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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 all relevant parties are fully aware our 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 the Workshop, Showroom and associated premises. 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 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 however, 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 1

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ While Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively, Manager 1 will manage H&S activities on a day-today basis.
- ❑ Manager 1 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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2.4 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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2.5 CONTRACTORS

While some companies, such as specialist crash repairers, may be used from time to time they do not operate on our premises and will be expected to have Safety Statements in place on their own premises.

Should it be necessary for a sub contractor such as a Windscreen Fitter, to come to our premises then they will be expected to adhere to our safety rules while on site in ABC Company.

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3.13 Bullying at Work Policy

ABC Company recognises and accepts his responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, 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 2 directly.

Manager 2 gives the undertaking that all complaints will be investigated sensitively and will be resolved locally, if possible. 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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4.2 FIRE

FIRE HAZARDS

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

Likelihood	Severity	Risk Value
Score =	Score =	Result =

RISK ASSESSMENT:

CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.

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4.5 MANUAL HANDLING

HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

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

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

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Set out here are some diagrams that should be used with the instructions on the following pages.



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4.9 HAZARDOUS SUBSTANCES

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 paints, oils and other substances are listed in a safety file.
 - All paints, oils and other 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 available.
 - All Paints, oils and 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.
 - Any, equipment, hygiene measures or protective clothing are provided and maintained as required.

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4.11 Abrasive Wheels (Angle Grinders, etc.)

Hazards Identified

- 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

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Person at risk:

Employees / Sub-Contractors / Visitors / Others

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.

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4.13 Power tools

Hazards:

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 =

SPECIFIC PRE-USE CONTROL MEASURES

Check 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.
- 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 Manager 1.
- 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;
- 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;
- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;

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4.22 Tyre and wheel changing

HAZARDS

- Manual handling.
- Hand tools.
- Bursting tyres.

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All operators fully trained in use of the wheel changing equipment.
- Gloves used when handling wheels
- Good manual handling techniques to be used when handling tyres and wheels.
- Safety cage used on tyres when inflating.
- Statutory checks made annually by the insurance company on the compressors.
- Statutory checks made annually on the lifting gear.
- All staff to adhere to good manual handling practices as per the earlier assessment.
- All staff to adhere to the earlier controls on using power/hand tools

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4.23 Lifting operations – Engine bay crane, overhead car jacks, etc.

Hazards

- Falling materials
- Collapsing crane

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only trained mechanics may use the engine bay lift.
- Mechanic to ensure that engine or other item is secure on the crane before lifting operations commence.
- Annual certification of lifting gear by insurance company.
- General points to be observed in addition this:
 - Safe working area to be enforced.
 - Only certified plant and equipment to be used.
 - PPE to be worn at all times.

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4.24 Fuel/oil hazards.

Hazards

- Fire
- Spills

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All fuels kept in approved sealed containers.
- All hot works and welding are carried out in designated areas behind screens.
- Pits to be kept clear and clean at all times.
- Smoking is not permitted anywhere in the workshop
- Mobile phones not to be used in any area where fuel vapours may collect.
- Correct fire extinguishers to be available at all times
- VICES - All staff to be made aware of the following principles for dealing with fuels:
 - **Ventilation** - Good ventilation will mean that any vapours given off from a spill, leak, or release from any process, will be rapidly dispersed.
 - **Ignition** - Ignition sources can be very varied and they include running engines, static electricity, sparks from electrical equipment or welding and cutting tools, hot surfaces, open flames from heating equipment, smoking materials etc. keep all ignition sources away from fuels.
 - **Containment** - If you have a spill ensure it will be contained and prevented from spreading to other areas.
 - **Exchange** - Can you eliminate flammable substances from the process altogether?
 - **Separation** - Are flammable substances stored and used well away from other processes and general storage areas? Can they be separated by a physical barrier, wall or partition? Separating hazards in this manner will contribute to a safer workplace.

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4.25 Responding to a Breakdown

Hazards

Road Traffic Accidents
 Other vehicles
 Members of the public
 Weather

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

It is not possible in this risk assessment to identify every single situation that could arise in a recovery situation.

The variables are; time of day, time of year, weather, type of vehicle to be recovered, class of road where the breakdown is, driver of breakdown vehicle, injuries, condition of vehicle, spillages, etc.

Therefore this assessment sets out the main high level control measures only. Each of the measures below will have supporting documentation in the company office.

Control measures

- All vehicles shall be fully DOE certified.
- Heavy lift Vehicle recoveries will only be carried out by drivers who also hold HGV and are CPC qualified.
- All recovery vehicles shall be equipped with spill kits to ensure that there are no vehicle residues left behind on the road surface. (see also the standard list of equipment for a recovery vehicle)
- All lifting equipment on the vehicles shall be certified as per the Irish **Work Equipment Regulations 2007**.
- The checklist in the appendix derived from the Work Equipment Toolkit from the HSA shall be used on all towing lifting vehicles.
- A full register of lifting equipment is kept in the main office.

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ABC Company Safety Statement

Spray Booth Assessment.

Assessment No: Confined Space Safety document No: RA001
Title: Spray Booth

Part 1 - To be completed by selected person confined spaces:

Low risk Medium risk High risk

Plant/apparatus: Spray equipment for crash repair

Task area: Booth

Site: Applicable to Spray Booth

Department: Workshop

Work to be done (each task must have own assessment):

Spraying of car parts and bodies

Does work introduce any hazards: Yes - Fumes.

Expected duration of task: 1 hour Starting at:

Company involved:

Person in charge of Work: Workshop supervisor

Total in team: 1

Risk assessment carried out (and attached): Yes No

Known hazards:

Fumes

Measurements taken:

Design team estimated air flows and set up extraction.
All MSDS available to set out limits.

Safety Checklist (tick appropriate box):

Permit for work issued	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A	Cleaning/purging/inerting complete	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
Special precautions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	Forced air ventilation in place	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Special equipment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	Continuous atmosphere checks	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
Warning signs/barriers	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	Communications	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
Competency checked	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	Safety equipment in place	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Lighting installed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	Safety method statement attached	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
Rescue equipment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A	Safe access/egress	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
Rescue services informed	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A	Tel No:		

Instructions:

Special instructions and/or safety measures required:

Only trained staff may carry out this task.
Door to be kept closed during all spray operations.
All paints and other substances to be used strictly in accordance with the MSDS.
All paints and other substances to be stored in the flame retardant press.
Spraying may not commence if the ventilation is not working.
Spray gun and all fittings to be checked before use.
All PPE to be checked before use.

Name (selected person):

Company:

Date signed:

Time signed:

Part 2 - To be completed by the person in charge of the working party:

I declare that all the persons in my working party are familiar with the safety and emergency arrangements and are properly

Lifting Equipment Checklist

Important – There are highly detailed requirements for lifting equipment. This checklist is shortened. Please investigate further as needed. Check each box as it applies to the vehicle/lift in question. Ensure that any corrective actions are listed at the end of the checklist and a timescale and responsibility for completion are clearly stated. The (RXX) after each point are the specific regulation numbers referenced.

Vehicle/Equipment details: _____

Date: _____

Inspector: _____

Requirement

- Safe working load clearly marked (r42)
- Equipment not designed for lifting persons clearly marked (r42)
- Unless required for effective operation, employees not under suspended loads (r42)
- Every crane of variable radius has a properly maintained safe load indicator or rated capacity indicator correctly used.
- Jib or boom clearly marked to indicate the crane of which it is a part re: Heavy lift trucks. (r43)
- Every platform or support for lifting equipment is suitable (r44)
- Carrier plate shows rated load in kilograms and, maximum load.
- Lifting accessories marked to identify the characteristics for safe use.
- Adequate protection measures to avoid recovery vehicle turning over are in place.
- Lifting equipment operated by a competent person or under direct supervision of a competent person for training (r51)
- Mobile equipment is accompanied by a certificate of test, specifying the safe working load (r52)
- Regulation 53 report or a copy of it kept at place of work and in the case of mobile equipment, is kept on the equipment in addition to being available for inspection at the address of the equipment owner (r54)
- Register of lifting equipment and accessories maintained and kept for inspection (r54)
- Machine not loaded beyond the relevant safe working load (r55)
- Hydraulically-operated machines fitted with check valves to prevent a gravity fall of the load in the event of a hydraulic failure (r55)
- Lifting accessories including chains, ropes, rings, hooks, shackles, clamps, swivels, spreader beams and spreader frames, vacuum lifting devices – tested every 6 months (s1pB)
- Items provided for support of lifting equipment – tested every 12 months (s1pB)
- Vehicle lifting table - tested every 12 months (s1pB)
- Winches used for lifting loads - tested every 12 months (s1pB)
- All equipment tested after any repair or alteration.

Date for non conformances to be remedied: _____

Person responsible: _____

PART 8. Related Policies

8.1 ABC Company Environmental Policy

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.