

## Contents

### **PART 1 Company Statement**

- 1.1 Application
- 1.2 Objectives of the Safety Statement
- 1.3 Company Safety Statement
- 1.4 Policy
- 1.5 Revisions

### **PART 2 Duties and Responsibilities**

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Manager 1
- 2.4 Supervisors
- 2.5 Employees
- 2.6 Contractors

### **PART 3 Arrangements for Safe Working**

- 3.1 Resources
- 3.2 Safety Induction
- 3.3 Training
- 3.4 Safety Consultation
- 3.5 Safety Representation
- 3.6 First Aid
- 3.7 Reporting of Accidents, Diseases and Dangerous Occurrences
- 3.8 Welfare Facilities
- 3.9 Personal Protective Equipment
- 3.10 Smoking Policy
- 3.11 Drugs and Alcohol Policy
- 3.12 Bullying Policy
- 3.13 Young and Inexperienced Workers Policy

### **PART 4 Hazard Identification and Control Measures**

- 4.1 Hazard Inspections
- 4.2 Fire
- 4.3 Access and Egress
- 4.4 Housekeeping
- 4.5 Manual Handling
- 4.7 Electricity
- 4.8 Offices
- 4.9 Visual Display Units
- 4.10 Hazardous substances
- 4.11 General Maintenance
- 4.12 Working at Height (Racking, Storage, etc.)

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	2

Logo here

# ABC Company Safety Statement

- 4.13 Company Vehicles & General driving Hazards
- 4.14 Ladders
- 4.15 Working in warehouse/stores
- 4.16 Hand Pallet trucks
- 4.17 Forklift trucks
- 4.18 Pallets
- 4.19 Roll Cages
- 4.20 Battery charging/gas change
- 4.21 Coupling trailers
- 4.22 Drivers
- 4.23 Dock Levellers
- 4.24 Bulbs, Painting, High Maintenance
- 4.25 Collapsed pallets
- 4.26 Workplace transport

## **PART 5 Annual Report**

## **PART 6 Staff sign off**

## **PART 7 Appendix**

- A1 Accident Report Form
- A2 Safety Inspection sheet
- A3 Staff Suggestion form
- A4 Health and Safety Asset/Year Planner

## **PART 8 Related Policies**

- Environmental Policy
- Equality Policy

### **Disclaimer.**

This Statement has been prepared with the assistance of [www.safety-statements.ie](http://www.safety-statements.ie) no liability may attach to [www.safety-statements.ie](http://www.safety-statements.ie) arising out of any element of the contents of this statement. It is accepted that Manager 2 is responsible for ensuring the contents adequately reflect the activities of the business.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	3

**Logo here**

# **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 and employees are fully aware of ABC Company's 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. 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.

<b>Revision number</b>	<b>Date</b>	<b>Document owner</b>	<b>Approved by</b>	<b>Page number</b>
<b>01</b>	<b>xx/xx/xx</b>	<b>Manager 1</b>	<b>Manager 2</b>	<b>4</b>

Logo here

# 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, 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:** \_\_\_\_\_

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	5

### 2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is a transport company operating a Nationwide Multidrop delivery service from their own Distribution Centre. However, other types of collection and delivery services are operate from time to time depending on the needs of our customers.

The companies' employees operate an average of 40 hours per week from 6:00am to 5:00pm. However this too is subject to change depending on customer needs

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. Safety Induction.
4. Safety critical equipment maintenance records
  - 4.1. Vehicles
  - 4.2. Fire extinguishers
  - 4.3. Hand tools
5. Fire drill records
6. Risk assessments
  - 6.1. Initial assessments from 2010
  - 6.2. Annual reviews after 2010
7. Monthly Safety review (part of general management meetings)
  - 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	9

## 2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ He bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ He 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	12

### 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 main office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by ABC Company.

ABC Company 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.

#### 3.4.1 SAFETY COMMITTEE

ABC Company have a Safety Committee on site. The members of the Safety Committee are Manager 1, Manager 2 and an Employee Representative. The committee meet on the first Monday of every month. The following is the agenda for each meeting:

- Review previous month's inspections.
- Review any reported accidents or incidents form the previous month.
- Review any suggestions or queries from staff.
- Plan a safety topic briefing for the coming month.
- Review any new safety guidelines/legislation that ABC Company have been made aware of.
- Post the minutes on the Staff Notice Board.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	22

### 3.13 Bullying at Work Policy

ABC Company recognises and accepts its 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 ABC Company 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	31

## 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.

Where loads have to be manually handled, safe access shall be assured.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	41

#### 4.12 Working at height – racking, storage, etc.

##### Hazards

- Items falling from work area
- Overreaching
- Tripping Hazards on work area
- Collapse of unit
- Falls from height

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at height.
- All man-up platforms/cages for forklifts etc. shall be fitted with relevant safety devices.
- All work at height will be must be carried out safely to protect workers and people below.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.
- Effective cordons must be fitted to deter non-essential personnel.
  - In some areas where this is not practicable operatives may be required to attach tools or small articles to cords so that they cannot fall.
- Portable access equipment, such as trestles, step-ladders and tower scaffolds, must not be positioned near stairwells or floor/roof edges if this places operatives at risk of falls.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	52

Logo here

# ABC Company Safety Statement

## 4.15 WORKING IN WAREHOUSE/STORES

### HAZARDS

- Poor housekeeping.
- Spillages/materials on floor.
- Materials falling from racking.
- Bad/dangerous forklift driving.
- Loading/unloading pallets manually.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Housekeeping cleaning duties must be carried out daily.
- All spillages should be cleaned up immediately.
- Restrict access to authorised personnel only.
- Safety signs are in place re "Caution Beware of Forklift."
- No obstruction to be put in way of exits.
- Only trained drivers to drive forklift.
- Safety boots worn by all staff.
- All shelving and racking shall be kept in good condition.
- Shelving and racking shall not be over loaded.

### TRAINING

- Forklift driver training.
- Manual Handling.
- Safe working practices in Warehousing Areas.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	57

## 4.17 FORKLIFT TRUCKS

It is the supervisors/managers responsible to ensure that no employee uses forklift truck, unless they have been properly validated by the Company. Failure to comply with this instruction is a dismissal offence.

### HAZARDS

- A truck colliding with object/structure causing collapse of same.
- Equally hazardous is the practice of jumping from a truck while still in motion.
- Excess speeding in confined areas, restricted aisle-ways etc.
- Lack of attention can result in any of the following:
  - Overturning.
  - Persons being run over/struck by fork lift truck.
  - Material falling from forks.
  - A truck colliding with an object.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes
- All fork lift trucks are fitted with:
  - Forward flashing warning light(s) interlocked with the ignition
  - Reversing horns/sirens interlocked into reverse gear.
  - Floors are maintained in a sound and clean condition and particular attention is paid to the prevention of oil and rubber build-up. Specific cleaning chemicals are used by the hygiene team for the purpose of removing rubber build up..
- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months.

### *Control during use*

- Forklift drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	61

## 4.21 COUPLING/UNCOUPLING TRAILERS

### HAZARDS

The main hazards associated with coupling and uncoupling are:

- Unhitching
- Runaways

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES (sourced from HSE)

Coupling procedure for standard semi - trailers (where there is room to operate safely between the rear of the tractor cab and the front of the semi trailer)

- Slowly reverse the tractor unit in a straight line towards the front of the trailer.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Check the trailer parking brake is applied.
- Make any necessary adjustments to the trailer coupling height and slowly reverse the tractor unit under the trailer until the 5<sup>th</sup> wheel jaws engage.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Carry out a visual check that the 5<sup>th</sup> wheel jaws have engaged correctly and fit the security "dog clip" or other safety device.
- Carry out a second test that the 5<sup>th</sup> wheel jaws have engaged by selecting a low forward gear and with the trailer brakes still applied slowly pulling forward.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Connect the service airline (yellow) and electrical connections.
- Connect the emergency airline (red) and watch for any unexpected movement. (If the trailer moves, immediately disconnect the emergency airline (red) and check that the trailer parking brake has been applied.
- Wind up the landing legs and secure the handle.
- Fit the number plates and check that the lights work.
- Carry out visual and functional vehicle checks, and release the trailer handbrake before setting off.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	67

## 4.22 Drivers

### Hazards

Road Traffic Accidents

### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control measures

- Ensure your CPC is current.
- Follow safety instructions.
- Use seat belts at all times.
- Always drive within the speed limit.
- Reduce your speed to take account of weather conditions.
- Do not continue driving if tired. Take regular breaks. Get out of the Coach/Bus and take some fresh air.
- **Do not use stimulants to overcome tiredness.**
- Always comply with local traffic conditions and follow requirements on driving time.
- Adjust your seating position so it is as upright as possible and so that you are using the head restraint. This will help to prevent whiplash in the event of an accident.
- Be familiar with the maintenance procedures for your vehicle and ensure it is kept in good running order. Are windows and mirrors clean? Are tyres, brakes, steering and lights in good condition?
- Do not drive under the effect of alcohol or drugs or if you have taken any medicines that could affect your driving. Follow the safety instructions for medicines and consult your doctor if in doubt.
- Make sure load is evenly distributed and properly secured.
- Ensure load cover is always in place when carrying loose loads such as Sand or Gravel.
- Ensure vision is not obstructed by pendants or stickers etc. on windows.
- Try to avoid parking your vehicle in positions that will obstruct traffic or visibility of other drivers or pedestrians.
- Ensure measures to prevent the vehicle moving are applied.
- Eat regular, healthy meals.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	69

## **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.

Logo here

# ABC Company Safety Statement

## Health and safety Asset/Year Planner 2010/10

Health and Safety System Component	January	February	March	April	May	June	July	August	Sept	October	November	Dec
<b>General Safety Requirements</b>												
Safety Statement is available to all staff + visitors												
Safety Statement review date												
Safety policy displayed prominently												
Number of Accident reports for month												
Number of Welfare and Concerns entries for month												
Fire drills were conducted on -												
Planned Monthly/Weekly Safety Inspections												
All first aid boxes are accessible												
Cost of monthly First Aid replenishment												
<b>Safety Meetings</b>												
Dates of monthly meetings												
<b>Staff carry out + understand Roles</b>												
Manager												
General Employees												
<b>Personal Protective Equipment</b>												
Cost of new PPE for month												
<b>Training - Planned</b>												
Manual Handling												
First Aid												
other												
<b>Planned Maintenance</b>												
Enter plant name in Month												
Vehicle maintenance dates												
<b>Outside Safety Inspections</b>												
Name of inspector												

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	83