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## **SAFETY STATEMENT**

**ABC Company**

Address Line 1

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**PREVIEW**

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### 1.1 APPLICATION

This is the Safety Statement of ABC Company. Our activities cover the installation of Sprinkler Systems for Fire Protection in a variety of locations. The hazards assessed in this statement are generally the planned day to day activities. Site specific hazards and project specific hazards will be managed via our Method Statement process.

Every effort has been made to identify the hazards in the business and set out relevant control measures within this Safety Statement. It is accepted that from time to time new hazards may arise. These hazards should be identified via our inspection and feedback controls.

When new hazards are identified a new risk assessment shall be completed and the relevant control measures shall be added to this Statement.

### 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 to 2016 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013

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

Manager 2 has 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 Revision to the Safety Statement**

The table below is a record of all revisions made to the safety Statement

Revision number	Date	Section revised	Revised by	Authorised by
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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

ABC Company are a company who specialise in light engineering and metal fabrication. Every job is unique and will be assessed as such however any foreseeable or recurring hazards that we are aware of have been assessed within this statement.

We currently employ people over an average 40 hour working week generally starting at 8:00 and finishing at 17:00. This is of course variable with business needs.

The objective of our 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
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 after xx/xx/xx
  - 8.2. Annual reviews after xx/xx/xx
9. Annual report

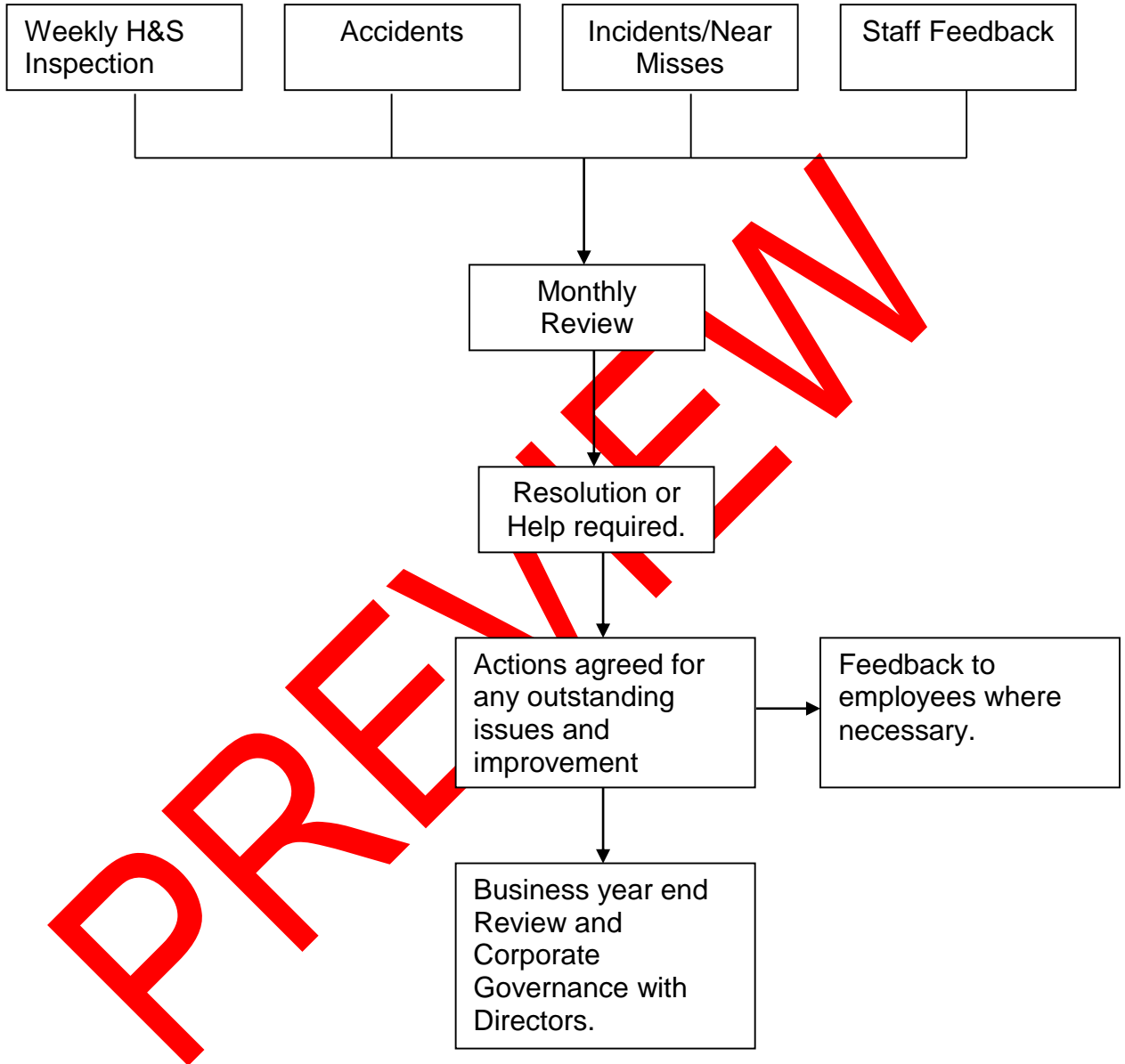
Records of all of the above points will be held within the main Safety Management Folder. This folder is maintained by Manager 1.

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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 (assisted by others as necessary)**

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

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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**2.4 All Employees**

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

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### 2.5 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.
- ❑ 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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### 2.6 CONTRACTORS

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

- ❑ All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- ❑ All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- ❑ All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- ❑ All work must be carried out in accordance with relevant statutory provisions.
- ❑ All staff sent to work at ABC Company 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.
- ❑ Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- ❑ 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.
- ❑ Contractors must comply with any safety instructions given by ABC Company management.
- ❑ ABC Company must be notified of any material or substance brought onto the premises which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- ❑ Contractors must take all reasonable steps to avoid interference by mobile plant.

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**ABC Company**  
**Safety Statement**

**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 1. Staff members complete a form as needed. The forms are reviewed on a weekly basis by the Manager 1.

Manager 1 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns with the Directors 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.

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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;

- **Workshop**
- **Vans**
  
- The First Aid Boxes is inspected on a weekly basis. 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.
  
- 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.

Names of First Aiders		

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

All accidents and dangerous occurrences must be reported.

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

### **CONTROL MEASURES**

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

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### **3.8 WELFARE FACILITIES**

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 visiting a client, the Client's Management will 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
- Noise

#### 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 operate a permit to work system for any contractor who is carrying out works on the premises.

Before starting any works, the contractor's Method Statement will be reviewed by Manager 1 or Manager 2 and a permit to work will be drawn up and given to the contractor if needed.

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

#### **IMPLEMENTATION**

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

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

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

ABC Company will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Manager 1, 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 assigned standard work assignment.

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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. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

**1-6** = Very Low risk

**7-12** = Low Risk

**13-18** = Low to Medium Risk

**19-24** = Medium risk

**25-30** = Medium to High Risk

**31-36** = High Risk, stop the activity and implement immediate controls.

**Over 36** = Very high Risk, stop the activity and implement immediate controls.

### Risk Calculation Matrix

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

### Notes:

**Hazards** = Things that can cause an 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.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### 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.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.

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- (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. Advise the Manager or Deputy pending arrival of the Fire Brigade.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember 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.
5. Employees should not delay their departure to collect personal belongings from another part of the building and should

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assemble at the designated assembly point so that they can be quickly accounted for.

6. 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 =	Score =	Result =

#### CONTROL MEASURES

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

All passageways shall be kept clear of obstruction.

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

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

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

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

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### 4.4 HOUSEKEEPING

#### HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

Foremen 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

The main injuries associated with manual handling and lifting are:

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

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

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

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

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

### 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.

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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 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 weight

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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.

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. 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 =	Score =	Result =

To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

#### CONTROL MEASURES

- ABC Company will ensure that the wiring installation on the premises is checked on a scheduled basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
- 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.
- Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.
- Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.
- Staff carrying out work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.

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**WIRING STANDARDS**

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

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

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

#### CONTROL MEASURES

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

Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.

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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 electro-magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

(d) Stress

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

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

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### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### 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

Occasional use of substances such as lubricants, greases and various raw materials are part of normal activity. These products are assessed individually by Manager 1 or Manager 2 after reviewing the Material Safety Data Sheets provided by the supplier. The assessments are then added to the appendix.

**The following are the general control measures in addition to any substance specific controls set out by Manager 1 or Manager 2.**

#### HAZARDS

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

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### General Precautions

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

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

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# ABC Company

## Safety Statement

- Store all products in ventilated areas away from extremes of temperatures and environment.
- Store any flammable substances in a locked flame proof cabinet.
- Clean all spillages instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, only authorised personnel must handle materials.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels, and detailed health and safety information before using any products.

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### 4.10 Assembly and Technical Work

Note: All new work is subject to individual assessment and the production of a safe system of work 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.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- All technical employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- 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.

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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 =

#### CONTROL MEASURES

- 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 Manager 1 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.
  - ❑ 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 Threading and Grooving Machine

#### Hazards

Entanglement  
Amputation

#### Person at risk:

Employees / Sub-Contractors / others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- The Operator's Manual contains specific safety information and instructions for your protection against serious injuries including:
  - Loss of fingers, hands, arms or other body parts if clothing or gloves get caught in moving parts;
  - Electrical shock or burns from contact with wires, motor or other power drive parts;
  - Impact injuries, including broken bones if machine tips over or workpiece falls;
  - Eye injuries, including being blinded by the workpiece or workpiece chips.
- Read and follow safety labels on machine! Know the location and functions of all controls before using this tool.

#### Foot Switch Safety

- The foot switch is for your safety. It lets you SHUT OFF the motor by removing your foot. If clothing should become caught in the machine, it will continue to wind up, pulling you into the machine. Because the machine has high torque, the clothing itself can bind around your arm or other body parts with enough force to crush or break bones.

#### Threading Machine Safety

- Machine is made to thread and cut pipe or bolt. Follow instructions in Operator's Manual on machine uses. Other uses may increase the risk of injury.
- Secure machine to bench or stand. Will keep the machine from tipping over.
- Keep covers in place. Do not operate the machine with covers removed. Exposure to moving parts may result in entanglement and serious injury.
- Support long heavy pipe with pipe supports. Will prevent tipping of the machine.

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- ❑ Do not wear gloves or loose clothing. Keep sleeves and jackets buttoned. Do not reach across the machine or pipe. Clothing can be caught by the pipe resulting in entanglement and serious injury.
- ❑ Clothing/gloves can be caught in moving parts. Fingers, hands, arms or other body parts can be crushed or broken.
- ❑ Do not use machine if foot switch is broken. Foot switch is a safety device to prevent serious injury.
- ❑ Lock foot switch when not in use. Avoids accidental starting.
- ❑ Use foot switch.
- ❑ Operate machine from switch side only.
- ❑ Do not block or disconnect foot switch.
- ❑ Keep foot switch in working order.
- ❑ Make sure switch is in the OFF position before plugging power cord or when using nipple chuck wrench.
- ❑ Make sure you can quickly remove your foot from the foot switch.
- ❑ Keep hands away from rotating pipe and fittings.
- ❑ Stop machine when screwing fittings on pipe or wiping thread.

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### 4.13 Pressure Testing

#### Hazards

Air leaks  
Debris & Fragments  
Release of other test mediums

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- System is not tested to destructive levels.
- Test is to measure the Air in the system at PSI as per the specification of the designer and before flooding with water.
  - Note: Occasionally some systems will be charged with air only and will flood with the extinguishing media upon activation.
- All areas affected by the pressure test must be empty of non-essential personnel.
- Signs to be erected to ensure area remains clear.
- All necessary persons in the affected area must be wearing full standard PPE as well as Safety Goggles, Ear Defenders and general robust coveralls or uniform.
- Pressure is to be initiated at as low a level as possible and incrementally increased to the specified pressure for the specified period of time.
- Before each incremental increase, the testing engineer will inspect the system visually for leaks and will listen for knocking, hissing or other noises that could indicate a leak. Wherever possible this will be carried out remotely using Cameras, sensors, gauges, etc.
- If any section of a pump or pipe line under pressure needs to be visually monitored, then the engineer will place a protective mobile screen between him/her and the piece being monitored.
- At this stage the engineer will also use (where applicable) a thermal, infra-red or other camera/detector to identify leaks at a distance.
- Wherever possible and practical all joints being tested will have temporary Whip-Check cables applied to reduce the risk of flying debris.

#### Person responsible:

Foreman, etc.

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### 4.14 Scaffold

#### Hazards

- Collapse of scaffold leading to personal injury
- Falls from heights
- Personal injury from falling materials

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Scaffold will be erected to a design as agreed with the Client.
- A method statement will be drawn up in advance to identify and control all the key areas of Hazard and Risk.
- Scaffold must be erected / altered / dismantled by a competent trained person.
- This person must hold a valid up to date CSCS ticket.
- Adequate signage or a Scaffoldtag system must be in place, informing people of the condition of the scaffold e.g. 'Safe to use' OR 'Scaffold incomplete do not use'.
- Scaffold must be inspected every 7 days and the statutory form must be filled out after each inspection and kept in the Safety File.
- Scaffold must also be inspected after any adverse weather conditions and the statutory form must be filled out and kept in the Safety File.
- It is a criminal offence for anyone who does not hold a CSCS scaffold ticket to alter / dismantle / erect scaffold.
- If scaffold is sub contracted out then the company erecting the scaffold must supply the statutory form once completed to the required standards and inspected on a weekly basis.

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### 4.15 Power tools

#### Hazards

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 =	Score =	Result =

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;
- ❑ DO NOT wear gloves when using portable drills;

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- ❑ 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.

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### 4.16 Company vehicles

#### Hazards

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

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Monthly Vehicle Inspection Sheets must be used and stored in Company vehicle and returned to office for inspection at the end of every month
- Employees have a legal duty to report any known defects

#### Person responsible:

Vehicle Driver

#### Road Accidents

##### Hazards

Road Accident

##### Risks

Low

- ❑ 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 members of the public may be offered lifts at any time.
- ❑ No hitchhikers may be picked up at any time.
- ❑ Any breach of the Road Traffic Acts will be treated with the utmost severity.

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### Handling Injury

#### Hazards

Manual Handling Injury

#### Risks

Low

- ❑ Good manual handling practice must be exercised in loading and unloading.
- ❑ Be very aware of your own capabilities.
- ❑ Be very careful of open doors etc.
- ❑ Ensure all equipment is safely stowed in the van/truck so that it will not slide or shift forward in the event of an emergency stop.
- ❑ All staff have been trained in safe manual handling techniques.

### Puncture – Wheel Change

#### Hazards

Cuts and Bruises  
Manual Handling Injury  
Traffic accident/knocked down

#### Risks

Medium  
Medium  
Low

All vehicles are issued with full wheel changing kits. The manufacturer supplies the Jack, screwdriver, spare wheel and tyre iron. The reflective jacket, torch and red triangle are supplied by the company. All of this equipment is to be properly maintained by the car 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 spare wheel storage area.
- ❑ 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 vehicle slightly to give protection from oncoming vehicles
- ❑ 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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### Mobile Phone Usage

- ❑ At no time is it permitted to drive the vehicle while holding a mobile phone or receiving and sending text messages.
- ❑ At all times the law on mobile phones is to be strictly adhered to. This law changed as of April 2002 and therefore new regulations are to be strictly adhered to.
- ❑ At the moment there is no conclusive evidence of health problems arising from the use of "Headsets/Handsfree kits". However, in the interest of preventive safety, management advises strongly that all employees limit conversations on these to approximately three minutes and to only use them for essential conversations.
- ❑ "Headsets/Handsfree kits" are not recommended for usage while in the store or at any time when it is perfectly safe to hold a handset.

### Vehicle Inspections

A bi-monthly Health & Safety Vehicle Review should be made on all vehicles and a record kept in the Health & Safety folder.

Staff will occasionally be requested to carry out a self-assessment on their assigned vehicle.

Vehicles to include the following:

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

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### 4.17 Ladders

#### Hazards

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching/Overbalancing
- Ladders Falling/Falls from Ladders
- Electrocution
- Defective Ladders

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- ❑ Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- ❑ Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- ❑ Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- ❑ Ladders should not be painted as this hides defects.
- ❑ The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- ❑ Ladders must extend at least 1m over landing stage and set at a slope of out to 4 up (75°)
- ❑ Workers to climb ladders with both hands free (i.e. not carrying materials)
- ❑ Move ladder along with work to prevent overreaching.
- ❑ If ladder or run of ladders >9m, an intermediate landing stage is to be provided.
- ❑ If working near overhead cables, do not use metal ladders.
- ❑ Only one person at a time on a ladder
- ❑ Class 1 heavy duty ladders to be used in construction.
- ❑ If a ladder cannot be properly repaired, it must be scrapped
- ❑ Do not stand on top 2 rungs of step ladder
- ❑ Extension ladders > 6m long, overlap of 4 rungs required

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### 4.18 MEWP

#### Hazards

- Falls over edges
- Items falling from platform
- Throwing waste material from platform etc.
- Overreaching
- Tripping Hazards in platform area
- Collapse of unit
- Personal Injury due to unfamiliarity with premises/site

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences using a MEWP.
- Care must be taken when other contractors are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- MEWPS may only be operated by a person holding an appropriate skills card.
- Fall arrest equipment must be provided and used.
- All MEWPS must be inspected by a competent person before use and when first delivered to site.
- Before harness is issued to an operative employer must ensure that the operative has been trained in its Use and Inspection.
- Harnesses must be full body type
- Harnesses must be inspected visually on a monthly basis by a competent person and records of these inspection will be filed.
- Harnesses must be stored on a hook in a dry room.
- Harnesses must be in good condition and worn correctly.
- All MEWP operators must hold a valid up to date ticket (CSCS) (CITB).
- MEWPs are hired from Hire Companies when required.
- MEWPs must be accompanied the statutory forms on delivery.
- Harnesses must be tested by a competent person and test certificates must filed for inspection reasons.

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- MEWPs must be used on stable ground to avoid overturning.
- MEWPs will not be used to gain access onto another floor.
- Controls must be guarded by a hoop to prevent accidental movement.

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### 4.19 Working at height

#### Hazards

- Falls over edges
- Falls through the roof
- Items falling from work area
- Throwing waste material from roof etc.
- Overreaching
- Tripping Hazards on work area
- Collapse of unit
- Falls through opes
- Personal Injury due to unfamiliarity with premises/site

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at any height.
- Care must be taken when other contractors are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- All scaffold including mobile towers, must be of sound construction and erected by a competent person, this will include a copy of the statutory form.
- There is an onus on the employer providing the scaffold that it is safe for use by their employees
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by sub contractors which involves working at any height must have a risk assessment and method statement and must be given to foreman.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.

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### 4.20 Confined spaces

#### Hazards

- Fire
- Explosion
- Asphyxiation
- Lone worker

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- ❑ All confined spaces must be identified before work commences.
- ❑ Atmosphere in the confined space must be vented and then tested for any asphyxiate, flammable gas or low oxygen level before entering.
- ❑ All local controls for the Client site must be adhered to.
- ❑ Rescue arrangements/plan must be made in advance of entering the confined space.
- ❑ Method of raising the alarm must be communicated to all workers.
- ❑ Confined Space Permit and Assessment in the Appendix of the Safety Statement must be used.

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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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**ABC Company**  
**Safety Statement**

**Part 7 Appendix**

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# ABC Company Safety Statement

## 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

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# ABC Company Safety Statement

## 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:		

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# ABC Company Safety Statement

## Safety Inspection Sheet

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

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# ABC Company Safety Statement

## Staff Suggestion forms

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

Staff Member Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Date: \_\_\_\_\_

#### Details of Suggestion:

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### SECTION B: to be completed by Supervisor

#### Action Taken:

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

Date \_\_\_\_\_

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### Confined Space Permit

<b>Location of work</b>				
<b>Description of work</b>				
<b>Permit Validity Period</b>	From Date ___/___/___ Time___:___ To Time___:___ If the work is not completed within this timescale, a new permit must be issued.			
<b>Persons completing the task</b>				
<b>Person supervising the task</b>				
<b>Hazards</b>	<b>Risks</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Access & Egress	Rescue			
Oxygen Depletion	Asphyxiation			
Communication	Failure to communicate effectively			
Rescue	Provision of first aid			
Ingress and or residue of product	Drowning/suffocation/asphyxiation/engulfment			
Mechanical	Entanglement			
Maintenance/servicing	Isolation			
Modifications	Managing Change			
Electrical	Electrocution			
Hot work	Fire or explosion			
Cleaning	COSHH			
Manual handling	Sprains & strains			
Lone Working	Communication/rescue			
Working at height	Falls			
<b>General Precautions in place</b>		<b>General Permit No.</b>		
Persons involved in the task have been made aware of the location/position of the nearest fire alarm call point, first aid point and the general site safety rules.				
	<b>Yes</b>	<b>Observations</b>		
Safety warning notices have been posted				
Isolation and lock-off of all outlets and inlets				
Emergency rescue arrangements in place				
Other				
<b>Authorisation</b>	Name (Print)	Signature	Date	Time
I confirm that the precautions identified are in place, work may commence.				
<b>Acceptance</b>	Name (Print)	Signature	Date	Time
I confirm the precautions identified are in place and understand the scope of work				
<b>Completion</b>	Name (Print)	Signature	Date	Time
I confirm that the work is complete, all materials and tools have been withdrawn.				
<b>Clearance &amp; cancellation</b>	Name (Print)	Signature	Date	Time
I confirm that the work is complete and the area is safe and secure.				

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# ABC Company Safety Statement

## 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							

## **PART 8 Related Policies**

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

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

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

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

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

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

**PRELIMINARY**

## 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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