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**Disclaimer.**

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**1.1 APPLICATION**

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients 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 and at any Client sites. 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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### 1.3 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, the Working at Height 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.

ABC Company have appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to the 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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### 1.4 Policy Statement:

The Management of ABC Company is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. The company shall take all reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

It is our policy when purchasing raw materials, making process alterations, altering (by approval) existing equipment or changing a system of work; to study each proposed change to ensure that it is safe in so far as reasonably practicable.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the company's safety statement and should ensure that they are familiar with its content.

The company shall provide where necessary suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by Management to determine the corrective action necessary to prevent recurrence.

Manager 2 and any sectional Manager shall implement this policy in all work areas and ensure that all managers and employees understand their responsibilities and cooperate with the implementation of this policy.

This statement shall be communicated throughout the organisation by consultation with the employees and be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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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.
- ❑ 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.

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## 2.6 OFFICE BASED STAFF

- ❑ 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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### **3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES**

All accidents and dangerous occurrences must be reported.

- **Accident report Form**
  - The accident report form must be completed for all accidents. Copies of this form are available from Manager 1.
- **Health & Safety Authority**
  - If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by Manager 1.
  - If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

### **CONTROL MEASURES**

- **All Accidents, near misses and Dangerous Occurrences**
  - Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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### 3.8 WELFARE FACILITIES

The Client's Site Management will ensure that adequate welfare facilities are provided on the premises for all personnel.

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc. at the installation location.

When working in domestic premises, the provision of facilities is at the discretion of the householder. In the unlikely event that the householder does not wish us to use the toilet and other facilities we will identify a nearby facility such as a hotel, bar or restaurant where facilities can be easily accessed.

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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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5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

#### **4.2.2 MEANS OF ESCAPE IN CASE OF FIRE**

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

#### **4.2.3 FIRE ALARM SYSTEM**

The following details shall be entered in a log book:

- (a) Causes of all alarms (genuine, practice, test etc.)
- (b) Any faults which develop
- (c) Any period of disconnection
- (d) Nature of work (inspection, maintenance or test)
- (e) Any further action required
- (f) Name of person responsible.

#### **4.2.4 FIRE DRILL**

A fire drill shall be undertaken at least twice per year. ABC Company staff will participate in the running of any fire drills take place on client premises/sites while we are there.

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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

No hazardous substances are expected to be used on the Client site. All cleaning and polishing chemicals used by us are of a generally benign nature as they are designed not to damage the marble. However, the general controls below shall be implemented if necessary.

In the Appendix to this Safety Statement is the Specific Risk Assessment and Material Safety Data Sheet (MSDS) for the acid based polishing powders and the resin fillers.

All cleaners and sealers are water based and non hazardous.

### 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

- Long-handled mops/brushes, and appropriate gloves, provided and staff trained in their use for pre cleaning activities before the application of the polishing powders.
- All staff trained in the risks, use and storage of cleaning and polishing chemicals and wear personal protective equipment as instructed.
- Pre Cleaning chemicals marked 'irritant' substituted, where possible, for milder alternatives.
- Staff reminded to report any health problems they think may come from cleaning, and to check for dry, red or itchy skin on their hands.
- The Workplace Supervisor will ensure that:
  - All substances are listed in a chemical register.

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## 4.11 General Polishing and Cleaning Work

### HAZARDS

- Multi hazard

### Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Slips trips and falls
  - The right cleaning equipment is used for the right job, and staff follow safe systems of work.
  - Staff monitor entrances for wet floor surfaces walked in.
  - Warning cones placed around work area, and removed as soon as area is clear and floor dried.
  - Staff do not leave polishing materials/equipment unattended.
  - Polishing of stairs done outside of trading/working hours.
  - Most polishing machines used have no trailing cables; for machines with cables, staff use socket nearest to where they are working and put out hazard cones.
  - All areas well lit.
- Chemicals
  - See section on Hazardous Substances.
- Manual Handling and MSD
  - All staff trained in lifting safely, and follow safe systems of work.
  - All staff using polishing machines trained in their use, according to manufacturers' instructions.
  - Polishing machines stored near point of use.
  - Staff using hand held polishers advised to take breaks and change hands to avoid any problems with vibration.
- Polishing machines
  - Diamond/Resin discs are used under standard polishing machines, staff trained in safe use and replacing of discs.
  - Machines are slow speed, scrubbers, polishers and hand polishers.
  - Machines provided are the right ones for the job.
  - Staff trained in the safe use of machines.
  - Pre-use checks done for damaged plugs, cables and on/off switches.

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### 4.13 Dermatitis and Skin Conditions

#### HAZARDS

- Excessive use of substances
- Product problems
- Skin "sweating" in gloves

#### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

##### General

- Wear disposable non-latex gloves when handling substances, etc.
- Have different sized gloves available and ensure a good fit
- Show staff how to remove gloves by peeling them down from the cuff avoiding touching their skin with used gloves
- Make sure gloves are worn for cleaning spills
- Rotate jobs to minimise exposure for each member of staff
- Provide soft cotton or paper towels for drying hands
- Tell staff about the importance of thorough hand drying as part of their skin care regime
- Make sure staff don't re-use gloves – the skin can be contaminated if you try to put them back on
- Advise your staff to change gloves between substances – this gives the skin a chance to 'air'
- Check your skin regularly for early signs of dermatitis.

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# ABC Company Safety Statement

**Confined space assessment when necessary.**

<b>Location of work</b>				
<b>Description of work</b>				
<b>Permit Validity Period</b>	From Date ___/___/___ Time___:___ To Time___:___ If the work is not completed within this timescale, a new permit must be issued.			
<b>Persons completing the task</b>				
<b>Person supervising the task</b>				
<b>Hazards</b>	<b>Risks</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Access & Egress	Rescue			
Oxygen Depletion	Asphyxiation			
Communication	Failure to communicate effectively			
Rescue	Provision of first aid			
Ingress and or residue of product	Drowning/suffocation/asphyxiation/engulfment			
Mechanical	Entanglement			
Maintenance/servicing	Isolation			
Modifications	Managing Change			
Electrical	Electrocution			
Hot work	Fire or explosion			
Cleaning	COSHH			
Manual handling	Sprains & strains			
Lone Working	Communication/rescue			
Working at height	Falls			
<b>General Precautions in place</b>		<b>General Permit No.</b>		
Persons involved in the task have been made aware of the location/position of the nearest fire alarm call point, first aid point and the general site safety rules.				
	<b>Yes</b>	<b>Observations</b>		
Safety warning notices have been posted				
Isolation and lock-off of all outlets and inlets				
Emergency rescue arrangements in place				
Other				
<b>Authorisation</b>	Name (Print)	Signature	Date	Time
I confirm that the precautions identified are in place, work may commence.				
<b>Acceptance</b>	Name (Print)	Signature	Date	Time
I confirm the precautions identified are in place and understand the scope of work				
<b>Completion</b>	Name (Print)	Signature	Date	Time
I confirm that the work is complete, all materials and tools have been withdrawn.				
<b>Clearance &amp; cancellation</b>	Name (Print)	Signature	Date	Time
I confirm that the work is complete and the area is safe and secure.				

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# ABC Company Safety Statement

MSDS for Resin Filler and Polishing Powders

Section 1 - Chemical Product Identification							
Product / Chemical Name: <b>Marble Polishing Powder</b>							
Chemical Formula: Oxalic Acid / Alumina mixture				CAS Number: See section 2			
General Use: Polishing of marble and stone surfaces				Other Designations: N/A			
<b>HAZARDOUS MATERIALS IDENTIFICATION SYSTEM (HMIS)</b>							
Health <b>1</b>		Flammability <b>1</b>		Reactivity <b>0</b>			
Hazard Rating: Least - 0 Slight - 1 Moderate - 2 High - 3 Extreme - 4							
Section 2 - Composition / Information on Ingredients							
Ingredient			CAS Number		%Vol.		
Oxalic Acid (C <sub>2</sub> H <sub>2</sub> O <sub>4</sub> ·2H <sub>2</sub> O)			144-62-7				
Trace Impurities:							
		OSHA PEL		ACGIH TLV		NIOSH REL	
INGREDIENT	TWA	STEL	TWA	STEL	TWA	STEL	NIOSH IDLH
Oxalic acid	mg/m <sup>3</sup>	n/a	n/a	n/a	n/a	n/a	500mg/m <sup>3</sup>
Toxicity Data:							
Section 3 - Physical and Chemical Properties							
Physical State: Powder				Formula Weight: N/A			
Water Solubility: Moderact				Refractive Index: N/A			
Appearance and Odor: White / Odorless				Density: N/A			
Other Solubilities: N/A				Surface Tension: N/A			
Odor Threshold: Rhomblo				Specific Gravity (H <sub>2</sub> O=1, at 4°C): 1,653			
Boiling Point: 300 to 320 degrees F				% Volatile: N/A			
Vapor Pressure: N/A				pH: N/A			
Freezing / Melting Point: 215 degrees F				Evaporation Rate: N/A			
Vapor Density (Air=1): N/A							
Viscosity: N/A							

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# ABC Company Safety Statement

Section 4 - Fire Fighting Measures	
Flash Point: N/A Auto Ignition Temperature: N/A Flash Point Method: N/A LEL: N/A Burning Rate: N/A UEL: N/A Flammability Classification: Extinguishing Media: Use extinguishing method appropriate for surrounding fire. Decomposition or Explosion Hazards: 1 mg/m <sup>3</sup>	Hazardous Combustion Products: Carbon monoxide, carbon dioxide Fire Fighting Instructions: Do not release runoff from fire control methods to sewers or waterways. Use water to keep fire exposed containers cool. Fire Fighting Equipment: Because fire may produce toxic thermal decomposition products, wear a self-contained breathing apparatus (SCBA) with a full face piece operated in pressure demand or positive pressure mode.
Section 5 - Stability and Reactivity	
Stability: Oxalic Acid is stable at room temperature in closed containers under normal storage and handling conditions. Polymerization: Hazardous polymerization cannot occur. Chemical Incompatibilities: Strong oxidizing agents, strong bases, silver and silver compounds.	Conditions to Avoid: Heat Hazardous Decomposition Products: Thermal oxidative decomposition of Oxalic acid can produce carbon monoxide and carbon dioxide.
Section 6 - Health Hazard Information	
<b>Potential Health Effects</b>	
Primary Entry Routes: Inhalation, ingestion, absorption, eye contact, skin contact. Target Organs: Respiratory system, eyes, skin, kidneys. Acute Effects: Inhalation: May cause corrosion of mouth, throat, and stomach. Eye: Severe irritation or burns. Skin: Severe irritation or burns.	Ingestion: Headache, nausea, vomiting, gastrointestinal irritation, unconsciousness, convulsions. Carcinogenicity: LARC, NTP, and OSHA do not list oxalic acid as a carcinogen. Medical Conditions Aggravated by long-term Exposure: May have adverse effect on kidney function and may be fatal.
<b>Emergency and First Aid Procedures</b>	
Inhalation: Remove to fresh air. If not breathing give artificial respiration. If breathing is difficult, give oxygen. Eye Contact: Immediately flush eyes with plenty of water for at least 15 minutes. Skin Contact: Rinse skin with water for 15 minutes.	Ingestion: Do not induce vomiting; if conscious, give water, milk, or milk of magnesia. After first aid, get appropriate in-plant, paramedic, or community medical support. Note to Physicians: Special Precautions / Procedures:
Section 7 - Spill, Leak, and Disposal Procedures	
Spill / Leak Procedures: Small Spills: See large spills Large Spills:	Containment: For large spills, dike far ahead of liquid spill for later disposal. Do not release into sewers or waterways.

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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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