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# SAFETY STATEMENT

ABC Company

Address Line 1

Address Line 2

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#### Disclaimer

This Statement has been prepared with the assistance of [www.safety-statements.ie](http://www.safety-statements.ie) it is accepted that ABC Company is responsible for ensuring that all sections are relevant to their operations.

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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 are fully aware of ABC Company' commitment to high standards in H&S.

As we are involved in the training of all manner of person for driving Motorbikes on the road, we have tried to address the expected hazards within this safety statement. From time to time depending on the person being instructed and new hazards that may arise, we will conduct extra assessments at that time. Where necessary the Safety Statement will be updated to reflect those assessments.

## 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at while out on the road. It is also used to assess and audit the levels of health and safety being achieved.

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

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

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

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

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### 1.3 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, the Construction Regulations, The Road Safety laws and any other applicable regulations from those implemented in 2007. The requirements of the RSA and any other relevant statutory body.

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

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

The Success of the policy will depend on the co-operation of all Contractors' and Client 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 1,

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

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#### 1.4 Policy Statement:

Manager 1 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. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

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

It is our policy when purchasing 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.

If and When Manager 1 hires employees, they shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined.

Accidents/incidents reported shall be investigated by Manager 1 to determine the corrective action necessary to prevent recurrence.

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

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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 |
|-----------------|----------|-----------------|------------|---------------|
| 01              | xx/xx/xx | All –New doc.   | Manager 1  | Manager 1     |
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## 1.6 Insurance and Regulatory Requirements

As with all commercial operations ABC Company have a range of insurances in place. The following are the details of same:

### Professional Indemnity

- Broker \_\_\_\_\_
- Insurance Company \_\_\_\_\_
- Amount € \_\_\_\_\_

### Employer's Liability Insurance (when applicable)

- Broker \_\_\_\_\_
- Insurance Company \_\_\_\_\_
- Amount € \_\_\_\_\_

### Public Liability

- Broker \_\_\_\_\_
- Insurance Company \_\_\_\_\_
- Amount € \_\_\_\_\_

### Motor Insurance

- Broker \_\_\_\_\_
- Insurance Company \_\_\_\_\_

### RSA Registration details

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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### 2.1 MANAGEMENT CONTROL SYSTEM

Manager 1 is a Management Consultant working in various areas from general business to training and other issues depending on client needs.

The objective of the Safety Management System is to satisfy legal responsibilities and to exercise greater control of health and safety within the organisation, to protect people and control the business.

Management points that may be measured:

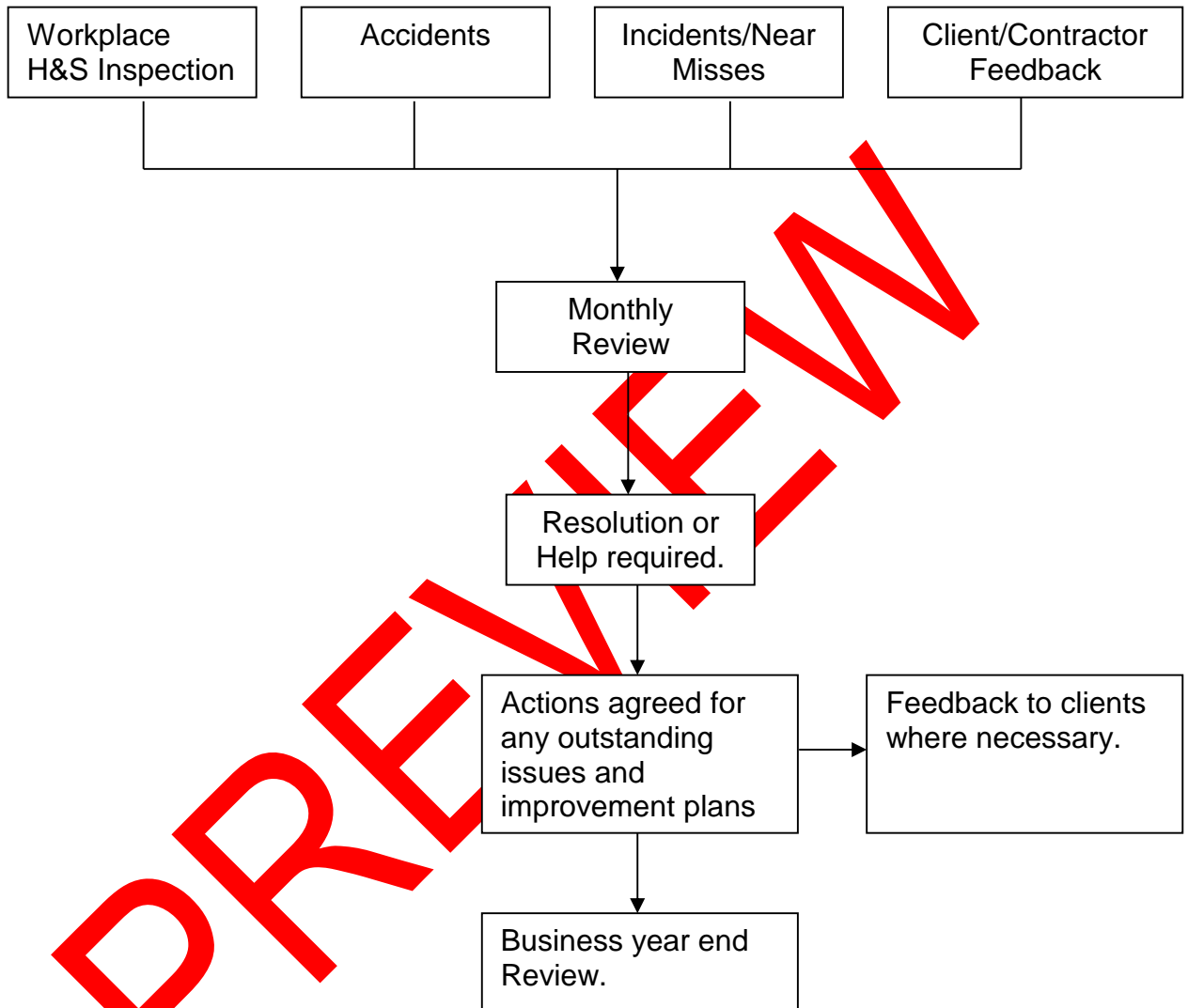
1. Workplace safety and housekeeping inspections
2. Staff/Contractor suggestions and query forms
3. Induction and ongoing training:
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
  - 3.3. Safe Pass training – where needed
4. Safety critical equipment maintenance records:
  - 4.1. Vehicles
  - 4.2. Fire extinguishers
5. Fire drill records (if required or needed by clients)
6. Risk assessments
  - 6.1. Initial assessments from xx/xx/xx
  - 6.2. Annual reviews after xx/xx/xx
7. Safety review with Contractors and Clients
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation after xx/xx/xx
  - 8.2. Annual reviews after xx/xx/xx
9. Annual report

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

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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 1

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 1 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 1 is also responsible for ensuring that staff 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 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 CLIENT'S SUPERVISORS

This section applies to situations where Manager 1 or an employee of ABC Company will be working in a large facility or other area where there are controls placed on visitors. An example of this would be carrying out driver assessments for another company. The controls herein are a summary of those expected to be managed by Client Management.

All client supervisors should be responsible for planned implementation of effective health and safety standards within their area of operation.

The Client Supervisors bear the responsibility for ensuring that ABC Company staff are given correct information and training for them to do their job effectively and do not compromise health and safety requirements.

### SPECIFIC RESPONSIBILITIES OF ALL CLIENT'S SUPERVISORS

- ❑ Ensure that all procedures are complied with for all visitors.
- ❑ Implement an efficient communication procedure so that all visiting Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Provide assistance to visitors in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.

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## 2.4 All Client Employees

This section relates to any interaction between Manager 1 or an Employee of ABC Company and any employees engaged at the premises where activities will be conducted. This again would relate to work such as carrying out driver assessments for another company.

- ❑ All Client Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device brought to the premises by ABC Company.
- ❑ All Client 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 any other person.
- ❑ All Client Employees must keep vehicles clean or assist in tidying up thereof.
- ❑ 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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ARRANGEMENTS FOR SAFE WORKING

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### 3.1 RESOURCES

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

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

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### 3.2 CLIENT SAFETY INDUCTION

This procedure relates to any induction training that Manager 1 or an employee of ABC company must undergo when working at a client premises again in relation to work such as carrying out driver assessments for another company.

Apart from explaining to the ABC Company 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 ABC Company employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise ABC Company employee of any potentially dangerous areas in the work place.
3. Warn ABC Company employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. Show ABC Company 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.
5. Demonstrate to the ABC Company employee the fire and evacuation procedure and assembly points.
6. Instruct the ABC Company employee in relation to any job/area specific risk assessments.

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### 3.3 TRAINING

#### HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. ABC Company shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

ABC Company will keep training records to include:

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

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

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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.

While Manager 1 has no employees at present, Manager 1 will facilitate this process for contractor employees on projects. This will only be in so far as the actions of Manager 1 or any employee of ABC Company interact with the operations at the client site.

In order to achieve this Manager 1 operates a Suggestion or Query form.

A folder of blank forms is held in on site. Contractors or their staff 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.

### 3.5 SAFETY REPRESENTATION

As Manager 1 does not employ staff directly, this is not directly applicable. However, where appropriate, Manager 1 will provide relevant information to the duly elected Safety Rep for any Client.

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### 3.6 FIRST AID

#### CONTROL MEASURES

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

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

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

- Office
- Vehicles
  
- The First Aid Boxes is inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file.
- When working at a Client premises, we shall seek the advice and assistance of the Client First Aider if necessary.
- It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

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The following contents are required in a first aid box:

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

#### PROCEDURE & RECORD KEEPING

- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

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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.
- Health & Safety Authority
  - If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by Manager 1.
  - 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
  - On site 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

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. at the installation location.

On client premises welfare facilities such as toilets are under the control of the client.

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### 3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall monitor all persons use of Personal Protective Equipment where required. Crash helmets, gloves and any other relevant safety clothing shall be worn at all times when operating motor bikes.

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures
- Weather exposures

### 3.10 PERMIT TO WORK SYSTEM

ABC Company do not issue their own permit to work. Where applicable Manager 1 and any employee of ABC Company will complete Permits to Work at Client premises.

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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.

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

### 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 Contractors' 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), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on an ABC Company location, will lead to removal from the project and possible other sanctions.

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### 3.13 Bullying at Work Policy

Manager 1 does not have any employees and therefore will not be implementing a Bullying policy.

However, it is expected that all contractors will address this issue within their own Safety Statements and procedures.

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

### 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 Contractors' Employees have trade qualifications and are experienced in their profession.

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HAZARD IDENTIFICATION AND CONTROL  
MEASURES

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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 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

The fire safety arrangements for ABC Company are set out below.

### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

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

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in 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 portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

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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 Contractors' Employees and visitors
4. Protect property.

#### Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company.

#### Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary. Advise the Client 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.
5. Employees and others 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 DRILL

Staff will partake in Client fire drills as necessary.

ABC Company will run In-House fire drills a minimum of twice per year and written records will be kept of:

- ✓ The Date
- ✓ The Time
- ✓ The specific location
- ✓ Those who took part
- ✓ Any issues that arose
- ✓ Any correct actions that are needed.

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

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

Inadequate access and egress facilities can result in:

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

#### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

#### CONTROL MEASURES

All motor bikes will be parked in designated areas and will not cause an obstruction.

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

All passageways shall be kept clear of obstruction.

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

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

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

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

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## 4.4 HOUSEKEEPING

### HAZARDS

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

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

### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

All ancillary equipment for motor bikes will be in designated storage areas and will not cause obstructions.

All fuels, oils, etc. will be stored as per the manufacturer's instructions and a spill kit will be on hand in case of leakages.

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

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

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

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

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#### 4.5 MANUAL HANDLING

As Manager 1 has no employees and the general work activities do not include a significant amount of manual handling, Manual Handling is not addressed as a risk within the business.

All students will be shown the correct method of standing up a motor bike that has fallen over if this is necessary and practical for the size of the motor bike and the size and ability of the trainee rider.

#### 4.6 ELECTRICITY

ABC Company do not engage in general electrical work. Set out below are the general controls for the company.

##### HAZARDS

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

##### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

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

##### CONTROL MEASURES

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

##### WIRING STANDARDS

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

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

- Flexible cables will also be adequately protected against external mechanical damage.

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- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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## 4.7 OFFICES

### HAZARDS

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

### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

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

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## 4.8 VISUAL DISPLAY UNITS (VDU'S)

### HAZARDS

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

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

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

(b) Posture

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

(c) Radiation

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

(d) Stress

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

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

Risk Assessment:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

|                 |          |                |             |             |
|-----------------|----------|----------------|-------------|-------------|
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## CONTROL MEASURES

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

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

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## 4.9 HAZARDOUS SUBSTANCES

### HAZARDS

Health hazards from substances can be divided into the following categories:

- ❑ External contact - corrosive, skin absorption, dermatitis.
- ❑ Inhalation - gases, fumes, vapours.
- ❑ Ingestion - swallowing.

### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

- ❑ All substances, fuels and oils are listed in a safety file.
- ❑ All substances, fuels and oils 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 substances, fuels and oils are stored in an appropriate unit that is fire retardant and can contain spillages.
- ❑ Refuelling of any motorbike is generally carried out at a petrol station by an instructor but where it is necessary within the training centre, for the purpose of training, the instructor will be present.
- ❑ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- ❑ All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

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#### 4.11 General Training work

Note: All work is subject to individual assessment where needed. Manager 1 will deal with this if required. Set out below are some general control measures.

##### HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments/methods

##### CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All Employees will hold RSA registration as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties when necessary.
- Housekeeping practices will ensure that all motorbikes and drive surfaces are kept clean and tidy.
- Working Motor Bikes will be subject to the H&S inspections.
- Personal Protective Equipment will be worn as relevant for the particular type of hazard.
- Adjustment to the training schedule or content of the training will be made where weather conditions dictate.

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## 4.12 Delivery of CBT Training

### Hazards

- Personal Injury from inadequate maintenance / Checks on Motor Bikes
- Damage to property from inadequate maintenance / Checks on Motor Bikes
- Uneven driving surfaces or obstructions, etc.
- Injury from erratic driving

### Risk Assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### General Control Measures

A driving instructor provides guidance on how to drive a vehicle safely on the roads, enabling students to gain a full understanding of all aspects of driving in order to increase their skills in a specific area or to gain a full driving licence.

The fundamental role of the IBT Centre is to provide tuition to students who either want to progress to on road driving, or who want to improve their level of driving.

Both of these points mean that a Driving instructor can be open to hazards from many different situations and people. Therefore all Driving instructors will be registered with the RSA as ADIs. They will be trained to spot situations of potential harm and to react appropriately. This assessment cannot anticipate every possible hazard therefore the Instructors are trained to be able to respond themselves.

As per the RSA requirements each instructor will be very knowledgeable on:

- Rules of the Road
- The ADI Exam process
- The driving licensing systems
- The driving test
- The mechanical workings of a vehicle
- Pedagogic model of learning
- Adult learning
- How people learn
- Lesson planning
- Route planning
- Adapting to learners abilities

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- Fault assessment
- Hazard perception
- Coaching

They would also be skilful in:

- Driving in all conditions, being the perfect driver
- Fault assessment and correction
- Rules of the Road
- The mechanical workings of a vehicle

#### 4.12.1 Specific controls in place for the IBT Centre

- The driving/instruction surface will be generally clean, level and without obstruction.
- The driving surface will be free from slip and skid hazards (weather to be assessed on day) especially fuel and oil spillages.
- Any fuel or oil spillage will be cleaned up immediately.
- Daily inspection of the IBT Centre driving surface will be carried out before any training begins to ensure the removal of any debris, sharps, etc.
- All Motor Bikes will be in full roadworthy condition.
- HI Visibility clothing will be worn by both the instructor and the trainee at all times while riding.
- Before leaving the IBT Centre to drive on local roads, the trainees will be given a briefing on the route, the possible hazards to expect on the day (i.e. schools, road works, weather, etc.)
- Trainees will never be left on their own in charge of a motor bike.
- Instructors never to turn their back on a trainee while their engine is running.
- Training area within the IBT Centre will be marked out by signs, cones, fences or other suitable barriers to prevent pedestrians, cyclists or other vehicles entering the training area.
- Where there is open access to the public to enter the IBT Centre (i.e. the next Trainee or a visitor) explicit signage will be in place directing them to a waiting area away from the live training.
- First aid box, emergency numbers (Gardaí, Fire Ambulance, RSA) will all be held on the instructors person or motor bike.

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## 4.12.2 GENERAL VEHICLE RELATED HAZARDS DESCRIPTION

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

#### CONTROL MEASURES

- Only suitably qualified and insured employees may provide classes.
- They must always be driven within the rules of the road and the law.
- All driving instruction is carried out within the confines of the IBT Centre.

### 2. Mobile phones – road traffic accident

#### CONTROL MEASURES

- At no time is it permitted to drive the Motor Bike 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 Motor Bike

### 3. Vehicle Maintenance – RTA due to poor maintenance

#### CONTROL MEASURES

- Maintenance / service carried out as per recommendations.
- A bi-monthly Health & Safety Motor Bike 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 Motor Bike.

Motor Bikes to include the following:

- Current Vehicle Service Record
- Reflective Jacket
- First Aid Kit Accident number

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### 4.13 Angry or awkward clients

#### HAZARDS

- Physical Abuse
- Verbal Abuse

#### Risks Identified

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

Difficult customers and others such as members of the general public can expose staff to a risk of violence.

By its nature driving instruction is a lone activity. At all times another person will be aware of the general working time for the day and when the instructor is expected back.

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

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

#### Robbery/ Attempted Robbery

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

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

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## 4.14 Cash Handling

### HAZARDS

- Robbery
- Physical Injury

### Risks Identified

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

#### Cash Movement Controls

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

#### Cash Movement to and from the Bank

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

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

- Keep calm – do not panic.
- Obey – do only what you are asked to do, nothing more and nothing less.
- Observe. Concentrate on:
  - Male/Female
  - Age
  - Height
  - Build
  - Hair colour
  - Colour of eyes
  - Mode of dress
  - Right or left handed
  - Distinguishing features
  - Words used and accent
  - Number of attackers
  - Note where criminals may have placed their hands and feet

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

Notes:

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

Post Crime Action – Armed Raids and Personal Attacks

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

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### 4.15 Setting up training/meeting rooms

**Hazards**

- Poor housekeeping
- Slips and falls
- Electricity
- Fire
- Faulty equipment
- Welfare facilities

**Risks Identified**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

**CONTROL MEASURES**

- All exits within the facility/room will be kept clear at all times.
- All electrical cable and extension leads will be run under table where possible or shall be taped down or covered when in open floor spaces.
- Adequate supplies of drinking water will be made available.
- Attendees will be made aware of the fire procedures for the IBT centre.
- Attendees will be shown the emergency exits within or adjacent to the room.
- Any defects in access or egress regarding doorways/floors etc. will be notified immediately to management.
- All equipment used by ABC Company is serviced or maintained as per the manufacturer's instructions.
- First aid kit is part of the equipment provided.

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## PART 5

## ANNUAL REPORT

ABC COMPANYSAFETY STATEMENT

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

SAFETY TRAINING:

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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## 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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Safety Inspection Sheet

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

Suggestion forms

SECTION A: To be completed by person with suggestion

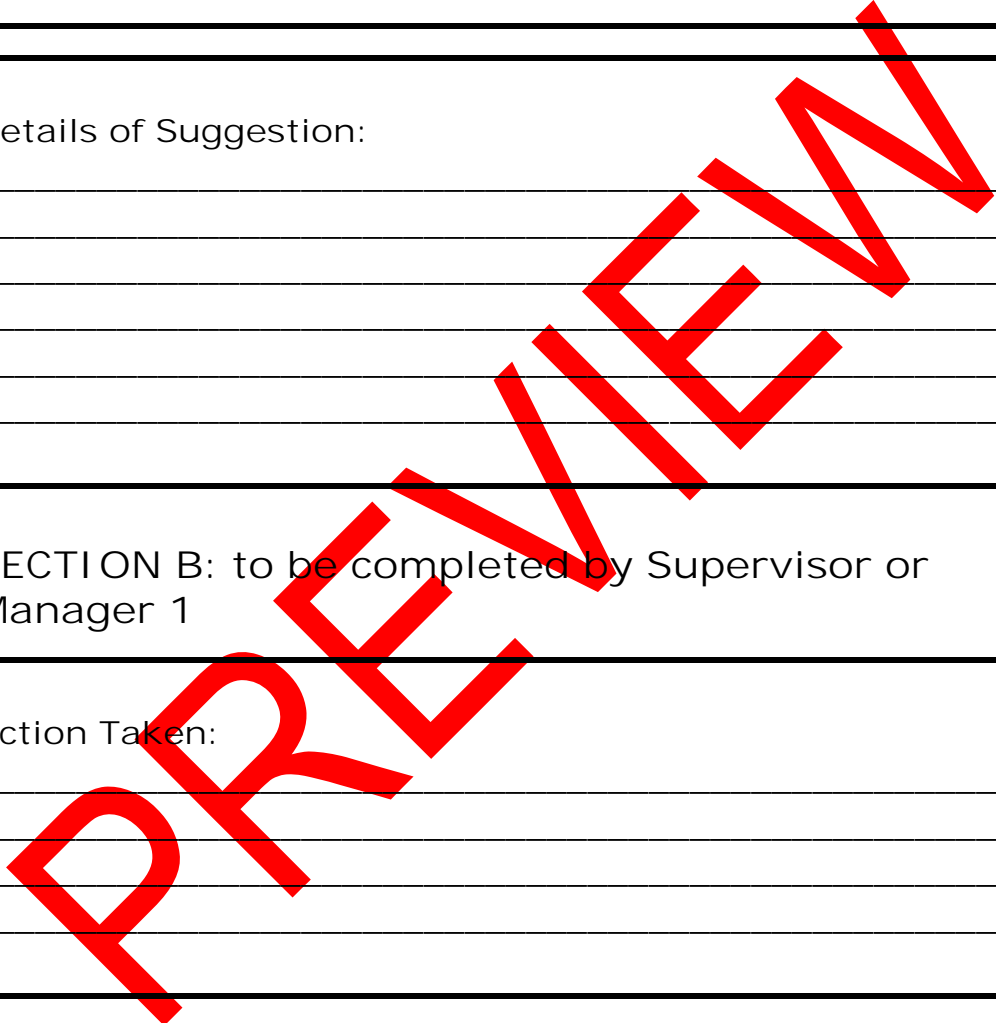
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| Name: _____ Position: _____<br>Date: _____ |
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|---|
| Details of Suggestion:<br>_____<br>_____<br>_____<br>_____<br>_____ |
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SECTION B: to be completed by Supervisor or Manager 1

|   |
|---|
| Action Taken:<br>_____<br>_____<br>_____<br>_____ |
|---|

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



## PART 7 Related Policies

### 7.1 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 its influence over others. The objective will be to minimise the environmental impact of all operations.

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

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

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

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

**PRELIMINARY**

## 7.2 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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# ABC Company Safety Statement

8. The following pages contain information on pre-use checks of vehicles as per the HSA, the RSA and the Gardai.

## Car & Small Passenger Vehicle Driver Daily Pre-Checks

### In Car Checks

- Driving controls, seat & head rest positions adjusted correctly
- Safety belt(s) in correct position & working correctly
- Clean interior & no obstructions or loose material in the foot-well(s) or parcel shelf behind rear seats
- Turn on engine & check that all instrument gauges & warning lights working correctly
- Wipers, washers, horn, demister & temperature controls working correctly
- Steering & brakes working correctly
- Hi-visibility triangle & vest readily accessible in the car
- Pedals in good anti-slip condition

### Mirrors & Windows

- Mirrors secure & aligned correctly
- Clean & in good condition
- View not obstructed. E.g. by stickers etc.
- Windows opening & closing properly

### Lights, Indicators, Hazard Lights & Reflectors

- All in place
- Working properly
- Correct colour
- No breaks or cracks
- Clean

### External Checks

- Vehicle sitting square and not leaning to one side
- Check underside of vehicle for fluid leaks
- Bumpers (Front & Rear) in good condition
- Exhaust: No excessive noise or smoke
- Number plates (Front & Rear): of correct type, in correct position, visible & clean
- Fuel cap seal: in place, in good condition & no leaks
- Wiper blades in good condition
- Valid Insurance, MCT & Tax discs displayed
- Check engine oil, coolant, water, windscreen wash & brake fluid for levels and leaks

### Access

- Door locks working properly
- Doors opening & closing correctly

### Wheels & Tyres

- Tyres correctly inflated
- Tyres correct tread depth
- Tyres undamaged: no bulges, tears or abrasions
- All wheel nuts in place, correctly fitted & secure
- Wheel nut indicators correctly aligned (if in use)
- Tyre has 'E' mark

### Load Security & Restraint

- Vehicle loaded within load limits of vehicle
- Load distributed evenly
- Articles in vehicle stored securely (in boot) and restrained if necessary
- Load restraint equipment suited to load & in good condition
- No loose articles on seats
- Articles on roof securely tied down
- Overhanging articles on roof visible to other road users. e.g. hi-visibility warning flag
- Estate cars: barrier in place to protect driver and/or front passenger when goods are being carried in rear goods space



|        |          |           |           |           |
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# ABC Company Safety Statement

## HGV Driver Walkaround Checks

### In Cab Checks

- Check driving controls, seat position, safety belt (if fitted)
- Tachograph: Correct hours, calibrated & speed limiter plaque displayed
- ABS/EBS warning lights working
- Instruments, gauges & warning devices working
- Wipers, washers, horn, demister & temperature controls working correctly

### Load Security

- Loaded correctly
- Weight distributed across axles
- Not overloaded
- Load restrained & contained

### External Checks

- Check underneath front of vehicle for fluid leaks
- Exhaust: No excessive noise or smoke
- Landing legs fully raised & handle in position
- Trailer park brake operates correctly & is fully released
- Air suspension correctly set
- Number & marker plates in place, clean & in good condition

- Check vehicle sitting square & not leaning to one side
- Check engine oil, coolant, windscreen wash & fuel for levels & leaks
- Check for sounds of air leaks or drop in air pressure
- Fuel cap seal in good condition & no leaks
- Side & rear reflective markings fitted, clean & in good condition

### Windows (Windscreen & Side Windows)

- Undamaged
- Clean
- View not obstructed e.g. by stickers, etc.
- Valid Tax/insurance discs present
- Windscreen washers & wipers working correctly & in good condition

### Lights & Indicators

- Working
- Clean
- Correct colour
- All in place & undamaged

### Mirrors

- Cover side & rear blind spots (if fitted)
- Clean & in good condition
- Correctly aligned

### Suzie Connections

- All required air & electrical Suzie connectors present & correctly located
- In good condition: No chaffing, stretching or any other damage
- ABS/EBS cable fitted (if required)
- No air leaks from connectors

### Vehicle Access

- Steps undamaged
- Good un worn surface
- Clean
- Good handholds
- Proper access to catwalk & load area (if required)
- Safe access for driver
- Safe access to Suzie Connections

### Tyres, Wheels & Couplings

- Tyres correctly inflated
- Tyres correct tread depth
- Tyres undamaged: No abrasions, bulges or tears
- Wheel nut indicators correctly aligned (if fitted)
- Road wheel nuts all in place, correctly fitted & secure
- Road wheels in good condition
- Semi-trailer is correctly located in fifth wheel & locked in position (if applicable)
- Drawbar coupling in place & good condition

