

LOGO HERE

# SAFETY STATEMENT

**ABC Company**

Address Line 1  
Address Line 2

PREVIEW

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**1.1 APPLICATION**

This is the Safety Statement of ABC Company. This Safety Statement has been prepared with the intention of growth and some sections will only become active as needed.

**1.2 OBJECTIVES OF THE SAFETY STATEMENT**

To provide a reference for the policies and procedures used on site at client sites and 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 2007-16 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013

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

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

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

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

**Signed:** \_\_\_\_\_  
Manager 2

**Date:** \_\_\_\_\_

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### 1.4 Policy Statement:

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

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

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

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

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

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

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

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

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## COMPANY STRUCTURE FOR HEALTH AND SAFETY

### PART 2

Detailed Responsibilities of Personnel  
carrying out functions of Part 3

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## 2.1 MANAGEMENT CONTROL SYSTEM

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

Management points that may be measured:

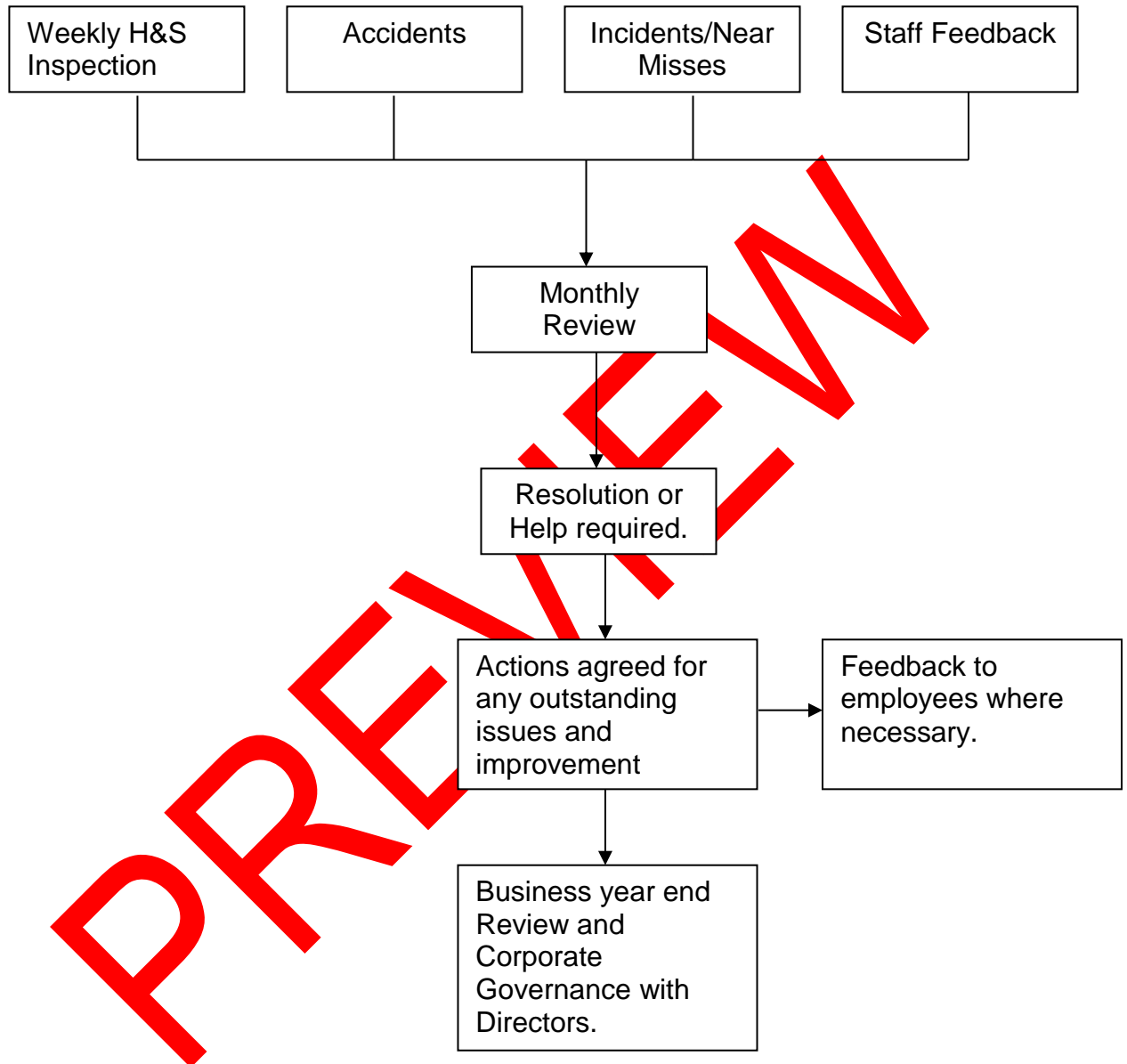
1. Weekly safety and housekeeping inspection
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid
  - 3.2. Fire Warden/Marshall
  - 3.3. Manual Handling
  - 3.4. Abrasive Wheels
  - 3.5. Working at Height
4. Safety critical equipment maintenance records
  - 4.1. Fire alarms
  - 4.2. Emergency lighting
  - 4.3. Fire extinguishers
5. Fire drill records
6. Risk assessments
  - 6.1. Initial assessments from xx/xx/xx
  - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation on xx/xx/xx
  - 8.2. Annual reviews after xx/xx/xx
9. Annual report

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

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

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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 on a monthly basis.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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### 2.4 MANAGERS/SUPERVISORS (WHERE APPOINTED)

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

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

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

#### SPECIFIC RESPONSIBILITIES OF ALL MANAGERS

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

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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 OFFICE BASED STAFF

- ❑ Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.
- ❑ Do not try to use, repair, or maintain any office equipment or machinery for which you have not received full instructions or training.
- ❑ Report any defects in office equipment or machinery immediately.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.
- ❑ Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.
- ❑ Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- ❑ Do not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- ❑ Suggest ways of eliminating hazards and improving working methods.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.

### Guidance on workstations for office workers

The Company believes that our present level of activity and use of Visual Display Units (VDUs) represents no health and safety hazards to its employees greater than any other electrical appliances including the danger of tripping over loose cables or possible electric shocks. Nevertheless, there are guidelines for users of VDUs and indeed all desk-related activities, which we commend to office staff e.g.

- ❑ Avoid slouching and keep the curve in the lower back.

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

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## 2.7 CONTRACTORS

**(Generally refers to the Plumbers and Electricians that ABC Company engage on their behalf).**

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

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- Where Appropriate no contractor may be allowed to commence work on a client site prior to being issued a Permit to Work by the Client.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the Client site.
- All staff sent to work at a Client site by a contractor must have received appropriate health and safety training from their employer. They must also have access to relevant Risk Assessments and method statements as necessary.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company and the Client's H&S Manager.
- Contractors must comply with any safety instructions given by ABC Company management.
- Contractors must take all reasonable steps to avoid interference by mobile plant.

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## ARRANGEMENTS FOR SAFE WORKING

### PART 3

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### 3.1 RESOURCES

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

The Management of ABC Company undertake:

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

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### 3.2 SAFETY INDUCTION

This procedure will be carried out by the manager of the work place where the new employee will be required to work, or by the Safety Manager of the site to be worked in.

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

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. The Manager 1 will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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### 3.3 TRAINING

#### HAZARDS

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

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

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

All the safety training received will be monitored and updated by the Manager 1. This training will be recorded and tracked.

ABC Company will keep training records to include:

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

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

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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 by Manager 2. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 2.

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.

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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 rights of the Safety Representative include:

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

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

Currently the staff have not elected a representative, if they do so in the future the position will be recognised by the company. After that time, all representations by the Safety Rep must be made to the company via the Manager 1.

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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;

- **Office**
- **Vans**
  
- The First Aid Boxes are inspected on a weekly basis by Manager 2. This check and replenishment is recorded and kept on file.
- It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.
- The number of First Aiders required by the company is 2 trained personnel.
- 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.

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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
- ❑ 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.

<b>Names of First Aiders</b>		

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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 the Manager 1.
- **Health & Safety Authority**
  - If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by HR.
  - 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**

ABC Company Management shall 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.

When carrying out installations, the Client's will normally ensure that adequate welfare facilities are provided on the premises for all personnel.

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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.

### **3.10 PERMIT TO WORK SYSTEM**

ABC Company Permits are not relevant on client sites. ABC Company personnel will complete site permits as required by the Client's Site Safety Manager (when necessary).

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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 all of our work areas are smoke free. The Company 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.

#### **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 management recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for our employees. As part of our policy of maintaining good employer practice Manager 2 wishes to clearly state that bullying of any kind will not be tolerated.

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

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

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

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

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### 3.14 Young persons and inexperienced workers policy

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

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time in the company workshops before being sent to any client premises.

All workers on client premises are subject to specific site inductions by the relevant site managers or safety managers.

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**HAZARD IDENTIFICATION AND CONTROL MEASURES**

**PART 4**

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## 4.1 HAZARD INSPECTIONS

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

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

### HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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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 shown here.

**Risk Calculation Matrix**

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

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

Fire extinguishers are provided and are regularly checked. A fire marshal has to be designated and staff trained in fire fighting and emergency procedures.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 6	Result =12 (Low)

### CONTROL MEASURES

A Fire Safety Programme shall be developed by management to:

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

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

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) The holding of fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.

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

A fire safety register will be maintained by the Company.

#### **4.2.1 FIRE FIGHTING EQUIPMENT**

The purpose of portable fire fighting equipment is as follows:

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

#### **Portable Fire Extinguishers**

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

#### **Action in the event of fire**

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.

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5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

### 4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

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

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

### 4.2.3 FIRE ALARM SYSTEM

The following details shall be entered in a log book:

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

### 4.2.4 FIRE DRILL

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

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

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

Inadequate access and egress facilities can result in:

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8 (Low)

#### 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 = 3	Score = 6	Result = 18 (Low)

### CONTROL MEASURES

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

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

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

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

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### 4.5 MANUAL HANDLING

#### HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes
- Hanging wall cabinets, etc.

The main injuries associated with manual handling and lifting are:

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 5	Result = 20

#### CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

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

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**Precautions****1. Manual Lifting Procedure****1. The Lift**

The key factors in safe lifting are:

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

**a) Balance**

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

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

**b) Position of the Back**

Straight - not necessarily vertical

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

**c) Position of the Arms and Body**

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

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that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

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

e) The Hold

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

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

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

2. Centre Line of Gravity

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

3. Testing the Weight

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

4. The shape of the object (NB for Wall cabinets, etc.)

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

5. Movement.

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

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

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

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

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

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

**Note:** if in doubt when lifting **GET HELP.**

### **TRAINING**

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

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### 4.6 ELECTRICITY

ABC Company employees will adhere to the controls that are put in place by the safety manager for the Client site where appropriate. ABC Company Staff do not engage in General Electrical Works. Set out below are the general controls for the company.

#### HAZARDS

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 7	Result = 14 (Low)

#### 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.

- All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician
- Electrical installations are checked regularly by a competent qualified electrician
- Testing, certifying and repairs are carried out in accordance with appropriate Electro Technical Council of Ireland (E.T.C.I.) standards
- Enclosures/covers are in place to prevent contact with live electrical equipment/parts
- Damaged extension leads are repaired or removed from use
- Means of cutting off power to electrical installations and equipment e.g. fuses, trip switches, are provided and employees are aware of their locations
- Work on live electrical equipment is avoided where reasonably practicable
- Fire extinguishers that are suitable for fighting electrical fires are provided
- All circuits supplying socket outlets are protected by a Residual Current Device (RCD)
- Operation of the RCD is tested regularly in accordance with the manufacturer's instructions

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- Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested
- Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person

## **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:

- All portable electrical equipment shall be tested annually by a competent person to ensure safety.
- 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.
- 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 armouring will be considered and applied.

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### 4.7 OFFICES

#### HAZARDS

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8 (Low)

#### CONTROL MEASURES

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

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## 4.8 VISUAL DISPLAY UNITS (VDU'S)

### HAZARDS

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

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

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

(b) Posture

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

(c) Radiation

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

(d) Stress

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

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

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### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 3	Result = 6 (Low)

### CONTROL MEASURES

- Each workstation shall be assessed to ensure the individual's health is not likely to be put at risk.
- Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.
- The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.
- This underlines the importance of keeping VDU's in good condition.
- It is important that chairs are correctly selected and used and that their siting is at an optimum distance from the machine.
- Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- There should be a restriction on continuous use:
- Over two hours with pauses of between 5-10 minutes before further use.
- In this respect, short, frequent intervals are more beneficial than infrequent long breaks.
- The total time of continuous work at a VDU should be restricted to 6 hours per day.
- Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
- Epileptics should see a medical adviser before starting work.

If there is any untoward incidence of VDU related problems medical advice must be sought.

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### 4.9 HAZARDOUS SUBSTANCES

No hazardous substances are expected to be used on client sites. However, various paints, lacquers and glues are in use within the workshop.

#### 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 = 3	Score = 5	Result = 15 (Medium)

#### CONTROL MEASURES

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:

- 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 be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- 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.

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- 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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## 4.10 Shed and Garden Furniture Erection and Delivery

Note: All erection and delivery work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job.

### HAZARDS

- Multi hazard

### RISK ASSESSMENT: As per individual assessments

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

### CONTROL MEASURES

- All technical employees will be fully qualified in their areas of expertise.
- Flatbed vehicles to be securely strapped before leaving yard.
- All items on flat bed to be strapped in sequence for the deliveries/installations.
- Strapping to be checked by driver for security before leaving or after and high winds, emergency stops or other hazard that could cause loosening of straps.
- Site to be marked out and assessed before installation of Shed or furniture.
- If necessary, installation area to be segregated and protected from passers-by.
- Copies of the qualifications will be kept on file.
- ABC Company employees do not engage in general electrical work.
- Work areas will be subject to the H&S inspections.
- Hazards within the client's premises such as Pets, Children, narrow passages, etc. shall be assessed on a job by job basis.
- Tools, equipment, substances shall not be left in an area accessible by children.
- All power tools shall be battery operated.
- All vans shall have first aid kits.
- Staff shall not use any tools or other equipment belonging to the client.

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### 4.11 Abrasive Wheels

Note: As per the Abrasive Wheel Regulations 2016 (SI36 of 2016) all users of Abrasive Wheels have been authorised as per the register in the Appendix to this Safety Statement.

#### Hazards

- Disc bursting due to:
  - Incorrect disc fitted
  - Disc fitted incorrectly
  - Faulty / damaged disc fitted
- Wrong disc fitted / used for purpose
- Hand or leg injuries from unsafe use by inexperienced or incompetent persons
- Eye injuries to operator or those nearby from projectiles emitted
- Severe injuries due to wheel bursting

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

- Users of abrasive wheels equipment must be trained and certified
- Wearing of appropriate PPE i.e. goggles or visor (safety spectacles not adequate), appropriate dust mask, gloves and hearing protection
- Machines to be well maintained - if damaged / faulty they are to be reported to foreman immediately and repaired without delay
- Guards to be in good order and **NOT REMOVED**
- Funnel to be used for fuelling to avoid accidental spillages onto machine causing potential fire hazard
- Appropriate machine to be used for job i.e. in limited spaces use 4" angle grinder in lieu of regular size
- Check if atmosphere it is being used in is suitable for type of machine used i.e. if explosive atmosphere or confined space do not use petrol driven Consaw or electrically operated angle grinders. Compressed air machines to be used
- Always check that a grinding wheel's RPM rating is consistent with the speed of the grinding machine.

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- Before mounting a grinding wheel on a machine, make sure the power is turned off at the power point switch and the plug removed.
- Occasionally a new wheel is cracked or flawed, and is likely to shatter as soon as it is used. New wheels should always be visually checked and given a resonance test before being fixed to the spindle. Tap the side of the wheel with a small tool. It should have a clear ring. A dull noise indicates a flaw.
- Ensure the hole in the grinding wheel fits closely on the spindle.
- When a wheel has been newly fitted between appropriate washers and flanges, rotate it by hand to check the balance before switching on the power to use the machine.
- Unless flanges and washers are evenly seated on either side of the wheel before the locking nut is tightened, the wheel can crack and shatter.
- Always ensure that the wheel has a soft washer or "blotter" on either side to distribute clamping pressure when the nut is tightened.
- Avoid over-tightening the locking nut, as this can exert hazardous forces on the wheel.
- Avoid using grinding wheels designed for steel on materials that will clog the pores between the abrasive particles -for example plastic or aluminium.
- Unless the wheel is "dressed" with a special tool, when pores become blocked or it loses its cutting surface, the operator will have to press harder to achieve the same cutting effect, exerting forces that may cause the wheel to shatter.
- Pressing hard on a dulled wheel surface can produce excessive heat, which will cause the bonding material to glaze.
- Eye and ear protection should be worn for all grinding jobs, including dressing grinding wheels.
- Never remove guards from a bench grinder. They offer protection in the event of wheel failure, and protect hands and fingers from injury.
- The work rest on a bench grinder should be securely fixed and close enough to the grinding wheel to prevent the job slipping off. It should be adjusted as the disc becomes smaller through wear and dressing.
- Wheels should never be run in excess of the maximum speed recommended by the manufacturer.
- Abrasive wheels should be discarded:
  - When the diameter approaches that of the driving flanges.

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- When the work rest can no longer be correctly adjusted to the wheel diameter, or
- When the wheel no longer cuts efficiently because of reduced peripheral speed.

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### 4.12 General workshop activities

#### Hazards: (see also, other specific assessments such as Housekeeping and Electricity)

Slips and falls  
Tools  
Debris  
Electricity  
Dust (Hardwood)

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 5	Result = 20 (Medium)

#### Control Measures

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- 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.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Masks, Overalls and boots will be worn as relevant for the particular type of hazard.

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### 4.13 Table Saw

#### Hazards

Electricity  
Entanglement

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 6	Result = 12 (Low)

#### Control Measures

- Pre use checks to be undertaken by staff.
- All staff using the Table saw shall be fully training in its operation.
- Emergency cut off shall be tested daily.
- Defects to any safety device will result in the machine being withdrawn from use until repaired.
- Guards will not be removed from the saw.
- Interlock guards will be checked weekly.
- All guards will be part of a maintenance program.
- Push rods and sticks will be used to move pieces close to the blade.
- Full machine will be part of a preventative maintenance program.
- Pieces will be clamped to prevent unwanted movement when practical.
- Large pieces will be stabilised by a 2<sup>nd</sup> person.
- Safety glasses will be worn by all operators.
- Waste will be removed daily.
- Waste will not be allowed to accumulate at the cutting point.
- General area around the machine will be kept clear to avoid slips and falls onto any moving parts.
- Blades will only be changed by competent persons.
- Blades will only be sharpened by trained technicians.

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### 4.14 Hand Tools

#### Hazards

Sharp edges  
Blunt force  
Entanglement

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 6	Result = 12 (Low)

#### Control Measures

- First aid box available in van and workshop
- All tools checked before use by staff.
- Defects to any tool will result in it being withdrawn from use until repaired or replaced.
- All tools will be part of a maintenance program.
- Safety glasses will be worn by all operators where there is a danger of debris being ejected.
- Waste will be removed daily.
- General area around workbenches will be kept clear to avoid slips and falls onto any moving parts.
- Blades on planes etc. will only be changed by competent persons.
- Blades on chisels etc. will only be sharpened by trained staff.
- All tools must be secured when not in use
- All blades must be kept sharp.
- Work pieces must be secured while being worked on.
- Cutting actions must be made away from the body.
- The free hand must be kept behind the cutting edge.
- Tools may not be carried around the workshop except when being removed or returned to storage.

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### 4.15 Power tools

#### Risks Identified: Medium

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

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 5	Result = 20 (Medium)

Checks before use on all Power and Portable tools:

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

#### GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training must be given to users of power tools by a competent person (Tool box talk).
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Site Manager 1
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Only use portable electrical equipment if powered through a 110 volt transformer;
- If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;

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- DO NOT wear gloves when using portable drills;
- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;
- Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets;
- Don't allow cables to trail across route ways of personnel or machinery;
- Don't remove safety devices from tools or equipment;
- Unplug tools when not in use.

### TOOL SPECIFIC CONTROLS

#### When using drills.

- Always check the drill before plugging in.
- If the drill or lead is damaged it must be reported.
- Only competent persons can repair the drill.
- Always tie up or remove loose clothing, long hair, rings, and jewellery;
- Only use electric drills via a 110 volt transformer;
- Ensure that drill bits are regularly sharpened / replaced;
- Wear eye protection when drilling;
- Don't use electric drills with one hand use both hands;
- Use cloth or brush provided to clean off machine;
- Deburr drilled profile with a file or sandpaper, not by the bare hand;
- Brush down swarf off drill tables regularly;
- Keep work area clean;
- Never use bare hands for removing swarf or cut ends, wear gloves;
- Never operate the drill without the guarding in place;
- Remove the chuck key before starting;
- Clean work & vice to work table before starting.

#### When using Power Saws

ABC Company recognise that power/reciprocating saws are part of the works which employees may have to carry out from time to time and to ensure there safety ABC Company require all employees to be aware or made aware of the controls on power saws as listed below.

- Do not use the saw without checking it first.
- Follow the standard safety procedures applying to individual saws.

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- Follow the standard safety procedures applying to machinery.
- Operate saws with all the guards in position.
- Clean down saws regularly - only with a brush or cloth when saw is unplugged.
- Be aware of the emergency power cut off switches.
- Wear appropriate protective equipment, gloves and goggles or safety visor.
- Turn off all tools when finished.
- 110-volt equipment only to be used if electric or 220 on a RCB
- Do not use the saw above shoulder height or when off balance.
- Ensure that other people are at least 2-saw lengths away from the operator.
- Restrain all pieces being cut securely.
- Keep work area clear of debris.
- Watch out for falling cut pieces.

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### 4.16 Company vehicles

#### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Risks Identified: Medium

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

#### DESCRIPTION

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Manual Handling, Wheel Change, Mobile Phones and Vehicle Maintenance.

#### HAZARDS

##### 1. Road Traffic Accident – Injury due to collision

RISK ASSESSMENT: Medium

#### CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles.
- They must always be driven within the rules of the road and the law.
- They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

##### 2. Manual Handling – Injury due to lifting and carrying.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 5	Result = 20 (Medium)

#### CONTROL MEASURES

- Good manual handling practice must be exercised in loading and unloading of the vehicle.

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- Be very aware of your own capabilities
- Be very careful of trap points on doors.
- Ask for help whenever practical and needed.
- Ensure all equipment is safely stowed in the vehicle so that it will not slide or shift forward in the event of an emergency stop

### 3. Wheel Change – Cuts, Bruises, MH injury, traffic passing by.

#### RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score = 1	Score = 4	Result = 4 (Low)

#### CONTROL MEASURES

- Vehicle is issued with full wheel changing kits.
- The jack, screwdriver, spare wheel and tyre iron are usual vehicle equipment. The reflective jacket, torch and red triangle are supplied by the company.
- All of this equipment is to be properly maintained by the vehicle drivers.
- If a puncture occurs and a wheel change is needed do the following:
  - Turn on hazard lights
  - Pull in to the left-hand side of the road when safe to do so
  - Get out of the vehicle and go to the boot
  - Place the red triangle approx. 30 feet from the vehicle
  - It is imperative that the yellow jacket is worn even in broad daylight
  - If the puncture is on the left hand side of the vehicle proceed to change the tyre taking great care with regard to manual handling
  - If the puncture is on the right hand side of the vehicle try to angle the car slightly to give protection from oncoming traffic
  - When the wheel has been changed replace all equipment back in the vehicle in their original storage places
- Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel

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#### 4. Mobile phones – road traffic accident

##### RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 7	Result = 14 (Low)

##### CONTROL MEASURES

- At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages
- Training / instruction must be given to staff on the dangers of using a mobile phone while operating a vehicle

#### 5. Vehicle Maintenance – RTA due to poor maintenance

##### RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Maintenance / service carried out as per recommendations.
- A bi-monthly Health & Safety Vehicle Review will be made on the vehicle and a record kept in the Health & Safety folder
- Staff will occasionally be requested to carry out an assessment on the vehicle.

Vehicle to include the following:

- Current Vehicle Service Record
- Fire Extinguisher
- Torch
- Reflective Jacket
- Bin for litter
- Warning Triangle
- Emergency Breakdown/Accident phone number
- First Aid Kit Accident number

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### 4.17 Pedestal Drill

#### Hazards

Electricity  
Entanglement

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 6	Result = 12 (Low)

#### Control Measures

- Pre use checks to be undertaken by staff.
- All staff using the Bench Drill shall be fully training in its operation.
- Emergency cut off shall be tested daily.
- Defects to any safety device will result in the machine being withdrawn from use until repaired.
- Guards will not be removed from the saw.
- Interlock guards will be checked weekly.
- All guards will be part of a maintenance program.
- Full machine will be part of a preventative maintenance program.
- Pieces will be clamped to prevent unwanted movement when practical.
- Large pieces will be stabilised by a 2<sup>nd</sup> person.
- Safety glasses will be worn by all operators.
- Waste will be removed daily.
- Waste will not be allowed to accumulate at the cutting point.
- General area around the machine will be kept clear to avoid slips and falls onto any moving parts.
- Bits will only be changed by competent persons.
- Bits will be replaced when blunted.
- Correct bit to be used for the type of material being cut.

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### 4.18 Chop Saw

#### Hazards

Electricity  
Entanglement

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 6	Result = 12 (Low)

#### Control Measures

- Pre use checks to be undertaken by staff.
- All staff using the Chop saw shall be fully training in its operation.
- Emergency cut off shall be tested daily.
- Defects to any safety device will result in the machine being withdrawn from use until repaired.
- Guards will not be removed from the saw.
- Interlock guards will be checked weekly.
- All guards will be part of a maintenance program.
- Full machine will be part of a preventative maintenance program.
- Pieces will be clamped to prevent unwanted movement when practical.
- Large pieces will be stabilised by a 2<sup>nd</sup> person.
- Safety glasses will be worn by all operators.
- Waste will be removed daily.
- Waste will not be allowed to accumulate at the cutting point.
- General area around the machine will be kept clear to avoid slips and falls onto any moving parts.
- Blades will only be changed by competent persons.

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## 4.19 CNC Router

### Hazards

Electricity  
Entanglement

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

- Pre use checks to be undertaken by staff.
- All staff using the router shall be fully training in its operation.
- Emergency cut off shall be tested daily.
- Extraction fitted to machine.
- Noise reduction is part of the design.
- Machine is able to work alone and therefore staff are not in close proximity.
- Machine is always isolated for cleaning.
- Guards and door are interlocked for safety.
- Machine has single phase electrical supply and has an RCB.

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### 4.20 Chainsaws and Heavy cutting

#### Hazards

Amputation

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control Measures

**NB – All staff who use Chainsaws must be certified by Teagasc. General guidelines from the HSA will also be followed. This section of the Safety Statement summarises the controls.**

The following general controls shall apply once training has been given.

#### The following PPE will be worn

- Safety helmet (complying with EN 397).
- Eye protection (mesh visor complying with EN 1731 or safety glasses to EN 166). Hearing protection (complying with EN 352).
- Gloves with protective guarding on the back of the left hand (complying with EN 381-7).
- Leg protection incorporating chain-clogging material (complying with EN 381-5).
- Protective boots with good grip and protective guarding at front vamp and instep (complying with EN 345-2).
- Non-slag outer clothing. The use of high-visibility clothing may also be appropriate.

#### Only use a chainsaw if:

- the stop switch works and is clearly marked;
- the front hand guard/chain brake, chain catcher and antivibration mounts are undamaged and functional;
- the throttle opens only when the throttle lock is depressed; it is fitted with a chain type recommended by the manufacturer and is designed to reduce kickback, which is the uncontrolled upward and/or backward motion of the guide bar. It happens when the nose of the guide bar contacts an object such as a log or branch or when the wood pinches the saw chain in the cut (see Figure 1);
- the exhaust system and silencer are in good order;

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- there is a mandatory hearing protection symbol on the chainsaw.

**Preparing for the Work:**

- Operators should not normally work alone.
- Ensure that a risk assessment has been carried out and the significant findings recorded. Make sure all workers involved in any operation on the worksite are made aware of and comply with the controls identified.
- Agree a safe method of operation for the work to be done
- Ensure that a designated and responsible person knows the daily work programme and agree with them a suitable emergency procedure.

In case of emergency, be able to provide the emergency services with adequate information.

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### 4.21 Bark Stripper

#### HAZARDS

Entanglement  
Debris

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Position the debarking machine on level ground only.
- Always wear protective footwear.
- Use ear protection and goggles.
- Do not wear loose clothing.
- Never use faulty mains leads.
- Ensure that working place is sufficiently lit as insufficient lighting considerably increases the likelihood of injury.
- In case of incorrect operation, the rotating debarking disk can cause grave injuries.
- Machines with electrical drive must not be operated in rainy weather as this could lead to a defect of the switch or the electrical motor.
- Never work without guards.
- Debarking machine with electronic brake switch must contain a PEN conductor.
- Switch off machine and disconnect from mains before modifying machine.
- Do not operate debarking machine in enclosed spaces.
- Check all bolts on debarking guard and tighten if necessary.
- Check debarking disk for secure seat and tighten hexagonal nuts if necessary. The debarking disk must rotate without making contact.
- Check if V-belts are sufficiently tensioned.
- When changing the Debarking blade
  - Loosen cover plate by removing self-locking hexagonal nuts.
  - Loosen the nuts from the debarking disk guard.
  - Loosen the nuts from the debarking disk.
  - Remove debarking disk and debarking disk guard.

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### 4.22 Domestic Works

#### HAZARDS

Access and egress  
 Poor weather  
 Domestic animals  
 Children

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

#### CONTROL MEASURES

- Park safely as close as possible to the dwelling.
- Ensure that appropriate clothing is available for weather conditions.
- Try to find out in advance if there are dogs or children present.
- Ask householder to keep dogs confined during visit.
- Be aware of children and children's toys possibly causing trip hazards.
- First aid kit is available in vehicle.
- Sensible clothing is worn to offer general protection from hazards such as Safety Shoes, Strong Trousers and long sleeve light jacket.
- Always ask permission before opening any closed doors within the dwelling.
- If there is a problem at the dwelling such as a family dispute, offer an alternative time for the assessment.
- Never enter into a situation of imminent hazard or danger.

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### 4.23 Working with molds

#### HAZARDS

Lifting and carrying.  
 Repetitive movements  
 Pinches and cuts  
 Weight of materials  
 Posture

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- All staff will use good manual handling when using moving or assembling molds.
- Materials will be dropped as close as possible to the work area.
- Good housekeeping will be maintained.
- All access and egress points will be maintained.
- Allowance will be made where extreme weather conditions affect the works.
- Always use wheelbarrows and trolleys designed for moving heavy loads.
- Use lifting/distribution aids to load out e.g. telehandlers, cranes, hoists, trolleys and pallet trucks where necessary.
- Design and construct scaffolding to be able to bear the load of full molds.
- Ensure that transit routes and the work area are clear and clean with no excessive run offs/gradients. Pay special attention to changes of level such as ramps for hoists etc.

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### 4.24 Precasting Processes

#### Hazards

Multi hazard

#### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control measures

- See all other relevant assessments regarding vehicles, substances, chemicals, tools, telehandlers, manual handling, etc.
- Forms and beds to be laid out to provide ample workspace and not pose access hazards.
- Forms must be structurally sound so that they do not present a hazard as they are built or prepared.
- Forms and components to be chocked or braced during assembly to prevent displacement.
- The working space should be a level as possible and free of all litter and obstructions.
- All handling equipment to be certified for the correct working load needed for the relevant form/mold.
- Inform all workers of the fact that forms and bulkheads may adhere to the concrete when stripping and could suddenly release or shift.
- During stripping forms and components should be braced or suspended by a hoist to prevent them falling unexpectedly.
- As forms are stripped all excess materials such as wood, nails, wire, etc. should be removed so the area is clean and safe.
- When inserting or placing reinforcing/rebar into molds/forms use good manual handling or handling equipment to avoid excessive bending.
- When pouring from a concrete truck, constantly monitor the mold/form for stability and stop the operation if there is any sign of a leakage or possible shifting.
- Ensure the even spread of concrete when pouring so as not to stress any one component excessively.
- Air pressure vessels used for spraying form release agents should have a visible gauge and a pressure release valve.
- Compressors are also subject to statutory inspections.
- Eye and face protection to be worn during spraying.

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### 4.25 Prestressing Lintels

#### Hazards

Collapsing forms and equipment  
Rupture of lines  
Pump and Jack failure

#### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control measures

- See all other relevant assessments regarding substances, chemicals, tools, telehandlers, manual handling, etc.
- All equipment such as Pumps, Jacks, Lines, Barrels, Wedges, Attachments, etc. must be visually inspected before use. Equipment that is faulty may not be used to create stresses.
- All staff involved in this procedure will be fully trained on the necessary equipment.
- Full PPE including eye protection to be worn.
- During casting all wires and rebar (tendons) that is under tension will be fully secured. Where possible the wires shall be shielded to prevent breaking or shearing wires whipping out.
- All Tendons shall remain under tension until the concrete has fully bonded to the tendon thus preventing shearing or splitting.

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### 4.26 Working with Razor and Barbed Wire

#### Hazards

Entanglement  
Cuts Grazes

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Process and Control Measures

##### Method

1. Wire is delivered to site on pallets and packed in cardboard boxes.
2. MEWP will be delivered to site.
3. ABC Company staff arrive and sign in as necessary.
4. Line wire will be set up first.
  - a) Place eyes on top of fence or other structure.
  - b) Measure distance needed for wire.
  - c) Stretch wire along the ground.
  - d) Climb into MEWP and attach fall arrest.
  - e) Take up one end of the line wire.
  - f) Thread through the eyes and tie off at end.
  - g) Go back to beginning, tighten wire with ratchet and tie off.
5. Wire from Scissors lift –
  - a) 1 Scissors lift with 7.5 metre platform.
  - b) Place one coil of razor wire on platform and extend along the rail.
  - c) Climb into MEWP and elevate to line wire.
  - d) Two fitters stand with razor wire between them and the line wire.
  - e) Razor wire is lifted into place and tied using steel wire twists and hand drill.
  - f) Continue with more coils as necessary.
6. Wire from boom lift –
  - a) Boom lift with basket suitable for 2 fitters and 1 coil of wire.
  - b) Boom is extended to working area.

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- c) I fitter will begin the process of attaching the razor wire to the line wire while the other fitter will gradually feed the razor wire to him.
- d) The fitter that is feeding the razor wire will try to avoid snagging.

At end of job, MEWPs will be lowered and area cleaned of any debris.

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### 4.27 Working with Fence sections

#### Hazards

Entanglement  
Cuts Grazes  
Manual Handling  
Struck by falling panels

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control Measures

All erecting of fence panels shall be subject to a Method Statement to suit the specific site involved.

General points to be observed in addition to the Method statements are:

- Staff are trained in Manual Handling and assess each lift.
- At least two people are involved in every lift.
- Lifting and placing of fence sections is never carried out in high winds.
- Staff have access to lifting equipment as necessary.
- Staff always wear gloves and other PPE as set out in the Method Statement.
- Ground conditions are always assessed before moving panels.
- ABC Company staff do not operate cranes.
- ABC Company staff that hold appropriate skills cards may use Teleporters under the direction of a banksman where necessary.
- Safe working area to be enforced.
- Only certified plant and equipment to be used.
- Use of experienced and certified operators.
- Tool box talks and site induction on works undertaken.
- PPE to be worn at all times.

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### 4.28 Tractors and post drivers

#### Hazards

Overturning causing entrapment beneath the tractor  
 Persons being run over/struck by tractor  
 Loose clothing catching in drive shaft  
 Jumping from a tractor while still in motion.  
 Excess speeding in confined areas.  
 Unauthorised/Inexperienced personnel having access to tractors and associated machinery

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control Measures

All tractors and attachments should be fully roadworthy.

Tractor drivers are responsible for the up-keep of all aspects of the tractor, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.

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

All parts and working gear of vehicles fitted with lifting equipment and post drivers must be inspected 6 monthly by a competent person.

Keys must be removed from the tractor when not in use.

Guards should be over drive shafts and the PTO at all times

#### Training of drivers

Drivers will be trained on each type of vehicle they are required to drive

Correct training on the post driver and alignment of fence posts is essential.

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### 4.29 Welding of fence sections

#### Hazards

Burns  
Fire  
Arc Eye

#### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Person at risk:

Employees / Sub-Contractors / others

#### CONTROL MEASURES

Fire watch person must be present during welding and must have appropriate fire extinguishers to hand  
Area must be segregated and all combustible / flammable materials must be removed  
Watch for passers by and ensure the flame is screened from view  
For arc welding equipment provide fuse protection and earth the work piece  
Use welding screens and full face welders mask for eye protection  
Ensure there are no flammable materials in the area where the welding is going to take place  
Ensure the Oxyacetylene equipment has a flashback flame arrester and a non return valve  
Store cylinders upright and protect using chains on rack or trolleys

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

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

**SAFETY TRAINING;**

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

**NEW SAFETY ARRANGEMENTS**

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

- 1
- 2
- 3

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## Part 7 Appendix

**PREVIEW**

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## A 1 Safety Statement Document Review

### ABC COMPANY

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

Date of Review	Signed for Company	Description of Changes	Date of update

### A2 Accident Report Form

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

### A3 Safety Inspection Sheet

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

PREVIEW

**A4 Staff Suggestion forms**

**SECTION A: To be completed by staff member with suggestion**

<b>Staff Member Name:</b> _____ <b>Position:</b> _____ <b>Date:</b> _____
--

<b>Details of Suggestion:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
--

**SECTION B: to be completed by Supervisor or Manager 2**

<b>Action Taken:</b> <hr/> <hr/> <hr/> <hr/>
---

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








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**A5 Template Method Statement for Clients when necessary.**








<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>			

RENEWED

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<b>Specific Staff Training</b>							
<b>Sequence of Operations:</b> (include sketches if required)	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> </ol>						
<b>Temporary Supports and Props needed to facilitate the works:</b>	(if none, state none)						
<b>Method of Access and Egress to the work area:</b>	(i.e. Ladders/MEWPS/Scaffold/Trestles/Step Ladder, etc)						
<b>Fall Protection Measures:</b> (Where work at height cannot be eliminated – consider both Personnel & Materials)	(i.e. Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)						
<b>Hazardous Substances:</b> (Attach MSDS if required)	 Very Toxic	 Harmful/Irritant	 Corrosive	 Dangerous For the environment	 Oxidising	 Highly flammable	 Explosives
<b>Applicable:</b>	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
<b>Storage Arrangements:</b>							

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<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:

Date:

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## **PART 8 Related Policies**

### **8.1 ABC Company Environmental Policy Statement**

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by 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.

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## 8.2 ABC Company Equality Policy

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

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

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

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

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

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

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### Abrasive Wheel Authorisation and briefing record

**NOTE:** all employees must receive the Abrasive Wheel training before getting the equipment specific briefing and being entered into this authorisation.

No.	Employee name (Block)	Employee Signature	Specify equipment being authorised on	Note any equipment specific controls, etc.	Person Authorising	Date of authorisation	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							