

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 Supervisors
- 2.4 Employees
- 2.5 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 Permit to Work Systems
- 3.11 Smoking Policy
- 3.12 Drugs and Alcohol Policy
- 3.13 Bullying Policy
- 3.14 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
 - 4.5.1 Manual Handling of Tyres
- 4.6 Electricity
- 4.7 Offices
- 4.8 Visual Display Units
- 4.9 Hazardous Substances
- 4.10 General Workshop Activities

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

- 4.11 Abrasive Wheels
- 4.13 Power Tools
- 4.14 Company Vehicles
- 4.15 Ladders
- 4.16 Workshop and Power Tools
- 4.17 Cash Handling
- 4.18 Use of customer & company vehicles
- 4.19 Tyre changing repairs
- 4.20 Lifting operations – Engine bay and car jacks
- 4.21 Vibration
- 4.22 Compressors
- 4.23 Noise

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.

This Statement has been prepared with the assistance of www.safety-statements.ie no liability may attach to www.safety-statements.ie arising out of any element of the contents of this statement. It is accepted that Manager 2 is responsible for ensuring the contents adequately reflect the activities of the business.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	3

LOGO HERE

ABC Company Safety Statement

1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that all relevant parties are fully aware our 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 the Workshop, Showroom and associated premises. 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 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 however, have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
Manager 2

Date: _____

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

2.2 Manager 1

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ While Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively, Manager 1 will manage H&S activities on a day-today basis.
- ❑ Manager 1 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 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	13

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 general office. 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	19

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;

- **Main office**
- **Workshop**
- 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.

The following contents are required in a first aid box:

- Card giving general first aid guidance.
- Individually wrapped sterile adhesive dressings.
- Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- Triangular bandages (sterile).
- Safety pins.
- Blue Plasters
- A selection of Unmedicated wound dressings which should include:
 - Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
 - Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
 - Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

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

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

IMPLEMENTATION

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

INFRINGEMENTS

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

SMOKING CESSATION

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

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

3.12 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Company and others at significant risk.

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

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on company property, company owned vehicles or other off site locations, will lead to disciplinary action being taken.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	28

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 kept in the store, storage areas are defined, staff 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	38

4.5 MANUAL HANDLING

HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

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

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

4.5.1 Manual Handling of Tyres

This section has been augmented with information from the HSE, the TUC and the Tyre Distributors Association. Where possible the MAC tool has been used to identify risk.

Unloading tyre delivery from supplier

This task is performed daily. A delivery of new tyres can range from 6 to 30 or more tyres. The duration of the task is therefore short, even when a single member of staff does it. The tyres are unloaded from the delivery van and are usually stacked temporarily on the floor, or stood upright in rows, before being placed into racking.

The overall risk from this activity is low to moderate. The duration is short. The highest risk is in handling tyres into the racking where this is done above shoulder level or low to the floor.

LOW TO MODERATE RISK

The overall level of risk of manual handling injury is low to moderate. Good manual handling techniques will suffice.

Collection of used car tyre casings

This operation is performed regularly, for example, once or twice weekly, and lasts for an hour or so, depending on the rate at which we accumulate scrap casings. Collections of 150 to 400 tyres per week are normal. The task normally involves one member of staff and the collection driver. Casings are rolled from the storage area to the truck and then lifted individually into the truck.

MODERATE RISK

The assessment indicates a high risk for the lifting posture and lift distance factors. However, the overall risk presented by this operation is considered to be moderate due to its limited duration and weekly occurrence.

The highest risk is in lacing casings inside the collection vehicle which is an activity undertaken by the collector's staff.

Loading of wholesaler delivery vans - commercial and agricultural tyres.

We occasionally make deliveries of tyres to commercial customers. The range of tyres transported varies from 1kg for pneumatic trolley tyres to 90-100kg for typical tractor tyres. The largest tractor tyre weighs over 170kg (520/85R38).

Loading into delivery vans is manual and usually performed by one member of staff working with the vehicle driver. If necessary, and

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

4.7 OFFICES

HAZARDS

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

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

4.10 General workshop activities

Note: All repair work is subject to individual assessment to assess the tasks and activities of the specific job.

HAZARDS

- Multi hazard

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that the activities of the mechanics, panel beaters and sprayers 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.
- 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.
- ABC Company employees do not engage in general electrical work.
- 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, Masks, Overalls and boots 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	52

4.13 Power tools

Hazards:

Accidental electrocution from exposed wires
 Personal injury from incorrect use
 Personal injury from inadequate maintenance

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

SPECIFIC PRE-USE CONTROL MEASURES

Check before use on all Power and Portable tools:

- Is the outside of the plug undamaged?
- Is the outside of the plug free from signs of overheating?
- Is the cable free from kinking and other mechanical damage?
- Is the same true of any extension cable and accessories?
- Is the cable securely clamped into the plug at one end and securely attached at the other?
- Is the casing of the tool free of obvious damage?
- Is there a label to say that the tool has been electrically tested within the past six months?

GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Manager 1.
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- DO NOT wear gloves when using portable drills;
- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	56

4.14 Company vehicles

Hazards

- 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

Use of the company vehicles to make deliveries or collections of parts, etc.

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

RISK ASSESMENT:

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 e treated with the utmost severity.

2. Manual Handling – Injury due to lifting and carrying.

RISK ASSESMENT: Low

CONTROL MEASURES

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

4.17 CASH HANDLING

Hazards

Assault
Physical injury

Risks

Medium
Medium

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

4.17.1 Cash Movement Controls

1. Avoid letting large amounts of cash accumulate in the register/safe.
2. Perform cash drops regularly depositing cash in a safe.
3. Notice relating to time delay safe displayed.

4.17.2 Cash Movement to and from the Bank

1. Minimise the risk to cash by making frequent lodgements.
2. Avoid, as far as possible, set patterns when making lodgements.
3. When cash is being moved in or out of the premises, ensure that the area is thoroughly checked and certain entry/exit points are secured to prevent the possibility of cash carriers being ambushed in the immediate vicinity. People involved in the movement of cash should be alert at all times and should anything arouse suspicion, they should contact the Police.
4. If you use transport, try to vary the vehicle being used.
5. Trips to the bank, where possible, should be made by car. Able-bodied persons should carry out this task – at least two such persons. Unescorted females or young persons should not be allowed to carry cash to and from the bank.
6. Precautions should begin with varying, as much as possible, the times and routes of such journeys. An escort could carry

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	64

4.18 Use of customer & vehicles (see also 4.14)

DESCRIPTION

Use any of the vehicles on the forecourt or in the possession of the company.

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

HAZARDS

1. Road Traffic Accident – Injury due to collision

RISK ASSESSMENT: Medium

CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles or customer vehicles.
- The Garage registration plate must be displayed prominently in any vehicle not registered to the company.
- They must always be driven within the rules of the road and the law.
- 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: Low

CONTROL MEASURES

All refuelling is carried out by people over 18 years of age.
 Refuelling is only carried out in open air such as garage forecourts.
 Fire extinguishers are always present on the forecourts.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	68

4.19 Tyre and wheel changing

HAZARDS

- Manual handling.
- Hand tools.
- Bursting tyres.

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All operators fully trained in use of the wheel changing equipment.
- Gloves used when handling wheels
- Good manual handling techniques to be used when handling tyres and wheels.
- Safety cage used on tyres when inflating.
- Statutory checks made annually by the insurance company on the compressors.
- Statutory checks made annually on the lifting gear.
- All staff to adhere to good manual handling practices as per the earlier assessment.
- All staff to adhere to the earlier controls on using power/hand tools

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

4.20 Lifting operations – Engine bay crane, overhead car jacks, etc.

Hazards

- Falling materials
- Collapsing crane

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only trained staff may use the lift.
- Staff to ensure that vehicle is secure on the crane before lifting operations commence.
- Staff have been trained and instructed in the correct positioning, balancing and supporting of vehicles on the carrying arms and mounting pads, and of their importance in reducing the risk of falling vehicles.
- The condition of the pads is checked daily before use, and the pads and other safety devices e.g. end stops on the telescopic arms, are properly maintained.
- Staff check the arm locking system regularly to ensure its effectiveness.
- Annual certification of lifting gear by insurance company.
- General points to be observed in addition this:
 - Safe working area to be enforced.
 - Only certified plant and equipment to be used.
 - PPE to be worn at all times.

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

4.23 Noise.

Hazards

- Excessive noise from air driven spanners etc.

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Risk assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Noise will be measured as needed.
- All staff issued with ear defenders to protect against impact and high frequency.
- All staff trained in correct use of ear defenders.
- Signs erected to alert all staff and visitors to the noise hazard.
- Signs erected to indicate noise control and PPE areas.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	75

