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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 employees 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. 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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1.2 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 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: _____

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2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ 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.

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2.6 SUB CONTRACTORS

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 sub-contract work.
- All Contractors will be expected to adhere to the highest standards of safety and ensure that their vehicles are DOE certified as necessary.
- 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 on our behalf.
- All ancillary equipment on sub-contractor vehicles such as Bin lifts, Tail Lifts, Moffit Mounties, Cranes, etc. must be properly certified and in good working order.
- Any injury sustained by a Sub-Contractor's employee or any RTA that a sub-contractor's employee is involved in, must be reported immediately to management at ABC Company.
- Sub-Contractors must comply with any safety instructions given by ABC Company management.
- All employees of the Sub-Contractor who will be engaged in driving must adhere to the correct usage of Tachographs as necessary.
- All employees of the Sub-Contractor must hold the relevant qualifications such as ADR, CPC, etc.
- ABC Company must see originals of all Driving Licences for any employee of a Sub-Contractor before driving on behalf of ABC company. ABC Company will retain copies of these licences.
- ABC Company reserve the right to have any employee of a Sub-Contractor assessed as a driver and to refuse work for that sub-contractor if the driver is not satisfactory.

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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;

- ❑ **On site in Depot**
 - ❑ **Small kit in each glass collection vehicle (must contain Dettol or equivalent disinfectant)**
- ❑ The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- ❑ When employees are carrying out an installation/delivery at a Client 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.

First aider names:

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3.9 PERSONAL PROTECTIVE EQUIPMENT

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

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

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

ABC Company 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.

PPE that is issued to Glass Collection Staff:

- General overalls for protection from dirt etc.
- Weather proof clothing for collection in inclement weather.
- Safety boots with mid sole protection to protect from sharp objects and cover the toes.
- Puncture proof gloves to protect from broken glass.
- Goggles to protect the eye from airborne glass particles.
- Ear defenders to protect the ears when tipping and emptying the glass collection vehicle.

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4.2 FIRE

FIRE HAZARDS

The fire safety arrangements for ABC Company are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate 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) Running 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.
- (g) The provision of assistance to the fire authorities.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.

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4.5 MANUAL HANDLING

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 =	Score =	Result =

CONTROL MEASURES

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 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.

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

Where loads have to be manually handled, safe access shall be assured.

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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, shall be carefully disposed of

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4.12 Working at height – Gantries, Trucks, etc.

Hazards

- Items falling from work area
- Overreaching
- Tripping Hazards on work area
- Falls from height

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences on top of a vehicle or at height.
- Only approved ladders or attachments will be used to access the top of the vehicle.
- Staff will not use the bin lifts to access the tops of vehicles.
- Staff will not climb the vehicle or cab sides to access the top of the truck.
- Any jams or breakdowns will be attended to by a competent person with outside expertise if necessary.
- All work at height will be must be carried out safely to protect workers and people below.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.
- Effective cordons must be fitted to deter non-essential personnel.
 - In some areas where this is not practicable operatives may be required to attach tools or small articles to cords so that they cannot fall.

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4.13 Company Vehicles – General Points

Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

General Controls

- All vehicles will be safe and suitable for the work they are doing.
- All vehicles will be maintained as needed.
- All vehicles will have working parking brakes tested daily by drivers.
- All vehicles are provided with horns, lights, reflectors, reversing lights and other safety features as necessary.
- All vehicles have safe seats and are fitted with seat belts.
- All collection equipment attached to or part of the vehicle will have necessary guarding on moving parts.

Tachographs and Working time

It is expected that every driver will adhere totally to the legislation relating to Tachograph procedures. The company shall maintain a full record of Tachographs for inspection by any statutory body.

In accordance with working time regulations the company will ensure that all drivers are rostered in such a way as to comply with statutory rest periods.

Use of company vehicles

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Refuelling, Wheel Change (Small vehicles), Mobile Phones and Maintenance.

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4.15 WORKING IN YARD AREAS

HAZARDS

- Poor housekeeping.
- Spillages/materials on ground.
- Materials falling from vehicles.
- Bad/dangerous driving.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Vehicles and pedestrians to be kept separate.
- Walkways to be marked out.
- All persons in the yard must wear hi-viz clothing.
- All areas of the yard will be provided with artificial lighting for evenings and poor weather use.
- Where possible a one way system for driving shall be used in order to reduce or eliminate reversing.
- Housekeeping cleaning duties must be carried out daily.
- All spillages should be cleaned up immediately.
- Restrict access to authorised personnel only.
- Safety signs are in place re "Caution Beware of Reversing Vehicles."
- No obstruction to be put in way of exits.
- Safety boots worn by all staff.

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4.20 Tipping operations and Overhead services

Hazards

- Falling materials
- Overhead lines

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method statement for all tipping operations detailing the specific risks and relevant control measures will be agreed for each site.
- General points to be observed in addition to the Method statements are
 - 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 as needed.
 - PPE to be worn at all times.

Overhead lines

Hazards

- Electrocution

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES (usually in place by site management)

- All overhead lines shall be marked.
- Specific risk assessment for each collection point is undertaken to identify any overhead hazards.

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4.21 Load Security

HAZARDS

The main hazards associated with battery maintenance are:

- Loss or shedding of load.
- Unhitched trailer

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES (partial Source Dept of Transport Guidance)

- All drivers shall have CPC as necessary.
- The load compartment should be kept in good condition to minimise the risk of leakage.
- Bin lift will be maintained as recommended by manufacturer.
- Vehicle will never be driven with bin lift extended.
- All the body to chassis attachment points and body fittings such as hinge pins and brackets, tailboard locking mechanisms, drop side fasteners, etc. should be secure and in sound condition.
- The body sides should be of sufficient height not only to completely contain the material when it is loaded but also to reduce the likelihood of any part of the load, which might have moved during the journey, from falling or being blown over the edge.
- Axles can be overloaded when vehicles travel up and down steep gradients due to loose loads moving. In particular bulk loads can easily transfer from one end of the container to the other so loads should frequently be checked when operating in this type of environment and if necessary redistributed where it is safe to do so.

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4.24 Glass Collection activities

Hazards

- Road Traffic Accidents
- Pedestrians

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control measures

- Each collection point will be assessed for specific hazards i.e.
 - Pedestrians
 - Residents
 - Overhead services
 - Vehicle access
 - Entry to and exit from site
 - Other observed hazards as per table below

High winds/rain	Schools/ community centres	Working on the highway/crossing a highway	Road speed and usage	Overhead obstructions
Changeable	Permanent	Permanent or changeable	Permanent and changeable	Permanent
Concealed entrances	Blind bends	Pedestrian areas	Roadworks	Parked cars
Permanent	Permanent	Permanent	Changeable	Changeable
Snow/ice/mud	Loose surfaces/pot holes	Poor visibility	Local flooding	School holidays
Changeable	Changeable	Permanent	Changeable	Permanent
Reversing	Markets	Inclines and adverse cambers	Road width	Transient road effects/rush hour traffic/construction sites
Changeable	Permanent	Permanent	Permanent	Changeable

- Drivers will be provided with a running sheet that shows the site specific hazards and what the relevant control measures are.
- Collection of glass on street locations during rush hour or heavy traffic/congestion time will be avoided.
- All collection crews shall be trained in safe procedures and hand signals, etc.

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- Liaise with the client to decide on the best and safest collection point.
- Avoid situations where reversing will be necessary.
- Use good manual handling to position any bin for lifting at the hoist.
- Be careful of the surface the bin travels over, gravel, mud, etc.
- Ensure the area is clear of people before commencing the lift.
- Emergency stops to be tested before the first bin lift takes place.
- Hoist can take up to 660ltr bin full of glass. Ensure the bin is fully secure before lifting.
- Keep back from the bin when lowering to avoid head and foot injuries.
- Make allowances for local unknown conditions i.e. road works, weather, traffic congestions, and children out on school holidays, etc.

Checklist for Supervisor of collection activities:

- ✓ Risk assessment/method statements for operation seen and understood.
- ✓ Vehicle and hoist in safe operational condition, including records of remedial work in response to fault reports (visual/functional inspection before leaving depot).
- ✓ Ancillary equipment stored on vehicle (eg pole to release bin 'hang-ups').
- ✓ Team members undertaken suitable induction and operational training for this operation (operation of equipment, manual handling of bins, and handling of public/clients, when bins not taken for emptying).
- ✓ Access/surface checked before bin moved; if arrangements for movement unsuitable (e.g. poor surface or further equipment required), bin left and reported to management, for suitable arrangements to be made.
- ✓ Contents/condition of bin checked before presenting to hoist. If contents/condition of bin unsuitable to lift, bin left and reported to management, for suitable arrangements to be made.
- ✓ Minor faults on vehicle, hoist and bin recorded, for report to management/maintenance crew on return to depot at end of shift.
- ✓ Significant faults, e.g. with hoist operation and 'hung-ups' which require maintenance intervention, reported to management. Additional risk to collection team assessed, and risk-related decision made whether vehicle attended should be attended by maintenance crew or returned to depot for remedial work.

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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.