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Disclaimer.

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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 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 appointed himself as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 1 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 1

Date: _____

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company are a company working in the automotive Industry.

We generally specialise in body repairs and paint refinishing.

The company operates an average from 8:30 AM to 5:30 PM.

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 2010
 - 6.2. Annual reviews after 2010
7. Monthly Safety review
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation in 2010
 - 8.2. Annual reviews after 2010
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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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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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 1 gives the undertaking that he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

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

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3.14 Young persons and inexperienced workers policy

ABC Company does not employ 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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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 and other substances are listed in a safety file.
- All 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 available.
- All 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.
- 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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4.11 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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4.12 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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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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ABC Company Safety Statement

Spray Booth Assessment.

Assessment No: Confined Space Safety document No: RA001
Title: Spray Booth

Part 1 - To be completed by selected person confined spaces:

Low risk Medium risk High risk

Plant/apparatus: Spray equipment for crash repair

Task area: Booth

Site: Applicable to Spray Booth

Department: Workshop

Work to be done (each task must have own assessment):

Spraying of car parts and bodies

Does work introduce any hazards: Yes - Fumes.

Expected duration of task: 1 hour Starting at:

Company involved:

Person in charge of Work: Workshop supervisor

Total in team: 1

Risk assessment carried out (and attached): Yes No

Known hazards:

Fumes

Measurements taken:

Design team estimated air flows and set up extraction.
All MSDS available to set out limits.

Safety Checklist (tick appropriate box):

Permit for work issued	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A	Cleaning/purging/inerting complete	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
Special precautions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	Forced air ventilation in place	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Special equipment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	Continuous atmosphere checks	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
Warning signs/barriers	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	Communications	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
Competency checked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	Safety equipment in place	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Lighting installed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	Safety method statement attached	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
Rescue equipment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A	Safe access/egress	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
Rescue services informed	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A	Tel No:		

Instructions:

Special instructions and/or safety measures required:

Only trained staff may carry out this task.
Door to be kept closed during all spray operations.
All paints and other substances to be used strictly in accordance with the MSDS.
All paints and other substances to be stored in the flame retardant press.
Spraying may not commence if the ventilation is not working.
Spray gun and all fittings to be checked before use.
All PPE to be checked before use.

Name (selected person):

Company:

Date signed:

Time signed:

Part 2 - To be completed by the person in charge of the working party:

I declare that all the persons in my working party are familiar with the safety and emergency arrangements and are properly

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ABC Company Safety Statement

Assessment No: Confined Space Safety document No: RA001
Title: Spray Booth

equipped. I accept responsibility for carrying out/supervising the work listed in Part 1 of this GPR in accordance with the Safety Method Statement and Confined Space Rules and Procedures.

Initial atmosphere test results

Gas monitor used: N/A
Serial No: N/A
Oxygen sufficiency/deficiency (% vol): N/A
Flammable gas (%LEL): N/A
Toxic gas(es) (ppm): N/A
Other (specify) (ppm): N/A
Heat stress (wet/dry bulb temp): N/A
Duration allowed (hours):
Signed (person in charge)

Person in charge:

Date:

Time:

Company:

Contact Tel No:

This assessment must accompany Permit, Method Statement etc and be retained with PFW when cancelled.
A separate assessment must be completed for each work task e.g. cleaning, maintenance, painting etc.

Part 3 - Hazard Analysis:

Hazard/ Consequence	Controls	Severity	Probability	Risk Rating
H - Atmos potential for flammable vapours & gases C -	Extraction system installed by design professionals. All lights explosion proof. No electrical points within booth.	4	3	12
H - Atmos potential for oxygen deficiency C -	Extraction system installed.	4	2	8
H - Hazards from eqpt/substances taken into space C -	All paints and substances to be used in accordance with MSDS.	4	2	8
H - Potential exposure to fire & explosion C -	All light fittings explosion proof.	5	3	15
H - Slips trips and falls C -	Booth to be kept clean and tidy at all times.	3	3	9

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ABC Company Safety Statement

Assessment No: Confined Space Safety document No: RA001
Title: Spray Booth

Risk rating: 15
Status: Medium

Additional Controls:
(for risk rating greater than 6)

Hazard/ Consequence/ Existing Controls	Severity/ ourent risk rating (with controls)	Additional Controls	Residual Severity/ Probablity/ Risk Rating
H - Atmos potential for flammable vapours & gases C - E - Extraction system installed by design professionals. All lights explosion proof. No electrical points within booth.	4 12	System subject to maintenacne and inspection	4 2 8
H - Atmos potential for oxygen deficiency C - E - Extraction system installed.	4 8	As above	4 2 8
H - Hazards from eqpt/substances taken into space C - E - All paints and substances to be used in accordance with MSDS.	4 8	MSDS must be inspected and updated regularly.	4 2 8
H - Potential exposure to fire & explosion C - E - All light fittings explosion proof.	5 15	Ongoing maintenance.	5 2 10
H - Slips trips and falls C - E - Booth to be kept clean and tidy at all times.	3 9	Inspections to verify cleaning.	3 2 6

Residual risk rating: 10
Residual status: Medium

Conclusions:
This activity can be safely managed provided the controls are used.

Assessment No: Confined Space Safety document No: RA001
Title: Spray Booth
Assessor:
Position:
Assessment date:

Signed (assessor)

Authoriser:
Date authorised:
Authoriser comments:

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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 its influence over others. The objective will be to minimise the environmental impact of all operations.

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

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

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

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

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ABC Company Safety Statement

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.