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Disclaimer.

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ABC Company Safety Statement

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.

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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. 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

- ❑ Manager 2 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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2.5 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 SUB 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 and ensure that their vehicles are DOE certified as necessary.
- All contractors will have to comply with the PAS 43 standard.
- 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.
- All ancillary equipment on sub-contractor vehicles such as cranes, 2nd car lift, sliding bed, etc. must be properly certified and in good working order.
- Any injury sustained by a Sub-Contractor's employee or any RTA that a sub-contractor's employee is involved in, must be reported immediately to management at ABC Company.
- Sub-Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must see originals of all Driving Licences for any employee of a Sub-Contractor before driving on behalf of ABC company. ABC Company will retain copies of these licences.
- ABC Company reserve the right to have any employee of a Sub-Contractor assessed as a driver and to refuse work for that sub-contractor if the driver is not satisfactory.

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3.11 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.

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3.12 Bullying at Work Policy

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

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

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

Manager 2 gives the undertaking that he 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

Staff 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.

Supervisors 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.

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

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4.7 OFFICES

HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, shall be carefully disposed of

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4.11 Company Vehicles – General Points

Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Tachographs and Working time

It is expected that every driver will adhere totally to the legislation relating to Tachograph procedures. The company shall maintain a full record of Tachographs for inspection by any statutory body.

In accordance with working time regulations the company will ensure that all drivers are rostered in such a way as to comply with statutory rest periods.

Use of company vehicles

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Refuelling, Wheel Change (Small vehicles), Mobile Phones and Maintenance.

HAZARDS

1. Road Traffic Accident – Injury due to collision

RISK ASSESMENT: Medium

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.

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4.12 Responding to a Breakdown

Hazards

Road Traffic Accidents
 Other vehicles
 Members of the public
 Weather

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Under PAS 43 all recovery vehicle drivers are trained and hold certificates for the training. It is not possible in this risk assessment to identify every single situation that could arise in a recovery situation.

The variables are; time of day, time of year, weather, type of vehicle to be recovered, class of road where the breakdown is, driver of breakdown vehicle, injuries, condition of vehicle, spillages, etc.

Therefore this assessment sets out the main high level control measures only. Each of the measures below will have supporting documentation in the company office.

Control measures

- All recovery drivers shall be PAS 43 certified.
- All recovery drivers shall be part of a CPD scheme and will be provided with ongoing training.
- The following are specifically covered by the PAS 43 training and certification:
 - Vehicle and vehicle equipment
 - Personal safety and PPE
 - Standard Operating Procedures
 - Best practice for vehicle position and observation
 - General health and safety in recovery
 - Light vehicle recovery
 - Motorcycle recovery
 - Heavy vehicle recovery
 - Carrying or moving of children and infants
- All vehicles shall be fully DOE certified.
- Heavy lift Vehicle recoveries will only be carried out by drivers who also hold HGV and are CPC qualified.
- All recovery vehicles shall be equipped with spill kits to ensure that there are no vehicle residues left behind on the road

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4.13 Drivers

Hazards

Road Traffic Accidents

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control measures

- Ensure your CPC is current – if needed.
- Follow safety instructions.
- Use seat belts at all times.
- Always drive within the speed limit.
- Reduce your speed to take account of weather conditions.
- Do not continue driving if tired. Take regular breaks. Get out of the Coach/Bus and take some fresh air.
- **Do not use stimulants to overcome tiredness.**
- Always comply with local traffic conditions and follow requirements on driving time.
- Adjust your seating position so it is as upright as possible and so that you are using the head restraint. This will help to prevent whiplash in the event of an accident.
- Be familiar with the maintenance procedures for your vehicle and ensure it is kept in good running order. Are windows and mirrors clean? Are tyres, brakes, steering and lights in good condition?
- Do not drive under the effect of alcohol or drugs or if you have taken any medicines that could affect your driving. Follow the safety instructions for medicines and consult your doctor if in doubt.
- Make sure load is evenly distributed and properly secured.
- Ensure vision is not obstructed by pendants or stickers etc. on windows.
- Try to avoid parking your vehicle in positions that will obstruct traffic or visibility of other drivers or pedestrians.
- Ensure measures to prevent the vehicle moving are applied.
- Eat regular, healthy meals.

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Lifting Equipment Checklist

Important – There are highly detailed requirements for lifting equipment. This checklist is shortened. Please investigate further as needed. Check each box as it applies to the vehicle in question. Ensure that any corrective actions are listed at the end of the checklist and a timescale and responsibility for completion are clearly stated. The (RXX) after each point are the specific regulation numbers referenced.

Vehicle Equipment details: _____

Date: _____

Inspector: _____

Requirement

- Safe working load clearly marked (r42)
- Equipment not designed for lifting persons clearly marked (r42)
- Unless required for effective operation, employees not under suspended loads (r42)
- Every crane of variable radius has a properly maintained safe load indicator or rated capacity indicator correctly used.
- Jib or boom clearly marked to indicate the crane of which it is a part re: Heavy lift trucks. (r43)
- Every platform or support for lifting equipment is suitable (r44)
- Carrier plate shows rated load in kilograms and, maximum load.
- Lifting accessories marked to identify the characteristics for safe use.
- Adequate protection measures to avoid recovery vehicle turning over are in place.
- Lifting equipment operated by a competent person or under direct supervision of a competent person for training (r51)
- Mobile equipment is accompanied by a certificate of test, specifying the safe working load (r52)
- Regulation 53 report or a copy of it kept at place of work and in the case of mobile equipment, is kept on the equipment in addition to being available for inspection at the address of the equipment owner (r54)
- Register of lifting equipment and accessories maintained and kept for inspection (r54)
- Machine not loaded beyond the relevant safe working load (r55)
- Hydraulically-operated machines fitted with check valves to prevent a gravity fall of the load in the event of a hydraulic failure (r55)
- Lifting accessories including chains, ropes, rings, hooks, shackles, clamps, swivels, spreader beams and spreader frames, vacuum lifting devices – tested every 6 months (s1pB)
- Items provided for support of lifting equipment – tested every 12 months (s1pB)
- Vehicle lifting table - tested every 12 months (s1pB)
- Winches used for lifting loads - tested every 12 months (s1pB)
- All equipment tested after any repair or alteration.

Date for non conformances to be remedied: _____

Person responsible: _____

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Accident Report Form

Location:	Department:
Date of Accident/Incident:	Date of Review:
Management present:	
Injured Party Details	

Nature of loss	Nature and extent of actual or potential loss to people, property, process or the environment
Description	Description of the Accident/Incident (who, what, how, when)
Causes	Why did the Accident/Incident occur, (root, basic and immediate causes)?
Recommendations	Action to prevent recurrence, responsibility & action by dates:
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply:

Logo here

ABC Company Safety Statement

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.