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## SAFETY STATEMENT

**ABC Company**

Address Line 1

Address Line 2

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## 1.1 APPLICATION

This is the Safety Statement of ABC Company. We are a company who specialise in Domestic installations/modification of gas and heating system and very occasionally the installation & modification of plumbing systems, bathrooms etc.

## 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used on site at client sites 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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### 1.3 COMPANY SAFETY STATEMENT

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

It is this Company's intention that its work will be carried out in accordance with:

- ✓ The relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005
- ✓ The Safety, Health & Welfare at Work General Application Regulations 2007-16 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013

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

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

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

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

**Signed:** \_\_\_\_\_  
Manager 2

**Date:** \_\_\_\_\_

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## **1.4 Policy Statement:**

The Management of ABC Company is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. The company shall take all reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

It is our policy when purchasing raw materials, making process alterations, altering (by approval) existing equipment or changing a system of work; to study each proposed change to ensure that it is safe in so far as reasonably practicable.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the company's safety statement and should ensure that they are familiar with its content.

The company shall provide where necessary suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by Management to determine the corrective action necessary to prevent recurrence.

Manager 2 and any sectional Manager shall implement this policy in all work areas and ensure that all managers and employees understand their responsibilities and cooperate with the implementation of this policy.

This statement shall be communicated throughout the organisation by consultation with the employees and be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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

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**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 a company who specialise in Domestic installations/modification of gas and heating system and very occasionally the installation & modification of plumbing systems, bathrooms etc.

We currently employ people over an average 40 hour working week generally starting at 8:00 and finishing at 17:00. This is of course variable with business needs.

The objective of our 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:

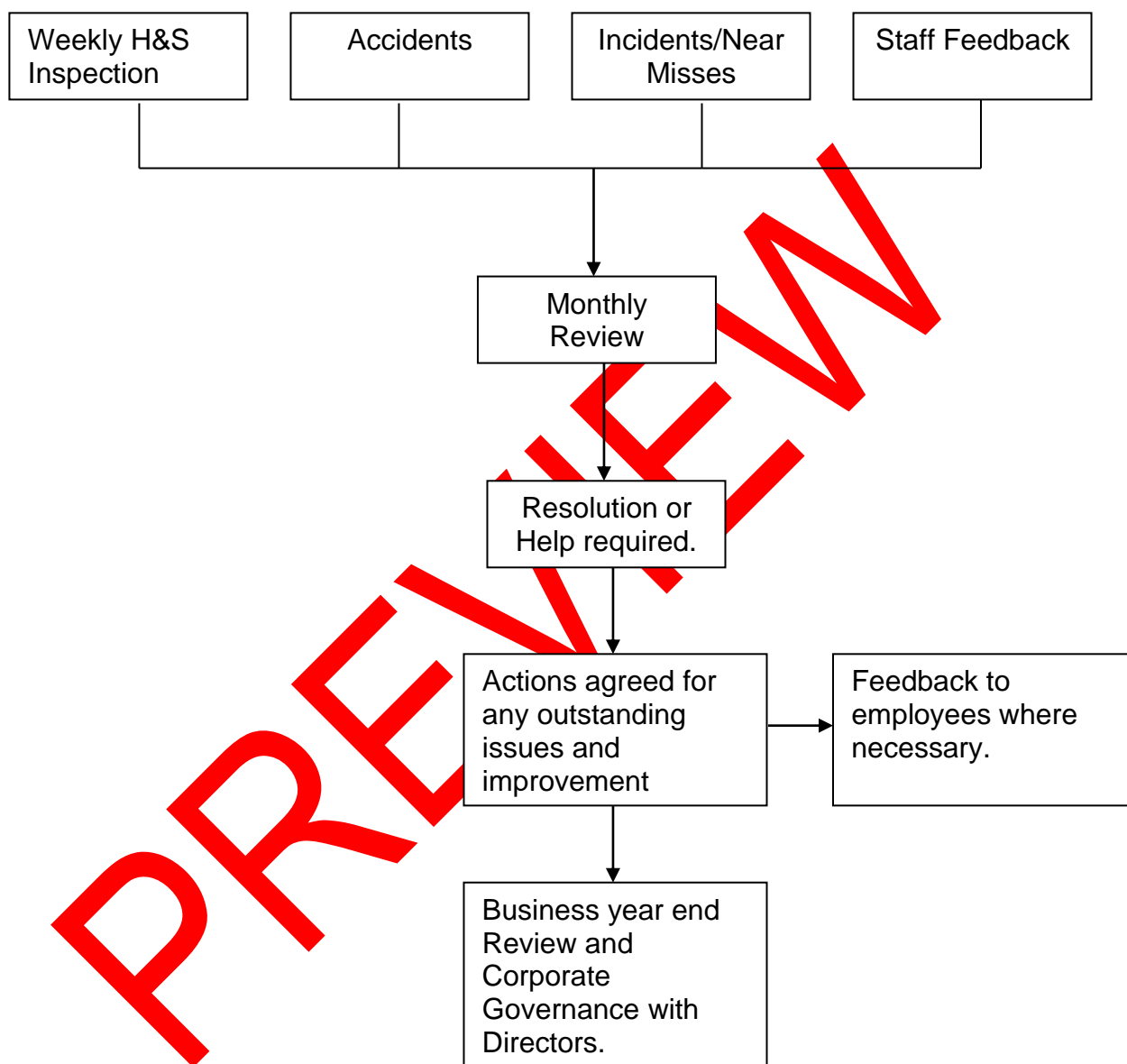
1. Weekly safety and housekeeping inspection
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid
  - 3.2. Fire Warden/Marshall
  - 3.3. Manual Handling
  - 3.4. Abrasive Wheels
  - 3.5. Working at Height
4. Safety critical equipment maintenance records
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  - 4.3. Fire extinguishers
5. Fire drill records
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  - 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 Director's report

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

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**Health and Safety Management process for ABC Company**

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



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**2.2 MANAGER 2 (assisted by Manager 1 as necessary)**

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ He is 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.
- ❑ 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.

## 2.4 FOREMAN (WHERE APPOINTED)

- ❑ Control Sub-contractor work on the premises.
- ❑ Ensure Method Statement is adhered to.
- ❑ Ensure only trained staff are use don the planned tasks.
- ❑ Liaise with the client Safety Management.
- ❑ Assist in the induction and safety training of new employees.

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## **2.5 MANAGERS/SUPERVISORS (When appointed)**

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

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

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

### **SPECIFIC RESPONSIBILITIES OF ALL MANAGERS**

- ❑ 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 the HR department 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.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

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## 2.6 All Employees

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

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## 2.7 OFFICE BASED STAFF

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

### Guidance on workstations for office workers

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

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

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

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**2.8 CONTRACTORS (Generally used if and when ABC Company engage sub-contractors on their behalf).**

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

- ❑ All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- ❑ All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- ❑ Where Appropriate no contractor may be allowed to commence work on a client site prior to being issued a Permit to Work by the Client.
- ❑ All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- ❑ All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the Client site.
- ❑ All staff sent to work at a Client site by a contractor must have received appropriate health and safety training from their employer. They must also have access to relevant Risk Assessments and method statements as necessary.
- ❑ Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- ❑ All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- ❑ No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.

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- ❑ Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company and the Client's H&S Manager.
- ❑ Contractors must comply with any safety instructions given by ABC Company management.
- ❑ ABC Company must be notified of any material or substance brought onto the Client site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- ❑ Contractors must take all reasonable steps to avoid interference by mobile plant.

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**ARRANGEMENTS FOR SAFE WORKING**

**PART 3**

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### 3.1 RESOURCES

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 by the manager of the work place where the new employee will be required to work, or by the Safety Manager of the site to be worked in.

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

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. The Foreman will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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### **3.3 TRAINING**

#### **HAZARDS**

Inadequately trained staff are a hazard to themselves and their co-employees. 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 the Foreman. This training will be recorded and tracked.

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 (Will be activated when needed)**

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

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

A folder of blank forms is held by Manager 1. Staff members complete a form as needed. The forms are reviewed on a weekly basis by the Manager 1.

Manager 1 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns with the Directors if necessary.

#### **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

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.

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### 3.6 FIRST AID

#### CONTROL MEASURES

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

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

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

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

- ☐ **Office**
- ☐ **Vans**
- ☐ The First Aid Boxes is inspected on a weekly basis. This check and replenishment is recorded and kept on file.
- ☐ 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.
- ☐ 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.

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The following contents are required in a first aid box:

- ❑ Card giving general first aid guidance.
- ❑ Individually wrapped sterile adhesive dressings.
- ❑ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ❑ Triangular bandages (sterile).
- ❑ Safety pins.
- ❑ Blue Plasters
- ❑ A selection of Unmedicated wound dressings which should include:
  - ❑ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
  - ❑ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
  - ❑ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ❑ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

#### **PROCEDURE & RECORD KEEPING**

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

Names of First Aiders		

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### **3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES**

All accidents and dangerous occurrences must be reported.

❑ ***Accident report Form***

- ❑ The accident report form must be completed for all accidents.  
Copies of this form are available from Manager 1.
- ❑ All injuries must be reported on the worksheet also.

❑ ***Health & Safety Authority***

- ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority at this web link <https://webapps.hsa.ie/CIRW/index.php>.
- ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

### **CONTROL MEASURES**

❑ ***All Accidents, near misses and Dangerous Occurrences***

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

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### **3.8 WELFARE FACILITIES**

ABC Company 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 of wet coats, etc.

When carrying out installations, the Client's Site Management will ensure that adequate welfare facilities are provided on the premises for all personnel.

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### 3.9 PERSONAL PROTECTIVE EQUIPMENT

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

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

#### CONTROL MEASURES

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

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

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

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

### 3.10 PERMIT TO WORK SYSTEM

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

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### **3.11 SMOKING POLICY**

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

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

#### **IMPLEMENTATION**

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

#### **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 management recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for our employees. As part of our policy of maintaining good employer practice Manager 1 of ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Manager 1, Manager 2 or the Safety Representative.

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

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

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### **3.14 Young persons and inexperienced workers policy**

Where ABC Company employs apprentices, they will be part of the SOLAS scheme and all measures for SOLAS will be adhered to. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc. All technical employees have trade qualifications and are experienced in their profession.

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time in the company workshops before being assigned to an installation crew.

All workers on installation crews are subject to specific site inductions by the relevant site managers or safety managers.

Installation crews are supervised at all times by an experienced foreman.

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### 3.15 Policy and Protection for Covid 19 outbreak 2020

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

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

#### Return to Work Process after the 2020 Shutdown

All staff will take the CIF Online C19 Induction and will ensure they have their Digital Card on their phones when calling to or working on a site.

All staff will abide by the Covid 19 Safe Working Plan for the site or location they are working at or visiting.

All staff will complete the questionnaire/self-declaration (see appendix) at least 2 days before attending site.

ABC Company will follow any revised controls in the Client Site's Health and Safety Plan.

All revised access procedures to sites will be adhered to.

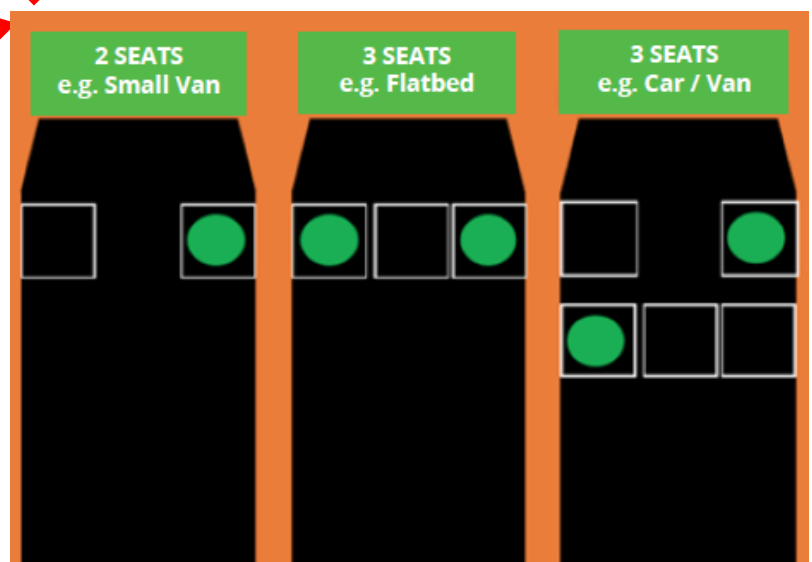
All staff will follow the directions of the site/location **C-19**

**Compliance Officer.**

#### Travelling to and From Work

If an employee is displaying any signs of Covid 19 or has been exposed to a confirmed case, they should not travel to work.

Where possible workers should travel alone in their own vehicle. If this is not possible then social distancing should be observed in vehicles. Pictured is the recommended occupancy from the CIF.



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**Good hygiene and hand washing**

All site personnel should follow this advice and encourage others to follow this advice as well.

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

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

Don't:

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

**Disposable gloves**

Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off.

Disposable gloves are worn in medical settings. They are not as effective in daily life. Wearing disposable gloves can give a false sense of security.

**Face Masks**

Current guidelines from the HSE do not recommend the wearing of face masks and/or the undertaking of temperature testing at work; the preferred approach is to ensure social distancing and good hygiene measures.

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**Cleaning and hygiene to prevent contamination**

In our own facility the following shall be adhered to:

- ✓ Enhanced cleaning and sterilisation shall be in place across all:
- ✓ Taps and washing facilities
- ✓ Toilet flush and seats
- ✓ Door handles and push plates
- ✓ Handrails on staircases and corridors
- ✓ Lift controls and other control panels
- ✓ Desk phones and ancillary equipment
- ✓ Printer, copier and other similar control panels
- ✓ Food preparation and storage areas
- ✓ Rubbish collection and storage points/area
- ✓ Regular cleaning of all other welfare areas.

In the company vehicles the Driver shall clean and disinfect the following:

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

**Tools and equipment**

All tools and equipment shall be sanitised to prevent cross contamination

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

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

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

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**First aid and incident response for Covid 19**

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

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

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

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

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

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

**Rules for Close Working**

While Social Distancing will remain the rule for most work, occasionally it is necessary for two people to assist each other. In that event the following shall apply:

- ✓ No worker has symptoms of COVID-19.
- ✓ The close contact work cannot be avoided.
- ✓ PPE is present in line with the RAMS / Risk Assessment (full face shield etc).
- ✓ An exclusion zone for <2m work will be set up pre-task commencement.
- ✓ Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly.

**Suspect Covid 19 case at work**

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

If possible, find a room or area where they can be isolated behind a closed door, such as a staff office.

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

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

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

Closure of the workplace is not recommended.

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

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

### **Confirmed Covid 19 case at work**

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

These staff include:

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

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

- those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the

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confirmed case and follow the home isolation information sheet.

- they will be actively followed up by the HSE
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment if they become unwell with cough and/or fever they will be tested for COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case.
- Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

### **Return to work process after a confirmed case of Covid 19**

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

Fitness for Work should be considered from two perspectives:

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

An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with their line manager/designated HR/employer contact.

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

1. 14 days since their last "close contact" with a confirmed/suspected case and have not developed symptoms in that time, or
2. 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
3. They have been advised by a GP / healthcare provider to return to work.

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### Covid-19 Questionnaire-Self Declaration

In the interests of the health and safety of the people working in ABC Company, their families and the community, we ask that you complete the following questionnaire / self-declaration.

Your co-operation and support are appreciated.

You will be requested not to return to work if you answer 'YES' to Questions 1, 2, 3, 4 or 5.

Question	Yes	No
1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
4. Have you been advised by a doctor to self-isolate at this time?		
5. Have you been advised by a doctor to cocoon at this time?		
6. Have you returned to the island of Ireland from another country within the last 14 days?		
If 'YES', where?		

I confirm that I have responded to the questions truthfully based on my current condition and I commit to Wheels Couriers excluding me from work if the situation changes.

Name	
Position/Department	
Signature	
Date	

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

PREVIEW

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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 and injury.

**Risk** = The likelihood of an injury happening.

### Risk Control.

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

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

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

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## 4.2 FIRE

### FIRE HAZARDS

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

Fire extinguishers are provided and are regularly checked. A fire marshal has to be designated and staff trained in fire fighting and emergency procedures.

### 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.

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- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.
- (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.

A fire safety register will be 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 as per the advice of our Fire Protection Company.

#### **Action in the event of fire**

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary. Advise the Manager or Deputy pending arrival of the Fire Brigade.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will

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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**

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.

#### **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

ABC Company staff will adhere to all rules regarding access and egress on the Client site. However, set out below are the general arrangements for the company.

Inadequate access and egress facilities can result in:

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

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

All passageways shall be kept clear of obstruction.

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

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

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

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

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## 4.4 HOUSEKEEPING

### HAZARDS

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

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

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.

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## 4.5 MANUAL HANDLING

### HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

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

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

### **Precautions**

#### **1. Manual Lifting Procedure**

##### **1. The Lift**

The key factors in safe lifting are:

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

##### **a) Balance**

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

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

##### **b) Position of the Back**

Straight - not necessarily vertical

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

##### **c) Position of the Arms and Body**

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

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

d) Arms close to the Body

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

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

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

5. Movement.

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

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

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

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

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

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

**Note:** if in doubt when lifting **GET HELP.**

**TRAINING**

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

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## 4.6 ELECTRICITY

ABC Company employees will adhere to the controls that are put in place by the safety manager for the Client site. Set out below are the general controls for the company.

### HAZARDS

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

### 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).

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- 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.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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## 4.7 OFFICES

### HAZARDS

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

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## **4.8 VISUAL DISPLAY UNITS (VDU'S)**

### **HAZARDS**

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

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

(b) Posture

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

(c) Radiation

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

(d) Stress

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**

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

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

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## 4.9 HAZARDOUS SUBSTANCES

No hazardous substances are expected to be used on client sites. However, the general controls below shall be implemented if necessary.

Occasional use of substances such as Sealocrete and Heat Resistant Silicone are part of normal activity. Assessments for this type of product are included in the Appendix.

### 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

- ☐ The assessments in the Appendix are followed as needed.
- ☐ All substances are listed in a chemical register.
- ☐ All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- ☐ The control measures listed in the MSDS are followed.
- ☐ A copy of the written assessment, control measures and other information are on site.
- ☐ All substances are stored in an appropriate unit that is fire retardant and can contain spillages.
- ☐ Procedures planned to handle or use any hazardous substance or process are carried out fully.
- ☐ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- ☐ Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- ☐ All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

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**4.9.1 Asbestos**

ABC Company does not work with Asbestos and is not a registered Asbestos remover. However from time to time it is possible that staff could come across Asbestos while working on heating or other systems. The following guidance is given to all employees.

**What does Asbestos look like?**

Fig 1 Asbestos insulation on a pipe



Fig 2 Asbestos panel on an external wall



Fig 3 Asbestos Cement drainage pipe



Fig 4 Pieces of Asbestos Insulating Board



When carrying out an insulation survey for a client the possibility of Asbestos being present will be considered. Should any Asbestos be identified, the Client will be advised to have a full survey undertaken and to have the asbestos made safe or removed before we carry out any new insulating works. Should any material be identified that is unknown or could possibly be Asbestos then the client will also be advised to contact an Asbestos specialist.

Should any of our insulating staff discover Asbestos while carrying out insulation works, they are advised to cease work and contact their Supervisor for further advice and guidance.

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#### 4.10 Assembly and Technical Work

Note: All site work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job. This refers to the installation of Pre-fabricated components that are brought to the client site ready for installation.

##### HAZARDS

- Multi hazard

##### RISK ASSESSMENT: As per individual assessments

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

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- All technical employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- ABC Company employees do not engage in general electrical work. However we do make connections to heating equipment, and control panels as well as changing plugs, etc. At all times staff will only carry out work for which they have the necessary knowledge, skills and experience.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.

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### 4.11 Abrasive Wheels

Note: As per the Abrasive Wheel Regulations 2016 (SI36 of 2016) all users of Abrasive Wheels have been authorised as per the register in the Appendix to this Safety Statement.

#### Hazards

- Disc bursting due to:
  - Incorrect disc fitted
  - Disc fitted incorrectly
  - Faulty / damaged disc fitted
- Wrong disc fitted / used for purpose
- Hand or leg injuries from unsafe use by inexperienced or incompetent persons
- Eye injuries to operator or those nearby from projectiles emitted
- Severe injuries due to wheel bursting

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

- Users of abrasive wheels equipment must be trained and certified
- Wearing of appropriate PPE i.e. goggles or visor (safety spectacles not adequate), appropriate dust mask, gloves and hearing protection
- Machines to be well maintained - if damaged / faulty they are to be reported to foreman immediately and repaired without delay
- Guards to be in good order and **NOT REMOVED**
- Funnel to be used for fuelling to avoid accidental spillages onto machine causing potential fire hazard
- Appropriate machine to be used for job i.e. in limited spaces use 4" angle grinder in lieu of regular size
- Check if atmosphere it is being used in is suitable for type of machine used i.e. if explosive atmosphere or confined space do not use petrol driven Consaw or electrically operated angle grinders. Compressed air machines to be used
- Always check that a grinding wheel's RPM rating is consistent with the speed of the grinding machine.

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- Before mounting a grinding wheel on a machine, make sure the power is turned off at the power point switch and the plug removed.
- Occasionally a new wheel is cracked or flawed, and is likely to shatter as soon as it is used. New wheels should always be visually checked and given a resonance test before being fixed to the spindle. Tap the side of the wheel with a small tool. It should have a clear ring. A dull noise indicates a flaw.
- Ensure the hole in the grinding wheel fits closely on the spindle.
- When a wheel has been newly fitted between appropriate washers and flanges, rotate it by hand to check the balance before switching on the power to use the machine.
- Unless flanges and washers are evenly seated on either side of the wheel before the locking nut is tightened, the wheel can crack and shatter.
- Always ensure that the wheel has a soft washer or "blotter" on either side to distribute clamping pressure when the nut is tightened.
- Avoid over-tightening the locking nut, as this can exert hazardous forces on the wheel.
- Avoid using grinding wheels designed for steel on materials that will clog the pores between the abrasive particles -for example plastic or aluminium.
- Unless the wheel is "dressed" with a special tool, when pores become blocked or it loses its cutting surface, the operator will have to press harder to achieve the same cutting effect, exerting forces that may cause the wheel to shatter.
- Pressing hard on a dulled wheel surface can produce excessive heat, which will cause the bonding material to glaze.
- Eye and ear protection should be worn for all grinding jobs, including dressing grinding wheels.
- Never remove guards from a bench grinder. They offer protection in the event of wheel failure, and protect hands and fingers from injury.
- The work rest on a bench grinder should be securely fixed and close enough to the grinding wheel to prevent the job slipping off. It should be adjusted as the disc becomes smaller through wear and dressing.
- Wheels should never be run in excess of the maximum speed recommended by the manufacturer.
- Abrasive wheels should be discarded:
  - When the diameter approaches that of the driving flanges.
  - When the work rest can no longer be correctly adjusted to the wheel diameter, or

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- When the wheel no longer cuts efficiently because of reduced peripheral speed.

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## 4.12 Welding and Flame cutting

### Hazards

Burns  
Arc eye  
Fire

### Person at risk:

Employees / Sub-Contractors / others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- ☐ A hot works permit must be filled out and given to Safety Officer on site/s.
- ☐ Fire watch person must be present during welding and must have appropriate fire extinguishers to hand
- ☐ Area must be segregated and all combustible / flammable materials must be removed
- ☐ For arc welding equipment provide fuse protection and earth the work piece
- ☐ Use welding screens and eye protection
- ☐ Ensure there are no flammable materials in the area where the welding is going to take place
- ☐ Ensure the Oxyacetylene equipment has a flashback flame arrester and a non return valve
- ☐ Store cylinders upright and protect using chains on rack or trolleys

### Person responsible:

Fitter, etc.

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### 4.13 Tig Welder

**Hazards**

Burns to eyes from arc rays  
Fire (Clothing) causing serious burns  
Fire (Working Environment) flammable materials

**Person at risk:**

Employees / Sub-Contractors / Visitors / Others

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- ☐ Proper Face Shield will be used at all times during Tig Welder operation
- ☐ Fire resistant clothing must be worn at all times whilst using Tig Welder
- ☐ Work area must be free of any combustible materials and chemicals to reduce risk of fire

**Person responsible:**

Fitter, etc.

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#### 4.14 Oxy/Acetylene

##### Hazards

Burns Arc eye Fire

##### Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### GENERAL CONTROL MEASURES

- ❑ Where the use of oxy-acetylene or electric welding or cutting plant or any blow lamp torch is to be done, Safety precautions and fire precautions must be discussed with the Site Safety Manager.
- ❑ The immediate area must be segregated to the greatest practicable extent by the use of non-combustible materials.
- ❑ Combustible floors in this segregated area must be covered with sheets of incombustible material.
- ❑ Other hazards within or near to the segregated area such as tanks above or below ground level and containing flammable liquids or gases, must be protected by overlapping sheets of incombustible material.
- ❑ Where work is being carried out in any enclosed building or other structure, a fire warden must be present to see that there is no outbreak of fire.
- ❑ No hot work should be carried out unless specifically authorised
- ❑ Two or more of the following must be kept available for immediate use near the scene of operations:
  - ❑ buckets of water
  - ❑ or sand
  - ❑ fire extinguishers as specified.
- ❑ A thorough examination must be made in the vicinity of the work after the termination of each day's operations, also 30 minutes and one hour after completion of works. Burning / Welding Gear Must: only be retained at the work place for the duration of its actual use be secured to a trolley or wall mounted be fitted with BS hoses, permanent hose clamps, hose check valves, regulators and flash back arresters

##### SAFETY CONTROL POINTS

The operator should ensure that these safety precautions and procedures are read and fully understood before the equipment is

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used. Operators should also be aware of the recommendations of the British Compressed Gases Associations Code of Practice CP7-The safe use of oxy-fuel gas equipment.

- ❑ The area used for welding and cutting operations must be well ventilated and clear of flammable material.
- ❑ The operator must use goggles, gloves and other protective clothing to safeguard himself against sparks and flames.
- ❑ Cylinders must be properly secured in an upright position,
- ❑ Regulators must be correct for the gas and the pressure range required. They should be examined for leaks and any form of damage, particularly to gauges before use.
- ❑ Cylinder outlets must be free from dirt (a little gas should be 'snifted' through the valves before attaching the regulators ) and regulator bullnosed nipples, seating and threads must be free from damage.
- ❑ Hoses should be in good condition and free from cuts or abrasions. New hoses must be blown through to remove any dirt or dust before fitting nut and hose nipple to 1 regulator end ' and HCV or 'Flashguard ' to1 blowpipe end ' of hose.
- ❑ All hose connections must be free of dirt, in good condition and properly tightened.
- ❑ Oil and grease must never be used with oxygen regulators or other equipment connected with oxygen supplies.
- ❑ The regulator P. A. (pressure adjusting) screw must be in the unscrewed (zero pressure ) position before opening the cylinder valve.
- ❑ Blowpipe valves must be in the closed position before opening cylinder valves.
- ❑ The cylinder valves must be opened slowly to prevent a pressure surge and an
- ❑ Approved cylinder key must be used. The key should be left on the cylinder.
- ❑ The regulators must be correctly adjusted to give the manufacturer's recommended pressures for the cutting or welding nozzles being used and the work to be done, Setting should be carried out in the flow condition.
- ❑ The hoses must be purged individually, away from naked light, before lighting the blowpipe
- ❑ The blowpipe should be examined to ensure that it has no teaks before being lit.
- ❑ To light the blowpipe, ignite fuel gas first and then open oxygen valve until a neutral flame is obtained.
- ❑ To extinguish blowpipe, close fuel valve first and then the oxygen valve. (If a sustained backfire is experienced close oxygen valve first.)
- ❑ The oxygen and fuel gas cylinder valves should be closed firmly.

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**ABC Company**  
**Safety Statement**

- ❑ Pressure in the hoses should be released by opening and then closing each blowpipe valve in turn.
- ❑ The regulator P. A. screws should be unscrewed into the zero pressure position.

**Person responsible:**  
Fitter, etc.

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## 4.15 Power tools

### Hazards

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

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Checks before use on all Power and Portable tools:

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

### GENERAL CONTROL MEASURES

- ❑ Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- ❑ Training must be given to users of power tools by a competent person (Tool box talk).
- ❑ Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- ❑ Damaged power tools must be reported Site Foreman
- ❑ Don't use damaged, worn or dangerous tools;
- ❑ Always use the correct tool for the work being carried out.
- ❑ Inspect portable leads & extension leads before use, replace if damaged;
- ❑ Only use portable electrical equipment if powered through a 110 volt transformer;
- ❑ If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- ❑ Sharpen or get cutting tools sharpened regularly;
- ❑ Keep hands behind the cutting edge of cutting tools;
- ❑ Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;

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

## **TOOL SPECIFIC CONTROLS**

### **When using drills.**

- ❑ Always check the drill before plugging in.
- ❑ If the drill or lead is damaged it must be reported.
- ❑ Only competent persons can repair the drill.
- ❑ Always tie up or remove loose clothing, long hair, rings, and jewellery;
- ❑ Only use electric drills via a 110 volt transformer;
- ❑ Ensure that drill bits are regularly sharpened / replaced;
- ❑ Wear eye protection when drilling;
- ❑ Don't use electric drills with one hand use both hands;
- ❑ Use cloth or brush provided to clean off machine;
- ❑ Deburr drilled profile with a file or sandpaper, not by the bare hand;
- ❑ Brush down swarf off drill tables regularly;
- ❑ Keep work area clean;
- ❑ Never use bare hands for removing swarf or cut ends, wear gloves;
- ❑ Never operate the drill without the guarding in place;
- ❑ Remove the chuck key before starting;
- ❑ Clean work & vice to work table before starting.

### **When using Power Saws**

ABC Company recognise that power saws are part of the works which employees may have to carry out from time to time and to ensure there safety ABC Company require all employees to be aware or made aware of the controls on power saws as listed below.

- ❑ Do not use the saw without checking it first.
- ❑ Follow the standard safety procedures applying to individual saws.
- ❑ Follow the standard safety procedures applying to machinery.
- ❑ Operate saws with all the guards in position.

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- ❑ Clean down saws regularly - only with a brush or cloth when saw is unplugged.
- ❑ Be aware of the emergency power cut off switches.
- ❑ Wear appropriate protective equipment, gloves and goggles or safety visor.
- ❑ Ask foreman for help with maintenance and for necessary adjustments.
- ❑ Turn off all tools when finished.
- ❑ 110-volt equipment only to be used if electric or 220 on a RCB
- ❑ Do not use the saw above shoulder height or when off balance.
- ❑ Ensure that other people are at least 2-saw lengths away from the operator.
- ❑ Restrain all pieces being cut securely.
- ❑ Keep work area clear of debris.
- ❑ Watch out for falling cut pieces.

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#### 4.16 Scaffold/Platform (very occasional use)

##### Hazards

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

##### Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- ❑ Scaffold must be erected / altered / dismantled by a competent trained person.
- ❑ This person must hold a valid up to date CSCS ticket.
- ❑ Adequate signage or a Scaffold tag system must be in place, informing people of the condition of the scaffold e.g. 'Safe to use' OR 'Scaffold incomplete do not use'.
- ❑ Scaffold must be inspected every 7 days and a CR8 form must be filled out after each inspection and kept in the Safety File.
- ❑ Scaffold must also be inspected after any adverse weather conditions and a CR8 form must be filled out and kept in the Safety File.
- ❑ It is a criminal offence for anyone who does not hold a CSCS scaffold ticket to alter / dismantle / erect scaffold.
- ❑ If scaffold is sub contracted out then the company erecting the scaffold must supply a CR8 form once completed to the required standards and inspected on a weekly basis.

##### Person responsible:

Site Foreman

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#### 4.17 Working at height (Very occasional activity)

##### Hazards

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

##### Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

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

##### Person responsible:

Site Foreman

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## 4.18 Company vehicles

### Hazards

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

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Monthly Vehicle Inspection Sheets must be used and stored in Company vehicle and returned to office for inspection at the end of every month
- Employees have a legal duty to report any known defects

### Person responsible:

Vehicle Driver

## Road Accidents

### Hazards

Road Accident

### Risks

Low

- ❑ 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 members of the public may be offered lifts at any time.
- ❑ No hitchhikers may be picked up at any time.
- ❑ Any breach of the Road Traffic Acts will be treated with the utmost severity.

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## Handling Injury

**Hazards**

Manual Handling Injury

**Risks**

Low

- ❑ Good manual handling practice must be exercised in loading and unloading.
- ❑ Be very aware of your own capabilities.
- ❑ Be very careful of open doors etc.
- ❑ Ensure all equipment is safely stowed in the van/truck so that it will not slide or shift forward in the event of an emergency stop.
- ❑ All staff have been trained in safe manual handling techniques.

## Puncture – Wheel Change

**Hazards**

Cuts and Bruises

Manual Handling Injury

Traffic accident/knocked down

**Risks**

Medium

Medium

Low

All vehicles are issued with full wheel changing kits. The manufacturer supplies 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 car 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 spare wheel storage area.
- ❑ 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 vehicle slightly to give protection from oncoming vehicles
- ❑ When the wheel has been changed replace all equipment back in the vehicle in their original storage places
- ❑ Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel

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## Mobile Phone Usage

- ❑ At no time is it permitted to drive the vehicle while holding a mobile phone or receiving and sending text messages.
- ❑ At all times the law on mobile phones is to be strictly adhered to. This law changed as of April 2002 and therefore new regulations are to be strictly adhered to.
- ❑ At the moment there is no conclusive evidence of health problems arising from the use of "Headsets/Handsfree kits". However, in the interest of preventive safety, management advises strongly that all employees limit conversations on these to approximately three minutes and to only use them for essential conversations.
- ❑ "Headsets/Handsfree kits" are not recommended for usage while in the store or at any time when it is perfectly safe to hold a handset.

## Vehicle Inspections

A bi-monthly Health & Safety Vehicle Review should be made on all vehicles and a record kept in the Health & Safety folder.

Staff will occasionally be requested to carry out a self-assessment on their assigned vehicle.

Vehicles to include the following:

- Current Vehicle Service Record
- Fire Extinguisher
- Reflective Jacket
- Warning Triangle
- First Aid Kit
- Tyre tread
- Driving shoes
- Torch
- Bin for litter
- Emergency Breakdown/Accident Number

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## 4.19 Ladders

### Hazards

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching/Overbalancing
- Ladders Falling/Falls from Ladders
- Electrocution
- Defective Ladders

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- ❑ Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- ❑ Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- ❑ Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- ❑ Ladders should not be painted as this hides defects.
- ❑ The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- ❑ Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- ❑ Workers to climb ladders with both hands free (i.e. not carrying materials)
- ❑ Move ladder along with work to prevent overreaching.
- ❑ If ladder or run of ladders >9m, an intermediate landing stage is to be provided.
- ❑ If working near overhead cables, do not use metal ladders.
- ❑ Only one person at a time on a ladder
- ❑ Class 1 heavy duty ladders to be used in construction.
- ❑ If a ladder cannot be properly repaired, it must be scrapped
- ❑ Do not stand on top 2 rungs of step ladder
- ❑ Extension ladders > 6m long, overlap of 4 rungs required

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## 4.20 Portable Generators

### Hazards

- Electrocution
- Fire
- Fuel spill

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- ❑ Are generally rated under 20 KVA
- ❑ Individually supply items of portable equipment
- ❑ Should have industrial-type sockets (IEC 309) located on the generator frame for connection.
- ❑ Sockets to have appropriate IP rating.
- ❑ Ear protection may be necessary depending on output and environment.
- ❑ Spill kits for fuel to be on hand.
- ❑ Fire extinguisher suitable to the generator risk and any nearby combustibles to be on hand.
- ❑ Generator to be subject to planned maintenance.

### Person responsible:

Fitter, etc.

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## 4.21 Consaws

### Hazards

- Entanglement
- Shattering blades
- Fuel and flame
- Ejected waste
- Manual handling
- Noise

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES DRY CUTTING

#### ALWAYS

- ☐ Clean flanges before mounting blade.
- ☐ Check both plates are same diameter.
- ☐ Ensure generally that the flange diameters are at least 1/3rd. (min.) of the diameter of the blade.
- ☐ Ensure that the arrow on the blade corresponds with the direction of rotation of the machine spindle.
- ☐ Ensure that the blade is in balance and running true.
- ☐ Blade should be concentric to within 0.15mm.
- ☐ Ensure that the machine bearings and spindle are not worn.
- ☐ Cut in the direction of the arrow.
- ☐ Use the saw with a gentle reciprocating motion.
- ☐ Avoid tilting blade when cutting.
- ☐ Use the correct bond for material to be cut.
- ☐ Ensure integrity of guard.
- ☐ Remove the diamond blade during transit.
- ☐ Inspect blades frequently to detect cracks, faults, etc.
- ☐ Wear personal protective equipment.
- ☐ Observe the Abrasive Wheels Regulations
- ☐ Observe the Work Equipment Regulations

#### NEVER

- ☐ Apply pressure and force blade through cut.
- ☐ Let excessive heat be generated at the cutting edge of the blade.
- ☐ Use your blade on unsuitable materials.

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**WET CUTTING****ALWAYS**

- ❑ Ensure adequate water supply to both sides of blade.
- ❑ Ensure that the blade cuts parallel to the wheel axis.
- ❑ Follow manufacturer's recommended pulley sizes and operating speeds for specific blade diameters.
- ❑ Tighten drive belts to ensure full available power.
- ❑ Use drive pin if fitted to the machine.

**NEVER**

- ❑ Force blade onto blade shaft.
- ❑ Mount blade on undersized spindle.
- ❑ Use paper washers to pack out the clamp plates.
- ❑ Force the machine so that blade rides up out of the cut.
- ❑ Operate machine with damaged or open blade guard.

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## 4.22 Working with Gas

### Hazards

- Fire
- Explosion
- Suffocation
- Carbon Monoxide

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- ❑ All fitters are fully qualified with Trade Certs and approved by RGI.
- ❑ Sniffers shall be used in all locations to ensure a workplace is safe.
- ❑ In responding to emergency leaks, the area shall be ventilated and the gas shall be shut off before carrying out any works.
- ❑ All Gas boilers and Appliances shall be installed as per the manufacturer's Instructions and Safety Manual.
- ❑ All installations shall be fully checked for leaks and verified as safe before handing over to the client.
- ❑ While various jobs will require method statements to be completed as per the Appendix, the following points shall be generally adhered to:
  - ❑ Installation staff arrive to site and sign with client if required.
  - ❑ On non domestic jobs, Installation staff to present themselves to site supervisor for any orientation or induction training as needed.
  - ❑ Installation staff will be shown working area and will assess conditions.
  - ❑ Installation staff will complete permit to work if required by main contractor or client.
  - ❑ All safety equipment as per method statement to be brought to working area.
  - ❑ Working area to be isolated/cordoned off and appropriate barriers erected to prevent access.
  - ❑ Gas main to be located and isolated.
  - ❑ Test to be carried out for any gas residue.

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- ❑ Any gas in pipes to be vented to atmosphere.
- ❑ Gas fire/boiler and associated equipment to be brought to workplace.
- ❑ Installation to be carried out as per the manufacturer's instructions and codes of practice from RGI.
- ❑ Upon completion of installation all joints and seals to be tested as part of commissioning procedure.
- ❑ Gas fire/boiler to be fully commissioned and signed off as per manufacturer's instructions and codes of practice from RGI.

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## 4.23 Boiler Safety Guidelines

### Hazards

- Fire
- Leaks
- Electricity
- Gases

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### General

**Manufacturer's Instructions** - Equipment manufacturer's instructions should be followed.

**Training** - Employees must be trained in safety prior to operation of the equipment.

**Housekeeping** - Good housekeeping is essential for safety and good plant operation. Poor housekeeping results in increased safety hazards. A clean and orderly environment will foster safety.

**Clothing and Protective Equipment** - Proper clothing should be worn at all times. Avoid loose clothing and jewellery. Protective equipment must be worn when necessary (i.e.: hard hats, respirators, ear plugs, goggles, gloves, safety shoes, etc.). Never operate rotating equipment, mechanically automated devices, or electrically and pneumatically operated control components unless guides, shields, or covers are in place.

**Hot Surfaces** - Many hot surfaces exist in a boiler areas and even non-heated surfaces can become uncomfortably warm, therefore, employees, especially new employees, must be made aware of these conditions. Care must be exercised to prevent burns and other thermal hazards when near the boiler.

**Lockout and Tagout Procedures** – These will be observed as necessary on client sites.

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**Unexpected Noise** - A sudden and/or unexpected noise may cause employees to move involuntary. Such reaction may result in injury. Precautions against this are hard to take out but experience probably is the best teacher to prevent such inadvertent responses.

**Fire and Explosion Hazards** - A fired boiler utilizes fuels which are flammable and potentially explosive. Extreme care should be exercised when making fuel-piping connections. Use the correct gasket, bolts, thread lubricants, and tightening torque to prevent leaks. It is recommended that drain valve and/or vent piping be channelled to safe locations. Valve packing should be periodically tightened and a rigorous leak check program be implemented as part of the Owner's preventative maintenance program.

**Electrical Hazards** - Potentially hazardous voltages exist in control cabinets and electrically actuated control components. These components should only be serviced when system power is removed and only by qualified electrical or instrumentation servicemen.

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## 4.24 Oil and spills

### Hazards

- Fire
- Slips and falls

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### Major Product Spillage

- Shut off all electrics or sources of ignition, evacuate the area and close it.
- Remove all sources of ignition and do not operate electrical equipment.
- Dial 999 or 112 and summon the Fire Service
- Contain the spillage with sand or other absorbent material.
- Position a fire extinguisher near the hazard.
- If product escapes to waterways, drains or off site, contact the Local Authority Pollution.

#### Minor Product Spillage

- Get all persons away from the spillage
- Position a fire extinguisher near the hazard
- Oil – absorb with sand or other absorbent
- Dispose of the waste in an environmentally correct fashion.

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## 4.25 Heating system inspection Hazards and Safety

### Hazards

- Oil spill
- Electricity
- Burns
- Combustion gases

### Person at risk:

Employees

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Spill kit and fire extinguisher suitable to the hazard to be immediately available.
- Watch for flashback or backpressure at inspection ports on heating equipment
- Make certain that all fuel burning equipment has adequate combustion air.
- Do not turn on heating equipment if you see *any* condition that appears to be unsafe. Some examples are listed here.
  - Do not turn on equipment which has been "shut down" - Possible open piping, unsafe wiring, leaks, unsafe chimney, fire risks.
  - Do not turn on equipment which has been switched off without explicit permission/instruction from a responsible party.
  - Examine gauges (not entirely reliable) for unusual pressure or temperature conditions and do not permit such equipment to continue to operate.
  - Do not turn on, or turn off if already operating, any heating system whose temperature/pressure gauge shows abnormally high operating values.
  - Do not operate equipment which does not appear to be vented properly; shut down equipment if, on operating it, you observe an apparently blocked flue.

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- Do not operate equipment if the chimney is suspect--e.g. old single unlined brick with visible damage in the attic or outside.
- Do not turn on, or turn off if already operating, any heating system that is not safely connected to a chimney.
- Be careful about disconnecting humidifiers to obtain access to furnace plenums: you may cut yourself on sheet metal, cause leaks in humidifier piping, cause spills.
- Watch for electric shock at controls.

**Person responsible:**

Fitter

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## 4.26 Domestic Works

### HAZARDS

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

### CONTROL MEASURES

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

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**PART 5****ANNUAL REPORT****ABC COMPANY****SAFETY STATEMENT**

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

**SAFETY TRAINING:**

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

**NEW SAFETY ARRANGEMENTS**

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

- 1
- 2
- 3

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**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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**A1 SAFETY DATA SHEET**

This is a Generic Safety Data Sheet for Heat Resistant Silicone

**1. IDENTIFICATION OF THE SUBSTANCE / PREPARATION  
AND OF THE COMPANY / UNDERTAKING**

**Product name:** HEAT RESISTANT SILICONE

**2. COMPOSITION / INFORMATION ON INGREDIENTS****Contains:**

methyl

triacetoxysil

ane <5%

Octamethyl

cyclotetrasil

xane <3%

**3. HAZARDS IDENTIFICATION**

**Main hazards:** No significant hazard.

**4. FIRST AID MEASURES (SYMPTOMS)**

**Skin contact:** There may be mild irritation at the site of contact.

**Eye contact:** There may be irritation and redness.

**Ingestion:** None known

**Inhalation:** Causes mild respiratory irritation in uncured state

**4. FIRST AID MEASURES (ACTION)**

**Skin contact:** Remove all surplus material with a cloth and wash area with plenty of soap and water.

**Eye contact:** Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination.

**Ingestion:** Wash out mouth with water. If patient starts to vomit turn into recovery position

**Inhalation:** Remove casualty from exposure ensuring one's own safety whilst doing so.

**5. FIRE-FIGHTING MEASURES**

**Extinguishing media:** Water. Water spray. Carbon dioxide.

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Alcohol or polymer foam. Dry chemical powder. Halons.

**Exposure hazards:** None known

**Protection of fire-fighters:** Wear protective clothing to prevent contact with skin and eyes.

## 6. ACCIDENTAL RELEASE MEASURES

**Personal precautions:** Refer to section 8 of SDS for personal protection details.

**Environmental precautions:** Contain the spillage using bunding.

**Clean-up procedures:** Transfer to a suitable container. Absorb into dry earth or sand. Wash the spillage site with large amounts of water.

## 7. HANDLING AND STORAGE

**Handling requirements:** Ensure there is sufficient ventilation of the area. Avoid direct contact with the substance.

**Storage conditions:** Keep container tightly closed. Avoid contact with water or humidity.

**Suitable packaging:** Must only be kept in original packaging.

## 8. EXPOSURE CONTROLS / PERSONAL PROTECTION

**Engineering measures:** Eyewash stations

**Respiratory protection:** Respiratory protection not required.

**Hand protection:** Protective gloves.

**Eye protection:** Safety goggles.

**Skin protection:** Protective clothing with elasticated cuffs and closed neck.

## 9. PHYSICAL AND CHEMICAL PROPERTIES

**State:** Paste

**Colour:** Red

**Odour:** Characteristic odour

**Solubility in water:** Insoluble

**Viscosity:** Highly viscous

**Relative density:** 1.03

## 10. STABILITY AND REACTIVITY

**Stability:** Stable under normal conditions.

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**11. TOXICOLOGICAL INFORMATION****N/A****12. ECOLOGICAL INFORMATION****N/A****13. DISPOSAL CONSIDERATIONS**

**NB:** Waste from residues - Dispose of at a licensed waste collection point.

Contaminated packaging - Separate the different packaging components and treat them separately. Incinerate plastic at a licensed installation.

Entrust the uncontaminated packaging to a licensed waste contractor. Re-use or recycle metal packaging after decontamination. Attention is drawn to the possible existence of local regulatory requirements.

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## **A2 Chemical Assessment for Heat Resistant Silicone**

Description: Sealant used in the closing up of joints.

Site: Various

Originating department: Health and Safety

Are Hazardous Substances Likely to be Present in the Workplace? No

**1. Substances:- Heat Resistant Silicone**

**2. People at Risk:- Engineer or technician**

**3. Hazards :-**

Hazard to health:

EXPOSURE RISK FOR HEAT RESISTANT SILICONE

Main hazards: No significant hazard.

Are any of the substances in a form in which they could be:-

3.1 Inhaled? - No

3.2 Absorbed through the skin or eyes? Yes

3.3 Swallowed? - Yes

3.4 Injected into the body by high pressure equipment or contaminated sharp objects? - No

**4. Effects of the Substances:-**

For the quantities of substances used in this assessment and frequency of use:-

4.1 Could serious effects or death occur from a single exposure to the substances? - No

4.2 Could the substances cause sensitisation, allergic reactions or asthma? - No

4.3 Could the substances cause dermatitis? - No

4.4 Could adverse effects or death occur from repeated, even low level, exposures over a period of time? - No

4.5 Could the substances be harmful to the human reproductive process? - No



4.6 Do the substances have a workplace exposure limit (WEL)? - No

## **5. Control Measures:-**

Control measures in use:

### **HANDLING FOR HEAT RESISTANT SILICONE**

Handling requirements: Ensure there is sufficient ventilation of the area. Avoid direct contact with the substance.

Storage conditions: Keep container tightly closed. Avoid contact with water or humidity. Suitable packaging: Must only be kept in original packaging.

EXPOSURE CONTROLS FOR HEAT RESISTANT SILICONE Engineering measures: Eyewash stations

Respiratory protection: Respiratory protection not required. Hand protection: Protective gloves.

Eye protection: Safety goggles.

Skin protection: Protective clothing with elasticated cuffs and closed neck.

## **Emergency procedures:**

### **SPILLAGE PROCEDURE FOR HEAT RESISTANT SILICONE**

Personal precautions: Refer to section 8 of SDS for personal protection details. Environmental precautions: Contain the spillage using bunding.

Clean-up procedures: Transfer to a suitable container. Absorb into dry earth or sand. Wash the spillage site with large amounts of water.

First aid:

### **FIRST-AID FOR HEAT RESISTANT SILICONE**

Skin contact: There may be mild irritation at the site of contact. Eye contact: There may be irritation and redness.

Ingestion: None known

Inhalation: Causes mild respiratory irritation in uncured state

## **4. FIRST AID MEASURES (ACTION)**

Skin contact: Remove all surplus material with a cloth and wash area with plenty of soap and water. Eye contact: Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination.

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Ingestion: Wash out mouth with water If patient starts to vomit turn into recovery position

Inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so.

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### **A3 Task Risk Assessment Safe System of Working - Authorised**

Reference - Gas Fire Installation

Activity description:

The installation of a new gas fire, associated flues and ancillary equipment. Site: ABC Company Client site

Assessment date:       xx/xx/xx

Review date:       TBC

Safe system of work:

- ☐ Installation staff arrive to site and sign in as required.
- ☐ Installation staff to present themselves to site supervisor for any orientation or induction training as needed.
- ☐ Installation staff will be shown working area and will assess conditions.
- ☐ Installation staff will complete permit to work if required by main contractor or client.
- ☐ All safety equipment as per risk assessment to be brought to working area.
- ☐ Working area to be isolated/cordoned off and appropriate barriers erected to prevent access.
- ☐ Gas main to be located and isolated.
- ☐ Test to be carried out for any gas residue.
- ☐ Any gas in pipes to be vented to atmosphere.
- ☐ Gas fire and associated equipment to be brought to workplace.
- ☐ Installation to be carried out as per the manufacturer's instructions and codes of practice from RGI.
- ☐ Upon completion of installation all joints and seals to be tested as part of commissioning procedure.
- ☐ Gas fire to be fully commissioned and signed off as per manufacturer's instructions and codes of practice from RGI.

Reference - Gas Fire Installation Risk Assessment

Safety Boots, Gloves, Goggles and Helmet to be worn. Hi-Vis may also be necessary.

Assessor: Manager 1

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### A5 Accident Report Form

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



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**A7 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**

**Action Taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:**\_\_\_\_\_  
**Date**\_\_\_\_\_

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# ABC Company

## Safety Statement

### A8 Covid-19 Questionnaire-Self Declaration

In the interests of the health and safety of the people working in ABC Company, their families and the community, we ask that you complete the following questionnaire / self-declaration.

Your co-operation and support are appreciated.

You will be requested not to return to work if you answer 'YES' to Questions 1, 2, 3, 4 or 5.

Question	Yes	No
1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)		
4. Have you been advised by a doctor to self-isolate at this time?		
5. Have you been advised by a doctor to cocoon at this time?		
6. Have you returned to the island of Ireland from another country within the last 14 days?		
If 'YES', where?		

I confirm that I have responded to the questions truthfully based on my current condition and I commit to Wheels Couriers excluding me from work if the situation changes.

Name	
Position/Department	
Signature	
Date	



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**A8 Template Method Statement for Clients when necessary.**








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



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# ABC Company

## Safety Statement

Storage Arrangements:							
Details of Permits to Work:							
SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)						
Required Personnel Protective Equipment:	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Eye Protection	 Respiratory Protection	Other: 1. Hi-Viz 2. Coveralls 3.
Emergency Procedures:							
	First Aid Facilities:	Name of On-Site First Aider:					
		First Aid Box Location:					
		Location of Nearest Hospital:					
Welfare Requirements							
Services to be supplied by Others							
Other information & Comments							
All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.							
Prepared by:							
Position:					Date:		
Reviewed by:							
Position:					Date:		



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	Safety Statement

## Task Risk Assessment - Authorised

Risk rating - 15

Status - Action

Residual risk rating - 0

Residual status -

Person responsible: Manager 1

Activity description:

The installation of a new gas fire, associated flues and ancillary equipment.

Site: ABC Company Client

Originating department: Installations

People at risk
Installation and service staff
Other contractors
Public
Departments
Installation & Service

No of people at risk: Varies

Hazards/Controls

Task	Hazard	Severity	Controls	Probability	Risk Rating	Additional Controls	Residual Severity	Residual Probability	Residual Risk
5 - Installation of ne gas fire	Blows, cuts, grazes	3	Equipment - First aid boxes to be held at place of work PPE - Pigskin rigger gloves must be worn to protect against cuts and grazes.	2	6		3		0
10 - Installation of new gas fire	Burns - Possibility of burns where gas fumes remain	3	Engineering - Locate and shut off gas supply Engineering - Using gas sniffer ensure that pipes are clear.	2	6		3		0

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## ABC Company Safety Statement

Task	Hazard	Severity	Controls	Probability	Risk Rating	Additional Controls	Residual Severity	Residual Probability	Residual Risk
			Engineering - purge gas from all pipe work to open air. Equipment - Fire extinguishers to be located at place of work Equipment - First aid boxes to be held at place of work						
20 - Installation of new gas fire	Explosions	5	Engineering - Locate and shut off gas supply Engineering - purge gas from all pipe work to open air.	3	15		5		0
30 - Installation of new gas fire	Slips - Stepladders	4	Administrative - All ladders to be checked for damage and suitability before use. Administrative - Ladder is not to be used by a lone worker. Administrative - Ladder must be positioned to prevent over reaching by the person using the ladder. Administrative - Ladder must only be used for work of a short duration. Administrative - The footing for any ladder to be checked before use and ground conditions to be stable and suitable.	2	8		4		0
40 - Installation of new gas fire	Falling Objects - Materials	3	All items must be passed up after climbing ladder or carried in a tool belt.	2	6		3		0
50 - Installation of new gas fire	Fumes	4	Engineering - purge gas from all pipe work to open air.	3	12		4		0
60 - Installation of new gas fire	Hand Tools	3	All items must be passed up after climbing ladder or carried in a tool belt. PPE - Pigskin rigger gloves	2	6		3		0

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# ABC Company

## Safety Statement

Task	Hazard	Severity	Controls	Probability	Risk Rating	Additional Controls	Residual Severity	Residual Probability	Residual Risk
			must be worn to protect against cuts and grazes.						
70 - Installation of new gas fire	Manual Handling - Specialist	4	Training - Specific Manual Handling training must be provided to all operatives undertaking this task.	3	12		4		0
80 - Installation of new gas fire	Vehicles & Pedestrians - Other	3	PPE - Hi Viz clothing must be worn PPE - Staff to be provided with safety boots to EN345	2	6		3		0

### Overall controls:

All installation staff are trained and validated Gas Fitters. All installation staff hold valid safe pass cards.

All installation staff are trained to and adhere to RGI standards.

### Protective Equipment



Gloves



Goggles



Helmet



Hi Viz vest

Safety Boots

### Conclusions

This is a relatively straight forward task as all installers are qualified gas fitters. Revision No: 01

Assessment date: Xx/xx/xx

Review date:

TBC

First assessed: Xx/xx/xx

Assessor: Manager 1 and Manager 2

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## **PART 8 Related Policies**

### **8.1 ABC Company Environmental Policy**

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by it's influence over others. 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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**Abrasive Wheel Authorisation and briefing record**

**NOTE:** all employees must receive the Abrasive Wheel training before getting the equipment specific briefing and being entered into this authorisation.

No.	Employee name (Block)	Employee Signature	Specify equipment being authorised on	Note any equipment specific controls, etc.	Person Authorising	Date of authorisation	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							