

**Instructions on customising the Safety Statement Templates. © [www.safety-statements.ie](http://www.safety-statements.ie) 2009 No part of this document may be reproduced.**

Set out on the following pages are instructions on how to customise the Safety Statement Templates available for purchase from [www.safety-statements.ie](http://www.safety-statements.ie) . This document is offered as a free download both for instructional purposes and also as a guide in deciding if our Templates are right for your business. Any queries can be emailed to [consultant@safety-statements.ie](mailto:consultant@safety-statements.ie)

While all of our templates are designed for specific industries or occupations here is a partial list of the typical contents of a Small Supermarket Template

### **PART 1 Company Statement**

### **PART 2 Duties and Responsibilities**

- 2.1 Management Control System
- 2.2 Health and Safety Management Process
- 2.3 Manager 1
- 2.4 Manager 2
- 2.5 Human Resources
- 2.6 All other Managers
- 2.7 All Employees
- 2.8 Office Based Staff
- 2.9 Contractors and Visitors

### **PART 3 Arrangements for Safe Working**

- 3.1 Resources
- 3.2 Safety Induction
- 3.3 Training
- 3.4 Safety Consultation
- 3.5 Safety Representation
- 3.6 First Aid
- 3.7 Reporting of Accidents, Diseases and Dangerous Occurrences
- 3.8 Welfare Facilities
- 3.9 Personal Protective Equipment
- 3.10 Permit to Work Systems

### **PART 4 Hazard Identification and Control Measures**

- 4.1 Risk Assessment Matrix

- 4.2 Common Hazards
- 4.3 Hazard Inspections
- 4.4 Fire
- 4.5 Access and Egress
- 4.6 Housekeeping
- 4.7 Manual Handling
- 4.8 Electricity
- 4.9 Offices
- 4.10 Visual Display Units
- 4.11 Hazardous Substances
- 4.12 Working at heights and ladders
- 4.13 Working in store
- 4.14 Pallet trucks
- 4.15 Cooked food preparation
- 4.16 Cash handling
- 4.17 Pallets
- 4.18 Using the compactor
- 4.19 General Machine hazards
- 4.20 Storage and falling stock
- 4.21 Food prep and knives
- 4.22 Bullying and Stress
- 4.23 General shop hazards
- 4.24 Floor washer
- 4.25 Home deliveries
- 4.26 Bottled gas

### **PART 5 Managing Director's Annual Report**

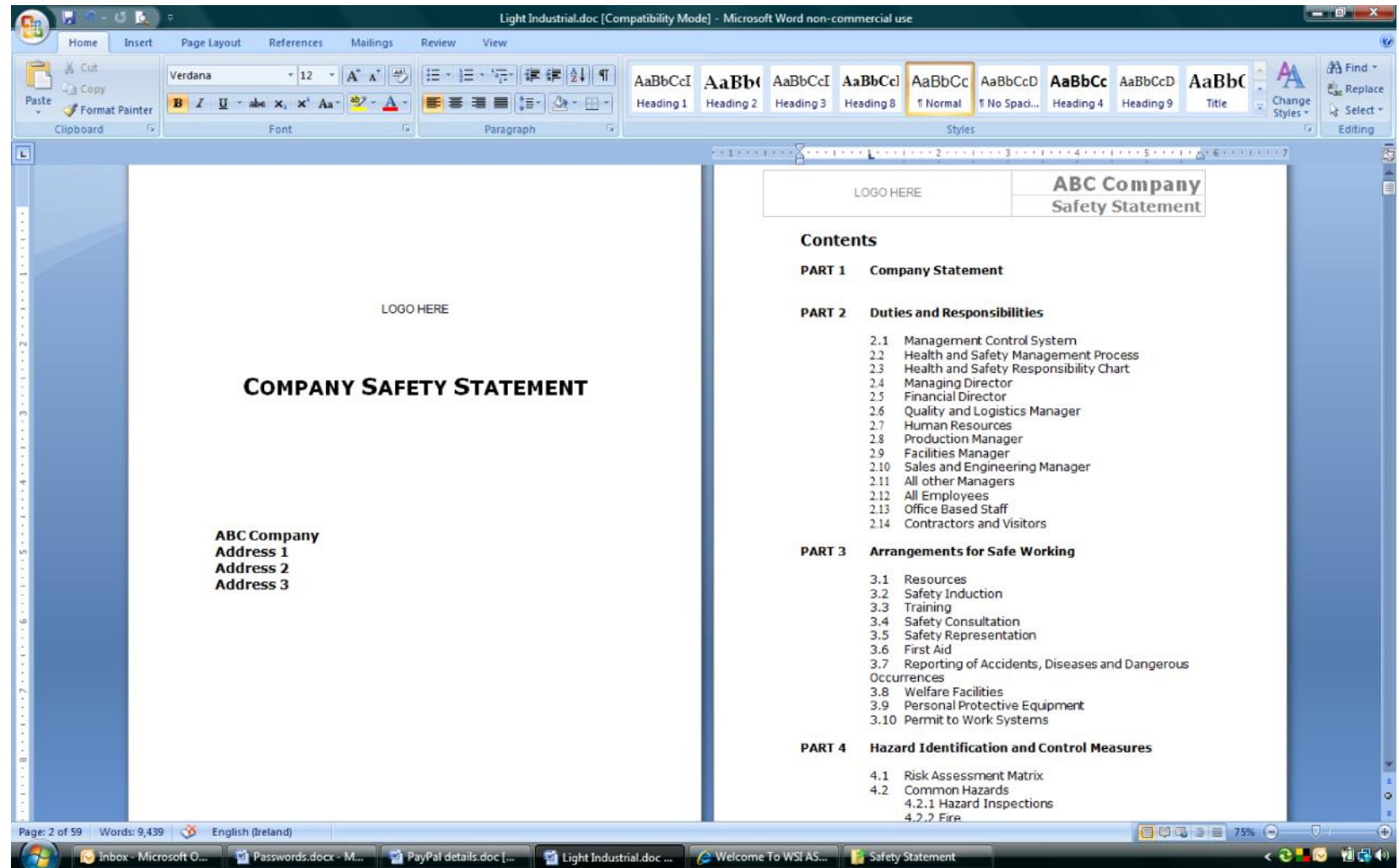
## 1. Opening the document.

When you first open your new Template, the contents pages will be similar to this image.

The screen shot here is of Microsoft Office 2007. The image will appear different if you are using 2003. However, the content is identical and the process for editing is the same.

### IMPORTANT NOTE

It is highly recommended that you save a copy of the Template as a master somewhere on your computer so that you have something to fall back on in the event of any problems while editing.

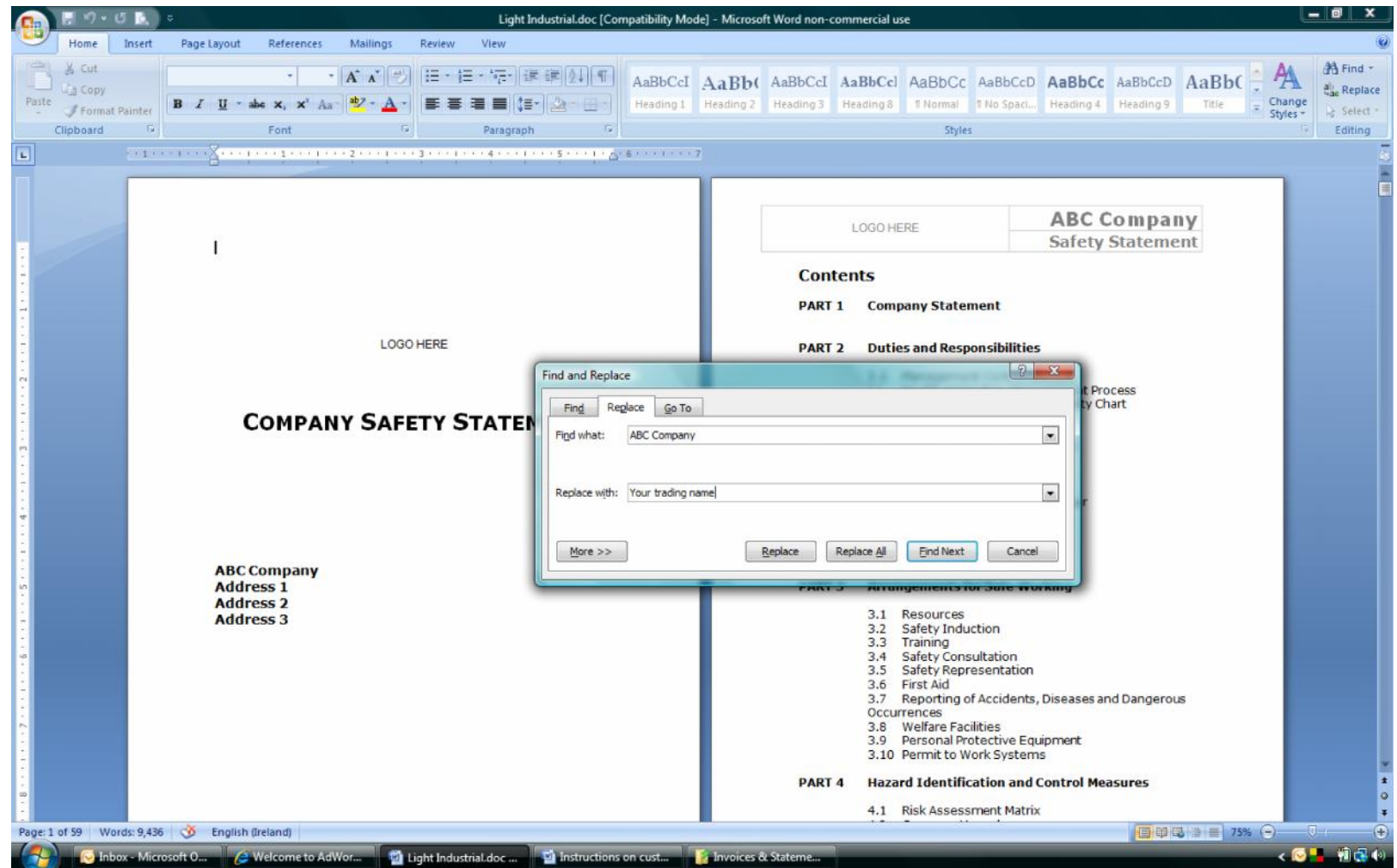


## 2. Adding the Company ID

Your first task is to enter your company or trading name. Using the “Edit” option in Word, select the option to “find and replace”.

On the line “Find What” type in ABC Company

Now on the line “Replace with” type in your company name or trading name. Then press the button “Replace All”. This action will enter your company name everywhere it is needed in the Template.

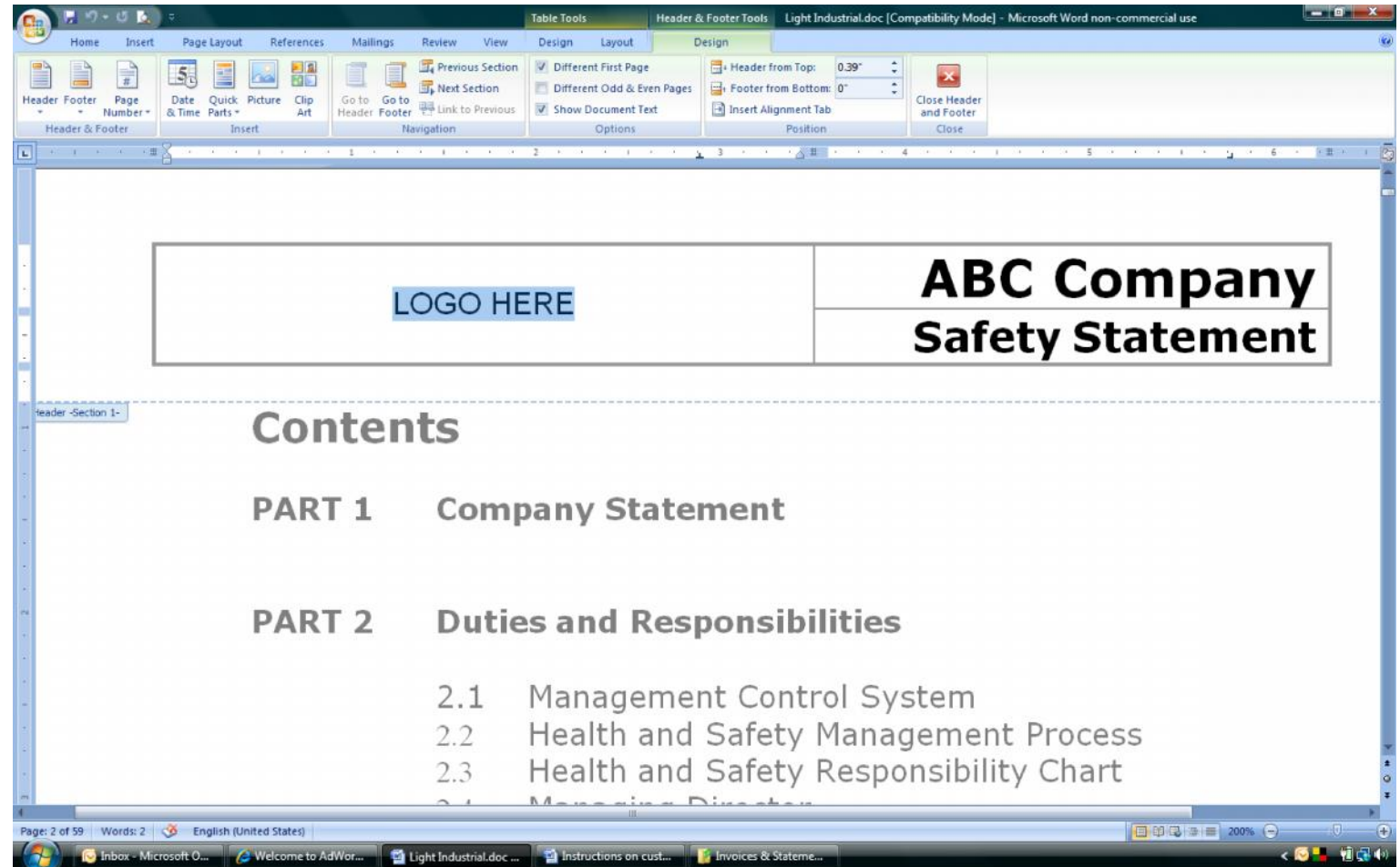


### 3. Adding Logos

If you have a company logo you can also use it at this point. On the cover page of the Safety Statement delete the words LOGO HERE and insert your logo in the space. If you do not have a logo then simply delete the wording.

If you do have a company logo it is a good idea to have it in the header of each page as this gives a more customised feel to the document.

If you wish to place your logo on the header of each page simply double click on the header box to open it. Then highlight the text LOGO HERE and replace it with your logo. You will need to adjust the size of the logo to fit in the box. If you do not have a logo simply delete the text as before. To return to the document simply double click on the middle of the page or select close Header and Footer from the options.



To delete all instances of "Logo Here" in one go, just use the find and replace command and replace it with a blank space.

#### 4. Entering issue date and Manager names

The next task is to change the date of the document issue. This is shown in the Footer of the document along with the names of the Managers responsible for safety. The date also appears in several other places in the document.

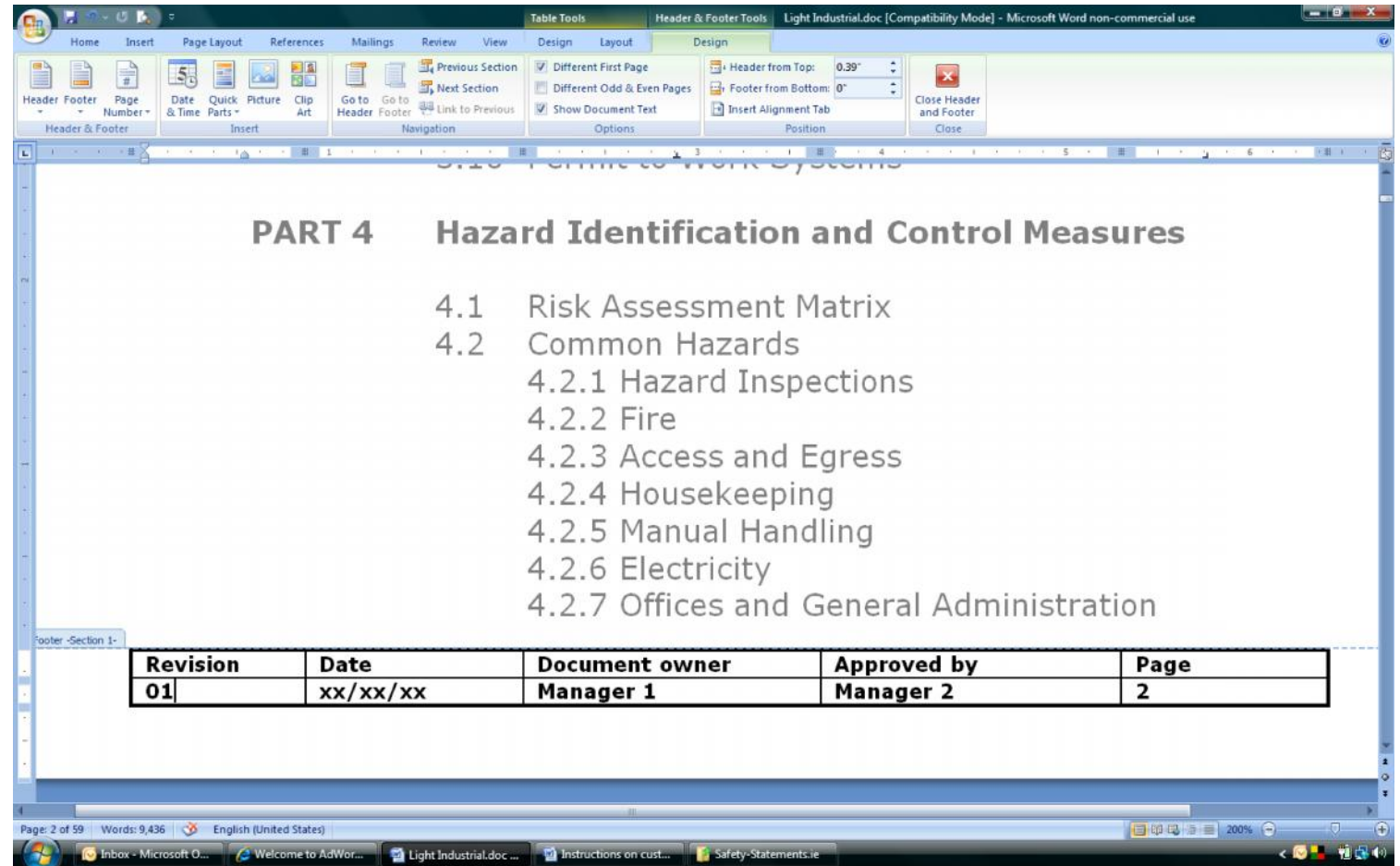
Change the date in the same way that you changed the company name. Replace xx/xx/xx with the date that you are making your edits or the date you want the Safety Statement to be active from.

You then need to enter the names of the Managers or employees who will look after safety.

Manager 1 should be replaced with the name of the Manager or employee who will deal with day to day safety issues.

Manager 2 should be replaced with the name of the most senior manager or director who has responsibility for ensuring the company adheres to good safety policies and also provides the resources such as budgets necessary to deliver on the policy. In a small company or for a self employed person it is OK for Manager 1 and Manager 2 to be the same person. If both Manager 1 and Manager 2 are to be the same name you should slightly edit the text in the Policy at section 1.3 to reflect this. After using Find and Replace and depending on which Template you purchased, the Policy will say "...Joe Bloggs appoints Joe Bloggs to manage health and safety...". Where this is the case just edit it to "...Joe Bloggs appoints himself...". Again depending on which template you purchased the Duties and Responsibilities section may have the name repeated at 2.3 and 2.3 in the Contents and in the body of the Statement. If this is the case just delete section 2.3 in both places.

At this stage you will have set up the company name, issue date of the safety statement and names of relevant managers throughout the entire document. The next step is to enter your address details and brief description of company activities in the indicated areas and also to add in the names of any First



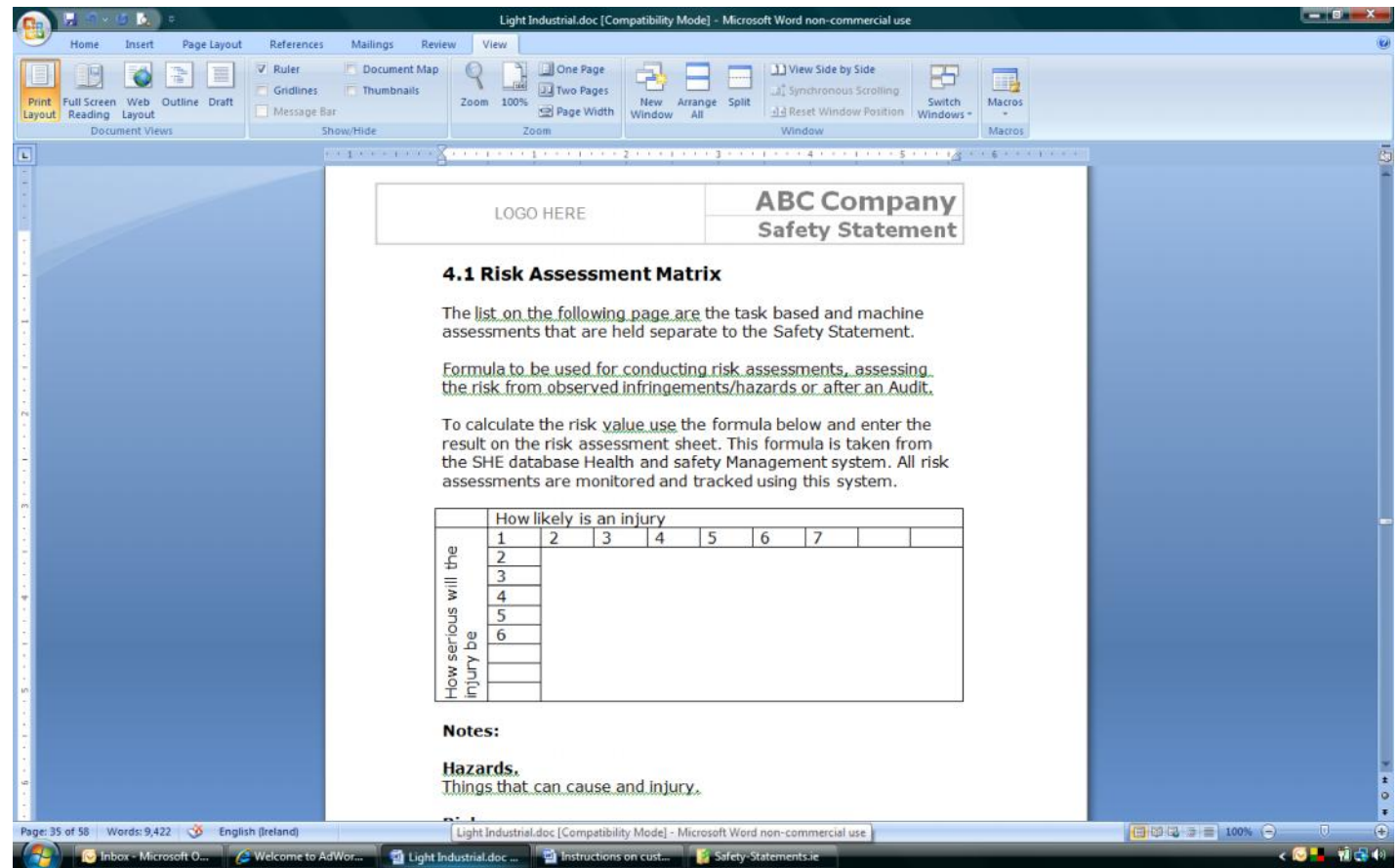




## 6. Risk Assessment

This is the most important part of the Safety Statement. Depending on which Template you have purchased, there will be a list of Pro-Forma risk assessments in section 4. This list will have been tailored to suit the usual hazards associated with the Industry or Occupation that was chosen. You are also free to add new assessments over time.

Section 4 starts with a Risk Assessment Matrix. It is a simple table that uses a score of between 1-7, for how likely an injury would be to occur and a score of 1-6, for how severe the injury. When you decide on a value for each one, you multiply the values to get a Risk score. For example, using a circular saw may have an injury likelihood of 4 and an injury severity of 5, this would result in a risk score of 20. Placing it in the medium to high risk category.



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Print Layout Full Screen Reading Web Outline Draft Document Views Ruler Gridlines Message Bar Document Map Thumbnails Show/Hide Zoom 100% One Page Two Pages Page Width New Window Arrange All Split View Side by Side Synchronous Scrolling Reset Window Position Window Switch Windows Macros

LOGO HERE

**ABC Company  
Safety Statement**

**4.1 Risk Assessment Matrix**

The list on the following page are the task based and machine assessments that are held separate to the Safety Statement.

Formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit.

To calculate the risk value use the formula below and enter the result on the risk assessment sheet. This formula is taken from the SHE database Health and safety Management system. All risk assessments are monitored and tracked using this system.

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

**Notes:**

**Hazards.**  
Things that can cause and injury.

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Follow the instructions in Section 4.1 on how to use the matrix. You will be required to give a score of between 1 and 42 to each assessment in the Template.

Shown here is one example of the top portion of the risk assessment. They all start off with some general explanation points and then have the table to enter your scores.

As you go through each of the assessments in the Template, try to give as honest a score as possible. Ideally 2-3 people should do this together and one of those people should be a person who actually does the job.

Once you have entered your score, read through the control measures and edit them if you need to.

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Clipboard Font Paragraph Styles

Verdana 12

AaBbCc1 AaBbCc2 AaBbCc3 AaBbCc4 AaBbCc5 AaBbCc6 AaBbCc7 AaBbCc8 AaBbCc9 Title

LOGO HERE

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

**4.2.13 FORKLIFT TRUCKS AND GENERAL MHE.**

It is the supervisors/managers responsibility to ensure that no employee uses a forklift truck, unless they have been properly validated by the Company. Failure to comply with this instruction is a serious offence.

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**HAZARDS**

- A truck colliding with object/structure causing collapse of same.
- Jumping from a truck while still in motion.
- Excess speeding in confined areas, restricted aisle-ways etc.
- Lack of attention can result in any of the following:
  - Overturning.
  - Persons being run over/struck by fork lift truck.
  - Material falling from forks.
  - A truck colliding with an object.

**RISK ASSESSMENT**      **High**

**CONTROL MEASURES**

- Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes
- All fork lift trucks are fitted with:
  - Forward flashing warning light(s) interlocked with the

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## 7. Annual Review

Each year the Managing Director or most senior functional manager is required to complete a report highlighting the Safety Achievements during the year. At the back of the Safety Statement there is a facility to do this. At your financial year end, simply complete the form. Feel free to add to this if necessary.

