

Contents

PART 1 Company Statement

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

PART 2 Duties and Responsibilities

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Manager 1
- 2.4 Department Managers
- 2.5 Employees
- 2.6 Office Based Staff
- 2.7 Contractors

PART 3 Arrangements for Safe Working

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

PART 4 Hazard Identification and Control Measures

- 4.1 Hazard Inspections
- 4.2 Fire
- 4.3 Access and Egress
- 4.4 Housekeeping
- 4.5 Manual Handling
- 4.6 Electricity

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

LOGO HERE	ABC Company
	Safety Statement

- 4.7 Offices
- 4.8 Visual Display Units
- 4.9 Hazardous Substances (incl. Formaldehyde)
- 4.10 Bullying and Harassment
- 4.11 Ladders
- 4.12 Equipment and Maintenance
- 4.13 Noise
- 4.14 Safety in domestic premises
- 4.15 Driving for work
- 4.16 Pregnancy and New Mothers
- 4.17 Violence and Aggression
- 4.18 Embalming process
- 4.19 Infection control

PART 5 Annual Report

PART 6 Staff Sign off

PART 7 Appendix

- A1 Accident Report Form
- A2 Safety Inspection sheet
- A3 Staff Suggestion form
- A4 Display screen assessment

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

LOGO HERE	ABC Company
	Safety Statement

1.1 APPLICATION

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

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

SAMPLE DOCUMENT - COPYRIGHT S-S.ie

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

LOGO HERE	ABC Company
	Safety Statement

1.3 COMPANY SAFETY STATEMENT

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

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 and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
 Manager 2

Date: _____

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

LOGO HERE	ABC Company
	Safety Statement

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.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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

LOGO HERE	ABC Company
	Safety Statement

2.7 CONTRACTORS (electricians, painters, builders, etc.)

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

- 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.
- 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 whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions.
- 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.
- 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.
- ABC Company must be notified of any material or substance brought onto the premises which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.

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

3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ❑ **Main Office Area**
 - ❑ **Embalming area**
- ❑ The First Aid Boxes is inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file.
- ❑ When employees are visiting at a Client or 3rd party premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

Names of First Aiders

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	24

LOGO HERE	ABC Company
	Safety Statement

3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company Ltd shall ensure that all employees use Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Biological Exposures

CONTROL MEASURES

All safety equipment purchased by the Company will be to approved standards.

ABC Company Ltd will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature is obtained for the equipment.

Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and Company Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

All PPE is signed for upon issue and replacement PPE may not be issued unless the damaged item has been returned for inspection.

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

3.12 Bullying at Work Policy and Stress

Work in the funeral industry can be stressful due to the odd hours, the often rushed schedules, and the emotional toll of dealing with human loss. Good self care with nutrition, physical strength training, and adequate sleep can help you cope with the demands of this essential occupation.

ABC Company Ltd recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company Ltd 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 Ltd 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 either Manager 1, Manager 2 or the Safety Representative.

Manager 2 gives the undertaking to investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

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

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

4.4 HOUSEKEEPING

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

Managers will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	40

4.5 MANUAL HANDLING

HAZARDS

Back injuries or muscular strain could be caused when:

- Lifting and moving the deceased,
- Moving and lifting both empty and full coffins/caskets.
- Carrying coffins at funerals.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable. This could include the use of stretchers, body scoops, roll-in multi-level cots, trolleys, church trucks, vehicles etc.

All appropriate staff shall be trained in safe manual handling techniques.

Where deceased, coffins, etc. have to be manually handled, safe access shall be assured.

The Funeral home is laid out so as to minimise the handling as much as possible.

As a general rule at least 2 people are required to lift an empty coffin and at least 4 people are required to bear an adult's coffin.

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

4.7 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.

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

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 =

Embalming fluids

Certain products used in the funeral business such as embalming fluids, vehicle cleaners, disinfectants etc. contain harmful substances.

Most of these substances will be labelled toxic, very toxic, harmful, irritant or corrosive.

Controls

- Identify all the hazardous substances used, obtain their hazard data sheets from the supplier and assess the risks to staff.
- Try to use the safest products available.
- Ensure adequate ventilation in required areas such as embalming rooms.
- Develop safe handling and spillage procedures and train staff.
- Provide suitable protective clothing/equipment.
- Manager 1 to supervise and monitor to ensure that safe procedures are being followed.
- Manager 1 to monitor employee exposure to certain chemicals and provide medical surveillance.
- choose embalming fluids with the lowest practical levels of formaldehyde.
- Small containers are purchased rather than large drums and are stored in a well ventilated area.
- Display notices warning of the hazards are posted on walls.
- Low level ventilation system is in the embalming room which will ensure that the levels of formaldehyde in the atmosphere are kept below its maximum exposure limit (MEL) of 2 parts per million (ppm).
- Promptly clean up any spillages and replace lids on containers and the embalming machine as quickly as possible.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	50

LOGO HERE	ABC Company
	Safety Statement

4.14 Safety in domestic premises.

HAZARDS

- Access and egress
- Poor weather
- Domestic animals
- Children

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Park safely as close as possible to the dwelling.
- Ensure that appropriate clothing is available for weather conditions.
- Try to find out in advance if there are dogs or children present.
- Ask householder to keep dogs confined during visit.
- Be aware of children and children's toys possibly causing trip hazards.
- First aid kit is available in vehicle.
- Sensible clothing is worn to offer general protection from hazards such as Shoes, Strong Trousers and long sleeve light jacket.
- Always ask permission before opening any closed doors within the dwelling.
- If there is a problem at the dwelling such as a family dispute, withdraw from the premises.
- Never enter into a situation of imminent hazard or danger.

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

4.15 Driving for work

Hazards

Other road users
Road traffic accidents
Driving conditions
Poor vehicle maintenance

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures:

- The use of vehicles is restricted to persons within the company who hold a current driving license of the appropriate class, and who are covered by the appropriate vehicle insurance.
- Vehicles must be driven at all times in accordance with the Road Traffic Acts.
- All drivers must remain within the statutory legal limits for drinking and driving.
- Drivers are responsible for carrying out checks on vehicles prior to use to ensure that they are in suitable condition for use. Defects must be reported and repaired.
- It is forbidden to carry passengers other than authorised company employees when driving on behalf of the Business and those members of the public who are part of a funeral party.
- Vehicles must be parked in a safe location.
- All speed limits are to be adhered to when driving on public roads.
- Legal requirements for use of Mobile Phones must be adhered to.
- Passengers in limousines should always be asked to wear seat belts.
- Within the premises we ensure separate vehicle and pedestrian routes and have a safe system for manoeuvring vehicles into and out of garages.
- We use the least hazardous valet cleaners and follow procedures for hazardous chemicals.
- We clean up oil spillages with absorbent material and keep ignition sources out of petrol storage areas.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	58

4.18 Embalming Process

Hazards

Manual handling
Chemicals
Biological hazards
Tools and equipment

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures:

- Only qualified embalmers carry out this process.
- Always follow good handling technique as set out in training.
- Familiarise yourself with the relevant safety data sheets for the embalming fluids.
- Adjustable tables are provided in the embalming room.
- Suitable protective clothing and equipment is provided to staff.
- Relevant vaccines given to staff.

General safety points for staff to observe:

When preparing human remains, the first step is usually to position the body on an embalming table and remove the clothing and jewellery.

Use good ergonomics when you move the body by keeping your back straight and using your legs to power the lift and other movements. Take your time. Keep your work close to you and at a comfortable height. If the remains are too large for you to handle alone, get help or use a lifting device.

If you manipulate the body's limbs to relieve rigor mortis, the weight and resistance of the limbs can cause strains and sprains as you move them. Keep your back straight and use your leg muscles to power the movement. Avoid overexertion, reaching, and get help if you need it.

When you use soaps and germicides to wash the body, wear safety goggles to protect your eyes from splashes. Wear gloves, clothing coveralls, and a water-proof apron. Repeated skin exposure to these cleansers can lead to drying, skin irritation, and skin sensitization or allergy.

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

4.19 Infection Control

Hazards

Chemicals
Biological hazards

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Pathogens are ever present in bodies and it is therefore prudent to follow safe working practices routinely when handling cadavers. The main risk areas arise from the purging of stomach contents and faeces, blood on skin/leaking wounds and from clothing stained with faeces, blood or other body fluids.

The main transmission pathways for infection are through direct contact, inoculation (e.g. needle pricks), inhalation (e.g. aerosol and dust containing bacteria), ingestion (e.g. not washing hands before eating), and eye contamination (e.g. splashing). The main infection concerns are TB, invasive Group A streptococci/staphylococci, gastrointestinal organisms, Creutzfeldt-Jakob disease, Hepatitis B & C, HIV and meningitis/meningococcal septicaemia.

Control Measures:

- Relevant staff given appropriate vaccines
- All staff issued information on personal hygiene
- Always make arrangements with hospitals, mortuaries, the police, nursing homes etc. to ensure we are informed in advance about serious infection hazards and given medical advice on how the body should be handled. This should allow us to decide whether embalming should be carried out.
- Always use protective clothing such as disposable gloves, overalls, visors, boots and overshoe when handling or working with remains.
- All PPE that is not disposable is laundered by an external contractor.
- Protective clothing kits and body bags are used for collection of badly decomposed or infectious remains.
- All Sharps are disposed in "sharps" disposal containers and are removed by a registered waste contractor.
- All waste products likely to hold any level of contamination are removed by a licensed and registered waste contractor.

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