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Disclaimer

This Statement has been prepared with the assistance of www.safety-statements.ie it is accepted that ABC Company is responsible for ensuring that all sections are relevant to their operations.

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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 contractors and trades people are fully aware of ABC Company commitment to high standards in H&S.

It is accepted that as we are running a self build project for a dwelling that we intend to live in, we are not "Clients" as far as the requirements of the Health and Safety Act 2005 is concerned. However we do accept that we have a moral obligation towards all those working on this project and that the requirements of both the Health and Safety Act 2005 and the Construction Regulations 2006 may apply to many of the companies or employers working on this project.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the project. 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 project, which may become necessary from time to time?

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

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1.2 SAFETY STATEMENT

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

It is our 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 Contractors' Employees or others who may be affected by our activities.

Manager 2 has appointed him/herself as having responsibility for managing Health, Safety & Welfare. Reference should be made to him/her, 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 Contractors' Employees. It is therefore important that you acquaint yourself will 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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1.3 Policy Statement:

Manager 2 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. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by our activities will be followed.

All reasonable and practicable steps shall be taken through consultation with contractors on 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 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.

Accidents/incidents reported shall be investigated by Manager 2 to determine the corrective action necessary to prevent recurrence.

This statement shall 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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2.1 MANAGEMENT CONTROL SYSTEM

Manager 2 is the main Project Manager for this build:

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the business.

Management points that may be measured:

1. Workplace safety and housekeeping inspections
2. Staff/Contractor suggestions and query forms
3. Induction and ongoing training within Contractors
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safe Pass training
 - 3.4. Other Skills cards for Excavators, etc. as per need.
4. Safety critical equipment maintenance records within Contractors
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
5. Fire drill records (if required or needed by clients)
6. Risk assessments
 - 6.1. Initial assessments from 2010
 - 6.2. Annual reviews after 2010
7. Monthly Safety review with Contractors
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation in 2010

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 1.

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2.2 Manager 2 (Assisted by the Contractors as required)

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Responsible for ensuring that contractors are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Health and Safety programme.
- ❑ Review all safety rules and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to 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 contractor's employees are not compromised when all other performance standards are set.

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2.3 Site Foreman or Contractor representative (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/Contractor 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 Contractors' Employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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2.4 CONTRACTOR'S SUPERVISORS

All Contractor's supervisors will be responsible for planned implementation of effective health and safety standards within their area of operation.

The Supervisors bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

They are 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.

SPECIFIC RESPONSIBILITIES OF ALL CONTRACTOR'S SUPERVISORS

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Where work is of a nature not normally carried out by the Company, then identify hazards and, if necessary, arrange for written instructions to be issued, regarding safety sequence, method of work and precaution to be taken, to the person in charge of the work.
- ❑ Allocate work in such a way that health and safety standards are not compromised.

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2.5 All Contractors' Employees

- ❑ All Contractors' 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 Contractors' 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 Contractors' 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 Contractors' Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Contractors' 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.
- ❑ Contractors' Employees found guilty of wilful unsafe acts may be liable to removal from the site.
- ❑ All Contractors' 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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3.1 RESOURCES

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out during the project.
- To include health and safety considerations into our estimates for the project.

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3.2 SITE SAFETY INDUCTION

This procedure will be carried out by the Contractors for their own employees.

Apart from explaining to the new employee what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. The Foreman will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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3.11 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 our project area is smoke free.

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, us and others at significant risk.

All Contractors' Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on our project, or when they are in our premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If we have 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), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on our project, will lead to removal from the project and possible other sanctions.

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3.13 Bullying at Work Policy

We do not have any employees and therefore will not be implementing a Bullying policy.

However, it is expected that all contractors will address this issue within their own Safety Statements and procedures.

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

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3.14 Young persons and inexperienced workers policy

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

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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: Medium

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.

Contractors' 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.

Contractors' 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

As we have no employees, Manual Handling is not addressed as a risk within the project. The manual handling of loads on a project will be the responsibility of the various contractors.

4.7 ELECTRICITY

ABC Company' Contractors will adhere to the controls that are put in place via the method statements. Set out below are the general controls for the project.

HAZARDS

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

RISK ASSESSMENT: Medium

To ensure that all electrical equipment used on the project is in safe condition.

CONTROL MEASURES

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.

WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.

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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: Low

CONTROL MEASURES

- This section is not applicable as ABC Company will not be maintaining an office on the site.

4.9 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

The main problems that may be associated with VDU's are as follows:

- This section is not applicable as ABC Company will not be maintaining an office on the site.

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4.10 HAZARDOUS SUBSTANCES

HAZARDS

Health hazards from substances can be divided into the following categories:

- ❑ External contact - corrosive, skin absorption, dermatitis.
- ❑ Inhalation - gases, fumes, vapours.
- ❑ Ingestion - swallowing.

RISK ASSESSMENT: Medium

These are general points of information only. The various Contractors on the projects will address hazardous materials as part of their method statements and risk assessments. Manager 2 shall use the supplied documents as a reference for measuring the performance of the contractor.

CONTROL MEASURES

SUPERVISION WHEN NECESSARY

- ❑ The Workplace Supervisor will ensure that:
- ❑ All glues and other substances are listed in a safety file.
- ❑ All glues and other 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 glues and 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.
- ❑ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.

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4.11 General Construction work

Note: **All project work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job. The Contractors will supply Manager 1 and Manager 2 with the Method and the supplied document shall be used as a measurement tool. Set out below are some general control measures.**

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

To ensure that the activities of the installers does not create a hazard.

CONTROL MEASURES FOR CONTRACTORS

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All Contractors' Employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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