



Safety Statement

Premium Office Supplies
23-25 High Street
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Introduction

This Safety Statement outlines the general safety policy and procedures of **its**.

The Safety Statement is based on the requirements of the relevant legislation, and the outcomes of a health, safety and welfare risk assessment.

Support Documents

The following support documents are available to support this Safety Statement.

These support documents provide guidance on various topics, relevant forms and checklists, etc.

These documents can be accessed from the **Guideline Documents** button on the Risk Assessment screen of Safety Expert™ 2005.

Document Title	Details
General Workplace Audit Form	<p>This checklist can be used to carry out an initial assessment of good “housekeeping” practices in the workplace.</p> <p>It can also be used for periodic checks – e.g. a monthly check to ensure that the workplace is in maintained in a safe condition.</p>
Accident Report Book	<p>Use this form to record any accidents that occur in the workplace (note that in some circumstances accidents and dangerous occurrences must be reported to the Health & Safety Authority – see below)</p>
Notification of Accident Form (IR1 Form)	<p>This form must be completed and returned to the Health & Safety Authority in the following circumstances:</p> <ul style="list-style-type: none"> An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment, An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident, An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment,
Notification of Dangerous Occurrence Form (IR3 Form)	<p>This form must be completed and returned to the Health & Safety Authority if there is a dangerous occurrence in the workplace (see the form itself for a list of “dangerous occurrences”).</p>
First Aid Guidelines	<p>Guidelines on recommended number of trained first-aiders in a workplace.</p> <p>Recommended contents of first-aid kits.</p>
Welfare Guidelines	<p>Guidelines on general welfare requirements –</p>

	temperature, lighting, toilets, etc.
Fire Prevention & Fire Emergency Guidelines	Fire Guidelines
Manual Handling Guidelines	General guidelines on manual handling
Manual Handling Assessment Form	Use this form to assess activities which involve substantial aspect of manual handling
Workstation & Computer Layout Guidelines	General guidelines on how workstations (e.g. work desks) and computers should be laid out in order to provide a comfortable work environment and minimise risks such as repetitive strain injuries, eye strain, etc.
Young Worker Risk Assessment Form	Use this form to assess whether young workers (i.e. those under 18, whether full- or part-time) are at additional risk.
Pregnant & Post Natal Worker Risk Assessment Form	Use this form to assess whether pregnant or breastfeeding workers (or their children) are at additional risk.
Bullying & Harassment Guidelines	Gives definitions of bullying, harassment, sexual harassment, and provides guidelines on preventing and dealing with these issues in the workplace.

Sample Version

Safety Policy

It is the policy of **its** to provide, in so far as it is possible, a safe working place, safe work instruction documents, and safe facilities to its employees and members of the public.

The Business commits to the following, so far as is reasonably practicable:

Conforming to the requirements of the Safety, Health and Welfare at Work Act, 2005, the Safety, Health and Welfare at Work (General Application) Regulations, 2006, and all other relevant Statutory requirements (a complete listing of the of legislation applicable to the Business is included at the end of the Safety Statement);

Providing and maintaining the workplace in a condition that is safe and without risk to health;

Providing safe means of access and exit from the workplace;

Providing and maintaining plant and machinery which is safe and without risk to health;

Planning, organising and maintaining methods of work, and ensuring that it is performed safely and without risk to health;

Providing information, training, instructions, and supervision to enable employees to perform their work safely;

Providing all necessary safety equipment and personal protective equipment, where it is not reasonably practicable to control or eliminate hazards;

Preparing, and revising where necessary, emergency plans;

Ensuring that all items and substances are used in a manner that is safe and without risk to health

Providing and maintaining facilities and arrangements for the welfare of employees;

Obtaining, where necessary, the services of competent persons for the purpose of ensuring the safety and health at work of employees;

Consulting with employees on safety, health and welfare matters and responding in a timely manner to employee concerns on these matters;

Reviewing and revising safety arrangements as required.

All employees are reminded that they have a legal duty under the Safety, Health and Welfare at Work Act of 2005 to take reasonable care for the safety, health and welfare of themselves and other persons who may be affected by their work.

Employees are encouraged to contribute to the improvement of health and safety by making suggestions to the Safety Manager.

The success of this policy depends on the co-operation of all employees, and it is therefore extremely important that employees:

Read and understand the safety information provided

Know their role and responsibilities.

Always abide by the arrangements the Business has put in place to ensure their health, safety welfare, and that of their colleagues and others.

Signed:

Date:

John Millington Syngé

Report all accidents, no matter how small, to the Safety Manager as soon as possible after they occur. The Safety Manager will record the details of the accident in the Accident Book.

Where accidents result in more than 3 days off work, a report will be prepared by the Safety Manager and sent to the Health & Safety Authority in accordance with legal requirements.

Employees are requested to report any incidents or “near misses” so that action can be taken if required to minimise risks.

Prohibition of Smoking

In accordance with the requirements of Section 47 (1) of the Public Health (Tobacco) Act, 2002 as amended by Section 16 of the Public Health (Tobacco) (Amendment) Act, 2004, smoking on the premises is prohibited for all staff, customers, and any other persons who may be in the workplace.

Personal Protective Equipment

The Business provides personal protective equipment (PPE) for use by employees, but only in situations where risks cannot be eliminated or sufficiently minimised by other practical means.

PPE is selected taking account of the following factors:

It is suitable for the risk involved

It fits properly (after adjustment if necessary), and is comfortable for the wearer

The PPE complies with the relevant European Directives. In practice this means that it conforms to the appropriate European Norm(s), and is confirmed by ensuring that the PPE is marked with an EN number

The PPE itself does not cause any additional risk, and in situations where more than one item of PPE is required, that they are compatible with each other

Where PPE is required, every employee who requires it is given their own PPE for their use.

PPE is maintained in good condition and in a hygienic manner, properly stored, and repaired or replaced when necessary.

When employees are provided with PPE, they are given information, training and instruction. This may include demonstrations on the correct wearing of the PPE, and covers the following:

What PPE is provided and the risks it provides protection against;

How the PPE is used.

Appendix 2 – Personal Protective Equipment at the end of these Guidelines lists the PPE to be used and the situations where they are to be used.

Welfare Provisions

In order to minimise the possibility of ill-health due to the working environment, suitable welfare facilities and services are provided for all employees.

These include:

Adequate work space for each employee;

A comfortable working temperature;

Adequate lighting – either by means of natural or artificial light;

Adequate ventilation;

A clean workplace;

Eating Facilities & Drinking Water;

Toilet and Washing Facilities.

Fire

Fire Prevention

The Business is committed to minimising the risk of fire by taking the following steps:

Keeping all machinery and equipment in good working condition and repaired when necessary to ensure that fire hazards do not arise. In particular this applies to all electrical installations and equipment;

Ensuring that the premises are kept clean, tidy and free of any unnecessary flammable materials and sources of ignition;

Minimising carelessness by staff and others, which is a major cause of fire

Minimising the risk of malicious fires – or fires caused by intruders – by:

Ensuring that intruders cannot access the premises – access is monitored at all times, and premises are locked and secure when not occupied

Not leaving flammable materials accessible to intruders (this includes outside areas)

Smoking is not allowed.

Fire Systems & Procedures

Fire exits are provided, indicated by suitable signs, and exit paths are kept clear at all times.

Fire fighting equipment is provided and maintained.

In the case of fire extinguishers the table **Fire Extinguisher Types & Suitability** below indicates suitable types and uses.

Fire extinguishers are serviced at least every 12 months by a suitably qualified person.

All other equipment is serviced in accordance with the suppliers' recommendations.

Evacuation procedures are in place, which are to be followed in the event of a fire (see below).

Staff are trained in the following:

Type, location and use of fire fighting equipment;

Evacuation procedures

Location of Fire Assembly Point(s).

Fire drills are carried out at least every 12 months

Fire Evacuation Procedures

The following evacuation procedures are in place, and have been communicated to all staff.

If You Discover a Fire

Alert all persons in the vicinity

Sound the alarm

If it is safe to do so:

Use the fire extinguisher(s) and/or fire blanket provided to extinguish the fire

Do not continue to fight the fire if it is not under control

Always ensure that you have an escape route away from the fire

Otherwise, vacate the premises and proceed to the Fire Assembly point (see below)

If You Hear the Fire Alarm

Stop work and proceed to the Fire Assembly Point.

Fire Officer (or his/her nominee) – Call the Fire Brigade (in the absence of the Fire Officer or his/her nominee, anyone can call the Fire Brigade).

Faulty equipment is not used until it is repaired.

The Safety Manager organises to have the equipment repaired. Minor repairs (e.g. changing a damaged plug or replacement of a fuse) may be carried out by the Safety Manager or other suitable person. However all other repairs must be carried out by a qualified electrician.

Cables are never repaired using insulating tape or any other kind of tape. Damaged cables are replaced completely.

Manual Handling

Business Policy on Manual Handling

The following principles are followed by the Business in order to minimise the risks from manual handling:

Avoiding the need for manual handling of a hazardous nature whenever practical. This is achieved by methods such as:

Arranging the workplace so that manual handling is not required

Providing manual handling aids where appropriate (examples could be pallet truck, trolley, fork lift truck, etc.)

Assessing the risk from any manual handling of a hazardous nature (if the manual handling cannot be avoided)

Minimising the risk from any manual handling of a hazardous nature that cannot be avoided.

Manual Handling Assessments

Any activities which involve a substantial element of manual handling will be assessed individually to determine the risks involved and the steps to be taken to eliminate or minimise the risk.

Manual Handling Information

The Business recognises that the risk of injury from manual handling can be greatly reduced by a knowledge and application of correct lifting and handling techniques and by taking some simple precautions.

All staff are made aware of the general principles which should be taken at all times when handling loads (it is important to remember that this awareness is no substitute for formal training when this is required due to the nature of the risks from manual handling).

Slips, Trips and Falls

Slips, trips and falls are a major cause of accidents in the workplace. They often happen when staff are moving or carrying loads.

Common causes of slips, trips and falls are:

General untidiness

Working at height, using ladders

Poor condition of floors and floor coverings

Wet floors

Poor lighting.

In order to prevent slipping, tripping and falling accidents the following steps will be adhered to at all times

All workplace areas kept tidy and free of obstacles

All stairways, corridors, passageways and pathways kept clear and tidy

All walkways (and stairs in particular) well lit

Handrails provided on all stairways

Tools, equipment, and all other materials properly stored (especially when not in use)

All spillages on floors cleared up immediately

Trailing leads (e.g. electric cables), hoses, etc. not allowed to cause tripping hazards

Loose or damaged floor coverings repaired or replaced immediately.

Noise

Disposal requirements for the hazardous material and/or containers (hazardous materials may be harmful to the environment).

Ensuring that staff are aware of all requirements for storage, handling, use of PPE, etc.

Office - Computers & Workstations

Computers and workstations are used by employees in the Business, and the Business recognises that certain provisions must be made to ensure that the health of these employees is maintained.

Workstations and equipment are provided which allow employees to work in a comfortable manner and which promotes good posture.

Workstations and equipment are laid out in a manner which allow users to work in a comfortable manner and which promotes good posture.

Users are encouraged to apply good working principles when using keyboards and mice

Long periods of continuous work with VDUs can lead to tired eyes and discomfort, and long periods of continuous work with keyboards and mice can lead to aches and pains in hands, wrists, arms, neck, shoulders and back (upper limb disorders). In order to minimise the likelihood of these occurring, work is planned insofar as it is practical, to give employees a variety of work, and frequent short breaks, and employees are encouraged to take these breaks.

There is no evidence that VDUs can cause disease or permanent damage to eyes. However, long spells of VDU work can lead to tired eyes and discomfort. In addition, VDU work may highlight eyesight problems that exist already but were not noticed previously.

The Business provides and pays for eye testing when required, and where special corrective eyeglasses or other appliances are required, these are also provided.

Bullying & Harassment

Policy on Bullying & Harassment

It is company policy to ensure that the workplace is free from bullying and harassment.

All employees have the right to be treated with dignity and respect.

Complaints by employees will be treated with fairness and sensitivity and in as confidential a manner as possible.

Bullying, sexual harassment and harassment by employers, employees and non-employees such as clients, customers and business contacts will not be tolerated and may lead to disciplinary action (in the case of employees), and other sanctions - for example the suspension of contracts or services or exclusions from premises (in the case of non-employees).

Protection from bullying and harassment:

Extends to bullying, sexual harassment and harassment by co-workers, clients, customers and other business contacts

Extends beyond the workplace to work-related activities such as conferences and training and may extend to work-related social events

Forbids the treatment of an employee differently because he/she has either rejected or accepted the bullying or harassment.

It is up to the employee to decide what behaviour is unwelcome to them, irrespective of the attitude of others to the matter.

Employees who make a complaint or who give evidence in proceedings etc. will not be victimised.

The Company will ensure that all employees, and non-employees such as customers, clients, suppliers, etc. are aware of the policy on bullying and harassment, and will provide relevant information and training.

The Company will monitor incidents of bullying and harassment, by keeping track of all complaints of bullying and harassment and how they are resolved. This monitoring information will be used to evaluate the policy and procedures at regular intervals, with changes recommended when something is not working well.

Responsibilities

Management and others in positions of authority have a particular responsibility to ensure that bullying, sexual harassment and harassment does not occur and that complaints are addressed speedily. Management will:

Provide good example by treating all in the workplace with courtesy and respect

Promote awareness of the policy and complaints procedures

Be vigilant for signs of harassment and take action before a problem escalates

Respond sensitively to an employee who makes a complaint of bullying or harassment

Explain the procedures to be followed if a complaint of bullying or harassment is made

Ensure that an employee making a complaint is not victimised for doing so

Monitor and follow up the situation after a complaint is made so that the bullying or harassment does not recur.

<u>Appendix 1 - Legislation, Regulations, Codes of Practice</u>	
Title	Year/No.
Safety, Health & Welfare at Work Act	2005
Safety, Health & Welfare at Work (General Application) Regulations	2006
Public Health (Tobacco) Act	2002
Public Health (Tobacco) (Amendment) Act	2004
Employment Equality Act	1998/21
Code of Practice on Sexual Harassment & Harassment at Work	2002
Code of Practice on the Prevention of Workplace Bullying	2002
Code of Practice Detailing Procedures for Addressing Bullying in the Workplace	2002

Sample Version

Appendix 2 – Personal Protective Equipment

Work Area/Activity	PPE Required
Storage, handling and use of hazardous materials	As specified (on the MSDS and/or container information) by the manufacturer/supplier Typical requirements are: Suitable gloves (synthetic, rubber or PVC gloves). Barrier creams may also be specified. Eye protection (goggles) where there is a risk of splashes to the eye. Respiratory equipment to protect breathing.
Children & Young Workers (Depends on the risks to the children/young workers)	Children & Young Workers may require additional PPE to protect them against any additional risks due to their age.

Sample Version