



Employers Responsibilities

- 1 Provide and maintain a safe workplace, machinery and equipment.
- 2 Manage work to ensure the safety, health and welfare of employees.
- 3 Ensure risks are assessed and a safety statement is in place.
- 4 Provide and maintain decent welfare facilities for employees.
- 5 Prepare and update emergency procedures.
- 6 Provide appropriate training and information.
- 7 Report serious incidents to the Health and Safety Authority.

Employees Responsibilities

- 1 Co-operate with your employer and others.
- 2 Do not take chances with your life or your colleagues.
- 3 Raise any concerns that something is dangerous.
- 4 Don't interfere with or misuse safety equipment.
- 5 Use equipment correctly.
- 6 Attend training.
- 7 Use protective equipment and clothing provided.

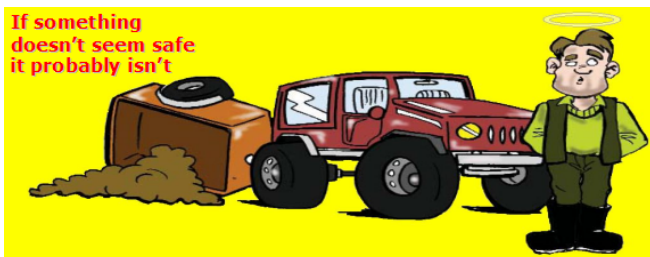


Safety Statement

- 1 Every employer must prepare a written safety statement.
- 2 Safety statement must be for the particular workplace.
- 3 It must identify risks and controls.
- 4 It must include emergency plans.
- 5 Employees must co-operate.
- 6 It must be regularly updated.
- 7 Employers must bring it to attention of people, at least yearly.

Safety Representatives

- 1 It's illegal to ignore or discriminate against Safety Representatives.
- 2 They can inspect the workplace with prior agreement.
- 3 They can investigate incidents.
- 4 They may accompany Inspector if Inspector permits.
- 5 They make representations to employer or HSA.
- 6 Safety reps get information from the Inspector.
- 7 They may consult other safety reps from the same employer.



Incident Follow-up

- 1 Eliminate dangers as required.
- 2 Get medical assistance if needed.
- 3 Preserve the scene of the incident as much as possible.
- 4 Report the accident. Details at www.hsa.ie.
- 5 Carry out your own investigation and draw up a report.
- 6 Prepare the necessary sketches and photographs. Remember to label each carefully and keep accurate records.
- 7 Interview the victim(s) and any witness(es). Record what is said.