

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 Manager 1
- 2.4 Supervisors
- 2.5 Employees
- 2.6 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 Smoking Policy
- 3.11 Drugs and Alcohol Policy
- 3.12 Bullying Policy
- 3.13 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
- 4.7 Electricity
- 4.8 Offices
- 4.9 Visual Display Units
- 4.10 Hazardous Substances
- 4.11 Working at heights and ladders
- 4.12 Working in store/warehouse

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

- 4.13 Pallet trucks
- 4.14 Forklift Trucks
- 4.15 Cash handling
- 4.16 Pallets
- 4.17 Using the compactor
- 4.18 General Machine hazards
- 4.19 Storage and falling stock
- 4.20 Bullying and Stress
- 4.21 General shop hazards
- 4.22 Floor washers
- 4.23 Home deliveries
- 4.24 Roll cages
- 4.25 Collapsed pallets
- 4.26 Workplace transport

PART 5 Annual Report

PART 6 Staff sign off

PART 7 Appendix

- A1 Accident Report Form
- A2 Safety Inspection sheet
- A3 Staff Suggestion form

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 clients and employees are fully aware of ABC Company's 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 house. 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, 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: _____

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

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.
- ❑ Manager 2 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	12

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	16

2.6 CONTRACTORS

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

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any sub-contract work.
- All Contractors will be expected to adhere to the highest standards of safety.
- 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 whilst work on our behalf.
- Any injury sustained by a Sub-Contractor's employee or any RTA that a sub-contractor's employee is involved in if making a delivery on our behalf, must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.

SAMPLE DOC - COPYRIGHT S.S.I.E

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	17

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 in the main office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by ABC Company.

ABC Company 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 form 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	22

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**
 - **Sales floor**
-
- When employees are carrying out an installation/delivery 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.

First aider names:

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	24

3.10 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free. The Organisation recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company.

Implementation

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

Infringements

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Smoking cessation

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

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

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.

SAMPLE DOC - COPYRIGHTS.Sie

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	30

4.2 FIRE

FIRE HAZARDS

Fire extinguishers are provided on the premises and are regularly checked. A fire marshal has to be designated and staff trained in fire fighting and emergency procedures.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed by management to:

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

The Fire Safety Programme shall incorporate arrangements for:

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	36

- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of electrical installations, prohibition of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

A fire safety register will be maintained by the Company.

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires
2. Protect means of escape in case of fire
3. Protect employees and visitors
4. Protect property.

Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company; Omada.

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary. Advise the Manager or Deputy pending arrival of the Fire Brigade.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.
5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.

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

4.4 HOUSEKEEPING

HAZARDS

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

- Trips:- Materials left lying in open aisles
- 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.
- Glass:- from broken jars etc.

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 in areas that could cause an obstruction, 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.

Cleaning program for HACCP to be followed rigidly.

All spillages must be cleared up promptly.

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

Dealing with broken Glass:

- Always use a dustpan, brush and gloves when clearing glass breakages, never use hands unprotected
- Ensure a full sweep of the area takes place as splinters of glass can travel after impact
- If liquid is also involved, thereby further compounding the incident by adding the danger of slipping on the liquid, the area must be isolated with yellow cones during the clean up process
- Discard of broken glass in an appropriate container - it should not be transferred to, e.g. plastic bags as further risk of injury will exist

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	40

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

All staff are trained in Manual Handling. This training is in the form of a briefing using the HSA Simple Safety for Retail Series. Download from www.hsa.ie

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 as per the Simple Safety Series.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	41

4.8 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	46

4.11 WORK AT HEIGHTS AND LADDERS

Work at heights is defined as working in an area/location where a person could fall from any height, other than from a scaffold.

HAZARD

The main hazards associated with Work at Heights are:

- ❑ Falls of persons from working places or accesses.
- ❑ Falls of materials or articles.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- ❑ The Manager will ensure that work is planned to ensure safe access/egress and working place for Employees to work at heights.
- ❑ Where required Employees will receive instruction in the use of safety equipment provided.
- ❑ Ladders to be inspected monthly
- ❑ In general ladders are not used as work platforms
- ❑ All ladders to be checked for damage before use
- ❑ Position ladder close to work
- ❑ Do Not stretch from the ladder
- ❑ All ladders must be placed on secure flooring/ground
- ❑ If possible ladder should be secured from falling.

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

4.12 WORKING IN THE WAREHOUSE/STORE

HAZARDS

- Taking deliveries off lorries
- Poor housekeeping.
- Spillages/materials on floor.
- Materials falling from racking.
- Loading/unloading pallets manually.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Housekeeping cleaning duties must be carried out daily.
- All spillages should be cleaned up immediately.
- Restrict access to authorised personnel only.
- Caution maintained at all times.
- No obstruction to be put in way of exits.
- Stairs to not to be blocked.
- Access to the cleaning solutions not to be blocked.
- Housekeeping cleaning duties must be carried out daily.
- Restrict access to authorised personnel only.
- Safety signs are in place re "Caution Beware of Forklift."
- Only trained drivers to drive forklift.
- Safety boots worn by all staff.
- All shelving and racking shall be kept in good condition.
- Shelving and racking shall not be over loaded.

TRAINING

- Manual Handling.
- Forklift driving

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

4.14 Forklifts

It is the supervisors/managers responsible to ensure that no employee uses forklift truck, unless they have been properly validated by the Company. Failure to comply with this instruction is a dismissal offence.

HAZARDS

- 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.
- 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.

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 are fitted with:
 - Forward flashing warning light(s) interlocked with the ignition
 - Reversing horns/sirens interlocked into reverse gear.
- Floors are maintained in a sound and clean condition and particular attention is paid to the prevention of oil and rubber build-up. Specific cleaning chemicals are used by the hygiene team for the purpose of removing rubber build up..
- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months.

Control during use

- Forklift drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.
- Operatives, shall, under no circumstances position themselves between the load being delivered and a fixed obstruction e.g., pallet

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

4.15 CASH HANDLING

Hazards

Assault
Physical injury

Risks

Medium
Medium

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

4.15.1 Cash Movement Controls

1. Avoid letting large amounts of cash accumulate in the register.
2. Perform cash drops regularly depositing cash in a safe.
3. All cash is collected from the registers in a locked case and brought to the cash office.

4.15.2 Cash Movement to and from the Bank

1. This is generally done by a cash collection company.

4.15.3 Use of Bank Night Safe

1. As above.

4.15.4 Action to be taken in the Case of an Armed Robbery or Personal Attack

1. Keep calm – do not panic.
2. Obey – do only what you are asked to do, nothing more and nothing less.
3. Observe. Note details of the criminal nearest you. Concentrate on:
 - Male/Female
 - Age
 - Height
 - Build
 - Hair colour
 - Colour of eyes
 - Mode of dress
 - Right or left handed

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	58

4.15.5 Post Crime Action – Armed Raids and Personal Attacks

1. Contact the Police.
2. Lock door until the Police arrive.
3. Preserve the scene intact. Do not allow interference with places where fingerprints or footprints may be found.
4. Hold witnesses at the scene until the Police arrive, otherwise take details (name, address, telephone number) for contact later.
5. Identify if anyone has been injured. If so, note the type of injury. Call an ambulance if required.
6. Put in place any measures to prevent further injury.
7. Complete an incident/accident report form including:
 - Precise details of what happened.
 - Who was there (witnesses), include names, addresses and phone numbers of non staff members.
 - Detailed descriptions of the criminal(s).

4.15.6 Responding to Alarm Activations

1. On receiving the telephone call from the monitoring station, ask them if they have also alerted the Police.
2. Contact the Police.
3. Do not approach the premises unless the Police are in attendance.

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

4.18 GENERAL MACHINE HAZARDS

Sealer, pallet wrapper, floor cleaners, other.

DESCRIPTION

General points with regard to the hazards associated with machinery.

HAZARDS

Entanglement
Electrocution
Fire

RISK ASSESSMENT

Potential for bodily injury is considered to be low due to the nature of the possible injuries and loss.

CONTROL MEASURES

All of the machines on the preceding pages are covered by the general points in this assessment in addition to any specific points they may have.

All machines required to have a pre use inspection checklist
All defects are to be reported to the manager as soon as they are noticed.

All machines are serviced by external contractors; no parts are replaced or repaired by staff.

All machines are fitted with guards over moving parts, conveyer edges, chains, etc.

All guards are interlocked and if opened the machine will stop.
Emergency buttons are in place on various places on each machine.

Maintenance

It is company policy to maintain the premises in good order. All should report any damage or deterioration of company property to management immediately. Similarly, report any example of wear and tear, which may constitute a hazard. On the completion of every task, ensure that goods are in their proper place and the area is left in good order.

Ventilation and Heating: Staff must remember that heating appliances constitute a fire hazard. Clothing or other flammable materials should never be placed on or near the room heaters.

TRAINING

Staff are only allowed to use machines they have been trained for.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	MANAGER 1	MANAGER 2	63

4.21 GENERAL SHOP HAZARDS

HAZARDS

Slips trips and falls
Fire

Medium
Low

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Controls

Housekeeping: - A good guide is to keep the premises, as you would wish to find your own home. Use bins provided for litter and waste. These are to be emptied regularly as per cleaning list requirements. Make sure that all aisles and passageways are kept clear. Pay particular attention to goods being placed on the floor in the shop area. Items to be placed on shelves must sit firmly and safely.

Where hosepipes, electrical cables or vacuum cleaner pipes are in use, extra care must be taken not to create a hazard. Warnings should be given to people in the area either visually or verbally.

Take extra care to ensure that sweeping brushes and other tools are always stored upright safely out of people's way and that they do not constitute a tripping hazard.

Any spillage of water onto the shop floor, canteen, or in the toilets should be protected immediately with a warning sign and the water taken off and mopped dry.

Take care when unpacking goods delivered, not to allow wrappers and strapping to stay on the floor - plastic and cellophane can be extremely dangerous.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	70