

Logo here

COMPANY SAFETY STATEMENT

ABC Company

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	1

Logo here	ABC Company
	Safety Statement

Contents

PART 1 Company Statement

- 1.1 Application
- 1.2 Objectives of the Safety Statement
- 1.3 Company Safety Statement
- 1.4 Policy Statement
- 1.5 Revisions
- 1.6 Local Controls and Arrangements

PART 2 Duties and Responsibilities

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Manager 1
- 2.4 Supervisors
- 2.5 Employees
- 2.6 Office based staff
- 2.7 Contractors

PART 3 Arrangements for Safe Working

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

PART 4 Hazard Identification and Control Measures

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	2

Logo here	ABC Company
	Safety Statement

- 4.9 Cleaning Chemicals & Hazardous Substances
- 4.10 Bullying and Harassment
- 4.11 Equipment and Maintenance
- 4.12 Noise
- 4.13 Safety in customer premises
- 4.14 Driving for work – General Points
- 4.15 Pregnancy and new mothers
- 4.16 Violence and Aggression
- 4.17 Driving customer and company vehicles
- 4.18 Cash Handling
- 4.19 Power Washer
- 4.20 Ladders
- 4.21 Checking Cars in and Out

PART 5 Annual Report

PART 6 Staff Sign Off

Part 7 Appendix

- A1 Accident Report Form
- A2 Safety Inspection sheet
- A3 Staff Suggestion form
- A4 Display screen assessment

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	3

Logo here	ABC Company
	Safety Statement

1.1 APPLICATION

ABC Company is a car and other vehicle hire business. By its nature this is a service operation and the various hazards that are encountered by staff are covered in this Safety Statement insofar as is reasonably practicable.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	4

1.3 COMPANY SAFETY STATEMENT

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

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

Manager 2 has appointed himself as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 2, 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 Staff. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
 Manager 2

Date: _____

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	5

1.4 Policy Statement:

ABC Company is committed to, protecting the Safety, Health and Welfare of all Staff at work, protecting the safety of others visiting the workplace, 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 Staff 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 Staff will have access to the company's safety statement and should ensure that they are familiar with its content.

Where necessary Staff 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	6

Logo here

ABC Company Safety Statement

1.5 Revision to the Safety Statement

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

Revision number	Date	Section revised	Revised by	Authorised by
01	xx/xx/xx	All -New doc.	Manager 1	Manager 2

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	7

1.6 Local Controls and Arrangements

Local Manager name and contact details	
Local Deputy Manager name and contact details	
Emergency Contact Details for general site/landlord/premises	
Fire	
Ambulance	
Gardai	
Airport	
Other	
Other	
Local procedure for Fire	
1	
2	
3	
4	
5	
6	
Local Procedure for Vehicle Incident	
1	
2	
3	
4	
5	
6	
Local Procedure for Personal Injury	
1	
2	
3	
4	
5	
6	

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	8

Logo here

STRUCTURE FOR HEALTH AND SAFETY

PART 2

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	9

2.1 MANAGEMENT CONTROL SYSTEM

ABC Company are a company working in the automotive Industry.

We specialise in short term vehicle hire.

Operating hours are specific to the locations operated.

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:

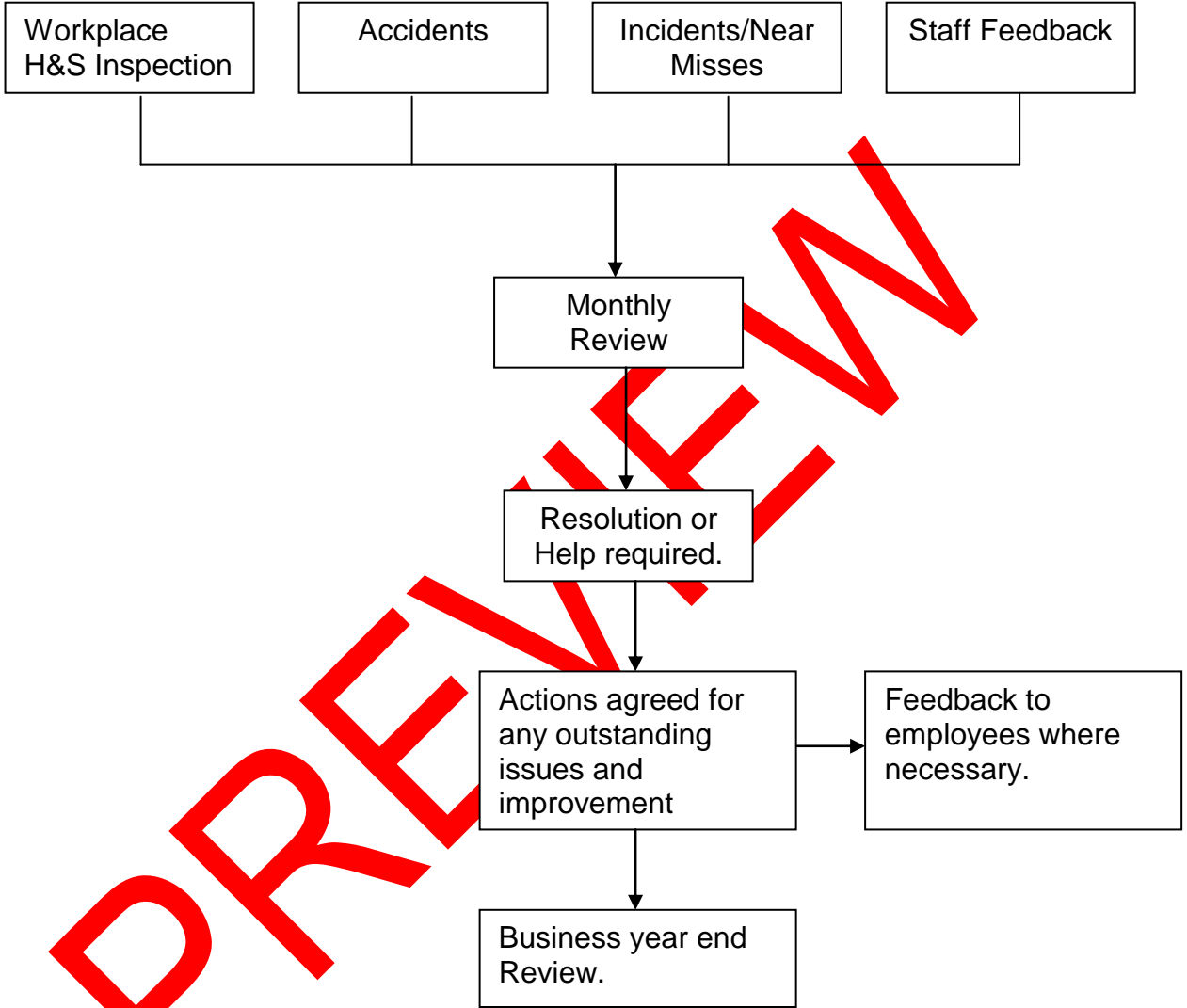
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Other Skills training as per need.
4. Safety critical equipment maintenance records
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
 - 4.3. Spray booth
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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	10

Health and Safety Management process for ABC Company

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



Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	11

2.2 Manager 2

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	12

2.3 Manager 1

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

PRELIMINARY

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	13

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	14

2.5 All Employees

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	15

2.6 OFFICE BASED STAFF

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

Guidance on workstations for office workers

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	16

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

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	17

2.7 CONTRACTORS

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

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare.
- 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 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.
- Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must be notified of any material or substance brought onto 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	18

Logo here	ABC Company
	Safety Statement

ARRANGEMENTS FOR SAFE WORKING

PART 3

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	19

Logo here	ABC Company
	Safety Statement

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.

DRAFT

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	20

Logo here	ABC Company
	Safety Statement

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	21

3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-Staff. 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	22

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 Staff 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 Manager 2.

Manager 2 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.

3.4.1 SAFETY COMMITTEE

ABC Company have a Safety Committee on site. The members of the Safety Committee are Manager 2, Manager 2 and an Employee Representative. The committee meet on the first Monday of every month. The following is the agenda for each meeting:

- Review previous month's inspections.
- Review any reported accidents or incidents form the previous month.
- Review any suggestions or queries from staff.
- Plan a safety topic briefing for the coming month.
- Review any new safety guidelines/legislation that ABC Company have been made aware of.
- Post the minutes on the Staff Notice Board.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	23

3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the Staff 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 Staff.
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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	24

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 Staff 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;

- ❑ **Main Office Area**
 - ❑ **Vehicle holding area**
- ❑ The First Aid Boxes is inspected on a weekly basis by Manager 2. This check and replenishment is recorded and kept on file.
- ❑ When Staff are visiting at a Client or 3rd party 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 Staff who believe they might have a need of these items must be responsible for their own supplies.

Names of First Aiders

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	26

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 2.
- ❑ **Health & Safety Authority**
 - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by ABC Company. This will be done via the Accident Report section of www.hsa.ie
 - ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	27

Logo here	ABC Company
	Safety Statement

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.

Safe access and egress shall be maintained at all times.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	28

3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all Staff 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 Staff, 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 Staff (including management) but also to contractors.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	29

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 Staff 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 Staff, 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. All new and prospective Staff, 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. Staff, 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	30

Logo here	ABC Company
	Safety Statement

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, the Company and others at significant risk.

All Staff, 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 a Driver, Staff Member 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.

At all times Drivers must fully adhere to the any legislation relating to Substance abuse and driving.

PRELIMINARY

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	31

3.12 Bullying at Work Policy

ABC Company recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for Staff. 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 Staff 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 either Manager 2, Manager 2 or the Safety Representative.

Manager 2 gives the undertaking to 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 Staff are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	32

Logo here	ABC Company
	Safety Statement

3.13 Young persons and inexperienced workers policy

ABC Company does not employ inexperienced workers. ABC Company do not offer permanent work to any persons under the age of 18.

New Staff who are experienced in their profession receive in-house induction training and spend an agreed period of time working with experienced staff.

Where ABC Company choose to offer work experience placements to school children (typically from transition year programmes) the Health and Safety requirements of the relevant school shall be followed. While on the premises these schoolchildren will be supervised at all times and shall not be asked to undertake any tasks for which they do not have suitable knowledge, skills and experience.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	33

Logo here	ABC Company
	Safety Statement

HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	34

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 Staff at work."
- "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	35

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
2							
3							
4							
5							
6							

Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

- Risk Control measures are intended to reduce the risk to an acceptable level.
- Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc. This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

4.2 FIRE (In Premises)

FIRE HAZARDS

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.
- (g) The provision of assistance to the fire authorities.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	37

- (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 Staff 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. Staff should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	38

7. Make sure that the building is cleared of Staff 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

Fire drills are undertaken twice per year. Records of the date of these drills are on the H&S asset. The drills are also reviewed at our Management meeting.

4.2.4 FIRE WARDEN NAMES

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 vehicles shall be parked safely to avoid obstruction.
- When carrying out Valets in the carpark location the placing of vehicles both pre and post Valet must not obstruct any access.
- All doors and access points shall be kept clear and maintained.
- All passageways shall be kept clear of obstruction.
- Cables, hoses etc. will be kept clean and tidy to avoid slip and trip hazards.
- 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	40

4.4 VALET ACTIVITIES AND 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.
- Staff must maintain the workplace in a tidy condition at all times.
- Staff will ensure that all waste materials in and around the premises are cleared and disposed of safely.
- Cables, hoses etc. will be kept clean and tidy to avoid slip and trip hazards.
- Trails and pools of water or other liquids will be cleaned up promptly by staff.
- We use the least hazardous valet cleaners and follow procedures for hazardous chemicals.
- We clean up oil spillages with absorbent material and keep ignition sources out of petrol storage areas.
- All staff receive Specific Manual Handling Training.
- All staff provided with an ergonomic trolley to assist them in completing their tasks.
- All staff provided with PPE as follows:
 - Gloves – Chemicals/Glass, etc.
 - Uniform – General dust etc.
 - Overall – Bio hazard, etc.
 - Mask – Vapours/bio hazard, etc.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	41

Logo here	ABC Company
	Safety Statement

- Bio Hazard kits are available for cleaning of excrement, vomit, blood, etc.
- Manual Handling stresses are reduced for Vacuum cleaning via the training and maintenance of equipment.
- No Bleach or acid based cleaners are used.

Using Vacuum Cleaners

- Vacuum and plug to be inspected before use to ensure there are no defects.
- Defects to be reported to Manager 1.
- All relevant attachments for vacuum to be used.
- Good manual handling practice to be followed.
- Do not allow hosepipe to become kinked or trapped.
- Do not allow power lead to become overextended, kinked or trapped.
- Ensure both hosepipe and power leads do not present a trip hazard.
- If necessary change the vacuum bags as soon as they are full.
- Ensure any dust reservoirs are emptied promptly.
- Noise levels to be monitored. If the noise generated by a vacuum consistently results in employees having difficulty hearing conversations at approx 6 feet distance while vacuum is running, then the advice of a specialist consultant will be sought.

PRELIMINARY

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	42

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	43

Precautions

1. Manual Lifting Procedure

1. The Lift

The key factors in safe lifting are:

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

a) Balance

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

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

b) Position of the Back

Straight - not necessarily vertical

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

c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back.

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

d) Arms close to the Body

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	44

e) The Hold

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

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

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

2. Centre Line of Gravity

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

3. Testing the Weight

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

4. The shape of the weight

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

5. Movement.

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

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

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	45

Logo here	ABC Company
	Safety Statement

- 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.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	46

4.6 ELECTRICITY

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 =

To ensure that all electrical equipment used by the company is in safe condition.

CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

WIRING STANDARDS

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

Precautions to be included either are or will be as follows:

- All portable electrical equipment shall be tested annually by a competent person to ensure safety.
- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	47

Logo here	ABC Company
	Safety Statement

- 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.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	48

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

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	49

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 electromagnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

(d) Stress

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

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

Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	50

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	51

4.9 CLEANING CHEMICALS AND 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

- All cleaning materials, specialist and other substances are listed in a safety file.
- All cleaning materials, specialist 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 cleaning materials, specialist and substances are stored in an appropriate unit that is fire retardant and can contain spillages where needed.
- Procedures planned to handle or use any hazardous substance or processes are carried out fully.
- Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

Direct controls for staff to follow

- Always follow carefully any instructions and training information given in the use of cleaning chemicals.
- When handling substances, especially concentrates (if unavoidable), always wear the protective clothing provided, e.g. rubber gloves.
- If there is any danger of splashing, wear eye protection suitable for splash risks, e.g. goggles or visors, and ensure an eyewash bottle is available.
- If cleaning at eye level or above, wear eye protection.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	52

Logo here

ABC Company

Safety Statement

- Check that rubber gloves are free from holes, tears or thin patches. If any of these faults are present ask for replacements immediately.
- Tell your supervisor if you experience any irritation or allergy from gloves you have used.
- Never mix cleaning chemicals.
- When diluting always add the concentrated liquid to water, not the water to the concentrate.
- If cleaning chemicals are accidentally splashed onto your skin or eyes, always wash away with plenty of water. Seek medical advice if irritation persists and tell your supervisor.
- Avoid lifting and pouring from heavy or awkward bulk containers, minimise handling by use of syphons, pumps etc.
- If you are dispensing powders, always use a scoop; never use your hand.
- Never transfer cleaning chemicals into food or drink containers where they can easily be mistaken for foodstuffs.
- Ensure spray bottles and other containers are clearly marked with their contents.
- If aerosols are used for cleaning, never spray onto hot surfaces as this can produce harmful vapours.
- Never place aerosols on hot surfaces.
- Only use cleaning chemicals in well-ventilated areas. Sometimes an open window will be enough.
- Always clean up any spills on floors or work surfaces immediately.
- Always store chemicals as manufacturers advise, for example away from heat, sunlight, foodstuffs and members of the public, especially children.
- Ensure chemicals are disposed of properly, as instructed by your employer following the information given in the safety data sheet.
- Let your supervisor know immediately if you experience any adverse reactions to substances, for example headaches, nausea, skin complaints.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	53

4.10 Machinery, Equipment and Maintenance

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

In general the use of machinery and equipment in the Business is confined to low-risk items, which do not present any significant hazards.

However notwithstanding this the following precautions are taken.

Person at risk:

Staff / Sub-Contractors / Visitors / Others

CONTROL MEASURES

General

The following precautions are taken when using machinery and equipment.

- All guarding, safety devices (e.g. interlocks) must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Machinery and equipment must be properly maintained and all faults to be reported and corrected immediately.

Maintenance

ABC Company recognises that there may be additional risks associated with maintenance activities, due to such factors as need to remove guarding, disable safety features such as interlocks, electrical safety issues, etc. In order to minimise the risks involved in maintenance activities, the Business takes the following actions.

- No maintenance is carried out by general staff, other than routine cleaning and similar activities which can be carried out without disassembling the equipment or disabling safety measures in any way.
- All maintenance is carried out by suitably capable and experienced staff or by outside suppliers.
- This competence includes:
 - Appropriate knowledge of the machinery and equipment
 - Relevant health and safety requirements (in the case of suppliers, they are checked to ensure that they meet the appropriate requirements, and this is generally demonstrated by the availability of a safety statement).

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	54

Logo here	ABC Company
	Safety Statement

- Outside suppliers are informed of any relevant health and safety information such as emergency evacuation procedures; any specific hazards on the premises, etc.
- All machinery must be completely returned to correct operational condition by maintenance personnel before it is put back into operation. Examples are: replacement of machine guarding, re-activation of interlocks, electrical protection devices, etc.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	55

4.12 Noise

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Because of the nature of the business, there is no risk from noisy operations (i.e. no risk that the action levels of 80 dB(A) and 85 dB(A) will be exceeded).

However the Business will continue to monitor noise levels on an informal basis to ensure that noise levels remain as low as is practical, and should there be any significant increase in noise levels, appropriate formal monitoring and further action will be taken.

PREVIEW

Logo here	ABC Company
	Safety Statement

4.13 Safety in client and other premises. (Relevant when waiting on pickups for or delivery back to client, on site, etc).

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Each individual customer site may have additional hazards, over and above the hazards identified in this Safety Statement.

It is the responsibility of the person(s) in charge of the premises (or someone that they appoint) to provide information about all specific hazards on the premises, and the steps that must be taken to deal with these hazards.

Typical safety-related information could include:

- Any specific safety arrangements for those working on the premises;
- Location of toilets, washing facilities, eating (canteen) facilities;
- Fire and other emergency arrangements;
- Client contacts (e.g. safety personnel, first aid personnel, etc.)
- Personal Protective Equipment (PPE) requirements
- On receipt of this information, and/or based on an inspection of the site, Manager 2 will:
 - Identify any additional safety measures that are required;
 - Communicate these measures to all appropriate staff;
 - Ensure that any required additional information, training, personal protective equipment, etc. are provided.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	57

4.14 Driving for work

General Hazards

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles
- Other road users
- Road traffic accidents
- Driving conditions
- Poor vehicle maintenance

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures:

- The use of vehicles is restricted to persons within the company who hold a current driving license of the appropriate class, and who are covered by the appropriate vehicle insurance.
- Vehicles must be driven at all times in accordance with the Road Traffic Acts.
- Drivers must have a zero level of alcohol or any other intoxicant in their blood stream when driving for work.
- Drivers are responsible for carrying out checks on vehicles prior to use to ensure that they are in suitable condition for use. Defects must be reported and repaired.
- It is forbidden to carry passengers other than authorised company employees when driving on behalf of the Business and those members of the public who are part of a contract/engagement.
- Vehicles must be parked in a safe location.
- All speed limits are to be adhered to when driving on public roads.
- Legal requirements for use of Mobile Phones must be adhered to.
- Within the premises we ensure separate vehicle and pedestrian routes and have a safe system for manoeuvring vehicles into and out of garages.

OTHER HAZARDS

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

1. Road Traffic Accident – Injury due to collision

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	58

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 e 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
- 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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	60

Logo here	ABC Company
	Safety Statement

- Torch
- Reflective Jacket
- Bin for litter
- Warning Triangle
- Emergency Breakdown/Accident phone number
- First Aid Kit Accident number

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	61

4.15 Pregnancy and New Mothers

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

Staff who are pregnant or breastfeeding will not be required to perform any duties which are likely to expose them or their unborn or breastfeeding child to any risk related to their pregnancy or breastfeeding.

A risk assessment will be carried out to assess if there is any additional risk.

If any additional risk is identified, suitable preventive measures will be taken to deal with the risk.

Examples of circumstances where a pregnant worker or their child could be exposed to additional risk include work involving:

- Shocks, vibration or movement
- Manual handling involving risks to the lower back
- Noise
- Ionising and non-ionising radiation
- Extremes of heat and cold
- Movements and postures, travelling, mental or physical fatigue, other physical burdens

Other potential risks as identified in the Safety, Health & Welfare at Work (Pregnant Workers) Regulations.

Examples of suitable action when additional risks are identified are:

- Restrict the pregnant worker from carrying out the work;
- Adjust the working conditions on a temporary basis so that the risk is avoided;
- Re-allocate the worker to other work which does not entail risk to the worker or child;
- If the risk cannot be avoided by any other means, give the worker leave or additional maternity leave.
- Where additional risk to the pregnant worker or their child is identified, the worker will be informed of the risk and the steps to be taken to deal with the risk.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	62

4.16 Violence and Aggression

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult customers and others such as members of the general public can expose staff to a risk of violence. The following steps are taken by the Business to minimise this risk.

It is the policy of ABC Company not to have staff working alone, except when this cannot be avoided. In general there will be at least two members of staff on hand at all times.

Staff are given the following guidelines in dealing with potential robbery and aggression/violence situations:

- Always keep aware of customers or other individuals who may become violent or threatening
- Never argue or otherwise engage with someone who shows signs of violence
- If someone becomes aggressive or violent, obtain assistance. Never attempt to get involved directly or to restrain the person.
- If attacked, withdraw from the confrontation if possible.
- If and when it is safe to do so, raise the alarm.

Robbery/ Attempted Robbery

Robbery of cash and other valuable items can expose staff to a risk of violence. The following steps are taken by the Business to minimise this risk.

It is policy to put measures in place to minimise the risks to staff from robbery. These include:

- Minimising the quantities of cash and other valuable items held,
- Putting appropriate entry and security safeguards in place.
- Staff are given the following guidelines in dealing with potential robbery situations
- If a robbery is attempted, even by someone who appears to be unarmed:
 - Do not offer any resistance, do not provoke the attacker
 - Give the attacker whatever they demand
 - If and when it is safe to do so, raise the alarm.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	63

4.18 Cash Handling

HAZARDS

- Robbery
- Physical Injury

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Cash Movement Controls

- Avoid letting large amounts of cash accumulate on the premises.
- Perform cash drops regularly depositing cash in a safe. Use a night safe if receiving cash on evening call outs.

Cash Movement to and from the Bank

- Avoid, as far as possible, set patterns when making lodgements.
- Trips to the bank, where possible, should be made by car.
- Precautions should begin with varying, as much as possible, the times and routes of such journeys.
- Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.

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

- Keep calm – do not panic.
- Obey – do only what you are asked to do, nothing more and nothing less.
- Observe. 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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	64

Logo here	ABC Company
	Safety Statement

- Identify vehicular transport used (registration, colour, make of car)
- Preserve the scene intact. Do not interfere with places where fingerprints or footprints may be found.
- Hold witnesses at the scene until the Gardai arrive; otherwise take details (name, address, phone number) for contact later.

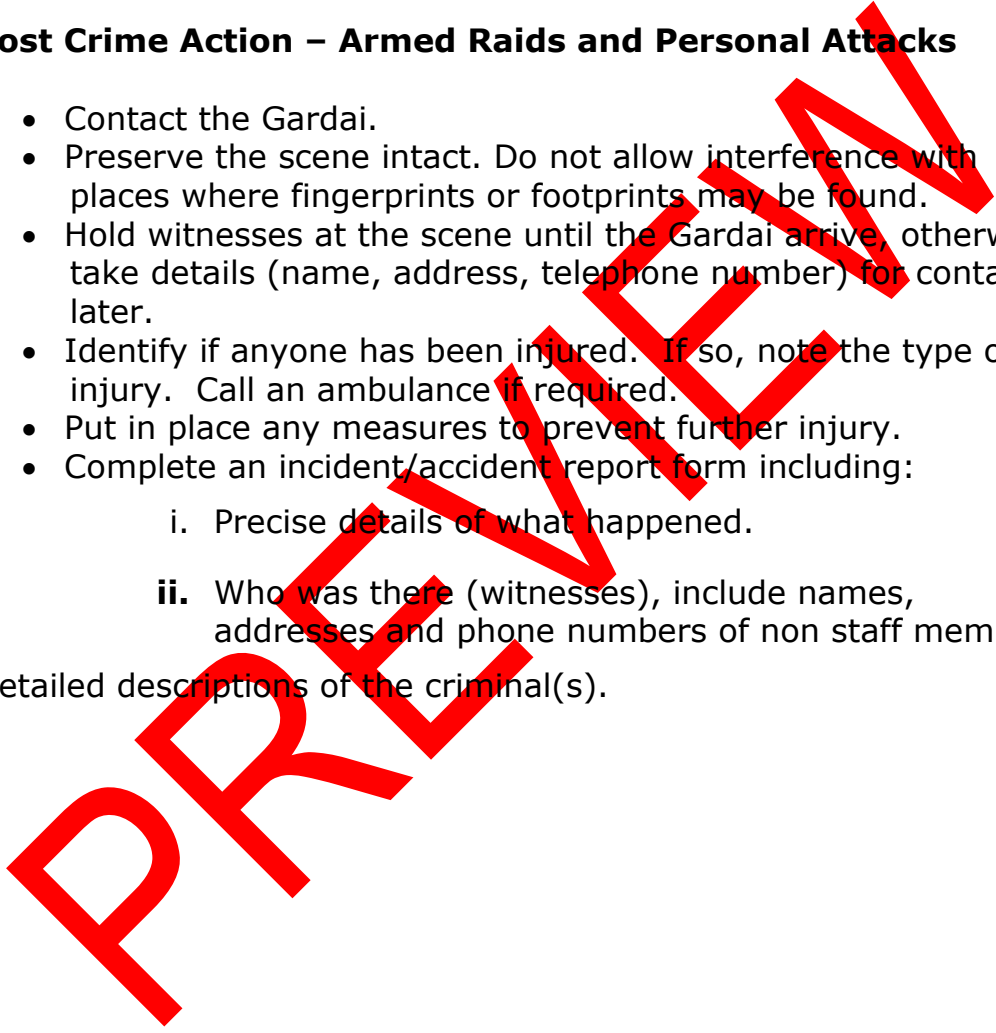
Notes:

Stay out of danger. Never jeopardise your own personal security or the security of others.

Post Crime Action – Armed Raids and Personal Attacks

- Contact the Gardai.
- Preserve the scene intact. Do not allow interference with places where fingerprints or footprints may be found.
- Hold witnesses at the scene until the Gardai arrive, otherwise take details (name, address, telephone number) for contact later.
- Identify if anyone has been injured. If so, note the type of injury. Call an ambulance if required.
- Put in place any measures to prevent further injury.
- Complete an incident/accident report form including:
 - Precise details of what happened.
 - Who was there (witnesses), include names, addresses and phone numbers of non staff members.

Detailed descriptions of the criminal(s).



Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	65

4.19 Power Washer

HAZARDS

- Electricity
- Cleaning solutions
- Slips and falls
- Pressured water

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Washer to be inspected before use and any defects notified to Manager 1.
- Follow the safety instructions in the supplier’s manual.
- All cleaning solutions are basic non hazardous detergents.
- Never point a pressure washer at yourself or others.
- Never attempt to push or move objects with spray from the washer.
- If an extension cord must be used, keep the pressure washer’s power cord connection out of any standing water, and use a heavy duty extension cord with components rated for use in wet locations. Keep both the power cord and extension cord connections as far away as possible from the item being washed and away from any water runoff.
- Wear your safety shoes/boots when using the pressure washer.
- Never cut or splice the pressure washer’s power cord or extension cords.
- Pressure washer is also subject to the electrical test schedule.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	66

4.20 Cleaning Activities and Ladders

Relevant for cleaning/valeting large vehicles

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
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

General Cleaning Hazards and Control Measures

Manual handling

If the ladder is too heavy get assistance. The length of ladder that can be safely handled by a single person will depend on their build, age and experience but, as a general indication, longer ladders for cleaning above 6 m may require two people for some operations.

Lone working and portable ladders

Lone workers are defined as employees who work by themselves without close contact or direct supervision.

- No cleaner should work alone in any area or location that would involve increased risk to their safety, e.g. in the delivery yard of a premises where vehicles might hit a ladder, on a busy street or on a road.
- If a cleaner is working solo for a full shift or day, a one-hour contact system should be established, e.g. mobile phone or radio.

Don'ts/common misuses

- Don't use a defective ladder.
- Don't overreach.
- Don't straddle from a ladder to a nearby foothold.
- Don't take a grip on the vehicle and stretch in the opposite direction.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	67

- Don't place a ladder on boxes, bricks, drums or other unstable surface to gain extra height.

Supervision

The degree of supervision required for work using ladders will depend on a number of factors including:

- Competence and experience of the cleaner;
- Maturity;
- Reliability;
- Potential/temptation to take short cuts on particular jobs;
- Risk;
- Degree of control by client site staff.

While cleaners may have to work on their own for long periods, some degree of supervision will always be needed to ensure that bad habits do not appear.

LADDER CONTROL MEASURES

- The cleaner should face the ladder at all times when going up and down.
- The cleaner should always have one hand on the ladder or other secure handhold and both feet on the ladder at all times when working from the ladder.
- The cleaner should wear suitable footwear that is in good condition, has good grip and is flexible enough to feel the position of the foot on the ladder rung. In practice, trainers with clean soles and a good grip satisfy these requirements.
- Ladders should not be left unattended.
- Personal cleaning equipment should be secured at all times when going up and down portable ladders. In practice, this can be achieved by use of tool belts or carriers.
- Ladders must be in good condition, free from defects and to be inspected 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.
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- Only one person at a time on a ladder
- If a ladder cannot be properly repaired, it must be scrapped

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	68

4.21 Checking Vehicles In and Out

HAZARDS

- Vehicle movement
- Sharps or rubbish in car
- Abusive behaviour

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Assessment 4.16 to be followed with regard to abusive customers
- Assessment 4.4 on general cleaning and valet of vehicles to be followed as well as the other assessments relating to cleaning activities.
- When necessary to inspect the vehicle upon return, take the record sheet from the file, put on the Hi-Viz vest and accompany the customer to the parked vehicle.
- While being aware of the possibility of moving vehicles in the area, carry out an external check to verify any damage on vehicle using the record sheet as a reference.
- Carry out an internal check for initial cleanliness, fuel level and forgotten items.
- If there is a disagreement with the customer do not enter into an argument and keep your tone conciliatory.
- When carrying out a detailed inspection before allowing the vehicle proceed to Valet or new hire, put on gloves as well as the hi viz. Carry out a visual inspection first. Use your sense of smell also as any biological hazards such as food waste or other deleterious matter will be likely to have a strong odour.
- When this inspection is complete carry out a detailed inspection by running gloved hands along seat crevices and into pockets/recesses to ensure there are no items or waste left behind.
- Ensure any critical safety equipment that is part of the vehicle or a requirement of local laws (i.e. spare tyre, decals about driving on correct side of road) has not been removed.
- If you find any significant soiling issues that may be beyond the capability of in-house valet staff, inform Manager 1 and

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	69

arrange for a specialist cleaner or valet company to handle the issue.

- When checking out vehicles to customers this is an invaluable time to prevent issues arising upon vehicle return:
 - Go over the vehicle damage record with the customer and point out every relevant defect. This should prevent disputes upon return.
 - Ensure that the customer is aware of the level of insurance they have chosen and that they will be charged as appropriate for any new damage to the vehicle.
 - Ensure the customer is aware of the rules regarding fuel levels upon return.
 - If the counter/reception is not excessively busy accompany the customer to the vehicle so that any defects can be pointed out. (not always possible where remote parking is in operation).
 - If there are any local roadworks or temporary traffic hazards that may affect the customer when leaving (especially foreign visitors not familiar with Right Hand Drive) make sure to tell them about the relevant restrictions, etc.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	70

Logo here	ABC Company
	Safety Statement

PART 5

ANNUAL REPORT

ABC COMPANY

SAFETY STATEMENT

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

SAFETY TRAINING;

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	71

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

PREVIEW

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

7. Appendix

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	74

Logo here	ABC Company
	Safety Statement

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:

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	75

Safety Inspection Sheet

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

PREVIEW

Staff Suggestion forms (Welfare and Concerns Register)

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ **Position:** _____
Date: _____

Details of Suggestion:

SECTION B: to be completed by Manager 2

Action Taken:

Signature: _____
Date _____

A4. Display Screen assessment

Name:	Date:	Location
--------------	--------------	-----------------

No.	Check item	Yes	No	Comments
1	Is the display screen image clear?			
	Are the characters readable?			
	Is the image free of flicker or movement?			
	Are the brightness and/or contrast adjustable?			
	Does the screen swivel and tilt?			
	Is the screen free from glare and reflection?			
2	Is the key board comfortable?			
	Is the key board tiltable?			
	Can you find a comfortable keying position?			
	Is there enough space to rest hands in front of keyboard?			
	Is the keyboard glare free?			
	Are the characters on the keys easily readable?			
3	Does the furniture 'fit' the work and the user?			
	Is the work surface large enough for documents, monitor keyboard etc.?			
	Is the surface free of glare reflections?			
	Is the chair stable?			
	Can the chair be adjusted?			
	Do the adjustment mechanisms work?			
	Is your posture comfortable?			

Logo here

ABC Company
Safety Statement

No.	Check item	Yes	No	Comments
4	Is the environment around the work station risk free?			
	Is there enough space within which to work?			
	Are the levels of light, heat and noise comfortable?			
	Does the air feel comfortable?			
5	Is the software user friendly?			
	Can you use the software without undue stress?			

Additional comments

PREVIEW

Logo here	ABC Company
	Safety Statement

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 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.

PRELIMINARY

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	80

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.

DRAFT

Logo here

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	82