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1.1 APPLICATION

This is the Safety Statement of ABC Company. Our activities are generally those of a light industrial environment. The hazards assessed in this statement are generally the planned day to day activities.

Every effort has been made to identify the hazards in the business and set out relevant control measures within this Safety Statement. It is accepted that from time to time new hazards may arise. These hazards should be identified via our inspection and feedback controls. When new hazards are identified a new risk assessment shall be completed and the relevant control measures shall be added to this Statement.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used on site at client sites 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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1.3 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, on site. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 has 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 (assisted by Manager 1 as necessary)

- ❑ 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.
- ❑ Also responsible for ensuring that staff reporting to them 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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2.5 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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2.7 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 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 and the Client whilst work is being carried out.
- ❑ All work must be carried out in accordance with relevant statutory provisions.
- ❑ All staff sent to work at ABC Company 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.
- ❑ 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.

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3.11 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free. The Organisation recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company.

IMPLEMENTATION

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

INFRINGEMENTS

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

SMOKING CESSATION

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

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3.12 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Company and others at significant risk.

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on company business, or when they are in Company premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on company property, company owned vehicles or other off site locations, will lead to disciplinary action being taken.

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4.3 ACCESS AND EGRESS

HAZARDS

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

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 routes are not obstructed at any time.

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4.7 ELECTRICITY

ABC Company employees will adhere to the controls that are put in place by the safety manager for the Client site. Set out below are the general controls for the company.

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

- 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.
- 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, 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.

Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.

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4.10 HAZARDOUS SUBSTANCES

Occasional use of substances such as lubricants, greases and various raw materials are part of normal activity. These products are assessed individually by Manager 1 or Manager 2 after reviewing the Material Safety data Sheets provided by the supplier. The assessments are then added to the appendix.

The following are the general control measures in addition to any substance specific controls set out by Manager 1 or Manager 2.

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

SUPERVISION WHEN NECESSARY

The Workplace Supervisor will ensure that:

- The assessments in the Appendix are followed as needed.
- All substances are listed in a chemical register.
- All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- A copy of the written assessment, control measures and other information are on site.

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4.12 Abrasive Wheels

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 Manager 1 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

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4.13 Welding and Flame cutting

Hazards

Burns
Arc eye
Fire

Person at risk:

Employees / Sub-Contractors / others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- A hot works permit must be filled out and given to Safety Officer on site/s.
- Fire watch person must be present during welding and must have appropriate fire extinguishers to hand
- Area must be segregated and all combustible / flammable materials must be removed
- For arc welding equipment provide fuse protection and earth the work piece
- Use welding screens and eye protection
- Ensure there are no flammable materials in the area where the welding is going to take place
- Ensure the Oxyacetylene equipment has a flashback flame arrester and a non return valve
- Store cylinders upright and protect using chains on rack or trolleys

Person responsible:

Fitter, etc.

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4.15 Oxy/Acetylene

Hazards

Burns Arc eye Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- ❑ Where the use of oxy-acetylene or electric welding or cutting plant or any blow lamp torch is to be done, Safety precautions and fire precautions must be discussed with the Site Safety Manager.
- ❑ The immediate area must be segregated to the greatest practicable extent by the use of non-combustible materials.
- ❑ Combustible floors in this segregated area must be covered with sheets of incombustible material.
- ❑ Other hazards within or near to the segregated area such as tanks above or below ground level and containing flammable liquids or gases, must be protected by overlapping sheets of incombustible material.
- ❑ Where work is being carried out in any enclosed building or other structure, a fire warden must be present to see that there is no outbreak of fire.
- ❑ No hot work should be carried out unless specifically authorised
- ❑ Two or more of the following must be kept available for immediate use near the scene of operations:
 - ❑ buckets of water
 - ❑ or sand
 - ❑ fire extinguishers as specified.
- ❑ A thorough examination must be made in the vicinity of the work after the termination of each day's operations, also 30 minutes and one hour after completion of works. Burning / Welding Gear Must: only be retained at the work place for the duration of its actual use be secured to a trolley or wall mounted be fitted with BS hoses, permanent hose clamps, hose check valves, regulators and flash back arresters

SAFETY CONTROL POINTS

The operator should ensure that these safety precautions and procedures are read and fully understood before the equipment is used. Operators should also be aware of the recommendations of the

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- ❑ Keep cables tidy; don't leave cables lying on the ground;
- ❑ Quickly inspect tool before use -its cable, casing, power supply;
- ❑ Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets;
- ❑ Don't allow cables to trail across route ways of personnel or machinery;
- ❑ Don't remove safety devices from tools or equipment;
- ❑ Unplug tools when not in use.

TOOL SPECIFIC CONTROLS

When using drills.

- ❑ Always check the drill before plugging in.
- ❑ If the drill or lead is damaged it must be reported.
- ❑ Only competent persons can repair the drill.
- ❑ Always tie up or remove loose clothing, long hair, rings, and jewellery;
- ❑ Only use electric drills via a 110 volt transformer;
- ❑ Ensure that drill bits are regularly sharpened / replaced;
- ❑ Wear eye protection when drilling;
- ❑ Don't use electric drills with one hand use both hands;
- ❑ Use cloth or brush provided to clean off machine;
- ❑ Deburr drilled profile with a file or sandpaper, not by the bare hand;
- ❑ Brush down swarf off drill tables regularly;
- ❑ Keep work area clean;
- ❑ Never use bare hands for removing swarf or cut ends, wear gloves;
- ❑ Never operate the drill without the guarding in place;
- ❑ Remove the chuck key before starting;
- ❑ Clean work & vice to work table before starting.

When using Power Saws

ABC Company recognise that power saws are part of the works which employees may have to carry out from time to time and to ensure there safety ABC Company require all employees to be aware or made aware of the controls on power saws as listed below.

- ❑ Do not use the saw without checking it first.
- ❑ Follow the standard safety procedures applying to individual saws.
- ❑ Follow the standard safety procedures applying to machinery.
- ❑ Operate saws with all the guards in position.

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4.18 Ladders

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
- Electrocution
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- ❑ Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- ❑ Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- ❑ Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- ❑ Ladders should not be painted as this hides defects.
- ❑ The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- ❑ Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- ❑ Workers to climb ladders with both hands free (i.e. not carrying materials)
- ❑ Move ladder along with work to prevent overreaching.
- ❑ If ladder or run of ladders >9m, an intermediate landing stage is to be provided.
- ❑ If working near overhead cables, do not use metal ladders.
- ❑ Only one person at a time on a ladder
- ❑ Class 1 heavy duty ladders to be used in construction.
- ❑ If a ladder cannot be properly repaired, it must be scrapped
- ❑ Do not stand on top 2 rungs of step ladder
- ❑ Extension ladders > 6m long, overlap of 4 rungs required

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4.20 Machine Hazards (lathes, bench drills, mills, etc.)

Hazards

- Entanglement
- Noise
- Substances

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only qualified staff are allowed use machinery.
- All machines are subject to Planned Preventative Maintenance.
- All machines fitted with RCBs
- All machines fitted with interlocked guards
- All guards are tested on a weekly basis.
- No loose clothing worn by staff using machines.
- Smoke and heat detectors throughout the area.
- All machines to have a pre-use check before starting up.
- Floor areas to be marked out and all machines to have a designated clear area.
- Clear walkways to be maintained.
- Run down times and emergency stops to be tested weekly.
Braking time to be under 10 seconds.
- Machine speed to be labelled at all spindles and rotating shafts.
- All rotating shafts to be enclosed.
- All bench drills and similar devices to have a Chuck guard and spindle guard in place.
- All machines to be securely fixed to the floor.
- All cables to be ducted and enclosed.
- All services, (air, water, electricity) to be supplied from over head. No services to run along the floor or across machines.
- Blade guard on bandsaws, table saws, etc. to be adjusted so that only the minimum amount of blade is exposed.
- Push rods and jigs to be used for manipulating work pieces.
- PPE to be provided for staff relevant to the hazard.
- Ear protection to be supplied to all machine users as per the rating of the machine.

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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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