

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
- 4.6 Electricity
- 4.7 Offices
- 4.8 Visual Display Units
- 4.9 Hazardous Substances and Medicines
 - 4.9.1 Pesticides and weed killers
- 4.10 General Farm Work

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

- 4.11 Working at Height
- 4.12 Company Vehicles (Jeeps, cars, vans)
- 4.13 Ladders
- 4.14 General farm machine hazards
- 4.15 Tractors, etc.
- 4.16 General Horse hazards
 - 4.16.1 Stallions
- 4.17 General Health Hazards
- 4.18 ATV (Quads and attachments)
- 4.19 Spraying activities
- 4.20 General training of horses and livery

PART 5 Annual Report

PART 6 Staff Sign Off

PART 7 Appendix

- Accident Report Form
- Safety Inspection sheet
- Staff Suggestion form

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

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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 are fully aware of ABC Company' 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 and at any other locations. 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 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: _____

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

2.1 MANAGEMENT CONTROL SYSTEM

ABC Company are a company working in the area of General Construction, Maintenance and Farming. Operational hours are dependent on work schedules and available light. During winter hours we occasionally start work at 07:00.

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 suggestions and query forms
3. Induction and ongoing training
 - 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
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from 2011
 - 6.2. Annual reviews after 2011
7. Monthly Safety review
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation in 2011
 - 8.2. Annual reviews after 2011
9. Annual report

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	9

2.2 Manager 2

- ❑ 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	11

2.4 SUPERVISORS

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

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 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.
- ❑ Know the location of the First Aid Box.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	13

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	15

LOGO HERE

ABC Company
Safety Statement

ARRANGEMENTS FOR SAFE WORKING

PART 3

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

3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company at the work place where the new employee will be required to work.

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	19

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 company vans. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 1.

Manager 1 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	21

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;

- **General office**
 - **Vehicles**
- The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- 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.

First aiders

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	23

3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- **Accident report Form**
 - The accident report form must be completed for all accidents. Copies of this form are available from the Foreman.
- **Health & Safety Authority**
 - If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by Manager 1.
 - If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

- **All Accidents, near misses and Dangerous Occurrences**
 - Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	25

3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all employees use Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

All safety equipment purchased by the Company will be to approved standards.

ABC Company will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature is obtained for the equipment.

Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and Company Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

All PPE is signed for upon issue and replacement PPE may not be issued unless the damaged item has been returned for inspection.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	27

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.

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

3.13 Young persons and inexperienced workers policy

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

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	31

4.1 HAZARD INSPECTIONS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

- The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	33

4.2 FIRE

FIRE HAZARDS

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate 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) Taking part in client 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.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	35

4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

4.2.3 FIRE DRILL

Staff will partake in 2 fire drills per year.

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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 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	39

Precautions

1. Manual Lifting Procedure

1. The Lift

The key factors in safe lifting are:

- a) balance
- b) position of back
- c) positioning of the arms and body
- d) the hold

a) Balance

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving full balance sideways and forward without tension.

In taking up this position, lifting is done by bending at the knees instead of the hips and the muscles that are brought into use are those of the thigh and not the back.

b) Position of the Back

Straight - not necessarily vertical

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing strain.

c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is

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

5. Movement.

The movement should be controlled and smooth. The weight should be kept close to the body.

Rhythm plays an important part in reducing tension and creating relation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others.

The following check list can be usefully applied to all lifting jobs:

- if the load is heavy or too large for one person to handle, help should be obtained from a work-mate of similar physique
- jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder
- even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision
- loads should not be pushed onto stacks above chest level. If a stack is this high, stand on a sturdy platform
- if the load to be lifted exceeds half the weight of the person lifting it, it is more than likely that the individual will lose his/her balance.

Note: if in doubt when lifting **GET HELP**.

TRAINING

Any employee whose job involves any manual handling shall be trained to allow him/her to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	43

LOGO HERE

**ABC Company
Safety Statement**

- 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.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armoring will be considered and applied.

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Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	45

4.8 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

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

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

(b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

(c) Radiation

Radiation levels across virtually the whole of the electromagnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

(d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	47

4.9 HAZARDOUS SUBSTANCES & MEDICINES

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES FOR GENERAL ITEMS

- The Workplace Supervisor will ensure that:
- All substances are listed in a safety file.
- All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- A written assessment, control measures and other information are on site.
- All substances are stored in an appropriate unit that is fire retardant and can contain spillages.
- Procedures planned to handle or use any hazardous substance or process are carried out fully.
- Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

CONTROL MEASURES FOR MEDICINES

The advice and guidance of a Vet will always be sought however set out here are some general controls:

- Select a less hazardous veterinary product, e.g. a water-based vaccine instead of an oil-based one where possible.
- Use a safer application system, e.g. a pour-on rather than an injectable product may be safer for the operator.
- Provide effective engineering controls, e.g. properly designed bays or stalls with room for treatment.
- Provide facilities to ensure animals are properly restrained.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	49

To decrease the risks involved with the handling of Pesticides and Weed Killers the following precautions must be taken.

- Eating and drinking in the vicinity of Pesticides and Weed Killers is prohibited.
- Where possible Pesticides and Weed Killers should be purchased so as minimal measuring out is required this will reduce the possibility of spillage.
- Open one container at a time.
- When adding concentrate, pour slowly and allow air to enter the container to avoid glugging and splashing.
- Exclusion notices must be displayed when applying Pesticides and Weed Killers to an area. The area should subsequently be marked off to designate that spray has been applied.

Pesticide and Weed Killer Storage

Pesticides and Weed Killers must be stored on their own in a safe place access to which is limited to only the necessary people.

The store must conform to the following criteria:

- It should be easily locked secure.
- The storage facility should be ventilated and frost proof
- The store should be adequate for the maximum quantity of pesticide required at any one time without the need for stacking of containers.
- A supply of absorbent material must be available to mop up spillages. Spillages must never be flushed as this can expose the eyes to splashes and spread the contamination to other areas.
- The store should be located as to provide access and in the event of a fire. Floors must be impermeable to liquids and be anti-slip.
- The store must be marked with an appropriate warning sign to highlight the dangers involved in the area.
- A water supply must be available in the area outside the store.
- An area that allows separate storage of protective clothing and personal clothing must be provided.
- Wash facilities should be convenient to this area.
- A pesticide stock sheet that describes the contents and Quantities of chemicals should be available. This should be updated as chemicals are applied and as additional chemicals are purchased. The list must not be kept in the chemical store. This can exist as a tractability record and as a record of

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

4.10 General Farm work

Note: All farm work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job.

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

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

CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All employees will hold skills cards as appropriate for the mini diggers and excavators.
- 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 will be worn as relevant for the particular type of hazard.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	53

4.12 Company vehicles (Jeeps, cars and vans)

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	55

4. Mobile phones – road traffic accident

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages
- Training / instruction must be given to staff on the dangers of using a mobile phone while operating a vehicle

5. Vehicle Maintenance – RTA due to poor maintenance

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Maintenance / service carried out as per recommendations.
- A bi-monthly Health & Safety Vehicle Review will be made on the vehicle and a record kept in the Health & Safety folder
- Staff will occasionally be requested to carry out an assessment on the vehicle.

Vehicle to include the following:

- Current Vehicle Service Record
- Fire Extinguisher
- Torch
- Reflective Jacket
- Bin for litter
- Warning Triangle
- Emergency Breakdown/Accident phone number
- First Aid Kit Accident number

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	57

4.14 General Farm Machine Hazards

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

Vehicle List:

- Mini diggers
- 360 excavators
- Etc.

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.
- Monthly Vehicle Inspection Sheets must be used and stored in Company vehicle and returned to office for inspection at the end of every month
- All equipment subject to a planned schedule of maintenance.
- All equipment shall be subject to the statutory maintenance checks as per the construction regulations.
- 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	59

4.16 Horse hazards

Hazards

- Crush
- Being thrown
- Unpredictable animals

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Always wear safe clothing and use equipment that is in good repair. Always wear boots to protect your feet should you get stepped on when you are working near animals.
- Wear pants to protect your legs, especially while riding. Your clothing should be well fitted so that it does not catch on any farm equipment.
- Never run, make sudden movements or sudden loud noises around animals. Some animals will become startled from sudden actions or noises and a startled horse is more likely to cause injury to you than a calm one.
- Never approach an animal directly from the front or rear. Always approach the animal by his shoulder or to the side.
- Never stand directly in front or directly behind an animal, even when you are brushing his tail or forelock, because he may not be able to see you well.
- Whenever you are near an animal, always make sure he knows where you are by speaking to him or keeping a hand on his body as you move around him.
- When you walk around an animal, either walk far enough away that you are not in his kicking range (at least 12 ft.), or so close that you cannot receive a full blow should he kick.
- Always let an animal know what you intend to do. For example, when picking up a horses foot, do not grab the foot hurriedly. Instead, run your hand down starting at his shoulder and down to his pastern, and the horse should pick up his foot for you.
- When holding the lead rope, always fold the extra rope back and forth instead of around in a loop. Then, hold the rope around the outside of the bundle. Never, ever loop the extra rope (or any equipment), around your hand or other body

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	61

4.16.1 Stallions

Hazards

- Crush
- Being thrown
- Unpredictable animals

Person at risk: handler

When at risk:

- Walking the stud from one place to another
- Turning the stallion out in a pasture or paddock
- Feeding the stallion in his stall or in the paddock
- Grooming and bathing the stud
- Giving him treats

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- One basic rule of thumb when controlling a stallion is the respect of boundaries. The handler should make sure to keep a safe distance from the horse at all times to avoid being trampled; this means walking the horse with a long arm, and with the hand fixed on the lead shank near the jaw. When turning a stallion out in a pasture or paddock, the handler should turn around to face the gate, unfasten the halter and back away.
- Handlers should never turn their backs on stallions. It isn't because the stud horse is violent or malevolent, but because the horse might accidentally injure his handler with sudden movements.

Stallion Safety in the Saddle

- Riding a stallion is the same as riding any other horse except that a stud horse is usually more difficult to control. Only experienced riders should attempt to ride a stallion, and they should be well-versed in stud safety before they climb on.
- If there are mares in the arena or pasture when riding a stallion, the rider should be extra mindful. The stallion might, at some point, decide he wants to mount one of the mares, and it will be very difficult to stop him. It is best to avoid close contact with mares when they might be in heat, which is usually during the summer months.

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

4.17 General Health Hazards

Hazards

- Weils
- Lyme
- Etc.

Person at risk:
All outdoor staff

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General Advice:

Weil's disease (Leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. If you are working with parts of your body immersed in water wear waterproof protective clothing. Never touch dead rodents with bare hands.

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a leptospirosis medical contact card to alert others to the possible nature of your illness.

Lyme disease

This disease is spread by bites from infected ticks. The earliest sign may be a faint ring-shaped rash. Often you may not notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms. At this stage the infection responds well to antibiotics but if left untreated may result in serious illness. The best defence is to keep your skin covered – especially your legs. Check your skin and clothing frequently. Carefully remove any ticks and place a small dressing over the bite. The sooner the ticks are removed the less likely you will be infected.

If you are worried about possible infection contact your GP.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	65

4.18 ATV (quads and attachments/trailers)

Hazards

- Crush
- Roll over
- fuel

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Correct helmet to be worn at all times.
- Clothes should cover arms and legs.
- Boots with strong grips should be worn.
- Correct clothing to be worn for the weather.
- Never carry passengers unless the ATV/Quad has been designed for same.
- Ensure brakes give a straight stop and throttle is smooth across the range.
- Ensure tyre pressures are correct.
- If your ATV has a differential and it is disengaged, then, when cornering, weight should be transferred to the inside of the turn.
- When riding across a slope, keep your weight on the uphill side of the ATV.
- When going downhill, slide your weight backwards and select a low gear, reducing the need to use the brakes.
- When going uphill, move your weight forwards and maintain a steady speed.
- NB: The positions described above can be made more effective for rough ground and higher speeds by standing in a stooped position (called active riding). This increases the ability to shift weight quickly and maintain stability. It is important to keep both feet on the footrests at all times.
- Avoid sudden increases in speed, as this is a common cause of rearward overturning accidents, even from a standing start on flat ground where there is good grip.
- Never put your foot onto the ground to stabilise an ATV when riding.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	67

4.19 Spraying

HAZARDS

Chemicals

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All controls as per earlier assessment on hazardous substances to be followed.
- Only trained staff may use the sprayers whether they are knapsacks or vehicle mounted.
- Where possible spray staff will attend the Teagasc spray training program.
- Before using, always inspect the backpack pesticide sprayer tank for damage or defects and make sure sprayer hoses, regulator, wand, and nozzle(s) are clean and functioning properly. Pay particular attention for leaks from the sprayer and attachments.
- Always wear appropriate personal protection equipment, including eye protection, chemical-resistant gloves, and coveralls and when necessary, chemical-resistant clothing and a respirator.
- Follow instructions on the substance label when mixing substances for use in a backpack sprayer.
- Pour the pesticide mixture through the filter basket when loading the backpack sprayer tank.
- Due to the weight of a loaded backpack spray, be careful when walking or bending. Look where you are stepping and always bend at the knees.
- Due to their inherent hazardous nature, never use flammable liquids, acids, or caustic chemicals such as bleach in a backpack sprayer.
- Relieve sprayer tank pressure through the shut-off valve and spray wand before adjusting the pressure regulation valve or control knob.
- Apply pesticides at the rates recommended by the manufacturer.
- Never point the spray wand in the direction of people or animals.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	69

4.20 General Training and Livery of Horses

Hazards

- Crush
- Being thrown
- Unpredictable animals

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Always wear safe clothing and use equipment that is in good repair. Always wear boots to protect your feet should you get stepped on when you are working near animals.
- Ensuring horses are not startled, by talking to them on approach, slow controlled movements, reassuring calm behavior etc.
- Minimizing the times when necessary to walk or stand behind horses.
- Tying horse to suitable places with lead ropes attached to breakable string/baler twine etc so that in an emergency the horse can release itself rather than panic
- Ensuring horses are tied up when grooming, tacking up, mucking out stables, etc.
- Not sitting/lying/kneeling on the ground next to horses to ensure a person can quickly get out of the way if the need arises.
- Using headcollars or bridles to lead, (not just grabbing a handful of the mane and hoping for the best!)
- Awareness of external factors likely to frighten horses e.g. tractors, bags blowing in the wind and taking appropriate action.
- Safely applying tack, leg bandages etc and ensuring there are no trailing stirrups, headcollars, bandages etc in which horses could get caught and then panic.
- Not causing pain through inappropriate use of whips or other gadgets.
- Ensuring environmental conditions are adequate for the task in hand, e.g. not grooming in confined spaces, allowing sufficient lighting.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	71

LOGO HERE

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- Adequate experience/training/supervision of the person lunging.
- Selection of suitable horse with regard to rider and/or person lunging
- Suitable, properly used equipment for lunging e.g. bridle, lunging cavesson, side reins
- Checks to ensure tack secure, e.g. if no rider the stirrup leathers secured to prevent the stirrups banging against the horse's sides.
- Lunging in an enclosed area.
- Use of suitable footwear, hard hat and gloves by person lunging.

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Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	73

LOGO HERE

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Appendix

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Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	77

LOGO HERE

ABC Company
Safety Statement

Safety Inspection Sheet

Inspector:		Area:		Date:
Structure, equipment, tool & work practice	Inspection item (relating to each structure, equipment, tool & work practice)	Substandard condition / practice noted	Corrective action required	Action by & date

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	Safety Statement

PART 8 Related Policies

8.1 ABC Company Environmental Policy Statement

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

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