

# SAFETY STATEMENT

ABC Company

Address line 1

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PREVIEW

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**PREVIEW**

Disclaimer

This Statement has been prepared with the assistance of [www.safety-statements.ie](http://www.safety-statements.ie) it is accepted that ABC Company is responsible for ensuring that all sections are relevant to their operations and that no liability may attach to [www.safety-statements.ie](http://www.safety-statements.ie) .

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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 contractors and trades people are fully aware of ABC Company commitment to high standards in H&S.

It is accepted that as we are running a self build project for a dwelling that we intend to live in, we are "Clients" as far as the requirements of the Health and Safety Construction Regulations 2013 are concerned.

While we have set out the basic hazards and controls as we are aware of them within this Safety Statement, that does not relieve any Contractor, Designer, Architect or other professional engaged on this project of their legal duties.

Our Architect or Designer shall be appointed as the Design Stage Project Supervisor. Our main Building Contractor shall be appointed as the Construction Stage Project Supervisor.

All persons or companies appointed to work on this project shall be required to complete the competency questionnaire in the Appendix.

## 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the project. 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 project, which may become necessary from time to time?

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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## 1.2 SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Company's intention that its work will be carried out in accordance with:

- ✓ The relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005
- ✓ The Safety, Health & Welfare at Work General Application Regulations 2007 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013

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

ABC Company has appointed Manager 2 as having responsibility for managing Health, Safety & Welfare, on a day-to-day basis. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 2 will be supported by others as necessary to ensure 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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### 1.3 Policy Statement:

Manager 2 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 our activities will be followed.

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

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

Accidents/incidents reported shall be investigated by Manager 2 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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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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## 2.1 MANAGEMENT CONTROL SYSTEM

Manager 2 is the main Project Manager for this build:

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/Contractor suggestions and query forms
3. Induction and ongoing training within Contractors
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
  - 3.3. Safe Pass training
  - 3.4. Other Skills cards for Excavators, etc. as per need.
4. Safety critical equipment maintenance records within Contractors
  - 4.1. Vehicles
  - 4.2. Fire extinguishers
5. Fire drill records (if required or needed by clients)
6. Risk assessments
  - 6.1. Initial assessments from xx/xx/xx
  - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review with Contractors
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation after xx/xx/xx

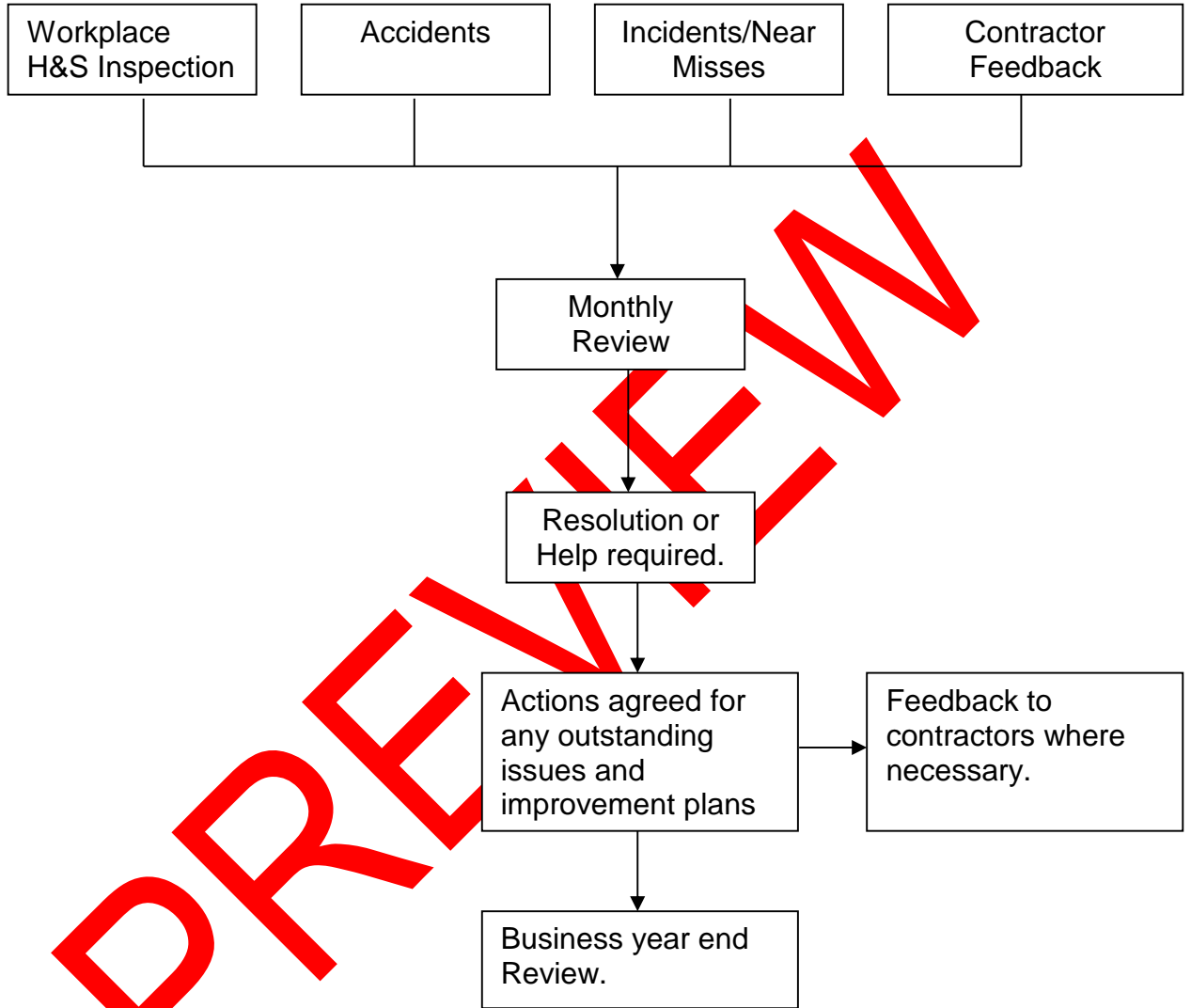
Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 2.

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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 (Assisted by the Contractors/PSDP/PSCS and others as required)

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Responsible for ensuring that contractors are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Health and Safety programme.
- ❑ Review all safety rules and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to 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 contractor's employees are not compromised when all other performance standards are set.

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### 2.3 Site Foreman or Contractor representative (if appointed)

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety on a monthly basis.
- ❑ Review the Staff/Contractor 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 Contractors' 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 CONTRACTOR'S SUPERVISORS

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

The 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 CONTRACTOR'S 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 Contractors' Employees

- ❑ All Contractors' 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 Contractors' 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 Contractors' 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 Contractors' Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Contractors' 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.
- ❑ Contractors' Employees found guilty of wilful unsafe acts may be liable to removal from the site.
- ❑ All Contractors' 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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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 during the project.
- To include health and safety considerations into our estimates for the project.

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### 3.2 SITE SAFETY INDUCTION

This procedure will be carried out by the Contractors for their own employees.

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 Foreman 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 insists that all contractors employees are correctly trained for the jobs to be undertaken.

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

Contractors are to 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.

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### 3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on the Contractors 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.

While we have no employees at present, we will facilitate this process for contractor employees on this projects.

In order to achieve this we operate a Suggestion or Query form.

A folder of blank forms is held in on site. Contractors or their employees complete a form as needed. The forms are reviewed on a weekly basis by us.

Manager 2 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.

### 3.5 SAFETY REPRESENTATION

As Manager 2 does not employ staff directly, this is not directly applicable. However, where appropriate, we will provide relevant information to the duly elected Safety Rep for any Contractor on this project.

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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.

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

- Project office
- The First Aid Boxes is inspected on a weekly basis by us. This check and replenishment is recorded and kept on file.
- 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.

The following contents are required in a first aid box:

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

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## PROCEDURE & RECORD KEEPING

- ❑ 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.

## 3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported by the contractors.

- ❑ 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
  - ❑ On site 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

The Contractor will ensure that adequate welfare facilities are provided on the premises for all personnel.

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

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

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc. at the installation location.

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### 3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall monitor all Contractors' Employees use of Personal Protective Equipment where required.

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

#### CONTROL MEASURES

Manager 2 shall use the Method Statements and the Risk Assessments supplied by the contractors as the performance measure for the wearing of PPE.

### 3.10 PERMIT TO WORK SYSTEM

ABC Company Permits are part of the Contractor Control Procedure for all Projects and are addressed within that procedure.

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### 3.11 SMOKING POLICY

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

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that our project area is smoke free.

### 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, us and others at significant risk.

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

If we have 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), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on our project, will lead to removal from the project and possible other sanctions.

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### 3.13 Bullying at Work Policy

We do not have any employees and therefore will not be implementing a Bullying policy.

However, it is expected that all contractors will address this issue within their own Safety Statements and procedures.

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

### 3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc. All technical Contractors' Employees have trade qualifications and are experienced in their profession.

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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## 4.1 HAZARD INSPECTIONS

ABC 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

- Our policy 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 Contractors' 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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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is the one within the SHE system.

Notes:

Hazards.

Things that can cause and injury.

Risk.

The likelihood of an injury happening.

□ Risk Control.

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

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

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

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## 4.2 FIRE

### FIRE HAZARDS

Fire and Emergency plan for our project will be followed by the ABC Company Contractors' Employees. However, in general, the fire safety arrangements for ABC Company are set out below.

RISK ASSESSMENT: Medium

### CONTROL MEASURES

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

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

The Fire Safety Programme shall incorporate arrangements for:

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

#### 4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires

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2. Protect means of escape in case of fire
3. Protect Contractors' Employees and visitors
4. Protect property.

### Portable Fire Extinguishers

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

### Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary. Advise the Client Manager or Deputy pending arrival of the Fire Brigade.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember portable equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Contractors' 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.
5. Make sure that the building is cleared of Contractors' Employees and visitors. Close doors. See that no unauthorised person enters the building.

### 4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

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

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

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

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

Inadequate access and egress facilities can result in:

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

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

All passageways shall be kept clear of obstruction.

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

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

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

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

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#### 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.

Contractors' 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.

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

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#### 4.5 MANUAL HANDLING

As we have no employees, Manual Handling is not addressed as a risk within the project. The manual handling of loads on a project will be the responsibility of the various contractors.

#### 4.7 ELECTRICITY

ABC Company' Contractors will adhere to the controls that are put in place via the method statements. Set out below are the general controls for the project.

##### HAZARDS

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

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all electrical equipment used on the project is in safe condition.

##### CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

##### WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.

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- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armoring will be considered and applied.

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#### 4.8 OFFICES

##### HAZARDS

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

RISK ASSESSMENT: Low

##### CONTROL MEASURES

- This section is not applicable as ABC Company will not be maintaining an office on the site.

#### 4.9 VISUAL DISPLAY UNITS (VDU'S)

##### HAZARDS

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

- This section is not applicable as ABC Company will not be maintaining an office on the site.

**PRELIMINARY**

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## 4.10 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:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

These are general points of information only. The various Contractors on the projects will address hazardous materials as part of their method statements and risk assessments. Manager 2 shall use the supplied documents as a reference for measuring the performance of the contractor.

### CONTROL MEASURES

#### General Precautions

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

- All substances are list in a file and copies of the Safety data Sheets are available.
- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided.
- Wear protective equipment and clothing supplied.
- Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.

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- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Store any flammable substances in a locked flame proof cabinet.
- Clean all spillages instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, only authorised personnel must handle materials.
- 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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#### 4.11 General Construction work

Note: All project work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job. The Contractors will supply Manager 2 and Manager 2 with the Method and the supplied document shall be used as a measurement tool. Set out below are some general control measures.

##### HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

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

##### CONTROL MEASURES FOR CONTRACTORS

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All Contractors' Employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- Work areas and machinery will be kept clean and tidy at all times
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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

Safety Inspection Sheet

Inspector:		Area:		Date:
Structure, equipment, tool & work practice	Inspection item (relating to each structure, equipment, tool & work practice)	Substandard condition / practice noted	Corrective action required	Action by & date

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

Suggestion forms

SECTION A: To be completed by person with suggestion

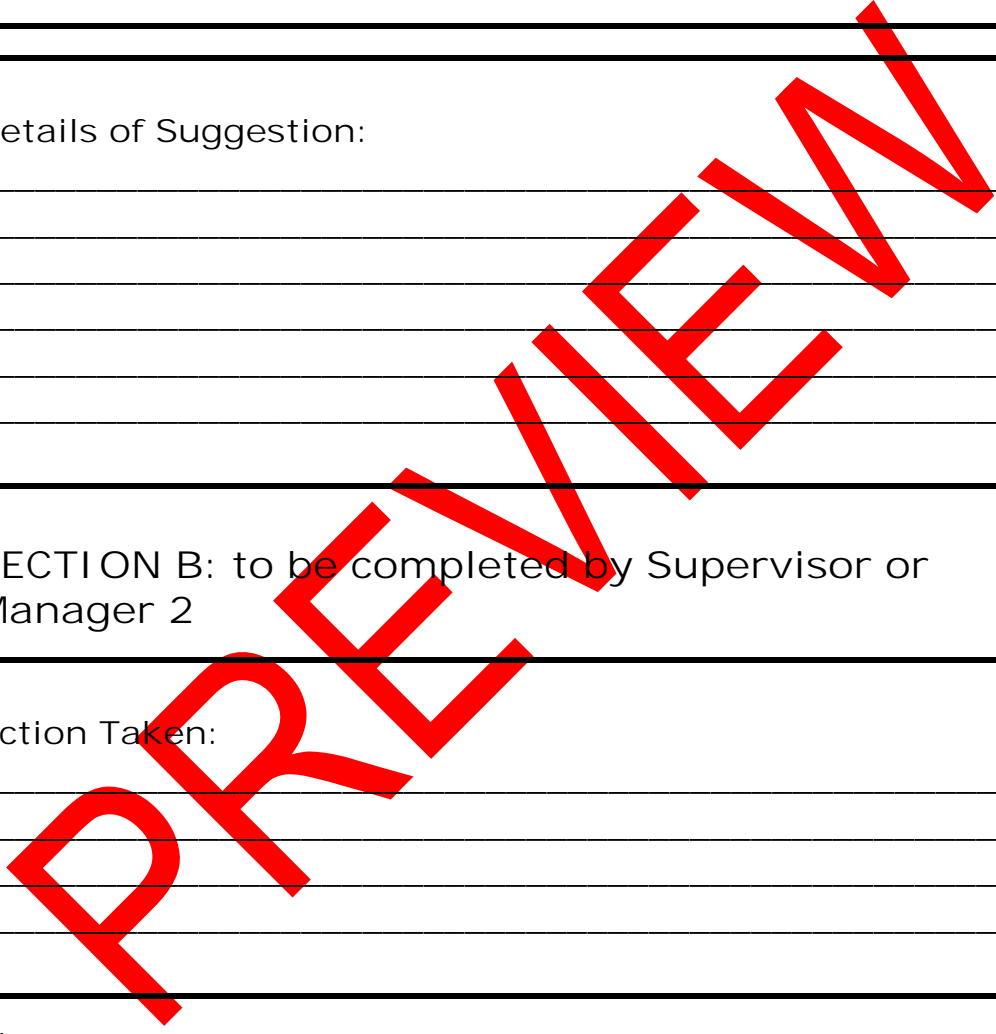
Name: _____ Position: _____ Date: _____
--

Details of Suggestion: _____ _____ _____ _____ _____
---

SECTION B: to be completed by Supervisor or Manager 2

Action Taken: _____ _____ _____ _____
---

Signature: \_\_\_\_\_  
Date \_\_\_\_\_



# ABC Company Safety Statement

Sample Method Statement for Contractors (From CIF).


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



# ABC Company Safety Statement

<b>Storage Arrangements:</b>	
<b>Details of Permits to Work:</b>	
<b>SWL's:</b>	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)

<b>Required Personnel Protective Equipment:</b>	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Eye Protection	 Respiratory Protection	<b>Other:</b> 1. Hi-Viz 2. Coveralls 3.
---	---	--	--	---	---	---	--

<b>Emergency Procedures:</b>	
	<b>Name of On-Site First Aider:</b>
	<b>First Aid Box Location:</b>
	<b>Location of Nearest Hospital:</b>
<b>Welfare Requirements</b>	
<b>Services to be supplied by Others</b>	
<b>Other information &amp; Comments</b>	

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

Prepared by:  
Position:  
Reviewed by:  
Position:

Date:

Date:



## Induction to new Project

### Project Health and Safety Rules

- ABC Company adheres to and complies with the Construction Regulations 2006 at all times. Contractors and visitors are reminded that they are responsible for their own health and safety and that of ABC Company employees.
- All instructional signage, internal and external, must be complied with at all times.
- ABC Company operates a strict smoking policy. Any persons found anywhere on the premises smoking in a restricted area will be permanently removed from site. Smoking is only permitted in designated smoking areas.
- Contractor vehicles may enter compound for the purpose of off loading tools, materials and equipment associated with the task. Vehicles must then be removed from compound and parked in designated parking areas.
- Under extreme circumstances and where a vehicle is an integral part of the equipment required then with agreement from Manager 2 the vehicle can be parked adjacent to the proposed works.
- All vehicles entering site must adhere to the site speed limit.
- Vehicles that are, due to nature of work undertaken, allowed to remain on site should where possible have amber flashing light or be clearly marked or coned off.

### Pre Site Access Procedures

All sub-contractors who are intending to carry out works on site on behalf of the ABC Company and client must have provided and discussed in advance the following with Manager 2.

- Their company Health and Safety policy
- Their Employers Liability Insurance Certificate
- Skills Cards and Safe Pass for Staff.
- Construction Regulations Pre work documentation
- Risk Assessments for task
- Method Statement for task
- Chemical Assessments (COSHH) for task
- Inspection records of the contractor tools and equipment
- Training records and qualifications of the contractor
- Licences to drive and operate plant and equipment
- Names of personnel arriving to conduct works

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

### Site Access Procedures

- The visit must be a scheduled date.
- Names of Companies and contractors personnel to be forwarded to Manager 2 the day prior to planned visit.
- Any contractor who gains unauthorised entry to an area to which they are restricted will be escorted from site and not permitted to return.
- ABC Company operates a search policy, which must be made clear to the contractor prior to entry. All employees, visitors and contractors are liable to be searched.

### Induction of all persons

Manager 2 will be responsible for the provision of induction to all persons attending site. This must be completed prior to commencement of any activities. The induction will include the following instructions and information:

- Roles and Responsibilities
- Health and Safety Rules for the site
- Site Layout (Including exclusion zones)
- Vehicles and Traffic Management
- Welfare Facilities on Site
- Accident and Near Miss Reporting
- First Aid Provision
- Emergency Procedures
- Personal Protective Equipment
- Site Notices and Signage
- Permit to Work Systems
- Work Tools and Equipment
- Food safety procedures

The person attending training should sign to confirm that induction has been completed; this must be filed for audit purposes.

### General Health and Safety

- All persons are to wear safety boots or shoes at all times
- Hi visibility vests are to be worn at all times
- Hard hats are to worn in construction areas
- All screening and protection of works to be in place prior to commencement of works
- Other PPE must be provided in accordance with the contractor method statements and risk assessments
- Contractors are under no circumstances permitted to use or operate any ABC Company Mechanical or Construction Equipment



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

- Contractors must provide licences for the staff who are to operate their own or hired Mechanical Handling Equipment

#### Accidents and Near Misses

- Accidents must be reported without exception to Manager 2 or Manager 2 whereupon ABC Company accident investigation/recording procedure shall be followed.
- First Aid locations are to identified to all persons
- All persons should be made aware of who the trained first aiders are. In the first instance this will be Manager 2. If the situation is beyond Manager 2's training he will ask for assistance from the client or nearest Hospital.
- Full accident investigation is to be carried out by ABC Company in the event of accident involving contractor whilst on site
- Report to be produced as per usual process, copy to be forwarded to the Sub-Contractor where relevant

#### Welfare Facilities

- All persons must be made aware of the facilities that they are permitted to use.
- If these are restricted to particular area then this must be clearly indicated
- Notice to be posted to instruct contractors and direct labour to maintain toilet and washing units in good and clean.

#### Permits To Work

The following require additional permits to work.

- ✓ Permit for Hot Work – Including Welding, grinding, burning or similar operation which could constitute a fire hazard.

On completion of works or at end of day the permit must be returned to the issuer to close and to confirm status of the works for which permit was issued.

In the case of a hot works permit all must conclude that no fire risk is possible prior to closure.

#### Equipment and Materials

- Where required by regulation, no person must use any equipment or tools that they have not provided training documentation for
- All tools provided must be fit for purpose
- All tools must be 110v
- All electrical tools must have valid PAT test
- Sub-Contractor is responsible for his own security arrangements for any tools and equipment he has provided for works on site

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

- Sub-Contractor must provide all the tools necessary to complete works, under no circumstances should ABC Company equipment be provided
- For storage of materials on site the sub-contractor must make adequate provision and agree location with Manager 2
- Sub-Contractor must provide adequate means for disposal of waste materials generated as per the Site Waste Regulations

#### Emergency Procedures – Fire

- All persons must be made aware of the fire alarm audible sounder
- If they discover a fire or suspect a fire they must alert Manager 2 immediately
- Upon hearing or activating the fire alarm they should leave the immediate area
- They should assemble at the main site assembly point identified to them on induction as being for contractor and visitor use
- Evacuation must be maintained until Manager 2 gives the all clear

#### Waste Disposals and Containment

- The disposal of all waste materials by all persons must be conducted in a safe and environmentally acceptable manner
- All persons, in accordance with site procedures, must dispose of all liquids into the appropriate containment. Early consideration should be given to where these elements are likely to apply
- Copies of all waste disposal consignment notes should be provided to Manager 2 where relevant.
- Any generators or similar equipment that have oil and fuel tanks must be positioned in location that in the event of spillage do not pose a contamination threat

#### Personal Hygiene Regulations

- Hands must be washed at regular intervals throughout the day. It is important that after eating or using the toilet that hands are washed thoroughly to ensure that high standards of hygiene are maintained.
- Eating is only permitted in the cabin/canteen/designated area
- Cuts and abrasions must be covered by waterproof dressings. Appropriate dressing can be obtained from any First Aider.

#### Site Hygiene Regulations

- All tools etc. must be accounted for and all spare and old parts or fittings removed from the area.

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

- The area must be completely cleared of all debris following the completion of work and the client contact advised of any additional cleaning requirements.

This list is for standard induction to the ABC Company Site for. It is not exhaustive, and should be added to appropriate to the needs of the contract/client.

Induction Delivered by	
Signature	
For (specify client/project)	
Foreman or Supervisor	
Date	

Signatures of those present	

PREVIEW

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

ABC Company

Pre - Qualification Questionnaire  
(for Contractors, PSDP or PSCS)

This Questionnaire must be completed and returned  
with your tender documents.

Note:

Failure of the consultant / contractor to successfully complete or where the consultant / contractor has been assessed as not fulfilling the requirements, the consultant / contractor will be excluded from proceeding further within the tender procedure.

All Applicants: Please complete sections 1 to 5

**PRELIMINARY**

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

Section 1: Certificate of Competence

1.1 This company declares that it is competent to perform the works as required by ABC Company and has a thorough knowledge of the requirements of the current Safety, Health & Welfare at Work Act, Regulations, Codes of Practice and Guidance.

1.2 This company declares that the information provided in this questionnaire is an accurate summary of the company's current safety and health management system.

1.3 Please supply details of service/supplies that you wish to provide to ABC Company:

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Registered Company Name:

Company Registration Number:

The year the company was registered:

Average No. of employees in the last 12 months:

Registered Company Address:

24 Hour Tel No.:

Fax:

Email:

Completed by:

Position in Company:

Contact Number:

Date:

---

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Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Note: All answers are to be categorised as per this questionnaire and where any supporting documents are being used to provide the answers, reference is to be made to the specific subsections as applicable.

	<h1 style="margin: 0;">ABC Company</h1> <h2 style="margin: 0;">Safety Statement</h2>
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Section 2. Safety Health & Welfare Management

1	<p>Have you experience of previously carrying out work which is comparable in size and nature to this proposed work?</p> <p>List your top five jobs over the past twelve months</p>	
2	<p>Does your company have access to a competent Health and Safety Advisor (in-house/consultant)</p> <p><u>Please insert name and contact details:</u></p>	
3	<p>Is a copy of your current Safety Statement enclosed? (Please ensure it is enclosed, signed and dated by the head of the company before submission)</p>	
	<p>Does your safety statement include the following?</p>	
	<p>4. Up to date legislation?</p>	
	<p>5. Does you company have a hazard identification/risk assessment and controls for your activities?</p>	
	<p>6. Does it include emergency procedures</p>	
	<p>7. Does it include company structure chart, roles and responsibilities of management &amp; employees?</p>	
	<p>8. Do you consult with your staff on health &amp; safety matters?</p>	
	<p>9. Do you bring the safety statement to the attention of your employees, at least annually?</p>	
	<p>10. If you don't have a safety statement please detail how you intend to comply with section 20 of the Safety ,Health &amp; Welfare at Work Act 2005?</p>	
1	<p>Do you intend to sub-contract any part of the works for which you have quoted for? If Yes list what elements will be sub-contracted out?</p>	
1 2	<p>Does your safety statement give details on how sub-contractors are managed?</p> <p>If yes, please state which section of your safety statement</p>	
1 3	<p>Does your safety statement give details on how the competency of sub-contractors is assessed?</p>	

Section 3. Health & Safety Performance

14	<p>Have your company's employees been involved in any accidents, which</p>	
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	<b>ABC Company Safety Statement</b>
--	---

	were required to be notified to the Health & Safety Authority over the past three years? If yes, please provide details: _____	
15	Has your company or individuals employed by your company been prosecuted for any breaches of Health & Safety Legislation within the past three years? If yes, please provide details: _____	
16	Has any prohibition, improvement or other enforcement notice/order been issued against your company in the past three years? If yes, please provide details: _____	

**Section 4. Health & Safety Training, Instruction & Information**

1 7	Please indicate if the following training has been carried out by your company: IOSH Managing Safety Safe Pass Manual Handling Confined Spaces First Aid Fire safety Abrasive Wheel training Induction training Toolbox Talks CSCS Training for plant/activity operation Sign, Lighting and Guarding CSCS training (3 day and 1 day) Other (please insert details):	
1 8	Do you ensure that relevant staff obtains CSCS/Safe Pass re-accreditation?	
1 9	Are records maintained of all training and any certifications or licences obtained and induction undertaken for employees of your company?	

**Section 5. Site Management**

20	Is your company willing to act as Project Supervisor Design Process? <u>If yes please complete questions in Question 22 overleaf?</u>	
21	Is your company willing to act as Project Supervisor Construction Stage? <u>If yes please complete questions in Question 23 overleaf?</u>	