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## Introduction and Overview

The objective of this publication is to combine a Safety Statement and a Health and Safety booklet and to give employees and employers the tools they need to develop a site specific Safety Statement to comply with the Safety, Health and Welfare at Work Act 2005, which states that:

"Every employer shall prepare, or cause to be prepared, a written statement based on the identification of hazards and risk assessment carried out, specifying the manner in which the safety, health and welfare at work of his or her employees shall be secured and managed.

It can also be used in each business as a training tool to comply with the legal requirement

“To bring the safety statement, in a form, manner and, as appropriate, language that is reasonably likely to be understood, to the attention of— his or her employees, at least annually and, at any other time, following its amendment, and on commencement of employment”

Common sense indicates that it is better to prevent problems than to deal with the consequences. This especially applies to Health and Safety issues. Over 1.3 million work days are lost annually because of injury or illness sustained at work.

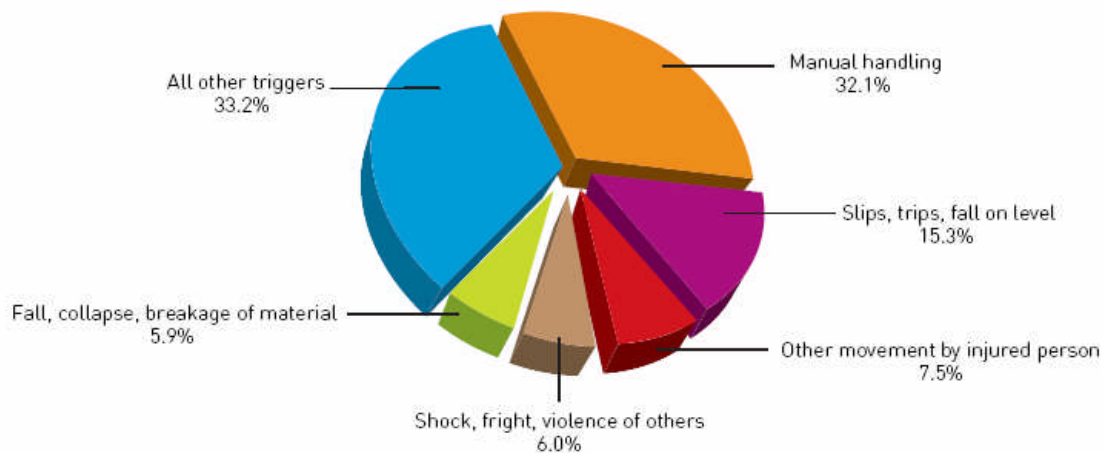
### Summary of injury statistics

	2001	2002	2003	2004	2005
<b>Numbers in employment</b>	1745500	1772000	1835900	1908300	n/a
<b>Number of injuries resulting in more than 3 working days lost</b>	26200	20900	21900	21800	n/a
<b>Number of occupational injury benefit claims made</b>	11752	12280	11096	11705	11759
<b>Fatalities</b>	64	61	55	50	73
<b>n/a – Figures not available</b>					

### Benefits of more being spent on Health, Safety and Welfare at Work

Reducing accidents and avoiding prosecution are two of the benefits of investing in safety, however, management believe that the greatest single benefit they derive from a good Health and Safety environment is improved employee/employer relations and improved employee morale.

## Top 5 Accident triggers in 2004



### Case Studies Relating to Safety Issues

*Don't Make the Headlines!*

#### **Donnelly v Dunnes Stores: Circuit Court, Dublin, May 2006**

A sales woman, who suffered a back injury as a result of tripping in a cluttered stockroom, was awarded damages of €19,853 by the Dublin Circuit Court

#### **DPP for HSA v Simpsons Hospital**

Fines totalling €16,000 were imposed on a nursing home, following the death of a chef, who was crushed when a dumb waiter lift came down and crushed his head and chest. The nursing home's safety statement did not mention the lift and no risk assessment had been done in relation to operating it

#### **DPP v Michael Murphy Co Ltd: Circuit Court Naas, May 2006**

Employees of a company removed a roof contaminated with asbestos residue. A Director was fined for his involvement. Judge Pat Cartan noted the defendant on realising the expense of doing the job correctly took a short cut, which was entirely wrong. Putting the matters right had cost the company €500,000. Doing that from the outset would only have cost €12,000

#### **D.P.P. for HSA v Ascon and RSP-MCOS: Circuit Court, Dublin, April 2006**

Following an accident in which a construction company worker, a member of the safety team, suffered a severe electric shock as a result of an excavator coming into contact with overhead electric wires, a construction company was fined €45,000

## ***Frequently Asked Questions***

### ***What is the Health and Safety Authority?***

The Health and Safety Authority is the national body in Ireland with responsibility for securing health and safety at work. The HSA monitors compliance with legislation at the workplace and can take enforcement action (up to and including prosecutions). They are the national centre for information and advice to employers, employees and self-employed on all aspects of workplace health and safety. The staff of the HSA provide the following services to employers, employees and the public:

- promote good standards of health and safety at work
- inspect all places of work and monitor compliance with health and safety laws
- investigate certain serious accidents, causes of ill health and complaints
- carry out and sponsor research on health and safety at work
- publish codes of practice, guidance and information
- provide an information service during office hours
- develop new laws and standards on health and safety at work

### ***What is a Safety Statement?***

The law emphasises the need for employers (including the self-employed) to manage safety and health in order to prevent workplace injuries and ill health. The basis for the management of safety and health is the written safety statement.

### ***How many people are seriously injured in work each year?***

Over 21000 serious workplace accidents occur each year resulting in an employee missing 3 or more days of work. The injuries include:

- Loss of sight
- Loss of limbs
- Injuries causing permanent disability
- And other injuries which can effect a persons lifestyle or personal relationships.

An additional 23,000 suffer from ill health because of their workplace.

### ***What is the cost of these appalling statistics?***

450/600 million Euro per year

### ***Who picks up the tab for the costs?***

We all do, through increased insurance costs or increased taxation.

### ***What is the main purpose of health and safety legislation?***

The main purpose is to prevent ill health, injury and most importantly fatalities in the workplace. More than one death occurs every week due to accidents in the workplace. That means there is a family every week devastated unnecessarily by workplace negligence.

### **Remember!**

A Safety Statement when complete is not just a box to be ticked on the management to do list. Workplaces constantly change. Your Safety Statement must be updated as conditions change and new risks are introduced. It is recommended that you review your Safety Statement at least once annually. It is also important that you keep detailed records of risk assessments carried out and any controls put in place.

### **DO YOU LIKE TO GAMBLE?**

*Why do we ask?*

Because managers, proprietors or owners of any business who fail to implement the Safety, Health and Welfare at Work Act 2005 and who ignore or fail to identify workplace hazards are playing "Russian Roulette" with their own and their employees lives....**and can face fines and/or prosecution up to €3 million per offence and/or 2 years in jail.**

**Don't procrastinate, do it now!!!!!!!**

## Legislation

The main legislation governing Health, Safety and Welfare includes:

- The Safety Health and Welfare at Work Act (2005) (S.I. 10 of 2005)
  - The Safety Health and Welfare at Work (Construction) Regulations, 2001 (S.I. 481 of 2001)
  - The Safety Health and Welfare at Work (General Applications) Regulations 1993 (S.I. 44 of 1993)
- A full list of all health and safety legislation is available on the website of the Health and Safety Authority ([www.HSA.ie](http://www.HSA.ie))

## Duties & Obligations of Employees & Employers

What are the main duties and obligations of the employer under this the Safety, Health and Welfare at Work Act 2005?

Employers (including self-employed persons) are primarily responsible for creating and maintaining a safe and healthy workplace.

An employer's duties include:

- Managing and conducting all work activities so as to ensure the safety, health and welfare of people at work (including the prevention of improper conduct or behaviour likely to put employees at risk\*).
- Designing, providing and maintaining a safe place of work that has safe access and egress, and uses plant and equipment that is safe and without risk to health.
- Prevention of risks from the use of any article or substance, or from exposure to physical agents, noise, vibration and ionising or other radiations.
- Planning, organising, performing, maintaining and, where appropriate, revising systems of work that are safe and without risk to health.
- Providing and maintaining welfare facilities for employees at the workplace.
- Providing information, instruction, training and supervision regarding safety and health to employees, which must be in a form, manner, and language that they are likely to understand.
- Cooperating with other employers who share the workplace so as to ensure that safety and health measures apply to all employees (including fixed-term and temporary workers) and providing employees with all relevant safety and health information.
- Providing appropriate protective equipment and clothing to the employees (and at no cost to the employees).
- Appointing one or more competent persons to specifically advise the employer on compliance with the safety and health laws.
- Preventing risks to other people at the place of work.
- Ensuring that reportable accidents and dangerous occurrences are reported to the Health and Safety Authority.

\* "Horseplay" and bullying at work would come within these categories

Employers have a responsibility to look after the safety of:

- Themselves
- Their employees' whether they are full time, part time, permanent or temporary.
- Visitors e.g. suppliers, inspectors etc.
- Customers or other visitors

Employers must not:

- Pass on the cost of Health and Safety measures to the employees

Employees also have responsibilities, they must:

Employees (including full or part-time, permanent or temporary, regardless of any employment or contractual arrangement they may have) also have legal duties. They must:

- Comply with relevant laws and protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work.

- Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
- Cooperate with their employer with regard to safety, health and welfare at work.
- Not engage in any improper conduct that could endanger their safety or health or that of anyone else.
- Participate in safety and health training offered by their employer.
- Make proper use of all machinery, tools, substances, etc. and of all personal protective equipment provided for use at work.
- Report any defects in the place of work, equipment, etc. which might endanger safety and health.

Every employer must prepare a written Safety Statement, which should:

- Specify the manner in which the Safety, Health and Welfare of all the employees is to be achieved.
- Identify hazards and assess risks to the Safety and Health of employees.
- State the arrangements made and the resources provided for safeguarding the Safety, Health and Welfare of the employees.
- State the co-operation required from employees as regards Safety, Health and Welfare.
- State the names, including the names of authorised deputies and their job titles, of the persons responsible for the performance of tasks or duties assigned to them on the Safety Statement
- Ensure there is consultation with employees in its preparation and maintenance.

## ***Construction Work***

The Safety Health and Welfare at Work (Construction) Regulations, 2001 detail the specific requirements for all construction work. The definition of construction work is very broad and includes the full range of construction activities including the upkeep and routine maintenance of existing buildings or structures. It also includes for example the maintenance and repair of the services fixed within a structure. They Regulations apply to small and large projects whether you are doing the work yourself or having somebody do it for you. For more information on the Construction Regulations, please visit the HSA website.

## **Safety and Health Competence**

Under the 2005 Act and other safety and health laws, employers are required to have “competent persons” to do various tasks. These people need to have sufficient training, experience and knowledge appropriate to the work to be done.

Where possible, have in-house safety and health experts. If this is not practicable, ensure that external advice and help is available. When carrying out restructuring or reorganization, the employer must ensure that those taking on new safety and health responsibilities are competent.

## ***Driving a positive safety culture***

### **Safety Sense**

#### **What is Safety Sense?**

##### **1. Attitude**

Being determined not to get hurt and not to hurt others.

##### **2. Alertness**

Always being on the watch for hazards and dangers.

##### **3. Knowledge**

Recognising by experience, including the experience of others, what is likely to lead to an accident.

##### **4. Common sense**

Not being careless, refusing to take risks.

#### **Remember**

Accident in the workplace can be caused by:

- Failure to use machinery correctly
- Failure to follow Safety procedures
- Lack of training
- Lack of concentration
- Horseplay

- Boredom
- Familiarity
- Haste
- Untidy/Unsafe and cluttered work areas

Safe workplaces save lives, prevent serious and life spoiling injuries, create a more positive and productive working environment, improve employer/employee relations, reduce absenteeism, create a caring and mutually respectful workforce and saves money.

Personal injury / compensation claims will be difficult to defend if a Safety Statement and all relevant Safety legislation has been ignored or incorrectly implemented.

### Safety and Protective Measures

The following Safety/ Protective measures are recommended to ensure a safe workplace:

- All staff must be instructed in the correct use of machinery, plant and equipment as applicable. Any staff member who feels they have not been adequately trained should immediately inform their supervisor and Safety Officer.
- All machinery and electrical equipment must be fitted with adequate safeguards.
- Precautionary notices in respect of Safety matters must be displayed at relevant points. Staff in these areas must comply with them for their own Safety.
- Appropriate protective clothing and equipment must be supplied, where required, for the protection of the employees and must be used on all occasions.
- Staff must not attend for work while under the influence of drugs or alcohol. Staff taking medication should obtain confirmation from their Medical Practitioner that it is safe for them to attend work and attend/operate machines. All illness must be reported to the management.

### Motivation

One of the biggest challenges and frustrations as an owner/manager is motivating employees. Whether the issues relate to safety, productivity or quality the challenge is great. Here are a few hints for motivating employees, especially when it comes to Safety.

#### Remember, you are the leader

The role of the leader is the same on a playing field as on a construction site, factory floor or any other workplace. You must make everyone feel that they are all in this together, and they can make a difference if they work towards a common goal. Leadership is not about power or giving orders. A leader is someone others want to follow.

#### To be a leader:

- Set an example
- Create a team
- Involve employees in goal setting
- Give employees responsibilities and accountability
- Emphasise competence and quality
- Learn from mistakes
- Give credit to others for their ideas
- Show respect for workers' intelligence and perception
- Be fair
- Minimise conflict

Remember, the factors that motivate employees to work safely are the same factors that motivate people to do anything.

- Praise and recognition encourages repeat behaviour.
- Behaviour that does not get a reaction tends to be forgotten.
- Just because your Safety record or your Safety meetings seem to be going well, don't put off the next meeting or training session.
- Don't assume that because everyone is doing a task safely, they will continue to do so if they aren't rewarded

*Personal injury / compensation claims will be difficult to defend if a Safety Statement and the Safety, Health and Welfare at Work Act 2005 has been ignored or incorrectly implemented.*

## Rewarding Safety Achievements

### Praise

Remember there is no such thing as "too many compliments". Be sincere, and mention the specific action that you want to reinforce. For example, "Your attention to keeping your work area neat and orderly has been very effective in reducing the slip and trip hazards in the area. Thank you for your effort".

### Recognition

For example, mention accomplishments by individuals in Safety meetings and/or put their names on the bulletin board. Distribute memos and make announcements in meetings about the progress of the employees on the implementation of Safety activities, attendance at Safety training, or meeting other Safety goals.

### Celebration

Recognise group achievements by rewarding the achievement in some way a prize each month can go a long way in recognition of successful safety activities.

### Demonstration

Hold a demonstration from employees that have mastered a Safety technique (for example, proper lockout procedures). This can be very useful in helping new employees or assisting others that may still be learning the technique, you will also be recognising the person and further reinforcing the desired behaviour.

45,000 serious work place accidents occur each year

## Safety Activities

Here are a few activities that could be implemented to maintain safety awareness.

### Safety meetings

Approach Safety meetings with a positive outlook and make the presentations interesting and exciting. If you want to get the meeting over with, workers will not learn much and they won't put much priority on Safety

### Safety committees

Increase employee involvement by asking them to assist with monthly Safety meeting preparations, conduct monthly Safety inspections of tools or fire extinguishers, supervise protective clothing inspections, etc

### Safety posters and bulletins

Have a centralised bulletin board used just for Safety bulletins. Change the posters regularly to keep the interest high. There are a lot of materials available through the Health and Safety Authority.

### Suggestion system

To be effective, be sure all suggestions are acknowledged quickly. If the suggestion is not implemented, be sure to explain the reasons. Recognise the individuals and the suggestions that are utilised.

### Safety competitions and prizes

These activities are helpful in increasing the daily awareness level. The contest should have goals that are attainable within a fairly short period of time and they should be designed to create friendly competition.

#### Example

1. Divide your workplace into sections
2. Carry out a monthly safety inspection

Then the section that achieves the "safest section award" for that month gets a prize.

### Key Points

- Lead by example to encourage safe work behaviour.
- Praise and recognition always encourages people to repeat desired behaviour
- Safety activities encourage employee involvement, commitment, and motivation.

# Safety Statement Explanation and Introduction

## What is a Safety Statement?

It is a document that sets out an action programme for safeguarding the safety, health and welfare of your employees while they are at work. It can be considered as a self-assessing control mechanism to monitor Safety and Health performance. It is based on identification of hazards and assessing risks to Safety and Health at the place of work and it must be specific to your workplace.

## *Developing a Safety Statement*

The areas that should be covered by the safety statement are specific and are set out in Section 20 of the Safety, Health and Welfare at Work Act, 2005. It must:

- specify how the safety and health of all employees will be secured and managed
- specify the hazards identified and risks assessed
- give details of how the employer is going to manage his or her safety and health responsibilities, including
  - (a) a commitment to comply with legal obligations,
  - (b) the protective and preventive measures taken,
  - (c) the resources provided for safety and health at the workplace, and
  - (d) the arrangements used to fulfil these responsibilities
- include the plans and procedures to be used in the event of an emergency or serious danger
- specify the duties of employees including the co-operation required from them on safety and health matters
- include the names and job titles of people being appointing to be responsible for safety and health or for performing the tasks set out in the statement
- contain the arrangements made for appointing safety representatives, and for consulting with and the participation by employees on safety and health matters, including the names of the safety representatives and the members of the safety committee, if appointed
- be written in a form, manner and language that will be understood by all
- have regard to the relevant safety and health legislation

### 1. Draw up a Health and Safety Policy

This means putting down on paper what your Health and Safety commitment is when it comes to your employees.

### 2. Identify the hazards

This means looking at your work practices, equipment and tasks and identifying everything that has the potential to cause harm e.g. dangerous chemicals, electricity, working at heights from ladders, poor housekeeping.

### 3. Carry out a risk assessment

This means analysing the hazards that you have identified and deciding if you have taken enough precautions to prevent harm, or if you need to introduce more control measures. For each hazard you should assign a risk rating depending on their likelihood of occurring and severity of harm to be suffered.

### 4. Decide what control measures are needed

Controlling risk means that the employer (as the law requires) does all that is reasonably practicable to ensure that a hazard will not injure anyone (e.g. by eliminating the hazard, enclosing it in a totally enclosed container, using general or local exhaust ventilation, implementing safe operating procedures, or providing personal protection, as a last resort).

You will need to consult with your staff at each stage of the process and you will also need to inform them of the precautions or control measures that you have now decided upon.

### 6. Record your findings

You must record and file everything

- To prove you have completed it correctly.
- To show why you gave each hazard the specific risk rating you gave it.
- To prove you have given your staff training in the safest way to do things

The safety statement must also specify how you are going to organise and assign responsibilities to safeguard your employees' safety and health on a day-to-day basis.

The areas it must cover are:

- available resources
- safety and health competence

- responsibility and control
- co-operation by employees
- consultation
- participation of employees and representation
- planning and setting standards
- measuring safety and health performance

#### 7. Review your programme and update it

Review your Safety Statement at least once per year or more often if you change work practices or buy new equipment. This means checking if the precautions were implemented successfully. You must record the date of the review and ensure all reviews of the Safety Statement are signed and brought to the attention of employees

### *Resources*

The safety statement must detail the resources provided by the employer, in terms of time, people and finance, to ensure the safety and health of employees. For example, the employer should specify the budgets and the commitments to ensure safety and health training for all employees.

## *Safety Policy*

As your employer, we are required to comply with all safety and health legislation that applies to this company.

With this in mind we have carried out risk assessments of all our key operations and processes in all the workplaces we control. We have discussed these risk assessments with all relevant employees and worked with the safety committee in preparing this safety statement.

This statement sets out the safety and health measures we are implementing to protect everyone who works here. The Board of ABC Ltd has endorsed this statement and gave me the responsibility to implement it.

I am committed to ensuring that the safety and health measures set out in our safety statement are met.

John Doe, Safety and Health Officer, will give advice and information on how to comply with this safety statement but everyone, especially if you are in a management or supervisory position, is responsible for ensuring compliance where they work. We expect all employees to co-operate with us so that we can achieve our target of avoiding accidents. Consultation on safety and health matters, between senior managers and all employees, will be carried out through the safety committee, which you have selected.

You must play your part under the safety statement. Comply with all the safety and health rules for your area. Work safely and think of others as you do. Know and understand the risk assessments for your area. Report safety and health problems to your supervisor. Know who your safety representative is and contact him or her with any safety and health enquiries you may have.

Signed

Date

*Owner/Manager*

## Safety Statement Contact Details

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Business Activity:** \_\_\_\_\_

**Business Tel. No.:** \_\_\_\_\_

### Emergency Contact List

	Contact Name	Phone No.
First Aider		
Owner		
Manager		
Safety Representative		
Safety Officer		
Deputy Officer		
H&SA local office		
Doctor		
Fire Brigade		
Gardai		
Ambulance		
Others		

# The Identification of Workplace Hazards

## Definition of a Hazard

Anything with the potential to cause harm

## Hazard Identification

Having documented your policy, next, you must identify the hazards involved in your business.

*The 5 main categories of hazard are:*

1. *Physical*
2. *Chemical*
3. *Biological*
4. *Health*
5. *Human Factors*

## *Physical Hazards*

This group of hazards is the most important because it is the one that causes the most accidents and also affects the largest numbers of employees. Examples include:

- Scaffolding and platforms
- Pressure systems (steam boilers)
- Trailing cables and leads
- Steps and ladders
- Water
- Forklifts
- Work Equipment etc.
- Machinery
- Goods in storage
- Manual Handling heavy equipment
- Wet floors
- Electricity
- Flammables
- Pets

*Examples of some outcomes of these hazards include:*

- Slips, trips and falls
- Electrocution
- Entrapment in moving parts
- Backache
- Impact with sharp edges
- Fire and explosion

Most accidents are caused by manual handling when moving, pushing, pulling and lifting loads. Incorrect manual handling can cause a severe back injury and a lifetime of pain and discomfort. Where possible, manual handling should be avoided altogether, and when this is not possible, the tasks involving manual handling should be risk assessed and appropriate controls put in place.

One such control measure is proper training - so ensure all staff know how to lift correctly and safely. Following are the Basic Rules of "Correct Manual Handling":

- 1) Assess the task the area and the load, ensure it is not too heavy.
- 2) Form a broad stable base with feet flat on the floor.
- 3) Bend the knees to use the muscles in the thighs for the lift.
- 4) Keep a straight back, bent knees and a straight back means that the central point of gravity remains over the weight and so reducing the strain.
- 5) Get a firm grip using the palm of the hand and roots of the fingers rather than the fingertips.
- 6) Keep arms close to your sides for stability.
- 7) Keep the load as close to the centre of gravity as possible.
- 8) Turn the feet in the direction of movement to counterbalance the load.

## ***Chemical Hazards***

Chemical substances are used in nearly all organisations. They range from common everyday products such as glues and correction fluids to industrial solvents, dyes, pesticides or acids. Regulations require certain chemicals to be labelled according to their hazards.

Manufacturers and suppliers are legally required to provide material safety data sheets, which give information on the safety and health risks of any chemical substances. They should be asked for this information.

Some common chemical dangers which you should be aware of are:

- Environmental Dangers
- Flammability
- Correct Storage Requirements
- Separation of Incompatible Chemicals.
- Potential for Respiratory damage
- Toxicity
- Reproductive Hazards
- Long term effects of exposure
- Potential for skin irritation

*Examples of some outcomes of these hazards include:*

- Occupational Asthma
- Dermatitis
- Cancer

If you use or work with chemicals or solvents you should refer to the code of practice for the Chemical Agents Regulations, which lists several hundred dangerous chemical agents.

## ***Biological Agent Hazards***

These include viruses and bacteria that can cause infection and substances from plants or animals that can lead to other health problems.

The following hazards are likely to occur in places such as farms or abattoirs, hospitals or laboratories:

- Tuberculosis and Brucellosis caused by contact with infectious cases
- Farmer's Lung caused by spores from mouldy hay, etc.
- Hepatitis caused by unprotected handling of waste or infected body fluids.

If you work in or are responsible for any of the above activities you should consult the Biological Agents Regulations for further information on identifying biological agent hazards and methods of control.

## ***Health Hazards***

This group of hazards includes hazards that have the potential to affect health:

- Negative stress (e.g. from poor work organisation or control, repetitive strain, etc)
- Noise (e.g. if people must raise their voices to be heard)
- Harmful dusts (e.g. from grinding)
- Unsuitable lighting levels
- Some types of light (e.g. over-exposure to ultra-violet light can cause skin cancer)
- Vibration (e.g. from pneumatic rock or concrete breakers or drills)
- Sources of radiation
- Extremes of temperature
- Ill health through poor design of tasks or machinery
- Radiation hazards including naturally occurring radon

*Examples of some outcomes of these hazards include:*

- Noise induced hearing loss
- Stress related illness

- Respiratory problems
- Cancer
- White finger syndrome
- Arc eye

### ***Human Factors Hazards***

Apart from physical surroundings, human factors must also be taken into account when identifying hazards:

- People should be mentally and physically capable of doing their jobs safely.
- The workplace, the work system, the organisation of work and the job should be designed so as to avoid causing sustained stress.
- Workers should not be subjected to bullying by or violence from other workers or members of the public.

Some groups are particularly vulnerable:

- Young workers, who have a higher accident rate
- Pregnant women (see the General Application Regulations)
- People with disabilities
- New or inexperienced workers
- Workers who have recently changed roles or jobs or started work in a new workplace
- Older workers
- Workers whose first language is not English

### **Hazard identification and Risk Assessment**

Don't be overcomplicated. In most firms in the office, retail, commercial, service and light industrial sector, the hazards and hazardous work activities are few and simple. Checking them is common sense, but necessary. In small firms, employers understand their work and can identify hazards and assess risks themselves. For larger firms, a responsible experienced employee or safety officer should be used. Consult and involve as necessary all employees, including the safety representatives. But remember – the employer is responsible for seeing that the work is adequately done.

## Checklist to Identify Hazards

	Yes	No		Yes	No
Are your staff aware of your work systems?			Are escape routes clear?		
Are your work systems safe?			Is there safe means of access to heights?		
Is it possible to take short cuts'			Are goods safely stacked'		
Is it possible to do the job in a few ways?			Is there training, consultation, Information and supervision of employees in Health and Safety'		
Does one of these ways save most time?			Are records kept of Safety training'		
Is your equipment and Machinery safe? i.e. guarded if necessary and maintained regularly'			Is ventilation adequate?		
Are the manufacturers instructions followed for machinery and equipment?			Is personal protective equipment provided and used?		
Are portable equipment such as ladders, welders, electrical tools, etc., properly maintained?			Do your VDU's comply with Safety standards?		
Are boilers, air receivers, lifts and cranes examined and maintained?			Are First Aid Provisions Adequate'		
Can manual lifting, pulling, pushing or dragging of heavy weights be avoided'			Is there any history of accidents/ill health in the business'		
Are your staff trained?			Are accidents reported to the Health and Safety Authority'		
Is care taken with chemicals?			Are there any other hazards in the workplace?		
Do you have the Safety Data sheets?			Are employees adhering to all remedial steps to avoid injury?		
Are there health hazards processes giving rise to dust or fumes?			Are the welfare facilities (e.g. toilet/washing /eating/drinking) adequate'		
Have you made arrangements for emergencies and fire-fighting?			Are employees and outside contractors aware of your Safety Statement'		
			Are your safety bulletin boards current?		

## Record of all Potential Hazards

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Risk Assessment

A Risk Assessment must be carried out on all hazards

Risk means the likelihood, great or small, that someone will be harmed by a hazard, together with the severity of the harm suffered. Risk also depends on the number of people who might be exposed to the hazard.

In assessing the risk, you should estimate:

- How likely it is that a hazard will cause harm?
- How serious that harm is likely to be?
- How often and how many workers are exposed?
- Is the hazard well controlled?
- Remember: Consider who can be harmed (include visitors, contractors, the public etc.. as appropriate).

Then you can weigh up whether you have taken enough precautions or should do more to prevent harm. You can also decide if any corrective measures are especially urgent.

### Example

1. The risk to staff of a manual handling injury due to lifting children in a crèche is Harmful because the harm that could be caused is back ache, however, back ache is Unlikely because the staff have had training – see where this fits on the risk matrix below.

2. The risk of physical injury from a band saw in a butcher’s shop which does not issue personal protective equipment to its staff is Extremely Harmful due to the injury that may occur and Highly Likely see below

	UNLIKELY	LIKELY	HIGHLY LIKELY
SLIGHTLY HARMFUL			
HARMFUL	1.Lifting children		
EXTREMELY HARMFUL			2.Cutting meat on a band saw

### Guidelines for levels of harm

**Slightly harmful** means:

- Minor cuts and for abrasions
- Occurrences of a temporary nature

And

- The number of people that may be affected is very limited

**Harmful** means:

- Fractures
- Concussions
- Severe lacerations
- An environmental incident that affects the whole site

And

- Potentially a number of people may be affected

**Extremely harmful** means:

- Death, amputation or occupational cancer
- An environmental incident that affects the wider community
- Toxicity associated with mixing chemicals.
- Explosions or fire.

And

- A significant number of people may be affected

### Guidelines for levels of likelihood

**Unlikely** means:

Not expected to happen

**Likely** means:  
To be expected occasionally

**Highly likely** means:  
Expected to happen at any moment

## *Risk Rating*

This section deals with allocating a specific risk rating of high, medium or low to each hazard; each section in the matrix below carries a number and a colour, which signifies the rating. Risk rating is calculated by multiplying the score for the likelihood of occurrence, by the score for severity. This works in conjunction with the previous section.

- Numbers 1 and 2 are coloured green, and are a low risk.
- Numbers 3 and 4 are coloured orange and are a medium risk
- Numbers 6 and 9 are coloured red and are a high risk

Example: If a hazard has been identified as being Extremely Harmful and Highly Likely then it would fit in to the box below numbered 9 and it would get a risk rating of High, this being the most serious risk.

	UNLIKELY (1)	LIKELY (2)	HIGHLY LIKELY (3)
SLIGHTLY HARMFUL (1)	1	2	3
HARMFUL (2)	2	4	6
EXTREMELY HARMFUL (3)	3	6	9

Anything marked high risk requires immediate intervention, on going attention and evaluation either on a daily or weekly basis to remove the hazard or reduce the risk to an acceptable level. Risks marked medium require periodic evaluation and any omissions should be included within a 4 week period. Risks marked low risk require annual or 6 monthly evaluation and any omissions should be dealt with in that time frame.

## *Precautions*

When deciding on the precautions necessary to rectify the risks that have been identified ask yourself

- Can I get rid of the hazard altogether?
- Can I change the way the job is done so as to make it safer?
- If not, what safety precautions are necessary to control this risk?

Then, start with the risks that received a rating of high, move on to the risks that received a rating of medium and finally deal with the risks that received a rating of low

If you have more than one hazard with the same risk rating you must begin with the hazards in that risk rating category that affect the largest numbers of people.

*Example:* If there are two hazards with a risk rating of high assess how many people they will affect, if one affects the whole workforce and the other affects fewer people you must address the hazard that will affect the whole workforce first.

Common sense tells us that life cannot be totally risk-free. However, you are required to do all that is reasonably practicable to minimise the risk of injury. You will have done all that is reasonably practicable if you have:

- Exercised care in putting in place necessary preventive measures
- Have identified the hazards and risks relating to the place of work

- Have put in place appropriate measures such that it would be grossly disproportionate to do more

**Some common precautions used to reduce risk are:**

- Replacing a high risk system of work with a less harmful system e.g. using mechanical aids to reduce or eliminate the need for manual handling
- Replacing a harmful substance with something less harmful, e.g. replacing flammable cleaning wipes with a water based alternative
- Designing the workplace to reduce risk, e.g. providing guardrails around roof mounted equipment or designated walkways and crossing points through areas with moving vehicles
- Ensuring a clean and tidy workplace to prevent trips and slips
- Extracting or containing harmful dusts or vapours at source e.g. providing a fume cupboard with extraction
- Adapting the work to the individual, e.g. providing adjustable height tables or chairs to reduce muscle injuries
- Isolating the process or the worker e.g. switching off and isolating machines before carrying out repairs or alterations
- Safeguarding machinery, e.g. providing interlocked guards that switch off the machine if someone tries to gain entry to dangerous parts of it
- Providing adequate training and supervision
- Establishing emergency planning procedures, including first aid
- Providing protective equipment, clothing or signs (they should be used only as a last resort after all other ways of eliminating the hazard have been fully explored)
- Analysing and investigating accidents (including ill-health) and dangerous occurrences
- Using permit-to-work systems or safe working procedures

***Record all of your findings***

You must record everything to show why you gave each hazard the specific risk rating for training and to prove you have completed it. All of these recordings will be contained in your Safety Statement for inspection in the event of a visit from the Health and Safety Authority.

## *Risk Assessment Template*

Company Name: _____ Assessment carried out by: _____			
Company Address: _____			
Area/Department/Activity: _____			
Hazards and Risk	Who might be harmed	Controls in place	Person Responsible
<i>Physical?</i> <i>Chemical?</i> <i>Health?</i>	<i>Employees?</i> <i>Visitors?</i> <i>Contractors?</i> <i>Public?</i> <i>Maintenance?</i>	<i>Guarding?</i> <i>Safe system?</i> <i>Training?</i>	<i>Owner?</i> <i>Operator?</i> <i>Technician?</i> <i>(include names where appropriate)</i>
<i>Refer to previous sections of this guide to help in completing this template!</i>			
Risk Rating: _____			
Signed: _____		Date: _____	
Review Date: _____			

# Organisation and Responsibilities

## Organisational Chart

The organisational chart must be filled out to reflect the actual chain of command in a business. The arrows indicate the lines of communication - they are double headed to show that the lines of communication are open in both directions.



## Responsibilities of the Owner/Manager

- That adequate resources are made available, in terms of time, finances and personnel to ensure the Safety Policy is effectively implemented.
- That all staff under his/her control are fully aware of their responsibilities in relation to Safety and that they know they have a right to Safety information.
- That all staff under his/her control are aware of their Health & Safety accountability.
- That all operations under his/her control are examined in order to identify the hazards and assess the risks.
- That all staff under his/her control receive adequate training including any specialist training that might be required e.g. Machinery Safety and operation, manual handling, etc. and that there is a procedure in place for consultation about Health and Safety. That a trained First Aider is always available.
- That safe systems of work are incorporated into all appropriate activities e.g. use of dangerous equipment/product.
- That all equipment receives routine inspection and maintenance in accordance with legislative standards and good practice. And that all dangerous parts of machinery are adequately safeguarded.
- That a comprehensive fire evacuation plan is prepared and communicated to all employees.
- That the content of the Safety Statement is communicated to all employees and that up-to date copies of the Safety Statement are available to all staff.
- That any job descriptions or contracts of employment adequately describe all Health and Safety responsibilities.
- That all accidents and dangerous occurrences are recorded investigated and acted upon and that Safety inspections are routinely carried out
- That adequate and competent supervision is available at all times.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Owner/Manager*

## ***Responsibilities of the Safety Officer***

- That safe working conditions and practices are maintained.
- That he/she communicates with personnel under his/her supervision regarding Safety policy procedures and conditions.
- That he/she sets a good example of safe working practices and promptly corrects unsafe practices by employees under his/her jurisdiction.
- That all employees are aware of the hazards that exist, and that they are trained in the safe way to work with these hazards.
- All Safety rules are enforced firmly and fairly.
- Everybody is aware of the fire procedures and fire drill and the location of the first aid facilities
- That good house keeping is maintained
- That the Safety representative gets an opportunity to liaise with him/her if they have any suggestions from other staff members.
- That he/she attends the Safety meetings.
- That he/she investigates all accidents including those, which result in minor injury or where potential for serious injury was present (recording same).
- Ensures reportable accidents and dangerous occurrences are notified to the HSA
- That all injured personnel are promptly referred to hospital or to a doctor for treatment if necessary.
- That all new or changed facilities or equipment are checked to ensure their Safety before operation.
- That he/she is aware of and understands all applicable Safety practices and regulations by keeping up to date.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## ***Responsibilities of All Employees***

- Make yourself familiar with and conform to the Safety and Health programme of the business including all the instructions given to you by supervisors and others with responsibility for Safety and Health.
- Observe Safety rules at all times.
- Comply with relevant laws and protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work.
- Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
- Cooperate with their employer with regard to safety, health and welfare at work.
- Not engage in any improper conduct that could endanger their safety or health or that of anyone else.
- Participate in safety and health training offered by their employer.
- Make proper use of all machinery, tools, substances, etc. and of all personal protective equipment provided for use at work.
- Report any defects in the place of work, equipment, etc. which might endanger safety and health.

## ***Responsibilities of others (contractors, customers, visitors etc.,)***

- Observe the Safety rules and the instructions given by persons enforcing the Safety policy.
- Do not commence work until you are familiar with the Safety and Health rules of the business.

## ***Safety Representatives***

The employees should have an opportunity to elect a colleague to represent them in any safety issues. This person is called a Safety Representative. The Owner Manager has a responsibility to allow this process to take place.

### ***The Safety Representative should:***

- Be elected by the staff.
- Be fully familiar with the Safety Policy.
- Obtain information from and make representation to his/her employer
- Carry out inspections and investigate accidents.
- Accompany an inspector on a visit to the business.

- Get time off without loss of pay to perform his/her duties\_
- Not placed at a disadvantage by being a Safety rep.

## **Safety Consultation**

Safety Consultation is the process that facilitates participation by all employees in safety and health matters. Pooling knowledge and experience through employee consultation, participation and representation means that safety and health becomes everybody's business. A safety consultation programme is required by law.

The following staff members will have consultative responsibilities see below:

- Safety Officer
- Safety Representative

The **Safety Officer** will be responsible for:

- Co-ordinating consultation with the staff
- Providing appropriate information to the staff and their nominated Safety Rep/s on all matters pertaining to Safety, Health and Welfare
- Reporting directly to the manager/owner (see organisational chart) on all matters of Safety

**The consultation duties of the Safety Officer**

- To co-ordinate the decisions of the Safety consultation group.
- Attend and chair all Safety meetings.
- Analyse and implement recommendations of the meeting and investigate all serious accidents and dangerous occurrences on site and report to the next meeting.
- Advise on all Safety matters including safe working practices, legal requirements, personal protective equipment, training, etc.
- Liaise with enforcement authorities on new Safety legislation, accidents, and dangerous occurrences.
- To carry out Safety checks/inspections with the Safety Representative
- The staff should be afforded the opportunity to elect a Safety Representative and they can then make representation to the company on any topic of concern relating to Health Safety and Welfare through the Safety Rep/Reps or directly with the manager/owner if necessary.

**The consultation duties of the Safety Rep are:**

- To be given full access to all Safety information available.
- To get on going training.
- To be immediately informed when an inspector of the enforcement authority visits the premises.
- To attend all Safety meetings.
- To carry out Safety checks/inspections with the Safety officer
- To discuss all accidents with the Safety officer in order to prevent a re-occurrence.
- To present employees suggestions on Safety.

## ***Safety Consultation Group Members***

Chairman ( <i>Safety Officer</i> )
Deputy
Safety Representative
Deputy
Advisor ( <i>External</i> ) if applicable
First Aider
Group Members

## **Safety Meetings**

The members of the Safety group will ensure minutes of the meetings are recorded and filed including the names of all who attended. The copies of the minutes and any recommendations will be sent to the owner. The agenda should be drawn up prior to the meetings and the date of the next meeting should be agreed at the end of each meeting. It is vitally important that all documentation relating to Safety matters is filed and kept.

There should be a formal review of the Safety system chaired by the owner/manager on an annual basis and this also should be recorded along with any decisions that were made.

## **Safety Training & Instruction**

All staff employed by the company must receive induction training on commencement of employment to ensure that they fully understand the hazards and risks of their work and what Safety precautions and emergency procedures are required. Training will also be given as required in manual handling, fire fighting equipment, first aid, use of bailers/compactors, steam cleaners (please add in specialist equipment that applies to your business). Training will also be given as necessary to management personnel to ensure that they have the necessary skills and knowledge to manage their areas safely and without risk to health.

All records relating to training must be kept and must contain the following information:

### ***Training Record***

<i>Name of trainee</i>
<i>Date</i>
<i>Signature</i>
<i>Details of training given</i>
<i>Tutor</i>

If members of staff are required to wear Personal Protective Equipment then they must be trained in the correct use of the appropriate PPE and they should be informed as to why they must wear it. You must keep records of this in the training file.

A comprehensive Fire & Evacuation plan must be drawn up by all companies and be posted on a notice board to ensure all employees are co-ordinated in case of an emergency

## Safety Considerations

### Fire Safety

This includes choosing the fire wardens to get people out of the building in case of a fire and choosing the fire assembly points.

Fire drills must be held regularly so that employees become aware of a means of escape. All means of escape in case of fire (other than means of exit in ordinary use) must be clearly marked by a notice or an illuminated Emergency Exit sign. Records must be kept of all fire drills.

The fire alarm must be tested regularly.

#### On discovering a fire:

- Notify personnel in the immediate area and obtain help
- Raise the alarm and have the building cleared in accordance with agreed procedures
- Notify supervisory and security staff, if applicable
- Attack the fire only if there is no risk of personal danger
- Do not use lifts
- Do not delay
- Assemble at designated "Assembly Point" to allow personal count
- Do not re-enter building until it is advised it is safe to do so

#### On hearing the fire alarm:

- Switch off all equipment (if possible)
- Leave building by the nearest exit
- Close doors as you leave to reduce spread of fire
- Do not stop to collect personal belongings
- Do not run

#### Fire Extinguishers

Everybody should be aware of the many types of fire extinguisher.

DRY POWDER - Suitable for carbonised materials e.g. timber, paper, textiles, etc.

WATER/ FOG SPRAY - Suitable for flammable liquids, grease, oil, etc

CO2 GAS - Suitable for fires in electrical equipment. Caution: A toxic gas may be produced.

- All fire extinguishers must be charged, mounted on walls and inspected by an outside specialist on an annual basis.
- Fire hoses must be maintained in proper working order and must be inspected by an outside specialist on an annual basis.
- An outside specialist on an annual basis must test fire alarms. In addition alarm panels must be checked for "fault" conditions on a daily basis (where applicable).

The fire assembly points are:


The fire wardens are:


All staff must be shown how to use fire-fighting equipment and the records of this training must be recorded in the training file.

### Emergency Exits

- All emergency lighting and "Emergency" signs at the emergency exits must be checked on a daily basis
- Fire Exit doors must be checked to ensure they are closed and in good condition on a daily basis.
- Doors to stores, and other areas containing combustible materials must be kept closed when not in use.
- Signs instructing personnel to use the stairs and not the lifts (In the event of a fire) must be checked on a daily basis, where applicable.
- All flammable liquids must be stored in approved metal containers in a separate store or at specifically designated areas.

### Smoking Policy

Each business must have their own smoking policy detailing the external areas where smoking is allowed and what is to be done with cigarette butts. It must be displayed in a prominent place like reception or the canteen.

SMOKING IS ALLOWED IN THE FOLLOWING AREAS ONLY


### *Access & Egress*

Access to and exits from all places of work must not be restricted in any way - e.g. factory/ production area/ packing area/ shopping aisles and/or storage areas. Visitors should be accompanied by a staff member at all times and contractors if not constantly supervised must be trained in the hazards of the area in which they are working and shown how to get out in an emergency.

- All access routes must have adequate lighting including external yard areas used for evacuation
- Floor surfaces must be maintained in a clean and safe condition at all times.
- Automatic doors must be maintained to ensure they operate properly in the event of an emergency.

### *Visual Display Units*

Minimum requirements for work with visual display units (VDUs) are set down. These do not apply to small screens on machines such as bank ATM machines, calculators, cash registers, etc. The regulations cover not just the VDU itself but the operator, the desk, chair and the surrounding area.

- All workstations must be designed to suit the tasks carried out at them.
- The employer must ensure a risk assessment is carried out on each workstation.
- The risk assessment must include an assessment of the environment (space requirement, lighting, reflections,

glare and radiation, heat, humidity) and the equipment itself, the display screen, the keyboard, the work area and the software in use.

- Adequate breaks from screen work must be arranged. All employees using VDUs are entitled to eye tests and corrective lenses if they are needed for their work (paid for by the employer).

## ***Contractors & Visitors***

Employers must ensure that any contractors employed carry out their work safely and that contractors and visitors are made aware of the hazards of the employer's workplace.

- Prior to commencing work, contractors must be requested to provide evidence of their safety statement and safe work practices and relevant insurances
- The relevant sections of the company safety statement must be brought to the attention of contractors
- While on the company premises, the contractor must have the relevant section of their safety statement available for inspection
- Contractors must only use their own equipment and not borrow any company equipment

## ***Accident Reporting***

- All accidents, which occur on the premises, must be recorded in the accident book.
- The Safety Officer must investigate all accidents.
- All notifications to the regulatory authority must be made by the owner /manager and/or safety officer
- The causes associated with all accidents must be discussed at the proceeding Safety meeting.
- The insurance company must be informed.

### **Notification of accidents**

The law requires that all accidents at work must be notified to the Health and Safety Authority on the approved IR1 form – this can be done by ordering the form from the HSA or completing the form via their website.

The details entered on to the forms must include:

- What occurred,
- How it occurred and
- The type of injury caused.

### **The Authority must be notified using Form IR1 if any of the following occur:**

- A work accident causing the death of any employed or self-employed person.
- A work accident that prevents an employed or self-employed person from working for more than three days.
- An accident caused by a work activity, which causes the death of, or requires medical treatment to, a person not at work: e.g. a passer-by.

### **The Authority must be informed using Form IR3 if the following occur:**

**ANY DANGEROUS OCCURRENCE INVOLVING:**

- Lifting machinery, pressure vessels or electrical short-circuit.
- Explosion or fire.
- Escape of substance.
- Collapse of scaffolding, building or structure.
- Unintentional ignition or explosion of explosives.
- Failure of a freight container or an incident occurring from the conveyance of dangerous substance by road.
- Failure of breathing apparatus.
- An incident-involving overhead lines carrying 200 volts or more.
- A train crashing at a factory or dock.
- The bursting of a revolving vessel, mechanical powered wheel or grindstone.

These people who must report accidents are:

Details of the accident Person responsible for reporting

In the case of the death or injury of employees	The employer
In the case of the death or injury of a person receiving training	The persons providing the training
In the case of the death or injury of persons not at work under their own control	The person in control of the place of work where the death occurred
In the case of the death or the of a self-employed person at work under their own control	Their next of kin
Self-employed persons in relation to accidents to themselves	The individual themselves

- Records containing full details of all accidents or dangerous occurrences notified to the Health and Safety Authority must be kept for 10 years.

### ***First Aid***

Where there is a risk of injury, a trained First Aider and suitable first aid equipment must be available. This contact list should be displayed in a prominent position on the premises.

	Contact Name	Phone No.
First Aider		
First Aider		
First Aider		
Owner		
Manager		
Safety Representative		
Safety Officer		
Deputy Officer		
HAS local office		
Doctor		
Fire Brigade		
Gardai		
Ambulance		
Other		

## First Aid Box locations


## Personal Protective Equipment

Personal Protective Equipment or clothing is available in many forms, such as:

- Uniforms.
- Headwear.
- Protective boots.
- Chain mail gloves.
- Goggles etc.

The nature of PPE used will depend on the results of the risk assessment – remember: PPE should only be used as a last resort when all other control measures have been exhausted.

1. If the Job requires a staff member to wear PPE then the management must supply it free of charge and it must be used by the employee once he/she has been trained how to use it.
2. To refuse to wear it is a disciplinary procedure and also breaking the law.
3. Any person working in a noisy area should be provided with hearing protection where the noise reaches 85 decibels as this is the first action noise level, which means a risk assessment must be carried out if the noise reaches this level.
4. Where there is a risk of injury to feet steel toe capped shoes must be provided
5. A helmet must be worn if there is a risk of objects falling on to someone i.e. if work is carried out at a level over 8 feet.
6. People handling chemicals, dangerous substances, abrasive items etc. must wear gloves and or goggles.
7. People expected to work in adverse weather conditions must be supplied with out door rain protection.

## Pregnant Employees

The Health Safety and Welfare at Work (Pregnant Employees) Regulations provide an additional legal basis for protection of employees during pregnancy and for 26 weeks of breast-feeding. The regulations apply to all places of work and all fixed term and temporary employees.

They apply to women who are:

- Pregnant
- Within 14 weeks of giving birth
- Or breastfeeding (this applies for 26 weeks after giving birth)

The employee must give notice of her pregnancy to her employer in writing via a cert from her doctor as soon as is practicable Once the employer is informed he/she must carry out a risk assessment of the job the employee is doing and take action to ensure that she is not exposed to anything, which will damage either her health or that of her developing child:

- a. By assessing the risks of:
  - What the employee is exposed to
  - And the duration and frequency of exposure
- b. By acting to ensure there is no risk of damage to health and then the employer must inform the employee of the outcome of the risk assessment.
- c. The risks where present must be reduced by adjusting the working conditions and/or hours of work
- d. If this doesn't reduce the risks the employer must provide suitable alternative work.

e. If this is not possible the employer should give the employee Health and Safety Leave  
Unless the risk assessment indicates that there will be no injury to the employee or the developing child, pregnant employees must not work with:

- Pressurisation chambers
- Rubella – unless adequately immunised
- Toxoplasma
- Lead and lead substances
- Underground mine work

Unless the risk assessment indicates there will be no injury to the employee or the developing child, employees who are breastfeeding must not work with:

- Lead and lead substances
- Underground mine work

## ***Violence to Employees***

Employees dealing with cash or high value goods are always vulnerable to attack. The local crime prevention officer of the Gardai will be able to give you information on how to reduce the risk in your local area.

### **Precautions to reduce the risks**

- Reduce the amount of valuable cash e.g. by using time-locked safes and display signs in your business to indicate this
- Identify higher risk times and take extra precautions at those times.
- Instruct employees in the handling of disputes and in the correct use of security equipment and procedures.
- Employees should not resist if theft is the obvious motivation for the attack.
- Video surveillance equipment may help to deter attackers.
- Lone workers are vulnerable. Extra measures e.g. personal panic alarms may be required and should be tested regularly.

Remember - Isolation from colleagues may put employees at increased risk and may make them feel more vulnerable to violence.

## **Disciplinary Procedure**

In any case of negligence in relation to safety the disciplinary procedure must be followed.

### **The following procedures will apply**

- If it is necessary to take formal action a verbal warning will be issued which will indicate the Health and Safety rule which has been breached, how the employee is to rectify the situation and how much time they are allowed.
- If the required improvement has been achieved the employee will be notified.
- If improvement is not achieved a further warning will be given in writing stating that if the issue is not resolved within another timeframe, dismissal will result.
- If any instances of alleged wilful breaches of the Safety rules occur the case will be investigated quickly and fully, and the employee may be suspended with or without pay. The employee is entitled to have a colleague or representative present.
- Depending on the outcome of the investigation the employee will be dismissed, given another warning or returned to normal work.
- All warnings will be noted in the employees file.
- Note: In cases of gross misconduct immediate dismissal may be considered

## **Work Safe Rules!**

- NEVER use any machine, tool, equipment or substance unless you have been fully trained in using it safely

- ALWAYS check the label on any Substance before you use it to find out what precautions must be taken
- ALWAYS report Accidents / Incidents / Near Misses / Hazards
- ALWAYS keep your work area clean and tidy
- NEVER Run
- ALWAYS Climb safely, using appropriate steps/ladder
- ALWAYS lift, carry, put down, pull and push safely in accordance with your Manual Handling training
- NEVER engage in any form of Horseplay/ Bravado in any way
- NEVER carry out any electrical work unless you have been trained to do so
- ALWAYS Take Reasonable Care For Your Own Safety and that of others
- Wear PPE provided and don't use if damaged
- ALWAYS handle cutters with care - NEVER use a cutter unless you have been trained in how to use it safely – use the correct cutting device for the job at hand
- NEVER come to work under the influence of Alcohol Or Drugs
- Maintain good standards of personal hygiene
- NEVER Distract another person who needs to be concentrating on their work - ALWAYS wait until it is safe for them to give you their attention
- ALWAYS use whatever equipment is given to you properly and safely – NEVER Interfere with any safety device

## Health and Safety Authority Addresses

### **Head office**

#### **Health and Safety Authority**

10 Hogan Place  
Dublin 2

- Tel: 1890 289 389
- Fax: 01-614 7020
- wcu@hsa.ie

#### **Athlone Office**

Block A, 2nd floor  
Monksland Retail Business Park  
Athlone  
Co. Roscommon  
Fax No: 09064 92914

#### **Cork Office**

3rd Floor  
1A South Mall  
Cork  
Fax: 021 4251217

#### **Galway Office**

Odeon House  
Eyre Square  
Galway  
Fax: 091 564091

#### **Limerick Office**

Ground Floor  
Park House  
1 - 2 Barrington Street  
Limerick  
Fax: 061 419559

#### **Sligo Office**

Government Offices  
Cranmore Road  
Sligo  
Fax: 071 9144078

#### **Waterford Office**

5th Floor  
Government Buildings  
The Glen  
Waterford  
Fax: 051 870610

The Workplace Contact Unit can be contacted through the Authority's LO-CALL Number **1890 289 389** which can also be used to access the HSA Publications Section.

The Health and Safety Authority is the national body in Ireland with responsibility for securing health and safety at work. It is a state-sponsored body, established under the Safety, Health and Welfare at Work Act, 2005 and it reports to the Minister for Enterprise, Trade and Employment.

A comprehensive schedule of all Health and Safety legislation can be accessed via the HSA website:

[www.HSA.ie](http://www.HSA.ie)

or

The Government Publications Office  
Molesworth St, Dublin 2  
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