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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 are fully aware of ABC Company's commitment to high standards in H&S.

ABC Company operates in the general area of Commercial Vehicle Sales and Maintenance. Every effort has been made to identify the hazards in the business and set out relevant control measures. It is accepted that from time to time new hazards may arise. These hazards should be identified via our inspection and feedback controls. When new hazards are identified a new risk assessment shall be completed and the relevant control measures shall be added to this Statement.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the Workshop, Showroom 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 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 however, 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:

Manager 2 is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

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

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

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

Accidents/incidents reported shall be investigated by 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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2.2 Manager 2 (assisted by supervisors as needed)

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ While Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively, Manager 1 will manage H&S activities on a day-today basis.
- ❑ Manager 1 is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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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 general office. 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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3.9 PERSONAL PROTECTIVE EQUIPMENT

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

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

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

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

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

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

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3.13 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 directly.

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 employees policy

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

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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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 =

To ensure that all electrical equipment used by the company is in safe condition.

CONTROL MEASURES

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.

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:

- Inspection lamps will be inspected for damage before use in a pit.
- 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.

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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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4.9 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

SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
 - All paints, oils and other substances are listed in a safety file.
 - All paints, oils 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 available.
 - All Paints, oils 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.
 - Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.

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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.
- All gas cylinders shall be safely secured and in a cage where needed.
- Keys will be removed and handbrake will be set on all parked vehicles.
- All portable tools shall be battery operated or 110V only.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Spill kit is available for use on all spills of oils, brake fluids, hydraulic fluids, etc.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Masks, Overalls and boots will be worn as relevant for the particular type of hazard.

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4.11 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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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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4.20 Use of customer & vehicles (see also 4.14)

DESCRIPTION

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

Likelihood	Severity	Risk Value
Score =	Score =	Result =

HAZARDS

1. Road Traffic Accident – Injury due to collision

RISK ASSESMENT: Medium

CONTROL MEASURES

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

2. Refuelling.

RISK ASSESMENT: Low

CONTROL MEASURES

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

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4.23 Lifting operations – Engine bay crane, etc.

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Risks Identified: High

- Falling materials
- Collapsing crane

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

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

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4.26 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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4.27 General Bodywork

Hazards Identified:

- Fire
- Fumes
- Skin sensitisers

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

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

Hazards

- Fire
- Fuel spill
- Slip and fall

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Pit is clean at all times
- Ladder for pit is inspected and maintained
- Pit is always covered by a metal grid when not in use.
- Pit is always drained of water using the sump pump.
- Only qualified staff are allowed to use the pit.
- Machines are never parked fully over the pit when in use, half of pit is always left clear.

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