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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 clients are fully aware of ABC Company' commitment to high standards in H&S.

It has been designed to accommodate all of the typical hazards encountered by our staff when working on installing the various types of Renewable Energy products we supply. To support this we also carry out a specific site survey and develop a method statement for each job so that any specific hazards may be addressed. The method statement template in the appendix is used for this purpose.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any Client sites. It is also used to assess and audit the levels of health and safety being achieved.

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

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

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

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

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ABC Company Safety Statement

1.3 COMPANY SAFETY STATEMENT

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

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

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

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

Signed: _____
Manager 2

Date: _____

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2.2 Manager 2 (Assisted by Manager 1 as required)

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ He bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ He is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.3 Site Foreman (if appointed)

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety on a monthly basis.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises. (when necessary)
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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2.6 SUB CONTRACTORS (Generally used when ABC Company engage sub-contractors on their behalf).

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

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- Where Appropriate no contractor may be allowed to commence work on a client site prior to being issued a Permit to Work by the Client.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the Client site.
- All staff sent to work at a Client site by a contractor must have received appropriate health and safety training from their employer. They must also have access to relevant Risk Assessments and method statements as necessary.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.

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3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have 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;

- **Office**
 - **Vans**
- The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities. This policy shall not be activated until there is a suitable number of employees at a fixed location.
- When employees are carrying out an installation at a Client premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- 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.

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3.8 WELFARE FACILITIES

The Client's Site Management will ensure that adequate welfare facilities are provided on the premises for all personnel.

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc. at the installation location.

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3.13 Bullying at Work Policy

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

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

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

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

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

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4.4 HOUSEKEEPING

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

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

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

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4.5 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.

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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

1. ABC Company will ensure that the wiring installation on the premises and any works undertaken by them shall be of the highest standard and be certified where appropriate.
2. Dangerous or defective cabling should be replaced or remedied in accordance with the ECSSA's rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with ECSSA.'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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4.12 Power tools

Hazards Identified:

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Checks before use on all Power and Portable tools:

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

GENERAL CONTROL MEASURES

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

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4.14 Company vehicles

Hazards Identified:

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

DESCRIPTION

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Manual Handling, Wheel Change, Mobile Phones and Vehicle Maintenance.

HAZARDS

1. Road Traffic Accident – Injury due to collision

CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles.
- They must always be driven within the rules of the road and the law.
- They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

2. Manual Handling – Injury due to lifting and carrying.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Good manual handling practice must be exercised in loading and unloading of the vehicle.
- Be very aware of your own capabilities

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4.17 Portable Generators

Hazards Identified:

- Electrocution
- Fire
- Fuel spill

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Are generally rated under 20 KVA
- Individually supply items of portable equipment
- Should have industrial-type sockets (IEC 309) located on the generator frame for connection.
- Sockets to have appropriate IP rating.
- Ear protection may be necessary depending on output and environment.
- Spill kits for fuel to be on hand.
- Fire extinguisher suitable to the generator risk and any nearby combustibles to be on hand.
- Generator to be subject to planned maintenance.

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4.18 Working with Electricity in general

Hazards Identified:

- Electrocution
- Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Electrical shock

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

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

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

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4.19 Working with HV

Hazards Identified:

- Electrocution
- Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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4.22 Lifting operations and deliveries

This assessment refers to the lifting of panels onto roofs and lifting of deliveries from trucks to site.

Hazards

- Falling materials
- Collapsing crane/Teleporter

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method statement for all lifting operations detailing the specific risks and relevant control measures will be agreed for each lift.
- Site crane team (when used) will be responsible for ensuring that all sections are secure on the crane before lifting operations commence.
- General points to be observed in addition to the Method statements are
 - ABC Company staff do not operate cranes.
 - Cranes are operated on site by arrangement with site management and banksmen.
 - ABC Company staff that hold appropriate skills cards may use Teleporters under the direction of a banksman where necessary.
 - Safe working area to be enforced.
 - Only certified plant and equipment to be used.
 - Use of experienced and certified operators.
 - Tool box talks and site induction on works undertaken.
 - PPE to be worn at all times.

Overhead lines

Hazards

- Electrocution

Person at risk:

Employees / Sub-Contractors / Visitors / Others

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4.24 Groundwork and Buried Services

This assessment refers to the possibility of digging to lay underfloor heating, laying buried loops, etc.

Hazards

- Trench collapse
- Falling into trenches
- Gas explosion
- Electrocution
- Undermining structures

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Site will be surveyed as per drawings to ascertain exact location of any buried services.
- All services shall be clearly marked.
- Excavation shall be inspected by a competent person on a regular basis to ensure stability.
- Hand digging shall be used in the vicinity of any services
- Safe method of erecting supports shall be used to avoid collapse during erection if needed.
- Barriers shall be put up beside excavation to prevent people and machinery falling in.
- All vehicles, plant and equipment will be kept back a safe distance from any trench.
- Good secure ladders shall be provided where appropriate.
- All excavations shall be fenced off to prevent unauthorized access.
- The services of a surveyor shall be sought where necessary.

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4.25 Company work vehicles/machines (Machines are generally rented as necessary, controls below shall be implemented as appropriate).

Hazards

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

Person at risk:
Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Auxiliary devices are provided where operators vision is obstructed.
- People and traffic will be segregated as much as possible.
- Safety cut-outs on all equipment.
- Only trained staff with necessary skills cards may use plant and machinery.
- All excavators have quick hitch mechanisms.
- Vehicles shall not be driven or operated on dangerous slopes.
- Staff will not carry out any general maintenance on vehicles.
- Employees have a legal duty to report any known defects.
- Only those with relevant skills cards may operate machinery
- Any lifting equipment is inspected at statutory intervals as per our insurance company recommended inspector and the 2006 regulations.
- Wind is always assessed before carrying out lifting.
- Operator to make sure there are no obstructions.
- Keys are never left in vehicles.
- All vehicles will be secured at night to prevent unauthorized access.

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4.26 Machine Hazards (Pumps, compressors, etc.)

Hazards

- Entanglement
- Noise
- Substances

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- ❑ Only qualified staff are allowed use machinery.
- ❑ All machines are subject to Planned Preventative Maintenance.
- ❑ All machines fitted with RCBs
- ❑ All machines fitted with interlocked guards
- ❑ All guards are tested on a weekly basis.
- ❑ No loose clothing worn by staff using machines.
- ❑ Smoke and heat detectors throughout the area.
- ❑ All machines to have a pre-use check before starting up.
- ❑ Clear walkways to be maintained in workshop/stores.
- ❑ Run down times and emergency stops to be tested weekly.
Braking time to be under 10 seconds.
- ❑ Machine speed to be labelled at all spindles and rotating shafts.
- ❑ All rotating shafts to be enclosed.
- ❑ All cables to be ducted and enclosed.
- ❑ All services, (air, water, electricity) to be supplied from over head. No services to run along the floor or across machines.
- ❑ Blade guard on table saws, etc. to be adjusted so that only the minimum amount of blade is exposed.
- ❑ PPE to be provided for staff relevant to the hazard.
- ❑ Ear protection to be supplied to all machine users as per the rating of the machine.

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