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**Disclaimer.**

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# **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.

ABC Company work in the general area of Information Technology. We provide and develop software as per our Client and Market needs. We also carry out works on IT infrastructure as necessary.

The contents of this Safety Statement are an attempt to address the hazards within the business and set out relevant control measures. While every effort has been taken to address all known hazards, it is accepted that new hazards can arise from time to time. Our program of weekly Inspections should identify these hazards and lead to new Risk Assessments being added to this Statement as needed.

### **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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# **ABC Company**

## **Safety Statement**

### **1.3 STATEMENT OF INTENT**

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 2007, Working at Height Regulations, Electricity 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 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.
- ❑ 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 OFFICE BASED STAFF (includes software development personnel)

- ❑ Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.
- ❑ Do not try to use, repair, or maintain any office equipment or machinery for which you have not received full instructions or training.
- ❑ Report any defects in office equipment or machinery immediately.
- ❑ 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.
- ❑ Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.
- ❑ Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- ❑ Do not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- ❑ Suggest ways of eliminating hazards and improving working methods.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.

#### Guidance on workstations for office workers

The Company believes that our present level of activity and use of Visual Display Units (VDUs) represents no health and safety hazards to its employees greater than any other electrical appliances including the danger of tripping over loose cables or possible electric shocks. Nevertheless, there are guidelines for users of VDUs and indeed all desk-related activities, which we commend to office staff e.g.

- ❑ Avoid slouching and keep the curve in the lower back.

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### 3.10 PERMIT TO WORK SYSTEM

#### CONTROL MEASURES

In general our employees can be subject to Permit to Work when installing software or equipment at customer premises. On those occasions our employees will follow the client's permits and safety rules as necessary.

Very occasionally a contractor will carry out work on our own premises. On those occasions the contractor will be subject to the controls below.

The Work Permits address the following items:

Permits will be issued for one day only or less.

- (b) Hazards  
Hazards specific to the work area will be specified.
- (c) Precautions  
Details of isolation of electrical supply, ventilation and gas testing of atmosphere, locking off of machinery controls and any other pre-entry or pre-work measures carried out must be noted in this area.
- (d) Conditions  
Any protective clothing required, emergency alarm and escape procedures and other requirements while work is taking place, must be noted.
- (e) Issue of Permit  
When the permit is issued, the person issuing the permit, before signing the permit, will ensure that the precautions have been carried out and then discuss the limits, restrictions, precautions and conditions with the person to whom the permit is issued.
- (f) Receipt of Permit  
The person receiving the permit, before signing it, will ensure that he fully understands the limits, restrictions and conditions of the permit and where applicable will then accept the responsibility for informing all the persons under his control.

- (g) Clearance

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### **3.14 YOUNG PERSONS AND INEXPERIENCED WORKER STATEMENT**

ABC Company Ltd does not employ inexperienced workers. ABC Company Ltd do not offer permanent work to any persons under the age of 18.

New employees who are experienced in their profession receive in-house induction training and spend an agreed period of time working with experienced staff.

Where ABC Company choose to offer work experience placements to school children the Health and Safety requirements of the relevant school shall be followed. While on the premises these schoolchildren will be supervised at all times and shall not be asked to undertake any tasks for which they do not have suitable knowledge, skills and experience.

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### 4.3 ACCESS AND EGRESS

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

#### HAZARDS

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 doors are not obstructed at any time.

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### 4.7 ELECTRICITY

#### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

#### CONTROL MEASURES

1. ABC Company will ensure that the wiring installation on the premises is checked on a scheduled basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
2. Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

Any person carrying out any 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. Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken by authorised electricians, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.

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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 and dangerous waste e.g. broken glass, shall be carefully disposed of.

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### 4.11 Server Testing and Technical Work

#### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that the activities of in house technicians does not create a hazard.

#### CONTROL MEASURES

- All technical employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- ABC Company employees do not engage in general electrical work.
- All technical work is limited to the patching, cabling and fault finding of relevant systems.
- Work benches will be kept clean and tidy at all times.
- In house testing areas will be kept clean and tidy.
- In house testing areas will not exceed the electrical rating for the relevant panel.
- Technical area will be subject to the H&S inspections.

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### 4.12 Ladders (step ladder only for reaching cable trays, etc.)

#### HAZARDS

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching/Overbalancing
- Ladders Falling/Falls from Ladders
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

##### Maintenance of ladders and folding step-ladders.

- Ladders are only used by ABC Company for short periods and only for accessing items stored on shelving etc. in the offices or removal of seasonal decorations and other similar activities.
- Ladders and folding step-ladders must be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used and must be properly maintained.
- Ladders must not be used if one or more rungs are missing or where one or more rungs are defective.
- Rung must be properly fixed to the stiles or sides.
- Rungs must not be supported solely on nails, spikes or other similar fixing.

##### Use of ladders and folding step-ladders

- Any part of a building or other structure used to support a ladder or folding step-ladder must be of sound material and sufficiently stable and sufficiently strong to give safe support.
- Ladders standing on a base (e.g. standing on the ground) must:
  - Be securely fixed
    - Have level and firm footing and must not stand on loose items such as bricks, boxes or other loose packing,

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### 4.15 Pregnancy and New Mothers

#### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control Measures

Employees who are pregnant or breastfeeding will not be required to perform any duties which are likely to expose them or their unborn or breastfeeding child to any risk related to their pregnancy or breastfeeding.

A risk assessment will be carried out to assess if there is any additional risk.

If any additional risk is identified, suitable preventive measures will be taken to deal with the risk.

Examples of circumstances where a pregnant worker or their child could be exposed to additional risk include work involving:

- Shocks, vibration or movement
- Manual handling involving risks to the lower back
- Noise
- Ionising and non-ionising radiation
- Extremes of heat and cold
- Movements and postures, travelling, mental or physical fatigue, other physical burdens

Other potential risks as identified in the Safety, Health & Welfare at Work (Pregnant Workers) Regulations.

Examples of suitable action when additional risks are identified are:

- Restrict the pregnant worker from carrying out the work;
- Adjust the working conditions on a temporary basis so that the risk is avoided;
- Re-allocate the worker to other work which does not entail risk to the worker or child;
- If the risk cannot be avoided by any other means, give the worker leave or additional maternity leave.
- Where additional risk to the pregnant worker or their child is identified, the worker will be informed of the risk and the steps to be taken to deal with the risk.

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### 4.16 Driving for work

#### Hazards

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

#### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### DESCRIPTION

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Manual Handling, Wheel Change, Mobile Phones and Vehicle Maintenance.

#### HAZARDS

##### 1. Road Traffic Accident – Injury due to collision

#### CONTROL MEASURES

- 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 MOT certificates as necessary.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

##### 2. Manual Handling – Injury due to lifting and carrying.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Good manual handling practice must be exercised in loading and unloading of the vehicle.
- Be very aware of your own capabilities

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### 4.17 Client Premises and Building Sites, etc.

Note: **All IT installation work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job. Manager 1 will supply the client with a method statement when necessary. Set out below are some general control measures.**

#### HAZARDS

- Multi hazard

#### RISK ASSESSMENT: As per individual assessments/methods

To ensure that the activities of the engineers 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 including Safe Pass.
- ❑ Areas of exclusion will be set up to ensure no accidents may happen to third parties when necessary.
- ❑ 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.
- ❑ 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.
- ❑ ABC Company engineers do not work on energised electrical circuits. Power to our cabinets will be brought in by the Client/Contractor.

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### 4.18 Working at Height (rare occurrence, only used when carrying out wireless installations, etc.)

#### HAZARDS

- Falls over edges
- Falls through the roof
- Items falling from work area
- Throwing waste material from roof etc.
- Overreaching
- Tripping Hazards on work area
- Collapse of unit
- Falls through opes
- Personal Injury due to unfamiliarity with premises/site

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### GENERAL CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at height.
- Care must be taken when other contractors are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- All scaffold including mobile towers, must be of sound construction and erected by **a competent person, this will include a copy of CR 8 form.**
- There is an onus on the employer providing the scaffold that it is safe for use by their employees
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by sub contractors which involves working at any height over 2 metres must have a method statement and must be given to foreman.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.

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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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