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### **Disclaimer.**

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**1.1 APPLICATION**

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients are fully aware of ABC Company’s commitment to high standards in H&S.

ABC Company operates in the general area of Tree Surgery and will occasionally work on Garden/Grounds Maintenance. Every effort has been made to identify the hazards in the business and set out relevant control measures. It is accepted that from time to time new hazards may arise. These hazards should be identified via our inspection and feedback controls. When new hazards are identified a new risk assessment shall be completed and the relevant control measures shall be added to this Statement.

**1.2 OBJECTIVES OF THE SAFETY STATEMENT**

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

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

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

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

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

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### 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 1 has appointed Manager 2 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.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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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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### 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.

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### 3.13 Bullying at Work Policy

ABC Company recognises and accepts his 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 Manager 1 or the Safety Representative.

Manager 1 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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### 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 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 installation crews are subject to specific site inductions by the relevant site managers or safety managers.

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

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## 4.5 MANUAL HANDLING

Due to the nature of Tree Surgery, manual handling is a very large part of the job. For that reason staff should be trained and should use best practice at all times.

### 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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## 4.9 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:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Only Fungicides and weed killers from an approved source and that are on open sale will be used by ABC Company.
- At all times the directions on the labels shall be followed and staff will be provided with the necessary protective equipment.
- The Workplace Supervisor will ensure that:
- All other 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.

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### 4.12 Company Vehicles – General Points

Risks Identified: Medium

- 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

#### Use of company vehicles

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

#### HAZARDS

##### 1. Road Traffic Accident – Injury due to collision

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### 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. Refuelling.

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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## 4.16 Overhead lines

### Hazards

- Electrocution
- Undermining pylon structures

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- All overhead lines shall be marked with goal posts and bunting where possible.
- All tree workers will be fully trained in how to work in proximity to overhead lines.
- Method statement for all work in the vicinity of overhead lines shall be drawn up.
- In very extreme circumstances it may be necessary to have the overhead lines powered down (de-energised)

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

#### Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### Tractors and other equipment

#### HAZARDS

1. Overturning causing entrapment beneath the tractor
2. Persons being run over/struck by tractor
3. Loose clothing catching in drive shaft
4. Jumping from a tractor while still in motion.
5. Excess speeding in confined areas.
6. unauthorised/Inexperienced personnel having access to tractors and associated machinery

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

All tractors and other equipment should be fully roadworthy

Tractor and other equipment drivers being responsible for the up-keep of all aspects of the tractor, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.

Tractor and other equipment drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.

All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months

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## 4.18 Chainsaws and Heavy cutting

### Hazards

Amputation

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

**NB – All staff who use Chainsaws must be certified by Teagasc, Coillte or an approved body. General guidelines from the HSA will also be followed. This section of the Safety Statement summarises the controls.**

The following general controls shall apply once training has been given.

#### The following PPE will be worn

- Safety helmet (complying with EN 397).
- Eye protection (mesh visor complying with EN 1731 or safety glasses to EN 166). Hearing protection (complying with EN 352).
- Gloves with protective guarding on the back of the left hand (complying with EN 381-7).
- Leg protection incorporating chain-clogging material (complying with EN 381-5).
- Protective boots with good grip and protective guarding at front vamp and instep (complying with EN 345-2).
- Non-snag outer clothing. The use of high-visibility clothing may also be appropriate.

#### Only use a chainsaw if:

- the stop switch works and is clearly marked;
- the front hand guard/chain brake, chain catcher and antivibration mounts are undamaged and functional;
- the throttle opens only when the throttle lock is depressed; it is fitted with a chain type recommended by the manufacturer and is designed to reduce kickback, which is the uncontrolled upward and/or backward motion of the guide bar. It happens when the nose of the guide bar contacts an object such as a log or branch or when the wood pinches the saw chain in the cut (see Figure 1);
- the exhaust system and silencer are in good order;

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### 4.20 Chipper

#### HAZARDS

Entanglement  
Amputation  
Fuel

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- General control points for machinery assessment to be followed.
- All machines must be operated in accordance with the manufacturer's instructions.
- All refuelling must be carried out as per previous assessment.
- All defects must be reported to manager 2.
- Machines may not be used if defects are significant.
- Emergency stop/bar and/or safety cut outs to be tested before use.
- Goggles must be worn during use.
- Gloves must be worn during use.
- Machine may only be operated by two members of staff.
- Machine must be set up on solid ground and warning signs erected.
- Chipper must be parked in close proximity to the tree cutting area and must be segregated from passers by. Ejector chute must be faced away from any passersby or roadways
- Before use, inspect the chipper hood for missing pins or cracked, worn hinges. Ensure the hood is properly latched closed and completely covers the knives. Start the chipper at the lowest speed and listen for sounds of loose or broken parts. The knives should come to a complete stop before opening the chipper hood.
- When operating a chipper, wear close-fitting clothing, cuff-less gloves, cuff-less trousers, and safety boots with non-skid soles. Tie back your hair, take off jewelry, and keep your clothing tucked in. Keep your hands and feet outside the hopper at all times. Know what your co-workers are doing and where they are.
- Keep the work area around the chipper clear and free from tripping hazards to avoid falls into the hopper. Rake up small

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### 4.22 General outdoors safety

#### HAZARDS

Sun  
Rain  
Ice  
Etc.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES AND ADVICE

- Wear warm or waterproof clothing in poor weather.
- Be aware of possibility of ice.
- Protect yourself from too much sun.
- Wear a hat and light-coloured long-sleeved shirts and trousers.
- Put on sunscreen before going out and re-apply it often.
- Wear sunglasses to protect your eyes.
- Stay cool in the heat.
- Wear 'breathable' cotton fabrics.
- Drink LOTS of fluids; at least a cup every half hour when it's really hot.
- Alternate between water and sports drinks (isotonic fluids).
- Avoid alcohol and caffeine – they dry you out.

#### Pay attention to signs of heat exhaustion –

Nausea, Dizziness, Headache, Blurred vision, Cold/wet (clammy) greyish skin or disorientation.

#### Watch for signs of heat stroke

Chills, Irritability and restlessness, Convulsions or rapid shallow breathing, Disorientation or euphoria, Red face and skin, Dry skin, Fainting.

Get help if you think you have heat exhaustion or stroke.

- Get medical help.
- Get out of the heat.
- Lie on your back with your feet up.
- Cool down with the help of wet cloths, alcohol wipes or immersion into tepid water.
- Replenish fluids; drink water and sport drinks (isotonic fluids).
- Get rest. Recovery may take days.

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### 4.26 Tree Felling and takedown

#### Hazards

- Equipment and tools
- Falling trees, branches, etc.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

This assessment provides guidelines on how to approach the felling of smaller trees. For all tree felling operations a Method Statement specific to the job will be drawn up that takes account of the local conditions, prevailing weather, etc. The control measures set out below will be used where appropriate but are not exhaustive. The instructions have been provided courtesy of the HSE in the UK.

- **Only suitably qualified and experienced staff may undertake this task.**
- Check that all necessary aid tools are available and in a serviceable condition. Aid tools that may be needed include a breaking bar, hand tools, wedges, winch, etc.
- It is important to remember that felling is a one-person operation.
- A safe method of operation must be agreed to ensure that a safe working distance can be maintained between workers (at least two tree lengths) and between workers and machinery (outside the risk zone of the machines being used).
- Ensure that all underground and overhead services such as gas, water, sewage, electricity and telephones have been identified before felling.
- When felling adjacent to overhead electric lines, a clearance of not less than twice the height of the tree must be maintained. Felling should be directed away from the electric line. Where felling is within two tree lengths specialist advice must be sought from the ESB.
- Do not fell if wind conditions are such that control over the felling direction might be lost.
- Look out for dead wood, insecure branches and any signs of decay both in the trees to be felled, and in adjacent crowns. Be constantly aware of likely danger, especially when the tree begins to fall.
- Decide the direction of fall and select a suitable escape route.

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- Even proper lifting techniques and manual aid tools have their limitations when it comes to dealing with heavy loads. In such circumstances seek advice and use handling equipment where necessary.
- When using a chainsaw to remove part or all of the hinge, work from a safe position at the side of the tree.
- When rolling lodged trees use a pushing movement. Maximum leverage and muscular effort is obtained by keeping the lever between waist and chest height. Stay outside the danger zone
- Carefully assess the tree to decide the safest and most effective method of takedown, and identify the danger areas around the tree.
- When moving the butt using a pole as a lever, keep behind the pole, and use the legs to push.
- When the tree begins to fall let go of the pole or lever.
- Do not:
  - fell the supporting tree in an attempt to free the hung-up tree;
  - climb a hung-up tree;
  - fell another tree across the hung-up tree in an attempt to dislodge it;
  - walk or work under a hung-up tree;
  - cut pieces off the butt end of a hung-up tree in an attempt to dislodge it.

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## 4.27 Tree Climbing Operations

### Hazards

- Fall from height
- Entanglement

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Only suitably qualified and experienced staff may undertake this task.
- All climbing be in accordance with the work at height regulations.
- All equipment must be suitable to the task and must be fully inspected before use. Ropes, karabiners and any other load bearing or climbing equipment must also have a planned inspection frequency and must be recorded on a climbing equipment register.
- All participants must be competent and fully trained in tree climbing techniques.
- Every climbing job will be different therefore a site specific risk assessment and method statement must be carried out.
- A minimum of two people must be present at all times. One of these persons must be on the ground and ready and equipped to perform a rescue if necessary.
- All people involved with site works should be able to communicate with each other. Where the responsible person is not on site, communication should be possible, e.g. via mobile phone
- All site personnel should contribute to job planning, raise points of concern and stop work if something is unclear or a safety issue arises.
- On all reasonably foreseeable approaches to the worksite, erect warning and prohibition signs.
- In areas of high public access, a risk assessment may indicate that additional controls, e.g. barrier tape, barriers or extra personnel, are required.
- Climbers not specifically trained in utility work must observe the appropriate minimum distances for work adjacent to overhead power lines.
- Climbers must be aware of the different characteristics of tree species and how these affect the work to be carried out. They

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gate onto the karabiner nose and release. The gate should return automatically to the locking position.

- When using climbing irons, the climber should be secured to the tree with a climbing rope and/or a lanyard. Climbers using a chainsaw on an upright stem to which their primary anchor is attached should use a steel core adjustable flip line positioned above their climbing line.
- Only connect the climbing line and/or adjustable lanyard/flip line to approved climbing attachment points on the harness. If attached centrally, ensure that the karabiner/s are not subjected to inappropriate loading. When using the lanyard from the side D-rings, take care to avoid the karabiner gates contacting objects and 'rolling' open.
- Check that the climbing line and the steel core adjustable flip line are not at risk of being cut by the chainsaw.
- When using rope advance techniques, i.e. ascending by climbing from one branch to the next while advancing fall protection systems, the climber must be securely attached to at least one suitable anchor point at all times by means of a climbing rope and/or safety stop(s) and harness.
- Ground staff should transfer equipment to the climber using the climbing line or a separate tool line. Equipment should be attached so it does not damage the rope.
- In many instances, tree pruning work can be safely and efficiently carried out using hand saws, eliminating chainsaw hazards, e.g. noise, vibration, fumes and difficulties with communication. However, as risks of cut injury can be high, particularly to the hand holding the material being cut, consider wearing protective gloves.
- Before descent, climbers must check that the climbing system is of a suitable length to complete the planned descent.
- Terminate the climbing system in such a way that it is not possible for the adjuster to run off the end of the rope, eg using a stopper knot or bulky stitched termination.
- Climbers must descend to the ground in a controlled manner to avoid the excessive buildup of heat that could damage PPE components. Ensure that anchor devices are also lowered in a controlled manner.



Section felling using spikes

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### 4.28 Aerial Tree Rescue

#### Hazards

- Equipment and tools
- Falling trees, branches, etc.
- Falling persons

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

This assessment provides guidelines on how to approach the rescue of a person stranded in a tree. In reality, each rescue will be considered using these guidelines and a rescue specific plan devised as quickly as possible. The instructions have been provided courtesy of the HSE in the UK.

- **Only suitably qualified and experienced staff may undertake this task.**
- A minimum of two people must be present during all tree-climbing operations. One of the ground team must be available, competent and equipped to perform an aerial rescue without delay.
- Ensure a designated and responsible person knows the daily work programme and agree with them a suitable contact procedure. Where reasonably practicable use a two-way radio or mobile phone and a pre-arranged call-in system. This is particularly important for remote sites where a check on the operator's safety is important.
- As part of the risk assessment, the worksite and planned operation must be evaluated to establish the necessary emergency procedures for recovery and evacuation of casualties. All operators on site must have received adequate instruction and information and be trained in these procedures
- When an injured climber needs rescuing, ensure all possible precautions are taken to safeguard other members of the work team and any others entering or approaching the worksite. If overhead cables are involved, do not approach the work area. Stop work, assess the situation and contact the electricity company.
- Ensure no unauthorised people are within the working area.
- The casualty's condition must be assessed. If necessary, call for the emergency services before starting the rescue,

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- In some cases, especially those involving fracture, crush or possible spinal injury, only move the victim under medical supervision (e.g. a paramedic or the ambulance service).
- The rescuer should maintain close contact with the casualty to monitor changes in condition and to calm and control them if necessary.
- Rescuers must be properly anchored at all times to ensure their own safety throughout the rescue operation. Anchor points must be selected to ensure they are capable of taking the anticipated loads during the rescue.
- When the casualty is brought down from the tree, the rescuer and casualty should descend together to ease movement through the branches and to monitor the casualty's condition.
- Densely branched trees may require alternative methods of rescue. Obstacles on the ground may dictate the most suitable method.
- Continue to help the casualty under the direction of paramedics until the casualty is transported from the site.
- Ensure the site is safe and secure before all personnel leave. Note the contact details of any witnesses. Where possible take photographs of the site. Do not use any of the equipment involved in the incident until it has been thoroughly examined by a competent person.
- Notify Manager 2 of the incident and record the occurrence on an accident report form.

**PRELIMINARY**

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# ABC Company Safety Statement

## Template Method Statement for Clients when necessary.

<b>Contractor</b>	<b>Name:</b>	<b>Address:</b>	<b>Tel:</b>
			<b>E-mail:</b>
<b>Project Name</b>			
<b>Description of the Task/Activity</b>			
<b>Site Address/Location:</b>		<b>Start Date/Time:</b>	
		<b>Finish Date/Time</b>	
<b>Personnel Involved</b>	<b>Name</b>	<b>Role/Trade</b>	
<b>Site Supervisor:</b>		<b>Tel:</b>	
<b>Safety Officer</b>		<b>Tel:</b>	
<b>Key Plant &amp; Tools (Attach Certification)</b>			
<b>Key Materials</b>			
<b>Other Essential Equipment:</b>	(i.e. access platforms/winches/ladders, etc)		
<b>Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))</b>			
<b>Specific Staff Training</b>			

## **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.