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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 comply with relevant H&S standards and to ensure that clients are fully aware of ABC Company' 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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ABC Company Safety Statement

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 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 (Assisted by Manager 1 as required)

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ He bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ He 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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2.5 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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2.6 SUB CONTRACTORS (Generally used when ABC Company engage sub-contractors on their behalf).

The following responsibilities are allocated to contractors to whom ABC Company assigns work on their behalf:

- 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.
- Where Appropriate no contractor may be allowed to commence work on a client site prior to being issued a Permit to Work by the Client.
- 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, the Company's Contractor's Rules and taking into account the safety of others on the Client site.
- All staff sent to work at a Client site 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.

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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.

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3.13 Bullying at Work Policy

ABC Company management recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for our employees. As part of our policy of maintaining good employer practice Manager 1 of ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Manager 1 or the Safety Representative.

ABC Company gives the undertaking that it will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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4.4 HOUSEKEEPING

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Foremen will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

Managers will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

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4.10 HAZARDOUS SUBSTANCES

No hazardous substances are expected to be used on the Client site. However, the general controls below shall be implemented if necessary.

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:
 - 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 written assessment, control measures and other information are on site.
 - All substances are stored in an appropriate unit that is fire retardant and can contain spillages.
 - Procedures planned to handle or use any hazardous substance or process are carried out fully.

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4.12 Power tools

Hazards Identified:

Accidental electrocution from exposed wires
 Personal injury from incorrect use
 Personal injury from inadequate maintenance

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Checks before use on all Power and Portable tools:

- Is the outside of the plug undamaged?
- Is the outside of the plug free from signs of overheating?
- Is the cable free from kinking and other mechanical damage?
- Is the same true of any extension cable and accessories?
- Is the cable securely clamped into the plug at one end and securely attached at the other?
- Is the casing of the tool free of obvious damage?
- Is there a label to say that the tool has been electrically tested within the past six months?

GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training must be given to users of power tools by a competent person (Tool box talk).
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Site Foreman
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Only use portable electrical equipment if powered through a 110 volt transformer;
- If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- DO NOT wear gloves when using portable drills;

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4.13 Working at height

Hazards Identified:

- 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 =

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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4.18 Working with Electricity in general

Hazards Identified:

- Electrocution
- Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Electrical shock

It's not the voltage but the current that kills. People have been killed by 100 volts AC in the home and with as little as 42 volts DC. The real measure of a shock's intensity lies in the amount of current (in milliamperes) forced through the body. Any electrical device used on a house wiring circuit can, under certain conditions, transmit a fatal amount of current.

Currents between 100 and 200 milliamperes (0.1 ampere and 0.2 ampere) are fatal. Anything in the neighbourhood of 10 milliamperes (0.01) is capable of producing painful to severe shock. See table below:

Readings		Effects
Safe Current Values	1 mA or less	Causes no sensation - not felt.
	1 mA to 8 mA	Sensation of shock, not painful; Individual can let go at will since muscular control is not lost.
Unsafe current values	8 mA to 15 mA	Painful shock; individual can let go at will since muscular control is not lost.
	15 mA to 20 mA	Painful shock; control of adjacent muscles lost; victim can not let go.
	50 mA to 100 mA	Ventricular fibrillation - a heart condition that can result in death - is possible.
	100 mA to 200 mA 200 mA and over	Ventricular fibrillation occurs. Severe burns, severe muscular contractions - so severe that chest muscles clamp the heart and stop it for the duration of the shock. (This prevents ventricular fibrillation).

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4.19 Working with HV

Hazards Identified:

- Electrocution
- Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Are generally rated under 20 KVA
- Individually supply items of portable equipment.
- ABC company should provide adequate safeguards before requiring or allowing any employee to work near high-voltage lines. Work that may require protection against accidental contact with high-voltage lines includes excavation, demolition, construction, structural repairs, house moving, well-drilling, pile-driving, and the use of scaffolding and hoisting equipment. Unless power has been turned off and lines visibly grounded, or effective barriers have been erected to keep workers and equipment a safe distance from the power lines, employers should:
 - Forbid employees to place, use or handle equipment or materials within the minimum clearances for the site.
 - Prohibit transportation or movement of equipment or materials in such a way that any part of the equipment or materials can come closer to high-voltage lines than the minimum clearances in Clearance for the site.
 - Prohibit storage of equipment or materials near high-voltage lines if the storage would involve handling that might bring some part of the equipment or materials within the minimum clearances for the site.
 - Sometimes high-voltage lines move because of strains placed on their supporting structures or attachments. Employers should see that such moves do not result in violations of minimum clearances.
 - Cage-type boom guards, boom stops, insulating links and proximity warning devices may be used on cranes. Their use, however, does not alter the minimum clearances for the site.

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4.22 Energised circuits

Hazards Identified:

- Electrocution
- Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Plan the work to be done. Be sure everyone involved understands the plan thoroughly. Consider environmental conditions, also wet and damp locations.
- Before work is begun, the person in charge shall ascertain by inquiry, direct observation and instruments if the source is energised and, if so, what the voltage.
- At least two persons shall be assigned to work on energised lines/equipment. They should be trained to handle emergencies and be thoroughly briefed in safety procedures and use of safety equipment.
- No employee shall be permitted to work on, approach or handle any conductive object without an approved insulated tool or handle unless:
 - The employee is insulated or guarded from the energised part.
 - The energised part is insulated or guarded from employee and any other conductive object at a different potential.
 - The employee is isolated, insulated or guarded from any other conductive object(s). Employee shall be insulated as much as possible between phase(s) being worked and other phases.
- Proper personal safety equipment must be available and used; i.e., rubber gloves with protectors insulator blankets/mats, authorised hard hat, eye protection, etc.
- Suitable barriers or other means should be used to prevent unauthorised personnel entering the "hot" work area. Post appropriate warning signs.
- If it becomes necessary to de-energise high voltage circuits while work is being performed, circuit being worked shall be shorted to ground or tested with appropriate test device to

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4.25 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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4.26 Working with Gas

Hazards

- Fire
- Explosion
- Suffocation
- Carbon Monoxide

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- ❑ All fitters are fully qualified with Trade Certs and approved by Bord Gais.
- ❑ Sniffers shall be used in all locations to ensure a workplace is safe.
- ❑ In responding to emergency leaks, the area shall be ventilated and the gas shall be shut off before carrying out any works.
- ❑ All Gas boilers and Appliances shall be installed as per the manufacturer's Instructions and Safety Manual.
- ❑ All installations shall be fully checked for leaks and verified as safe before handing over to the client.
- ❑ While various jobs will require method statements to be completed as per the Appendix, the following points shall be generally adhered to:
 - ❑ Installation staff arrive to site and sign with client if required.
 - ❑ On non domestic jobs, Installation staff to present themselves to site supervisor for any orientation or induction training as needed.
 - ❑ Installation staff will be shown working area and will assess conditions.
 - ❑ Installation staff will complete permit to work if required by main contractor or client.
- ❑ All safety equipment as per method statement to be brought to working area.
- ❑ Working area to be isolated/cordoned off and appropriate barriers erected to prevent access.
- ❑ Gas main to be located and isolated.
- ❑ Test to be carried out for any gas residue.
- ❑ Any gas in pipes to be vented to atmosphere.

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ABC Company Safety Statement

Template Method Statement for Clients when necessary.

Contractor	Name:	Address:	Tel:
			E-mail:
Project Name			
Description of the Task/Activity			
Site Address/Location:		Start Date/Time:	
		Finish Date/Time	
Personnel Involved	Name	Role/Trade	
Site Supervisor:		Tel:	
Safety Officer		Tel:	
Key Plant & Tools (Attach Certification)			
Key Materials			
Other Essential Equipment:	(i.e. access platforms/winches/ladders, etc)		
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))			
Specific Staff Training			

A1 SAFETY DATA SHEET

This is a Generic Safety Data Sheet for Heat Resistant Silicone

1. IDENTIFICATION OF THE SUBSTANCE / PREPARATION AND OF THE COMPANY / UNDERTAKING

Product name: HEAT RESISTANT SILICONE

2. COMPOSITION / INFORMATION ON INGREDIENTS

Contains: methyl

triacetoxysilane <5%

Octamethyl

cyclotetrasiloxane <3%

3. HAZARDS IDENTIFICATION

Main hazards: No significant hazard.

4. FIRST AID MEASURES (SYMPTOMS)

Skin contact: There may be mild irritation at the site of contact.

Eye contact: There may be irritation and redness.

Ingestion: None known

Inhalation: Causes mild respiratory irritation in uncured state

4. FIRST AID MEASURES (ACTION)

Skin contact: Remove all surplus material with a cloth and wash area with plenty of soap and water.

Eye contact: Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination.

Ingestion: Wash out mouth with water. If patient starts to vomit turn into recovery position

Inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so.

5. FIRE-FIGHTING MEASURES

Extinguishing media: Water. Water spray. Carbon dioxide. Alcohol or polymer foam. Dry chemical powder. Halons.

Exposure hazards: None known

Protection of fire-fighters: Wear protective clothing to prevent contact with skin and eyes.

6. ACCIDENTAL RELEASE MEASURES

Personal precautions: Refer to section 8 of SDS for personal protection

A2 Chemical Assessment for Heat Resistant Silicone

Description: Sealant used in the closing up of joints.

Site: Various

Originating department: Health and Safety

Are Hazardous Substances Likely to be Present in the Workplace? No

1. Substances:- Heat Resistant Silicone

2. People at Risk:- Engineer or technician

3. Hazards :-

Hazard to health:

EXPOSURE RISK FOR HEAT RESISTANT SILICONE

Main hazards: No significant hazard.

Are any of the substances in a form in which they could be:-

3.1 Inhaled? - No

3.2 Absorbed through the skin or eyes? Yes

3.3 Swallowed? - Yes

3.4 Injected into the body by high pressure equipment or contaminated sharp objects? - No

4. Effects of the Substances:-

For the quantities of substances used in this assessment and frequency of use:-

4.1 Could serious effects or death occur from a single exposure to the substances? - No

4.2 Could the substances cause sensitisation, allergic reactions or asthma? - No

4.3 Could the substances cause dermatitis? - No

4.4 Could adverse effects or death occur from repeated, even low level, exposures over a period of time? - No

4.5 Could the substances be harmful to the human reproductive process? - No

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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