

## Contents

### **PART 1 Company Statement**

- 1.1 Application
- 1.2 Objectives of the Safety Statement
- 1.3 Company Safety Statement
- 1.4 Policy
- 1.5 Revisions

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

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Manager 1
- 2.4 Supervisors
- 2.5 Employees
- 2.6 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
- 4.6 Electricity
- 4.7 Offices
- 4.8 Visual Display Units
- 4.9 Hazardous substances
  - 4.9.1 Inks and solvents
- 4.10 General Maintenance

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

Logo here

# ABC Company Safety Statement

- 4.11 Working at Height (Racking, Storage, etc.)
- 4.12 Company Vehicles & General driving Hazards
- 4.13 Ladders
- 4.14 Working in factory/warehouse/stores
- 4.15 Hand Pallet trucks
- 4.16 Forklift trucks
  - 4.16.1 Pallets
- 4.17 Paper Reels and other raw materials
- 4.18 Bulbs, Painting, High Maintenance
- 4.19 Collapsed pallets
- 4.20 Workplace transport
- 4.21 Dermatitis
- 4.22 Guillotines
- 4.23 Flexographic and Gravure
- 4.24 Web fed Lithographic
- 4.25 Sheet fed Lithographic
- 4.26 Mixing Inks

## **PART 5 Annual Report**

## **PART 6 Staff sign off**

## **PART 7 Appendix**

- A1 Accident Report Form
- A2 Safety Inspection sheet
- A3 Staff Suggestion form
- A4 In house maintenance risk assessment
- A5 Health and Safety Asset/Year Planner

## **PART 8 Related Policies**

- Environmental Policy
- Equality Policy

### **Disclaimer.**

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

Logo here	<b>ABC Company</b>
	<b>Safety Statement</b>

### **1.1 APPLICATION**

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

Historically statistics show that the three most common causes of injury in the printing area are Manual Handling, Slips and Trips and Machinery. For this reason these are the areas where we will concentrate our efforts. However this Safety Statement does contain other risk assessments that will receive an appropriate level of attention.

### **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.

<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>4</b>

Logo here

# ABC Company Safety Statement

## 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, the Construction Regulations and any other applicable regulations from those implemented in 2007. 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. 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

## 2.2 Manager 2

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

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

## 2.5 All Employees

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

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

### 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 main office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by ABC Company.

ABC Company will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

#### 3.4.1 SAFETY COMMITTEE

ABC Company have a Safety Committee on site. The members of the Safety Committee are Manager 1, Manager 2 and an Employee Representative. The committee meet on the first Monday of every month. The following is the agenda for each meeting:

- Review previous month's inspections.
- Review any reported accidents or incidents form the previous month.
- Review any suggestions or queries from staff.
- Plan a safety topic briefing for the coming month.
- Review any new safety guidelines/legislation that ABC Company have been made aware of.
- Post the minutes on the Staff Notice Board.

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

### 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.

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



**Logo here**

**ABC Company  
Safety Statement**

**3.12 DRUGS AND ALCOHOL POLICY STATEMENT**

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Company and others at significant risk.

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on company business, or when they are in Company premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on company property, company owned vehicles or other off site locations, will lead to disciplinary action being taken.

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

## 4.2 FIRE

### FIRE HAZARDS

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

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

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

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

## 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

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.

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	40

## 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:

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	41

## 4.7 OFFICES

### HAZARDS

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

**Dangerous waste e.g. broken glass, shall be carefully disposed of**

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

## 4.9 HAZARDOUS SUBSTANCES

### HAZARDS

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

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

### RISK ASSESSMENT: MEDIUM

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

### SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
  - All known other substances are listed in a safety file.
  - All known and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
  - The control measures listed in the MSDS are followed.
  - All substances are kept in their original containers and are clearly identified.
  - Any flammable substances are kept in secure areas.
  - Only trained and validated staff are allowed to work with inks/solvents, etc.
  - A spill kit will be kept on site along with Gloves and Goggles to deal with any spillage after information has been sought from the shipper.

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

### 4.9.1 Inks and Solvents

#### 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: MEDIUM

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

##### SUPERVISION WHEN NECESSARY

Only authorised staff access to the pre-press area.

Facilities for washing, skin care, and for taking refreshments provided.

Provide a good standard of general ventilation.

Use powered wall- or window-mounted fans to supply fresh air - five to ten air changes per hour, with a through draught.

Provide splash-resistant gloves.

Provide easy-to-clean work surfaces with lipped edges for liquid handling.

Keep developing solutions in shallow trays to contain spillage.

Provide pumps or squeeze bottles in place of hand pouring.

Screen UV exposure units with shutters, blinds or wraparound curtains.

Deletion fluids contain hydrofluoric acid. This is very toxic and causes serious burns - damage to skin and eyes can be permanent.

Provide deletion pens in place of jars of fluid.

Ensure first-aid procedures are adequate. Stock calcium gluconate gel and keep it handy.

Use splash-resistant gloves - single-use nitrile gloves, 0.2 mm thick are acceptable.

Ensure that workers wear them.

Tell workers to dispose of single-use gloves every time they take them off.

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

#### 4.14 WORKING IN FACTORY/WAREHOUSE/STORES

##### HAZARDS

- Poor housekeeping.
- Spillages/materials on floor.
- Materials falling from racking.
- Bad/dangerous forklift driving.
- Loading/unloading pallets manually.

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Housekeeping cleaning duties must be carried out daily.
- All spillages should be cleaned up immediately.
- Restrict access to authorised personnel only.
- Safety signs are in place re "Caution Beware of Forklift."
- No obstruction to be put in way of exits.
- Only trained drivers to drive forklift.
- Safety boots worn by all staff.
- All shelving and racking shall be kept in good condition.
- Shelving and racking shall not be over loaded.

##### TRAINING

- Forklift driver training.
- Manual Handling.
- Safe working practices in Warehousing Areas.

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



## 4.16 FORKLIFT TRUCKS

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

### HAZARDS

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes
- All fork lift trucks are fitted with:
  - Forward flashing warning light(s) interlocked with the ignition
  - Reversing horns/sirens interlocked into reverse gear.
- Floors are maintained in a sound and clean condition and particular attention is paid to the prevention of oil and rubber build-up. Specific cleaning chemicals are used by the hygiene team for the purpose of removing rubber build up.
- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months.

### *Control during use*

- Forklift drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.

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

### 4.21 Dermatitis

#### HAZARDS

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

- Inks.
- Solvents.
- Other.

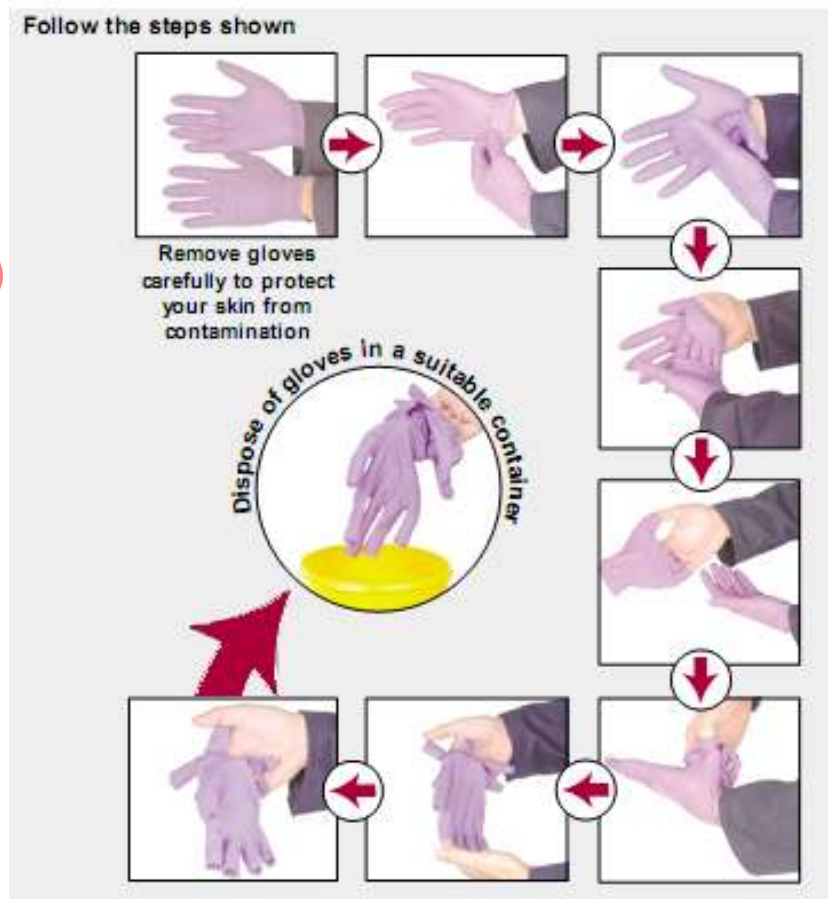
#### RISK ASSESSMENT: MEDIUM

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

Ensure all gloves are single use.  
 Ensure gloves are low protein and Latex free where possible.  
 Regularly check your skin for dermatitis. Look for signs of dryness, itching and redness. If you think you may have dermatitis, report it to your supervisor.  
 Wash hands regularly with the supplied cleanser.  
 Use barrier creams when possible.

#### Correct removal of gloves Single use gloves (splash resistant)



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

## 4.23 Flexographic and Gravure

### HAZARDS

- Entanglement
- In running nips
- Amputation
- Electricity

### RISK ASSESSMENT: MEDIUM

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

All machinery part of planned preventative maintenance.

Only trained staff allowed to use the machinery.

Supervision at all times

Removable interlocked guards allowing limited inch and hold-to-run slow crawl only when removed or opened.

Fixed nip bar adjusted to within 6 mm of the anilox/duct rollers where these have a separate auxiliary drive which is not stopped by opening of the interlocked guard.

Pre-start audible warning device.

Gate/barrier interlocked guards allowing limited inch and hold-to-run slow crawl only when removed or opened.

Continuous slow crawl should be supplemented by an emergency stop (or 'stop lock') control at each print unit.

If wiping of the doctor blade is required during the print run, provision for safe access should be made. The safe system of work should consider other aspects including lighting and provision of a purpose-designed tool.

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

## 4.24 Web fed Lithographic

### HAZARDS

- Entanglement
- In running nips
- Amputation
- Electricity

### RISK ASSESSMENT: MEDIUM

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

All machinery part of planned preventative maintenance.

Only trained staff allowed to use the machinery.

All enclosing interlocked guards with either no powered movement or true inch or hold-to-run slow crawl only when the guard is raised.

Interlocked enclosing guards (allowing true or limited inch or hold-to-run slow crawl only where nip bars are not fitted).

All danger points should be within the view of a single operator, or of several operators each of whom needs to operate a hold-to-run control. Nips out of view should be safeguarded.

Sweep-on nip bars interlocked with reverse crawl or no facility for reverse crawl.

Where nip bars are provided and continuous slow crawl is available, this should always be supplemented by an emergency stop (or 'stop-lock' control) at each print unit.

Pre-start audible warning device.

Reduce the frequency of cleaning to that necessary to maintain the quality of work, so reducing the need to approach hazardous parts.

Select a safe system of work which ensures that operators do not need to place their hands near accessible in-running nips.

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

## 4.26 Mixing Inks

### HAZARDS

- Fumes
- Fire
- Dermatitis
- Ingestion or inhalation

### RISK ASSESSMENT: MEDIUM

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

All substances kept in secure containers stored and handled are per section 4.9.

Only allow authorised staff access to the mixing room.

Facilities for washing, skin care, and for taking refreshments.

Provide a good standard of general ventilation.

Use powered wall- or window-mounted fans to supply fresh air - five to ten air changes per hour, with a through draught.

Provide splash-resistant gloves.

Provide easy-to-clean work surfaces with lipped edges for handling liquid.

Use UV-curable inks and coatings that conform to the Acrylate Preference Criteria.

Provide pumped transfer systems or dispensing aids. Avoid hand-pouring inks and reducers.

Storage provided for PPE to prevent damage or contamination when not in use.

Use splash-resistant gloves. Single-use nitrile gloves 0.2 mm thick are acceptable.

Ensure that workers wear them.

Tell workers to dispose of single-use gloves every time they take them off.

### Cleaning and housekeeping

Keep the work area tidy, clean and free of ink contamination.

Clean the workroom at least once a week.

Clean up spills immediately with absorbent granules or cloths. Use new nitrile gloves 0.4 mm thick. Throw away gloves once used.

Dispose of waste solvent, ink and empty containers as hazardous waste.

Store contaminated cloths, wipes and gloves in fire-resisting, closed, metal containers. Dispose of them as hazardous waste.

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