

Contents

PART 1 Company Statement

- 1.1 Application
- 1.2 Objectives of the Safety Statement
- 1.3 Company Safety Statement
- 1.4 Policy
- 1.5 Revisions

PART 2 Duties and Responsibilities

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Supervisors
- 2.4 Employees
- 2.5 Contractors

PART 3 Arrangements for Safe Working

- 3.1 Resources
- 3.2 Safety Induction
- 3.3 Training
- 3.4 Safety Consultation
- 3.5 Safety Representation
- 3.6 First Aid
- 3.7 Reporting of Accidents, Diseases and Dangerous Occurrences
- 3.8 Welfare Facilities
- 3.9 Personal Protective Equipment
- 3.10 Permit to Work Systems
- 3.11 Smoking Policy
- 3.12 Drugs and Alcohol Policy
- 3.13 Bullying Policy
- 3.14 Young and Inexperienced Workers Policy

PART 4 Hazard Identification and Control Measures

- 4.1 Hazard Inspections
- 4.2 Fire
- 4.3 Access and Egress
- 4.4 Housekeeping
- 4.5 Manual Handling
- 4.6 Electricity
- 4.7 Offices
- 4.8 Visual Display Units
- 4.9 Hazardous Substances
- 4.10 General Workshop Activities
- 4.11 Abrasive Wheels

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	2

- 4.12 Welding and Flame Cutting
- 4.13 Power Tools
- 4.14 Company Vehicles
- 4.15 Ladders
- 4.16 Portable Generators
- 4.17 Spray Booth
- 4.18 Workshop and Power Tools
- 4.19 Cash Handling
- 4.20 Use of customer & company vehicles
- 4.21 Battery charging
- 4.22 Tyre changing repairs
- 4.23 Lifting operations – Engine bay and car jacks
- 4.24 Fuel hazards

PART 5 Annual Report

PART 6 Staff Sign off

PART 7 Appendix

- Accident Report Form
- Safety Inspection sheet
- Staff Suggestion form
- Spray Booth assessment

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

This Statement has been prepared with the assistance of www.safety-statements.ie no liability may attach to www.safety-statements.ie arising out of any element of the contents of this statement. It is accepted that Manager 2 is responsible for ensuring the contents adequately reflect the activities of the business.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	3

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	4

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: _____

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	5

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	11

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.

SAMPLE DOC - COPYRIGHT © - S.ie

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	14

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	28

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	29

4.3 ACCESS AND EGRESS

HAZARDS

ABC Company staff will adhere to all rules regarding access and egress. 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	37

4.7 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, shall be carefully disposed of.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	45

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	48

4.10 General workshop activities

Note: All repair work is subject to individual assessment to assess the tasks and activities of the specific job.

HAZARDS

- Multi hazard

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that the activities of the mechanics, panel beaters and sprayers does not create a hazard.

CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Masks, Overalls and boots will be worn as relevant for the particular type of hazard.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	50

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	51

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;

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	54

4.15 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 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.
- Only one person at a time on a ladder
- 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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	60

4.19 CASH HANDLING

Hazards

Assault
Physical injury

Risks

Medium
Medium

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

4.19.1 Cash Movement Controls

1. Avoid letting large amounts of cash accumulate in the register/safe.
2. Perform cash drops regularly depositing cash in a safe.
3. Notice relating to time delay safe displayed.

4.19.2 Cash Movement to and from the Bank

1. Minimise the risk to cash by making frequent lodgements.
2. Avoid, as far as possible, set patterns when making lodgements.
3. When cash is being moved in or out of the premises, ensure that the area is thoroughly checked and certain entry/exit points are secured to prevent the possibility of cash carriers being ambushed in the immediate vicinity. People involved in the movement of cash should be alert at all times and should anything arouse suspicion, they should contact the Police.
4. If you use transport, try to vary the vehicle being used.
5. Trips to the bank, where possible, should be made by car. Able-bodied persons should carry out this task – at least two such persons. Unescorted females or young persons should not be allowed to carry cash to and from the bank.
6. Precautions should begin with varying, as much as possible, the times and routes of such journeys. An escort could carry

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	64

4.20 Use of customer & vehicles (see also 4.14)

DESCRIPTION

Use any of the vehicles on the forecourt or in the possession of the company.

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

HAZARDS

1. Road Traffic Accident – Injury due to collision

RISK ASSESSMENT: Medium

CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles or customer vehicles.
- The Garage registration plate must be displayed prominently in any vehicle not registered to the company.
- They must always be driven within the rules of the road and the law.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

2. Refuelling.

RISK ASSESSMENT: Low

CONTROL MEASURES

All refuelling is carried out by people over 18 years of age.
 Refuelling is only carried out in open air such as garage forecourts.
 Fire extinguishers are always present on the forecourts.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	68

4.24 Fuel 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	73

LOGO HERE

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

LOGO HERE

ABC Company Safety Statement

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

equipped. I accept responsibility for carrying out/supervising the work listed in Part 1 of this GPR in accordance with the Safety Method Statement and Confined Space Rules and Procedures.

Initial atmosphere test results

Gas monitor used: N/A
Serial No: N/A
Oxygen sufficiency/deficiency (% vol): N/A
Flammable gas (%LEL): N/A
Toxic gas(es) (ppm): N/A
Other (specify) (ppm): N/A
Heat stress (wet/dry bulb temp): N/A
Duration allowed (hours):
Signed (person in charge)

Person in charge:

Date:

Time:

Company:

Contact Tel No:

This assessment must accompany Permit, Method Statement etc and be retained with PFW when cancelled.
A separate assessment must be completed for each work task e.g. cleaning, maintenance, painting etc.

Part 3 - Hazard Analysis:

Hazard/ Consequence	Controls	Severity	Probability	Risk Rating
H - Atmos potential for flammable vapours & gases C -	Extraction system installed by design professionals. All lights explosion proof. No electrical points within booth.	4	3	12
H - Atmos potential for oxygen deficiency C -	Extraction system installed.	4	2	8
H - Hazards from eqpt/substances taken into space C -	All paints and substances to be used in accordance with MSDS.	4	2	8
H - Potential exposure to fire & explosion C -	All light fittings explosion proof.	5	3	15
H - Slips trips and falls C -	Booth to be kept clean and tidy at all times.	3	3	9

U-S.ie

SAN

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.