

# SAFETY STATEMENT

**ABC Company**

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PREVIEW

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**1.1 APPLICATION**

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients and employees are fully aware of our commitment to high standards in H&S.

**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.

**PRELIMINARY**

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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 (and all other regulations made under the 2005 Act that may be relevant to Universal Property Maintenance)
- ✓ The Construction Regulations 2006 to 2010

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

ABC Company have 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.

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.

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.

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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## 1.5 Revision to the Safety Statement

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

Revision number	Date	Section revised	Revised by	Authorised by
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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 the general area of Glass and Glazing.

Our staff work an average 40 hour working week generally starting at 08:30 and finishing at 18:00. 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
  - 3.3. Manual Handling
  - 3.4. Abrasive Wheels
  - 3.5. Working at Height
4. Safety critical equipment maintenance records
  - 4.1. Fire alarms
  - 4.2. Emergency lighting
  - 4.3. Fire extinguishers
5. Fire drill records
6. Risk assessments
  - 6.1. Initial assessments from xx/xx/xx
  - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation on xx/xx/xx
  - 8.2. Annual reviews after xx/xx/xx
9. Annual 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

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

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## 2.3 Manager 1

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

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## 2.4 SUPERVISORS (When appointed)

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

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

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

### **SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS**

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training 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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## 2.5 All Employees

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

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## 2.6 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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## **2.6 SUB CONTRACTORS (Generally used 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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ABC Company  
Safety Statement

## 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. Manager 1 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

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 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 if necessary.

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### 3.5 SAFETY REPRESENTATION (Will be activated when needed)

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

Each installation crew is supplied with their own first aid box.

It is the company's policy that a First Aider shall be appointed who has 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;

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

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.
- 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.

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**PROCEDURE & RECORD KEEPING**

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material where one is available. Otherwise installation staff will look after minor injuries with their own kit.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ All installation staff must record any injury on their work sheet.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

<b>Names of First Aider</b>
Manager 1

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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 or repairs, 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. The following PPE has been issued to all installation staff:

- Safety Helmet
- Hi Viz vest
- Ear Protection
- Eye Protection
- Gloves
- Safety Boots

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 Managing Director, for the time being. 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 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 or the Safety Representative when and if one is appointed.

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

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

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### 3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. 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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ABC Company  
Safety Statement

## HAZARD IDENTIFICATION AND CONTROL MEASURES

### PART 4

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## 4.1 HAZARD INSPECTIONS

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

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

### HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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

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

Scores:

**1-6** = Very Low risk

**7-12** = Low Risk

**13-18** = Low to Medium Risk

**19-24** = Medium risk

**25-30** = Medium to High Risk

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

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

### Risk Calculation Matrix

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

**N.B. The most likely exposure to a fire for our staff will be at a client site. Therefore the Fire and Emergency plan for the Client site will be followed by ABC Company employees.**

Fire extinguishers are provided in each van and are regularly checked.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

A Fire Safety Programme shall be developed by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

### The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) The holding of fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment 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.

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#### 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. The current position of our Fire Extinguishers is:

- Every Company Vehicle
- Main Office

#### 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 only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm if there is one on the client site.
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.

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#### 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:

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

#### CONTROL MEASURES

Parking area provided at client sites will be observed as necessary.

Safe walkways shall be maintained from site entrances to working areas, this will include directional signs.

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:

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

### GENERAL CONTROL MEASURES

Managers will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, 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.

### SLIPS AND TRIPS

Improve design, layout and housekeeping of the working environment wherever possible.

Provide adequate lighting.

Provide designated walkways and keep them free of obstacles.

Clean effectively, preferably out of hours.

Avoid horseplay.

Avoid spillages and leakages on floors.

Clear up spillages and dry the floor immediately.

Check stairs, particularly for slipping risks, and provide adequate handrails.

Dry floors after cleaning.

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**STACKING AND STORING OF GLASS**

Secure storage racks.

Do not overload racking.

Protect racking from damage and inspect regularly.

Do not use damaged pallets or racking.

Stack glass at the correct angle - between 3° and 5° for static and no more than 6° for transportable racks.

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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

Manual Handling is an integral part of our activities as windows and doors are offered up to openings on a regular basis.

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. The HSA resources at this link are used for this purpose [http://www.hsa.ie/eng/Topics/Manual\\_Handling/Manual\\_Handling\\_Case\\_Study\\_Video\\_Series\\_1/](http://www.hsa.ie/eng/Topics/Manual_Handling/Manual_Handling_Case_Study_Video_Series_1/).

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

### Lifting stacking and manoeuvring of glass

Where possible mechanise handling or eliminate the need for manual handling.

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Assess all manual handling operations and act upon findings.  
Avoid lifting heavy items, reaching too high or too low, sharp lifting and pulling movements and temperature extremes and draughts.  
Where lifting is necessary, rotate tasks so lifting is not continuous.  
Train all employees in correct manual handling procedures.  
Where sheets of glass are handled, provide suitable and efficient protective equipment and ensure it is used.  
Avoid overloading.  
Ensure glass is stable before moving.  
Ensure routes are clear of obstacles and well marked and floor is even.  
Inspect and maintain barrows regularly.  
Provide regular breaks where tasks are repetitive.  
Vary tasks to provide changes in activity.  
Train workers in proper posture and good methods of working.  
Provide adequate information on safety precautions and training on the handling of glass.  
Ensure full PPE is provided and worn, this should include aprons, gloves, eye protection and wrist protection and (where identified) toe protection, hard hats and upper body protection.  
Develop and implement a safe system of work.

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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 =

### CONTROL MEASURES

- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician.
- Electrical installations are checked regularly by a competent qualified electrician.
- Testing, certifying and repairs are carried out in accordance with appropriate Electro Technical Council of Ireland (E.T.C.I.) standards.
- Enclosures/covers are in place to prevent contact with live electrical equipment/parts.
- Damaged extension leads are repaired or removed from use.
- Means of cutting off power to electrical installations and equipment e.g. fuses, trip switches, are provided and employees are aware of their locations.
- Work on live electrical equipment is avoided where reasonably practicable.
- Fire extinguishers that are suitable for fighting electrical fires are provided.
- All circuits supplying socket outlets are protected by a Residual Current Device (RCD).
- Operation of the RCD is tested regularly in accordance with the manufacturer's instructions.
- Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested.
- Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person.

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- 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 armoring 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.

### 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:

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

### CONTROL MEASURES

- All door and window installation staff have access to hand cleaning facilities and materials and are provided with Personal Protective Equipment as needed.
- All Glues, Sealers and other substances are listed in a chemical register.
- All Glues, Sealers and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- A written assessment, control measures and other information are on site.
- All Glues, Sealers and other 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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## 4.10 Glass installation 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

### CONTROL MEASURES

- All installations are surveyed by a competent person at the time of "measuring up". At that time any site specific hazards such as Unfinished Construction Site, Poor Access, Domestic Dogs or Children, Other Contractors etc. will be identified.
- A site specific method statement will be drawn up as per the point above that addresses any identified hazards.
- Installation crew will be fully briefed on the hazards and control measures and will sign off on same. (Template for the method statement is included in the appendix).
- All technical employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All installation staff will hold a minimum of Safe Pass and will also hold other skills cards as necessary.
- Cherry Pickers (MEWP) are not required in our activities as doors and windows are installed from the interior of the building.
- Where it may be necessary to use a scaffold for access a third party specialist will be engaged for this purpose. See also basic scaffold control further on in statement.
- ABC Company employees do not engage in general electrical work.
- 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

### 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 =

### CONTROL MEASURES

- 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.
- 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

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

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## 4.12 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

- Where possible portable power tools shall be battery operated at 18-24V.
- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training has been given to all engineers on how to store tools and use them correctly on site.
- 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;

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- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- 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.

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## 4.13 Scaffold and working at height

### Hazards

**NOTE: This assessment is included as a precaution. The use of a scaffold by ABC Company employees would be very unusual and would be erected and maintained by a 3<sup>rd</sup> party specialist.**

- 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 Scafftag 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 the Statutory 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 the Statutory 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 the Statutory Form once completed to the required standards and inspected on a weekly basis.

### General control points for working at height when maintaining or replacing windows

- Each job involving working at heights must have a specific risk assessment carried out.
- Ladders will not be used for removal or installation above first floor window level.

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- During all works at height, effective measures should be taken to protect/prevent other people from the dangers of falling materials. For example, the placing of safety signs to provide hazard warning information to any person who could be affected by such works, and barriers erected if appropriate.
- All working platforms must be maintained in a clean condition, with debris cleared on a regular basis. Strict attention must be paid at all times to tripping hazards caused by such debris and equipment.
- Inclement weather such as rain, snow, ice, high winds etc increases the danger associated with the use of any form of access equipment. As such, all persons must take such conditions into consideration when assessing the risks involved in working at height, and if such risks are unacceptable, the works must be aborted until environmental conditions improve.

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## 4.14 Company vehicles

### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Risks Identified: Medium

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

### DESCRIPTION

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

### HAZARDS

#### 1. Road Traffic Accident – Injury due to collision

##### CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles.
- They must always be driven within the rules of the road and the law.
- They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

#### 2. Manual Handling – Injury due to lifting and carrying.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Good manual handling practice must be exercised in loading and unloading of the vehicle.
- Be very aware of your own capabilities
- Be very careful of trap points on doors.

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- Ask for help whenever practical and needed.
- Ensure all equipment is safely stowed in the vehicle so that it will not slide or shift forward in the event of an emergency stop

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

#### RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Vehicle is issued with full wheel changing kits.
- The jack, screwdriver, spare wheel and tyre iron are usual vehicle equipment. The reflective jacket, torch and red triangle are supplied by the company.
- All of this equipment is to be properly maintained by the vehicle drivers.
- If a puncture occurs and a wheel change is needed do the following:
  - Turn on hazard lights
  - Pull in to the left-hand side of the road when safe to do so
  - Get out of the vehicle and go to the boot
  - Place the red triangle approx. 30 feet from the vehicle
  - It is imperative that the yellow jacket is worn even in broad daylight
  - If the puncture is on the left hand side of the vehicle proceed to change the tyre taking great care with regard to manual handling
  - If the puncture is on the right hand side of the vehicle try to angle the car slightly to give protection from oncoming traffic
  - When the wheel has been changed replace all equipment back in the vehicle in their original storage places
- Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel

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**4. Mobile phones – road traffic accident**

## RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages
- Training / instruction must be given to staff on the dangers of using a mobile phone while operating a vehicle

**5. Vehicle Maintenance – RTA due to poor maintenance**

## RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- Maintenance / service carried out as per recommendations.
- A bi-monthly Health & Safety Vehicle Review will be made on the vehicle and a record kept in the Health & Safety folder
- Staff will occasionally be requested to carry out an assessment on the vehicle.

Vehicle to include the following:

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

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## 4.15 Ladders

Virtually all of the work undertaken by ABC Company is at a low level and does not require the use of Extension Ladders. However, from time to time Step Ladders are necessary. Installation crews have been shown how to use the Step Ladders correctly and the following controls also apply.

### 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 it is metal check that caps on the feet are in place and in good condition.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface.
- Ensure the vertical sections are locked in place before climbing.
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- Only one person at a time on a ladder
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder

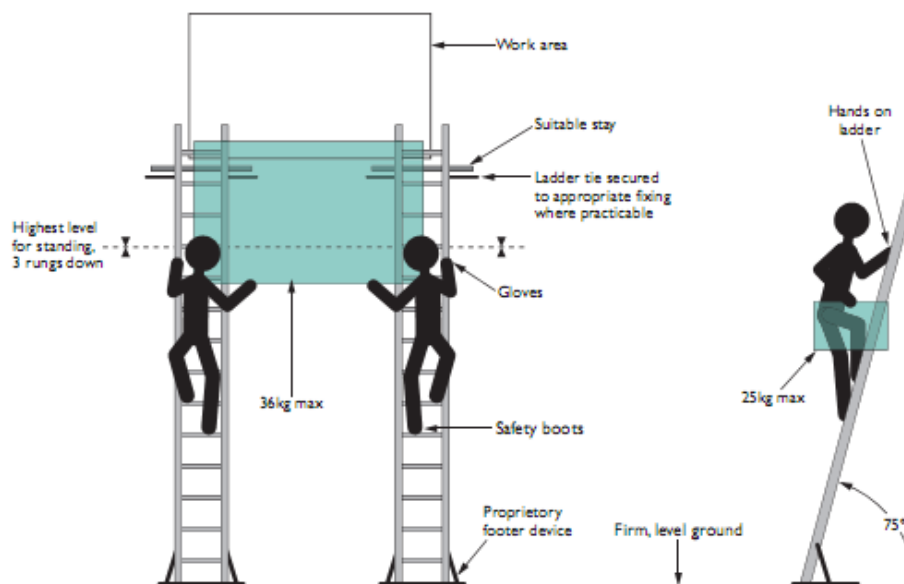
### Specific ladder control points for working with windows:

- Working time from a ladder should be kept to a minimum. Normal activity should only involve continuous work of

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between five and ten minutes. Breaks must be taken to ensure that no single ladder event lasts more than twenty minutes.

- To prevent overreaching, the "belt buckle" of the installer must remain within the ladder stiles and both feet on the same rung. If work must be carried out further away then the ladder must be moved.
- Ladder stays must be used and where practicable the ladder must be tied off to an appropriate location in order to prevent sideways movement of the ladder in either direction.
- As far as is practicable, during the removal of windows, the amount of material carried down a ladder should be kept to a minimum and as much material as is possible should be taken back through the building or lowered to the ground safely. If material has to be carried down a ladder those parts to be carried down a ladder should be reduced to 25kg or less.
- Heavy materials should be taken back in through the building. Larger sections should be removed by at least two installers working together in accordance with a safe system of work.
- During removal or installation as many tasks as possible should be carried out from inside.
- It should be possible at all times for an installer to be able to place one hand on a secure handhold on the ladder.
- During post installation operations, such as mastic application or the removal of protective coverings, care must be taken to prevent overbalancing or ladder instability by the use of wall stand-off or ladder stability devices and the relocation of ladders to prevent over-reaching.
- The diagram below summarise the key points of this assessment.



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## 4.16 Portable Generators

### Hazards

- Electrocution
- Fire
- Fuel spill

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

### 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.

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#### 4.17 Client premises hazards (incl. Domestic)

When working on site, or in other plants, ABC Company personnel are instructed to work in accordance with either the customer's safety statement, or the main contractor's safety statement, as appropriate. ABC Company personnel are responsible for ensuring they locate and read that document.

##### Hazards

- Multi-hazard

##### Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

##### CONTROL MEASURES

- Induction to client site
- Safe pass certification for all ABC Company employees
- Good housekeeping in all ABC Company areas.
- ABC Company working area segregated from others.
- Site management to supply safe power supply and any other services.

##### Domestic Installations

- 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 installation.
- Be aware of children and children's toys possibly causing trip hazards.
- First aid kit is available in vehicle.
- 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.
- Never enter into a situation of imminent hazard or danger.

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## 4.18 Noise and Vibration

### Hazards

- Excessive noise
- Excessive vibration

Having observed the tasks being undertaken by employees it has been ascertained that in the first instance there is no risk from Whole body Vibration.

In the second instance it has been ascertained that while employees are using power tools such as drills and screw drivers, this is intermittent and not likely to cause any problems with White Finger or other issues. However, this will be kept under review.

With regard to noise, there is occasional drilling and hammering noise during the installation of doors, etc. Ear defenders have been supplied to staff as it is not possible to eliminate this type of noise. However, it is occasional and intermittent and the dosage will be very low.

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- All tools of modern design with internal damping and noise reduction where possible.
- All staff provided with ear defenders which they must wear when using power tools, especially if the tools are being used in close proximity to the ear.

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## 4.19 General safety on window installation and maintenance

### Hazards

- Multi-hazard

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

### CONTROL MEASURES

- Induction to client site
- Safe pass certification as needed
- Initial site review at time of quote will identify any local hazards
- Preparation of method statement will set out control for any local hazards.
- All risk assessments to be reviewed and cross referenced by staff and managers.
- All staff on installation crews are fully trained and qualified on their activities.

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## 4.20 Handling Whole and Broken Glass

### Hazards

- Glass
- Slips and falls
- Manual Handling
- Ladders

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### GENERAL CONTROL MEASURES

- PPE to be worn of Goggle/glasses and puncture proof gloves for all glass handling activities.
- Glass handling tools (vacuum holders) to be used when moving whole panes.
- Suitable bins and other receptacles will be used to collect and move broken glass.
- Brushes, scoops, etc. provided to handle all broken glass.
- All broken galls correctly disposed of at an approved waste receiver.
- All whole panes of glass are marked by tape or paint to ensure any person in the vicinity can see it.
- Any vehicle carrying facility for galls will be on the offside of the vehicle.

### GLASS TRANSPORT CONTROL MEASURES

- Only allow trained drivers to operate vehicles and fork-lift trucks.
- Train drivers on the vehicles they use, provide refresher training.
- Eliminate or reduce the need for vehicles to reverse.
- Segregate vehicle and pedestrian routes.
- Supervise vehicle use around the workplace and monitor driver and pedestrian behaviour.
- Wear high-visibility clothing where pedestrians and vehicles mix.
- Use vehicles specially designed for transporting glass.

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- Handle goods and unload vehicles using safe working practices.
- Beware of the potential movement of glass remaining in the vehicle.
- Restrain the glass remaining in vehicles
- Provide training and awareness in loading vehicles safely
- Vehicles should be marked to show maximum weight

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## 4.21 Window Maintenance

### Hazards

- Manual handling
- Tools
- Slips and falls
- Ladders
- Substances
- Various others

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- All related Risk assessments such as manual handling and hazardous substances to be reviewed in conjunctions with this assessment.
- All staff qualified in their jobs.
- Correct handling equipment to be used for all glass, frames, doors, etc.
- All sealants used on maintenance have an up to date MSDS (safety data sheet) on file and staff are familiar with the contents.
- Any necessary Personal Protective Equipment needed for handling sealants will be provided.
- All glazed areas on either doors or windows will be checked during maintenance to make sure that any necessary identification for glass is in place.
- Safety glass will always be replaced by an equivalent or higher standard of glass.
- Any safety signs or decals on broken panes of glass will be replaced on new panes.
- Safety films will be added to glass surfaces where necessary and required.

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## 4.22 General workshop activities

### Hazards: (see also, other specific assessments such as Housekeeping and Electricity)

Slips and falls  
Tools  
Debris  
Electricity  
Glass shards, etc.

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control Measures

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Masks, Overalls and boots will be worn as relevant for the particular type of hazard.

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## 4.23 Trade Counter and Cash Handling

### Hazards:

Irate customers  
Robbery

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

- Staff always have an experienced manager within easy reach.
- Cash is dropped to a safe on a regular basis.

All staff trained in the following procedures:

### Dealing with Angry Customers

1. Try to remain calm.
2. Do not take any comments personally.
3. Listen to the complaint very carefully without interrupting the Customer.
4. Take notes if relevant.
5. When the Customer has finished making the complaint, tell them that you want to make sure you have all the details correct and repeat the details in a polite fashion. This will allow you a little breathing time and also allow the Customer time to relax a little.
6. If you can assist the Customer with his/her problem then do so as best you can.
7. If you cannot personally assist the Customer then politely ask them to wait while you get a senior member of Management to attend to them.

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### Cash Movement Controls

Avoid letting large amounts of cash accumulate on the premises.

Perform cash drops regularly depositing cash in a safe.

### Cash Movement to and from the Bank

1. Avoid, as far as possible, set patterns when making lodgements.
2. When cash is being moved in or out of the premises, ensure that the area is thoroughly checked and certain entry/exit points are secured to prevent the possibility of cash carriers being ambushed in the immediate vicinity. People involved in the movement of cash should be alert at all times and should anything arouse suspicion, they should contact the Gardai.
3. Trips to the bank, where possible, should be made by car. Able-bodied persons should carry out this task – at least two such persons. Unescorted females or young persons should not be allowed to carry cash to and from the bank.
4. Precautions should begin with varying, as much as possible, the times and routes of such journeys. An escort could carry part of the lodgement on his/her person so as to reduce the possible loss.
5. If you are walking, use a busy street and try to walk against the flow of traffic, making a surprise attack from behind more difficult.
6. The first and last stages of the journey to the bank are the most likely points for attacks – snatches have been made from customers in bank premises.
7. Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.
8. Do not advertise your business by unnecessary exposure of cash bags or lodgement docketts.
9. When making up the lodgements, initial and date some of the currency wrappers.

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

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

**Notes:**

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

**Post Crime Action – Armed Raids and Personal Attacks**

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

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- Who was there (witnesses), include names, addresses and phone numbers of non staff members.
- Detailed descriptions of the criminal(s).

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## PART 5

### 1. ANNUAL REPORT

#### ABC Company

#### SAFETY STATEMENT

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

#### SAFETY TRAINING;

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

#### NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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**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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ABC Company  
Safety Statement

## Part 7 Appendix

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### **A 1 Safety Statement Document Review**

#### **ABC COMPANY**

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

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

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

## A2 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>	<b>Nature and extent of actual or potential loss to people, property, process or the environment</b>
<b>Description</b>	<b>Description of the Accident/Incident (who, what, how, when)</b>
<b>Causes</b>	<b>Why did the Accident/Incident occur, (root, basic and immediate causes)?</b>
<b>Recommendations</b>	<b>Action to prevent recurrence, responsibility &amp; action by dates:</b>
<b>Reporting</b>	<b>Distribution of investigation information organisation wide and statutory reporting / reply:</b>

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### A3 Safety Inspection Sheet

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

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**A4 Staff Suggestion forms**

**SECTION A: To be completed by staff member with suggestion**

<b>Staff Member Name:</b> _____ <b>Position:</b> _____ <b>Date:</b> _____
--

<b>Details of Suggestion:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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**SECTION B: to be completed by Supervisor**

<b>Action Taken:</b> <hr/> <hr/> <hr/> <hr/> <hr/>
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**Signature:** \_\_\_\_\_  
**Date** \_\_\_\_\_

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**A5 Template Method Statement for Clients when necessary.**

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








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<b>Training</b>	
<b>Sequence of Operations:</b> (include sketches if required)	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.
<b>Temporary Supports and Props needed to facilitate the works:</b>	(if none, state none)
<b>Method of Access and Egress to the work area:</b>	(i.e. Ladders/MEWPS/Scaffold/Trestles/Step Ladder, etc)
<b>Fall Protection Measures:</b> (Where work at height cannot be eliminated – consider both Personnel & Materials)	(i.e. Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)

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 REVIEW

<b>Hazardous Substances:</b> (Attach MSDS if required)							
	Very Toxic	Harmful/Irritant	Corrosive	Dangerous For the environment	Oxidising	Highly flammable	Explosives
<b>Applicable:</b>	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No


**Storage Arrangements:**

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<b>Details of Permits to Work:</b>	
<b>SWL's:</b>	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)

<b>Required Personnel Protective Equipment:</b>	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Eye Protection	 Respiratory Protection	<b>Other:</b> 1. Hi-Viz 2. Coveralls 3.
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<b>Emergency Procedures:</b>	
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 <b>First Aid Facilities:</b>	<b>Name of On-Site First Aider:</b>	
	<b>First Aid Box Location:</b>	
	<b>Location of Nearest Hospital:</b>	

<b>Welfare Requirements</b>	
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<b>Services to be supplied by Others</b>	
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<b>Other information &amp; Comments</b>	
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Prepared by:	Date:
Position:	
Reviewed by:	Date:
Position:	

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Items Attached:	Yes	No
Sketches	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Plant etc.	<input type="checkbox"/>	<input type="checkbox"/>
Programme of Work	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments	<input type="checkbox"/>	<input type="checkbox"/>

### Method Statement Briefing Record

Briefing delivered by:

Position:

Date:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date

## PART 8 Related Policies

### 8.1 ABC COMPANY ENVIRONMENTAL POLICY STATEMENT

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

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

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

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

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

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## 8.2 ABC COMPANY EQUALITY POLICY

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

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

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

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

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

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

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