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Disclaimer.

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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 our commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used on site at client sites and to assess and audit the levels of health and safety being achieved.

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

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

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

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

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2.6 SUB CONTRACTORS (Generally used when ABC Company engage sub-contractors on their behalf).

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

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- Where Appropriate no contractor may be allowed to commence work on a client site prior to being issued a Permit to Work by the Client.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the Client site.
- All staff sent to work at a Client site by a contractor must have received appropriate health and safety training from their employer. They must also have access to relevant Risk Assessments and method statements as necessary.
- 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.

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3.12 DRUGS AND ALCOHOL POLICY STATEMENT

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

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

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

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

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3.13 Bullying at Work Policy

ABC Company management recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for our employees. As part of our policy of maintaining good employer practice Manager 1 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 when and if one is appointed.

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

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

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3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. ABC Company does not employ inexperienced workers.

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

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

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

Installation crews are supervised at all times by an experienced foreman.

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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4.7 ELECTRICITY

ABC Company employees will adhere to the controls that are put in place by the safety manager for the Client site. Set out below are the general controls for the company.

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

CONTROL MEASURES

- ABC Company will ensure that the wiring installation on the premises is checked on a scheduled basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.
- Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.
- Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.

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- Staff carrying out work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.

WIRING STANDARDS

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

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

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

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4.12 Abrasive Wheels

Hazards:

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Checks before use on all Power and Portable tools:

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

GENERAL CONTROL MEASURES

- Where possible portable power tools shall be battery operated at 18-24V.
- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training has been given to all engineers on how to store tools and use them correctly on site.
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Site Foreman
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Only use portable electrical equipment if powered through a 110 volt transformer;
- If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;

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4.20 Welding and Flame cutting

Hazards

Bums
Arc eye
Fire

Person at risk:

Employees / Sub-Contractors / others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- A hot works permit must be filled out and given to Safety Officer on site/s.
- Fire watch person must be present during welding and must have appropriate fire extinguishers to hand
- Area must be segregated and all combustibile / 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

4.20.1 Oxy/Acetylene

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Where the use of oxy-acetylene or electric welding or cutting plant or any blow lamp torch is to be done, Safety precautions and fire precautions must be discussed with the Site Safety Manager.
- The immediate area must be segregated to the greatest practicable extent by the use of non-combustible materials.
- Combustible floors in this segregated area must be covered with sheets of incombustible material.

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- Other hazards within or near to the segregated area such as tanks above or below ground level and containing flammable liquids or gases, must be protected by overlapping sheets of incombustible material.
- Where work is being carried out in any enclosed building or other structure, a fire warden must be present to see that there is no outbreak of fire.
- No hot work should be carried out unless specifically authorised
- Two or more of the following must be kept available for immediate use near the scene of operations:
 - buckets of water
 - or sand
 - fire extinguishers as specified.
- A thorough examination must be made in the vicinity of the work after the termination of each day's operations, also 30 minutes and one hour after completion of works. Burning / Welding Gear Must: only be retained at the work place for the duration of its actual use be secured to a trolley or wall mounted be fitted with BS hoses, permanent hose clamps, hose check valves, regulators and flash back arresters

SAFETY CONTROL POINTS

The operator should ensure that these safety precautions and procedures are read and fully understood before the equipment is used. Operators should also be aware of the recommendations of the British Compressed Gases Associations Code of Practice CP7-The safe use of oxy-fuel gas equipment.

- The area used for welding and cutting operations must be well ventilated and clear of flammable material.
- The operator must use goggles, gloves and other protective clothing to safeguard himself against sparks and flames.
- Cylinders must be properly secured in an upright position,
- Regulators must be correct for the gas and the pressure range required. They should be examined for leaks and any form of damage, particularly to gauges before use.
- Cylinder outlets must be free from dirt (a little gas should be 'snifted' through the valves before attaching the regulators) and regulator bullnosed nipples, seating and threads must be free from damage.
- Hoses should be in good condition and free from cuts or abrasions. New hoses must be blown through to remove any dirt or dust before fitting nut and hose nipple to 1 regulator end ' and HCV or 'Flashguard ' to1 blowpipe end ' of hose.
- All hose connections must be free of dirt, in good condition and properly tightened.

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- Oil and grease must never be used with oxygen regulators or other equipment connected with oxygen supplies.
- The regulator P. A. (pressure adjusting) screw must be in the unscrewed (zero pressure) position before opening the cylinder valve.
- Blowpipe valves must be in the closed position before opening cylinder valves.
- The cylinder valves must be opened slowly to prevent a pressure surge and an
- Approved cylinder key must be used. The key should be left on the cylinder.
- The regulators must be correctly adjusted to give the manufacturer's recommended pressures for the cutting or welding nozzles being used and the work to be done, Setting should be carried out in the flow condition.
- The hoses must be purged individually, away from naked light, before lighting the blowpipe
- The blowpipe should be examined to ensure that it has no teaks before being lit.
- To light the blowpipe, ignite fuel gas first and then open oxygen valve until a neutral flame is obtained.
- To extinguish blowpipe, close fuel valve first and then the oxygen valve. (If a sustained backfire is experienced close oxygen valve first.)
- The oxygen and fuel gas cylinder valves should be closed firmly.
- Pressure in the hoses should be released by opening and then closing each blowpipe valve in turn.
- The regulator P. A. screws should be unscrewed into the zero pressure position.

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4.21 Noise and Vibration

Hazards

- Excessive noise
- Excessive vibration

Having observed the tasks being undertaken by employees it has been ascertained that in the first instance there is no risk from Whole body Vibration.

In the second instance it has been ascertained that while employees are using power tools such as drills and screw drivers, this is intermittent and not likely to cause any problems with White Finger or other issues. However, this will be kept under review.

With regard to noise, there is occasional drilling and hammering noise during the installation of doors, etc. Ear defenders have been supplied to staff as it is not possible to eliminate this type of noise. However, it is occasional and intermittent and the dosage will be very low.

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All tools of modern design with internal damping and noise reduction where possible.
- All staff provided with ear defenders which they must wear when using power tools, especially if the tools are being used in close proximity to the ear.

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