APPENDIX N:

SAMPLE SAFETY STATEMENT

SAFETY STATEMENT OF

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1. **POLICY**

Our objective is to provide a safe place of work for all employees, visitors and outside contractors. This statement sets out the means by which we intend to achieve this objective. It is available to all employees, outside contractors and Health and Safety Authority Inspectors. It will be reviewed annually and updated as necessary.

Signed: ................................................................. Date: ............................................

Position: ..............................................................

2. **GENERAL INFORMATION**

DOCTOR: ................................................................................................................

AMBULANCE: ........................................................................................................

HOSPITAL: ............................................................................................................

FIRE BRIGADE: ....................................................................................................

GARDA STATION: ..................................................................................................

FIRST AID: ............................................................................................................

EMERGENCY ALERT NUMBER: ...........................................................................

This information is posted in prominent areas around the workplace and beside telephones likely to be used in an emergency.

A master copy of this statement, its associated forms, any amendments, and a record of any reviews is held by the person nominated in 3 below. Each page of the statement and all amendments are dated as a means of control.

3. **RESPONSIBILITIES**

......................... has overall responsibility for safety matters including the following:

- Identification of hazards
- Engineering hazards out
- Provision of Safety training and Instruction
- Creation of practical and safe working systems
- Consultation with Staff on Safety and Health Matters
- Accident investigation and reporting
- Maintenance of safety notices
- Maintenance of first aid facilities
- Maintaining an up to date master copy of the safety statement and any amendments.
Responsibilities may be delegated and if so this will be done in writing and a copy attached to this statement.

4. CONSULTATION

........................................ is staff safety representative and has been issued with a copy of "Guidelines on safety consultation and safety representatives" issued by the Health and Safety Authority. The Company will fulfill all its legal obligations in this respect. The safety representative will be consulted as part of any review of the safety statement.

The consultation agenda will be as follows:
- Accident record since last meeting
- Provision and use of protective clothing and equipment
- Safety and health training
- Changes to Health and Safety Statement
- Any other business.

5. RISK ASSESSMENT

The Safety Manager will undertake regular hazard audits and will use outside expertise and advice where he deems it necessary.

All Managers, Supervisors and Employees are responsible for reporting any hazards arising in their area of responsibility.

Any significant changes in work practices, new equipment, new materials etc. are assessed for hazards by the responsible Manager.

Hazards identified will be dealt with by engineering them out if practical and economically feasible. If not, they will be dealt with through training and precaution and prevention measures.

All Hazards identified are listed on the Hazard Identification form together with the means of controlling them. The risk associated with each hazard is assessed using the Risk Analysis form. Hazard Identification forms and Risk Analysis forms are held with this statement.

Hazard Identification forms and Risk Analysis forms are reviewed at least annually by the Safety Manager and any necessary action or changes are put into place.

Accident investigation will also consider if the hazard had been identified and if not, why not and if so, why the measures in place did not prevent it.

6. SAFETY TRAINING

The Safety Manager has overall responsibility for Safety Training including:
- Defining training programmes
- Ensuring training needs are reviewed
- Ensuring that training is carried out
- Maintaining records.
Induction training for all new employees includes safety training. This will include access to the safety statement, a copy of any relevant parts, instruction in any hazards identified at their proposed place of work and the equipment he/she will be using, and any need for Personal Protective equipment and instruction on its use, any other relevant issues.

All operation training will include training in any associated health and safety issues. Each supervisor is responsible for ensuring that all employees are aware of all known hazards relating to their work and how they are dealt with.

Each Supervisor is responsible for ensuring that employees are capable of carrying out the tasks assigned to them, in a safe manner.

All employees are informed of their obligation to use the protective equipment provided and the consequences for them if they do not do so. Specific safety related training is provided as follows as appropriate:

- Manual lifting and carrying
- Working with DSE's
- Operation of transport machinery
- Handling of chemicals & paints
- Operation of fire-fighting equipment
- What to do in the case of an accident Etc. etc.

All Training is recorded on the Safety Training Record signed by the trainer and trainee and held by the Safety Manager.

7. **FIRE SAFETY**

- Emergency exits are signed and lit by emergency lighting
- A fire alarm system is installed and maintained by a specialist subcontractor
- A set of instructions on what to do in case of fire is posted at all relevant positions
- Fire-fighting equipment is provided and positioned by a specialist subcontractor
- All fire-fighting equipment is maintained to a regular schedule a specialist subcontractor
- All employees are trained in the use of fire-fighting equipment
- All employees are trained in evacuation procedures.

8. **FIRST AID**

First aid training is provided as follows: ............

First aid boxes are maintained at the following locations. They are maintained by..................

9. **ACCIDENT INVESTIGATION AND REPORTING**

The Safety Manager investigates all accidents involving injury or significant damage and a report is prepared.

The report covers at least the following:

- What happened, when and where?
- Any injuries? Who was injured and what were the injuries?
- What immediate action was taken, by whom?
- What caused the occurrence?
- Had hazard been identified? If so why did it the accident occur?
- Is any further preventive action required?
- Names of any witnesses and statements from them if possible?

Where possible, the report should be illustrated by photographs. The safety officer holds a Polaroid camera.

Accidents or dangerous occurrences are reported as required by S.I. 44 of 1993 on forms IR1 or IR3 as appropriate.

Copies of these forms are available from the Health and Safety Authority, Tel 1890 289 389 or website www.hsa.ie.