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	Safety Statement

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### **1.1 APPLICATION**

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

Veterinary practice is an extremely varied activity. Due to this, the nature of the hazards encountered by staff cannot always be predicted. Within this Safety Statement we have tried to set out the procedures, policies and control measures for the predictable hazards. The Statement is under constant review and as we become aware of new hazards or issues affecting staff safety, they will be added to the Statement.

### **1.2 OBJECTIVES OF THE SAFETY STATEMENT**

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

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

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

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

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

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### 1.3 COMPANY SAFETY STATEMENT

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

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 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 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.
- ❑ All prescription and other drug records accurately recorded and retained.
- ❑ 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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### **3.2 SAFETY INDUCTION**

This procedure will be carried out by ABC Company Ltd 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 supervisor will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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### 3.7 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 Manager 1.
- ❑ **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 ABC Company Ltd. This will be done via the Accident Report section of [www.hsa.ie](http://www.hsa.ie)
  - ❑ 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.

#### Medicine related incidents

Anyone who feels unwell following the use of a veterinary medicine should seek medical advice as soon as possible.

Remember:

The product data sheets for mineral-oil-based vaccines all contain warnings recommending urgent attendance at the nearest hospital accident and emergency department if anyone is accidentally injected.

Staff are advised to take the product/information leaflet with them so that medical staff know what further symptoms can be expected and what treatment may be necessary.

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### 3.9 PERSONAL PROTECTIVE EQUIPMENT

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

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine/Equipment exposures
- Radiological exposures

#### CONTROL MEASURES

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

ABC Company Ltd 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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## 4.2 FIRE

### FIRE HAZARDS

The fire safety arrangements for ABC Company Ltd are set out below. In general we will be following the procedures as set down by the landlord of the building we occupy and the controls below relate only to the space we use.

### 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 fire and evacuation drills as arranged by the landlord.
- (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.

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## 4.5 Manual Handling and Ergonomics

### Ergonomics for Veterinarians, Assistants and Nurses

#### Hazards

Forceful use of small tools, instruments, etc.

Repetitive movements

Poor postural position

Prolonged use of vibrating hand tools

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### General Control Measures in Surgery area

- Suitable manual handling training in general and as provided in professional training.
- Chair and other furniture is provided to allow best possible working position and is fully adjustable by the user.
- Current models of surgery equipment are low vibration and have ergonomically sound handles.
- All equipment regularly used in a treatment are permanently placed within easy reach.
- Mobile carts are used wherever possible.
- Where possible the Veterinarian will set up his/her position to provide a clear line of sight to the injury/treatment area while maintaining a position as upright as possible.
- Brief resting sessions are taken as often as needed while carrying out prolonged treatments.
- Alternate between standing and sitting when possible.
- Appointment schedule managed where possible to alternate between heavy and light treatments.

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**Set out in the table below are some general hazards for the ergonomic and manual handling issues faced by Veterinarians and other surgery staff. This is not an exhaustive list as the tasks faced by surgery staff are many and varied. Professional training covers most of these activities; however consultation, training and advice to staff will be ongoing.**

<b>1) Awkward Postures</b>	
a) Working with the hand(s) above the head, or the elbow(s) above the shoulder, for extended time periods that could cause muscle fatigue and injury.	Floating teeth; rectal palpations; dystocias; prolapse repair; stocking shelves
b) Working with the neck, back or wrist(s) bent more than 30 degrees for extended time periods that could cause muscle fatigue and injury.**	Dystocias; colic surgeries; palpations; floating teeth; venipuncture; grooming; kennel and stall cleaning; data entry
c) Squatting or kneeling for extended time periods that could cause muscle fatigue and injury.**	Bleeding swine; surgeries performed while kneeling
d) Sustained position for extended time periods that could cause muscle fatigue and injury.**	Surgery; dentistry; driving a vehicle; tasks that require a static posture
<b>2) High Hand Force</b>	
a) Pinching an object and applying more than 2 pounds of force per hand for extended time periods that could cause muscle fatigue and injury.**	Large animal abdominal surgeries
b) Gripping an object and applying more than 10 pounds of force per hand for extended time periods that could cause muscle fatigue and injury.**	Ear tagging; restraint
<b>3) Highly Repetitive Motion</b>	
a) Repeating the same motion with the neck, shoulders, elbows,	Palpation; administration of injections; dental work;

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**4.7 OFFICES**

**HAZARDS**

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

**RISK ASSESSMENT: Low**

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, bulbs, shall be properly disposed of.**

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## 4.9 HAZARDOUS SUBSTANCES incl. Formaldehyde (Not 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: Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

The control measures in this section are general in nature. In the Surgery there are many items that are hazardous by nature. Any items that come under the term "Medicines" are under the strict control at all times.

Other items cleaning substances, alcohol based mouth wash, etc. can be flammable or have other hazardous properties. Every item shall be stored in accordance with the supplier's guidelines and the label on the container.

### SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
- All cleaning materials, Veterinary substances (anaesthetic, etc) and other substances are listed in a safety file.
- All cleaning materials, Veterinary substances and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- A written assessment, control measures and other information are on site.
- All cleaning materials, Veterinary substances are stored in an appropriate unit that is fire retardant and can contain spillages where needed.
- 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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- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

### Formaldehyde and other fluids

Certain products used in the surgery such as sterilising fluids, disinfectants etc. contain harmful substances. Most of these substances will be labelled toxic, very toxic, harmful, irritant or corrosive.

### Controls

- Identify all the hazardous substances used, obtain their hazard data sheets from the supplier and inform staff about control measures to be used.
- Try to use the safest products available.
- Ensure adequate ventilation in areas of use.
- Develop safe handling and spillage procedures and train staff.
- Provide suitable protective clothing/equipment.
- Manager 1 to supervise and monitor to ensure that safe procedures are being followed.
- Manager 1 to monitor employee exposure to certain chemicals and provide medical surveillance.
- Choose embalming fluids (when necessary) with the lowest practical levels of formaldehyde.
- Small containers of any substances are purchased rather than large drums and are stored in a well ventilated area.
- Display notices warning of the hazards are posted on walls.
- Low level ventilation system is used which will ensure that the levels of formaldehyde (where necessary) in the atmosphere are kept below its maximum exposure limit (MEL) of 2 parts per million (ppm).
- Promptly clean up any spillages with the spill kit and replace lids on containers as quickly as possible.
- Ensure staff wear correct protective clothing to prevent skin and eye contact.
- Respirators should be worn when high levels of vapour are likely to be released, e.g. when pouring/decanting concentrated solutions, embalming a post-mortem case or when cleaning up a spillage.

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### 4.13 Bloodborne, Zoonoses and Needlestick hazards

#### HAZARDS

- Bloodborne pathogens

#### Risks Identified - Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Staff are offered immunisation against relevant diseases.
- Good hygiene and disinfectant practices are followed by all especially with regard to hand hygiene.
- Barrier creams are used where appropriate.
- Safety aprons and glasses are worn during all treatments.
- Masks are worn during all treatments.
- Latex free gloves are use during all treatments.
- All used sharps are disposed of in a sharps bin that is removed by a registered waste contractor.
- All used disposable protective wear is placed in a specialist receptacle and removed by an authorised waste carrier.
- All staff are offered training and information on good control measures.
- All patient care items will be sterilised between uses except where it is of a disposable nature.
- All clinical contact surfaces (benches, door handles, switches, table tops, etc.) will be cleaned and disinfected at relevant intervals.
- All housekeeping surfaces (floors, walls) will be cleaned using recommended cleaning products.
- Biological/body fluid clean up kit will be kept on hand for blood spills, Vomit, etc.
- Biological remains will be disposed as appropriate either as Clinical Waste for incineration or to a registered waste contractor.

#### Zoonotic Diseases

Exposure to potentially hazardous agents can occur by several means: respiratory, contact, oral, ocular and inoculation. There is a real potential for contacting these agents in a veterinary medical environment; therefore, particular attention to personal hygiene and sanitary work practices is essential.

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#### 4.19 Hazardous Drugs, Veterinary Medicines safe use, handling and storage

##### HAZARDS

- Drug interactions
- Side effects
- Bio Hazards

##### Risks Identified - Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

###### General

- Drugs are only used/administered by veterinary nurses or Veterinarians.
- Veterinary assistants may assist with some minor preparations under the direct supervision of a Veterinarian.
- All drugs are stored in locked cabinets and a full inventory is on file.
- Material Safety Data sheets are available for all hazardous drugs and all medicines have full patient information leaflets attached.
- Veterinarians have received training in the following:
  - Methods and observations that may be used to detect the presence or release of a hazardous drug in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of covered HD's being released, etc.).
  - The physical and health hazards of the covered HD's in the work area.
  - The measures employees can take to protect themselves from these hazards. This includes specific information such as identification of covered drugs and those to be handled as hazardous, appropriate work practices, emergency procedures (for spills or employee exposure). Personal protective equipment and the details of the hazard.

##### General Points to monitor with regard to safe use of veterinary medicines:

- The dose and quantities you plan to use (agricultural/veterinary contractors and their employees are likely to be at greater risk because greater quantities are used and exposure is more frequent).

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- The application method.
- The numbers of people and animals involved (the longer the job the more tired people get and the greater the chance of mistakes).
- The other people who might be affected, e.g. those handling the animals later.
- The risk of harm or pollution from use or disposal of medicines or used application equipment, especially sharps.
- The risk to women of childbearing age who are, or think they might be, pregnant, or those with an existing health condition that might be worsened.
- Children are excluded from the working area and are not involved in administering the products or contacting the animals.

#### **General Controls for dealing with a large volume of treatments off site.**

- Choose the best site and the right facilities for the treatment. Consider how risks to the environment can be controlled.
- Check that you have the right equipment to handle and restrain the animals. If handling cattle your facilities should meet the standards required. Adequate animal restraint is important to help reduce the risk of accidental injury from injection.
- For administering injections, is there suitable application equipment available that gives a better standard of protection than using an unprotected needle? For example, applicators with shrouded needles, automatic needle guards or other protective devices can significantly reduce the risk of accidental injections or other needle stick injuries.
- The risk of infection from injuries involving 'dirty' needles can be reduced by using devices containing a reservoir of disinfectant through which the needle is drawn before each injection. They are particularly useful for mass vaccinations.
- Poultry tables/frames used by poultry vaccinators restrain birds and reduce the need to lift and handle heavy birds.
- Finger guards and automated fish injector machines may help prevent injuries when injecting fish.
- Is ventilation adequate? Can the work be done in a well-ventilated area or is extraction equipment necessary?

#### **PPE points that should be considered when administering medicines, especially off site.**

- Is it suitable for the job?
- Does it conform with any recommendations made on the label/leaflet of the medicine?

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## 4.23 General Veterinary Hazards (incl. small animals)

### HAZARDS

- Slips and falls
- Fire

### Risks Identified - low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

The nature of this risk assessment is to provide a guide to staff as sick or injured animals can be unpredictable. The professional training of surgery staff covers how to deal with these issues in more detail.

- The first rule when working around animals is to stay alert! Animals sometimes react to situations unexpectedly. Sudden noises, movements or even light can be the stimulus that would cause an animal to react. If you are the primary restraint person, keep your attention focused on the animal's reactions and not on the procedure.
- You should learn the proper restraint positions for each of the species of patients you handle regularly.
- Make use of any available capture/restraint equipment; sometimes, just a piece of rope to hobble a leg or a piece of gauze for a hasty muzzle will make all the difference.
- Wear exam gloves and mask when handling a stray, wild or unvaccinated animal.
- Maintain an appropriate distance to the work, e.g., don't put your face very close to the mouth of the animal.
- Dogs, cats and smaller animals can bite, scratch or cause you to lose your balance & fall. Wear protective (leather) gloves when the animal is fractious.
- Dogs will inevitably bark, and barking dogs can be a serious concern, especially in indoor kennels. Noise levels in dog wards can reach 110 decibels! Although relatively short duration exposure to these noise levels, like going into the kennel to retrieve a patient, poses no serious damage to your hearing, excessive, or long-term exposure can contribute to hearing loss. When working in noisy areas for extended periods of time (e.g., cleaning of cages), you must wear personal hearing protectors. It doesn't matter what style or

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## 4.24 Large Animals and Livestock

### 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.
- Unless absolutely necessary, avoid entering a dog run, stock trailer, stall, or other enclosure with an unknown, mean, fractious or wild animal. If you must capture a fractious animal from a cage or pen, make sure there is another person present that could assist you if you get in trouble.
- Large animals like horses and cattle, simply because of their size, can severely injure or even kill you just by trying to escape the restraint. Never put your hand, leg or any other part of your body between the animal and the side of the enclosure or chute; use a hook or pole to pass ropes or belts through the chute. If you have to enter a stall or paddock with a large animal, stay on the side of the animal nearest the door, so that you can escape if the situation becomes hazardous.
- 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, 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.

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## 4.26 Safety in using X Ray.

### HAZARDS

- Radiation

### Risks Identified - Low

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### General

- Veterinarian X-Ray equipment must never be used for carrying out human exams.
- At all times staff must wear protective clothing when carrying out x ray. This includes, lead apron, thyroid guard and gloves.
- Whenever possible use restraints or sandbags to secure an animal on the bucky tray rather than holding. Holding should only be done for table top exams and only on small animals where the gloves can be worn.
- Ensure careful alignment of the x-ray beam with the animal and image receptor. This is vital.
- Digital Radiography is used as it has 58-80% less radiation exposure than film systems.
- Radiographs must only be performed by Veterinarians or other legally qualified personnel .
- The operator of the unit must stand at least six feet from the useful beam or behind a protective barrier. [Stand at an angle of from 90 to 135 degrees from the central ray. Do NOT stand in the path of the primary x-ray beam.]
- The tube housing must not drift from its set position during an exposure. The tube housing must not be hand-held during an exposure by the operator due to leakage radiation through the tube housing.
- If you note problems with the tube housing, immediately report this to your supervisor so that any instability of the suspension arm can be corrected.
- Written operating procedures and techniques must be available to all operators of X-ray units.
- Units must have "dead man" type exposure switches and indications of when an exposure is being made.
- Even though the dose from digital radiography is less than convention radiography, animals should be shielded with lead aprons and thyroid shields. These shields should have at least 0.5 mm of lead equivalent.

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## 4.28 Anaesthetic Gases

### Hazards

- Decreases in mental performance, audiovisual ability, and manual dexterity
- Nausea, dizziness, headaches, fatigue, and irritability
- Liver and kidney disease
- Adverse reproductive effects (sterility, miscarriages, birth defects, infertility)
- Cancer

### Person at risk:

All surgery staff

Inhalation anaesthesia in veterinary hospitals is practiced in a manner similar to that in human hospitals. Generally, animals are initially given an injectable anaesthetic, followed by general anaesthesia maintained by an inhalation technique. The main hazard for staff is the escape of waste gas or leaks in the system.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### The following are recommended work practices for reducing gas leakage:

- Avoid turning on N<sub>2</sub>O or a vaporizer until the circuit is connected to the animal.
- Switch off the N<sub>2</sub>O and vaporizer when not in use.
- Maintain oxygen flow until the scavenging system is flushed.
- Select the optimal size tracheal tube for the animal and make sure the cuff, if present, is adequately inflated. Adequacy of cuff inflation may be evaluated by delivering a positive-pressure breath while the APL or pop-off valve is closed and listening for a leak originating from around the tracheal tube cuff.
- Occlude the Y-piece if the breathing circuit must be disconnected during surgery.
- Once anaesthesia is discontinued, empty the breathing bag into the scavenging system rather than into the room. Releasing anaesthetic gases into the room could significantly increase the overall waste gas concentration within the room.
- At the end of the surgical procedure, continue to administer non-anaesthetic gases/agents as long as clinically necessary,

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## **PART 8 Related Policies**

### **8.1 ABC Company Environmental Policy**

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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## **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.