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### 1.1 Application

ABC Company provides services in the general area of Buildings and Facilities Maintenance. We use a combination of 3<sup>rd</sup> Party Contractors and our own staff to carry out this work. If so far as is practicable we have tried to address all of the known day-to-day hazards in this Safety Statement. However we operate a policy of continuous assessment and improvement so that when any new activities come on line we will carry out new assessments as necessary. We also operate a Method Statement (see appendix) process to deal with hazards in one off activities/jobs.

### 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the Company with particular reference to the accommodation provided. 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. The Safety Statement that continues on the following pages is only relevant for the Management activities relating to the ABC Company premises.

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 and the Safety, Health & Welfare at Work (General Application) Regulations and that all reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has responsibility for managing Health, Safety & Welfare, to whom reference should be made, in the event of any difficulty arising in the implementation of this policy.

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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### 2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ 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.
- ❑ Pre approve all contractors before assigning them to work on the ABC Company premises.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, make suitable changes.
- ❑ Investigate all major accidents and damage to Company property and implement actions.
- ❑ 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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### 2.7 CONTRACTORS

The following responsibilities are allocated to contractors:

- ❑ All contractors must submit their Safety Policies and Insurances to ABC COMPANY for approval prior to being awarded any works.
- ❑ No contractor may be allowed to commence work before receiving a Permit to Work.
- ❑ All contractors will be expected to comply with ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the Company whilst work is being carried out.
- ❑ All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the site.
- ❑ All staff sent to work at the ABC Company complex must have received appropriate health and safety training from their employer. They must also have access to relevant Risk Assessments and method statements as necessary.
- ❑ Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- ❑ All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- ❑ No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- ❑ Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- ❑ Contractors must comply with any safety instructions given by ABC Company management.

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# **ABC Company Safety Statement**

- ❑ ABC Company must be notified of any material or substance brought onto the site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- ❑ Contractors must take all reasonable steps to avoid interference by mobile plant.
- ❑ ABC Company must see documentary clarification of contractor's insurance arrangements, which must be submitted and approved in writing.

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### 3.11 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free.

Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises.

However the above does not affect residents within their own homes.

### 3.12 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Company and others at significant risk.

All Contractors' Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on company business, or when they are in Company premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on an ABC Company location, will lead to removal from the project and possible other sanctions.

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

All stairways shall be kept in good condition.

All handrails on stairs and in other areas shall be kept in good condition.

It is vital that all fire escape doors are not obstructed at any time.

All of the above points are checked by Manager 2 on the monthly inspection.

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### 4.6 ELECTRICITY

ABC Company employees will adhere to the controls that are put in place by the safety manager for the Client site. 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 permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees, ABC Company employees do not carry out any electrical work for which they do not have suitable knowledge, skills and experience.

#### CONTROL MEASURES

1. ABC Company will ensure that the wiring installation on the premises and any works undertaken by them shall be of the highest standard and be certified where appropriate.
2. Dangerous or defective cabling should be replaced or remedied in accordance with the ECSSA's rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with ECSSA.'s rules.

Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator. Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.

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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

As a building maintenance and facilities company we use a variety of paints, varnishes and other coatings on office and other commercial premises. We also engage in wallpapering and other forms of decorating as specified by the client. The control measures set out in this assessment are for general handling and use of Hazardous Substances. Whenever we select a new paint, coating or other decorative finish we will assess its properties based on the Safety Data Sheet from our supplier and put the relevant control measures in place based on that information. If any of the information is unclear or unfamiliar we will seek the assistance of the supplier.

The variety of paints and coatings available is quite large. As a first step we will refer to the trade information from **Akzo Nobel** for Dulux, Cuprinol, Hammerite, Polycell, etc. at <http://www.icipaints.co.uk/products/datasheets.jsp> and then to other suppliers as necessary.

### SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
- All decorative coatings and other substances are listed in a safety file.
- All decorative coatings and other substances have an up to date Material Safety Data Sheet (MSDS) on file.

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### 4.10 Working at height

#### Hazards

- Falls over edges/Falls through the roof
- Items falling from work area/Throwing waste material from roof etc.
- Overreaching/Collapse of unit
- Tripping Hazards on work area
- Falls through opes
- Personal Injury due to unfamiliarity with premises/site

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.
- Care must be taken when other contractors are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- All scaffold including mobile towers, must be of sound construction and erected by a competent person, this will include a copy of statutory form.
- There is an onus on the employer providing the scaffold that it is safe for use by their employees
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by sub contractors which involves working at any height must have a risk assessment and method statement and must be given to foreman.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.
- Sufficient Step-Ups available, all in good condition.
- Platform trellis, with guardrail, used for stairwells and operators are trained in how to put it up, use and dismantle it.
- Stairs and landings have handrails.

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#### 4.11 GENERAL WORK HAZARDS

Note: All work is subject to individual assessment and the production of a method statement where necessary 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 staff 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.
- All employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- 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.
- 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, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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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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### 4.17 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 1 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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### 4.19 General Maintenance activities and hazards

#### Hazards

- Dust
- Fatigue
- Slip and fall
- Vibration
- Eye injury

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- General points for painting:
  - Before you start work, make sure that the room/area is as empty as possible.
  - Stick dust sheets to the skirting with masking tape so that they remain in place.
  - **Mask or remove any electrical or other fittings that may be accidentally painted.**
  - Remember to switch off the electricity at the mains before removing electrical fittings.
  - Paint should be stored out of children's reach.
  - Any paint that splashes on the skin should be removed with a recognised skin cleaner (NOT white spirit or other solvents), followed by soap and water.
  - Gloss, Undercoat, Universal and Wood Primer and white spirit are all flammable so should be stored well away from any possible source of ignition.
  - Paint in a well ventilated area – this will ensure that fumes are not inhaled and will encourage the paint to dry.
  - Always make sure ladders are safely erected and secured.
  - Wear protective clothing where necessary.
- Preparing surface for any coating
  - Use safety catch for tools
  - Construct overhead protection
  - Display warning signs at appropriate sites
  - Construct barricades for the area

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### 4.21 Cleaning for Clients

#### HAZARDS

- Multi hazard

#### Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Slips trips and falls
  - Single step units are used for medium level dusting, ladders and height are addressed alter in the assessments.
  - The right cleaning equipment is used for the right job, and staff follow safe systems of work.
  - Staff monitor entrances for wet floor surfaces walked in.
  - Warning cones placed around spillages, and removed as soon as spillage clear and floor dried.
  - Staff do not leave cleaning materials/equipment unattended.
  - Cleaning of stairs done outside of trading/working hours.
  - Most cleaning machines used have no trailing cables; for machines with cables, cleaners use socket nearest to where they are working and put out hazard cones.
  - Cleaning of escalators and lifts done outside trading hours, and to a safe system of work (closed off and isolated, with lift doors open).
  - All areas well lit.
- Chemicals
  - See section on Hazardous Substances.
- Manual Handling and MSD
  - All staff trained in lifting safely, and follow safe systems of work.
  - All staff using cleaning machines trained in their use, according to manufacturers' instructions.
  - Trolleys provided for moving bags of waste and staff use them.
  - Staff do not overfill bags and buckets.
  - Rubbish skip emptied daily by subcontractors meaning waste bags are not stacked high.
  - Mopping systems have a long-handled wringer, and a bucket on wheels to reduce lifting and carrying.

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## 4.22 Window Cleaning and Ladders (See also 4.17 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 =

### General Window Cleaning Hazards and Control Measures

#### Manual handling

If the ladder is too heavy get assistance. The length of ladder that can be safely handled by a single person will depend on their build, age and experience but, as a general indication, longer ladders for cleaning above 6 m may require two people for some operations.

#### Work above roofs

Many windows are located above short lengths of sloping roof, for example above front porches or dormer windows positioned a short way up the sloping face of the roof; others are often located above garage or extension flat roofs.

Such windows pose particular problems for window cleaners. Where such windows can be cleaned safely from indoors, every effort should be made to do so. However, this is often not possible due to window design, or is inconvenient or unacceptable to householders concerned about dirt being carried indoors or having strangers in their homes.

Leaving certain windows uncleaned may be the only option. In older properties, particularly where windows are often jammed shut,

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## 4.26 General outdoors safety

### HAZARDS

Sun  
 Rain  
 Ice  
 Etc.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES AND ADVICE

- Wear warm or waterproof clothing in poor weather.
- Be aware of possibility of ice.
- Protect yourself from too much sun.
- Wear a hat and light-coloured long-sleeved shirts and trousers.
- Put on sunscreen before going out and re-apply it often.
- Wear sunglasses to protect your eyes.
- Stay cool in the heat.
- Wear 'breathable' cotton fabrics.
- Drink LOTS of fluids; at least a cup every half hour when it's really hot.
- Alternate between water and sports drinks (isotonic fluids).
- Avoid alcohol and caffeine – they dry you out.

### Pay attention to signs of heat exhaustion –

Nausea, Dizziness, Headache, Blurred vision, Cold/wet (clammy) greyish skin or disorientation.

### Watch for signs of heat stroke

Chills, Irritability and restlessness, Convulsions or rapid shallow breathing, Disorientation or euphoria, Red face and skin, Dry skin, Fainting.

Get help if you think you have heat exhaustion or stroke.

- Get medical help.
- Get out of the heat.
- Lie on your back with your feet up.
- Cool down with the help of wet cloths, alcohol wipes or immersion into tepid water.
- Replenish fluids; drink water and sport drinks (isotonic fluids).
- Get rest. Recovery may take days.

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## 4.27 Spraying

### HAZARDS

Chemicals

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- All controls as per earlier assessment on hazardous substances to be followed.
- Only trained staff may use the sprayers whether they are knapsacks or vehicle mounted.
- Where possible spray staff will attend the Teagasc spray training program.
- Before using, always inspect the backpack pesticide sprayer tank for damage or defects and make sure sprayer hoses, regulator, wand, and nozzle(s) are clean and functioning properly. Pay particular attention for leaks from the sprayer and attachments.
- Always wear appropriate personal protection equipment, including eye protection, chemical-resistant gloves, and coveralls and when necessary, chemical-resistant clothing and a respirator.
- Follow instructions on the substance label when mixing substances for use in a backpack sprayer.
- Pour the pesticide mixture through the filter basket when loading the backpack sprayer tank.
- Due to the weight of a loaded backpack spray, be careful when walking or bending. Look where you are stepping and always bend at the knees.
- Due to their inherent hazardous nature, never use flammable liquids, acids, or caustic chemicals such as bleach in a backpack sprayer.
- Relieve sprayer tank pressure through the shut-off valve and spray wand before adjusting the pressure regulation valve or control knob.
- Apply pesticides at the rates recommended by the manufacturer.
- Never point the spray wand in the direction of people or animals.

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## 4.28 Hedge Cutters

### HAZARDS

Entanglement  
 Amputation  
 Physical injury  
 Fire and/or fuel spill

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

These are a summary of the more important control measures. Full safety controls are shown in the Manufacturers instruction manual. As each model of cutter is unique, the manual must always be consulted.

- Only staff familiar with the equipment may operate it.
- Manufacturer's instructions from manual to be followed.
- Report all defects and never modify or bypass controls.
- Refuelling to be carried out as per earlier assessment.
- Blade must be covered by scabbard when carried.
- Lone employees may not use the hedge cutters while on ladders.
- Solid working platform to be used at all times.
- Secure A-Frame ladders may be used for short durations where they are held firmly by a second person.
- Before use the following must be checked:
  - Spark plug boot secure
  - Cutting blades secure
  - No fuel leaks
  - Cutter guard (if fitted) secure
  - Ensure cutting blades are clear of the ground
- Check that there are no bystanders in the general work area.
- Watch the cutting blades at all times – do not cut areas of the hedge that you cannot see.
- Be extremely careful when cutting tall hedges, check the other side of the hedge before starting work.
- Make sure the idle speed setting is correct. The cutting blades must not run when the engine is idling with the throttle trigger released.

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## 4.29 Abrasive Wheels

### 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

### RISK ASSESSMENT:

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 foreman 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.
- Occasionally a new wheel is cracked or flawed, and is likely to shatter as soon as it is used. New wheels should always be

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Logo here

# ABC Company Safety Statement

## Accident Report Form

<b>Location:</b>		<b>Department:</b>	
<b>Date of Accident/Incident:</b>		<b>Date of Review:</b>	
<b>Management present:</b>			
<b>Injured Party Details</b>			
<b>Nature of loss</b>	Nature and extent of actual or potential loss to people, property, process or the environment		
<b>Description</b>	Description of the Accident/Incident (who, what, how, when)		
<b>Causes</b>	Why did the Accident/Incident occur, (root, basic and immediate causes)?		
<b>Recommendations</b>	Action to prevent recurrence, responsibility & action by dates:		
<b>Reporting</b>	Distribution of investigation information organisation wide and statutory reporting / reply:		

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**Safety Inspection Sheet**

<b>Inspector:</b>		<b>Area:</b>		<b>Date:</b>
Structure, equipment, tool & work practice	Inspection item (relating to each structure, equipment, tool & work practice)	Substandard condition / practice noted	Corrective action required	Action by & date

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**Staff/Resident Suggestion forms**

**SECTION A: To be completed by staff member with suggestion**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Details of Suggestion:**

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**SECTION B: to be completed by ABC Company**

**Action Taken:**

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Signature: \_\_\_\_\_  
Date \_\_\_\_\_

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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.

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