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SAFETY STATEMENT

ABC Company

Address line 1

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1.1 APPLICATION

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

The legislation addressed within the Safety Statement includes but is not limited to:

- Health safety and welfare at work act 2005
- General Application Regulations 2007 and all other regulations laid down under the auspices of the 2005 Act.
- The Waste Management Act 1996
- Organisation of Working time act 1997
- Data Protection Act 2003
- Public Health (Tobacco) Act 2004

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.

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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: _____

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1.4 Policy Statement:

ABC Company is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. 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 to determine the corrective action necessary to prevent recurrence.

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

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**ABC Company
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STRUCTURE FOR HEALTH AND SAFETY

PART 2

PREVIEW

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is a Metals Waste Recycling Company. Our activities include collecting non-segregated metal waste from various locations and also receiving deliveries to site.

The companies' employees operate an average of 40 hours per week from 6:00am to 5:00pm. However this is subject to change depending on customer needs, access times to premises, etc.

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 – as necessary
 - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from xx/xx/xx
 - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review (part of general management meetings)
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation after xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
9. Annual report

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

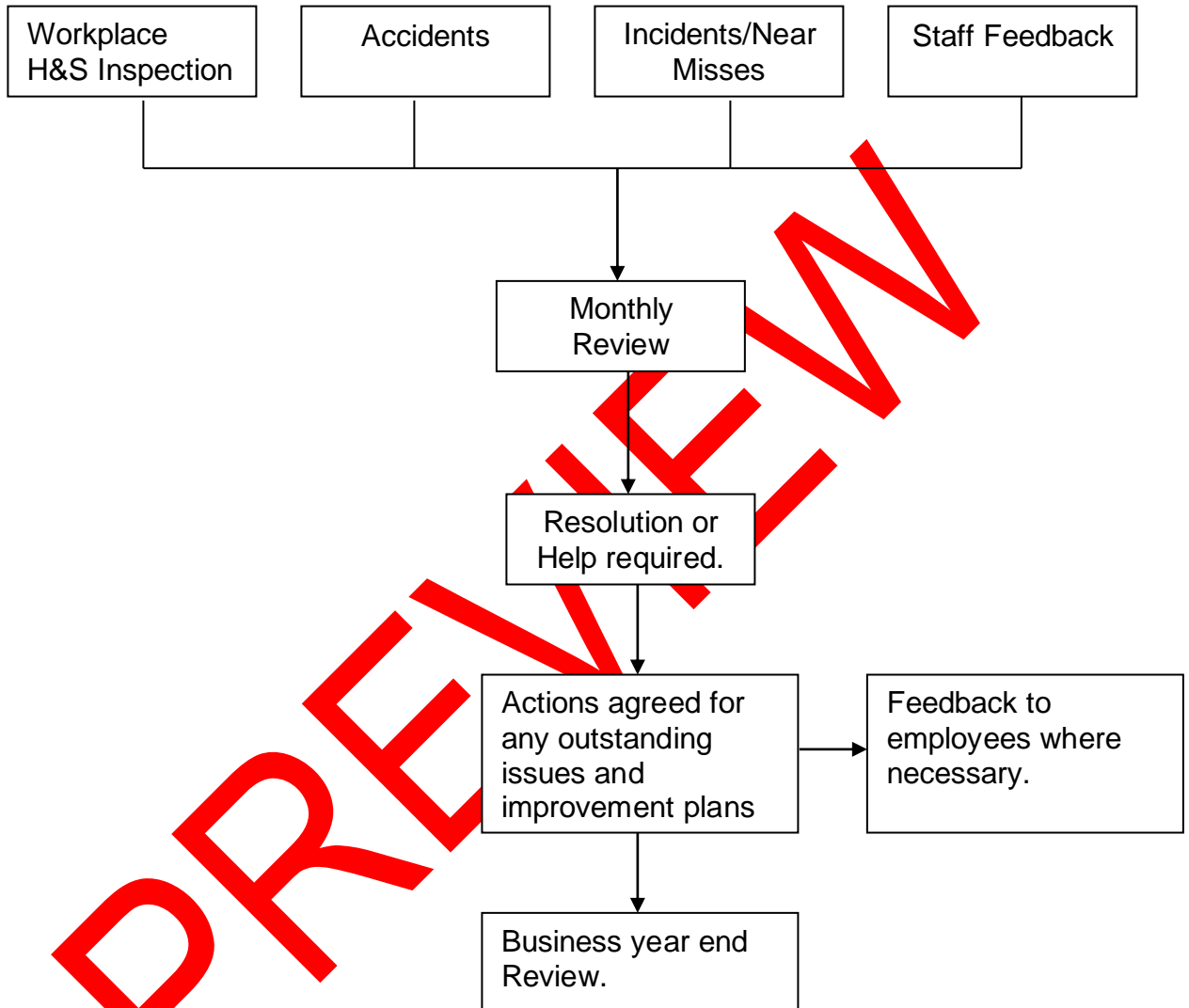
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ABC Company Safety Statement

Health and Safety Management process for ABC Company

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



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2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 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.

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2.3 Manager 1

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety at the Management meeting.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises. (when necessary)
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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2.4 Supervisors

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

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

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

SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

- ❑ 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.
- ❑ Where work is of a nature not normally carried out by the Company, then identify hazards and, if necessary, arrange for written instructions to be issued, regarding safety sequence, method of work and precaution to be taken, to the person in charge of the work.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

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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.

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2.6 SUB CONTRACTORS

The following responsibilities are allocated to contractors to whom ABC Company assigns work:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any sub-contract work.
- All Contractors will be expected to adhere to the highest standards of safety and ensure that their vehicles are DOE certified as necessary.
- 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 on our behalf.
- All ancillary equipment on sub-contractor vehicles such as Bin lifts, Tail Lifts, Moffit Mounties, Cranes, etc. must be properly certified and in good working order.
- Any injury sustained by a Sub-Contractor's employee or any RTA that a sub-contractor's employee is involved in, must be reported immediately to management at ABC Company.
- Sub-Contractors must comply with any safety instructions given by ABC Company management.
- All employees of the Sub-Contractor who will be engaged in driving must adhere to the correct usage of Tachographs as necessary.
- All employees of the Sub-Contractor must hold the relevant qualifications such as ADR, CPC, etc.
- ABC Company must see originals of all Driving Licences for any employee of a Sub-Contractor before driving on behalf of ABC Company. ABC Company will retain copies of these licences.
- ABC Company reserve the right to have any employee of a Sub-Contractor assessed as a driver and to refuse work for that sub-contractor if the driver is not satisfactory.

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ABC Company
Safety Statement

ARRANGEMENTS FOR SAFE WORKING

PART 3

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3.1 RESOURCES

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

ABC Company undertakes:

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

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3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company 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.

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3.3 TRAINING

HAZARDS

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

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

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

ABC Company will keep training records to include:

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

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

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3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

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.

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3.5 SAFETY REPRESENTATION

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

The Safety Representative at ABC Company is Manager 1.

The rights of the Safety Representative include:

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

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

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3.6 FIRST AID

CONTROL MEASURES

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

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

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;

- ❑ **On site in Depot**
 - ❑ **Small kit in each waste collection vehicle (must contain Dettol or equivalent disinfectant)**
- ❑ The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- ❑ When employees are carrying out an installation/delivery at a Client premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

First aider names:

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The following contents are required in a first aid box:

- Card giving general first aid guidance.
- Individually wrapped sterile adhesive dressings.
- Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- Triangular bandages (sterile).
- Safety pins.
- Blue Plasters
- Disinfectant
- 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.

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3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- ❑ **Accident report Form**
 - ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 1.
 - ❑ All injuries must be reported on the worksheet also.
- ❑ **Health & Safety Authority**
 - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority at this web link <https://webapps.hsa.ie/CIRW/index.php> .
 - ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

- ❑ **All Accidents, near misses and Dangerous Occurrences**
 - ❑ Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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3.8 WELFARE FACILITIES

- ❑ Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.
- ❑ Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.
- ❑ Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.
- ❑ An adequate supply of drinking water shall be provided on the premises.
- ❑ Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

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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.

PPE that is issued to Waste Handling Staff:

- General overalls for protection from dirt etc.
- Weather proof clothing for collection in inclement weather.
- Safety boots with mid sole protection to protect from sharp objects and cover the toes.
- Puncture proof gloves to protect from sharp waste.
- Goggles to protect the eye from airborne Waste particles.
- Ear defenders to protect hearing when in the vicinity of heavy machinery.

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

Implementation

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge for the Client site (delivery location) is Client H&S Manager.

All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

Infringements

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

Smoking cessation

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

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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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3.13 Bullying at Work Policy

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

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

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

Manager 2 gives the undertaking that he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

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

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3.14 Young persons and inexperienced workers policy

ABC Company does not employ under 18s. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc.

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

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3.15 Policy and Protection for Covid 19

COVID-19 is an illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. The virus caused a worldwide Pandemic through 2020, 2021 and the early part of 2022.

Due to the significant Deaths, levels of Illness and disruption that this virus has caused, the Government issued a series of directives and regulations regarding the management of Covid 19 in the workplace. As of the 28th of February 2022, these restrictions began to be unwound. The final restrictions with regard to international travel were lifted on the 4th of March 2022.

Return to Work Process

As the Pandemic eased, we returned to work as per the Protocols provided by Government and the resources provided by the HSE and HSA. It is no longer necessary to maintain these procedures so they are now being halted in our workplaces.

The Future

As of the date of this policy, Covid 19 is still in circulation in the community. We are in agreement with Government and believe that the level of Vaccination in the community is now at a level that is providing protection. We will however hold on to our Hygiene Supplies, PPE, Documentation and any other material so that they are available in the event of a pandemic recurring.

Advice to staff

As mentioned above, the virus is still in circulation, therefore we give the following advice to staff:

- ✓ Keep yourself up to date on current information from the HSE
- ✓ Ensure you are aware of the Symptoms of Covid 19
- ✓ If you have symptoms, arrange for a test as per the prevailing HSE guidelines and follow the HSE requirements regarding isolation or restricting movements.
- ✓ Maintain good hand hygiene at all times.
- ✓ Wear your mask in crowded space or when working closely with another person.
- ✓ Continue to sanitise any shared tools and the cabs of any shared Plant.

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Part 4 Emergency Plans

Contents

- 4.1 Emergency Contact Details
- 4.2 Fire

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ABC Company Safety Statement

4.1 Emergency Contact Names and Numbers

Name of Premises: ABC Company

Address:

Telephone No:

Type of Premises: Recycling Centre

Name of Local Authority:

Local Fire Brigade:

Telephone No: 999

Local Garda Station:

Telephone No:

Doctor on Call:

Telephone No:

Nearest Hospital:

Telephone No:

Fire Protection Company:

Telephone No:

Fire Protection Company Contact:

Telephone No:

Name of Safety Representative:

Telephone No:

Name of Senior Fire Warden:

Telephone No:

Name of those with special responsibility

Name: _____ Position Held: _____

Name: _____ Position Held: _____

Name: _____ Position Held: _____

Name: _____ Position Held: _____

Name: _____ Position Held: _____

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4.2 Fire

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 1	Score =6	Result =6

CONTROL MEASURES

A Fire Safety Programme has been developed 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.

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. A full list and the location of all extinguishers is held in the office. Staff are trained in the safe operation of Fire Extinguishers by our Fire Protection company.

Senior Fire Warden 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. Guide all members of the public to the Assembly point. Refrain members of the public from driving off site until the all clear is given.
3. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
4. 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.
5. Use the break glass fire alarm.
6. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
7. 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.
8. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

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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.

FIRE DRILL

Fire drills are undertaken twice per year. The drills are also reviewed at our Management meeting.

2.2 Fire Drill**Instructions for conducting a fire drill**

1. The following procedure is to be adhered to by all managers and supervisors during a fire drill.
2. Clear everyone (including public) from your area of responsibility.
3. Ensure that any area such as toilet that may be under your responsibility is cleared.
4. Alert other staff in the immediate area or any staff you may have sent to work in an area where they may not be aware of the drill.
5. Direct staff and public to exit by the nearest exit if it is clear and then walk towards the Assembly point sign.
6. Only leave your area when you are satisfied that you are the last to do so.
7. Do not allow employees to delay their departure to collect personal belongings from another part of the building.
8. Make sure that the building is cleared of employees and visitors. Manager to close doors and ensure that no unauthorised person enters the building.
9. Manager will bring out the staff roster and check off all names. Senior manager will also consult with area supervisors to ensure that all customers vacated the building.
10. Manager will allow everybody back into the premises.
11. Overall time for drill to be 4 minutes.

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Fire Drill Record

Date: _____ Conducted By: _____

DID ALL STAFF ATTEND THE DRILL?

WERE ALL PROCEDURES FOLLOWED?

WHAT ISSUES AROSE?

RECOMMENDATIONS:

Manager 2 Signature:

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PART 5 HAZARD IDENTIFICATION AND CONTROL MEASURES

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5.1 HAZARD INSPECTIONS AND RISK ASSESSMENTS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

- The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

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Risk Assessment Contents

- 5.1 Hazard Inspections
- 5.2 Fire
- 5.3 Ground conditions
- 5.4 Electricity
- 5.5 Noise
- 5.6 Trailing leads
- 5.7 Electrical equipment
- 5.8 Electric panels
- 5.9 Cleaning agents
- 5.10 Chairs
- 5.11 Obstructions
- 5.12 Use of mobile phones
- 5.13 Road fleet
- 5.14 Radon Gas
- 5.15 Non Ferrous sorting plant
- 5.16 Loading Shovel
- 5.17 Compactor
- 5.18 Vehicular traffic
- 5.19 Bacteria & viruses
- 5.20 Electric shower unit
- 5.21 Microwave
- 5.22 Electric air dryer
- 5.23 Photocopier
- 5.24 Offices
- 5.25 VDU and keyboards
- 5.26 Printer
- 5.29 Toaster
- 5.30 Fridge
- 5.31 Dishwasher
- 5.32 Electric roller doors
- 5.33 Baler
- 5.34 Materials Handler
- 5.35 Electric heater
- 5.36 Forklift truck
- 5.37 Can sorting machine
- 5.38 Compressor
- 5.39 Pallet trucks
- 5.40 Weighbridge
- 5.41 Picking and sorting station
- 5.41 Lorry
- 5.42 Skidsteer
- 5.43 Sorting belt
- 5.44 Teletruck
- 5.45 Teleporter
- 5.46 Digger

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LOCATION	RESPONSIBLE PERSONS		NAMES		LAST REVIEW
ALL AREAS			Manager 1	Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS		FUTURE ACTION
5.1 MANUAL HANDLING	M	Handlers	<ul style="list-style-type: none"> • Staff advised against lifting unnecessary items and heavy weights • Staff trained in manual handling • All employees trained in safe manual handling procedures • Wheeled bins forklifts and conveyors are used to transport waste. • Picking stations require lifting light loads and sorting them into various loads. • Picking stations require repetitive handling and motions, the workstation is located above waist height to reduce stooping and bending, moving, and walking around is encouraged to avoid standing in a stationary position. • The bins are located under the station to allow the workers to pick 		

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			<p>and drop with minimal twisting and turning.</p> <ul style="list-style-type: none"> • The vast majority of loads are lifted using the mechanical devices around the facility. • All employees are encouraged to apply their training and to avoid unnecessary manual lifting as much as possible. • The yard management ensure the new layout checklist is completed and signed off when the plant is relocated. Form 27, to consider good manual handling techniques. • 	
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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
ALL AREAS			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.2 FIRE Burns Fume Inhalation Serious Personal Injury Damage to Property	M	Staff, Customers And Members of The public	<ul style="list-style-type: none"> Escape routes kept clear Portable fire extinguishers in place Staff trained in use of extinguishers and fire fighter designated Fire alarm detection system installed & under maintenance contract Emergency lighting system installed & under contract Fire drills conducted to marked assembly point . 	

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ALL AREAS - EXTERNAL	SUPERVISOR	Manager 1		xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.3 GROUND CONDITIONS Slips, Trips and Fall, Personal Injury	M	Staff, Customers And Vistors	<ul style="list-style-type: none">• Maintained in good condition• Monitored by staff• Planned periodic cleaning• Records of all cleaning maintained• Adequate lighting in area• Salt/sand applied in icy weather• Visitors usually arrive only by appointment and must sign in at the front office station.• They must remain at the front office until the appointed person meets them and escorts them safely to the required area.• Designated parking bays allocated for Customers/visitors.• Staff on duty to direct groups of people along the designated access routes,• Signage directing persons to the reception and main office area	

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- All visitors are met by an experienced employee
- Comprehensive fire protection systems in place (see fire risk assessment)
- Good Housekeeping practices maintained throughout
- Handrails incorporated on all stairs and steps.
- All areas subject to sufficient lighting.
- Staff trained and experienced dealing with the public and fully aware of emergency procedures.
- Cables are routed so as to reduce/eliminate potential for falls in the office area.
- Main access/egress routes are kept free from obstructions.
- Trips and falls are addressed daily and recorded weekly on the checklist audits for each area.
- Employees are to address day to day hazards as they arise.
- Daily cleaning duties, which helps to eliminate trip and slip hazards
- Floors are maintained in a good condition to reduce risk of falls as far as reasonably practical.

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			<ul style="list-style-type: none"> Employees report immediately any wear and tear or other damage around the grounds that may create a trip or fall hazard. 	
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LOCATION	RESPONSIBLE PERSONS	NAMES		LAST REVIEW
ALL AREAS - EXTERNAL	SUPERVISOR	Manager 1		xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.4 ELECTRICITY Fire, Burns Electrocution Serious Personal Injury Damage to Property	H	Staff, Customers Visitors And electrical Personnel	<ul style="list-style-type: none">• All electrical equipment and electrical installations, including distribution boards, sockets, transformers, and connections, are suitably protected from ingress of moisture or of particles and potential impact from machinery.• A competent person performs PAT testing on all portable electrical appliances on a yearly basis.• Maintained in good condition• Additional works by registered contractor• RCDs fitted• Power switched off at night• All electrical equipment inspected before use• Pat testing records on file for any portable electrical equipment• ABC company staff do not carry out	

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			<p>electrical repairs</p> <ul style="list-style-type: none"> • Damaged electrical equipment will be repaired by a professional or replaced. 	
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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
ALL AREAS	SUPERVISOR		Manager 1	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.5 NOISE Can lead to deafness Personal Injury	M	Staff,	<ul style="list-style-type: none"> Noise level assessments are conducted on all machinery. Personal protective equipment issued & expected to be worn by relevant personnel as applicable Any person working with or in close proximity to heavy machinery will be issued with hearing protection. Where possible, noise levels will be reduced when engineering solutions are available 	

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LOCATION	RESPONSIBLE PERSONS	NAMES		LAST REVIEW
ALL AREAS	SUPERVISOR	Manager 1		xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.6 TRAILING LEADS Trips and Falls Burns Electrocution Personal Injury	M	Staff And visitors	<ul style="list-style-type: none">• Maintained in good condition• Run in a manner least likely to pose a tripping hazard• Leads are not run across open areas• Any electrical leads will be subject to pat testing• Extension leads are never used in wet areas	

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ALL AREAS	SUPERVISOR		Manager 1	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.7 ELECTRICAL/ELECTRONIC EQUIPMENT Fire Burns Electrocution Serious Personal Injury Damage to Property	M	Staff And visitors	<ul style="list-style-type: none"> All previous control measure for electricity in general also apply here. Maintained in good condition No access to public All electrical panels are inspected by a competent person on an annual basis. 	

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LOCATION ALL AREAS	RESPONSIBLE PERSONS SUPERVISOR	NAMES Manager 1	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS
5.8 ELECTRICAL/ DISTRIBUTION PANEL Fire Burns Electrocution Serious Personal Injury Damage to Property	H	Staff Customers visitors and Electrical Contractor	<ul style="list-style-type: none"> Maintained in good condition Additional works by electrical contractor Staff advised against attempting repairs or alterations

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ALL AREAS	SUPERVISOR		Manager 1	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.9 CHEMICALS AND CLEANING AGENTS Irritant / Harmful Serious Personal Injury	M	Handler	<ul style="list-style-type: none"> Handled By Designated Personnel MSDS on site PPE provided as per MSDS. Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice. Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing. Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will 	

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			<p>be provided if appropriate.</p> <ul style="list-style-type: none">• Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.• Store all products in ventilated areas away from extremes of temperatures and environment.• Clean all spillages instantly and dispose of waste and used containers properly.• Except for transport in closed packages, only authorised personnel must handle materials.• Ensure the correct equipment for handling the products is available.• If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.• Read the data sheet, container labels, and detailed health and safety information before using any products.•	
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ALL AREAS	SUPERVISOR	Manager 1	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS
5.10 CHAIRS Fall Collapse Overturn, Ergonomic Problems Personal Injury	L	STAFF AND VISTORS	<ul style="list-style-type: none"> Maintained in good condition Adjustable for pc operation Monitored by staff All office chairs are adjustable for tilt, height and reach while the person is sitting on them.
			FUTURE ACTION

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ALL AREAS			V Martin Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.11 OBSTRUCTIONS Trips & Falls Personal Injury	L	Staff, Customers And Visitors	<ul style="list-style-type: none"> • Adequate lighting installed • Monitored by staff • Walkways kept clear as practicable • Public areas cleaned frequently • Records of all cleaning retained. 	

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ALL AREAS			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.12 USE OF MOBILE PHONES Distraction Loss of Vehicle control Crash Potential Fire Hazard particularly during refueling Personal Injury Damage to Property	H	User Staff, Customers And Public	<ul style="list-style-type: none">• Staff Advised Of The Risks Associated With Using Mobiles While Working generally.• Mobile phones are not to be used while walking around recycling yard. If a call is needed, stop and stand in a protected space away from traffic.	

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ALL AREAS		Manager 1	Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.13 ROAD FLEET Crash, Crush Overturn Accidental Contact with Road User Falling Objects Serious Personal Injury Damage to Property	M	Driver Staff en route and road users	<ul style="list-style-type: none"> • Only suitably qualified and insured employees may operate company vehicles. • They must always be driven within the rules of the road and the law. • They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary. • No hitchhikers may be picked up at any time. • Any breach of Road Traffic Acts will be treated with the utmost severity. • At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages • Training / instruction must be given to staff on the dangers of using a 	

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			<p>mobile phone while operating a vehicle</p> <ul style="list-style-type: none">• Maintenance / service carried out as per recommendations.• A bi-monthly Health & Safety Vehicle Review will be made on the vehicle and a record kept in the Health & Safety folder• Staff will occasionally be requested to carry out an assessment on the vehicle. <p>Vehicle to include the following:</p> <ul style="list-style-type: none">- Current Vehicle Service Record- Fire Extinguisher- Torch- Reflective Jacket- Bin for litter- Warning Triangle- Emergency Breakdown/Accident phone number- First Aid Kit Accident number	
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ALL AREAS - INTERNAL			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.14 RADON Cancer Causing Agent Serious Personal Injury	H	STAFF	<ul style="list-style-type: none"> As per the Radiological Protection Institute of Ireland's Maps, ABC Company is a low risk 5-10% area. 	

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YARD			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.16 VEHICULAR TRAFFIC Accidental contact with vehicles resulting in Serious Personal Injury	M	Customers Visitors And Staff	<ul style="list-style-type: none">• Area monitored continually by cctv• Trained staff always present• Adequate parking available• Access to public only – no heavy commercial vehicles• Separate access road for lorries• All persons accessing the yard are equipped with a radio to contact the plant operators to arrange safe access.• Visitors are not permitted in the yard unaccompanied; a member of the staff with a radio must be in attendance.• Regular contractors visiting the facility will be inducted as an employee.• Directional signage is displayed to provide guidance to vehicle operators.	

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- Designated walkways are in place for pedestrians.
- Warning signage is in place to remind pedestrians of the hazards in the work area.

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ELEVATED YARD			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
4.17 Non Ferrous Sorting Plant Equipment and machinery Electricity Noise Entrapment Projectiles Sharps	H	Operators	<ul style="list-style-type: none">• Fire alarms throughout the premises.• Fire extinguishers and training provided.• Weekly servicing of the sorting plant to reduce risk.• Daily clean down of the sorting plant to reduce risk.• Flammable substances or items are not processed or handled in the plant.• Clear exits maintained at all times. Fire drills run twice per year.• All operatives have Walkie Talkies, everyone communicates before the actual machine is started up.• Emergency stops placed at intervals within the reach of the operatives.• Emergency stops are tested as part of the weekly maintenance.	

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- Magnetic interlocked doors on all panels and access points. Machine will not operate if the door is open.
- Protected edges at the sides of the running conveyor belt.
- All electrical elements serviced by qualified electrician.
- All operatives wear protective gloves.
- Daily shut down when all doors are then opened for a clean down. Maintenance each week.
- All handling equipment is serviced by an external mechanic and filters are changed as necessary.
- Handling equipment bringing metal to and from the shed do not idle the engines in the shed, they enter and leave.
- All operatives are issued with protective eye glasses.
- All areas where waste turns or drops on the conveyor, are guarded.
- All areas where waste is attracted by magnetic action are guarded.
- Conveyor belt surface is absorbent and will not cause the metal waste to bounce.

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- Conveyor is run at as low speed as possible to prevent generation of excessive kinetic energy.
- All handling and moving vehicles are fully serviced by an external mechanic.
- All vehicles entering the shed or working in the yard generally are fitted with visual and audible warning beacons.
- All operatives are aware of the fact that there are work vehicles in the area.
- All drivers are fully trained for the type of vehicle they operate.
- Cleaning program in place daily.
- All operatives wear safety boots and gloves.
- All access ladders have hand rails.
- Ladders are steep due to the nature of the machinery, operatives are told to ensure 3 points of contact with the ladder when ascending and descending.

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HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS		FUTURE ACTION
ELEVATED YARD			Manager 1	Supervisor	xx/xx/xx
5.17 COMPACTOR	M	Customers Visitors And Staff	<ul style="list-style-type: none">• Maintained in good condition• Slow operation• Compacting machinery several feet below feed point• Gate interlocked – if opened compactor cuts out. Reset only by switch in control cabin• Emergency stop button in control cabin• Lock – off point on control panel• Extinguishers in control cabin• Monitoring window in control cabin		
Noise Projectiles, Burns Electrocution Fire Entanglement Crush Entrapment Serious Personal Injury					

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LOCATION	RESPONSIBLE PERSONS		NAMES		LAST REVIEW
LOWER YARD			Manager 1	Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS		FUTURE ACTION
5.18 Loading Shovel Accidental Contact with vehicles resulting in, Serious Personal Injury Collapsing Loads Refuelling Unauthorised use Poor Weather	M	Staff And Vistors	<ul style="list-style-type: none">• Walkways in place to segregate people and traffic.• Flashing beacons, auxiliary devices and movement alarms are in place at all times.• Auxiliary devices are provided where operators vision is obstructed.• All persons accessing the yard on foot carry a radio to communicate with the plant operators prior to and during general pedestrian access to the yard.• Operators receive and acknowledge all calls on the radio and issue permission to access the working areas.• Contractors and visitors are not permitted into the yard without supervision and a radio.		

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- GA1 in place for all lifting equipment.
- GA2 completed weekly and filed in office.
- Planned maintenance for Loading Shovel.
- Only trained, licensed and insured employees may operate vehicles
- Only trained staff with necessary skills cards or licenses may use plant and machinery.
- Keys are never left in vehicles.
- All vehicles will be secured at night to prevent unauthorized access.
- No passengers will be carried in any vehicle
- Operator not to be under the influence of any intoxicant.
- Do not operate a machine if feeling tired or ill.
- All refueling to be carried out at designated fill point only.
- Spillages must be cleaned up immediately.
- Dispensers to be returned to holder and locked after use.
- Sufficient lighting in yard itself.
- All vehicles fitted with all round lighting and visual aids.

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- Hi viz worn by all persons in yard.
- Salt and grit available for icy conditions.

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LOCATION	RESPONSIBLE PERSONS	NAMES		LAST REVIEW
TOILETS		Manager 1	Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.19 BACTERIA / VIRUSES Disease Infections Vermin Weils Disease Lyme Tetanus Personal Injury	M	Staff	<ul style="list-style-type: none">• All equipment Maintained in good condition• Proprietary cleaning products used• Hand washing facilities provided• Gloves provided• The facility is specific to metals handling. There is no food or Bio-Haz waste handled/process. Therefore the presence of Rats, Foxes and other vermin is low risk. All staff are advised to follow these precautions: <ul style="list-style-type: none">• Wear all PPE that has been provided• Wash and sanitise hands before eating, drinking, smoking.• Keep all foods in snap tight closed plastic or metal containers.• Cats have been introduced to the facility to help control vermin.	

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- Rat Traps are in place across the facility.
- Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth.
- Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters.
- Never touch dead rodents with bare hands.
- Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a leptospirosis medical contact card to alert others to the possible nature of your illness.
- Lyme disease is spread by bites from infected ticks. The earliest sign may be a faint ring-shaped rash. Often you may not notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms.

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- At this stage the infection responds well to antibiotics but if left untreated may result in serious illness.
- The best defence is to keep your skin covered – especially your legs. Check your skin and clothing frequently. Carefully remove any ticks and place a small dressing over the bite. The sooner the ticks are removed the less likely you will be infected.
- If you are worried about possible infection contact your GP.
- The organism causing tetanus is widespread and can enter your body through cuts, abrasions or puncture wounds made by metal shards, edges, etc. It is potentially fatal and immunisation before infection is the only certain way of dealing with the disease. Check with your doctor how often you need a booster.

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LOCATION	RESPONSIBLE PERSONS	NAMES	Supervisor	LAST REVIEW	
CANTEEN		Manager 1		xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS		FUTURE ACTION
5.20 MICROWAVE OVEN Electrocutation Fire Burns Radiation Incomplete heating of food – food poisoning Personal Injury Damage to Property	M	Staff And Visitors	<ul style="list-style-type: none"> Maintained in good condition Monitored by staff Access restricted 		

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LOCATION TOILETS	RESPONSIBLE PERSONS	NAMES Manager 1 Supervisor	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS FUTURE ACTION
5.21 ELECTRIC HOT AIR DRYER Electrocutation Fire Burns Entanglement Personal Injury Damage to Property	M	Staff And Vistors	<ul style="list-style-type: none"> Maintained in good condition Guards fitted

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LOCATION OFFICE AREA	RESPONSIBLE PERSONS	<u>NAMES</u> Manager 1	Supervisor	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.22 PHOTOCOPIER Electrocution Fire Burns Entanglement Eye Injury Ozone Fumes Personal Injury Damage to Property	L	Staff And Visitors	<ul style="list-style-type: none">• Maintained in good condition• Used by experienced designates personnel• Adequate ventilation• Guards fitted• Monitored by staff	

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LOCATION OFFICE AREA	RESPONSIBLE PERSONS	NAMES Manager 1 Supervisor	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS FUTURE ACTION
5.23 VDU And Keyboards Physical and Visual Discomfort Electrocutation Fire Burns Personal Injury Damage to Property	M	Operator, staff And visitors	<ul style="list-style-type: none"> Maintained in good condition Operated by designated experienced personnel

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LOCATION OFFICE AREA	RESPONSIBLE PERSONS	NAMES Manager 1	Supervisor	LAST REVIEW xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.24 PRINTER Electrocuton Fire Burns Entanglement Personal Injury Damage to Property	M	Staff And visitors	<ul style="list-style-type: none"> Maintained in good condition Operated by designated experienced personnel Guard fitted 	

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LOCATION	RESPONSIBLE PERSONS	NAMES	LAST REVIEW	
CANTEEN		Manager 1 Supervisor	xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.25 TOASTER Electrocution Fire Burns Personal Injury Damage to Property	M	Staff And visitors	<ul style="list-style-type: none"> Maintained in good condition Monitored by staff Access restricted 	

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LOCATION	RESPONSIBLE PERSONS	NAMES	LAST REVIEW	
CANTEEN		Manager 1 Supervisor	xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.26 REFRIGERATOR Food Spoilage Electrocution Fire Burns personal Injury Damage to Property	M	Staff And visitors	<ul style="list-style-type: none"> Maintained in good condition Monitored by staff Access restricted 	

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LOCATION	RESPONSIBLE PERSONS	NAMES	LAST REVIEW	
CANTEEN		Manager 1 Supervisor	xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.27 DISHWASHER Accidental Contact with chemical or surfaces Electrocution Fire Incident whilst loading / unloading Personal Injury Damage to Property	M	Staff And visitors	<ul style="list-style-type: none"> Maintained in good condition Access restricted Used by experienced personnel Domestic cleaning products used 	

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LOCATION	RESPONSIBLE PERSONS		NAMES		LAST REVIEW
RECYCLING STATION			Manager 1	Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS		FUTURE ACTION
5.28 BALER Crush Burns Electrocution Fire Entanglement In Running Nips Entrapment Serious Personal Injury	M	Operator Staff Maintenance Personnel And visitors	<ul style="list-style-type: none"> Maintained in good condition Operated by trained personnel Emergency stop button located on the control panel. Emergency stop button should be checked prior to operating the Baler to ensure that it is operating correctly. Only persons trained in correct manual handling procedures should be allowed to discharge waste into the Baler. Interlocks provided on access openings. Employees are not permitted to enter the compactor. All power to the compactor should be switched off prior to accessing for maintenance or repair, which is only permitted by maintenance 		

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- personnel.
- The Baler should never be overloaded.
 - Waste materials should not be accumulated around the machine.

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LOCATION	RESPONSIBLE PERSONS		LAST REVIEW
RECYCLING STATION	<u>NAMES</u> Manager 1 Supervisor		xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS
5.29 Materials Handler Crush Burns Electrocution Fire Entanglement Serious Personal Injury Damage to Property	M	Operator Staff Maintenance Personnel And visitors	<ul style="list-style-type: none"> Walkways in place to segregate people and traffic. Flashing beacons, auxiliary devices and movement alarms are in place at all times. Auxiliary devices are provided where operators vision is obstructed. All persons accessing the yard on foot carry a radio to communicate with the plant operators prior to and during general pedestrian access to the yard. Operators receive and acknowledge all calls on the radio and issue permission to access the working areas. Contractors and visitors are not permitted into the yard without supervision and a radio.

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- Safe working area to be enforced.
- Work areas will be subject to the H&S inspections.
- Do not allow any person walk under the grapple or any part of the machine.
- Use the outriggers at all times.
- Ensure outriggers are supported where ground may be soft.
- Before leaving a cab, lower the grapple to the ground, turn off the engine and switch off the electrical system.
- Hi- Viz to be worn outside of cab area.
- Do not lift people.
- Do not transport people.
- Keep cabs tidy
- GA1 in place for all lifting equipment.
- GA2 completed weekly and filed in office.
- Planned maintenance for Materials Handlers.
- Only trained, licensed and insured employees may operate vehicles
- Only trained staff with necessary skills cards or licences may use plant and machinery.

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- Keys are never left in vehicles.
- All vehicles will be secured at night to prevent unauthorized access.
- No passengers will be carried in any vehicle
- Operator not to be under the influence of any intoxicant.
- Do not operate a machine if feeling tired or ill.

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LOCATION OFFICE AREA	RESPONSIBLE PERSONS	NAMES Manager 1 supervisor	LAST REVIEW xx/xx/xx	
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.30 ELECTRIC HEATER Burns Electrocution Fire Personal Injury Damage to Property	M	Staff And visitors	<ul style="list-style-type: none"> Maintained in good condition Monitored by staff Guards fitted 	

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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
RECYCLING STATION			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.31 FORKLIFT TRUCK Crush Crash Collision Overturn Falls Entanglement Fire Fumes Overloading Slips or Falls Injuries to personnel & damage to property whilst maneuvering Serious Personal Injury Damage to Property	H	Operator Staff And visitors	<ul style="list-style-type: none"> • Walkways in place to segregate people and traffic. • Flashing beacons, auxiliary devices and movement alarms are in place at all times. • All persons accessing the yard on foot carry a radio to communicate with the plant operators prior to and during general pedestrian access to the yard. • Forklift trucks have restricted speed. • Only trained staff may operate Forklift Trucks. • Forklift truck fitted with Flashing Beacon, Horn Reversing Sounder. • All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be 	

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			<p>thoroughly examined every six months.</p> <ul style="list-style-type: none">• Forklift drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.• Operatives, shall, under no circumstances position themselves between the load being delivered and a fixed obstruction e.g., pallet load and where possible barriers shall be provided to prevent encroachment by the lift truck into an operatives' work area.• Keep blade approx. 4 inches off the ground with a slight tilt upwards when travelling.• Operatives are never to be lifted on the forks.• Only trained, licensed and insured employees may operate vehicles• Only trained staff with necessary skills cards or licences may use plant and machinery.• Keys are never left in vehicles.• All vehicles will be secured at night to prevent unauthorized access.• No passengers will be carried in	
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			<p>any vehicle</p> <ul style="list-style-type: none">• Operator not to be under the influence of any intoxicant.• Do not operate a machine if feeling tired or ill.	
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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
RECYCLING STATION			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.32 Can Sorting Machine Crush Fire Electrocution Personal Injury	M	Operator Staff maintenance Personnel And visitors	<ul style="list-style-type: none"> Maintained in good condition Operated by trained personnel key isolation mechanism fitted Emergency stop fitted Guards fitted 	

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LOCATION	RESPONSIBLE PERSONS		NAMES	LAST REVIEW
RECYCLING STATION			Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.33 Compressor/Air Receiver Noise Fire Burns Electrocution Entanglement Personal Injury Damage to Property	M	Staff , Service Personnel And visitors	<p>Air Receivers</p> <ul style="list-style-type: none"> The maximum allowable working pressures of air receivers should never be exceeded, except when being tested. Only hydrostatically tested and approved tanks shall be used as air receivers. Each air receiver shall be equipped with at least one pressure gauge. A safety (spring loaded) release valve shall be installed to prevent the receiver from exceeding the maximum allowable working pressure. <p>Air Distribution Lines</p> <ul style="list-style-type: none"> Air lines should be made of high quality materials and fitted with secure connections. Hoses should be checked to make sure they are properly connected to 	

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			<p>pipe outlets before use.</p> <ul style="list-style-type: none">• Air lines should be inspected for defects. Compressed air lines should be identified as to maximum working pressures (psi) by tagging or marking pipeline outlets. <p>Pressure Regulation Devices</p> <ul style="list-style-type: none">• Valves, gauges, and other regulating devices should be installed on compressor equipment in such a way that they cannot be made inoperative.• Air tank safety valves should be set no less than 15 psi or 10% (whichever is greater) above the operating pressure of the compressor. They should never be set higher than the maximum allowable working pressure of the air receiver. <p>Air Compressor Operation</p> <ul style="list-style-type: none">• Air compressor equipment should be operated only by authorized and trained personnel.• The air intake should be from a clean, outside, fresh air source. Screens or filters can be used to clean the air.• Air compressors should never be	
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			<p>operated at speeds faster than the manufacturer's recommendations.</p> <ul style="list-style-type: none">• Moving parts, such as compressor flywheels, pulleys, and belts that could be hazardous should be effectively guarded. <p>Compressed Air</p> <ul style="list-style-type: none">• Ensure water traps are provided in all compressed air supply lines.• Have the compressor examined regularly by a competent person.• Never use compressed air to clean up.• No horseplay with compressed air.• Ensure the pressure rating of hand tools is compatible with that of the supply line.• Ensure adequate guarding to the drive and other moving parts of the compressor.• Locate compressor to minimise the level of noise to which staff are exposed.•	
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RECYCLING STATION		Manager 1 Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS
5.34 PALLET TRUCKS Crush Cuts Abrasions Manual Handling Nips Overloading Slips or Falls Personal Injury	M	User, staff & Visitors	<ul style="list-style-type: none"> Maintained in good condition Staff trained in manual handling

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WEIGHBRIDGE		Manager 1	Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS	FUTURE ACTION
5.35 WEIGHBRIDGE Crush Collapse Electrocution Personal Injury	M	User, staff & Visitors	<ul style="list-style-type: none">• Maintained in good condition• Monitored by designated staff• All previous control measures regarding traffic and yard management also apply.	

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LOCATION	RESPONSIBLE PERSONS		NAMES		LAST REVIEW
Yard			Manager 1	Supervisor	xx/xx/xx
HAZARDS AND RISKS	RATINGS H,M,L	PERSONS AT RISK	CONTROLS		FUTURE ACTION
5.36 Picking and Sorting Station Debris/Dust Slips or Falls Personal Injury Noise	M	Staff & Visitors	<ul style="list-style-type: none"> Walkways in place to segregate people and traffic. Flashing beacons, auxiliary devices and movement alarms are in place at all times. 		
SHREDDER Entanglement Serious Personal Injury Noise Damage to Property	M		<ul style="list-style-type: none"> Auxiliary devices are provided where operators vision is obstructed. All persons accessing the yard on foot carry a radio to communicate with the plant operators prior to and during general pedestrian access to the yard. Operators receive and acknowledge all calls on the radio and issue permission to access the working areas. Contractors and visitors are not permitted into the yard without supervision and a radio. 		

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- Safe working area to be enforced.
- Work areas will be subject to the H&S inspections.
- Do not allow any person walk under the grapple or any part of the machine.
- Use the outriggers at all times.
- Before leaving a cab, lower the grapple to the ground, turn off the engine and switch off the electrical system.
- Hi- Viz to be worn outside of cab area.
- Do not lift people.
- Do not transport people.
- Keep cabs tidy.
- Water tank installed adjacent to the unit for damping down dust.
- All operatives issued with personal work wear to protect body and clothes.
- All operatives issued with eye protection.
- All operatives issued with Dust Masks.
- All operatives issued with gloves appropriate for the hazard.
- No loose clothing or exposed long hair & Jewellery allowed on the line.

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- PPE as above issued to all staff.
- All conveyers part of a planned maintenance procedure.
- All running edges protected by raised edges or fitted flush.
- No doors or other access points for the Shredder/Hopper.
- All maintenance of the shredder is carried out by 3rd party.
- No ladders, stairs or other access points on the hopper platform.
- No access hatches or other means of access on the side of the machine.
- Automatic reverse function on the shredder prevents blades jamming and needing to be freed.
- Rotating shafts are parts of a "Cassette" and are withdrawn from the machine for servicing or other work.
- Controls for the shredder are held in the cab of the Materials Handler. Operative can use controls to slow, reverse and manipulate the shafts if necessary, to allow passage of metal.
- Emergency stop for Shredder in the cab of the materials handler and on

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			<p>the machine.</p> <ul style="list-style-type: none">• Several emergency stops located along the line that shut off the entire plant.• Cab of the Materials Handler is higher than the in feed hopper for the Shredder, providing clear lines of vision.• Conveyer and vibrating table set at a distance from the hopper to prevent debris striking an operative.• No person permitted at the vibrating table during operation.• Vibrating table in full view of the Material Handling Operative.• Vibrating table only cleaned when machine is stopped running.• No requirement to enter the Hopper for any maintenance work.• Legs of shredder extended to ensure no climbing or access.• Lock out Tag Out (LOTO) position now set up at beginning of the operation. Any person working on the line (own staff or contractors) must shut down the electrical supply and then place a personal padlock on the switch to prevent accidental activation.	
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- Shafts are on a cartridge and withdrawn from machine for maintenance.
- Shredder is a diesel driven mechanical system with no potential for stored energies once the diesel engine is shut off.
- Shafts are designed so that they will not jam against debris/waste and hold energy.
- levels of combustibles.
- Engine on equipment serviced as per manufacturer's requirements.
- Spill kit available for any diesel spills during refuelling.
- All waste being placed in the Hopper monitored by operative to ensure no combustibles, gas bottles, pressurised containers, etc. present.
- If any dangerous item observed, operative will stop the shredder and use the grapple to remove the item.
- Conveyers serviced to ensure no waste gathering in rollers or on belt that could cause heat generation.
- Conveyers within the Picking Station cleaned and serviced regularly to ensure no build up of

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			<p>debris.</p> <ul style="list-style-type: none">• Fire extinguishers placed in Picking Station and in cabs of machinery.• All staff trained in how to use fire extinguishers.• Exits from Picking Station kept clear at all times.• Suitable number of staff trained in first aid.	
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PART 6

1. 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

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Accident Report Form

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

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

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Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ Position: _____ Date: _____
--

Details of Suggestion: _____ _____ _____ _____ _____
--

SECTION B: to be completed by Supervisor or ABC Company

Action Taken: _____ _____ _____ _____
--

Signature: _____

Date _____

PART 9 Related Policies

9.1 ABC Company Environmental Policy

As we are an environmental and recycling company ourselves, 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.

9.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.