other handling equipment as set out later in the Statement.

Deliveries enter via the back door and boxes are placed on the floor by the delivery person.

Staff break down the deliveries from the boxes into smaller units for storing or displaying.

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

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4.11 WORKING IN THE STOREROOMS

HAZARDS

- Poor housekeeping.
- Materials on floor.
- Materials falling from shelving/racking.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Housekeeping cleaning duties must be carried out daily.
- Restrict access to authorised personnel only.
- Caution maintained at all times.
- No obstruction to be put in way of doors.
- Shelves/racking not to be overloaded.
- Other storage fixtures not to be overloaded.

TRAINING

- Manual Handling.

4.13.4 Action to be taken in the Case of an Armed Robbery or Personal Attack

1. Keep calm – do not panic.
2. Obey – do only what you are asked to do, nothing more and nothing less.
3. Observe. Note details of the criminal nearest you. Concentrate on:
 - Male/Female
 - Age
 - Height
 - Build
 - Hair colour
 - Colour of eyes
 - Mode of dress
 - Right or left handed
 - Distinguishing features
 - Words used and accent
 - Number of attackers
 - Note where criminals may have placed their hands and feet
 - Identify vehicular transport used (registration, colour, make of car)
4. Preserve the scene intact. Do not interfere with places where fingerprints or footprints may be found.
5. Hold witnesses at the scene until the Gardai arrive; otherwise take details (name, address, phone number) for contact later.

Notes:

Stay out of danger. Never jeopardise your own personal security or the security of others.
Provide the Gardai with tapes from the closed circuit security system.

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4.16 GENERAL SHOPFLOOR HAZARDS

HAZARDS

Slips trips and falls
Fire

Medium
Low

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Controls

Housekeeping: - A good guide is to keep the premises, as you would wish to find your own home. Use bins provided for litter and waste. These are to be emptied regularly as per cleaning list requirements. Make sure that all aisles and passageways are kept clear. Pay particular attention to goods being placed on the floor in the shop area. Items to be placed on shelves must sit firmly and safely.

Where hosepipes, electrical cables or vacuum cleaner pipes are in use, extra care must be taken not to create a hazard. Warnings should be given to people in the area either visually or verbally.

Take extra care to ensure that sweeping brushes and other tools are always stored upright safely out of people's way and that they do not constitute a tripping hazard.

Any spillage of water onto the shop floor, or in the toilets should be protected immediately with a warning sign and the water taken off and mopped dry.

Take care when unpacking goods delivered, not to allow wrappers and strapping to stay on the floor - plastic and cellophane can be extremely dangerous.

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4.20 FORKLIFT TRUCKS

It is the supervisors/managers responsible to ensure that no employee uses the forklift truck, unless they have been properly validated by the Company. Failure to comply with this instruction is a dismissal offence.

HAZARDS

- A truck colliding with object/structure causing collapse of same.
- Equally hazardous is the practice of jumping from a truck while still in motion.
- Excess speeding in confined areas, restricted aisle-ways etc.
- Lack of attention can result in any of the following:
 - Overturning.
 - Persons being run over/struck by fork lift truck.
 - Material falling from forks.
- A truck colliding with an object.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes
- All fork lift trucks are fitted with:
 - Forward flashing warning light(s) interlocked with the ignition
 - Reversing horns/sirens interlocked into reverse gear.
 - Floors are maintained in a sound and clean condition and particular attention is paid to the prevention of oil and rubber build-up. Specific cleaning chemicals are used by the hygiene team for the purpose of removing rubber build up..
 - All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months.

Control during use

- Forklift drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.

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4.24 HAND PALLET TRUCKS AND MHE

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Training of operators.
- Only trained personnel can use hand pallet truck/ M.H.E.
- Use of emergency stop button.
- Use horn of pallet truck/ M.H.E.
- No personnel allowed to stand on pallet trucks/ M.H.E
- Use pallet truck/ M.H.E. to lift maximum weight guidelines only.

TRAINING

- All operators to receive in-house training in use of pallet truck.
- All hazards associated with truck must be clearly identified to operators
- Correct handling procedure to all operators.

CONTROL DURING USE

- Always travel in reverse except when loading/unloading or when placing a pallet.
- Keep all body parts inside the confines of your M.H.E. when travelling.
- Do not dismount while M.H.E. is still moving.

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