

# **SAFETY STATEMENT**

**ABC Company**

Address Line 1

Address Line 2

**PREVIEW**

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**1.1 APPLICATION**

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

**1.2 OBJECTIVES OF THE SAFETY STATEMENT**

To provide a reference for the policies and procedures used in house. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

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

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### 1.3 COMPANY SAFETY STATEMENT

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

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

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

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

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

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

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## 1.4 Policy Statement:

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

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

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

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

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

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

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## STRUCTURE FOR HEALTH AND SAFETY

### PART 2

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### 2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is a transport company operating various types of delivery and transport services.

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

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the business.

Management points that may be measured:

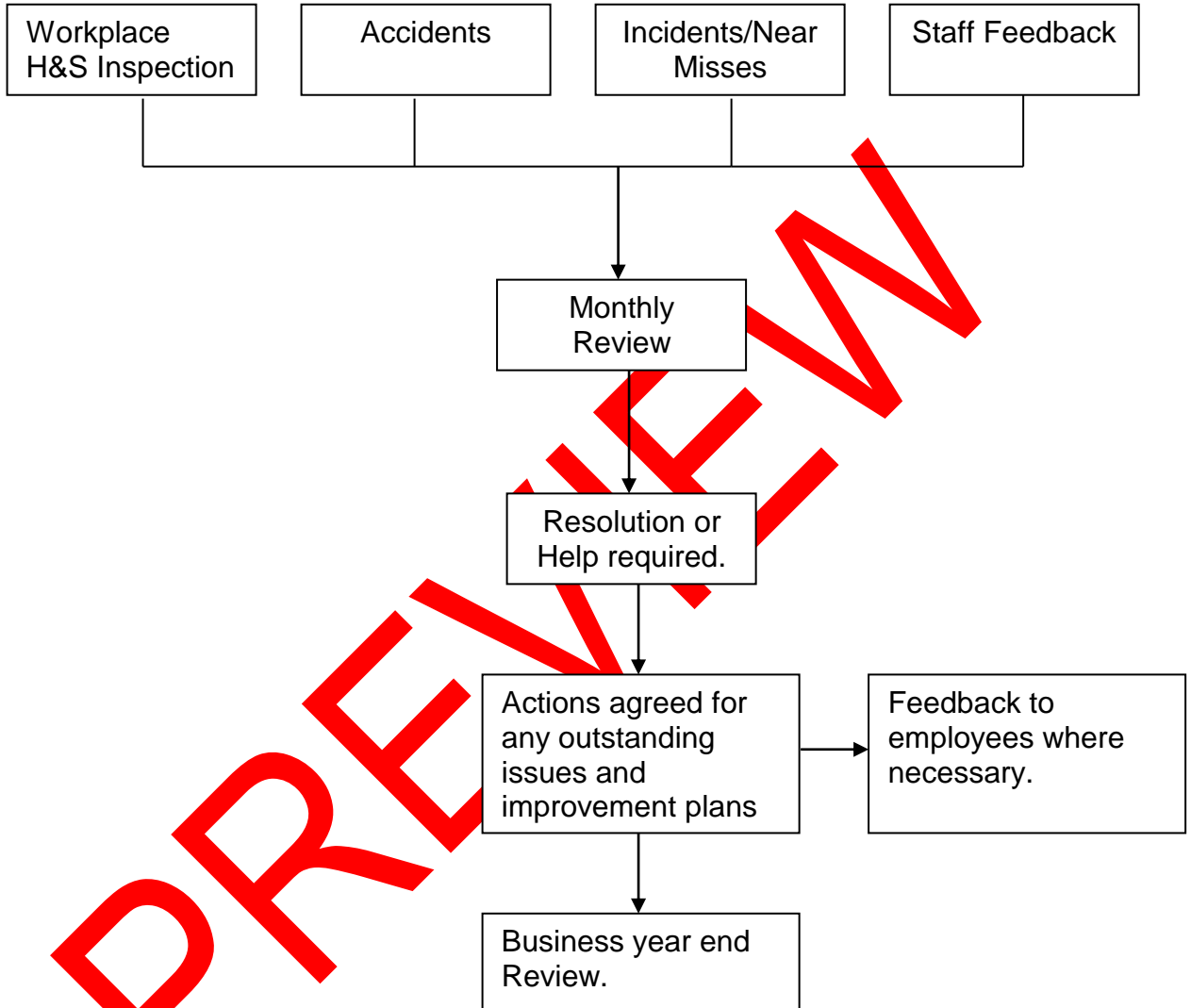
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
  - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
  - 4.1. Vehicles
  - 4.2. Fire extinguishers
  - 4.3. Hand tools
5. Fire drill records
6. Risk assessments
  - 6.1. Initial assessments from xx/xx/xx
  - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review (part of general management meetings)
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation after xx/xx/xx
  - 8.2. Annual reviews after xx/xx/xx
9. Annual report

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

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## 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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**Procedure for Workplace Inspections.**

1. Result from previous inspection is filed for review at Management meeting, along with any issues that could not be resolved at the time.
2. Any issues requiring discussion are dealt with at the meeting and action points are put in place.
3. Manager 1 or an employee designated by her will carry out the Workplace Inspection.
4. Inspection is completed and given Manager 1 by 2.30 pm that day if another employee was responsible.
5. The inspection has corrective actions that have been completed highlighted and any issues that could not be dealt with identified.
6. Any significant issues on the inspection are immediately actioned by Manager 1 in consultation with Manager 2.
7. Any non urgent issues are held over until the Management Meeting and actioned as appropriate.
8. Manager 2 or appointed deputy, will then review the performance of the company at the Management Meeting.

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## 2.2 Manager 2

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

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### 2.3 Manager 1

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

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### 2.4 Supervisors

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

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

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

#### **SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS**

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

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## 2.5 All Employees

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

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## 2.6 SUB CONTRACTORS

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

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

Logo here

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

## ARRANGEMENTS FOR SAFE WORKING

### PART 3

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### 3.1 RESOURCES

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

ABC Company undertakes:

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

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**3.2 SAFETY INDUCTION**

This procedure will be carried out by ABC Company at the work place where the new employee will be required to work.

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

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

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### 3.3 TRAINING

#### HAZARDS

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

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

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

ABC Company will keep training records to include:

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

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

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### 3.4 SAFETY CONSULTATION

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

To facilitate consultation on issues relating to the individuals safety at work, the company operates a Suggestion or Query form.

A folder of blank forms is held in the main office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by ABC Company.

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

#### 3.4.1 SAFETY COMMITTEE

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

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

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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.

However, at the moment, it has not been necessary to elect a Safety Representative. As the company grows it is accepted that this position may change.

The rights of the Safety Representative include:

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

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

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### **3.6 FIRST AID**

#### **CONTROL MEASURES**

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

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

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

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

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

**First aider names:**


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The following contents are required in a first aid box:

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

**PROCEDURE & RECORD KEEPING**

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

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

All accidents and dangerous occurrences must be reported.

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

#### **CONTROL MEASURES**

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

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### **3.8 WELFARE FACILITIES**

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

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

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

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

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

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### 3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all employees use Personal Protective Equipment where required.

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

#### CONTROL MEASURES

All safety equipment purchased by the Company will be to approved standards.

ABC Company will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature is obtained for the equipment.

Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and Company Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

All PPE is signed for upon issue and replacement PPE may not be issued unless the damaged item has been returned for inspection.

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### 3.10 SMOKING POLICY

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

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

#### Implementation

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

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

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

#### Infringements

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

#### Smoking cessation

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

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### **3.12 DRUGS AND ALCOHOL POLICY STATEMENT**

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

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

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

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

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### 3.13 Bullying at Work Policy

ABC Company recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

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

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

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

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

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### **3.14 Young persons and inexperienced workers policy**

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

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

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**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 and injury.

Risk = The likelihood of an injury happening.

- ❑ Risk 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

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

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

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

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- (i) The testing and maintenance of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

**4.2.1 FIRE FIGHTING EQUIPMENT**

The purpose of portable fire fighting equipment is as follows:

- 1. Extinguish incipient fires
- 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 Client Manager or Deputy pending arrival of the Fire Brigade.
- 3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember 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. 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.

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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 DRILL**

Fire drills are undertaken twice per year. Records of the date of these drills are on the H&S asset. The drills are also reviewed at our Management meeting.

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**4.3 ACCESS AND EGRESS**

**HAZARDS**

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:**

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

**CONTROL MEASURES**

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

All passageways shall be kept clear of obstruction.

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

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

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

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

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## 4.4 HOUSEKEEPING

### HAZARDS

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

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

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

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

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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:**

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

**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

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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

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.

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## 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

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 =

#### CONTROL MEASURES

- Dangerous or defective cabling should be replaced or remedied in accordance with the 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.
- 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.
- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.

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- 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.

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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, shall be carefully 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 =	Score =	Result =

## CONTROL MEASURES

- 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

### HAZARDS

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

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

### RISK ASSESSMENT: MEDIUM

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**Set at medium as the contents of parcels are unknown and could pose a hazard if broken.**

### CONTROL MEASURES

The Workplace Supervisor will ensure that:

- All known other substances are listed in a safety file.
- All known and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- A spill kit will be kept on site along with Gloves and Goggles to deal with any spillage after information has been sought from the shipper.

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**4.10 General Maintenance work**

Note: All large or non-standard work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job. This assessment only relates to issues such as changing bulbs, basic painting using domestic type paints, etc.

**HAZARDS**

- Multi hazard

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- Each task will be assessed at the time and relevant controls will be put in place.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- 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, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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**4.11 Working at height – racking, storage, etc.**

**Hazards**

- Items falling from work area
- Overreaching
- Tripping Hazards on work area
- Collapse of unit
- Falls from height

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 height.
- All man-up platforms/cages for forklifts etc. shall be fitted with relevant safety devices.
- All work at height will be must be carried out safely to protect workers and people below.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.
- Effective cordons must be fitted to deter non-essential personnel.
  - In some areas where this is not practicable operatives may be required to attach tools or small articles to cords so that they cannot fall.
- Portable access equipment, such as trestles, step-ladders and tower scaffolds, must not be positioned near stairwells or floor/roof edges if this places operatives at risk of falls.

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## 4.12 Company Vehicles – General Points

### Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Tachographs and Working time

It is expected that every driver will adhere totally to the legislation relating to Tachograph procedures. The company shall maintain a full record of Tachographs for inspection by any statutory body.

In accordance with working time regulations the company will ensure that all drivers are rostered in such a way as to comply with statutory rest periods.

### Use of company vehicles

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

### HAZARDS

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

**RISK ASSESMENT:** 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.

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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. Refuelling.

**RISK ASSESSMENT:** Low

#### CONTROL MEASURES

All refuelling is carried out by people over 18 years of age. Refuelling is only carried out in open air such as garage forecourts. Fire extinguishers are always present on the forecourts.

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

**RISK ASSESSMENT:** Low

#### CONTROL MEASURES

Company owner vehicles are issued with full wheel changing kits. Kit includes 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 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

### 4. Mobile phones – road traffic accident

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**RISK ASSESMENT:** Medium

## **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. Truck Maintenance (company owned) – RTA due to poor maintenance**

**RISK ASSESMENT:** Low

## **CONTROL MEASURES**

Maintenance / service in place.  
A bi-monthly Health & Safety Vehicle Review will be made on the van 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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### 4.13 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.
- 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.
- Only one person at a time on a ladder
- 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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## 4.14 WORKING IN WAREHOUSE/STORES

### HAZARDS

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

### TRAINING

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

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**4.14.1 RACKING AND SHELVING**

**HAZARDS**

- The main risks from the racking are from:
- Goods collapsing from stacks or tiers.
- Improperly stacked goods falling onto employees.

**RISK ASSESSMENT:**

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

**CONTROL MEASURES**

- All racking shall be inspected weekly by the warehouse staff as per the SEMA code of practice. All racking damage shall be reported to Supervisor/ Manager.
- All damage to racking and shelving shall be made good at the earliest possible opportunity.
- All floors shall be kept level and in good repair.
- If there is a risk of mechanical damage due to forklift truck collision, end frames must be adequately protected by means of motorway-type barriers or equally effective means.
- Do not attempt to straighten damaged sections.
- Climbing on racking is not allowed. Proper access procedures, i.e. the use of stepladders and ladders must be adhered to.

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### 4.15 HAND PALLET TRUCKS AND MHE

#### HAZARDS

- May cause serious accident and injury to other members of staff.
- Reversing against operator.
- Collision with employee.
- Material falling from load.
- Truck/ M.H.E. colliding with objects.
- Standing on pallet forks while in motion.
- Unsafe pallets/badly damaged pallets.
- Poorly maintained pallet truck.
- Wet floors.
- Carrying excessive weight.
- Pallet being dropped on to operator's feet.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Training of operators.
- Only trained personnel can use hand pallet truck/ M.H.E.
- Use of emergency stop button.
- Use horn of pallet truck/ M.H.E.
- No personnel allowed to stand on pallet trucks/ M.H.E
- Use pallet truck/ M.H.E. to lift maximum weight guidelines only.

#### TRAINING

- All operators to receive in-house training in use of pallet truck.
- All hazards associated with truck must be clearly identified to operators
- Correct handling procedure to all operators.

#### CONTROL DURING USE

- Always travel in reverse except when loading/unloading or when placing a pallet.
- Keep all body parts inside the confines of your M.H.E. when travelling.
- Do not dismount while M.H.E. is still moving.

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- Sound horn when passing a pedestrian, when entering and exiting a loading bay and all blind spots.
- Do not carry passengers or ride on your M.H.E.
- Always travel at a safety speed to the area in which you are working.
- Always be prepared to stop.
- When travelling with a load, always lift fully, when exiting a pallet make sure you are fully down, and looking in the direction in which you are travelling.

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### 4.16 FORKLIFT TRUCKS

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

#### HAZARDS

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

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

#### *Control during use*

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

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- Operatives, shall, under no circumstances position themselves between the load being delivered and a fixed obstruction e.g., pallet load and where possible barriers shall be provided to prevent encroachment by the lift truck into an operatives' work area.
- Keep blade approx. 4 inches off the ground with a slight tilt upwards when travelling.
- Operatives are never to be lifted on the forks.
- When lifting a pallet in a truck or off the floor or rack, always check your blade is not puncturing the pallet behind and that the load is stable or safe.

## **Training of drivers**

- The training of drivers on all types of vehicle will be formal and under the control of a qualified instructor.
- Drivers will be trained on each type of vehicle they are required to drive if validated by the company.
- Trainee drivers will be tested at the end of the training period, and, if successful, will be issued with a special "driving licence" or other certificate.

## **Maintenance**

All our Forklifts are maintained by the supplier. Full records are held by the supplier and are available for inspection upon request. The annual statutory lifting gear check is also carried out by the supplier.

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## 4.17 PALLETS

### HAZARDS

- Badly stacked pallets.
- Nails sticking out from pallets.
- Splintered wood on pallet.
- Blocks missing.
- Cross pieces missing from pallet.
- Stacking pallets too high in stores.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### Before Use:

- Check that all pallets must be stacked neatly and squarely before lifting.
- Examine pallets for protruding nails or part nails.
- Reject pallets that are splintered are a hazard to finished product.
- Pallets with main blocks missing to be rejected as balance is missing
- Pallets with cross pieces missing to be rejected as they tend to belly in middle.
- P.P.E. (gloves) must be worn at all times.
- Always get help lifting pallets

### TRAINING

- Manual Handling.
- Pallet quality training.

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## 4.18 ROLL CAGES

### HAZARD

The main hazards associated with roll cages are:

- Slipping and Tripping
- Moving parts wheels and shelves with the danger of trapping limbs
- Damaged metal parts which may cause lacerations or other injuries
- Possible overturn due to poor or unsafe handling
- Strike with either other machinery or personnel
- Incline drift due to no braking system e.g. truck on bay not being level "slip way use"

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Training provided will include safe handling and operational procedures.
- Safety signage in area of use
- P.P.E. supplied and must be worn at all times
- Damage control procedure must be followed when defect is found.
- Authorised holding areas in warehouse/yard.
- Authorised holding area for damaged cages

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### 4.19 BATTERY CHARGING AND GAS CHANGE

#### HAZARDS

- Electrocution while charging batteries.
- Collision between forklift or truck and personnel at battery charging area.
- Burn caused by leaking batteries.
- Battery falling on to operator during battery change.
- Handling injury from gas bottles

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Truck is powered off and parked before removing gas bottles or connecting to charger.
- All bottles are stored outside.
- All operators fully trained in use of battery charging equipment.
- Gloves used when handling batteries and leads.
- All staff trained in good manual handling techniques.
- Only trained forklift drivers may carry out the charging/changing.

### BATTERY MAINTANENCE

#### HAZARDS

The main hazards associated with battery maintenance are:

- Possible battery acid burns to skins eyes etc.
- Trapped limbs/hands during operation
- Electrical shock
- Exploding gases
- Ejection of electrolyte if overfilled
- Unsafe manual handling leading to injury to personnel or damage to equipment

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Only trained and validated personnel may maintain batteries
- Procedure for safe maintenance of batteries must be adhered to at all times as per the suppliers instructions.

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# ABC Company Safety Statement

- P.P.E. eg aprons, gloves, face shield, overalls (disposable), must be worn at all times
- Maintenance file report updated each week and signed by the operative
- Eye Wash available at charging stations.

## 4.19.1 GAS CHANGE ON FORKLIFTS

### HAZARDS

- Collision between forklift or truck and personnel at bottle changing area.
- Bottle falling on to operator during bottle change.
- Handling injury from gas bottles
- Static discharge and fire
- Carbon Monoxide Poisoning

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Truck is powered off and parked before removing gas bottles or connecting to fill point.
- All bottles are stored outside in an upright position.
- All bottle changing is carried out in the open air.
- Workplace is regularly ventilated to avoid any build-up of Carbon Monoxide (CO).
- All operators fully trained in use of changeover procedure by the Forklift Training company.
- Gloves used when handling bottles and making connections.
- All staff trained in good manual handling techniques.
- Bottles only purchased from approved sources.
- Full and empty bottles are segregated.
- All bottles are separated from sources of ignition.
- If connecting to a fill point the bottle/forklift must be grounded first.
- Suitable fire extinguisher in close proximity to the changeover point.
- All fill equipment and forklifts are serviced to reduce any risk.
- All forklifts are inspected as per our insurance and statutory requirements.
- No smoking, hot works or naked flame in the vicinity of a change point.
- Information on the dangers of Propane Gas provided by our Gas Supplier and briefed out to staff.

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- Propane vapour is heavier than air. Any gas escape will find its way to the lowest level. Gas vapour collecting in drains or vehicle inspection pits could possibly build up to an explosive or flammable mixture that will be extremely difficult to disperse. Therefore Gas Bottles are never to be stored near basements, pits, etc.
- Storage of cylinders should be secure to prevent tampering by unauthorised persons.
- Appropriate signage should be on display around the storage area to prohibit smoking and the use of naked flames.
- LPG cylinder storage areas must be at least 2 metres (NI) / 3 metres (ROI) from openings to cellars, drains or basements.
- The whole of the storage area must be maintained at ALL times and be free from weeds, long grass and waste materials.
- Storage areas shall be a safe distance from boundaries, buildings and fixed sources of ignition.
- Stored cylinders should not impede or endanger a means of escape.
- Electrical equipment within 2 metres of storage must be flameproof to the required standard.
- Suitable fire extinguishers (dry powder) should always be available in the storage area.

**Info from Calor Gas:**

**EMERGENCY PROCEDURES**

**Action in Case of LPG Fire**

- Raise the alarm. The Fire Brigade and Calor Gas should be notified immediately.
- Fires should normally be controlled but not extinguished until any source of gas escape can be cut off.
- If it is safe to do so, close tank valves in circumstances where a leak in pipework has ignited. Isolate all valves upstream and downstream to starve the fire of gas.
- A small fire can be dealt with using a dry powder fire extinguisher. Do not use water to extinguish LPG fires.
- Vessels should be cooled with water to prevent a pressure build-up.

**Action in case of Gas Leak**

- Raise the alarm. The Fire Brigade and Calor Gas should be notified immediately.
- Evacuate all persons, except those necessary to deal with the emergency.
- Whenever possible, and if it is safe to do so, turn off all isolation valves necessary to cut off or reduce the source or sources of escaping gas.

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**4.20 COUPLING/UNCOUPLING TRAILERS**

**HAZARDS**

The main hazards associated with coupling and uncoupling are:

- Unhitching
- Runaways

**RISK ASSESSMENT:**

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

**CONTROL MEASURES (sourced from HSE)**

Coupling procedure for standard semi - trailers (where there is room to operate safely between the rear of the tractor cab and the front of the semi trailer)

- Slowly reverse the tractor unit in a straight line towards the front of the trailer.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Check the trailer parking brake is applied.
- Make any necessary adjustments to the trailer coupling height and slowly reverse the tractor unit under the trailer until the 5<sup>th</sup> wheel jaws engage.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Carry out a visual check that the 5<sup>th</sup> wheel jaws have engaged correctly and fit the security "dog clip" or other safety device.
- Carry out a second test that the 5<sup>th</sup> wheel jaws have engaged by selecting a low forward gear and with the trailer brakes still applied slowly pulling forward.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- When climbing on the back of the truck to access the lines, ensure the steps are clear of grease, etc. Only use the steps/ladder to climb up and down. Do not jump from the platform.
- Connect the service airline (yellow) and electrical connections.
- Connect the emergency airline (red) and watch for any unexpected movement. (If the trailer moves, immediately disconnect the emergency airline (red) and check that the trailer parking brake has been applied.
- Wind up the landing legs and secure the handle.
- Fit the number plates and check that the lights work.

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- Carry out visual and functional vehicle checks, and release the trailer handbrake before setting off.

Uncoupling procedure for standard semi trailers (where there is room to operate safely between the rear of the tractor cab and the front of the semi trailer)

- Park the combination in a straight line.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Apply the trailer parking brake.
- Remove and stow the trailer number plate and lower the landing legs.
- Disconnect all of the air and electrical services and stow safely.
- Remove the security "dog clip" and pull the release handle to disengage the 5<sup>th</sup> wheel jaws.
- Slowly draw the tractor unit away from the trailer. If the tractor unit has mechanical suspension stop when the trailer is clear of the fifth wheel.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Before leaving the trailer, walk round it to check that it is in a safe condition.

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## 4.21 Drivers

### Hazards

Road Traffic Accidents

### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control measures

- Ensure your CPC is current.
- Follow safety instructions.
- Use seat belts at all times.
- Always drive within the speed limit.
- Reduce your speed to take account of weather conditions.
- Do not continue driving if tired. Take regular breaks. Get out of the vehicle and take some fresh air.
- **Do not use stimulants to overcome tiredness.**
- Always comply with local traffic conditions and follow requirements on driving time.
- Adjust your seating position so it is as upright as possible and so that you are using the head restraint. This will help to prevent whiplash in the event of an accident.
- Be familiar with the maintenance procedures for your vehicle and ensure it is kept in good running order. Are windows and mirrors clean? Are tyres, brakes, steering and lights in good condition?
- Do not drive under the effect of alcohol or drugs or if you have taken any medicines that could affect your driving. Follow the safety instructions for medicines and consult your doctor if in doubt.
- Make sure load is evenly distributed and properly secured.
- Ensure load cover is always in place when carrying loose loads such as Sand or Gravel.
- Ensure vision is not obstructed by pendants or stickers etc. on windows.
- Try to avoid parking your vehicle in positions that will obstruct traffic or visibility of other drivers or pedestrians.
- Ensure measures to prevent the vehicle moving are applied.
- Eat regular, healthy meals.
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**4.22 Hazardous Goods Haulage**

**Hazards Identified:**

- Fire
- Spillage
- Other

Person at risk:  
Employees / Sub-Contractors / Visitors / Others

**Risk Assessment**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- Services of a DGSA (Dangerous Goods Safety Adviser) will be sought where necessary depending on the type of goods in transit. As per The Carriage of Dangerous Goods by Road Regulations 2007.
- Where appropriate all drivers will have valid ADR training as well as CPC.
- Instructions in writing will be carried by the driver, to provide advice in the event of an accident during their journey.
- Before the start of the journey, the driver shall inform himself of the dangerous goods loaded and consult the instructions in writing for details on actions to be taken in the event of an accident or emergency.

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### 4.23 OPERATION OF LORRY MOUNTED CRANE

#### HAZARDS

- Multi hazard

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Moving Machinery

Hazards – Collision or crushing.

Controls:

- Operator to be fully trained in the machine he/she is using.
- Operator not to be under the influence of any intoxicant.
- Do not operate a machine if feeling tired or ill.
- Do not allow any person walk under the crane head or any part of the machine.
- Use the outriggers if provided.
- Ensure outriggers are supported on soft ground.
- Before leaving a cab, lower the grapple to the ground, turn off the engine and switch off the electrical system.
- Hi- Viz to be worn outside of cab area.
- Do not lift people.
- Do not transport people.
- Keep cabs tidy.

#### Falling Debris

Hazards – Strike from falling small debris, branches, etc.

Risk – Low

Controls:

- Operator to comply with client H&S requirements.
- Hard hat and to be worn outside of cab area.
- Do not use the crane in the vicinity of pedestrians or people.

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# ABC Company Safety Statement

## Ditches and Banks

Hazards – Roll over.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Controls:

- Investigate site prior to driving into area.
- Be cautious of banks after rain.
- Consult the site plan.
- Ask site supervisor for safe routing if necessary.

## Slopes

Hazards – Overturning sliding, skids.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Controls:

- Training provided to all operators.
- Investigate site prior to lifting operations.
- Consult the site plan.
- Do not exceed the working gradient of the machine.
- Drive down slopes in gear.
- Drive straight up and down slopes where possible.
- At all times avoid driving across slopes.
- Ensure the load is balanced.
- Never turn down slopes.
- Use the grapple on upper slope as ballast if necessary.
- Use three point turn on sharp corners, **do not** corner at speed.
- Use widest wheel tracking.

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# ABC Company Safety Statement

## Overhead Power Lines

Hazards – Electrocution and Fire.

### RISK ASSESSMENT:

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

Controls:

- Comply with ESB safety guidelines as indicated below.
- Note the position of all power lines on the site plan.

### SITE WHERE PLANT WILL PASS UNDER A LIVE OVERHEAD LINE

- In addition to the above, Goal Posts should be erected as shown

#### Dimensions as follows:

##### Height of goalposts

- As advised by ESB

##### Width of Goalposts

- Max. 10 metres.

##### Height of bunting

- 3 metres

##### Distance between steel drums

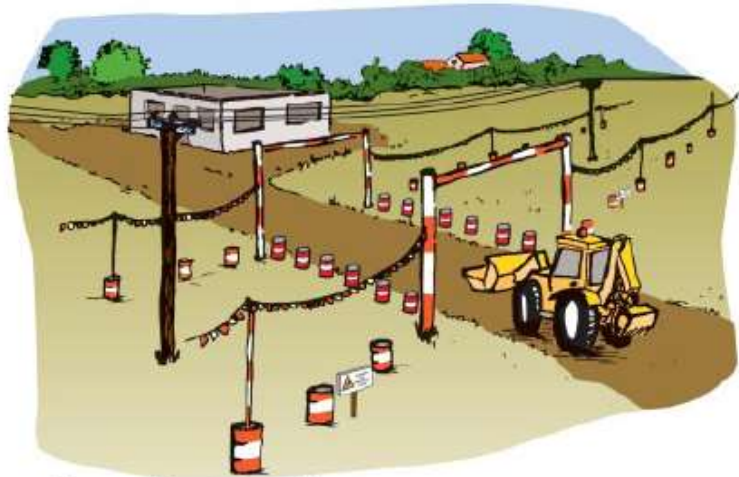
- 1.5 metres

##### Distance between danger notices

- 20 metres

##### Horizontal distance of barrier to outside conductor on line

- 6 metres minimum for LV, 10kV, 20kV, 38kV.
- 10 metres minimum for 110kV, 220kV, 400kV.



In general if work is to be undertaken directly under the line, ESB will insist that the line is switched off for the duration of the work.

ESB may permit working under a live line only if special agreed precautions are put in place. Booklet (ESB Code 9803203) also available which gives greater detail.

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**4.24 Reefers**

**Hazards**

- Clash/strike of personnel e.g. possible head or body injuries
- Clash/strike of Fork Trucks e.g. damage to vehicles or injury to personnel
- Damage to product during entry
- Damage to personnel from falling product during entry
- Pinch points on doors
- Slips and falls on water or ice

Person at risk:  
Employees

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- Only trained and authorised personnel to load and unload vehicles
- Height warning signs on bays e.g. high visibility two metres warning
- Procedure for safe working practices posted on all bays
- Procedure for safe working practices to be followed at all times
- Trailers must be level on bay or slightly above at all times.
- All reefers to be cleaned after use to remove food waste.
- Be careful of ice or water on the floor especially under chillers.
- Light to be maintained inside trailer to ensure good vision.

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## 4.25 Load Security

### HAZARDS

- Loss or shedding of load.
- Unhitched trailer

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES (partial Source Dept of Transport Guidance)

- All drivers shall have CPC as necessary.
- The load compartment should be kept in good condition to minimise the risk of leakage.
- All the body to chassis attachment points and body fittings such as hinge pins and brackets, tailboard locking mechanisms, drop side fasteners, etc. should be secure and in sound condition.

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**4.26 General workshop activities**

Note: All repair work is subject to individual assessment to assess the tasks and activities of the specific job.

**HAZARDS**

- Multi hazard

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that the activities of the mechanics, panel beaters and sprayers does not create a hazard.

**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 pits will be guarded to prevent accident falls.
- All gas cylinders shall be safely secured and in a cage where needed.
- Keys will be removed and handbrake will be set on all parked vehicles.
- 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.
- Spill kit is available for use on all spills of oils, brake fluids, hydraulic fluids, etc.
- 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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**4.27 Abrasive Wheels (Angle Grinders, etc.)**

**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

**Risks Identified**

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.
- Before mounting a grinding wheel on a machine, make sure the power is turned off at the power point switch and the plug removed.

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- 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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## 4.28 Welding and Flame cutting

### Hazards Identified:

Burns Arc eye Fire

Person at risk:

Employees / Sub-Contractors / others

### Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### 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
- For arc welding equipment provide fuse protection and earth the work piece
- Use welding screens and 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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**4.29 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

**Risks Identified**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**SPECIFIC PRE-USE CONTROL MEASURES**

Check 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.
- 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 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;
- 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;
- 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;

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- 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.

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### 4.30 Company vehicles

**Hazards Identified**

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

**Risk Assessment**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**DESCRIPTION**

Use of the company vehicles to make deliveries or collections of parts, etc.

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 ASSESMENT:** 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 e treated with the utmost severity.

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

**RISK ASSESMENT:**

**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:

#### 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:****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:****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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### 4.31 Ladders

**Hazards Identified:**

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.
- Employees to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- Only one person at a time on a ladder
- 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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### 4.32 Portable Generators

**Hazards Identified:**

- Electrocution
- Fire
- Fuel spill

Person at risk:  
Employees / Sub-Contractors / Visitors / Others

**Risk assessment**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- Are generally rated under 20 KVA
- Individually supply items of portable equipment
- Should have industrial-type sockets (IEC 309) located on the generator frame for connection.
- Sockets to have appropriate IP rating.
- Ear protection may be necessary depending on output and environment.
- Spill kits for fuel to be on hand.
- Fire extinguisher suitable to the generator risk and any nearby combustibles to be on hand.
- Generator to be subject to planned maintenance.

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### 4.33 Spray Booth

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Risks Identified: Medium

- Multi risk

Person at risk:  
Employees / Sub-Contractors / Visitors / Others

#### **CONTROL MEASURES**

See Separate risk assessment in Appendix.

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**4.34 Workshop and 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

**Risks Identified**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**SPECIFIC PRE-USE CONTROL MEASURES**

Check 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?

**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;
- 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;

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- Clean work & vice to work table before starting.

**When using Power Saws**

- Do not use the saw without checking it first.
- Follow the standard safety procedures applying to individual saws.
- 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.
- Ask for help with maintenance and for necessary adjustments.
- Turn off all tools when finished.
- 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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### 4.35 Use of customer vehicles

#### DESCRIPTION

Use any of the vehicles on the premises or in the possession of the company.

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### HAZARDS

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

**RISK ASSESMENT:** Medium

#### CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles or customer vehicles.
- The Garage registration plate must be displayed prominently in any vehicle not registered to the company.
- They must always be driven within the rules of the road and the law.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will e treated with the utmost severity.

##### 2. Refuelling.

**RISK ASSESMENT:** Low

#### CONTROL MEASURES

All refuelling is carried out by people over 18 years of age. Refuelling is only carried out in open air such as garage forecourts. Fire extinguishers are always present on the forecourts.

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

**RISK ASSESMENT:** Low

#### CONTROL MEASURES

- Company owner vehicles are issued with full wheel changing kits.
- Kit includes 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 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

### 4. Mobile phones – road traffic accident

**RISK ASSESMENT:** Medium

#### 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

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### 4.36 Battery Charging

#### HAZARDS

- Electrocutation while charging batteries.
- Burn caused by leaking batteries.
- Battery falling on to operator during battery change.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- All operators fully trained in use of battery charging equipment.
- Gloves used when handling batteries and leads.
- Good manual handling techniques to be used when handling batteries.

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### 4.37 Tyre and wheel changing

#### HAZARDS

- Manual handling.
- Hand tools.
- Bursting tyres.

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- All operators fully trained in use of the wheel changing equipment.
- Gloves used when handling wheels
- Good manual handling techniques to be used when handling tyres and wheels.
- Safety cage used on tyres when inflating.
- Statutory checks made annually by the insurance company on the compressors.
- Statutory checks made annually on the lifting gear.
- All staff to adhere to good manual handling practices as per the earlier assessment.
- All staff to adhere to the earlier controls on using power/hand tools

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## 4.38 Lifting operations – Engine bay crane, etc.

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Risks Identified: High

- Falling materials
- Collapsing crane

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### CONTROL MEASURES

- Only trained mechanics may use the engine bay lift.
- Mechanic to ensure that engine or other item is secure on the crane before lifting operations commence.
- Annual certification of lifting gear by insurance company.
- General points to be observed in addition this:
  - Safe working area to be enforced.
  - Only certified plant and equipment to be used.
  - PPE to be worn at all times.

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**4.39 Fuel hazards.**

**Hazards Identified:**

- Fire
- Spills

Person at risk:

Employees / Sub-Contractors / Visitors / Others

**Risk Assessment**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- All fuels kept in approved sealed containers. Majority of commercial vehicles run on diesel therefore the risk of fire is lower than with petrol vehicles.
- All hot works and welding are carried out in designated areas behind screens.
- Pits to be kept clear and clean at all times.
- Smoking is not permitted anywhere in the workshop
- Mobile phones not to be used in any area where fuel vapours may collect.
- Correct fire extinguishers to be available at all times
- VICES - All staff to be made aware of the following principles for dealing with fuels:
  - **Ventilation** - Good ventilation will mean that any vapours given off from a spill, leak, or release from any process, will be rapidly dispersed.
  - **Ignition** - Ignition sources can be very varied and they include running engines, static electricity, sparks from electrical equipment or welding and cutting tools, hot surfaces, open flames from heating equipment, smoking materials etc. keep all ignition sources away from fuels.
  - **Containment** - If you have a spill ensure it will be contained and prevented from spreading to other areas.
  - **Exchange** - Can you eliminate flammable substances from the process altogether?
  - **Separation** - Are flammable substances stored and used well away from other processes and general storage areas? Can they be separated by a physical barrier, wall or partition? Separating hazards in this manner will contribute to a safer workplace.

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#### 4.40 Exhaust emissions

##### Hazards Identified:

Diesel engine exhaust emissions have the potential to cause a range of health problems.

- Coughing
- Breathlessness
- Chestinesses

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- All exhausts on running engines in the workshop are hooked up to the extraction system.
- Engines are turned off unless essential for testing.
- Doors and windows are kept open where practical to assist ventilation.
- Monitoring of soot or residue on walls as an indication to effective use of ventilation.

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**4.41 General Mechanical Repair**

**Hazards Identified:**

- Fire
- Spills
- Hand arm vibration
- Entanglement
- Cuts/Bruises/etc.
- Noise

Person at risk:  
Employees / Sub-Contractors / Visitors / Others

**Risk Assessment**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- Only fully qualified mechanics employed.
- All equipment subject to maintenance schedules.
- Staff provided with Ear Defenders and noise reduced wherever possible.
- Staff trained in new operator skills for tools with vibration reduction features.
- Staff made aware of any tools with high vibration.
- As far as possible power tools are selected on the basis of low vibration.
- All equipment is serviced as per the instructions of the manufacturer.
- No member of staff allowed to use a machine they are not trained for.
- Staff provided with small vacuums for clearing brake dust before removal.
- Staff provided with suitable masks to avoid breathing brake dust.
- Noisy work restricted to 'ear protection zone' to reduce the numbers at risk.
- Suitable hearing protectors provided for staff and staff trained how to use, check and maintain them according to advice given by supplier.
- Staff trained in risk of noise exposure
- Low-voltage hand lamps (24 v) used.
- Residual current device (RCD) built into main switchboard.
- Staff trained to spot and report any defective plugs, damaged cables or discoloured sockets to manager.

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- Annual testing on all portable 240 v tools.
- Pre-use checks on all mechanical equipment, faults reported to manager.
- Equipment not left running unattended.
- Equipment guarded to manufacturers' standards.
- Safety goggles provided and worn.
- Only trained persons use/change grinding wheels
- Truck/Van lifts/jacks serviced by supplier and examined every year by insurers.
- Axle stands maintained and inspected and damaged stands taken out of use.
- Axle stands used after lifting vehicle with jack.
- Safe working loads not exceeded
- Compressed air:
  - All employees trained in safe working procedures and dangers of horseplay.
  - Air line has deadman's handle.
  - System serviced every year and thoroughly examined by insurers in accordance to the Written Scheme
- Air bags:
  - Units stored in their own, suitable cabinet.
  - Staff trained in correct handling and fitting.
  - Faulty units returned to supplier for disposal
- Vehicle movements:
  - Safe parking provided for customers.
  - Marked walkways for pedestrians.
  - Vehicles driven slowly in/out and around premises.
  - Parked vehicles are braked or chocked when on vehicle lifts, jacks or axle stands, or sloping ground.
  - Engines always started and run with brakes on and in neutral gear, and by someone sitting in the driver's seat.

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**4.42 General Bodywork**

**Hazards Identified:**

- Fire
- Fumes
- Skin sensitisers

Person at risk:  
Employees / Sub-Contractors / Visitors / Others

**Risk Assessment**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- See also the risk assessment in the appendix on Spray booth.
- Never allow spray paint outside the booth.
- All paints stored as per manufacturers instructions.
- Low-protein powder-free latex gloves supplied and used.
- Disposable overalls supplied/used.
- Overalls replaced as required.
- Risks from dermatitis explained to employees, and employees trained to spot (and report) any early signs of dermatitis, i.e. dry, red, itchy skin.
- All spraying carried out in spray booth.
- Employees trained in safe use of equipment and safe systems of work.
- Equipment regularly maintained by a competent person and Manager checks this is done and records results.
- Only those with air-fed masks allowed into booth.
- Air-fed masks used by all sprayers and kept in place during 'clearance time' (measured at 1 min 15 sec and marked on outside of booth).
- Spray booth checked to manufacturer's instructions and tested and examined every year by insurers.
- Breathing air quality from compressor checked every 3 months by insurers.
- Air-inlet for compressor well clear of any contaminants.
- Sprayguns cleaned in ventilated gun cleaner – spray-to-dry in booth wearing air-fed mask
- On-tool extraction used for power sanding and grinding.
- Disposable dust masks available for hand sanding.

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# ABC Company Safety Statement

## PART 5

### 1. ANNUAL REPORT

#### ABC COMPANY

#### SAFETY STATEMENT

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

#### SAFETY TRAINING;

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

#### NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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# ABC Company Safety Statement

## Accident Report Form

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

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



**Staff Suggestion forms**

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

<b>Staff Member Name:</b> _____ <b>Position:</b> _____ <b>Date:</b> _____
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<b>Details of Suggestion:</b> _____ _____ _____ _____ _____
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**SECTION B: to be completed by Supervisor or ABC Company**

<b>Action Taken:</b> _____ _____ _____ _____
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**Signature:** \_\_\_\_\_  
**Date** \_\_\_\_\_



## **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.