

LOGO HERE

# SAFETY STATEMENT

ABC Company

Address Line 1

Address Line 2

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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 Customers are fully aware of ABC Company' 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 the Workshop and associated premises. 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 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 1 has responsibility for managing Health, Safety & Welfare on a day-to-day basis. 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.

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

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

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 Manager 1 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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The table below is a record of all revisions made to the safety Statement

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

PREVIEW

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## 2.1 MANAGEMENT CONTROL SYSTEM

ABC Company are a company working in the automotive Industry.

We generally specialise in windscreen replacement and associated activities.

The company operates an average from 8:30 AM to 5:30 PM with a call out service as needed.

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:

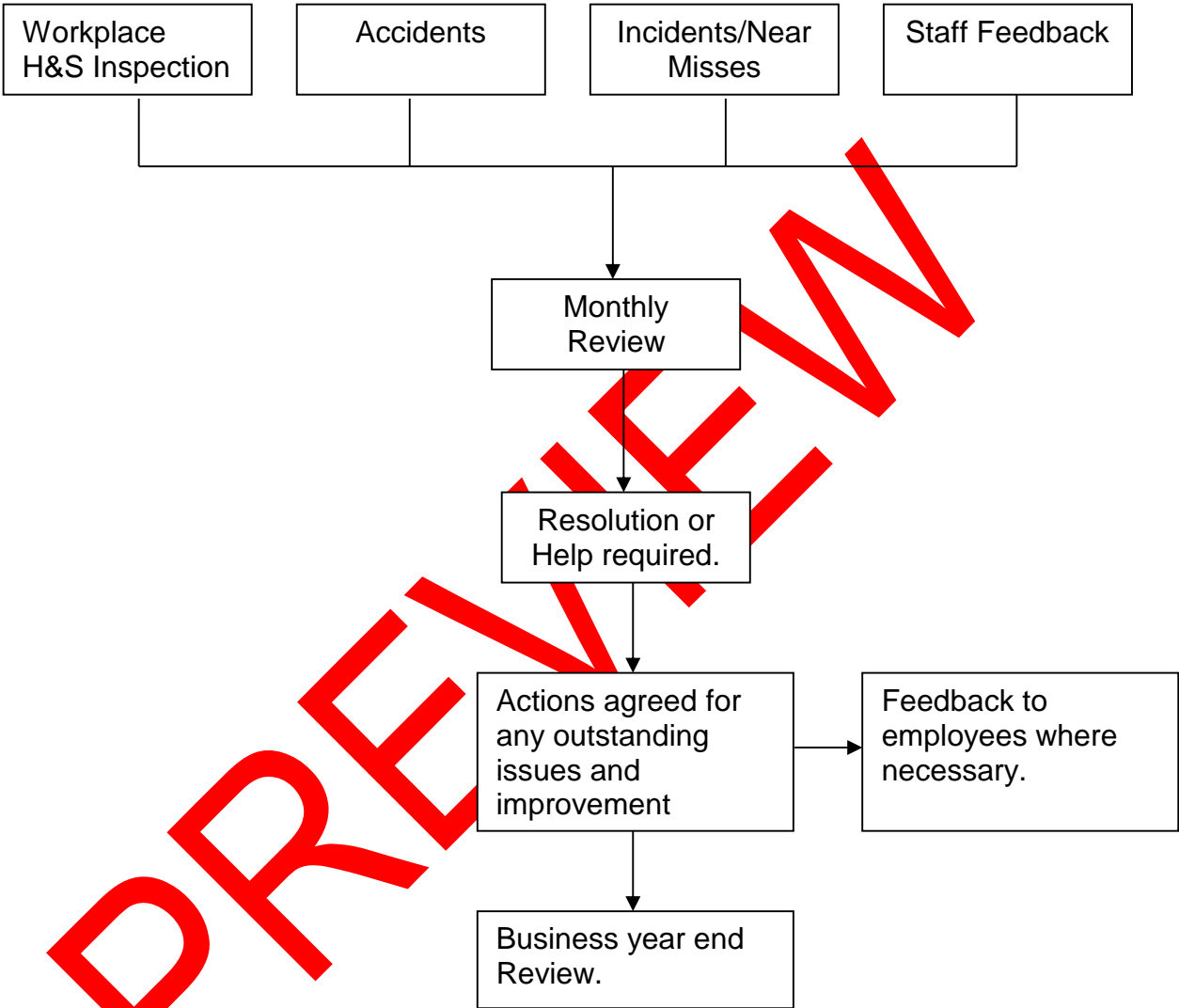
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
  - 3.3. Other Skills training as per need.
4. Safety critical equipment maintenance records
  - 4.1. Vehicles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

Records of all of the above points will be held within 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 Monthly 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. A senior employee will carry out the Workplace Inspection.
4. The inspection has corrective actions that have been completed highlighted and any issues that could not be dealt with identified.
5. Any significant issues on the inspection are immediately actioned by Manager 2 (where necessary).
6. Any non urgent issues are held over until the monthly review and actioned as appropriate.
7. Manager 1 or appointed deputy, will then review the performance of the company at the Monthly Review.

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## 2.2 Manager 2

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

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## 2.3 Manager 1

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

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## 2.4 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 OFFICE BASED STAFF

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

### Guidance on workstations for office workers

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

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

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

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## 2.7 CONTRACTORS

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

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must be notified of any material or substance brought onto site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- Contractors must take all reasonable steps to avoid interference by mobile plant.

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ARRANGEMENTS FOR SAFE WORKING

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

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

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### 3.5 SAFETY REPRESENTATION

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

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;

- ☐ Office
- ☐ Vehicles
- ☐ The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- ☐ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

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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 2.
- ❑ Health & Safety Authority
  - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by Manager 1.
  - ❑ 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.

### 3.10 PERMIT TO WORK SYSTEM

ABC Company will require any contractor on the premises to provide a method statement in advance the work commencing. Once on site they will be required to sign off on the method statement and receive a permit to work based on the Method Statement.

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### 3.11 SMOKING POLICY

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

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

#### IMPLEMENTATION

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy. 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 xx/xx/xx03 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 his 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 Manager 1 or the Safety Representative.

Manager 2 gives the undertaking that all complaints will be investigated sensitively and will be resolved locally if possible. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

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

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### 3.14 Young persons and inexperienced workers policy

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

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time 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 |
| 1                              |                         |   |   |   |   |   |   |
| 2                              |                         |   |   |   |   |   |   |
| 3                              |                         |   |   |   |   |   |   |
| 4                              |                         |   |   |   |   |   |   |
| 5                              |                         |   |   |   |   |   |   |
| 6                              |                         |   |   |   |   |   |   |

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

#### ☐ Risk Control.

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

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

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

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## 4.2 FIRE

### FIRE HAZARDS

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) Taking part in fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.

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- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of 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.
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

Staff will partake in fire drills as necessary.

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

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

Inadequate access and egress facilities can result in:

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

#### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

#### CONTROL MEASURES

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

All passageways shall be kept clear of obstruction.

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

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

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

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

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#### 4.4 HOUSEKEEPING

##### HAZARDS

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

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

##### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

##### CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not kept in the store, storage areas are defined, staff 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:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

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

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

All appropriate staff shall be trained in safe manual handling techniques by an external trainer.

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

ABC Company' employees will adhere to the controls that are put in place. 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.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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## 4.7 OFFICES

### HAZARDS

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

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

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

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

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

- All substances are list in a file and copies of the Safety data Sheets are available.
- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided.
- Wear protective equipment and clothing supplied.
- Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Store any flammable substances in a locked flame proof cabinet.
- Clean all spillages instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, only authorised personnel must handle materials.
- Ensure the correct equipment for handling the products is available.

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- If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels, and detailed health and safety information before using any products.

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## 4.10 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.
- 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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#### 4.11 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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## 4.12 General Glass and Windscreen Replacement

Hazards Identified:

Cuts  
Falls (ladders/height)  
Hand tools  
Vehicle issues  
Manual handling (especially commercial vehicles)  
Chemicals/sealants  
Weather and roadside

Person at risk:

Employees

Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

It is not possible in this risk assessment to identify every single situation that could arise in a glass replacement situation.

The variables are; time of day, time of year, weather, type of vehicle, class of road where the work is to take place, driver of our vehicle, injuries, condition of damaged vehicle, spillages, etc.

Therefore this assessment sets out the main high level control measures only. Each of the measures below will have supporting documentation in the company office where necessary.

### CONTROL MEASURES

- Only fully trained technicians may carry out this task.
- All other assessments in this statement to be followed i.e. Manual Handling, Hazardous Substances, Ladders, Tool, Violence, etc.
- All company vehicles are supplied with means of communication and a first aid kit.
- Where necessary due to the height of the vehicle or the size and weight of the glass two people may be needed to replace the screen/window.
- The following PPE will be needed:
  - Cut resistant gloves (i.e. Kevlar component)
  - Eye protection
  - Hi-Viz for roadsides
  - Weather proof clothing
  - Safety boots
  - Other depending on job specific risk assessments

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- Lifting aids to be used for moving and placing glass.
- Safety knives to be used when trimming rubber and cutting out old adhesives.

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#### 4.13 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.

## 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;
- Clean work & vice to work table before starting.

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#### 4.14 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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## 4.15 Ladders

Risks Identified: High

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

### CONTROL MEASURES

- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- If ladder or run of ladders >9m, an intermediate landing stage is to be provided.
- 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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## 4.16 Portable Generators

Risks Identified: Medium

- Electrocution
- Fire
- Fuel spill

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### 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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## 4.17 Handling Whole and Broken Glass

## Hazards

- Glass
- Slips and falls
- Manual Handling
- Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

## RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

## GENERAL CONTROL MEASURES

- PPE to be worn of Goggle/glasses and puncture proof gloves for all glass handling activities.
- Glass handling tools (vacuum holders) to be used when moving whole glass.
- Suitable bins and other receptacles will be used to collect and move broken glass.
- Brushes, scoops, etc. provided to handle all broken glass.
- All broken glass correctly disposed of at an approved waste receiver.
- All whole glass is marked by tape or paint to ensure any person in the vicinity can see it.
- Any vehicle with carrying facility for glass will be on the offside of the vehicle.

## GLASS TRANSPORT CONTROL MEASURES

- Train drivers on the vehicles they use, provide refresher training.
- Eliminate or reduce the need for vehicles to reverse.
- Segregate vehicle and pedestrian routes.
- Supervise vehicle use around the workplace and monitor driver and pedestrian behaviour.
- Wear high-visibility clothing where pedestrians and vehicles mix.
- Use vehicles specially designed for transporting glass.
- Handle goods and unload vehicles using safe working practices.
- Beware of the potential movement of glass remaining in the vehicle.

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- Restrain the glass remaining in vehicles
- Provide training and awareness in loading vehicles safely
- Vehicles should be marked to show maximum weight

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## 4.18 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
- 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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## 4.19 Violence and Aggression

### Hazards

Physical or verbal abuse

### Risk Assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

Difficult customers and others such as members of the general public can expose staff to a risk of violence. The following steps are taken by the Business to minimise this risk.

It is the policy of ABC Company not to have staff working alone, except when this cannot be avoided.

Staff are given the following guidelines in dealing with potential robbery and aggression/violence situations:

- Always keep aware of customers or other individuals who may become violent or threatening
- Never argue or otherwise engage with someone who shows signs of violence
- If someone becomes aggressive or violent, obtain assistance. Never attempt to get involved directly or to restrain the person.
- If attacked, withdraw from the confrontation if possible.
- If and when it is safe to do so, raise the alarm.

### Robbery/ Attempted Robbery

It is policy to put measures in place to minimise the risks to staff from robbery. These include:

- Minimising the quantities of cash and other valuable items held in vehicles and in the office;
- Putting appropriate entry and security safeguards in place.
- Staff are given the following guidelines in dealing with potential robbery situations
- If a robbery is attempted, even by someone who appears to be unarmed:
- Do not offer any resistance, do not provoke the attacker
- Give the attacker whatever they demand
- If and when it is safe to do so, raise the alarm.

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## 4.20 Cash Handling

### HAZARDS

- Robbery
- Physical Injury

### Risk Assessment

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

#### Cash Movement Controls

- Avoid letting large amounts of cash accumulate on the premises.
- Perform cash drops regularly depositing cash in a safe.

#### Cash Movement to and from the Bank

- Avoid, as far as possible, set patterns when making lodgements.
- Trips to the bank, where possible, should be made by car.
- Precautions should begin with varying, as much as possible, the times and routes of such journeys.
- The first and last stages of the journey to the bank are the most likely points for attacks – snatches have been made from customers in bank premises.
- Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.
- Do not advertise your business by unnecessary exposure of cash bags or lodgement docketts.
- When making up the lodgements, initial and date some of the currency wrappers.

#### Action to be taken in the Case of an Armed Robbery or Personal Attack

- Keep calm – do not panic.
- Obey – do only what you are asked to do, nothing more and nothing less.
- Observe. Note details of the criminal nearest you. Concentrate on:
  - Male/Female
  - Age
  - Height
  - Build
  - Hair colour
  - Colour of eyes

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- Mode of dress
- Right or left handed
- Distinguishing features
- Words used and accent
- Number of attackers
- Note where criminals may have placed their hands and feet
- Identify vehicular transport used (registration, colour, make of car)
- Preserve the scene intact. Do not interfere with places where fingerprints or footprints may be found.
- Hold witnesses at the scene until the Gardai arrive; otherwise take details (name, address, phone number) for contact later.

Notes:

Stay out of danger. Never jeopardise your own personal security or the security of others.

Post Crime Action – Armed Raids and Personal Attacks

- Contact the Gardai.
- Preserve the scene intact. Do not allow interference with places where fingerprints or footprints may be found.
- Hold witnesses at the scene until the Gardai arrive, otherwise take details (name, address, telephone number) for contact later.
- Identify if anyone has been injured. If so, note the type of injury. Call an ambulance if required.
- Put in place any measures to prevent further injury.
- Complete an incident/accident report form including:
  - i. Precise details of what happened.
  - ii. Who was there (witnesses), include names, addresses and phone numbers of non staff members.
  - iii. Detailed descriptions of the criminal(s).

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## PART 5

### ANNUAL REPORT

#### ABC COMPANY

#### SAFETY STATEMENT

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

#### SAFETY TRAINING:

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

External safety and health courses attended by our staff included:

#### NEW SAFETY ARRANGEMENTS

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

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Safety Statement Document Review

ABC COMPANY

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

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

### Part 6 Staff Sign Off

We the undersigned accept that:

- We have been shown the Safety Statement,
- We know where it is to be kept for review,
- We will adhere to all safety rules as set out by ABC Company
- We will not act in any way that could be harmful to ourselves or any other person.

| Name in block | Signature | Date |
|---------------|-----------|------|
|               |           |      |
|               |           |      |
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Appendix

PREVIEW

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### Accident Report Form

|                            |                      |
|----------------------------|----------------------|
| Location:                  | Department/Division: |
| Date of Accident/Incident: | Date of Review:      |
| Management present:        |                      |
|                            |                      |
|                            |                      |
|                            |                      |

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

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Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

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

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

SECTION B: to be completed by Supervisor or Manager 1

|               |
|---------------|
| Action Taken: |
| _____         |
| _____         |
| _____         |
| _____         |

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

Date\_\_\_\_\_

|           |                  |
|-----------|------------------|
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## PART 8 Related Policies

### 8.1 ABC Company Environmental Policy Statement

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

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

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

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

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

|           |                  |
|-----------|------------------|
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## 8.2 ABC Company Equality Policy

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

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

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

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

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

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