

Contents

PART 1 Company Statement

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

PART 2 Duties and Responsibilities

- 2.1 Management control system
- 2.2 Manager 2
- 2.3 Managers and Supervisors
- 2.4 Employees
- 2.5 Office Staff
- 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 Work on client premises

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

- 4.12 Abrasive Wheels
- 4.13 General points on animal safety
- 4.14 General health hazards
- 4.15 Gas Forge Safety
- 4.16 Power and hand tools
- 4.17 Company Vehicles
- 4.18 Anvils, Noise and related hazards

PART 5 Annual Report**PART 6 Staff Sign Off****PART 7 Appendix**

- A1 Record of reviews
- A2 Accident Report Form
- A3 Safety Inspection sheet
- A4 Staff Suggestion form

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

This Statement has been prepared with the assistance of www.safety-statements.ie no liability may attach to 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

1.1 APPLICATION

This is the Safety Statement of ABC Company. We provide services that fall under the general description of Farrier. We maintain a workshop/forge and provide services on client premises. We also work under the auspices of the Irish Farriery Authority.

As we deal with animals, a key component of our daily activities is unpredictable. This is due to the nature of hoarse and how they behave. We will make every effort to ensure that our activities are as safe as they can be. As we generally work on other people’s property we would equally expect them to take every effort to ensure the area in which we work is as safe as can be.

Every effort has been made to identify the hazards in the business and set out relevant control measures within this Safety Statement. It is accepted that from time to time new hazards may arise. These hazards should be identified via our inspection and feedback controls. When new hazards are identified a new risk assessment shall be completed and the relevant control measures shall be added to this Statement.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used on site at client sites and 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.

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

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, on site. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 has 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 are a company who specialise in Domestic installations/modification of gas and heating system and very occasionally the installation & modification of plumbing systems, bathrooms etc.

We currently employ people over an average 40 hour working week generally starting at 8:00 and finishing at 17:00. This is of course variable with business needs.

The objective of our 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. Weekly safety and housekeeping inspection
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid
 - 3.2. Fire Warden/Marshall
 - 3.3. Manual Handling
 - 3.4. Abrasive Wheels
 - 3.5. Working at Height
4. Safety critical equipment maintenance records
 - 4.1. Fire alarms
 - 4.2. Emergency lighting
 - 4.3. Fire extinguishers
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from 2011
 - 6.2. Annual reviews after 2011
7. Monthly Safety review
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation in 2011
 - 8.2. Annual reviews after 2011
9. Annual Director's report

Records of all of the above points will be held within the main 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

Procedure for Weekly Inspections.

1. Result from previous week is filed for review at Monthly meeting, along with any issues that could not be resolved at the time.
2. Any issues requiring discussion are dealt with at the meeting and action points are put in place.
3. A senior employee or the Manager 1 will carry out the Weekly Inspection.
4. Inspection is completed and given to the Manager 1 by 2.30 pm that day if another employee was responsible.
5. The inspection has corrective actions that have been completed highlighted and any issues that could not be dealt with identified.
6. Any significant issues on the audit are immediately actioned by the Manager 1.
7. Any non urgent issues are held over until the monthly review and actioned as appropriate.
8. The Directors will then review the performance of the company at the Monthly Review.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	11

2.3 MANAGERS/SUPERVISORS (When appointed)

All Managers will be responsible for planned implementation of effective health and safety standards within their area of operation.

Managers bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

They are also responsible for ensuring that staff reporting to them are supported in enabling them to reach the correct decisions in respect of health and safety matters.

SPECIFIC RESPONSIBILITIES OF ALL MANAGERS

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training in liaison with the HR department and check that it is effective.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Where work is of a nature not normally carried out by the Company, then identify hazards and, if necessary, arrange for written instructions to be issued, regarding safety sequence, method of work and precaution to be taken, to the person in charge of the work.
- ❑ Allocate work in such a way that health and safety standards are not compromised.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	13

2.4 All Employees (if and when hired)

- ❑ 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	15

- ❑ Adjust the seat's backrest to support the lower back.
- ❑ Sit right back in the chair to gain adequate support.
- ❑ Use a footrest if the seat is too high.
- ❑ Rest the upper body when the routine allows, try to vary your work pattern so that the body uses a different position every 20 minutes.
- ❑ Where screens are involved change the screen angle to suit the sitting height.
- ❑ Avoid locations where VDUs will pick up sunlight or reflections.
- ❑ Adjust the height of the seat until the forearms are horizontal with the desk.
- ❑ Align hands with forearms and work with straight wrists.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	17

Logo Here

ABC Company

Safety Statement

- ❑ Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company and the Client's H&S Manager.
- ❑ Contractors must comply with any safety instructions given by ABC Company management.
- ❑ ABC Company must be notified of any material or substance brought onto the Client 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	19

3.1 RESOURCES

The management of ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

The Management of ABC Company undertake:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the company.
- To include health and safety considerations into all annual estimates for the running of the company.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	21

3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. The management at ABC Company shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

All the safety training received will be monitored and updated by the Manager 1. This training will be recorded and tracked.

ABC Company will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	23

3.5 SAFETY REPRESENTATION (Will be activated when needed)

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	25

The following contents are required in a first aid box:

- ❑ Card giving general first aid guidance.
- ❑ Individually wrapped sterile adhesive dressings.
- ❑ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ❑ Triangular bandages (sterile).
- ❑ Safety pins.
- ❑ Blue Plasters
- ❑ A selection of Unmedicated wound dressings which should include:
 - ❑ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
 - ❑ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
 - ❑ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ❑ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

PROCEDURE & RECORD KEEPING

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

Names of First Aiders		

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	27

3.8 WELFARE FACILITIES

ABC Company Management shall ensure that adequate welfare facilities are provided on the premises for all personnel.

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

When carrying out installations, the Client's Site Management will ensure that adequate welfare facilities are provided on the premises for all personnel.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	29

3.10 PERMIT TO WORK SYSTEM

ABC Company Permits are not relevant on client sites. ABC Company personnel will complete site permits as required by the Client's Site Safety Manager.

Sample Doc.
 Copyright
 Safety-Statements.ie

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

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 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), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on company property, company owned vehicles or other off site locations, will lead to disciplinary action being taken.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	33

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 in the company workshops before being assigned to an installation crew.

All workers on installation crews are subject to specific site inductions by the relevant site managers or safety managers.

Installation crews are supervised at all times by Manager 1.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	35

4.1 HAZARD INSPECTIONS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

- The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	37

4.2 FIRE

FIRE HAZARDS

The forge is the most likely location of a fire. At all times the manufacturers guidelines shall be followed.

Fire extinguishers are provided and are regularly checked. A fire marshal has to be designated and staff trained in fire fighting and emergency procedures.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) The holding of fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	39

4.3 ACCESS AND EGRESS

HAZARDS

ABC Company staff will adhere to all rules regarding access and egress on the Client site. However, set out below are the general arrangements for the company.

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.

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

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

4.5 MANUAL HANDLING

This is one of the most significant hazards faced by Farriers. All Farriers receive relevant training in this area when they qualify. However the information here will be used as a reminder and to try and avoid habits developing.

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 = 6	Score = 4	Result = 24

GENERAL CONTROL MEASURES

Farriers should try to keep fit and have a good diet as this enables strength to be maintained in dealing with an animal.

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 animal 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.

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	43

- Staff carrying out 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.

WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	45

4.9 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

The main problems that may be associated with VDU's are as follows:

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

(b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

(c) Radiation

Radiation levels across virtually the whole of the electro-magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

(d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	47

4.10 HAZARDOUS SUBSTANCES

The main substances that the Farrier could be exposed to are CO2 from the forge and metal fluxes.

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

- Forge will be ventilated to the outside.
- Masks will be worn when any metals are being heated.
- All substances are listed in a chemical register.
- All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- A copy of the written assessment, control measures and other information are on site.
- All 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.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

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

4.12 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 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.
- Occasionally a new wheel is cracked or flawed, and is likely to shatter as soon as it is used. New wheels should always be visually checked and given a resonance test before being fixed to

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	51

4.13 General Animal Safety

Hazards

- Crush
- Being thrown/kicked
- Unpredictable animals

By their nature horses and other animals requiring to be shod can be unpredictable. Set out below are general control points. On each client visit the Farrier will assess the situation and the Animal and will put relevant local controls in place.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All Farriers will be qualified to at least Diploma standard as recognized by the Irish Farriery Authority.
- Always wear safe clothing and use equipment that is in good repair. Always wear boots to protect your feet should you get stepped on when you are working near animals.
- Wear pants to protect your legs. Your clothing should be well fitted so that it does not catch on any equipment.
- Never run, make sudden movements or sudden loud noises around animals. Some animals will become startled from sudden actions or noises and a startled horse is more likely to cause injury to you than a calm one.
- Never approach an animal directly from the front or rear. Always approach the animal by his shoulder or to the side.
- Whenever you are near an animal, always make sure he knows where you are by speaking to him or keeping a hand on his body as you move around him.
- When you walk around an animal, either walk far enough away that you are not in his kicking range (at least 12 ft.), or so close that you cannot receive a full blow should he kick.
- Always let an animal know what you intend to do. For example, when picking up a horses foot, do not grab the foot hurriedly. Instead, run your hand down starting at his shoulder and down to his pastern, and the horse should pick up his foot for you.
- When holding the lead rope, always fold the extra rope back and forth instead of around in a loop. Then, hold the rope around the outside of the bundle. Never, ever loop the extra rope (or any equipment), around your hand or other body

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	53

4.14 General Health Hazards

Hazards

- Weils
- Lyme
- Etc.

Person at risk:
All outdoor staff

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General Advice:

Weil's disease (Leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. If you are working with parts of your body immersed in water wear waterproof protective clothing. Never touch dead rodents with bare hands.

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a leptospirosis medical contact card to alert others to the possible nature of your illness.

Lyme disease

This disease is spread by bites from infected ticks. The earliest sign may be a faint ring-shaped rash. Often you may not notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms. At this stage the infection responds well to antibiotics but if left untreated may result in serious illness. The best defence is to keep your skin covered – especially your legs. Check your skin and clothing frequently. Carefully remove any ticks and place a small dressing over the bite. The sooner the ticks are removed the less likely you will be infected.

If you are worried about possible infection contact your GP.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	55

4.15 Gas Forge Safety

Hazards

- Burns
- Explosions

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Never allow a propane cylinder to tip while in use, as liquid propane may enter the regulator, possibly damaging the regulator and rendering it unsafe, and definitely resulting in a surge in propane flow.
- If (during the cool months) the propane cylinder cools so much that you can't get the pressure you need, place it in a tub of cold water. Never apply artificial heat.
- Never allow the heat from the forge to heat the propane cylinder.
- The regulator and hose are vulnerable components and should be treated gently, protected from heat and harm (watch where you wave that hot iron) and inspected before use. Solvents, sunlight, and other deteriorating influences can also affect the hose.
- The first time you fire up a forge, do so delicately. Leave the doors open and heat at a slow rate. This will cure the refractory. Place the doors back in position after firing the body of the forge for a period of time.
- Place the forge on a non-combustible surface. Keep combustibles away.
- Have a dry chemical fire extinguisher ("ABC") handy.
- Never leave a hot forge unattended, even if the fuel is shut off.
- Never store a propane cylinder indoors.
- Preferably operate a propane forge outside. If that is impossible or impractical, operate the forge only where very substantial ventilation is provided. This means, either no walls (roof only) or forced ventilation. This precaution is necessary both to prevent fire (propane leak) and to prevent CO poisoning. If you ever suffer a headache while working with any combustion equipment, get out.

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

4.16 Power and hand tools

Hazards

Accidental electrocution from exposed wires
 Personal injury from incorrect use
 Personal injury from inadequate maintenance

Person at risk:

Employees / Sub-Contractors / Visitors / Others

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 Manager 1
- ❑ Don't use damaged, worn or dangerous tools;
- ❑ Always use the correct tool for the work being carried out.
- ❑ Inspect portable leads & extension leads before use, replace if damaged;
- ❑ 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	59

4.17 Company vehicles

Hazards

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Monthly Vehicle Inspection Sheets must be used and stored in Company vehicle and returned to office for inspection at the end of every month
- Employees have a legal duty to report any known defects

Person responsible:

Vehicle Driver

Road Accidents

Hazards

Road Accident

Risks

Low

- ❑ Only suitably qualified and insured employees may operate company vehicles.
- ❑ They must always be driven within the rules of the road and the Law.
- ❑ They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.
- ❑ No members of the public may be offered lifts at any time.
- ❑ No hitchhikers may be picked up at any time.
- ❑ Any breach of the Road Traffic Acts will be treated with the utmost severity.

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

- ❑ At no time is it permitted to drive the vehicle while holding a mobile phone or receiving and sending text messages.
- ❑ At all times the law on mobile phones is to be strictly adhered to. This law changed as of April 2002 and therefore new regulations are to be strictly adhered to.
- ❑ At the moment there is no conclusive evidence of health problems arising from the use of "Headsets/Handsfree kits". However, in the interest of preventive safety, management advises strongly that all employees limit conversations on these to approximately three minutes and to only use them for essential conversations.
- ❑ "Headsets/Handsfree kits" are not recommended for usage while in the store or at any time when it is perfectly safe to hold a handset.

Vehicle Inspections

A bi-monthly Health & Safety Vehicle Review should be made on all vehicles and a record kept in the Health & Safety folder.

Staff will occasionally be requested to carry out a self-assessment on their assigned vehicle.

Vehicles to include the following:

- Current Vehicle Service Record
- Fire Extinguisher
- Reflective Jacket
- Warning Triangle
- First Aid Kit
- Tyre tread
- Driving shoes
- Torch
- Bin for litter
- Emergency Breakdown/Accident Number

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

4.19 Anvils, Noise and associated hazards

Hazards

- Crush
- Deafness
- Physical injury

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 5	Result = 20

CONTROL MEASURES

- Correct PPE for work in hand must be worn at all times.
- Ear defenders are essential due to the high impact noises.
- Eye Protectors are also essential due to the possibility of flying metal pieces.
- Anvil parts and uses:
 - Horn - Used for forming curves in metal
 - Cutting table - used for cutting metal. You don't want to cut metal on the face of the anvil. It could cause damage. The cutting table usually is of a softer metal than the face of the anvil.
 - Face - Where you do most of your hammering
 - Pritchel hole a hole used to punch holes through metal
 - Hardy hole - Tools are placed in this so you can work use the tool. A good example would be a hot cut tool. it is placed in the hardy hole and it has a cutting edge on the top.
- Anvil must be kept in good condition and on a stable base.
- All tools associated with the work must be well maintained and clean.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	65

Logo Here

ABC Company Safety Statement

Safety Inspection Sheet

Inspector:		Area:		Date:
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








Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	71

Logo Here

ABC Company Safety Statement

Template Method Statement for Clients when necessary.

Contractor	Name:	Address:	Tel:	
			E-mail:	
Project Name				
Description of the Task/Activity				
Site Address/Location:		Start Date/Time:		
		Finish Date/Time:		
Personnel Involved	Name	Role/Trade		
Site Supervisor:		Tel:		
Safety Officer		Tel:		
Key Plant & Tools (Attach Certification)				
Key Materials				
Other Essential Equipment:	(i.e. access platforms/winches/ladders, etc)			
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))				
Specific Staff				
Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	73

Arrangements:						
Details of Permits to Work:						
SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)					
Required Personnel Protective Equipment:	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Eye Protection	 Respiratory Protection
Emergency Procedures:						
 First Aid	Name of On-Site First Aider:					
	First Aid Facilities:		First Aid Box Location:			
	Location of Nearest Hospital:					
Welfare Requirements						
Services to be supplied by Others						
Other information & Comments						

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	75

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	77

Sample Doc.
Copyright
Safety-Statements.ie

Revision number	Date	Document owner	Approved by	Page number				
				01	xx/xx/xx	Manager 1	Manager 2	79