

LOGO HERE

SAFETY STATEMENT

ABC Company

Address Line 1

Address Line 2

Contents

PART 1	Company Statement
1.1	Application
1.2	Objectives of the Safety Statement
1.3	Safety Statement
1.4	Policy Statement
1.5	Revisions
1.6	Insurance requirements
1.7	Professional Bodies and Registration
PART 2	Duties and Responsibilities
2.1	Management Control System
2.2	Manager 2
2.3	Human Resources
2.4	Manager 1
2.5	Managers and Supervisors
2.6	All employees
2.7	Office based staff
2.8	Contractors
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
3.11	Smoking Policy
3.12	Drugs and Alcohol Policy
3.13	Bullying Policy
3.14	Young and Inexperienced Workers Policy
PART 4	Hazard Identification and Control Measures
4.1	Hazard Inspections
4.2	Fire
4.3	Access and Egress
4.4	Housekeeping
4.5	Manual Handling
4.6	Electricity

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	2

- 4.7 Offices
- 4.8 Visual Display Units
- 4.9 Hazardous Substances
 - 4.9.1 Asbestos
- 4.10 Assembly and Technical Work
- 4.11 Abrasive Wheels
- 4.12 Loft insulation
- 4.13 External Wall Cladding
- 4.14 Insulation Foam Injection
- 4.15 Power tools
- 4.16 Scaffolding
- 4.17 Working at Height
- 4.18 Company Vehicles
- 4.19 Ladders
- 4.20 Mobile Elevated Working Platform
- 4.21 Portable Generators
- 4.22 Lifting Operations
- 4.23 Dust and mixing
- 4.24 Spray Polyurethane Foam
- 4.25 Domestic Works

PART 5 Manager 2's Annual Report

PART 6 Staff Sign off

PART 7 Appendix
Miscellaneous H&S forms
Template method statement
Basic MSDS for Insulating material and fungicide

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

This Statement has been prepared with the assistance of www.safety-statements.ie no liability may attach to www.safety-statements.ie arising out of any element of the contents of this statement. It is accepted that Manager 2 is responsible for ensuring the contents adequately reflect the activities of the business.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	3

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's commitment to high standards in H&S.

In addition to the normal types of insulation such as wall cladding and beads, we also apply Spray Polyurethane for lining of pools or other approved applications.

In Part 4 of this Safety Statement "Hazard Identification" we have set out the hazards and controls we expect to come across on our day-to-day activities. In addition to this we will draw up a Method Statement that takes account of local hazards as well as the hazards in Part 4 on a contract by contract basis.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any Client sites. 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	4

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 ABC Company)
- ✓ The Construction Regulations 2013

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

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

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

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

Signed: _____
Manager 2

Date: _____

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	5

1.4 Policy Statement:

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

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

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

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

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

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

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	6

1.5 Revision to the Safety Statement

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

[illegible]

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	7

1.6 Insurance 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

- Broker _____
- Insurance Company _____
- Amount € _____

Public Liability

- Broker _____
- Insurance Company _____
- Amount € _____

Motor Insurance

- Broker _____
- Insurance Company _____

1.7 Professional Bodies and Registration

Sustainable Energy Ireland (SEI)

As the SEI regulate the industry ABC Company are bound by the relevant regulations and conditions.

ABC Company registration detail:

Number –

Issue date –

Expiry date –

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	8

COMPANY STRUCTURE FOR HEALTH AND SAFETY

PART 2

Detailed Responsibilities of Personnel carrying out functions of Part 3

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	9

2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is a specialist company providing various types of insulation:

- Spray Coatings
- Loft/attic coverings
- Injected foam/beads
- Other types of insulation as may be needed from time to time

The Safety Policy is central to setting up an effective Safety Management System within a company. The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the business.

Management points that may be measured:

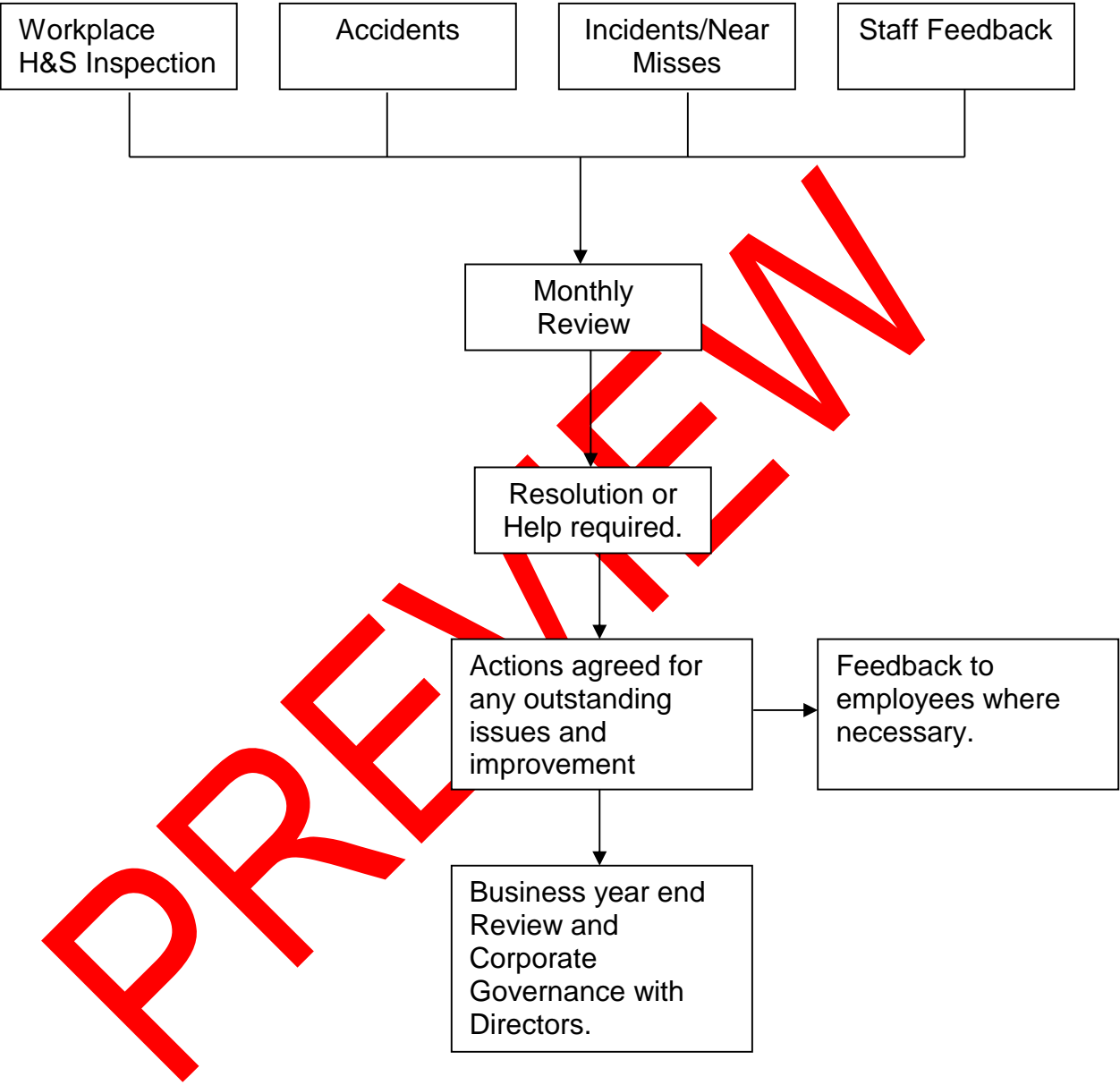
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Fire Warden/Marshall – as necessary
 - 3.3. Manual Handling – as necessary
 - 3.4. MEWP operator
 - 3.5. Abrasive Wheels – as necessary
 - 3.6. Working at Height
4. Safety critical equipment maintenance records
 - 4.1. Harnesses
 - 4.2. Vehicles
 - 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 report

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	10

Health and Safety Management process for ABC Company

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



Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	11

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 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	12

2.3 HUMAN RESOURCES (this function is controlled by Manager 2 until such time as the staff numbers warrant a specialist employee)

- ❑ Supervise the Company Health and Safety programme.
- ❑ Identify training needs and develop a training plan for all staff as necessary.

2.4 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	13

2.5 MANAGERS/SUPERVISORS

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

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

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

SPECIFIC RESPONSIBILITIES OF ALL MANAGERS

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training in liaison with the HR department and check that it is effective.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Where work is of a nature not normally carried out by the Company, then identify hazards and, if necessary, arrange for written instructions to be issued, regarding safety sequence, method of work and precaution to be taken, to the person in charge of the work.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	14

2.6 All Employees

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

2.7 OFFICE BASED STAFF

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 1	15

- ❑ 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.
- ❑ Adjust the seat's backrest to support the lower back.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	16

- ❑ 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.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	17

2.8 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.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company and the Client's H&S Manager.
- Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must be notified of any material or substance brought onto the Client site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- Contractors must take all reasonable steps to avoid interference by mobile plant.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	18

LOGO HERE	ABC Company
	Safety Statement

ARRANGEMENTS FOR SAFE WORKING

PART 3

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	19

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	20

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	21

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. First aid training will be provided to a designated employee when staff number for a single site exceed 10.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	22

LOGO HERE	ABC Company
	Safety Statement

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 in the general office. 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 with Manager 2 if necessary.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	23

3.5 SAFETY REPRESENTATION

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

The rights of the Safety Representative include:

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

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

Currently the staff have not elected a representative, if they do so in the future the position will be recognised by the company. After that time, all representations by the Safety Rep must be made to the company via the Foreman.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	24

3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible. When on client sites we will agree to use the services of the onsite first aider with the client as we would rarely have more than two employees on a job.

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

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

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

- ☐ General office
- ☐ Vans
- ☐ The First Aid Boxes is inspected on a weekly basis by drivers who have them in vans. The office first aid kit is checked by Manager 1. This check and replenishment is recorded and kept on file.
- ☐ It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities. This policy shall not be activated until there is a suitable number of employees at a fixed location.
- ☐ When employees are carrying out an installation at a Client premises, they 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	25

The following contents are required in a first aid box:

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

PROCEDURE & RECORD KEEPING

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

First aiders

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	26

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/CIRV/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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	27

3.8 WELFARE FACILITIES

The Client's Site Management will 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. at the installation location.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	28

3.9 PERSONAL PROTECTIVE EQUIPMENT

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

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

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

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

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

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

3.10 PERMIT TO WORK SYSTEM

ABC Company personnel will complete site permits as required by the clients Site Safety Manager.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	29

3.11 SMOKING POLICY

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

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

IMPLEMENTATION

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy. The person in charge for the Client site is Client H&S Manager. He/She shall inform all existing employees, trainees, consultants and contractors of the policy and their role in its implementation. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

INFRINGEMENTS

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

SMOKING CESSATION

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	30

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	31

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 2 wishes to clearly state that bullying of any kind will not be tolerated.

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

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

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	32

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 supervisor.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	33

LOGO HERE	ABC Company
	Safety Statement

HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	34

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	35

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

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

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

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

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

Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

☐ Risk Control.

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

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	36

4.2 FIRE

FIRE HAZARDS

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

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) 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	37

- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of electrical installations, prohibition of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

A fire safety register will be maintained by the Company.

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

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

Portable Fire Extinguishers

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

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary. Advise the Manager or Deputy pending arrival of the Fire Brigade.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.
5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	38

6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

4.2.3 FIRE ALARM SYSTEM

The following details shall be entered in a log book:

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

4.2.4 FIRE DRILL

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	39

4.3 ACCESS AND EGRESS

HAZARDS

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

Inadequate access and egress facilities can result in:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

All passageways shall be kept clear of obstruction.

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

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

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	40

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

Supervisors 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.

Supervisors 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	41

4.5 MANUAL HANDLING

HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

RISK ASSESSMENT: Medium

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.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	42

Set out here are some diagrams that should be used with the instructions on the following pages.



Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	43

Precautions

1. Manual Lifting Procedure

1. The Lift

The key factors in safe lifting are:

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

a) Balance

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

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

b) Position of the Back

Straight - not necessarily vertical

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

c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	44

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

d) Arms close to the Body

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

e) The Hold

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

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

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

2. Centre Line of Gravity

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

3. Testing the Weight

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

4. The shape of the weight

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	45

5. Movement.

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

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

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

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

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

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

Note: if in doubt when lifting GET HELP.

TRAINING

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	46

4.7 ELECTRICITY

ABC Company does not engage in Electrical Work. However the basic controls below are in place with regard to our offices and equipment.

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	47

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

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	48

4.8 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	49

4.8.1 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 electromagnetic 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 =

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	50

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 in the appendix 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	51

4.9 HAZARDOUS SUBSTANCES

No hazardous substances are expected to be used on the Client site. 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:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

General Precautions

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

- All substances are list in a file and copies of the Safety data Sheets are available
- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided.
- Wear protective equipment and clothing supplied.
- Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Store any flammable substances in a locked flame proof cabinet.
- Clean all spillages instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, only authorised personnel must handle materials.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	52

- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels, and detailed health and safety information before using any products.

4.9.1 Asbestos

ABC Company does not work with Asbestos and is not a registered Asbestos remover. However from time to time it is possible that staff could come across Asbestos when replacing old insulation with new insulation. The following guidance is given to all employees.

What does Asbestos look like?

Fig 1 Asbestos insulation on a pipe



Fig 2 Asbestos panel on an external wall

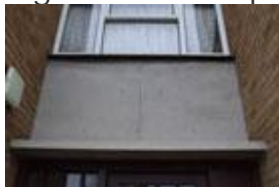


Fig 3 Asbestos Cement drainage pipe



Fig 4 Pieces of Asbestos Insulating Board



When carrying out an insulation survey for a client the possibility of Asbestos being present will be considered. Should any Asbestos be

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	53

LOGO HERE	ABC Company
	Safety Statement

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

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

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	54

4.10 Assembly and Technical Work

Note: All site insulation work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job. The template method statement in the appendix may be used for this purpose.

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

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

CONTROL MEASURES

- All technical employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	55

4.11 Abrasive Wheels

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	56

4.12 Loft/Attic insulation

Hazards

Slips and fall

Confined space

Manual Handling

Fibres and dust

Heat exhaustion/dehydration

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Person at risk:

Employees / Sub-Contractors / others

CONTROL MEASURES

- All staff trained in good manual handling
- Supply of drinking water nearby
- Customer ladders (Stira, etc.) and access point swill be sued after they have been checked to ensure they are safe and sturdy.
- Staff will be supplied with suitable PPE – Overalls, Gloves, Goggles, Knee pads, Dust Mask.
- Controls for power tools as per section 4.16 to be followed.

General information for employees on glass fibre insulation

The principal difference between glass fibres and asbestos fibres is their size and the way the fibres break down. Glass fibres are cylindrical single fibres that can never split lengthwise; they only break across the fibre. As they break, they form tiny fragments that no longer have the properties of a fibre. Asbestos fibres, on the other hand, are always present as bundles, never as a single fibre. Asbestos fibres fracture only lengthwise when the bundles break apart, releasing thousands of long tiny fibres. When these are inhaled, they become trapped in the small sacs of the lungs known as alveoli. Because asbestos fibres are long, sharp, and irritating to lung tissue, the alveoli close up and trap them in the lungs. This eventually results in the lungs becoming hard, fibrous and inelastic. Over time, the continued irritations cause cancer in some individuals.

Because fibreglass breaks across the fibre to form tiny fragments, the tissue response is very different when these particles are inhaled. When fibreglass fragments are inhaled and deposited in the small air sacs of the lung, the alveoli do not close up and trap the particles. The particles

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	57

are expelled from the alveoli and there is a rapid clearance of fibreglass dust particles from the lungs.

However, fibreglass presents other problems-such as irritations of the eyes, skin, or respiratory tract. The mechanical action of the fibres scraping against skin may cause a condition known as dermatitis. To protect yourself, wear long sleeve shirts and pants to keep the fibres off your skin, and wear clean clothes every day. Gloves and eye protection may also help. Use soap and warm water to remove any fibres that you do get on your skin. Dust is produced when mat or cloth is rolled out, and in finishing operations where flashing is removed or sanding occurs. So always wear a dust mask in these areas to help avoid inhaling glass fibres.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	58

4.13 External Wall Cladding

Hazards

Fall from Height

Manual Handling

Power tools

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

- Working area to be segregated to avoid causing injuries to passersby, occupants, etc.
- Signage to be erected alerting people to the possibility of persons working overhead.
- Controls for ladders, MEWP and Scaffold to be followed as per sections 4.16, 4.20 and 4.21.
- All tools and equipment will be serviced as per the manufactures instructions.
- Old render to be hammer-tested and removed where necessary. Ensure to wear gloves, and eye protection.
- Fungicide to be applied to wall to wash away any organic growth, ensure to review the MSD in the appendix to the safety statement and put on required PPE.
- Mix and apply the render ensuring to observe good manual handling practice and following the controls in section 4.24 on Dust and mixing.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	59

4.14 Insulation wall injection

Hazards

Working at height

Slips and falls

Machinery

Substances

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

- Compressor used to inject insulation is of a constant pressure type.
- Compressor is subject to weekly inspections and inspection by insurance company at statutory intervals.
- Full maintenance history available for the machine.
- Machine is always on the ground it is never raised on ladders or trestles.
- Where necessary the application hose is extended to reach 2nd floor walls.
- When needed for multi-storey applications the machine will be hoisted onto a solid working platform and a safe system of work will be drawn up suitable for the site where the work is taking place.
- Ensure the controls for the use of power tools are followed when drilling access holes in the walls.
- Ensure the controls for ladders and other access equipment is also followed.
- Ensure to use a service locator to find all gas, water and electric pipes before any drilling commences.
- Ensure the working area remains clean and tidy and there are no trip or slip hazards.
- Once the wall is prepared and all services marked the filling may commence as per the manufacturers instructions and technician training.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	60

4.14.1 External Wall Injection – Pumped Bonded Beads

Hazards

Slips and falls

Machinery

Fire and flammability – Polystyrene

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

- The installation of pumped bonded beads does not incur any unusual or particular hazards. The task involves a survey, manual handling of equipment, drilling of holes, use of the pump and making good the holes afterwards. The basic controls that staff learn on the Safe Pass program and the various controls within this safety statement cover all of these activities.
- Installation will always be in accordance with the IAB certificates and will be under the supervision of a trained person.
- Working area to be segregated to avoid causing injuries to passersby, occupants, etc.
- General controls as per 4.15 and 4.11 to be followed.
- All drilling of walls to be undertaken as per the power tools in section 4.16.
- PPE to be worn includes dust masks for nuisance and gloves.
- Bonded beads are combustible and must not be stored adjacent to any hot works.
- No smoking while working with bonded beads.
- Any bonded beads that overfill into the roof space attic/loft are to be removed and the wall plugged with mineral wool/fiber.
- Bonded beads are delivered in a sealed container. Ensure the seal is intact before using the beads.
- Park the vehicle/pump so as not to cause any hazard to passersby.
- Pumping equipment is restricted to the qualified technician only. Only use the pumping equipment inside the vehicle as per the supplier's instructions.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	61

- Do not walk on the roof of any carport or garage/extension without first ensuring that the roof is weight bearing and fall protection is in place.
- Upon completion of the pumping process all drill holes are to be made good following the general safety points for Dust and Mixing activities in section 4.24.
- General points regarding hazardous substances should be followed however the Material Safety Data Sheet from our supplier states that there is no hazard inherent in the pumping of bonded beads.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	62

4.15 Power tools

Hazards:

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

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Person at risk:

Employees / Sub-Contractors / Visitors / Others

SPECIFIC PRE-USE CONTROL MEASURES

Check before use on all Power and Portable tools:

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

GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- 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 Manager 1.
- 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;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- DO NOT wear gloves when using portable drills;
- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	63

- 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;
- Ensure that drill bits are regularly sharpened / replaced;
- Wear eye protection when drilling;
- Don't use electric drills with one hand use both hands;
- Use cloth or brush provided to clean off machine;
- Deburr drilled profile with a file or sandpaper, not by the bare hand;
- Brush down swarf off drill tables regularly;
- Keep work area clean;
- Never use bare hands for removing swarf or cut ends, wear gloves;
- Never operate the drill without the guarding in place;
- Remove the chuck key before starting;
- Clean work & vice to work table before starting.

When using Power Saws

- Do not use the saw without checking it first.
- Follow the standard safety procedures applying to individual saws.
- Follow the standard safety procedures applying to machinery.
- Operate saws with all the guards in position.
- Clean down saws regularly - only with a brush or cloth when saw is unplugged.
- Be aware of the emergency power cut off switches.
- Wear appropriate protective equipment, gloves and goggles or safety visor.
- Ask for help with maintenance and for necessary adjustments.
- Turn off all tools when finished.
- Do not use the saw above shoulder height or when off balance.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	64

LOGO HERE	ABC Company
	Safety Statement

- Ensure that other people are at least 2-saw lengths away from the operator.
- Restrain all pieces being cut securely.
- Keep work area clear of debris.
- Watch out for falling cut pieces.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	65

4.16 Scaffold Towers

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

- Scaffold must be erected / altered / dismantled by a competent trained person.
- This person must hold a valid up to date CSCS ticket.
- Adequate signage or a Scaffold 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	66

4.17 Working at height

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

HAZARDS

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	67

4.18 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

Use of the company vehicles to make deliveries or collections of parts, etc.

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

RISK ASSESMENT: Medium

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 ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	68

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.
- 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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	69

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	70

4.19 Ladders

HAZARDS

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

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	71

4.20 Mobile Elevated Working Platform (MEWP)

HAZARDS

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences using a MEWP.
- Care must be taken when other contractors are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- MEWPS may only be operated by a person holding an appropriate skills card.
- Fall arrest equipment must be provided and used.
- All MEWPS must be inspected by a competent person before use and when first delivered to site.
- Before harness is issued to an operative employer must ensure that the operative has been trained in its Use and Inspection.
- Harnesses must be full body type
- Harnesses must be inspected visually on a monthly basis by a competent person and records of these inspection will be filed.
- Harnesses must be stored on a hook in a dry room.
- Harnesses must be in good condition and worn correctly.
- All MEWP operators must hold a valid up to date ticket (CSCS) (CITB).
- MEWPs are hired from Hire Companies when required.
- MEWPs must be accompanied by the statutory forms on delivery.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	72

LOGO HERE	ABC Company
	Safety Statement

- Harnesses must be tested by a competent person and test certificates must be filed for inspection reasons.
- MEWPs must be used on stable ground to avoid overturning.
- MEWPs will not be used to gain access onto another floor.
- Controls must be guarded by a hoop to prevent accidental movement.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	73

4.21 Portable Generators

HAZARDS

- Electrocution
- Fire
- Fuel spill

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	74

4.22 Lifting operations

Hazards

- Falling materials
- Collapsing crane

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method statement for all lifting operations detailing the specific risks and relevant control measures will be agreed for each lift.
- Site crane team will be responsible for ensuring that all sections are secure on the crane before lifting operations commence.
- General points to be observed in addition to the Method statements are
 - ABC Company staff do not operate cranes or Teleporters.
 - Cranes or Teleporters are operated on site by arrangement with site management and banksmen.
 - ABC Company staff that hold appropriate skills cards may use Teleporters under the direction of a banksman where necessary.
 - Safe working area to be enforced.
 - Only certified plant and equipment to be used.
 - Use of experienced and certified operators.
 - Tool box talks and site induction on works undertaken.
 - PPE to be worn at all times.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	75

4.23 Dust and mixing activities

Hazards

- Dust
- Fatigue
- Noise
- Vibration
- Eye injury

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Correct PPE to be worn at all times.
- Operators know the risks of dry powder and know to avoid skin contact, excessive dust build-up and contact with eyes.
- Work area suitable to prevent excessive dust build-up.
- Water supply nearby to wash dust off skin.
- Operators wear eye protection.
- Operators keep work area clean.
- Gloves and barrier creams available.
- Safety boots to be worn to prevent lime burns on feet and ankles.
- If applying curing compound or other additives ensure you wear PPE as per the manufacturer's instructions.

ACTIVITY SPECIFIC MEASURES

- Hacking off old render
 - Use safety catch for tools
 - Construct overhead protection
 - Display warning signs at appropriate sites
 - Construct barricades for the area
 - Provide and use appropriate PPE (Safety goggles, hard hats and safety shoes)
- Storing dry mix
 - Practise good personal hygiene
 - Wear long-sleeved working attire and use impervious gloves.
- Dust
 - Provide, maintain and use appropriate respirator or mask.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	76

4.24 Spray Polyurethane Foam (SPF)

Hazards

- Inhalation – asthma, breathing problems
- Irritation – eyes and skin
- Other hazards dependant on the particulars of the MSDS for the product

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- MSDS for all SPF products will be on file and hazards as well as control measures will be communicated to the installation team.
 - Two component compounds will only be applied by trained staff.
 - PPE comprising chemically resistant body suit, safety boots, nitrile gloves and respirator (appropriate to the product: see MSDS) to be worn by all staff applying foam.
 - Vacate the area of any person not engaged in spraying or wearing protective equipment.
 - Isolate the work area and erect signs to indicate same.
 - Preparation
 - Make sure the raw chemical ingredients are handled and stored properly at all times before use to avoid chemical exposure.
 - Read the manufacturer's label and material safety data sheet (MSDS). Follow the directions to achieve consistent curing conditions and times. Be prepared to carefully manage temperature and other area conditions while the SPF dries or cures. Unpredictable or uncontrolled curing rates can increase the risks of exposure.
 - Make sure workers understand ahead of time how to safely handle chemicals, understand the dangers of exposure, and have the appropriate protective equipment on hand.
 - Spraying, streaming, or beading application process
 - Avoid exposure to vapor, mist, particulates and dust.
- Make sure workers wear protective equipment (gloves,

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	77

- respirators, etc.) and chemical-resistant clothing at all times.
- Ventilate the work area.
 - Isolate the work site and clean up thoroughly, to prevent isocyanates and other chemical vapors from spreading to other rooms or floors. Clean before allowing other unprotected workers or building occupants back into the area.
 - Trimming of foam
 - Avoid exposure to dust and particles that may contain isocyanates. Make sure workers wear personal protective equipment while cutting and scraping foam.
 - Clean up after preparation, application, and trimming
 - Clean the work site thoroughly, to avoid exposing other workers and building occupants to dust and particles that may contain isocyanates.
 - Remove protective clothing and handle with care to avoid exposing yourself and others to toxic chemicals.
 - Reentry after spraying
 - This will depend on the product used but for 2 component applications it will be between 23 to 72 hours and for 1 component applications it will be between 6 to 12 hours.

General points on Two Component Applications

- Used for larger insulation applications
- Usually 55 gallon drum containers
- Components A and B are pumped through heated hoses from supply tanks into a nozzle where the two components react and are spray applied at elevated temperatures ($>150^{\circ}\text{F}$) and pressure (1200 psi)
- After the foam is applied, has expanded, and has cured, it may be trimmed or cut, as needed; this might especially be true for the use of "open" cell foam that may expand beyond the wall.
- Manufacturers estimate that it can take 23 to 72 hours after application for the foam to fully cure for the two-component high pressure "professional" SPF system.
- Various products available: "open" cell foam (expands more vigorously) and "closed" cell foam (expands less and may be applied in layers). See photographs following illustrating expansion differences between open-cell and closed-cell SPF.
- Foam can expand up to 120 times its original volume

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	78



Open-Cell SPF Two-component
"Professional" High-Pressure System:

- Low Density
- Expands aggressively
- Dries soft
- Lower R-value (~ 3.5 per inch)

*Photo Courtesy CertainTeed



Closed-Cell SPF Two-component
"Professional" High Pressure System:

- High Density
- Expands less aggressively
- Dries rigid
- Higher R-value (~ 6.5 per inch)

*Photo Courtesy CertainTeed

Two-component Low-Pressure

- Used for air sealant, adhesive, and smaller insulation applications
- Used by professionals for smaller jobs
- Sides A and B combined at application site and sprayed on as a stream or bead
- After the foam is applied, has expanded, and has cured, it may then be trimmed or cut, if needed

One-component Foam (OCF) Pressurized Cans or Canisters:

- Used for smaller applications as sealant for filling cracks, holes, gaps, and crevices
- Components A and B are combined in one container by the manufacturer off-site and the reaction of the two components is completed with ambient moisture at the time of application (moisture cured)
- Manufacturers estimate that it can take 6 to 12 hours to cure for one component foam.
- Applied as stream or bead
- OCF may be trimmed or sanded
- Professional applicators can include installation:
 - Around windows and doors
 - For sound proofing
 - For sealing up small gaps (0.5" - 3") in a building to create an energy efficient building envelope

SPF material is highly adhesive and will stick to most surfaces. SPF may appear hardened or "tack-free" within a range of a few seconds to a few minutes after application. However, at this stage, the interior of the foam is still curing and still contains un-reacted SPF chemicals. Manufacturers estimate that it can take 23-72 hours

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	79

LOGO HERE	ABC Company
	Safety Statement

after application for the foam to fully cure for the two-component high pressure "professional" SPF system, and 6 to 12 hours to cure for one component foam. The curing time (complete reaction) varies depending on the product formulation, applicator technique, foam thickness, temperature, humidity and other factors. Cutting or trimming foam before it is fully cured may cause exposure to un-reacted SPF chemicals.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	80

4.25 Domestic Works

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

CONTROL MEASURES

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	81

PART 5

ANNUAL REPORT

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	82

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

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

LOGO HERE	ABC Company
	Safety Statement

Appendix

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	85

LOGO HERE	ABC Company
	Safety Statement

Accident Report Form

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	86

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	

LOGO HERE	ABC Company
	Safety Statement

Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name:_____ Position:_____
Date:_____

Details of Suggestion:

SECTION B: to be completed by Manager 1

Action Taken:

Signature:_____
Date:_____

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	88

LOGO HERE

ABC Company

Safety Statement

Template Method Statement for Clients when necessary.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	89















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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	90

LOGO HERE

ABC Company

Safety Statement

Hazardous Substances: (Attach MSDS if required)							
	Very Toxic	Harmful/Irritant	Corrosive	Dangerous For the environment	Oxidising	Highly flammable	Explosives
Applicable:	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Storage Arrangements:							
Details of Permits to Work:							
SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)						
Required Personnel Protective Equipment:							Other: 1. Hi-Viz 2. Coveralls 3.
	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Respiratory Protection	
Emergency Procedures:							
	First Aid Facilities:	Name of On-Site First Aider:					

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	91

LOGO HERE	ABC Company
	Safety Statement

	First Aid Box Location:	
	Location of Nearest Hospital:	
Welfare Requirements		
Services to be supplied by Others		
Other information & Comments		

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

Prepared by:
Position:
Reviewed by:
Position:

Date:

Date:

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:

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	92

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

PREVIEW

Basic MSDS for insulating material

1. PRODUCTChemical Nature

A phenol formaldehyde foam

Usual Manufacturer

Weber

Saint-Gobain Weber Limited

Dickens House

Enterprise Way

Flitwick

Bedford.

MK45 5BY.

EMERGENCY TELEPHONE NUMBER. 0044 8703 330070

2. HAZARDS IDENTIFICATION

Contact with the product may cause irritation to sensitive skin.

3. COMPOSITION

A rigid foamed slab containing extremely low levels of residual phenol and formaldehyde

EEC Symbol: Xi R Phrases: 36/38

4. FIRST AID MEASURESSKIN CONTACT:

After contact with skin, wash immediately with plenty of soap and water.

EYE CONTACT:

In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.

5. FIRE-FIGHTING MEASURES

The material has relatively low flammability and is not easily ignitable. It is highly unlikely that phenolic foams will contribute to the initial stages of a fire. On exposure to a high temperature fire source the material will carbonise slowly without flaming.

Combustion products are: carbon monoxide, carbon dioxide and water vapour.

Suitable extinguishers: Carbon monoxide, dry powder, vaporising liquid or water spray.

Avoid breathing combustion products.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	94

6. ACCIDENTAL RELEASE MEASURESPersonal Precautions

When working with or cutting this material dust may be created, a dust mask, gloves and suitable protective clothing are recommended.

7. HANDLING AND STORAGEHandling

When handling Phenolic Insulant, due regard should be paid to Manual Handling Operations Regulations. A package containing this product may exceed the recommended weight stated in the current Manual Handling Regulations. The regulations should be consulted for guidance as to the appropriate lifting methods.

Storage

Store away from all sources of ignition and provide adequate space for access.

8. EXPOSURE CONTROLS / PERSONAL PROTECTIONTechnical Protective Measures

No special measures required

Respiratory Protection

Suitable respiratory protection should be worn to ensure that handlers are not subjected to dust from the material.

Hand Protection

Wear suitable gloves.

Eye Protection

Suitable goggles or face protection should be worn wherever there is a risk of product entering the eye.

Skin Protection

Wear overalls and closed footwear.

9. PHYSICAL AND CHEMICAL PROPERTIES

A foam slab containing extremely low quantities of residual phenol and formaldehyde.

10. STABILITY AND REACTIVITY

Stable under normal room temperature storage conditions.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	95

11. TOXICOLOGICAL INFORMATIONEye Contact

Trace levels of phenol and formaldehyde in the product may be irritating to eyes.

Skin Contact

Contact with the product may cause irritation to sensitive skin.

12. ECOLOGICAL INFORMATION

Essentially non-toxic under room temperature and normal conditions.

13. DISPOSAL CONSIDERATIONS

Dispose of empty pails or surplus product to place authorised to accept builder's waste.

Keep out of reach of children. Local regulations should always be observed.

14. TRANSPORT INFORMATION

Classification for Transport not required.

15. REGULATORY INFORMATION

Symbols: Xi Irritant.

R Phrases:

R36/38: Harmful to eyes and skin

S Phrases:

S28: After contact with skin, wash immediately with plenty of soap and water.

S26: In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.

S37/39: Wear suitable gloves and eye/face protection.
Keep out of reach of children.

16. OTHER INFORMATION

None

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	96

MSDS for Fungicide

1. PRODUCT

An aqueous solution of a biocide based on benzalkonium chloride used as a masonry treatment to kill fungal growths prior to the application of facade products

Usual Manufacturer

Weber

Saint-Gobain Weber Limited

Dickens House

Enterprise Way

Flitwick

Bedford.

MK45 5BY.

EMERGENCY TELEPHONE NUMBER. 0044 8703 330070

2. COMPOSITION

Contains < 5% benzalkonium as a solution in water.

EEC Symbol: N Dangerous for the Environment R Phrases: 50/53

3. HAZARDS IDENTIFICATION

Contains benzalkonium chloride (CAS No. 68391-01-5), propan-2-ol (CAS No. 67-63-0), 2-octyl-2H-isothiazol-3-one (CAS No. 26530-20-1) and didecyldimethylammonium chloride (CAS No. 7173-51-5).

EEC Symbol: N Dangerous for the Environment R Phrases: 50/53

4. FIRST AID MEASURES

SKIN CONTACT: Immediately wash with soap and water. Remove all contaminated clothing. If skin irritation occurs seek medical attention

EYE CONTACT: Rinse immediately with water for at least 15 minutes. Seek medical attention

INHALATION: Move affected person to fresh air. If symptoms persist seek medical attention

INGESTION: Immediately rinse mouth repeatedly with water. Do not induce vomiting. Seek medical attention . Drink plenty of water.

5. FIRE-FIGHTING MEASURES

Essentially non-flammable. Extinguishing media: powder, water, foam, carbon dioxide

Exposure hazards

Do not release chemically contaminated water into drains, soil or surface water. Dispose of contaminated water and soil according to local regulations. Fire fighters should wear self-contained breathing apparatus.

6. ACCIDENTAL RELEASE MEASURES

Personal Precautions

Avoid contact with skin, eyes and clothing.

Environmental Precautions

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	97

Prevent contamination of soil drains and surface water. Inform relevant authorities immediately should this occur (e.g. Environment Agency).

Methods for Cleaning

Take up with absorbent, dry inert material and place in a suitable and closable container for disposal according to local regulations.

7. HANDLING AND STORAGE

Handling

Ensure good ventilation. Do not eat or drink in workplace.

Storage

Store away from food and drink. Store in original undamaged containers securely closed in frost-free conditions away from direct sunlight.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Technical Protective Measures

No special measures required. Ensure good ventilation.

Exposure Limits

Propan-2-ol VME ppm: 250, VME mg/m³: 650

Respiratory Protection

Not normally necessary. Work in well ventilated area. Wear suitable vapour

Mask if working in confined spaces.

Hand Protection

Wear suitable gloves

Eye Protection

Wear suitable goggles or face protection.

Skin Protection

Wear suitable overalls and closed footwear

G-12 weber CL150 MSDS Sep-07 Page 3

9. PHYSICAL AND CHEMICAL PROPERTIES

weber CL150 is a low viscosity aqueous solution.

Colour: Colourless

Odour: Odourless

Density at 20°C 0.990 +/- 0.01gcm⁻³

10. STABILITY AND REACTIVITY

Stable under recommended handling and storage conditions.

Materials to avoid: most metals

Do not breathe fumes of decomposition products

11. TOXICOLOGICAL INFORMATION

Contains 2-octyl-2H-isothiazol-3-one. May produce an allergic reaction.

12. ECOLOGICAL INFORMATION

Prevent contamination of soil, drains or surface water. Very toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment

13. DISPOSAL CONSIDERATIONS

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	98

Do not allow to enter drains, watercourses or surface waters.
Wastes, including emptied containers, are controlled wastes and should be disposed of in accordance with regulations made under the Control of Pollution Act and the Environmental protection Act.

14. TRANSPORT INFORMATION

15. REGULATORY INFORMATION

Symbol: N, Dangerous for the Environment

Contains: benzalkonium chloride (<5%) (CAS No. 68391-01-5), propan-2-ol (<1%) (CAS No. 67-63-0), 2-octyl-2H-isothiazol-3-one (<1%) (CAS No. 26530-20-1) and didecyldimethylammonium chloride (<5%) (CAS No. 7173-51-5). Contains 2-octyl-2H-isothiazol-3-one. May produce an allergic reaction.

R Phrases:

R50/53 Very toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment

S Phrases:

S2 Keep out of reach of children

S24 Avoid contact with skin

S26 In case of contact with eyes rinse immediately with plenty of water and seek medical advice

S28 After contact with skin, wash immediately with plenty of soap and water.

S36/37/39 Wear suitable protective clothing, gloves and eye/face protection

S45 In case of accident or if you feel unwell, seek medical advice immediately (show the label where possible)

S60 This material and its container must be disposed of as hazardous

16. OTHER INFORMATION

None

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	99

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	100

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	101