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## 1.1 APPLICATION

This is the Safety Statement of ABC Company.

## 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.

Manager 2 has 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. Manager 2 has ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

**Signed:** \_\_\_\_\_  
Manager 2

**Date:** \_\_\_\_\_

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### 1.4 Policy Statement:

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

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

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

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

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

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

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

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

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**2.2 Manager 2 (assisted by Manager 1 as needed)**

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bear the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Also responsible for ensuring that staff reporting to them 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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### 2.7 CONTRACTORS (Generally used if and 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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### 3.5 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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### **3.14 Young persons and inexperienced workers policy**

ABC Company does not employ Apprentices. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc. All technical employees have trade qualifications and are experienced in their profession.

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time in the company workshops before being assigned to an installation crew.

All workers on installation crews are subject to specific site inductions by the relevant site managers or safety managers.

Installation crews are supervised at all times by an experienced foreman.

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## 4.7 ELECTRICITY

ABC Company employees will adhere to the controls that are put in place by the safety manager for the Client site. Set out below are the general controls for the company.

### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

### CONTROL MEASURES

- ABC Company will ensure that the wiring installation on the premises is checked on a scheduled basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.
- Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.
- Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.

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## 4.10 HAZARDOUS SUBSTANCES

No hazardous substances are expected to be used on client sites. 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 inks 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 Abrasive Wheels

#### Hazards

- 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

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### 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 foreman 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.
- Occasionally a new wheel is cracked or flawed, and is likely to shatter as soon as it is used. New wheels should always be

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### 4.13 Welding and Flame cutting

**Hazards**

Burns  
 Arc eye  
 Fire

**Person at risk:**

Employees / Sub-Contractors / others

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- A hot works permit must be filled out and given to Safety Officer on site/s.
- Fire watch person must be present during welding and must have appropriate fire extinguishers to hand
- Area must be segregated and all combustible / flammable materials must be removed
- For arc welding equipment provide fuse protection and earth the work piece
- Use welding screens and eye protection
- Ensure there are no flammable materials in the area where the welding is going to take place
- Ensure the Oxyacetylene equipment has a flashback flame arrester and a non return valve
- Store cylinders upright and protect using chains on rack or trolleys

**Person responsible:**

Fitter, etc.

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### 4.16 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 =

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;

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### 4.20 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 1 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.
- If ladder or run of ladders >9m, an intermediate landing stage is to be provided.
- If working near overhead cables, do not use metal ladders.
- Only one person at a time on a ladder
- Class 1 heavy duty ladders to be used in construction.
- 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

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## 4.23 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.

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**ABC Company  
Safety Statement**






















**A5 Template Method Statement for Clients when necessary.**

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

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<b>Training</b>															
<b>Sequence of Operations:</b> (include sketches if required)	1.														
	2.														
	3.														
	4.														
	5.														
	6.														
	7.														
	8.														
	9.														
	10.														
<b>Temporary Supports and Props needed to facilitate the works:</b>	(if none, state none)														
<b>Method of Access and Egress to the work area:</b>	(i.e. Ladders/MEWPS/Scaffold/Trestles/Step Ladder, etc)														
<b>Fall Protection Measures:</b> (Where work at height cannot be eliminated – consider both Personnel & Materials)	(i.e. Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)														
<b>Hazardous Substances:</b> (Attach MSDS if required)	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Very Toxic</td> <td>Harmful/Irritant</td> <td>Corrosive</td> <td>Dangerous For the environment</td> <td>Oxidising</td> <td>Highly flammable</td> <td>Explosives</td> </tr> </table>								Very Toxic	Harmful/Irritant	Corrosive	Dangerous For the environment	Oxidising	Highly flammable	Explosives
															
Very Toxic	Harmful/Irritant	Corrosive	Dangerous For the environment	Oxidising	Highly flammable	Explosives									
Applicable:	<table border="1"> <tr> <td>Yes/No</td> <td>Yes/No</td> <td>Yes/No</td> <td>Yes/No</td> <td>Yes/No</td> <td>Yes/No</td> <td>Yes/No</td> </tr> </table>	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No							
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No									
<b>Storage Arrangements:</b>															

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## **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.

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## 8.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.

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