

## 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 Foreman (where appointed)
- 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 Permit to Work Systems
- 3.11 Smoking Policy
- 3.12 Drugs and Alcohol Policy
- 3.13 Bullying Policy
- 3.14 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 Assembly and Technical Work

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

**LOGO HERE**

# **ABC Company Safety Statement**

- 4.12 Abrasive Wheels
- 4.13 Working at Height
- 4.14 Company Vehicles
- 4.15 Ladders
- 4.16 MEWP
- 4.17 Portable Generators
- 4.18 Working with Electricity in general
- 4.19 Working with HV
- 4.20 Precautions in Electrical Testing
- 4.21 Battery rooms and batteries
- 4.22 Working on energised circuits

**PART 5    ABC Company Annual Report**

**PART 6    Staff Sign Off**

**PART 7    Appendix**

- Accident Report Form
- Safety Inspection sheet
- Staff Suggestion form
- Template Method Statement for Clients

**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.

<b>Revision number</b>	<b>Date</b>	<b>Document owner</b>	<b>Approved by</b>	<b>Page number</b>
Draft	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 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.

<b>Revision number</b>	<b>Date</b>	<b>Document owner</b>	<b>Approved by</b>	<b>Page number</b>
<b>Draft</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 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:** \_\_\_\_\_

<b>Revision number</b>	<b>Date</b>	<b>Document owner</b>	<b>Approved by</b>	<b>Page number</b>
Draft	xx/xx/xx	Manager 1	Manager 2	5

**2.2 Manager 2 (Assisted by Manager 1 as required)**

- ❑ Manager 1 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	11

### 2.3 Site Foreman (if appointed)

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety on a monthly basis.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises. (when necessary)
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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

### 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	28

### 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 of 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.

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	32

#### 4.11 Assembly and Technical Work

Note: All site work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job.

#### HAZARDS

- Multi hazard

#### RISK ASSESSMENT: As per individual assessments

To ensure that the activities of Installation Electricians does not create a hazard.

#### CONTROL MEASURES

- All technical employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	48

## 4.12 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;

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	49

## 4.15 Ladders

### Hazards Identified:

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	56

### 4.18 Working with Electricity in general

#### Hazards Identified:

- Electrocution
- Fire

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Electrical shock

It's not the voltage but the current that kills. People have been killed by 100 volts AC in the home and with as little as 42 volts DC. The real measure of a shock's intensity lies in the amount of current (in milliamperes) forced through the body. Any electrical device used on a house wiring circuit can, under certain conditions, transmit a fatal amount of current.

Currents between 100 and 200 milliamperes (0.1 ampere and 0.2 ampere) are fatal. Anything in the neighbourhood of 10 milliamperes (0.01) is capable of producing painful to severe shock. See table below:

Readings		Effects
Safe Current Values	1 mA or less	Causes no sensation - not felt.
	1 mA to 8 mA	Sensation of shock, not painful; Individual can let go at will since muscular control is not lost.
Unsafe current values	8 mA to 15 mA	Painful shock; individual can let go at will since muscular control is not lost.
	15 mA to 20 mA	Painful shock; control of adjacent muscles lost; victim can not let go.
	50 mA to 100 mA	Ventricular fibrillation - a heart condition that can result in death - is possible.
	100 mA to 200 mA 200 mA and over	Ventricular fibrillation occurs. Severe burns, severe muscular contractions - so severe that chest muscles clamp the heart and stop it for the duration of the shock. (This prevents ventricular fibrillation).

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	60

## 4.19 Working with HV

### Hazards Identified:

- Electrocution
- Fire

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Are generally rated under 20 KVA
- Individually supply items of portable equipment.
- ABC company should provide adequate safeguards before requiring or allowing any employee to work near high-voltage lines. Work that may require protection against accidental contact with high-voltage lines includes excavation, demolition, construction, structural repairs, house moving, well-drilling, pile-driving, and the use of scaffolding and hoisting equipment. Unless power has been turned off and lines visibly grounded, or effective barriers have been erected to keep workers and equipment a safe distance from the power lines, employers should:
  - Forbid employees to place, use or handle equipment or materials within the minimum clearances for the site.
  - Prohibit transportation or movement of equipment or materials in such a way that any part of the equipment or materials can come closer to high-voltage lines than the minimum clearances in Clearance for the site.
  - Prohibit storage of equipment or materials near high-voltage lines if the storage would involve handling that might bring some part of the equipment or materials within the minimum clearances for the site.
  - Sometimes high-voltage lines move because of strains placed on their supporting structures or attachments. Employers should see that such moves do not result in violations of minimum clearances.
  - Cage-type boom guards, boom stops, insulating links and proximity warning devices may be used on cranes. Their use, however, does not alter the minimum clearances for the site.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	63

## 4.22 Energised circuits

### Hazards Identified:

- Electrocution
- Fire

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Plan the work to be done. Be sure everyone involved understands the plan thoroughly. Consider environmental conditions, also wet and damp locations.
- Before work is begun, the person in charge shall ascertain by inquiry, direct observation and instruments if the source is energised and, if so, what the voltage.
- At least two persons shall be assigned to work on energised lines/equipment. They should be trained to handle emergencies and be thoroughly briefed in safety procedures and use of safety equipment.
- No employee shall be permitted to work on, approach or handle any conductive object without an approved insulated tool or handle unless:
  - The employee is insulated or guarded from the energised part.
  - The energised part is insulated or guarded from employee and any other conductive object at a different potential.
  - The employee is isolated, insulated or guarded from any other conductive object(s). Employee shall be insulated as much as possible between phase(s) being worked and other phases.
- Proper personal safety equipment must be available and used; i.e., rubber gloves with protectors insulator blankets/mats, authorised hard hat, eye protection, etc.
- Suitable barriers or other means should be used to prevent unauthorised personnel entering the "hot" work area. Post appropriate warning signs.
- If it becomes necessary to de-energise high voltage circuits while work is being performed, circuit being worked shall be shorted to ground or tested with appropriate test device to

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	68