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COMPANY SAFETY STATEMENT

ABC Company

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1.1 OBJECTIVES OF THE SAFETY STATEMENT

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

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

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

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

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

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1.2 COMPANY SAFETY STATEMENT

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

Health and Safety is an essential requirement of our operations. We undertake to conduct our business in a manner, which protects the health and safety of our employees, visitors, contractors and members of the public that may be affected by the companies activities.

We are committed to work within our safety management system in ensuring we:

- Develop health and safety management processes, operational procedures and audit capabilities to ensure the safe operation of the company.
- Comply with all Irish and EU health and safety legislation and regulations.
- Identify hazards and assess any risks to the safety and health of our employees and all others who may be affected by our activities.
- Promote continual improvement by setting and reviewing safety performance and targets.
- Effectively communicate the health and safety culture of the company through:
 - Ensuring the availability of the Safety Statement to all employees and interested parties.
 - Provide the necessary training and support to employee and sub contractors to ensure they are able to fulfil their commitments under this policy.
 - Display signs and notices in prominent positions to inform employees, contractors and visitors of necessary health and safety information.
- Have employees adhere to their duties and report all accidents and incidents.
- Record all accidents and near misses on our report forms and inform the HSA where required of any reportable accident.
- Set and agree safety performance targets that are realistic and achievable.
- Fully consider the safety implications of any new venture or capital expenditure.
- Assist contractors and suppliers to develop a similar approach to health and safety.

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- Make alterations and changes to the Safety Policy and Statement in the light of experience and planned reviews.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual section. 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 action.

Signed: _____
 Manager 2,

Date: _____

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COMPANY STRUCTURE FOR HEALTH AND SAFETY

PART 2

Detailed Responsibilities of Personnel
carrying out functions of Part 3

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company are involved in the general Garden Centre area. Our activities cover growing of container plants, shrubs, trees and bedding plants. We act as both a wholesaler and retailer of these products from our premises.

The company operates an average of 10 AM to 6 PM however this is subject to change depending on customer needs.

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 as per need.
4. Safety critical equipment maintenance records
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from xx/xx/xx
 - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation on xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
9. Annual report

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

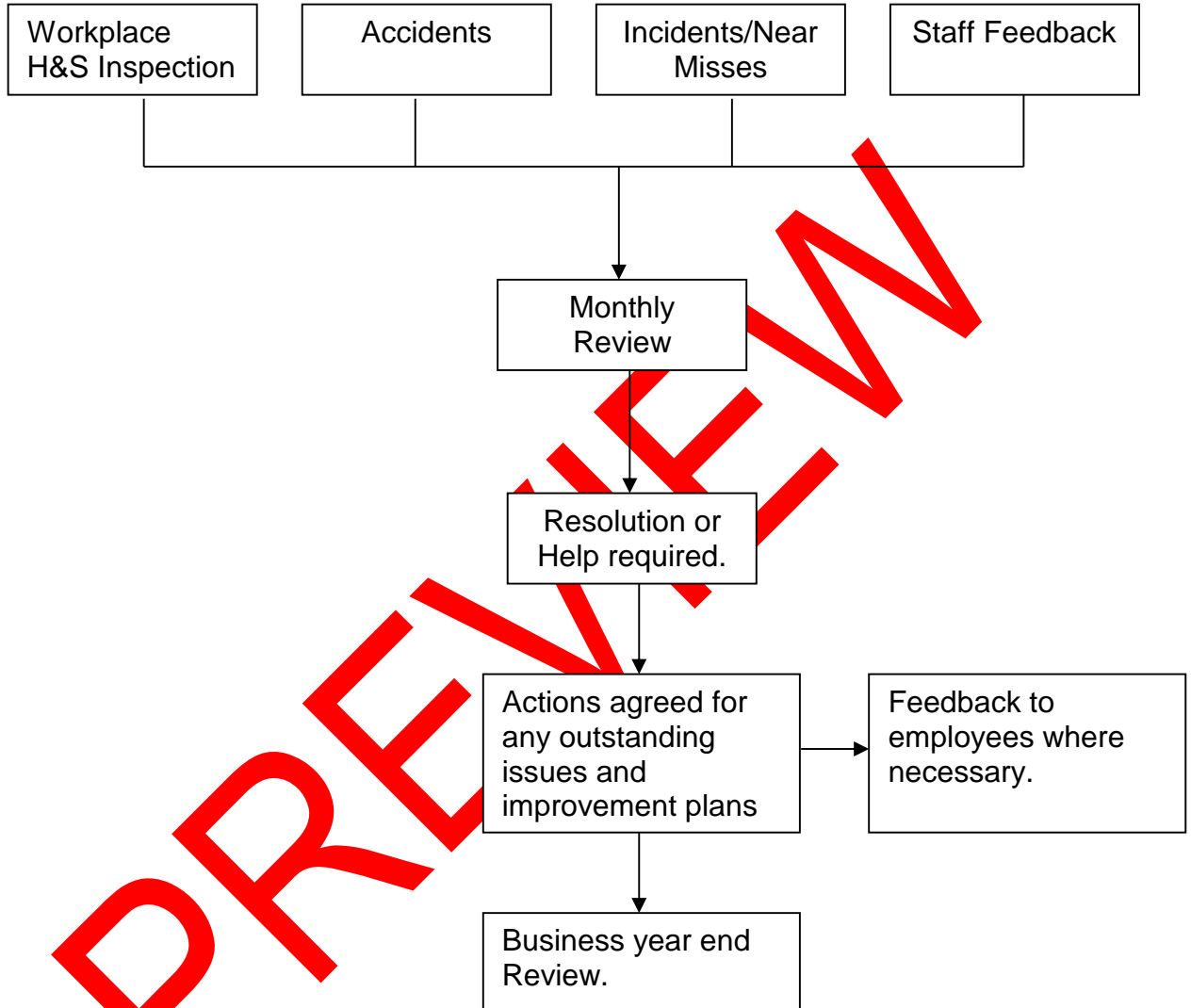
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Performance feedback loop for ABC Company.

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



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Procedure for monthly inspections.

1. Manager 2 compiles a program of Inspections for the year ahead that apportions inspection equally among all supervisors/managers and other responsible staff.
2. Completed form is presented to Manager 2 along with any issues that could not be resolved at the time.
3. Manager 1 sends around the result to all those concerned.
4. The inspection has corrective actions that have been completed highlighted and any issues that could not be dealt with identified.
5. Manager 2 will then review the performance of the company.
6. Completed Monthly inspections are only held for 12 months unless there was a particular incident that warranted a specific inspection being held. In those cases the inspection sheet will be filed with the incident report.

Procedure for document records

1. Monthly inspections as above.
2. Accident report forms are completed and placed on the relevant employee file.
3. General work permits are completed and filed with the maintenance record for the relevant piece of machinery.
4. Hot work permits are completed and filed with the maintenance record for the relevant piece of machinery.

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2.2 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.
- ❑ Responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.3 MANAGER 1

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

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2.4 MANAGERS & SUPERVISORS

All Managers & Supervisors will be responsible for planned implementation of effective health and safety standards within their area of operation according to agreed objectives and for ensuring that health and safety standards are taken into account in planning targets and in organising work generally.

Managers & 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 and that the standards described in Part 4 of this policy are met in a practical manner.

SPECIFIC RESPONSIBILITIES OF ALL MANAGERS & 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 in liaison with Manager 2 and check that it is effective.
- ❑ 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.
- ❑ Check at intervals that work is carried out as in accordance with Company and statutory procedures and that work systems are operating effectively and safe working methods are observed.
- ❑ Investigate all accidents and dangerous occurrences.
- ❑ Carry out regular Safety Inspections in areas, which are within your control. Look for, suggest ways of eliminating hazards, and report any deficiencies to the Health and Safety Coordinator. Take note of Safety Inspection Reports, and ensure that remedial action is taken.

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- ❑ Co-ordinate training of employees under your control.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Motivate employees under your control to take the appropriate safety precautions and this includes setting an example to staff under your control, particularly by wearing appropriate protective clothing and equipment.
- ❑ Provide pertinent information to employees, e.g. changes in health and safety legislation, accident statistics etc.
- ❑ 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.
- ❑ Commend Employees who by action or initiative eliminate hazards.

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2.5 All Employees

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

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2.6 OFFICE 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 and clerical employees e.g.

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

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- 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.

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2.7 CONTRACTORS

The following responsibilities are allocated to contractors:

- ❑ No contractor may be allowed to commence work before receiving a Permit to Work. This permit is normally issued by reception and authorised by the manager owning the area in which the work is to be carried out.
- ❑ All contractors will be expected to comply with the Company's Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the Company whilst work is being carried out.
- ❑ All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the site.
- ❑ Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- ❑ All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- ❑ No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current 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 the Company.
- ❑ Contractors must comply with any safety instructions given by the Company management.
- ❑ The Company must be notified of any material or substance brought onto the 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 with mobile plant.

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ARRANGEMENTS FOR SAFE WORKING

PART 3

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3.1 RESOURCES

The management of 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.

The Management of ABC Company undertake:

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

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3.2 SAFETY INDUCTION

This procedure will be carried out in accordance with the general induction.

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

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

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. The management at 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.

All the safety training received will be monitored and updated by Manager 2.

ABC Company will keep training records to include:

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

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

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3.4 SAFETY CONSULTATION

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

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

A folder of blank forms is held at reception. 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.

3.4.1 SAFETY COMMITTEE

ABC Company have a Safety Committee on site. The members of the Safety Committee are Manager 1, 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.

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3.5 SAFETY REPRESENTATION

As the staff have not elected a Safety Rep Manager 2 will fulfil the role is so far as is reasonably practicable.

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

The rights of the Safety Representative include:

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

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above. All representations by the Safety Rep must be made to Manager 2.

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3.6 FIRST AID

CONTROL MEASURES

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

The exact location of the First Aid box must be known by all employees at each workplace 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 locations are as follows;

- General admin office
- Nursery area
- The First Aid Boxes are inspected on a weekly basis by the H&S coordinator. This check and replenishment is recorded and kept on file.
- All employees at each workplace must know the exact location of the First Aid box and a specific notice is 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 number of First Aiders required by the company is 1 trained personnel per per shift. This will ensure adequate coverage at all times.
- It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

First aiders

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.
- ❑ Accident Report Form must be passed directly to Manager 2.

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3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported as per the Health and Safety routines.

- Accident report Form
 - The accident report form must be completed for all accidents. Copies of this form are available from Manager 1.
 - All injuries must be reported on the worksheet also.
- Health & Safety Authority
 - If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority at this web link <https://webapps.hsa.ie/CIRW/index.php> .
 - If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

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

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3.8 WELFARE FACILITIES

Management shall ensure that adequate welfare facilities are provided on the premises for all personnel.

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

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

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

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

Adequate cloakroom facilities shall be provided for the storage and changing of clothes.

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3.9 PERSONAL PROTECTIVE EQUIPMENT

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

HAZARDS

- Physical Exposures
- Chemical Exposures
- Noise Exposures

CONTROL MEASURES

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

ABC Company will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature is obtained for the equipment. Such items include face protection, safety gloves, goggles etc.

Manager 1 shall monitor and check the P.P.E. on a regular basis.

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

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

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3.10 PERMIT TO WORK SYSTEM

The following permits to work are in operation within ABC Company.

- * General Permit to Work

CONTROL MEASURES

The Work Permits address the following items:

(a) Limit of Permit

This section of the permit clearly defines the area or room to be entered or work to be carried out under the permit. The date and time when issued and the date and time until which the permit is valid must be included.

Permits will be issued for one day only or less.

(b) Hazards

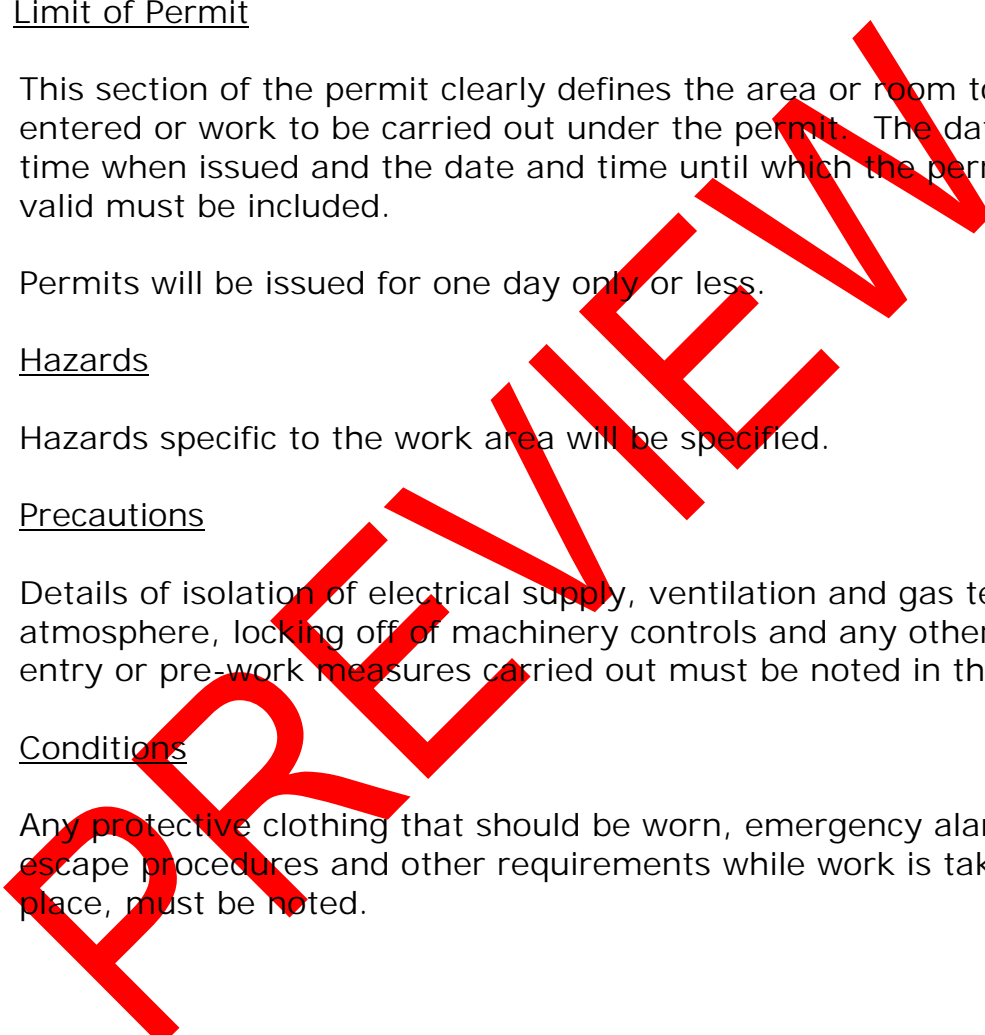
Hazards specific to the work area will be specified.

(c) Precautions

Details of isolation of electrical supply, ventilation and gas testing of atmosphere, locking off of machinery controls and any other pre-entry or pre-work measures carried out must be noted in this area.

(d) Conditions

Any protective clothing that should be worn, emergency alarm and escape procedures and other requirements while work is taking place, must be noted.



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(e) Issue of Permit

When the permit is issued, the person issuing the permit, before signing the permit, will ensure that the precautions have been carried out and then discuss the limits, restrictions, precautions and conditions with the person to whom the permit is issued.

(f) Receipt of Permit

The person receiving the permit, before signing it, will ensure that he fully understands the limits, restrictions and conditions of the permit and where applicable will then accept the responsibility for informing all the persons under his control.

(g) Clearance

When the permit time limit is reached and the work is complete the permit must be signed off and dated before returning it.

(h) Should the work not be completed on the day of issue of permit, the area shall be safely sealed off and work recommenced after an extension or reissue of work permit.

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3.11 SMOKING POLICY

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

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

IMPLEMENTATION

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

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

INFRINGEMENTS

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

SMOKING CESSATION

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

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3.12 DRUGS AND ALCOHOL POLICY STATEMENT

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

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

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

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

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3.13 Bullying at Work Policy

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

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

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

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

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

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

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3.14 Young persons and inexperienced workers policy

ABC Company does not employ permanent full time staff under 18 years of age. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc.

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

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

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

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

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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4.1 HAZARD INSPECTIONS

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

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

HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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

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

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

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

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

Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

Risk Control.

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

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

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

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4.2 FIRE

FIRE HAZARDS

Fire extinguishers are provided on the premises and are regularly checked. Rules and guidance relating to Fire and Emergency have been included in the Fire Register.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed 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) The holding of 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 and systems.
- (g) The provision of assistance to the fire authorities.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of electrical installations, prohibition of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

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A fire safety register is maintained by the Company.

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires
2. Protect means of escape in case of fire
3. Protect employees and visitors
4. Protect property.

Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover to those parts of the premises not covered by hose reels. The basic scale of provision of extinguishers where these are the only primary first aid means of fire defence is one unit for every 250m² or part thereof and that on each storey there should be at least two extinguishers.

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.
5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

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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 ALARM SYSTEM

The following details shall be entered in a log book:

- (a) Causes of all alarms (genuine, practice, test etc.)
- (b) Any faults which develop
- (c) Any period of disconnection
- (d) Nature of work (inspection, maintenance or test)
- (e) Any further action required
- (f) Name of person responsible.

It is important to note that each individual call point must be tested at least once in every period of 12 months.

4.2.4 FIRE DRILL

A fire drill shall be undertaken at least twice per year.

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4.3 ACCESS AND EGRESS

HAZARDS

Inadequate access and egress facilities can result:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

All passageways shall be kept clear of obstruction.

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

Stairways shall be provided with handrails and maintained in good condition.

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

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

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

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4.4 HOUSEKEEPING

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips: - Materials left lying in open aisles
- 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

Managers 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, compounds are planned and staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

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

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

Wear non-slip footwear that fits properly

Keep footwear clean and soles free from oil and grease

Make sure pathways and aisles are free of clutter, pots, flats and merchandise.

Stop and move any obstacle as soon as you see it.

Secure electrical wires and cords away from walkways. This is especially important during the Christmas season when extra cords are being used for lights and displays.

When watering, either indoors or out, make sure the hose lies flat without loops or curls.

Prevent trips by using a "wet floor" or "caution" sign to mark the location of the hose.

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Clean up any leaked oil or grease immediately.

Prevent moss from building up on stairs and outdoor surfaces.

Repair any deeply cracked or uneven surfaces. If they can't be repaired, make them visible by painting them with bright paint.

Clear walkways of snow and ice in the winter.

Clear loose gravel from walkways.

Don't leave garden hoses, tools, or other equipment lying around

STANDARDS REQUIRED

The Safety Health and Welfare at Work Act 2005 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees so far as is reasonably practicable (section 6), employers have a duty to ensure that their work does not affect others so far as is reasonably practicable (section 7) and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe so far as is reasonably practicable for persons who are not their employees but are required to use the premises (section 8).

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4.5 MANUAL HANDLING

HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 5	Score = 4	Result = 20

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 as per the Simple Safety Series from the HSA www.hsa.ie.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age and physical build. Adequate lighting shall be supplied to ensure that visibility is sufficient at all times.

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

Management will ensure that a supply of suitable gloves are available from issue should they be required for the handling of materials which could cause injuries to the hands.

Precautions

1. Manual Lifting Procedure

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1. The Lift

Just because you have been lifting heavy objects all your working life does not necessarily mean that you have been doing so correctly.

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

- d) Arms close to the Body

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

e) The Hold

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

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

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

2. Centre Line of Gravity

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

3. Testing the Weight

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

4. The shape of the weight

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

5. Movement.

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

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

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

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

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

- safety boots should always be worn when lifting loads to avoid possible injury to the foot, should a load be dropped.
- when lifting anything that may have jagged edges, wear protective gloves
- if corrosive chemical containers are to be moved, special protective clothing must be worn
- if the load is heavy or too large for one person to handle, help should be obtained from a work-mate of similar physique
- jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder
- even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision
- loads should not be pushed onto stacks above chest level. If a stack is this high, stand on a sturdy platform
- if the load to be lifted exceeds half the weight of the person lifting it, it is more than likely that the individual will lose his/her balance.

Note: if in doubt when lifting GET HELP.

TRAINING

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

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4.6 ELECTRICITY

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician.
- Electrical installations are checked regularly by a competent qualified electrician.
- Testing, certifying and repairs are carried out in accordance with appropriate Electro Technical Council of Ireland (E.T.C.I.) standards.
- Enclosures/covers are in place to prevent contact with live electrical equipment/parts.
- Damaged extension leads are repaired or removed from use.
- Means of cutting off power to electrical installations and equipment e.g. fuses, trip switches, are provided and employees are aware of their locations.
- Work on live electrical equipment is avoided where reasonably practicable.
- Fire extinguishers that are suitable for fighting electrical fires are provided.
- All circuits supplying socket outlets are protected by a Residual Current Device (RCD).
- Operation of the RCD is tested regularly in accordance with the manufacturer's instructions.
- Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested.
- Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person.
- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters.
- Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.

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- 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.

General points on Electricity:

If proper safeguards are not observed, electricity can pose a serious threat to life and limb. The two main hazards are lethal electric shock and fire.

If one comes across someone caught in a shock, use great care. If you are not insulated yourself, you can get a shock from the victim.

In all cases, follow the manufacturer instructions with regard to electrical goods. Taking chances with electrical installations, wiring, fittings or machine is both foolish and dangerous.

Power tools

Before each use, inspect tools, power cords, and electrical fittings for damage exposed wiring.

Repair defective equipment if you have been trained to do so. Otherwise tag it for repair and do not use

Know where the breakers and fuse boxes are located in case of an emergency, and make sure that nothing is blocking access to them

Check to see if all circuit breakers and fuse boxes are labelled so you can tell which plugs they feed.

Don't use power tools with the guards removed.

Always unplug tools when they are not in use.

Pull on the plug, not the cord!

Don't pull out a plug when your hands are wet or when you are touching metal.

Use cords or equipment that are rated for the amount of current you are using.

Use Residual Circuit Breakers (RCBs) on all plugs located outdoors.

Read the label when installing strings of lights so that you know how many you can safely string together.

Always tape cords to walls or floors whenever possible. If you have to use a staple gun to put up strings of lights, don't staple through the cord!

Use staples that are long enough to grip the cord.

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4.7 FORK LIFT TRUCKS

HAZARDS

Many incidents occur because proper attention has not been given to the safe driving of vehicles. Lack of attention can result in any of the following:

Overturning

Persons being runover/struck by fork lift truck

Material falling from forks

A truck colliding with an object

A truck colliding with object/structure causing collapse of same

Equally hazardous is the practice of jumping from a truck while still in motion.

Excess speeding in confined areas, restricted aisle-ways etc..

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes

All fork lift trucks should be fitted with:

1. Forward flashing warning light(s) interlocked with the ignition
2. Reversing horns/sirens interlocked into reverse gear.

Ideally the names of appropriate drivers should be kept on the truck, such drivers being responsible for the up-keep of all aspects of the truck, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.

Floors are maintained in a sound and clean condition and particular attention is paid to the prevention of oil and rubber build-up. Specific cleaning chemicals are used by the hygiene team for the purpose of removing rubber build up.

All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months.

Control during use

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

Operatives, shall, under no circumstances position themselves between the load being delivered and a fixed obstruction e.g., pallet load and where possible barriers shall be provided to prevent encroachment by the lift truck into an operatives' work area.

Keep blade approx. 4 inches off the ground with a slight tilt upwards when travelling.

Operatives are never to be lifted on the forks.

When lifting a pallet in a truck or off the floor or rack, always check your blade is not puncturing the pallet behind and that the load is stable or safe.

Training of drivers

The training of drivers on all types of vehicle will be formal and under the control of a qualified instructor.

Drivers will be trained on each type of vehicle they are required to drive if validated by the company.

Trainee drivers will be tested at the end of the training period, and, if successful, will be issued with a special "driving licence" or other certificate.

Maintenance

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

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4.8 WORK AT HEIGHTS AND LADDERS

Work at heights is defined as working in an area/location where a person could fall from any height, other than from a scaffold.

HAZARD

The main hazards associated with Work at Heights are:

Falls of persons from working places or accesses.

Falls of materials or articles.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

The Manager will ensure that work is planned to ensure safe access/egress and working place for Employees to work at heights.

Where practicable work at heights will be carried out from a safe position on the building/structure or from a scaffold provided.

Where required Employees will receive instruction in the use of safety equipment provided.

Ladders to be inspected monthly

In general ladders are not used as work platforms.

All ladders to be checked for damage before use:

- No mud on treads
- All treads secure

Position ladder close to work

Do Not stretch from the ladder

All ladders must be placed on

If possible ladder should be secured from falling.

Where possible ladders will be held secure by another member of staff.

Some general guidelines apply to using any kind of ladder:

- Take a close look at the ladder before you use it to ensure that no parts are broken, cracked or missing.
- Make sure you place the ladder on a firm, level surface.

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- Make sure the areas around the base and the top of the ladder are clear of obstructions.
- Avoid contact with wiring or electrical cords, especially if you are using a metal ladder.
- Try to position the ladder away from doorways and walkways to prevent collisions.
- Avoid slipping. Ensure that the ladder rungs are free of oil, grease or other slippery substances, and wear slip resistant footwear.
- Climb with both hands. If you need to take something up, have someone pass it to you from below .
- When you are on the ladder, keep your centre of gravity between the side rails, especially if you need to carry materials.

Using step-ladders:

- Ensure that the spreaders are engaged and properly locked in place before climbing.
- Don't climb past the second rung from the top.
- If possible, brace yourself with your free hand.

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4.9 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, shall be carefully disposed off.

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4.10 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

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

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) Long/short sight problems
- (2) Glare
- (3) Lighting
- (4) Screen brightness
- (5) Clarity of characters.

(b) Posture

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

(c) Radiation

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

(d) Stress

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.

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RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.

The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.

This underlines the importance of keeping VDU's in good condition.

It is important that chairs are correctly selected and used and that their siting is at an optimum distance from the machine.

Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.

There should be a restriction on continuous use:

Over two hours with pauses of between 5-10 minutes before further use.

In this respect, short, frequent intervals are more beneficial than infrequent long breaks.

The total time of continuous work at a VDU should be restricted to 6 hours per day.

Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.

Epileptics should see a medical adviser before starting work.

If there is any untoward incidence of VDU related problems medical advice must be sought.

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4.11 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

A general (generic) written assessment will be prepared for substances, processes, and site health hazards normally used or encountered on the premises should any hazard be identified.

When spraying pesticide in the nursery area the alert sheet in the appendix shall be used.

MSDS are supplied to customers when requested.

To prepare the general written assessment the following steps are taken:

- (i) Obtain Health and Safety Data Sheets for all substances in use.
- (ii) Identify all potentially hazardous substances.
- (iii) Assess the degree of risk and decide on whether or not protective measures are needed and the nature of these measures.
- (iv) Review the method of use.

Prohibition of eating, smoking, drinking in areas where exposure is likely.

Use of suitable protective equipment.

All Employees engaged in any process involving the use or handling of any hazardous substance will be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

SUPERVISION

The Workplace Supervisor will ensure that:

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- ❑ A written assessment, control measures and other information are on site.
- ❑ 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.

HAZARDOUS SUBSTANCES

General Precautions

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

- ❑ No spraying of pesticide (except small organic bug guns) to be undertaken when premises are open to the public.
- ❑ Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- ❑ Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application.
- ❑ Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- ❑ Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- ❑ Store all products in ventilated areas away from extremes of temperatures and environment.
- ❑ Clean all spillages instantly and dispose of waste and used containers properly.
- ❑ Except for transport in closed packages, only authorised personnel must handle materials.
- ❑ Ensure the correct equipment for handling the products is available.

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- ❑ If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- ❑ Read the data sheet, container labels, and detailed health and safety information before using any products.
- ❑ Never store unused chemicals, even in the sprayers.
- ❑ Do not leave bottles of plant protection products in use within reach of children.
- ❑ Dispose of surplus chemicals in an environmentally sensitive way.
- ❑ Never mix unapproved chemicals.

Chemical spillage:

In this event, the area should be closed off, ventilated and the spillage covered in peat or cat litter material until absorbed. Avoid breathing strong fumes. Subsequently the remains should be disposed of in an environmentally sensitive manner.

PREVENT

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4.12 WORKING IN WAREHOUSE/STORES

HAZARDS

Poor housekeeping.
Spillages/materials on floor.
Materials falling from racking.
Bad/dangerous forklift driving.
Loading/unloading pallets manually.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Housekeeping cleaning duties must be carried out daily.
All spillages should be cleaned up immediately.
Restrict access to authorised personnel only.
Caution maintained at all times by driver and other personnel.
Safety signs are in place re "Caution Beware of Forklift."
No obstruction to be put in way of exits.
Only trained drivers to drive forklift in store.

TRAINING

Forklift driver training.
Manual Handling.

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4.13 POWER PALLET TRUCKS

HAZARDS

May cause serious accident and injury to other members of staff.
Reversing against operator.
Collision with employee.
Material falling from load.
Truck/ M.H.E. colliding with objects.
Standing on pallet forks while in motion.
Unsafe pallets/badly damaged pallets.
Poorly maintained pallet truck.
Operating pallet truck/ M.H.E. with bay door open and no truck parked at bay.
Wet floors.
Carrying excessive weight.
Pallet being dropped on to operators feet.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

TRAINING

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

Removal for use

Prior to removing from charge all users must be fully and validated by the Company.

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Only qualified/certified staff must be in possession of keys

Prior to taking MHE from station check that machinery is fully operational

Check MHE for any damage and report any damage on log sheet and to supervisor.

When not in use

Keys should be removed from all vehicles when not in use.
MHE should be parked safely at workstation area which is clearly marked

Return after use

Remove key from fork truck and return to hook and sign log sheet.

Document any damage on log sheet and report to supervisor.

CONTROL DURING USE

Always travel in reverse.

Keep all body parts inside the confines of your M.H.E. when travelling.

Do not dismount while M.H.E. is still moving.

Sound horn when passing a pedestrian, when entering and exiting a loading bay and all blind spots.

Do not carry passengers or ride on your M.H.E.

Always travel at a safety speed to the area in which you are working.

Always be prepared to stop.

When travelling with a load, always lift fully, when exiting a pallet make sure you are fully down, and looking in the direction in which you are travelling.

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4.14 CASH HANDLING

Hazards

Assault

Physical injury

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

4.14.1 Cash Movement Controls

1. Avoid letting large amounts of cash accumulate in the register/safe.
2. Perform cash drops regularly depositing cash in a safe.
3. Notice relating to time delay safe displayed.

4.14.2 Cash Movement to and from the Bank

1. Minimise the risk to cash by making frequent lodgements.
2. Avoid, as far as possible, set patterns when making lodgements.
3. When cash is being moved in or out of the premises, ensure that the area is thoroughly checked and certain entry/exit points are secured to prevent the possibility of cash carriers being ambushed in the immediate vicinity. People involved in the movement of cash should be alert at all times and should anything arouse suspicion, they should contact the Police.
4. If you use transport, try to vary the vehicle being used.
5. Lodgements of coin could be carried in a cash case and currency notes may be carried on the person.
6. Trips to the bank, where possible, should be made by car. Able-bodied persons should carry out this task – at least two such persons. Unescorted females or young persons should not be allowed to carry cash to and from the bank.
7. Precautions should begin with varying, as much as possible, the times and routes of such journeys. An escort could carry part of the lodgement on his/her person so as to reduce the possible loss.
8. Be discreet. Avoid the use of a telltale canvas bag that shows the thief you are carrying money, thus attracting them to snatching it quickly. Where possible, carry notes in pockets and bulky change in a cash case. There are different types of alarmed and protected cash carrying cases on the market and consideration should be

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given to using one of these – e.g. a case having audible alarm and smoke dye facility.

9. If you are walking, use a busy street and try to walk against the flow of traffic, making a surprise attack from behind more difficult.
10. The first and last stages of the journey to the bank are the most likely points for attacks – snatches have been made from customers in bank premises.
11. Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Police.
12. Do not advertise your business by unnecessary exposure of cash bags or lodgement docketts.
13. When making up the lodgements, initial and date some of the currency wrappers.

4.15.3 Use of Bank Night Safe

1. If possible use a vehicle to convey cash to the night safe.
2. At least two persons should travel to the night safe with the deposit.
3. While en route to the bank, check that you are not being followed.
4. Watch for persons loitering in the vicinity of the night safe or sitting in parked cars in the vicinity – if in doubt postpone the lodgement and pass the particulars of the suspect persons or vehicle to the Police.
5. On arrival at the bank, the driver should remain locked in the car with the bank wallet while the passenger opens night safe. When the night safe has been opened the driver should deposit the cash immediately.
6. Should you discover that the lock of the night safe has been blocked, report this to the Police.
7. Exercise caution if an “Out of Order” sign is affixed to night safe. Never post the wallet into the bank’s letter box.
8. When possible vary the times of making a deposit.
9. Withdrawal of bank wallets from the bank should be made discreetly so as not to advertise that you use the night safe facility.
10. If you have a good quality safe with a time lock facility and the protection of an effective alarm on your premises, you may consider holding cash overnight for deposit the following day.

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

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

Notes:

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

Provide the Police with tapes from the closed circuit security system,.

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4.14.5 Post Crime Action – Armed Raids and Personal Attacks

1. Contact the Police.
2. Lock door until the Police arrive.
3. Preserve the scene intact. Do not allow interference with places where fingerprints or footprints may be found.
4. Hold witnesses at the scene until the Police arrive, otherwise take details (name, address, telephone number) for contact later.
5. Identify if anyone has been injured. If so, note the type of injury. Call an ambulance if required.
6. Put in place any measures to prevent further injury.
7. 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).

4.14.6 Responding to Alarm Activations

1. On receiving the telephone call from the monitoring station, ask them if they have also alerted the Police.
2. Contact the Police.
3. Do not approach the premises unless the Police are in attendance.

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4.15 PALLETS

All pallets/boxes must be of good quality.

HAZARDS

Badly stacked pallets.

Nails sticking out from pallets.

Splintered wood on pallet.

Blocks missing.

Cross pieces missing from pallet.

Stacking pallets too high in stores.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Before Use:

Check that all pallets must be stacked neatly and squarely before lifting.

Examine pallets for protruding nails or part nails.

Reject pallets that are splintered are a hazard to finished product.

Pallets with main blocks missing to be rejected as balance is missing

Pallets with cross pieces missing to be rejected as they tend to belly in middle.

4.16 USING COMPACTOR

Description

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Compactor unit that is used for the disposal of all waste.

Hazard

Entrapment in moving parts causing serious bodily injury.

Back injury from lifting heavy waste materials.

Trip/fall injuries due to waste materials around the compactor.

Electric shock.

Persons at Risk

All personnel charged with waste disposal.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

Emergency stop button located on the control panel.

Emergency stop button should be checked prior to operating the Baler to ensure that it is operating correctly.

Only persons trained in correct manual handling procedures should be allowed to discharge waste into the Baler.

Interlocks provided on access openings.

Employees are not permitted to enter the compactor.

All power to the compactor should be switched off prior to accessing for maintenance or repair, which is only permitted by maintenance personnel.

The Baler should never be overloaded.

Waste materials should not be accumulated around the machine.

4.17 GENERAL MACHINE HAZARDS

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ABC Company Safety Statement

General points with regard to the hazards associated with machinery.

HAZARDS

Entanglement
Electrocution
Fire

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All machines required to have a pre use inspection checklist
All defects are to be reported to Manager 2 as soon as they are noticed.
All machines are serviced by external contractors; no parts are replaced or repaired by staff.
All machines have redundancy built into the production system to avoid the need for staff to try to repair breakdowns in an emergency.
All machines are fitted with guards over moving parts, conveyer edges, chains, etc.
All guards are interlocked and if opened the machine will stop.
Emergency buttons are in place on various places on each machine.

Maintenance

It is company policy to maintain the premises in good order. All should report any damage or deterioration of company property to management immediately. Similarly, report any example of wear and tear, which may constitute a hazard. On the completion of every task, ensure that goods are in their proper place and the area is left in good order.

Ventilation and Heating: Staff must remember that heating appliances constitute a fire hazard. Clothing or other flammable materials should never be placed on or near the room heaters.

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4.18 STORAGE AND FALLING STOCK/ITEMS

DESCRIPTION

High storage can result in stock or boxes falling.

HAZARDS

Falling boxes

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All racking checked weekly

Boxes are stored in areas where pedestrians do not have access.

Box storage is kept to a minimum.

Pedestrians are not allowed in areas where product is stored at height.

Pedestrians are not allowed walk under racking/shelving.

All storage at height to be kept in an orderly fashion.

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4.19 SECATAURS

HAZARDS

Sharp edges
Pinch points

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

The plant area shall be adequately lit.
All floors shall be kept in a clean and dry condition.
All working surfaces shall be undamaged, clean and free from grease.
First Aid facilities shall be made available and maintained.
All Secateurs shall be maintained in a sharp condition.
Where necessary staff will be issued with protective gloves.
All cutting must be done away from the body.
Staff are not permitted to run while carrying the Secateurs.

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4.20 GENERAL SHOP HAZARDS

HAZARDS

Slips trips and falls
Fire

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Controls

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

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

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

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

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

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4.21 Sweeper

DESCRIPTION

Risk assessment on use of the yard sweeper.

HAZARDS

The main hazards associated with yard sweeper are:

Moving parts

Petrol spill

Crash or strike with Cars, Vans or personnel

Chemicals may result in skin or eye damage

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Authorised & trained personnel may only operate the machine

Sweeping only carried out in clear areas of the car park

Spill kit is available in case of petrol spillage

All petrol is stored safely and away from sources of ignition

Procedure for safe operation of hygiene machines must be adhered to at all times

Authorised area designated to hygiene machines

P.P.E. must be worn at all times e.g. gloves, shoes, uniform/overalls (disposable where required), etc.

Speed governor on hygiene machines

Chemical mixing unit provided on machine

Maintained on a regular basis

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4.22 Chipper

DESCRIPTION

General points with regard to the hazards associated with machinery.

HAZARDS

Entanglement

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Standard control measures on all machines.

All defects are to be reported to Manager 2 as soon as they are noticed.

Machine is serviced by external contractors; no parts are replaced or repaired by staff.

All safety cut outs are to be tested before use.

Goggles to be worn during use.

Gloves to be worn during use.

Machine must always be operated by two members of staff.

Maintenance

It is company policy to maintain the machine in good order.

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4.23 Floor Washer

DESCRIPTION

Risk assessment on use of the shop floor washer.

HAZARDS

The main hazards associated with hygiene machines are:
 Slips & Trips from wet floors, debris, trailing pipes etc.
 Moving parts
 Crash or strike with M.H.E. or personnel
 Chemicals may result in skin or eye damage
 Manual handling/unsafe lifting of recovery tank when full or attachments
 Battery gas build up when uncharged – danger of explosion

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Authorised & trained personnel may only operate the hygiene machines
 Procedure for safe operation of hygiene machines must be adhered to at all times
 Authorised area designated to hygiene machines
 P.P.E. must be worn at all times e.g. gloves, shoes, uniform/overalls (disposable where required), etc.
 Speed governor on hygiene machines
 Chemical mixing unit provided on machine
 Battery charging procedure must be adhered to at all times
 Maintained on a regular basis

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4.24 Outdoor safety

DESCRIPTION

Risk assessment on outdoors working.

HAZARDS

Sun
Rain
Ice
Etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES AND ADVICE

Wear warm or waterproof clothing in poor weather.
Be aware of possibility of ice.
Protect yourself from too much sun.
Wear a hat and light-coloured long-sleeved shirts and trousers.
Put on sunscreen before going out and re-apply it often.
Wear sunglasses to protect your eyes.
Stay cool in the heat.
Wear 'breathable' cotton fabrics.
Drink LOTS of fluids, at least a cup every half hour when it's really hot.
Alternate between water and sports drinks (isotonic fluids).
Avoid alcohol and caffeine – they dry you out.

Pay attention to signs of heat exhaustion – Nausea, Dizziness, Headache, Blurred vision, Cold/wet (clammy) greyish skin or disorientation.

Watch for signs of heat stroke

Chills, Irritability and restlessness, Convulsions or rapid shallow breathing, Disorientation or euphoria, Red face and skin, Dry skin, Fainting.

Get help if you think you have heat exhaustion or stroke.

Get medical help.

Get out of the heat.

Lie on your back with your feet up.

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ABC Company
Safety Statement

Cool down with the help of wet cloths, alcohol wipes or immersion into tepid water.

Replenish fluids; drink water and sport drinks (isotonic fluids).

Get rest. Recovery may take days.

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4.25 Insects and allergies

DESCRIPTION

Dealing with insects

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Tips for avoiding insect stings

Bees and wasps rarely sting unless they are aggravated.

Avoid perfume, cologne or scented soaps if you are going into an area where there are likely to be bees or wasps.

Bees and wasps are attracted to brightly coloured, patterned clothing. Insect repellent doesn't work on stinging insects. It might even attract them.

Stay calm if a bee lands on you. It will eventually leave of its own accord. If you don't want to wait for it to leave, slowly and gently brush it away.

If you are stung

If you are stung in the mouth or nose, get immediate medical help as swelling could block airways.

Remove the stinger without squeezing the bag of venom. Gently scrape it out using a blunt object such as a credit card or scraper. The sooner you can remove it, the better.

Prevent infection: wash the affected area carefully with soap and water and keep it clean until it is completely healed.

Applying a preparation Savlon may provide relief from pain and swelling. Reduce swelling by applying a cold pack or an ice pack wrapped in a cloth

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4.26 Company Vehicles – General Points

Risks Identified: Medium

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Use of company vehicles

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

HAZARDS

1. Road Traffic Accident – Injury due to collision

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Only suitably qualified and insured employees may operate company vehicles.

They must always be driven within the rules of the road and the law.

They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.

No hitchhikers may be picked up at any time.

Any breach of Road Traffic Acts will be treated with the utmost severity.

2. Refuelling.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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CONTROL MEASURES

All refuelling is carried out by people over 18 years of age.
Refuelling is only carried out in open air such as garage forecourts.
Fire extinguishers are always present on the forecourts.

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Company owner vehicles are issued with full wheel changing kits. Kit includes the jack, screwdriver, spare wheel and tyre iron. 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 ASSESSMENT:

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

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Training / instruction must be given to staff on the dangers of using a mobile phone while operating a vehicle

5. Vehicle Maintenance (company owned) – RTA due to poor maintenance

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Maintenance / service in place.

A bi-monthly Health & Safety Vehicle Review will be made on the van and a record kept in the Health & Safety folder

Staff will occasionally be requested to carry out an assessment on the van.

Vehicle to include the following:

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

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4.27 Lifting operations (Unloading deliveries, flat bed trucks, etc.)

Hazards

- Falling materials
- Collapsing hoist

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Assessment of all lifting operations detailing the specific risks and relevant control measures will be agreed for each lift.
- General points to be observed in addition to the Method statements are
 - ABC Company staff do not operate cranes.
 - ABC Company staff that hold appropriate skills cards may use Teleporters under the direction of a banksman where necessary.
 - Safe working area to be enforced.
 - Only certified plant and equipment to be used.
 - Use of experienced and certified operators.

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4.28 Chainsaws and Heavy cutting

Hazards
Amputation

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

NB – All staff who use Chainsaws must be certified by Teagasc. General guidelines from the HSA will also be followed. This section of the Safety Statement summarises the controls.

The following general controls shall apply once training has been given.

The following PPE will be worn

- Safety helmet (complying with EN 397).
- Eye protection (mesh visor complying with EN 1731 or safety glasses to EN 166) Hearing protection (complying with EN 352).
- Gloves with protective guarding on the back of the left hand (complying with EN 381-7)
- Leg protection incorporating chain-clogging material (complying with EN 381-5).
- Protective boots with good grip and protective guarding at front vamp and instep (complying with EN 345-2).
- Non-slag outer clothing. The use of high-visibility clothing may also be appropriate.

Only use a chainsaw if:

- the stop switch works and is clearly marked;
- the front hand guard/chain brake, chain catcher and antivibration mounts are undamaged and functional;
- the throttle opens only when the throttle lock is depressed; it is fitted with a chain type recommended by the manufacturer and is designed to reduce kickback, which is the uncontrolled upward and/or backward motion of the guide bar. It happens when the nose of the guide bar contacts an object such as a log or branch or when the wood pinches the saw chain in the cut (see Figure 1);
- the exhaust system and silencer are in good order;

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- there is a mandatory hearing protection symbol on the chainsaw.

Preparing for the Work:

- Operators should not normally work alone.
- Ensure that a risk assessment has been carried out and the significant findings recorded. Make sure all workers involved in any operation on the worksite are made aware of and comply with the controls identified.
- Agree a safe method of operation for the work to be done
- Ensure that a designated and responsible person knows the daily work programme and agree with them a suitable emergency procedure.

In case of emergency, be able to provide the emergency services with adequate information.

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PART 5

ANNUAL REPORT

ABC COMPANYSAFETY STATEMENT

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

SAFETY TRAINING:

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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ABC Company
Safety Statement

Safety Statement Document Review

ABC COMPANY

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

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

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Part 6 Staff Sign Off

We the undersigned accept that:

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

Name in block	Signature	Date

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Accident Report Form

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

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

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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

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Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ Position: _____
 Date: _____

Details of Suggestion:

SECTION B: to be completed by Supervisor or Manager 1

Action Taken:

Signature: _____
 Date: _____

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Permit to Work – Contractors

1 <u>Permit title</u>	Method statement received?
3 <u>Job location</u>	
4 <u>Plant identification</u>	
5 <u>Description of work to be done</u> and its limitations	
6 <u>Hazard identification</u> – including residual hazards and hazards introduced by the work	
7 <u>Precautions necessary</u> – person(s) who carries out precautions, eg isolations, should sign that precautions have been taken.	
8 <u>Protective equipment</u>	
9 <u>Authorisation</u> – signature confirming that isolations have been made and precautions taken, except where these can only be taken during the work. Date and time duration of permit.	
10 <u>Acceptance</u> – signature confirming understanding of work to be done, hazards involved and precautions required. Also confirming permit information has been explained to all workers involved.	
11 <u>Extension / shift handover procedures</u> – signatures confirming checks made that plant remains safe to be worked upon, and new acceptor / workers made fully aware of hazards / precautions. New time expiry given.	
12 <u>Hand back</u> – signed by acceptor certifying work completed. Signed by issuer certifying work completed and plant ready for testing and recommissioning.	
13 <u>Cancellation</u> – certifying work tested and plant satisfactorily recommissioned.	

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**Important Notice to all Staff
Pesticide Spraying**

On _____ we will be spraying the _____
in the _____ with _____

The spraying will take place at approximately ____ am/pm

If you have any questions or concerns, please see _____
prior to the spray application.

The area can be re-entered at _____ am/pm
on _____

Signature _____



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Staff induction checklist

Supervisor (trainer) name:		Employee name:	
Date hired:	Date of Induction:	Position (tasks):	
Topics to be covered		Initials	
		Trainee	Trainer
Report all injuries and how to do so			
Where and how to get first aid			
Report all hazards and how to do so			
Location of fire exits, extinguishers and evacuation plan			
Dealing with violent or angry customers			
How to safely use and clean equipment:			
1			
2			
3			
How to safely perform specific tasks:			
1 Proper lifting techniques			
2			
3			
Explained how to read labels on chemicals			
1 Location of MSDSs and how to read them			
2 How to read labels			
3 How to clean up spills			
Which personal protective equipment is required for various duties (and location):			
1 Gloves			
2			
3			
Emergency procedures and where documents are kept			
Topics for future training:			
Other topics covered:			

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PART 8 Related Policies

8.1 ABC Company Environmental Policy Statement

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by it's influence over others. The objective will be to minimise the environmental impact of all operations.

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

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

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

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

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8.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.

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