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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 and employees are fully aware of 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 on site at client sites and to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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### 1.3 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

ABC Company have appointed Manager 1 as having responsibility for managing Health, Safety & Welfare, on site. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy.

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**

- ❑ 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 reporting 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 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.
- ❑ Adjust the seat's backrest to support the lower back.
- ❑ Sit right back in the chair to gain adequate support.
- ❑ Use a footrest if the seat is too high.

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### 3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

To facilitate consultation on issues relating to the individuals safety at work, the company operates a Suggestion or Query form.

A folder of blank forms is held by Manager 1. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 1.

Manager 1 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

#### 3.4.1 SAFETY COMMITTEE

ABC Company have a Safety Committee on site. The members of the Safety Committee are Manager 1, Manager 2 and an Employee Representative. The committee meet on the first Monday of every month. The following is the agenda for each meeting:

- Review previous month's inspections.
- Review any reported accidents or incidents from the previous month.
- Review any suggestions or queries from staff.
- Plan a safety topic briefing for the coming month.
- Review any new safety guidelines/legislation that ABC Company have been made aware of.
- Post the minutes on the Staff Notice Board.

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### 3.5 SAFETY REPRESENTATION (Will be activated when needed)

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

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### 3.6 FIRST AID

#### CONTROL MEASURES

Each engineer is supplied with their own first aid box.

It is the company's policy that a First Aider shall be appointed who has certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ❑ **Main Office**
- ❑ **Packhouse area**

The First Aid Boxes is inspected on a weekly basis. This check and replenishment is recorded and kept on file.

It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

The following contents are required in a first aid box:

- ❑ Card giving general first aid guidance.
- ❑ Individually wrapped sterile adhesive dressings.
- ❑ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ❑ Triangular bandages (sterile).
- ❑ Safety pins.
- ❑ Blue Plasters
- ❑ A selection of Unmedicated wound dressings which should include:
  - ❑ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
  - ❑ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
  - ❑ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ❑ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

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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 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 when and if one is appointed.

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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**3.14 Young persons and inexperienced workers policy**

ABC Company does not employ permanent staff under 18 years of age. ABC Company do not offer work experience places to local schools, colleges, etc.

Very occasionally ABC Company do employ under 18s on a temporary basis. These young people will be supervised at all times and will be trained/advised on how to deal with awkward or angry customers.

New employees who are experienced in their occupation receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

All young persons and inexperienced staff will be shown this Safety statement and taken through the specific hazard controls for the equipment/area in which they will be working.

When a young person starts work they are likely to need extra supervision. ABC Company will ensure that they know who the person responsible for them is and that they are given the appropriate information and training on any hazards, risks, and precautions they may have to take.

We will ensure that they understand what they need to do for their own and `other's health and safety. As some young people may lack the confidence to voice their concerns they are made aware of procedures for doing so.

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

Inadequate access and egress facilities can result:

- 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.

Stairways shall be provided with handrails and maintained 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 doors are not obstructed at any time.

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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, tunnels, etc.
- 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

Managers 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, compounds are planned and 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.

### STANDARDS REQUIRED

The Safety Health and Welfare at Work Act 2005 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees so far as is reasonably practicable, employers have a duty to ensure that their work does not affect others so far as is reasonably practicable and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe so far as is reasonably practicable for persons who are not their employees but are required to use the premises.

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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.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age and physical build.

Adequate lighting shall be supplied to ensure that visibility is sufficient at all times.

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**4.7 FORK LIFT TRUCKS**

**HAZARDS**

Many incidents occur because proper attention has not been given to the safe driving of vehicles. Lack of attention can result in any of the following:

Overturning

Persons being run over/struck by fork lift truck

Material falling from forks

A truck colliding with an object

A truck colliding with object/structure causing collapse of same

Equally hazardous is the practice of jumping from a truck while still in motion.

Excess speeding in confined areas, restricted aisle-ways etc..

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes

All fork lift trucks should be fitted with:

1. Forward flashing warning light(s) interlocked with the ignition
2. Reversing horns/sirens interlocked into reverse gear.

Ideally the names of appropriate drivers should be kept on the truck, such drivers being responsible for the up-keep of all aspects of the truck, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.

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## 4.11 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

- If and when needed, a general (generic) written assessment will be prepared for substances, processes, and site health hazards normally used or encountered on the premises and this information will be supplied to holders of the Company Safety Statement in each Location.
- To prepare the general written assessment the following steps will be taken:
  - (i) Obtain Health and Safety Data Sheets for all substances in use.
  - (ii) Identify all potentially hazardous substances.
  - (iii) Assess the degree of risk and decide on whether or not protective measures are needed and the nature of these measures.
  - (iv) Review the method of use.
- Exposure to hazardous substances shall be controlled to as low a level as is reasonably practicable.
- The selection of options to control exposure shall be in order of preference:
  - Use of a totally enclosed system.
  - Engineering controls.
  - Local exhaust ventilation.
  - Reducing the number of potentially exposed persons to a minimum.
  - Reducing the periods of potential exposure.
  - Prohibition of eating, smoking, drinking in areas where exposure is likely.

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- ❑ Use of suitable protective equipment.
- ❑ All employees shall be provided with information, instruction and training in relation to the use of hazardous substances.
- ❑ Any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing etc. must be planned before work commences.

### **SUPERVISION**

- ❑ The Workplace Supervisor will ensure that:
- ❑ A written assessment, control measures and other information are on site.
- ❑ 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.
- ❑ Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises during the General.
- ❑ All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

### **HAZARDOUS SUBSTANCES**

#### **General Precautions**

Almost all chemical materials are potentially dangerous. Although they may find their way into day to day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:

- ❑ Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- ❑ Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- ❑ Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- ❑ Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.

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#### 4.18.1 Packing line in Packhouse

##### DESCRIPTION

Boxed mushrooms are discharged to a table and automatically fed along a roller conveyor brushed and fed into a slotted area, which are fed along a conveyor, wrapped and discharged to a rotating table where they are packed.

##### HAZARDS

In-nip areas on conveyors can cause injury to fingers/hands  
 Back injury from manual handling of boxed mushrooms  
 Entrapment in metal clipping area.  
 Trip/fall exposure from discarded packing/mushrooms around the packing machine.  
 Electric shock

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

In-nip areas on conveyors are guarded  
 Manual handling instruction provided for all operatives loading mushrooms.  
 Emergency stop button installed in the machine and all operatives should be aware of its location.  
 All power to the packing machine should be disconnected during maintenance and repair.

##### TRAINING

Only persons who have been trained in the safe operating procedures should be allowed to operate the apple packer.

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### 4.20 SPORES & DUST

#### DESCRIPTION

Mushroom workers lung is attributed to the inhalation of organic dust (spores) which are released from mushroom compost following pasteurization. The disease is commonly induced by the inhalation of large concentrations of antigens in the air which causes respiratory sensitization. Handling the compost used in mushroom growing gives rise to the microorganisms that cause the disease.

Mushroom spores themselves very rarely cause this disease. Symptoms specific to the disease are fever, cough, and restrictive changes of lung function usually within 6 to 8 hours following exposure.

#### Hazard

Sensitization causing severe respiratory problems.

Rhinitis and conjunctivitis obstructing sinuses and causing eye irritations respectively.

Occupational Asthma resulting in chest tightness and breathlessness.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

High exposure risk to operatives engaged in the filling of the mushroom beds.

Low exposure risk to workers harvesting the mushrooms

#### Control Measures

Operatives suffering from asthma will not be employed in high risk areas.

Pre-employment medical examination provided for all employees includes lung function test and allergies.

Protective face masks are provided for all employees and visitors, and must be worn at all times in high risk areas.

Filling of the mushroom beds is managed from the yard to avoid the need to be in an enclosed space with dust.

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Filling of the beds is automated to avoid the need to be in close proximity with the dust.

Phase III compost is fed via machine to the beds, wet Casing is placed on top of the compost to prevent dust rising.

### **Training and RPE**

All employees in high risk areas have been informed of the high exposure risk and are made fully aware of the necessity to wear the appropriate safety equipment to minimize the exposure level. Supervisory controls are in place to ensure the protective face masks are worn at all times in the high risk areas.

All employees have been trained in the correct procedure on how the protective mask should be worn.

The chosen RPE is a half mask respirator to BS EN 140 with particle filters to BS EN 143. The performance of this respirator depends on a good face seal and this has been stressed in training and issue.

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## 4.22 PEAT FILLING OF MUSHROOM BEDS

### DESCRIPTION

Replenishing the mushroom compost/peat in the tunnel beds

### HAZARDS

Moving vehicles  
 Entrapment  
 Chemicals  
 Dust and Spores

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES AND PROCESS

This process is carried out under the supervision of the production manager, only trained staff are allowed to assist.  
 One member of staff will be designated to manage the traffic movements in the yard.  
 All people in the yard will wear Hi Viz jackets and suitable outdoor clothing when needed.  
 The yard is disinfected before the process begins using the power washers and a suitable chemical. (Refer to the chemical assessment for safe usage.)  
 The truck is guided through the yard by a member of staff.  
 The machine is unloaded at the door to the relevant tunnel and connected to the power point.  
 Conveyers are extended and matched up to the Mushroom beds.  
 The hopper is extended and made ready to receive product.  
 Bulk Phase III Mushroom compost and Casing are delivered by suppliers. Both vehicles are guided into the yard by a member of staff and reversed to the hopper and conveyer.  
 Cable puller and cloth/plastic bed are prepared and connected to the conveyer.  
 Suppliers will activate and control their delivery systems.  
 Procedure is constantly monitored by a supervisor.

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