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ABC Company Safety Statement

1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients and other interested parties are fully aware of ABC Company's commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house 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.

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1.3 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, 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 him, 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: _____

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1.4 Policy Statement:

Manager 2 is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

It is our policy when purchasing raw materials, making process alterations, altering (by approval) existing equipment or changing a system of work; to study each proposed change to ensure that it is safe in so far as reasonably practicable.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the company's safety statement and should ensure that they are familiar with its content.

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by Manager 1 to determine the corrective action necessary to prevent recurrence.

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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2.5 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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2.6 SUB CONTRACTORS (Generally used when ABC Company engage sub-contractors on their behalf).

The following responsibilities are allocated to contractors to whom ABC Company assigns work on their behalf:

- ❑ All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- ❑ All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- ❑ Where Appropriate no contractor may be allowed to commence work on a client site prior to being issued a Permit to Work by the Client.
- ❑ All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client 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 Client site.
- ❑ All staff sent to work at a Client site by a contractor 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.

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3.13 Bullying at Work Policy

ABC Company recognises and accepts his responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Manager 1 or the Safety Representative.

Manager 1 gives the undertaking that he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary/grievance procedures.

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

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4.8 OFFICES

HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Adequate office space is allocated for the working personnel.

All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.

Only one drawer of a filing cabinet shall be opened at any one time.

All drawers should be closed after use.

Sufficient lighting and ventilation shall be provided.

Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.

Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.

All items stored above head level shall be stored properly to prevent falling.

The mains power supply shall be disconnected before attempting to move electrical equipment.

All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.

Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.

Floor areas shall be kept clear of materials and litter.
Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.

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4.11 General Site work for Fence Preparation

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 the installers 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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4.12 Abrasive Wheels (Angle grinders, etc.)

Hazards

- Disc bursting due to:
 - Incorrect disc fitted
 - Disc fitted incorrectly
 - Faulty / damaged disc fitted
- Wrong disc fitted / used for purpose
- Hand or leg injuries from unsafe use by inexperienced or incompetent persons
- Eye injuries to operator or those nearby from projectiles emitted
- Severe injuries due to wheel bursting

Person at risk:

Employees / Sub-Contractors / Visitors / Others

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 visually checked and given a resonance test before being fixed to the spindle. Tap the side of the wheel with a small tool. It should have a clear ring. A dull noise indicates a flaw.

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4.13 Power tools

Risks Identified: Medium

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
		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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4.21 Company work vehicles/machines (Machines are generally rented as necessary, controls below shall be implemented as appropriate).

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 =

Vehicle List:

- Mini diggers
- 360 excavators
- Bull dozer
- Etc.

CONTROL MEASURES

Safety cut-outs on all equipment.

Only trained staff may use digging equipment.

All blades shall be kept sharp to ensure smooth cutting.

Staff will not carry out any general maintenance on vehicles.

Monthly Vehicle Inspection Sheets must be used and stored in Company vehicle and returned to office for inspection at the end of every month

All equipment subject to a planned schedule of maintenance.

All equipment shall be subject to the statutory maintenance checks as per the construction regulations.

Employees have a legal duty to report any known defects.

Only those with relevant skills cards may operate machinery

Any lifting equipment is inspected at statutory intervals as per our insurance company recommended inspector and the 2006 regulations.

Wind is always assessed before carrying out lifting.

Operator to make sure there are no obstructions.

Keys are never left in vehicles.

All vehicles will be secured at night to prevent unauthorized access.

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4.22 Working with Razor and Barbed Wire

Hazards

Entanglement
Cuts Grazes

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Process and Control Measures

Method

1. Wire is delivered to site on pallets and packed in cardboard boxes.
2. MEWP will be delivered to site.
3. ABC Company staff arrive and sign in as necessary.
4. Line wire will be set up first.
 - a) Place eyes on top of fence or other structure.
 - b) Measure distance needed for wire.
 - c) Stretch wire along the ground.
 - d) Climb into MEWP and attach fall arrest.
 - e) Take up one end of the line wire.
 - f) Thread wire through the eyes and tie off at end.
 - g) Go back to beginning, tighten wire with ratchet and tie off.
5. Wire from Scissors lift –
 - a) 1 Scissors lift with 7.5 metre platform.
 - b) Place one coil of razor wire on platform and extend along the rail.
 - c) Climb into MEWP and elevate to line wire.
 - d) Two fitters stand with razor wire between them and the line wire.
 - e) Razor wire is lifted into place and tied using steel wire twists and hand drill.
 - f) Continue with more coils as necessary.
6. Wire from boom lift –
 - a) Boom lift with basket suitable for 2 fitters and 1 coil of wire.
 - b) Boom is extended to working area.
 - c) I fitter will begin the process of attaching the razor wire to the line wire while the other fitter will gradually feed the razor wire to him.

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4.23 Working with Fence sections

Hazards

Entanglement
 Cuts Grazes
 Manual Handling
 Struck by falling panels

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

All erecting of fence panels shall be subject to a Method Statement to suit the specific site involved.

General points to be observed in addition to the Method statements are:

- Staff are trained in Manual Handling and assess each lift.
- At least two people are involved in every lift.
- Lifting and placing of fence sections is never carried out in high winds.
- Staff have access to lifting equipment as necessary.
- Staff always wear gloves and other PPE as set out in the Method Statement.
- Ground conditions are always assessed before moving panels.
- ABC Company staff do not operate cranes.
- ABC Company staff that hold appropriate skills cards may use Teleporters under the direction of a banksman where necessary.
- Safe working area to be enforced.
- Only certified plant and equipment to be used.
- Use of experienced and certified operators.
- Tool box talks and site induction on works undertaken.
- PPE to be worn at all times.

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