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# **ABC Company Safety Statement**

## **1.1 APPLICATION**

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients 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 house and at any Client sites. 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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# **ABC Company Safety Statement**

## **1.3 COMPANY SAFETY STATEMENT**

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

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

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

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

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

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

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### 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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### 3.13 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 2 or the Safety Representative.

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

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

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## 4.10 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

#### SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
  - All glues, paints and other substances are listed in a safety file.
  - All glues, paints and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
  - The control measures listed in the MSDS are followed.
  - A written assessment, control measures and other information are on site.
  - All glues, paints and substances are stored in an appropriate unit that is fire retardant and can contain spillages.
  - Procedures planned to handle or use any hazardous substance or process are carried out fully.
  - Any, equipment, hygiene measures or protective clothing are provided and maintained as required.

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#### 4.14 Power tools

**Hazards Identified:**

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

**Person at risk:**

Employees / Sub-Contractors / Visitors / Others

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Checks before use on all Power and Portable tools:

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

**GENERAL CONTROL MEASURES**

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training must be given to users of power tools by a competent person (Tool box talk).
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Site 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;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- DO NOT wear gloves when using portable drills;

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## 4.18 Ladders

### HAZARDS

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

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

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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## 4.21 Lifting operations and Overhead services

### Hazards

- Falling materials
- Collapsing crane

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Method statement for all lifting operations detailing the specific risks and relevant control measures will be agreed for each lift.
- Site crane team will be responsible for ensuring that all sections are secure on the crane before lifting operations commence.
- General points to be observed in addition to the Method statements are
  - ABC Company staff do not operate cranes.
  - Cranes are operated on site by arrangement with site management and banksmen.
  - ABC Company staff that hold appropriate skills cards may use Teleporters under the direction of a banksman where necessary.
  - Safe working area to be enforced.
  - Only certified plant and equipment to be used.
  - Use of experienced and certified operators.
  - Tool box talks and site induction on works undertaken.
  - PPE to be worn at all times.

### Overhead lines

Hazards

- Electrocutation
- Undermining pylon structures

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### CONTROL MEASURES

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- All overhead lines shall be marked with goal posts and bunting.
- All pylons will be protected from instruction of ground works.
- Method statement for all work in the vicinity of overhead lines shall be drawn up.
- In very extreme circumstances it may be necessary to have the overhead lines powered down (de-energised)

Details from the ESB safety division:

## SITE WHERE THERE WILL BE NO WORK OR PASSAGE OF PLANT UNDER A LIVE OVERHEAD LINE



- A barrier should run parallel to the line. (See below for distance from line)
- This may be fixed post fencing or steel drums filled with rubble spaced 1.5 metres apart.
- If cranes are in use a line of bunting at a height of 3 metres should supplement the barriers. (See below for distance from line)
- Danger notice stating "Danger Live Overhead Line" should be spaced at intervals.

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

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

### Dimensions as follows:

#### Height of goalposts

- As advised by ESB

#### Width of Goalposts

- Max. 10 metres.

#### Height of bunting

- 3 metres

#### Distance between steel drums

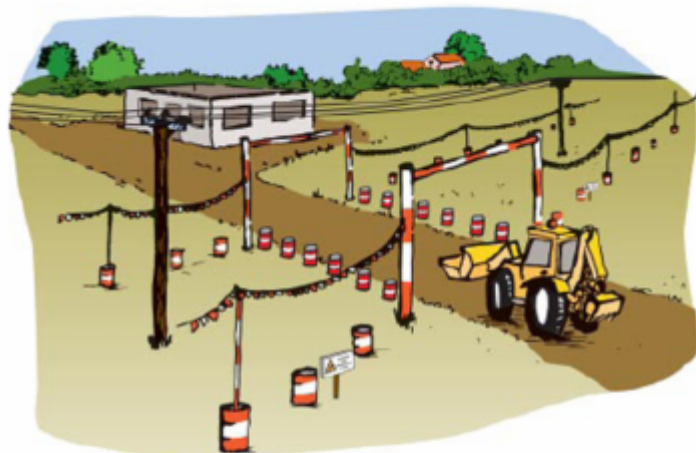
- 1.5 metres

#### Distance between danger notices

- 20 metres

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

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



**In general if work is to be undertaken directly under the line, ESB will insist that the line is switched off for the duration of the work.**  
ESB may permit working under a live line only if special agreed precautions are put in place.  
Booklet (ESB Code 9803203) also available which gives greater detail.

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**4.23 Groundwork, Excavations and Buried Services**

**Hazards**

- Trench collapse
- Falling into trenches
- Gas explosion
- Electrocution
- Undermining structures

Person at risk:

Employees / Sub-Contractors / Visitors / Others

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**GENERAL CONTROL MEASURES**

- Ground works form as provided by the HSA and copied in the appendix will be used for all jobs.
- Excavations will be notified and monitored on site via the HSA form CR9
- Site will be surveyed as per drawings to ascertain exact location of any buried services.
- All services shall be clearly marked.
- Excavation shall be inspected by a competent person on a regular basis to ensure stability.
- Hand digging shall be used in the vicinity of any services
- Trenches shall be battered back where ground conditions require.
- Excavations over 1 meter shall be supported by timbers or trench boxes.
- Safe method of erecting supports shall be used to avoid collapse during erection.
- Barriers shall be put up beside excavation to prevent people and machinery falling in.
- All vehicles, plant and equipment will be kept back a safe distance from any trench.
- Good secure ladders shall be provided where appropriate.
- All excavations shall be fenced off to prevent unauthorized access.
- The services of a surveyor shall be sought where necessary.

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## 4.27 Pneumatic tools

### Hazards

- Dust
- Fumes
- Entanglement
- Vibration
- Eye injury

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Adjust your air pressure to the manufacturer's rating.
- Make sure hoses are of the correct inside diameter and are not kinked or crushed.
- Mufflers to be part of tool.
- Ear defenders to be worn.
- Tool to have schedule of PPM to keep vibration at a minimum.
- Be aware of oil contaminated air release, keep hands and tools free of oil.
- Absorbent gloves to be worn.
- Dust masks to be worn by operatives.
- Correct PPE to be worn.
- Correct use and handling of plant and equipment.
- Operatives to be rotated and a register kept.
- Whip checks and guards if applicable to be fitted to all pneumatic tools.
- When using quick disconnect type fittings, install the male end on the tool.
- Always wear impact resistant safety goggles.

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# ABC Company Safety Statement

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

<b>Contractor</b>	<b>Name:</b>	<b>Address:</b>	<b>Tel:</b>
			<b>E-mail:</b>
<b>Project Name</b>			
<b>Description of the Task/Activity</b>			
<b>Site Address/Location:</b>		<b>Start Date/Time:</b>	
		<b>Finish Date/Time</b>	
<b>Personnel Involved</b>	<b>Name</b>	<b>Role/Trade</b>	
<b>Site Supervisor:</b>		<b>Tel:</b>	
<b>Safety Officer</b>		<b>Tel:</b>	
<b>Key Plant &amp; Tools (Attach Certification)</b>			
<b>Key Materials</b>			
<b>Other Essential Equipment:</b>	(i.e. access platforms/winches/ladders, etc)		
<b>Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))</b>			

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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.