

Contents

PART 1 Company Policy

- 1.1 Application
- 1.2 Objectives of the Safety Policy
- 1.3 Statement Of Intent
- 1.4 Policy Statement
- 1.5 Revisions

PART 2 Duties and Responsibilities

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Foreman (where appointed)
- 2.4 Supervisors
- 2.5 Employees
- 2.6 Contractors

PART 3 Arrangements for Safe Working

- 3.1 Resources
- 3.2 Safety Induction
- 3.3 Training
- 3.4 Safety Consultation
- 3.5 Safety Representation
- 3.6 First Aid
- 3.7 Reporting of Accidents, Diseases and Dangerous Occurrences
- 3.8 Welfare Facilities
- 3.9 Personal Protective Equipment
- 3.10 Permit to Work Systems
- 3.11 Smoking Policy
- 3.12 Drugs and Alcohol Policy
- 3.13 Bullying Policy
- 3.14 Young and Inexperienced Workers Policy

PART 4 Hazard Identification and Control Measures

- 4.1 Hazard Inspections
- 4.2 Fire
- 4.3 Access and Egress
- 4.4 Housekeeping
- 4.5 Manual Handling
- 4.7 Electricity
- 4.8 Offices
- 4.9 Visual Display Units
- 4.10 Hazardous Substances
- 4.11 Assembly and Technical Work
- 4.12 Abrasive Wheels

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

- 4.13 Working at Height
- 4.14 Company Vehicles
- 4.15 Ladders
- 4.16 MEWP
- 4.17 Portable Generators
- 4.18 Working with Electricity in general
- 4.19 Working with HV
- 4.20 Precautions in Electrical Testing
- 4.21 Battery rooms and batteries
- 4.22 Working on energised circuits

PART 5 ABC Company Annual Report

PART 6 Staff Sign Off

PART 7 Appendix

- Accident Report Form
- Safety Inspection sheet
- Staff Suggestion form
- Template Method Policy for Clients

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

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

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

1.1 APPLICATION

This Safety Policy 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.

The contents of this Safety Policy are an attempt to address the hazards within the business and set out relevant control measures. While every effort has been taken to address all known hazards, it is accepted that new hazards can arise from time to time. Our program of weekly Inspections should identify these hazards and lead to new Risk Assessments being added to this Policy as needed.

1.2 OBJECTIVES OF THE SAFETY POLICY

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 Policy, which become necessary due to the changing business environment.

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	4

1.3 STATEMENT OF INTENT

The general Policy 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 1974, the Safety, Health & Welfare at Work Management Regulations 1999, the Electricity at Work Regulations 1989 and any other applicable regulations. 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 Policy 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 Policy. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
 Manager 2

Date: _____

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

LOGO HERE

ABC Company Safety Policy

1.5 Revision to the Safety Policy

The table below is a record of all revisions made to the Safety Policy

Revision number	Date	Section revised	Revised by	Authorised by
01	xx/xx/xx	All	Manager 1	Manager 2

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	7

2.1 MANAGEMENT CONTROL SYSTEM

ABC Company are a specialist company working in the area of general electrical installation.

The Safety Policy is central to setting up an effective Safety Management System within a company. 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. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training – whenever staff are hired in the future
4. Safety critical equipment maintenance records
 - 4.1. Harnesses
 - 4.2. Vehicles
 - 4.3. Fire extinguishers
5. Fire drill records (not relevant to the Rush office yet)
6. Risk assessments
 - 6.1. Initial assessments from 2011
 - 6.2. Annual reviews after 2011
7. Monthly Safety review with clients where required.
8. Safety Policy
 - 8.1. Implementation in 2011
 - 8.2. Annual reviews after 2011
9. Annual Manager 2's report

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	9

2.2 Manager 2 (Assisted by Manager 1 as required)

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	11

2.4 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 Policy.
- ❑ 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	13

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	15

LOGO HERE

ABC Company

Safety Policy

- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company and the Client's H&S Manager.
- Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must be notified of any material or substance brought onto the Client site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- Contractors must take all reasonable steps to avoid interference by mobile plant.

ABC Company must see documentary clarification of contractor's insurance arrangements, which must be submitted and approved in writing.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	17

3.1 RESOURCES

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

The Management of ABC Company undertake:

- 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	19

3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. The management at 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.

All the safety training received will be monitored and updated
Manager 1.

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.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

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

3.5 SAFETY REPRESENTATION

In agreement with the 1974 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 Ltd.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Policy, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.E. Inspector or Local Authority 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.E.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.E. 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 Ltd will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	23

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

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	25

3.8 WELFARE FACILITIES

Management shall ensure that adequate welfare facilities are provided on the premises for all personnel.

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.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

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

3.10 PERMIT TO WORK SYSTEM

In general our employees can be subject to Permit to Work when installing signs at customer premises. On those occasions our employees will follow the client's permits and safety rules as necessary.

Very occasionally a contractor will carry out work on our own premises. On those occasions the contractor will be subject to the controls below.

The Work Permits address the following items:

Permits will be issued for one day only or less.

- (b) Hazards
Hazards specific to the work area will be specified.
- (c) Precautions
Details of isolation of electrical supply, ventilation and gas testing of atmosphere, locking off of machinery controls and any other pre-entry or pre-work measures carried out must be noted in this area.
- (d) Conditions
Any protective clothing required, emergency alarm and escape procedures and other requirements while work is taking place, must be noted.
- (e) Issue of Permit
When the permit is issued, the person issuing the permit, before signing the permit, will ensure that the precautions have been carried out and then discuss the limits, restrictions, precautions and conditions with the person to whom the permit is issued.
- (f) Receipt of Permit
The person receiving the permit, before signing it, will ensure that he fully understands the limits, restrictions and conditions of the permit and where applicable will then accept the responsibility for informing all the persons under his control.
- (g) Clearance

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	29

3.11 SMOKING POLICY

The Health Act 2006 banned smoking in workplaces. This means that smoking will not be permitted in any enclosed workplace or partially enclosed workplace. Appropriate signage as per the Act will be displayed in our premises.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company Ltd 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, Clients and visitors who enter the premises of ABC Company Ltd.

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, Clients 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 NHS at 0800 022 4332 or <http://smokefree.nhs.uk> .

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	31

3.13 BULLYING AT WORK POLICY

ABC Company Ltd 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 Ltd 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 Ltd 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 either Manager 1, Manager 2 or the Safety Representative.

Manager 2 gives the undertaking to 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	33

LOGO HERE

ABC Company
Safety Policy

HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	35

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 7 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 42.

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.

Over 36 = Very 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	7
	2						
	3						
	4						
	5						
	6						

Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

□ Risk Control.

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	37

- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of electrical installations, prohibition of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

A fire safety register will be maintained by the Company.

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. Advise the Manager or Deputy pending arrival of the Fire Brigade.
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.

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

4.3 ACCESS AND EGRESS

HAZARDS

ABC Company staff will adhere to all rules regarding access and egress on the Client Site. However, set out below are the general arrangements for the company.

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	41

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.

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

the equipment first by removing the main fuse or locking off the isolator.

If in doubt, the circuit must be tested using safe equipment to prove that it is dead.

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.
- 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	45

4.10 HAZARDOUS SUBSTANCES

No hazardous substances are expected to be used on the Client site. However, the general controls below shall be implemented if necessary.

HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
 - All substances are listed in a chemical register.
 - All substances have an up to date Material Safety Data Sheet (MSDS) on file.
 - The control measures listed in the MSDS are followed.
 - A written assessment, control measures and other information are on site.
 - All substances are stored in an appropriate unit that is fire retardant and can contain spillages.
 - Procedures planned to handle or use any hazardous substance or process are carried out fully.
 - Any, equipment, hygiene measures or protective clothing are provided and maintained as required.

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

4.11 Assembly and Technical Work

Note: All site work is subject to individual assessment and the production of a method Policy to cover the tasks and activities of the specific job.

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

To ensure that the activities of Installation Electricians does not create a hazard.

CONTROL MEASURES

- All technical employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	49

- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;
- Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets;
- Don't allow cables to trail across route ways of personnel or machinery;
- Don't remove safety devices from tools or equipment;
- Unplug tools when not in use.

TOOL SPECIFIC CONTROLS

When using drills.

- Always check the drill before plugging in.
- If the drill or lead is damaged it must be reported.
- Only competent persons can repair the drill.
- Always tie up or remove loose clothing, long hair, rings, and jewellery;
- Only use electric drills via a 110 volt transformer;
- Ensure that drill bits are regularly sharpened / replaced;
- Wear eye protection when drilling;
- Don't use electric drills with one hand use both hands;
- Use cloth or brush provided to clean off machine;
- Deburr drilled profile with a file or sandpaper, not by the bare hand;
- Brush down swarf off drill tables regularly;
- Keep work area clean;
- Never use bare hands for removing swarf or cut ends, wear gloves;
- Never operate the drill without the guarding in place;
- Remove the chuck key before starting;
- Clean work & vice to work table before starting.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	51

4.13 Working at height

Hazards Identified:

- Falls over edges
- Falls through the roof
- Items falling from work area
- Throwing waste material from roof etc.
- Overreaching
- Tripping Hazards on work area
- Collapse of unit
- Falls through opes
- Personal Injury due to unfamiliarity with premises/site

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method Policy and Risk Assessment to be prepared before any work commences on a roof or at height.
- Care must be taken when other contractors are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- All scaffold including mobile towers, must be of sound construction and erected by **a competent person, this will include a copy of CR 8 form.**
- There is an onus on the employer providing the scaffold that it is safe for use by their employees
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by sub contractors which involves working at any height over 2 metres must have a method Policy and must be given to foreman.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method Policy.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	53

- Be very careful of trap points on doors.
- Ask for help whenever practical and needed.
- Ensure all equipment is safely stowed in the vehicle so that it will not slide or shift forward in the event of an emergency stop

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

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Vehicle is issued with full wheel changing kits.
- The jack, screwdriver, spare wheel and tyre iron are usual vehicle equipment. 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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	55

4.15 Ladders

Hazards Identified:

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

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching/Overbalancing
- Ladders Falling/Falls from Ladders
- Electrocution
- Defective Ladders

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 and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- If ladder or run of ladders >9m, an intermediate landing stage is to be provided.
- If working near overhead cables, do not use metal ladders.
- Only one person at a time on a ladder
- Class 1 heavy duty ladders to be used in construction.
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder
- Extension ladders > 6m long, overlap of 4 rungs required

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	57

LOGO HERE

ABC Company
Safety Policy

- Harnesses must be tested by a competent person and test certificates must be filed for inspection reasons.
- MEWPs must be used on stable ground to avoid overturning.
- MEWPs will not be used to gain access onto another floor.
- Controls must be guarded by a hoop to prevent accidental movement.

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

4.18 Working with Electricity in general

Hazards Identified:

- Electrocution
- Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Electrical shock

It's not the voltage but the current that kills. People have been killed by 100 volts AC in the home and with as little as 42 volts DC. The real measure of a shock's intensity lies in the amount of current (in milliamperes) forced through the body. Any electrical device used on a house wiring circuit can, under certain conditions, transmit a fatal amount of current.

Currents between 100 and 200 milliamperes (0.1 ampere and 0.2 ampere) are fatal. Anything in the neighbourhood of 10 milliamperes (0.01) is capable of producing painful to severe shock. See table below:

Readings		Effects
Safe Current Values	1 mA or less	Causes no sensation - not felt.
	1 mA to 8 mA	Sensation of shock, not painful; Individual can let go at will since muscular control is not lost.
Unsafe current values	8 mA to 15 mA	Painful shock; individual can let go at will since muscular control is not lost.
	15 mA to 20 mA	Painful shock; control of adjacent muscles lost; victim can not let go.
	50 mA to 100 mA	Ventricular fibrillation - a heart condition that can result in death - is possible.
	100 mA to 200 mA 200 mA and over	Ventricular fibrillation occurs. Severe burns, severe muscular contractions - so severe that chest muscles clamp the heart and stop it for the duration of the shock. (This prevents ventricular fibrillation).

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	61

LOGO HERE

ABC Company
Safety Policy

- Equipment or circuits that are de-energized shall be rendered inoperative and have tags attached at all points where such equipment or circuits can be energized. Controls that are to be deactivated during the course of work or energized or de-energized equipment or circuits shall be tagged. Tags shall be placed to identify plainly the equipment or circuits being worked on. Unexpected energizing of any electrical line can cause death, shock, serious injury, etc. In addition to the tag, the circuit at the switch box should be padlocked in the "OFF" position. A lockout hoop should be provided and used.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	63

LOGO HERE

ABC Company
Safety Policy

- Consider any overhead wire "hot" until the owner of the line verifies that it is not energized, and until the line is visibly grounded at the work site.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	65

LOGO HERE

ABC Company
Safety Policy

- Safety equipment (e.g., rubber gloves, eye protection, grounding sticks, etc.) shall be used by test personnel as applicable.
- On completion of tests, the Test Supervisor shall assure that equipment or circuits are de-energized and discharged, prior to terminating the test activity.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	67

4.22 Energised circuits

Hazards Identified:

- Electrocution
- Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Plan the work to be done. Be sure everyone involved understands the plan thoroughly. Consider environmental conditions, also wet and damp locations.
- Before work is begun, the person in charge shall ascertain by inquiry, direct observation and instruments if the source is energised and, if so, what the voltage.
- At least two persons shall be assigned to work on energised lines/equipment. They should be trained to handle emergencies and be thoroughly briefed in safety procedures and use of safety equipment.
- No employee shall be permitted to work on, approach or handle any conductive object without an approved insulated tool or handle unless:
 - The employee is insulated or guarded from the energised part.
 - The energised part is insulated or guarded from employee and any other conductive object at a different potential.
 - The employee is isolated, insulated or guarded from any other conductive object(s). Employee shall be insulated as much as possible between phase(s) being worked and other phases.
- Proper personal safety equipment must be available and used; i.e., rubber gloves with protectors insulator blankets/mats, authorised hard hat, eye protection, etc.
- Suitable barriers or other means should be used to prevent unauthorised personnel entering the "hot" work area. Post appropriate warning signs.
- If it becomes necessary to de-energise high voltage circuits while work is being performed, circuit being worked shall be shorted to ground or tested with appropriate test device to

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	69

PART 5**ANNUAL REPORT****ABC COMPANY****S A F E T Y S T A T E M E N T**

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

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

LOGO HERE

**ABC Company
Safety Policy**

Part 6 Staff Sign Off

We the undersigned accept that:

- We have been shown the Safety Policy,**
- 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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	73

LOGO HERE

**ABC Company
Safety Policy**

Accident Report Form

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

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:

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

LOGO HERE

**ABC Company
Safety Policy**

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 Manager 1

Action Taken:

Signature: _____








Date _____

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	77

LOGO HERE

**ABC Company
Safety Policy**

Specific Staff Training	
--------------------------------	--

Sequence of Operations: (include sketches if required)	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 						
Temporary Supports and Props needed to facilitate the works:	(if none, state none)						
Method of Access and Egress to the work area:	(i.e. Ladders/MEWPS/Scaffold/Trestles/Step Ladder, etc)						
Fall Protection Measures: (Where work at height cannot be eliminated – consider both Personnel & Materials)	(i.e. Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)						
Hazardous Substances: (Attach MSDS if required)							
	Very Toxic	Harmful/Irritant	Corrosive	Dangerous For the environment	Oxidising	Highly flammable	Explosives
Applicable:	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	79

LOGO HERE

**ABC Company
Safety Policy**

Items Attached:	Yes	No
Sketches	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Plant etc.	<input type="checkbox"/>	<input type="checkbox"/>
Programme of Work	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments	<input type="checkbox"/>	<input type="checkbox"/>

Method Policy Briefing Record

Briefing delivered by:

Position:

Date:

We (the undersigned) have read and understood the attached method Policy and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method Policy.

Name (Print)	Signature	Date

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	81

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	83