

# COMPANY SAFETY STATEMENT

**ABC Company**

**Address line 1**  
**Address line 2**

**PREVIEW**

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

## 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

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

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Manager 1
- 2.4 Department Managers
- 2.5 Employees
- 2.6 Office Based Staff
- 2.7 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 Smoking Policy
- 3.11 Drugs and Alcohol Policy
- 3.12 Bullying Policy
- 3.13 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 and Ergonomics
- 4.6 Electricity
- 4.7 Offices
- 4.8 Visual Display Units
- 4.9 Hazardous Substances (not medicines)

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

- 4.10 Ladders
- 4.11 Equipment and Maintenance
- 4.12 Noise
- 4.13 Bloodborne pathogens and Needlestick
- 4.14 Driving for work
- 4.15 Pregnancy and new mothers
- 4.16 Violence and Aggression
- 4.17 Contact Dermatitis
- 4.18 Sharps
- 4.19 Latex allergies (gloves)
- 4.20 Cash Handling
- 4.21 General Podiatry/Chiropody hazards including dust
- 4.22 Uniforms and footwear

**PART 5 Annual Report****PART 6 Staff Sign Off****PART 7 Appendix**

A1 Accident Report Form

**PART 8 Related Policies**

- Environmental Policy

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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 Ltd comply with relevant H&S standards and to ensure that clients and employees are fully aware of ABC Company Ltd's commitment to high standards in H&S.

## 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house. 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 Ltd.

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 and any other applicable regulations from those implemented in 2007-16. All reasonably 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. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all 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:**

ABC Company Ltd is committed to, protecting the Safety, Health and Welfare of all employees at work, protecting the safety of others visiting the workplace, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

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

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.

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

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

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

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



LOGO HERE

ABC Company  
Safety Statement

## STRUCTURE FOR HEALTH AND SAFETY

### PART 2

**PREVIEW**

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



## 2.1 MANAGEMENT CONTROL SYSTEM

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:

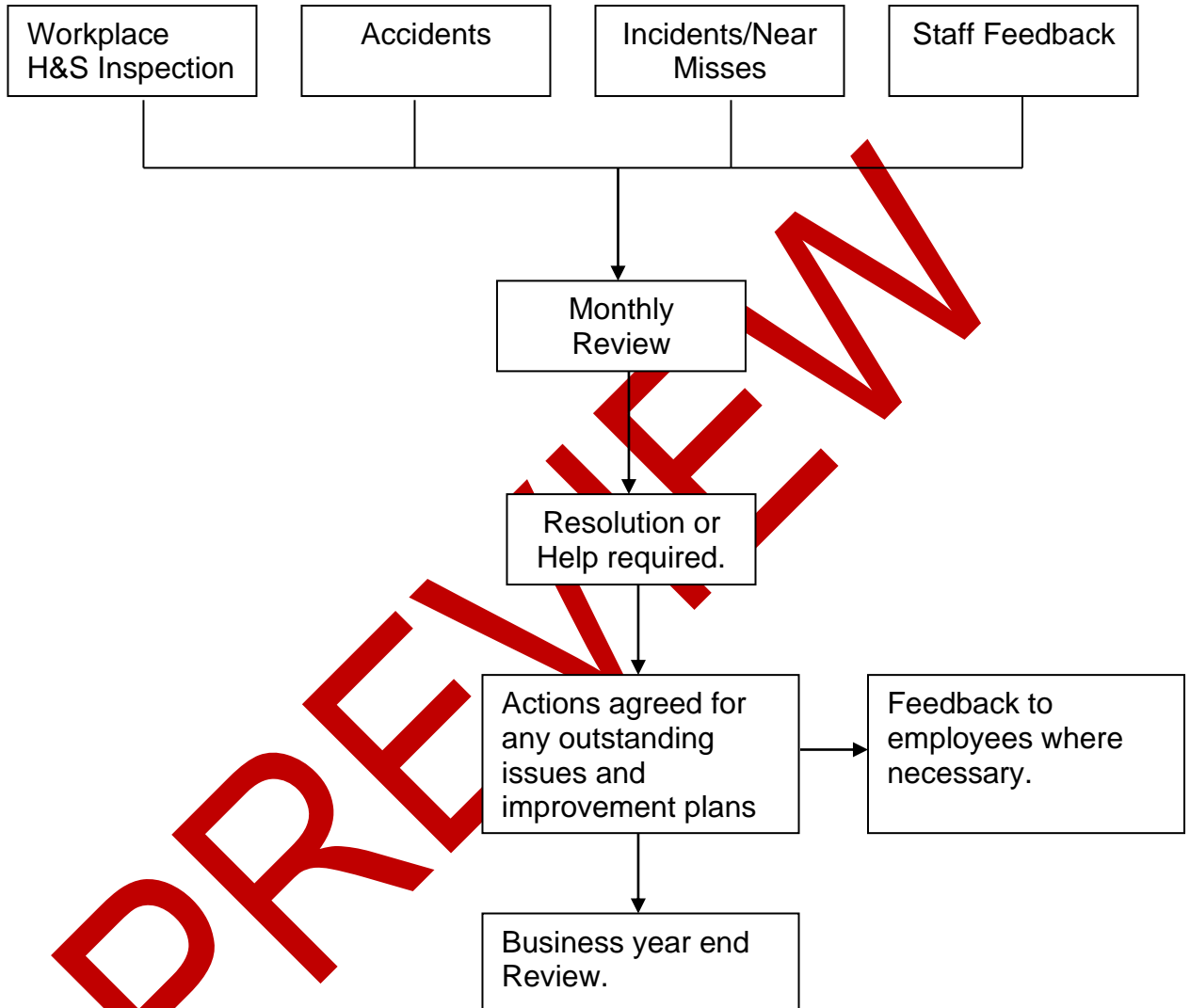
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling/ergonomics training – as necessary
  - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
  - 4.1. Fire alarms
  - 4.2. Fire extinguishers
  - 4.3. First aid equipment
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 (part of general management meetings)
  - 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 a 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	9

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

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



PRELIMINARY

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

## 2.2 Manager 2 (Assisted by others as necessary)

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ All prescription and other drug records accurately recorded and retained.
- ❑ 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	11

### **2.3 Other Supervisors, Deputies, Locums, etc.**

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

They 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.

#### **SPECIFIC RESPONSIBILITIES**

- ❑ 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 as necessary.
- ❑ 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.
- ❑ 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 2	12

## 2.4 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	13

## 2.6 OFFICE BASED STAFF (i.e. receptionists)

- ❑ 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.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	14

## 2.7 CONTRACTORS

The following responsibilities are allocated to contractors to whom ABC Company assigns work (electricians, plumbers, etc.):

- 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.
- 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 whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions.
- 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.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- 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 premises which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	15

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	16



### 3.1 RESOURCES

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

ABC Company Ltd undertakes:

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

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

### 3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company Ltd at the work place where the new employee will be required to work.

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

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. The supervisor 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	18

### 3.3 TRAINING

#### HAZARDS

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

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

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

ABC Company Ltd 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	19

### 3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company Ltd 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 main 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 if necessary.

**PREVIEW**

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

### 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 Ltd.

Manager 1 is the current Safety Representative.

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

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

### 3.6 FIRST AID

#### CONTROL MEASURES

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

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

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

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

- **Main Reception Area**
- The First Aid Boxes is inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file. Items are generally restocked from Surgery Supplies and accounted for internally.
- When employees are visiting at a Client or 3<sup>rd</sup> party 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.

#### Names of First Aiders


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

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.

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

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

All accidents and dangerous occurrences must be reported.

- ❑ **Accident report Form**
  - ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 1.
- ❑ **Health & Safety Authority**
  - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by ABC Company Ltd. This will be done via the Accident Report section of [www.hsa.ie](http://www.hsa.ie)
  - ❑ 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	24



### 3.8 WELFARE FACILITIES

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tearoom 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.

Safe access and egress shall be maintained at all times.

**PREVIEW**

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

### 3.9 PERSONAL PROTECTIVE EQUIPMENT

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

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine/Equipment exposures
- Radiological exposures

#### CONTROL MEASURES

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

ABC Company Ltd 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.

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

### 3.10 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 Ltd 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, patients and visitors who enter the premises of ABC Company Ltd.

#### 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. 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, patients 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	27

### 3.11 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company Ltd 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	28

### 3.12 Bullying at Work Policy

ABC Company Ltd recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company Ltd 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 Ltd 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 either Manager 1, Manager 2 or the Safety Representative.

Manager 2 gives the undertaking to 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	29

### 3.13 Young persons and inexperienced workers policy

ABC Company Ltd does not employ inexperienced workers. ABC Company Ltd do not offer permanent work to any persons under the age of 18.

New employees who are experienced in their profession receive in-house induction training and spend an agreed period of time working with experienced staff.

Where ABC Company choose to offer work experience placements to school children (typically from transition year programmes) the Health and Safety requirements of the relevant school shall be followed. While on the premises these schoolchildren will be supervised at all times and shall not be asked to undertake any tasks for which they do not have suitable knowledge, skills and experience.

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

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	31

## 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	32



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.

#### Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

- Risk Control measures are intended to reduce the risk to an acceptable level.
- Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

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

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

## 4.2 FIRE

### FIRE HAZARDS

The fire safety arrangements for ABC Company Ltd are set out below. In general we will be following the procedures as set down by the landlord of the building we occupy and the controls below relate only to the space we use.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

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

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in fire and evacuation drills as arranged by the landlord.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

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

#### **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.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm if one is located nearby.
5. The Podiatrist or Receptionist will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.

All staff should assist the patients to leave the building especially if they are under the influence of a relaxant.

7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

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

**4.2.2 MEANS OF ESCAPE IN CASE OF FIRE**

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

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

**4.2.3 FIRE DRILL**

Fire drills are undertaken twice per year. Records of the date of these drills are on the H&S asset. The drills are also reviewed at our Management meeting.

**4.2.4 FIRE WARDEN NAMES**


PREVIEW

### 4.3 ACCESS AND EGRESS

#### HAZARDS

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	37

## 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: Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

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

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

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

## 4.5 Manual Handling and Ergonomics

### Ergonomics Hazards for Podiatrists

Forceful use of small tools, instruments, etc.

Repetitive movements

Poor postural position

Prolonged use of vibrating hand tools

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

- Suitable manual handling training in general and as provided in professional training.
- Chair and other furniture is provided to allow best possible working position and is fully adjustable by the user.
- Current models of drills etc. are low vibration and have ergonomically sound handles.
- All equipment regularly used in a treatment are permanently placed within easy reach.
- Mobile carts are used wherever possible.
- Where possible the Podiatrist will set up his/her position to provide the best possible access to the patient's feet, while maintaining a position as upright as possible.
- Brief resting sessions are taken as often as needed while carrying out prolonged treatments.
- Appointment schedule managed where possible to alternate between heavy and light treatments.

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

### Hazards for General Manual Handling

- 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	40



## 4.6 ELECTRICITY

Set out below are the general controls for the company.

### HAZARDS

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

### RISK ASSESSMENT: Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

### CONTROL MEASURES

- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- 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.

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

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

**PREVIEW**

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

## 4.7 OFFICES/RECEPTIONS

### 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: Low

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	43

## 4.8 VISUAL DISPLAY UNITS (VDU'S)

### HAZARDS

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

#### (a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

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

#### (b) Posture

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

#### (c) Radiation

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

#### (d) Stress

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

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

### Risk Assessment: Low/Medium

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

## 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	45

## 4.9 HAZARDOUS SUBSTANCES (Not Medicines)

### 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: Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

The control measures in this section are general. In the Clinic there are many items that are hazardous by nature. Any items that come under the term "Medicines" are under strict control at all times.

Other items cleaning substances, Liquid Nitrogen, disinfectants, etc. can be flammable or have other hazardous properties. Every item shall be stored in accordance with the supplier's guidelines and the label on the container.

- All cleaning materials, podiatry substances (Hydrogen Peroxide, etc) and other substances are listed in a safety file.
- All cleaning materials, Podiatry substances and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- A written assessment, control measures and other information are on site.
- All cleaning materials, Podiatry substances are stored in an appropriate unit that is fire retardant and can contain spillages where needed.
- Procedures planned to handle or use any hazardous substance or process are carried out fully.
- Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

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

#### 4.10 Ladders (Step ladders for cleaning, decoration etc.)

##### 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
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### Risk Assessment – Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

##### Maintenance of ladders and folding step-ladders.

- Ladders are only used by ABC Company for short periods and only for accessing items stored on shelving etc. in the offices or removal of seasonal decorations and other similar activities.
- Ladders and folding step-ladders must be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used and must be properly maintained.
- Ladders must not be used if one or more rungs are missing or where one or more rungs are defective.
- Rung must be properly fixed to the stiles or sides.
- Rungs must not be supported solely on nails, spikes or other similar fixing.

##### Use of ladders and folding step-ladders

- Any part of a building or other structure used to support a ladder or folding step-ladder must be of sound material and sufficiently stable and sufficiently strong to give safe support.
- Ladders standing on a base (e.g. standing on the ground) must:
  - Be securely fixed

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

LOGO HERE

ABC Company

Safety Statement

- Have level and firm footing and must not stand on loose items such as bricks, boxes or other loose packing,
- Be secured where necessary to prevent undue swaying or sagging

**PREVIEW**

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



## 4.11 Machinery, Equipment and Maintenance

### Hazards

- Entanglement
- Electrocution

### Risks Identified - Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

In general the use of machinery and equipment in the Business is confined to low-risk items, which do not present any significant hazards.

However notwithstanding this the following precautions are taken.

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### CONTROL MEASURES

#### General

The following precautions are taken when using machinery and equipment.

- All guarding, safety devices (e.g. interlocks) must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Machinery and equipment must be properly maintained and all faults to be reported and corrected immediately.

#### Maintenance

ABC Company recognises that there may be additional risks associated with maintenance activities, due to such factors as need to remove guarding, disable safety features such as interlocks, electrical safety issues, etc. In order to minimise the risks involved in maintenance activities, the Business takes the following actions.

- No maintenance is carried out by general staff, other than routine cleaning and similar activities which can be carried out without disassembling the equipment or disabling safety measures in any way.
- All maintenance is carried out by suitably capable and experienced staff or by outside suppliers.
- This competence includes:
  - Appropriate knowledge of the machinery and equipment

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

LOGO HERE

ABC Company

Safety Statement

- Relevant health and safety requirements (in the case of suppliers, they are checked to ensure that they meet the appropriate requirements, and this is generally demonstrated by the availability of a safety statement).
- Outside suppliers are informed of any relevant health and safety information such as emergency evacuation procedures; any specific hazards on the premises, etc.
- All machinery must be completely returned to correct operational condition by maintenance personnel before it is put back into operation. Examples are: replacement of machine guarding, re-activation of interlocks, electrical protection devices, etc.

**PREVIEW**

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

### 4.12 Noise

#### Hazards

- None Found

#### Risks Identified - Low

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

Because of the nature of the business, there is no risk from noisy operations (i.e. no risk that the action levels of 80 dB(A) and 85 dB(A) will be exceeded).

We will continue to monitor noise levels on an informal basis to ensure that noise levels remain as low as is practical, and should there be any significant increase in noise levels, appropriate formal monitoring and further action will be taken.

It is possible that high frequency noise could be experienced when using podiatry drills and equipment. However as the duration of use is very short it is not a significant issue at the moment.

PREVIEW

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

## 4.13 Bloodborne and Needlestick hazards

### HAZARDS

- Bloodborne pathogens

### Risks Identified - Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Staff are offered immunisation against relevant diseases.
- Good hygiene and disinfectant practices are followed by all especially with regard to hand hygiene.
- Barrier creams are used where appropriate.
- Safety aprons and glasses are worn during all treatments.
- Masks are worn during all treatments when necessary.
- Latex free gloves are use during all treatments.
- All used sharps are disposed of in a sharps bin that is removed by a registered waste contractor.
- All used disposable protective wear is placed in a specialist receptacle and removed by an authorised waste carrier.
- All staff are offered training and information on good control measures.
- All patient care items will be sterilised between uses except where it is of a disposable nature.
- All clinical contact surfaces (benches, door handles, switches, table tops, etc.) will be cleaned and disinfected at relevant intervals.
- All housekeeping surfaces (floors, walls) will be cleaned using recommended cleaning products.
- Biological/body fluid clean up kit will be kept on hand for blood spills, Vomit, etc.
- Tissue will be disposed as appropriate either as Clinical Waste for incineration or to a registered waste contractor.

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

## 4.14 Driving for work

### HAZARDS

- Car crash

### Risks Identified - Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures:

- There is a driving for work policy in the main suite of clinic procedures.
- The use of vehicles is restricted to persons within the company who hold a current driving license of the appropriate class, and who are covered by the appropriate vehicle insurance.
- Vehicles must be driven at all times in accordance with the Road Traffic Acts.
- All drivers must remain within the statutory legal limits for drinking and driving.
- Drivers are responsible for carrying out checks on vehicles prior to use to ensure that they are in suitable condition for use. Defects must be reported and repaired.
- It is forbidden to carry passengers other than authorised company employees when driving on behalf of the Business.
- Vehicles must be parked in a safe location.
- All speed limits are to be adhered to when driving on public roads.
- Legal requirements for use of Mobile Phones must be adhered to.

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

## 4.15 Pregnancy and New Mothers

### HAZARDS

- Vibration
- Manual Handling
- Extended periods of sitting

### Risks Identified – will be assessed when appropriate

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

Employees who are pregnant or breastfeeding will not be required to perform any duties which are likely to expose them or their unborn or breastfeeding child to any risk related to their pregnancy or breastfeeding.

A risk assessment will be carried out to assess if there is any additional risk.

If any additional risk is identified, suitable preventive measures will be taken to deal with the risk.

Examples of circumstances where a pregnant worker or their child could be exposed to additional risk include work involving:

- Shocks, vibration or movement
- Manual handling involving risks to the lower back
- Noise
- Ionising and non-ionising radiation
- Extremes of heat and cold
- Movements and postures, travelling, mental or physical fatigue, other physical burdens

Other potential risks as identified in the Safety, Health & Welfare at Work (Pregnant Workers) Regulations.

Examples of suitable action when additional risks are identified are:

- Restrict the pregnant worker from carrying out the work;
- Adjust the working conditions on a temporary basis so that the risk is avoided;
- Re-allocate the worker to other work which does not entail risk to the worker or child;
- If the risk cannot be avoided by any other means, give the worker leave or additional maternity leave.
- Where additional risk to the pregnant worker or their child is identified, the worker will be informed of the risk and the steps to be taken to deal with the risk.

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

## 4.16 Violence and Aggression

### HAZARDS

- Physical abuse
- Hold up and robbery

### Risks Identified - Medium

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult patients and others such as members of the general public can expose staff to a risk of violence. The following steps are taken by the Business to minimise this risk.

It is the policy of ABC Company not to have staff working alone, except when this cannot be avoided. In general there will be at least two members of staff on hand at all times.

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

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

### Robbery/ Attempted Robbery

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

It is policy to put measures in place to minimise the risks to staff from robbery. These include:

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

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

## 4.17 Contact Dermatitis

### HAZARDS

- Dermatitis

### Risks Identified - Medium

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### General

- Non-Latex gloves used by clinical staff.
- Reduction in as much as possible of "wet work" i.e. having to wash hands more than 20 times per day.
- All substances in use have an MSDS and this is reviewed for safe working procedures.
- Barrier creams used wherever practical.

PREVIEW

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



## 4.18 Sharps

### HAZARDS

- Cross contamination
- Bio Hazard
- Skin Pricks/Needle stick

### Risks Identified - Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### General

- All broken glass and bottles will be cleaned up immediately.
- Take great care to use the non puncture gloves as the glass shards will be contaminated with the substance from the bottle.
- If a substance was released during the breakage ensure you wear the provided face mask.
- Once the glass is collected along with any substance it must be placed in a sealed container for secure disposal.
- Clean and disinfect the area of the breakage and the utensils used in cleaning up the breakage.
- Needles and syringes are to be kept in a closed cabinet.
- Also follow all control procedures for Bloodborne Pathogens.

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

## 4.19 Latex Allergies

### HAZARDS

- Irritation
- Allergic Reaction

### Risks Identified - Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### General

- Only buy and use Latex Free gloves.
- Use Powder free gloves.
- Ensure that any latex tubing or other products for sale are kept in sealed packages.

PREVIEW

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

## 4.20 Cash Handling

### HAZARDS

- Robbery
- Physical Injury

### Risks Identified - Medium

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### Cash Movement Controls

- Avoid letting large amounts of cash accumulate on the premises.
- Perform cash drops regularly depositing cash in a safe.

#### Cash Movement to and from the Bank

- Avoid, as far as possible, set patterns when making lodgements.
- Trips to the bank, where possible, should be made by car.
- Precautions should begin with varying, as much as possible, the times and routes of such journeys.
- The first and last stages of the journey to the bank are the most likely points for attacks – snatches have been made from patients in bank premises.
- Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.
- Do not advertise your business by unnecessary exposure of cash bags or lodgement docketts.
- When making up the lodgements, initial and date some of the currency wrappers.

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

- Keep calm – do not panic.
- Obey – do only what you are asked to do, nothing more and nothing less.
- Observe. Note details of the criminal nearest you. Concentrate on:
  - Male/Female
  - Age

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

- Height
- Build
- Hair colour
- Colour of eyes
- Mode of dress
- Right or left handed
- Distinguishing features
- Words used and accent
- Number of attackers
- Note where criminals may have placed their hands and feet
- Identify vehicular transport used (registration, colour, make of car)
- Preserve the scene intact. Do not interfere with places where fingerprints or footprints may be found.
- Hold witnesses at the scene until the Gardai arrive; otherwise take details (name, address, phone number) for contact later.

**Notes:**

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

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

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

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

## 4.21 General Podiatry Clinic Hazards

### HAZARDS

- Slips and falls
- Fire
- Nail dust
- Housekeeping

### Risks Identified - low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### General

- Due to the nature of treatments and the fact that a patient may have fungal infections, etc. there is the possibility that nail dust will carry contaminants as well as Keratin, etc. Therefore all Podiatrists must wear face masks with a protection level that conforms to European Standard EN149 and FFP1 or 2.
- All substances are to be stored and used in accordance with training and the manufacturer's/supplier's instructions.
- Housekeeping: - A good guide is to keep the premises, as you would wish to find your own home. Use bins provided for litter and waste. These are to be emptied regularly as per cleaning list requirements.
- Make sure that all aisles and passageways are kept clear. Pay particular attention to goods being placed on the floor.
- Items to be placed on shelves must sit firmly and safely.
- Where hosepipes, electrical cables or vacuum cleaner pipes are in use, extra care must be taken not to create a hazard. Warnings should be given to people in the area either visually or verbally.
- Take extra care to ensure that sweeping brushes and other tools are always stored upright safely out of people's way and that they do not constitute a tripping hazard.
- Any spillage of water onto the floor or in the toilets should be protected immediately with a warning sign and the water taken off and mopped dry.
- Take care when unpacking goods delivered, not to allow wrappers and strapping to stay on the floor - plastic and cellophane can be extremely dangerous.
- Always wear uniform and sensible shoes as per policy.

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

LOGO HERE

ABC Company  
Safety Statement

**PREVIEW**

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

## 4.22 Uniforms and Footwear

### HAZARDS

- Slips and falls

### Risks Identified - Low

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

### CONTROL MEASURES

#### General

- At all times staff must wear "sensible shoes" this means that in general staff should not wear Flip Flop type shoes or High Heels. All shoes should enclose the foot.
- Uniforms issued by ABC Company are not for presentation alone. They offer some level of protection and ensure that our staff are easily identified and present a professional and trustworthy image to patients.

PREVIEW

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

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

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

**SAFETY TRAINING;**

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

**NEW SAFETY ARRANGEMENTS**

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

- 1
- 2
- 3

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







LOGO HERE

ABC Company  
Safety Statement

## 7. Appendix

**PREVIEW**

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

**Accident Report Form**

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

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

## PART 8 Related Policies

### 8.1 ABC Company Environmental Policy

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

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

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

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

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

LOGO HERE

ABC Company  
Safety Statement

**PREVIEW**

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