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SAFETY STATEMENT

ABC Company

Address Line 1

Address Line 2

PREVIEW

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

We provide a door to door delivery service largely on a same day basis, utilising a fleet of motor bikes and vans. We also provide other transport services from time to time as may be needed by our clients.

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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ABC Company Safety Statement

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 2007-23. 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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1.4 Policy Statement:

ABC Company is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the company's safety statement and should ensure that they are familiar with its content.

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

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

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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1.5 Revision to the Safety Statement

The table below is a record of all revisions made to the safety Statement

Revision number	Date	Section revised	Revised by	Authorised by
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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is a transport company operating a Nationwide Multidrop delivery service. However, other types of collection and delivery services are operate from time to time depending on the needs of our customers.

The companies' employees operate an average of 40 hours per week from 6:00am to 6:30pm. However this too is subject to change depending on customer needs

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

Management points that may be measured:

1. Monthly workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. Manual Handling – as necessary
 - 3.2. Safety Induction.
4. Safety critical equipment maintenance records
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
 - 4.3. Hand tools
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from xx/xx/xx
7. Annual reviews after xx/xx/xx Monthly Safety review (part of general management meetings)
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation in xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
9. Annual report

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

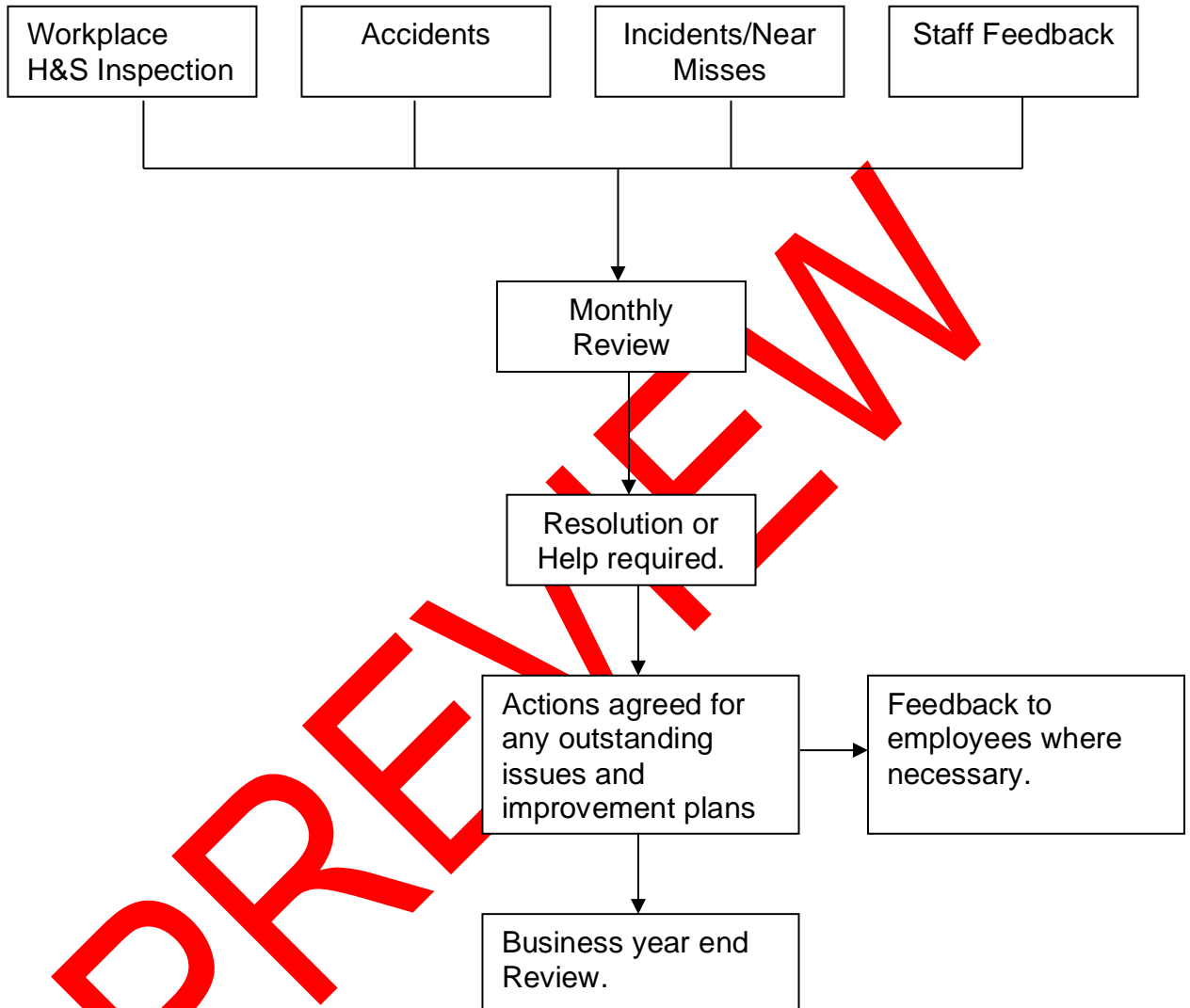
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Health and Safety Management process for ABC Company

Process flow below indicates how Health and Safety issues and procedures are handled.



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2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ She bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ She is also responsible for ensuring that staff reporting to her 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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2.3 Manager 1

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety at the Management meeting.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises. (when necessary)
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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2.4 Supervisors

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

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

They are also responsible for ensuring that staff reporting to them are supported in enabling them to reach the correct decisions in respect of health and safety matters.

SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

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

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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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2.6 Subcontractors

The following responsibilities are allocated to subcontractors to whom ABC Company assigns work:

- All subcontractors are issued with a "Driver's Manual" and a Driver Vetting Procedure that are used to support the H&S policies in this Safety Statement.
- Contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any sub-contract work.
- All Contractors will be expected to adhere to the highest standards of safety and ensure that their vehicles are DOE certified as necessary.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company whilst work on our behalf.
- Any injury sustained by a Sub-Contractor's employee or any RTA that a sub-contractor's employee is involved in, while working on behalf of ABC Company, must be reported immediately to management at ABC Company.
- Sub-Contractors must comply with any safety instructions given by ABC Company management.
- All employees of the Sub-Contractor must hold the relevant qualifications such as ADR, CPC, etc. where appropriate.
- ABC Company must see originals of all Driving Licences for any employee of a Sub-Contractor before driving on behalf of ABC Company. ABC Company will retain copies of these licences.
- ABC Company reserve the right to have any employee of a Sub-Contractor assessed as a driver and to refuse work for that sub-contractor if the driver is not satisfactory.

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ARRANGEMENTS FOR SAFE WORKING

PART 3

PREVIEW

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3.1 RESOURCES

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

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the company.
- To include health and safety considerations into all annual estimates for the running of the company.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

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3.2 SAFETY INDUCTION

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

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

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. The 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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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. ABC Company shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training as needed.

ABC Company will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Training Programmes are provided to employees based on the contract they will be working on. The current list of Health and Safety related training provide by ABC Company is:

- Driver Training upon initiation
- Driver Re-Fresh training
- Fire Extinguisher Demo
- Health and Safety specifically tailored to the needs of ABC Company by an external provider to include:
 - Manual Handling
 - Chemical Safety
 - Bio Haz Kit usage
 - Vehicle safety
 - Emergency escalation
 - Hand Hygiene
- IT and systems updates
- Data Protection

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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 main office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by ABC Company.

ABC Company 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.

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3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

However, at the moment, it has not been necessary to elect a Safety Representative. As the company grows it is accepted that this position may change.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

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3.6 FIRST AID

CONTROL MEASURES

The exact location of the First Aid box must be known by all employees.

As we have only 13 employees it is not necessary to have an Occupational First Aider.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- **Office and in each vehicle**
- The First Aid Boxes are inspected monthly as part of the H&S inspection. This check and replenishment is recorded and kept on file.
- It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

First aider names:

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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.

PROCEDURE & RECORD KEEPING

- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.

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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 the Foreman.

□ ***Health & Safety Authority***

- If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by ABC Company.
- 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.

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3.8 WELFARE FACILITIES

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

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3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all employees use Personal Protective Equipment where required. Currently as we are essentially an office based company there is not a need for PPE. We will keep this under review.

Our Subcontracted drivers do need PPE from time to time however they supply the PPE themselves. Where appropriate on our own H&S inspection we will monitor the use of PPE by the Subcontractors.

In the event that we do ever need PPE the controls below shall be followed.

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 subcontractors.

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3.10 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.

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3.11 DRUGS AND ALCOHOL POLICY STATEMENT

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

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

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

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

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3.12 Bullying at Work Policy

ABC Company recognises and accepts its 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 ABC Company or the Safety Representative.

Manager 2 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.

3.13 Young persons and inexperienced workers policy

ABC Company does not employ under 18s. 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.

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3.14 Covid 19 Policy and Procedures

COVID-19 is an illness that can affect your lungs and airways. It's caused by a Coronavirus virus called Coronavirus SARS-CoV-2. The virus caused a worldwide Pandemic through 2020, 2021 and the early part of 2022.

Due to the significant Deaths, levels of Illness and disruption that this virus caused, the Government issued a series of directives and regulations regarding the management of Covid 19 in the workplace. As of the 28th of February 2022, these restrictions began to be unwound. The final restrictions with regard to international travel were lifted on the 4th of March 2022.

Return to Work Process

As the Pandemic eased, we returned to work as per the Protocols provided by Government and the resources provided by the Department of Health, HSE and HSA. It is no longer necessary to maintain these procedures so they are now being halted in our workplaces.

The Future

As of the date of this policy, Covid 19 is still in circulation in the community. We are in agreement with Government and believe that the level of Vaccination in the community is now at a level that is providing protection. We will however hold on to our Hygiene Supplies, PPE, Documentation and any other material so that they are available in the event of a pandemic recurring.

Advice to staff

As mentioned above, the virus is still in circulation, therefore we give the following advice to staff:

- ✓ Keep yourself up to date on current information from the HSE
- ✓ Ensure you are aware of the Symptoms of Covid 19
- ✓ If you have symptoms, arrange for a test as per the prevailing HSE guidelines and follow the HSE requirements regarding isolation or restricting movements.
- ✓ Maintain good hand hygiene at all times.
- ✓ Wear your mask in crowded space or when working closely with another person.
- ✓ Continue to sanitise any shared equipment in the workplace.

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3.15 Indoor Air Quality

As per the Code of Practice and SI No 255 of 2023 on Indoor Air Quality (IAQ), ABC Company have developed the following policy.

1. Purpose

The purpose of this Indoor Air Quality (IAQ) Policy is to establish guidelines and procedures to ensure a healthy and comfortable indoor environment for all employees and visitors at ABC Company in compliance with the HSA code of Practice on IAQ.

2. Scope

This policy applies to all indoor spaces owned or operated by ABC Company in Ireland, including offices, meeting rooms, break areas, and any other indoor facilities. When on client sites we will adhere to the policy present on that site.

3. Responsibilities

3.1. Management

ABC Company management is responsible for overall compliance with this IAQ policy.

- Allocate resources for IAQ improvement measures.
- Regularly review IAQ conditions and implement necessary actions.

3.2. Facilities Management

- Monitor and maintain heating, ventilation, and air conditioning (HVAC) systems to ensure efficient operation.
- Conduct regular inspections of HVAC systems and promptly address any issues.
- Schedule routine cleaning and maintenance of air handling units and ductwork.

3.3. Employees

- Report IAQ concerns, such as unusual odors or discomfort, to your manager.
- Avoid blocking or obstructing air vents and diffusers.
- Cooperate with IAQ-related instructions and guidelines.

4. Indoor Air Quality Standards

ABC Company will adhere to applicable Irish IAQ regulations and guidelines, including but not limited to standards set by the Environmental Protection Agency (EPA) and Health and Safety Authority (HSA).

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5. Ventilation

5.1. ABC Company will maintain appropriate ventilation rates in accordance with Irish regulations to ensure the continuous supply of fresh outdoor air.

5.2. Avoid obstructing air supply and return vents to maintain proper air circulation.

6. Temperature and Humidity Control

6.1. Maintain indoor temperature and humidity levels within a comfortable and appropriate range.

6.2. Promptly address temperature and humidity issues reported by employees.

7. Air Quality Monitoring

7.1. Conduct regular IAQ assessments, including air sampling and monitoring for potential pollutants.

7.2. Share IAQ findings with employees, addressing any concerns and implementing corrective actions when necessary.

8. Smoking Policy

8.1. Smoking is prohibited inside all ABC Company facilities as per current Irish legislation.

9. Indoor Air Quality Education

9.1. Provide employees with information and training on IAQ-related topics, including the importance of proper ventilation and the reporting of IAQ concerns.

10. Maintenance and Records

10.1. Maintain records of IAQ assessments, maintenance, and corrective actions taken.

10.2. Retain records for a minimum of 3 years.

11. Review and Revision

This IAQ policy will be reviewed and updated as needed, at least annually or as new regulations or guidelines are introduced.

12. Compliance

Non-compliance with this IAQ policy may result in disciplinary actions.

ABC Company is committed to ensuring a healthy and comfortable indoor environment for all employees and visitors. This IAQ policy reflects our dedication to maintaining high IAQ standards in our workplace.

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**HAZARD IDENTIFICATION AND CONTROL
MEASURES**

PART 4

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4.1 HAZARD INSPECTIONS

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

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

HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 6 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 36.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Risk Calculation Matrix

	How likely is an injury					
How serious will the injury be	1	2	3	4	5	6
2						
3						
4						
5						
6						

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

- Risk Control measures are intended to reduce the risk to an acceptable level.
- Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

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4.2 FIRE

FIRE HAZARDS

The fire safety arrangements for ABC Company are set out below.

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) Running fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

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4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires
2. Protect means of escape in case of fire
3. Protect employees and visitors
4. Protect property.

Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company.

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.
5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

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4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

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

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

4.2.3 FIRE DRILL

Fire drills are undertaken twice per year. Records of the date of these drills are on the H&S asset. The drills are also reviewed at our Management meeting.

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4.3 ACCESS AND EGRESS

HAZARDS

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

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4.4 HOUSEKEEPING

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

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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.

While all staff were given Manual Handling training in 2012, set out on the following pages are some key points as reminders.

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Precautions

1. Manual Lifting Procedure

1. The Lift

The key factors in safe lifting are:

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

a) Balance

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

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

b) Position of the Back

Straight - not necessarily vertical

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

c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

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The further the weight is away from the centre line of gravity of the lifter, the greater the strain. At all times get close to the weight and try to make it part of you.

e) The Hold

When grasping a weight, one often hears the phrase "get a good hold". A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand.

Never forget that size and build has no bearing upon the amount any one individual can lift. Everyone should know their own capabilities and should never attempt to exceed them. If in doubt get help, it is far better to be safe than sorry.

Besides these key factors, there are other important points to remember.

2. Centre Line of Gravity

It is essential that the weight of object and the centre line of gravity of the lifter should be as close as possible to one another. This reduces strain, discomfort and the likelihood of loss of balance during the course of the lift.

3. Testing the Weight

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capability and not too heavy for one man to lift. Many accidents happen when a person raises an object a few inches off the floor, realises it is too heavy and lets go.

4. The shape of the weight

Note the shape of the object. It should be turned, if possible, so that the shortest measurement of rectangle is nearer to the centre line of gravity.

5. Movement.

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

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

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

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

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

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

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

TRAINING

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

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4.6 ELECTRICITY

Set out below are the general controls for the company.

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all electrical equipment used by the company is in safe condition.

CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

WIRING STANDARDS

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

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

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.

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- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armoring will be considered and applied.

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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

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4.8 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

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

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

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

(b) Posture

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

(c) Radiation

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

(d) Stress

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

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

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RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.
- The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.
- This underlines the importance of keeping VDU's in good condition.
- It is important that chairs are correctly selected and used and that their siting is at an optimum distance from the machine.
- Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- There should be a restriction on continuous use:
- Over two hours with pauses of between 5-10 minutes before further use.
- In this respect, short, frequent intervals are more beneficial than infrequent long breaks.
- The total time of continuous work at a VDU should be restricted to 6 hours per day.
- Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
- Epileptics should see a medical adviser before starting work.

If there is any untoward incidence of VDU related problems medical advice must be sought.

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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: MEDIUM

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Set at medium as the contents of parcels are unknown and could pose a hazard if broken.

CONTROL MEASURES

- All known other substances are listed in a safety file.
- All known 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 spill kit will be kept on site along with Gloves and Goggles to deal with any spillage after information has been sought from the shipper.

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4.10 General Maintenance work

Note: All large or non-standard work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job. This assessment only relates to issues such as changing bulbs, basic painting using domestic type paints, etc.

HAZARDS

- Multi hazard

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Each task will be assessed at the time and relevant controls will be put in place.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- 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, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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4.11 Working at height

Hazards

- Items falling from work area
- Overreaching
- Tripping Hazards on work area
- Collapse of unit
- Falls from height

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at height.
- All man-up platforms/cages for forklifts etc. shall be fitted with relevant safety devices.
- All work at height will be must be carried out safely to protect workers and people below.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.
- Effective cordons must be fitted to deter non-essential personnel.
 - In some areas where this is not practicable operatives may be required to attach tools or small articles to cords so that they cannot fall.
- Portable access equipment, such as trestles, step-ladders and tower scaffolds, must not be positioned near stairwells or floor/roof edges if this places operatives at risk of falls.

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4.12 Company Vehicles – General Points

Hazards

- 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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Tachographs and Working time

It is expected that every driver will adhere totally to the legislation relating to Tachograph procedures. The company shall maintain a full record of Tachographs for inspection by any statutory body.

In accordance with working time regulations the company will ensure that all drivers are rostered in such a way as to comply with statutory rest periods.

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 ASSESMENT: Medium

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.

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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: 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.

3. Wheel Change – Cuts, Bruises, MH injury, traffic passing by.

RISK ASSESSMENT: Low

CONTROL MEASURES

Company owner vehicles are issued with full wheel changing kits. Kit includes the jack, screwdriver, spare wheel and tyre iron. The reflective jacket, torch and red triangle are supplied by the company.

All of this equipment is to be properly maintained by the vehicle drivers.

If a puncture occurs and a wheel change is needed do the following:

- Turn on hazard lights
- Pull in to the left-hand side of the road when safe to do so
- Get out of the vehicle and go to the boot
- Place the red triangle approx. 30 feet from the vehicle
- It is imperative that the yellow jacket is worn even in broad daylight
- If the puncture is on the left hand side of the vehicle proceed to change the tyre taking great care with regard to manual handling
- If the puncture is on the right hand side of the vehicle try to angle the car slightly to give protection from oncoming traffic
- When the wheel has been changed replace all equipment back in the vehicle in their original storage places

Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel

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4. Mobile phones – road traffic accident

RISK ASSESMENT: Medium

CONTROL MEASURES

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

5. Truck Maintenance (company owned) – RTA due to poor maintenance

RISK ASSESMENT: Low

CONTROL MEASURES

Maintenance / service in place.

A bi-monthly Health & Safety Vehicle Review will be made on the van and a record kept in the Health & Safety folder
Staff will occasionally be requested to carry out an assessment on the van.

Van to include the following:

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

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4.13 Ladders

Hazards

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

This assessment is only included to cover the possible occasional use of a step ladder for seasonal decorations, etc.

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result

CONTROL MEASURES

- Ladders must be in good condition, free from defects.
- Ladders to be used the correct way.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface. If necessary, it must be held by a person stationed at the foot of the ladder.
- Staff to climb ladders with both hands free (i.e. not carrying materials)
- Only one person at a time on a ladder
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder

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4.14 PALLETS

HAZARDS

- Badly stacked pallets.
- Nails sticking out from pallets.
- Splintered wood on pallet.
- Blocks missing.
- Cross pieces missing from pallet.
- Stacking pallets too high in stores.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Before Use:

- Check that all pallets must be stacked neatly and squarely before lifting.
- Examine pallets for protruding nails or part nails.
- Reject pallets that are splintered are a hazard to finished product.
- Pallets with main blocks missing to be rejected as balance is missing
- Pallets with cross pieces missing to be rejected as they tend to belly in middle.
- P.P.E. (gloves) must be worn at all times.
- Always get help lifting pallets

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4.15 Advice to Drivers

Hazards

Road Traffic Accidents

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control measures

- Ensure your CPC is current (where relevant).
- Follow safety instructions.
- Use seat belts at all times.
- Always drive within the speed limit.
- Reduce your speed to take account of weather conditions.
- Do not continue driving if tired. Take regular breaks. Get out of the vehicle and take some fresh air.
- **Do not use stimulants to overcome tiredness.**
- Always comply with local traffic conditions and follow requirements on driving time.
- Adjust your seating position so it is as upright as possible and so that you are using the head restraint. This will help to prevent whiplash in the event of an accident.
- Be familiar with the maintenance procedures for your vehicle and ensure it is kept in good running order. Are windows and mirrors clean? Are tyres, brakes, steering and lights in good condition?
- Do not drive under the effect of alcohol or drugs or if you have taken any medicines that could affect your driving. Follow the safety instructions for medicines and consult your doctor if in doubt.
- Make sure load is evenly distributed and properly secured.
- Ensure vision is not obstructed by pendants or stickers etc. on windows.
- Try to avoid parking your vehicle in positions that will obstruct traffic or visibility of other drivers or pedestrians.
- Ensure measures to prevent the vehicle moving are applied.
- Eat regular, healthy meals.

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4.16 Hazardous Goods Haulage

Hazards Identified:

- Fire
- Spillage
- Other

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Services of a DGSA (Dangerous Goods Safety Adviser) will be sought where necessary depending on the type of goods in transit. As per The Carriage of Dangerous Goods by Road Regulations 2007.
- Where appropriate all drivers will have valid ADR training as well as CPC.
- Instructions in writing will be carried by the driver, to provide advice in the event of an accident during their journey.
- Before the start of the journey, the driver shall inform himself of the dangerous goods loaded and consult the instructions in writing for details on actions to be taken in the event of an accident or emergency.

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4.17 Transport of Bio-Hazard under UN3373

Hazards

Bio Hazard Level 1-4 Viruses and Bacteria

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

UN3373 classifies and deals with the transport of various levels of bio-hazard including Viruses and Bacteria. At all times the shipment will be packed for safe shipping by the medical facility before we collect them. Therefore this assessment will only deal with issues related to our vehicles and transporting procedure.

Control measures

- All previous assessments relating to the maintenance, safe use and driving of vehicles to be followed.
- All staff detailed to transport Medical Devices to be made fully aware of the contents of this risk assessment.
- Pregnant staff are never to be detailed to this activity due to the unknown nature of the contaminants.
- Vehicle cab to have a copy of an emergency response action plan and this risk assessment.
- Emergency response action plan to be compiled separately with the assistance of the Medical Facility as they will advise on best practice for the particular contaminant.
- The services of a DGSA will be sought if the company deems it necessary.
- All vehicles transporting contaminated devices must display the UN3373 classification Trem Card and Bio Hazard symbol in a prominent position.
- All items received for transport will be wrapped as per the "triple layer" system. (i.e. leak proof primary container with absorbent material, leak proof secondary container, rigid final container). This will be known as the "Red Box".
- The Red Boxes are loaded into specific trolleys and locked.
- Packaging instructions must clearly identify the contents.
- Paperwork relating to final destination must be between secondary and final container.
- Label on final container must show Sender, Receiver and Emergency contact details.
- Any packages with liquids must show an orientation sticker on two ends i.e. "this way up".

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- All vehicles have been adapted to provide secure loading and strapping down of the trolleys.

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4.18 Cleaning of vehicle interiors

HAZARDS

- Multi hazard

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Slips trips and falls
 - The right cleaning equipment is used for the right job, and staff follow safe systems of work.
 - Staff do not leave cleaning materials/equipment unattended.
 - Access to and from the vehicle is by means of a single step with a non slip surface.
- Chemicals
 - All cleaning chemicals are from the "Food Safe" range of cleaning products are also environmentally safe and are non-hazardous.
- Manual Handling and MSD
 - All staff trained in lifting safely, and follow safe systems of work.
 - All staff using cleaning machines trained in their use, according to manufacturers' instructions.
 - Staff do not overfill bags and buckets.
 - Mopping systems have a long-handled wringer, and a bucket on wheels to reduce lifting and carrying.
 - Long-handled mops, brushes and litter pickers provided to reduce need to stretch and stoop.
- Collecting waste
 - Staff trained in safe systems of work and provided with suitable tools (litter pickers) and personal protective equipment.

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4.19 Cleaning of body fluid spillages

HAZARDS

- Multi hazard

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All items are stored in Triple wrap system
- Exposure to body fluids very unlikely due to transporting processes.
- Body Fluid Spill kits carried on the vehicle comprising:
 - An apron
 - Scooper and scraper
 - Rubber gloves
 - Disinfectant spray
 - Over sleeves
 - Disinfectant wipes
 - Container of Powder absorbent granules
 - Yellow Haz Disposal bag
- Procedure for use is:
 - Alert own office and receiving hospital named person to the situation.
 - Cordon off the area
 - Only staff trained on the specific vehicle and this procedure may deal with the spillage
 - Put on the apron, Over Sleeves and Gloves.
 - Sprinkle the granules liberally over the affected area.
 - Leave in situ for several minutes until the spillage solidifies into a gel.
 - Use the scooper and scraper to lift the gel and place it in the yellow bag.
 - Spray the area with the disinfectant spray and leave for 2 minutes.
 - Use the disinfectant wipes to clean the area.
 - Place the disinfectant wipes in the yellow bag.
 - Remove Apron, Over sleeves and finally gloves. Place them all in the yellow bag as they are removed.
 - The yellow bag is to be tagged for hazardous disposal.
 - Wipe hands using the disinfectant wipes then wash hands thoroughly with warm water and Anti Bacterial soap.
 - Contact Office for replacement kit.

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PART 5**1. ANNUAL REPORT****ABC COMPANY****SAFETY STATEMENT**

The following is a report of progress with our Health and Safety Policy as required by Section 12(6) of the Safety Health and Welfare at Work Act 2005.

SAFETY TRAINING;

During the year, the following safety training courses were run:

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

The following new safety arrangements were put in place during the year:

- 1
- 2
- 3

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ABC Company Safety Statement

2. Safety Statement Document Review

ABC COMPANY

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

Date of Review	Signed for Company	Description of Changes	Date of update

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ABC Company Safety Statement

Part 6 Staff Sign Off

We the undersigned accept that:

- We have been shown the Safety Statement,
- We know where it is to be kept for review,
- We will adhere to all safety rules as set out by ABC Company
- We will not act in any way that could be harmful to ourselves or any other person.

Name in block	Signature	Date

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7. Appendix

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ABC Company Safety Statement

Driver licence details

Date commenced	Employed by	Driver name	Licence number	Licence class	Expiry date

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ABC Company Safety Statement

Fitness to Work Questionnaire Strictly Confidential

This questionnaire should be completed as fully as possible. The information will be treated in confidence by ABC Company.

PLEASE COMPLETE IN CAPITAL LETTERS

Surname:

Forenames:

Date of Birth: Sex:

Present Address:

.....
.....

Tel. No:

Position applied for:

Duration of Appointment: less than 4 months / 4 to 12 months / more than 12 months (delete as applicable)

Name and Address of G.P.

.....

Tel No.

Medical History

Please complete the following questions by ticking the appropriate box. If the answer is 'yes', give details including (a) date, (b) amount of time lost from work/college, (c) treatment, as appropriate.

Have you ever suffered from any of the following illnesses?	Yes	No	If yes, please give details
Visual defects/eye conditions (including colour-blindness)			
Hearing defects/ear conditions			
Severe anxiety, depression, other psychiatric disorder			
Paralysis or other neurological disorder			
Fainting attacks, blackouts, epilepsy or fits			
Recurrent headaches, migraine			

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ABC Company Safety Statement

Have you ever suffered from any of the following illnesses?	Yes	No	If yes, please give details
Vertigo, giddiness or tinnitus			
Heart disease, high blood pressure			
Asthma, bronchitis, tuberculosis or other chest disease			
Peptic ulcer or other digestive or bowel disorder			
Liver disorder			
Recurrent backache, arthritis, rheumatism			
Any blood disorder			
Eczema, dermatitis, other skin conditions			
Diabetes, thyroid or other gland problems			
Any impairment of immunity to infection			
Varicose veins causing trouble			
Hernia			
Any alcohol or drug related problems or illness			
Any other medical condition, physical or mental, not mentioned above			
Have you			
Ever undergone a surgical operation or been admitted to hospital for any reason?			
Had more than 20 days sickness absence in the past 2 years?			
Received a Disability Pension?			
Suffered from an Industrial Disease/Accident?			

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ABC Company Safety Statement

Present Health Status			
Are you currently attending a doctor?			
Are you at present on any medication or treatment prescribed by a doctor?			
Are you a smoker? If so please give details			
Do you drink alcohol? If so how many units per week? (NB 1 unit is ½ pint of beer or 1 medium glass of wine)			
Do you have any eyesight defects other than those corrected by glasses?			
Do you have any hearing problems?			
Do you have any other relevant health problems?			

Declaration

1. I declare that, to the best of my knowledge, the information I have given is correct.
2. I understand that I may be required to attend a medical examination
3. I understand that failure to disclose relevant information or giving false information may result in termination of my employment.

Signature Date

REPORT FROM O.H. PHYSICIAN TO MANAGEMENT

Employee's name

Date of birth

Job Title

MEDICAL ASSESSMENT: PRE-EMPLOYMENT

In my opinion, the above is:

- A: Medically suitable for employment in the proposed occupation
- B: Medically unsuitable for employment in the proposed occupation
- C: Medically suitable for employment in the proposed occupation, subject to the following conditions:

Signature Date

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ABC Company Safety Statement

Accident Report Form

Location:	Department:
Date of Accident/Incident:	Date of Review:
Management present:	
Injured Party Details	

Nature of loss	Nature and extent of actual or potential loss to people, property, process or the environment
Description	Description of the Accident/Incident (who, what, how, when)
Causes	Why did the Accident/Incident occur, (root, basic and immediate causes)?
Recommendations	Action to prevent recurrence, responsibility & action by dates:
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply:

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ABC Company Safety Statement

Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ Position: _____
Date: _____

Details of Suggestion:

SECTION B: to be completed by Supervisor or ABC Company

Action Taken:

Signature: _____

Date _____

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ABC Company
Safety Statement

PREVIEW

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.

PRELIMINARY

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.