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1.1 OBJECTIVES OF THE SAFETY STATEMENT

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

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1.2 COMPANY SAFETY STATEMENT

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

Health and Safety is an essential requirement of our operations. We undertake to conduct our business in a manner, which protects the health and safety of our employees, visitors, contractors and members of the public that may be affected by the companies activities.

We are committed to work within our safety management system in ensuring we:

- Develop health and safety management processes, operational procedures and audit capabilities to ensure the safe operation of the company.
- Comply with all Irish and EU health and safety legislation and regulations.
- Identify hazards and assess any risks to the safety and health of our employees and all others who may be affected by our activities.
- Promote continual improvement by setting and reviewing safety performance and targets.
- Effectively communicate the health and safety culture of the company through:
 - Ensuring the availability of the Safety Statement to all employees and interested parties.
 - Provide the necessary training and support to employee and sub contractors to ensure they are able to fulfil their commitments under this policy.
 - Display signs and notices in prominent positions to inform employees, contractors and visitors of necessary health and safety information.
- Have employees adhere to their duties and report all accidents and incidents.
- Record all accidents and near misses on our report forms and inform the HSA where required of any reportable accident.
- Set and agree safety performance targets that are realistic and achievable.
- Fully consider the safety implications of any new venture or capital expenditure.
- Assist contractors and suppliers to develop a similar approach to health and safety.
- Make alterations and changes to the Safety Policy and Statement in the light of experience and planned reviews.

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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 section. 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 action.

Signed: _____
 Manager 2,

Date: _____

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Procedure for monthly inspections.

1. Manager 2 compiles a program of Inspections for the year ahead that apportions inspection equally among all supervisors/managers and other responsible staff.
2. Completed form is presented to Manager 1 along with any issues that could not be resolved at the time.
3. Manager 1 sends around the result to all those concerned.
4. The inspection has corrective actions that have been completed highlighted and any issues that could not be dealt with identified.
5. Manager 2 will then review the performance of the company.
6. Completed Monthly inspections are only held for 12 months unless there was a particular incident that warranted a specific inspection being held. In those cases the inspection sheet will be filed with the incident report.

Procedure for document records

1. Monthly inspections as above.
2. Accident report forms are completed and placed on the relevant employee file.
3. General work permits are completed and filed with the maintenance record for the relevant piece of machinery.
4. Hot work permits are completed and filed with the maintenance record for the relevant piece of machinery.

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3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

To facilitate consultation on issues relating to the individuals safety at work, the company operates a Suggestion or Concerns Register.

A folder of blank forms is held at reception. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 2.

Manager 2 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns.

3.4.1 SAFETY COMMITTEE

ABC Company have a Safety Committee on site. The members of the Safety Committee are Manager 1, Manager 2 and an Employee Representative. The committee meet on the first Monday of every month. The following is the agenda for each meeting:

- Review previous month's inspections.
- Review any reported accidents or incidents form the previous month.
- Review any suggestions or queries from staff.
- Plan a safety topic briefing for the coming month.
- Review any new safety guidelines/legislation that ABC Company have been made aware of.
- Post the minutes on the Staff Notice Board.

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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, Manager 2 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 2 or the Safety Representative.

Manager 2 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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3.14 Young persons and inexperienced workers policy

ABC Company does not employ permanent full time staff under 18 years of age. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc.

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

All young persons and inexperienced staff will be shown this Safety statement and taken through the specific hazard controls for the equipment/area in which they will be working.

When a young person starts work they are likely to need extra supervision. ABC Company will ensure that they know who the person responsible for them is and that they are given the appropriate information and training on any hazards, risks, and precautions they may have to take.

We will ensure that they understand what they need to do for their own and other's health and safety. As some young people may lack the confidence to voice their concerns they are made aware of procedures for doing so.

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4.7 FORK LIFT TRUCKS

HAZARDS

Many incidents occur because proper attention has not been given to the safe driving of vehicles. Lack of attention can result in any of the following:

Overturning

Persons being runover/struck by fork lift truck

Material falling from forks

A truck colliding with an object

A truck colliding with object/structure causing collapse of same

Equally hazardous is the practice of jumping from a truck while still in motion.

Excess speeding in confined areas, restricted aisle-ways etc..

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes

All fork lift trucks should be fitted with:

1. Forward flashing warning light(s) interlocked with the ignition
2. Reversing horns/sirens interlocked into reverse gear.

Ideally the names of appropriate drivers should be kept on the truck, such drivers being responsible for the up-keep of all aspects of the truck, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.

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4.11 HAZARDOUS SUBSTANCES

HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A general (generic) written assessment will be prepared for substances, processes, and site health hazards normally used or encountered on the premises should any hazard be identified.

When spraying pesticide in the nursery area the alert sheet in the appendix shall be used.

MSDS are supplied to customers when requested.

To prepare the general written assessment the following steps are taken:

- (i) Obtain Health and Safety Data Sheets for all substances in use.
- (ii) Identify all potentially hazardous substances.
- (iii) Assess the degree of risk and decide on whether or not protective measures are needed and the nature of these measures.
- (iv) Review the method of use.

Prohibition of eating, smoking, drinking in areas where exposure is likely.

Use of suitable protective equipment.

All Employees engaged in any process involving the use or handling of any hazardous substance will be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

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4.19 SECATAURS

HAZARDS

Sharp edges
Pinch points

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

The plant area shall be adequately lit.
All floors shall be kept in a clean and dry condition.
All working surfaces shall be undamaged, clean and free from grease.
First Aid facilities shall be made available and maintained.
All Secateurs shall be maintained in a sharp condition.
Where necessary staff will be issued with protective gloves.
All cutting must be done away from the body.
Staff are not permitted to run while carrying the Secateurs.

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4.24 Outdoor safety

DESCRIPTION

Risk assessment on outdoors working.

HAZARDS

Sun
Rain
Ice
Etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES AND ADVICE

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

Pay attention to signs of heat exhaustion – Nausea, Dizziness, Headache, Blurred vision, Cold/wet (clammy) greyish skin or disorientation.

Watch for signs of heat stroke

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

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

Get medical help.

Get out of the heat.

Lie on your back with your feet up.

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4.25 Insects and allergies

DESCRIPTION

Dealing with insects .

HAZARDS

The main hazards associated with hygiene machines are:

Slips & Trips from wet floors, debris, trailing pipes etc.

Moving parts

Crash or strike with M.H.E. or personnel

Chemicals may result in skin or eye damage

Manual handling/unsafe lifting of recovery tank when full or attachments

Battery gas build up when uncharged – danger of explosion

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Tips for avoiding insect stings

Bees and wasps rarely sting unless they are aggravated.

Avoid perfume, cologne or scented soaps if you are going into an area where there are likely to be bees or wasps.

Bees and wasps are attracted to brightly coloured, patterned clothing. Insect repellent doesn't work on stinging insects. It might even attract them.

Stay calm if a bee lands on you. It will eventually leave of its own accord. If you don't want to wait for it to leave, slowly and gently brush it away.

If you are stung

If you are stung in the mouth or nose, get immediate medical help as swelling could block airways.

Remove the stinger without squeezing the bag of venom. Gently scrape it out using a blunt object such as a credit card or scraper. The sooner you can remove it, the better.

Prevent infection: wash the affected area carefully with soap and water and keep it clean until it is completely healed.

Applying a preparation Savlon may provide relief from pain and swelling. Reduce swelling by applying a cold pack or an ice pack wrapped in a cloth

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**Important Notice to all Staff
Pesticide Spraying**



On _____ we will be spraying the _____
in the _____ with _____

The spraying will take place at approximately ____ am/pm

If you have any questions or concerns, please see _____
prior to the spray application.

The area can be re-entered at _____ am/pm
on _____

Signature _____

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Staff induction checklist

Supervisor (trainer) name:		Employee name:	
Date hired:	Date of Induction:	Position (tasks):	
Topics to be covered		Initials	
		Trainee	Trainer
Report all injuries and how to do so			
Where and how to get first aid			
Report all hazards and how to do so			
Location of fire exits, extinguishers and evacuation plan			
Dealing with violent or angry customers			
How to safely use and clean equipment:			
1			
2			
3			
How to safely perform specific tasks:			
1 Proper lifting techniques			
2			
3			
Explained how to read labels on chemicals			
1 Location of MSDSs and how to read them			
2 How to read labels			
3 How to clean up spills			
Which personal protective equipment is required for various duties (and location):			
1 Gloves			
2			
3			
Emergency procedures and where documents are kept			
Topics for future training:			
Other topics covered:			

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8.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.

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