



# **SAFETY STATEMENT**

**Including Risk Assessment**

**December 2015**

**Reviewed: 2018**

# SAFETY STATEMENT INCLUDING RISK ASSESSMENTS

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## **PART A – SAFETY STATEMENT AND APPENDICES**

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### **SECTION 1 – HEALTH AND SAFETY POLICY**

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WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.



## 1.0 – HEALTH AND SAFETY POLICY

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### KEY ACTIONS

***As an employer the Aidlink Board of Directors have the ultimate responsibility for the workplace and a direct influence on health and safety in the organisation. The health and safety policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.***

## HEALTH AND SAFETY POLICY

*We, the **Aidlink Board of Directors**, are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:*

- *Work activities are managed so as to ensure the safety, health and welfare of the employees*
- *The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually*
- *Identified protective and preventive measures are implemented and maintained*
- *Improper conduct likely to put an employee's safety and health at risk is prevented*
- *A safe place of work is provided, which is adequately designed and maintained*
- *A safe means of access and egress is provided*
- *Safe plant and equipment are provided*
- *Safe systems of work are provided*
- *Risks to health from any article or substance are prevented*
- *Appropriate information, instruction, training and supervision are provided*
- *Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury*
- *Emergency plans are prepared and revised*
- *Welfare facilities are provided and adequately maintained*
- *Competent personnel to advise and assist in securing the safety, health and welfare of the employees are employed when required.*

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

Position: \_\_\_\_\_



## 1.1 – BUSINESS/COMPANY INFORMATION

### KEY ACTIONS

***Input relevant details relating to the business/company name, address and any relevant contact details.***

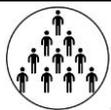
BUSINESS/COMPANY INFORMATION	
<i>Business/Company Name</i>	Aidlink
<i>Business/Company Address</i>	34 Greenmount Office Park Harold's Cross Dublin 6
<i>CRO Number</i>	124133 CHY 9078
<i>Executive Director</i>	Executive Director Anne Cleary
<i>Phone Number</i>	01 473 6488
<i>Email</i>	<a href="mailto:info@aidlink.ie">info@aidlink.ie</a>
<i>Website</i>	<a href="http://www.aidlink.ie">www.aidlink.ie</a>
<i>Other Contact/Social Media</i>	<a href="https://www.facebook.com/AidlinkIreland/">https://www.facebook.com/AidlinkIreland/</a> <a href="https://twitter.com/i/notifications">https://twitter.com/i/notifications</a> <a href="https://plus.google.com/105671321909689634626">https://plus.google.com/105671321909689634626</a> <a href="https://www.linkedin.com/company/aidlink?trk=nav_account_sub_nav_company_admin">https://www.linkedin.com/company/aidlink?trk=nav_account_sub_nav_company_admin</a>

## **SECTION 2 – SAFETY ARRANGEMENTS**

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THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES AND RESPONSIBILITIES
- COMPETENCE AND TRAINING REQUIREMENTS
- CONSULTATION AND PARTICIPATION
- THE SAFETY REPRESENTATIVE
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING AND INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS AND DIGNITY AT WORK



## 2.0 – ROLES AND RESPONSIBILITIES

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### KEY ACTIONS

***While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.***

### EMPLOYER'S RESPONSIBILITIES INCLUDE:

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- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

### EMPLOYEE'S RESPONSIBILITIES INCLUDE:

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- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.



## 2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

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### KEY ACTIONS

***We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:***

- *We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training*
- *We shall brief them on these tasks and their responsibilities*
- *We shall record the names of such nominated persons*
- *We shall record details in **Form 1.5 – Responsible Persons Task Register in Appendix 1.***

*We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.*



## 2.1 – COMPETENCE AND TRAINING REQUIREMENTS

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### KEY ACTIONS

***Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.***

*Competence is determined by knowledge, training and experience, and, as an employer we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my/our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:*

- *Fire warden training*
- *First-aid training*
- *Manual handling training*
- *Training on the use of firefighting equipment*
- *Induction training*
- *Machine-specific training.*

*We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register in Appendix 1.***



## 2.1.1 – INDUCTION TRAINING

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### KEY ACTIONS

***Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at our workplace.***

*Induction training will include the following information:*

- *Specific hazards associated with the workplace and the controls that are in place*
- *Workplace rules*
- *Roles and responsibilities*
- *Emergency procedures and first-aid arrangements.*

*When inductions have been completed, then we shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.*



## 2.2 – CONSULTATION AND PARTICIPATION

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### KEY ACTIONS

*We recognise that employee participation in health and safety is an integral part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.*

### TOP TIPS

*We will consult with all relevant employees:*

- *When new risk assessments are being carried out or revised*
- *When there is a change, update or modification to a particular work process*
- *When new machines or processes are introduced*
- *When new substances or materials are introduced.*

*Furthermore, should any of the employees raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised.*



## 2.3 – THE SAFETY REPRESENTATIVE

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### KEY ACTIONS

***The employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to the board on safety, health and welfare matters at the place of work.***

*We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.*

*We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.*

*The functions of the safety representative include:*

- *Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him/her and the employer that is based on the nature and extent of the hazards in the place of work*
- *Being given access to information that relates to the safety, health and welfare of employees*
- *Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation*
- *Being given the opportunity to receive appropriate health and safety training to help him/her perform the function of a safety representative*
- *Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.*

*Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.*

*The safety representative is Aishling Lennon*

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## 2.4 – CONTRACTORS' RESPONSIBILITIES

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*Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.*

### KEY ACTIONS

*All contractors involved in a work activity on the premises must comply with our policy for safety, health and welfare.*

*Contractors carrying out work must:*

- *Be competent to carry out the work*
- *Have adequate resources to carry out the work*
- *Provide copies of their own:*
  - *Safety statement*
  - *Insurance*
- *Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.*
- *Report to the designated person on arrival at my/our workplace.*

### FURTHER INFORMATION

*To ensure compliance with the legislation we will provide contractors with the relevant sections of the safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in my/our workplace.*

**Form 1.5 – Responsible Persons Task Register in Appendix 1** can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.

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## 2.5 – VISITORS

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*Definition: A visitor is a person other than an employee or contractor.*

### KEY ACTIONS

*Visitors may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to visitors, we will:*

- *Practice good housekeeping, including:*
  - *Keeping walkways clear*
  - *Cleaning up spills immediately*
- *Restrict access to hazardous areas*
- *Prevent visitors from using equipment or machinery*
- *Ensure appropriate safety signs and notices are displayed*
- *Ensure safe walkways and access routes are maintained*
- *Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.*

*Visitors are required to:*

- *Conduct themselves in a safe manner at all times*
- *Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.*



## 2.6 – ACCIDENT REPORTING AND INVESTIGATION

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### KEY ACTIONS

*If an accident or incident occurs in our place of work or in the course of our work activities which has affected employees or a third party, we will:*

- *Ensure details of the accident are recorded*
- *Promptly investigate the accident so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence*
- *Ensure that accidents are reported to the Health & Safety Authority on the Form of Notice of Accident (IR1) where:*
  - *Employees are out of work for more than three consecutive days (including the weekend) and where they cannot continue with their normal duties*
  - *Members of the public are injured by a workplace activity and require medical treatment*
  - *A fatal accident has occurred.*

### FURTHER INFORMATION

*The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.*

*Any report to the Health & Safety Authority can be made, online, via the HSA's website, [www.hsa.ie](http://www.hsa.ie), or alternatively by hard copy, i.e. completing the **Form of Notice of Accident (IR1)** available from the HSA, and posting the completed form to:*

*Workplace Contact Unit,  
Health & Safety Authority,  
Metropolitan Building,  
James Joyce Street,  
Dublin 1.*



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## 2.7 – EMERGENCY PROCEDURES

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### KEY ACTIONS

*We will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:*

- *Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.*
  - o *Fire*
  - o *Explosion*
  - o *Accidents/injuries*
  - o *Robbery*
  - o *Chemical spills*
- *Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace*
- *Ensuring that emergency procedures are included in the workplace induction training*
- *Designating where employees are needed to implement our emergency plans and procedures*
- *Providing the equipment and training needed*
- *Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.*

### FIRE AND EVACUATION

*We will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:*

- *Location of firefighting equipment and means to raise the alarm*
- *Location of assembly point(s)*
- *Evacuation drills and fire warden(s)*
- *Location of emergency shut-off points where relevant (e.g. gas) shut off.*

*Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:*

- **GO IMMEDIATELY TO THE NEAREST EXIT**
- **DO NOT WAIT TO FIND OUT WHAT IS HAPPENING**
- **DO NOT STOP TO COLLECT PERSONAL ITEMS**
- **GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION**
- **DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.**

### FIRST AID

*After assessment of the workplace and the type of hazards that exist, We will ensure adequate provision of first-aid equipment and facilities, including:*

- *At least one adequately stocked and accessible first-aid kit will be provided*
- *We will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees*
- *We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)*
- *Contact details and directions to the nearest doctor or hospital will be available/displayed*

- We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

<b>EMERGENCY CHECKLIST</b> (NON-EXHAUSTIVE)		<b>YES</b>	<b>NO</b>	<b>N/A</b>
	<i>Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?</i>	X		
	<i>Are employees aware of the plans and procedures?</i>	X		
	<i>Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?</i>	AC First Aid		
	<i>Are evacuation plans and emergency contact information on display?</i>	X		
	<i>Are exits well marked, kept clear at all times and emergency lighting/signage in place?</i>	X		
	<i>Have you held an evacuation drill in the last six months and kept a record of this?</i>	X		
	<i>Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?</i>	X		

#### VIOLENCE/ROBBERY

Where there is a risk of robbery or violence in the workplace, we will ensure that we have completed a risk assessment for violence/aggression/theft and that adequate plans and procedures are put in place. We will train staff on how to deal with the threat of robbery/violence, for example:

- *Keep calm and make no sudden movements*
- *Do what the offender asks*
- *Memorise as many details about the offender as possible, e.g. height, clothing, features*
- *Note the direction and method of escape, e.g. car, motorbike, on foot*
- *Notify the Gardaí as soon as it is safe to do so*
- *Provide first aid to victims*
- *Lock outside doors until emergency services arrive.*

#### FURTHER INFORMATION:

- *A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace*
- *'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie*
- *A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.*



## 2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

### KEY ACTIONS

Where required, we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by my/our employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

WELFARE FACILITIES	DETAIL AS NECESSARY
<i>Toilet facilities (separate male and female if required)</i>	<i>Adequate</i>
<i>Washbasins and washing facilities (hot and cold water and soap)</i>	<i>Adequate</i>
<i>Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat</i>	<i>Adequate</i>
<i>Potable drinking water</i>	<i>Adequate</i>
<i>Facilities to take shelter from the elements</i>	<i>N/A</i>
<i>Facilities to dry clothing and suitable changing areas for nature of the work</i>	<i>N/A</i>



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## 2.9 – PERSONAL PROTECTIVE EQUIPMENT

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### KEY ACTIONS

***Appropriate personal protective equipment (PPE), as identified in our risk assessments, is provided and must be worn by my/our employees. Where required, typical PPE could include:***

- *Eye protection*
- *Hearing protection*
- *Gloves*
- *Safety footwear*
- *High-visibility clothing*
- *Respiratory protection, e.g. mask.*

### **We will ensure that:**

- *Adequate and suitable PPE is provided*
- *The suitability of the PPE for the job is assessed*
- *PPE is maintained, used and replaced as recommended by the manufacturer's instructions*
- *Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate/reduce the risk*
- *Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in our risk assessments will be used*
- *We will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register** in **Appendix 1**.*

### **We expect our employees to:**

- *Use PPE correctly*
- *Report any defects or damage to PPE immediately*
- *Participate in any training or instruction provided on PPE*
- *Inform us of any medical conditions they have that might be affected by the use of the PPE provided to them.*

### FURTHER INFORMATION

*The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.*



## 2.10 – PREGNANCY AT WORK

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### KEY ACTIONS

*As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, we will assess the specific risks arising to that employee from the work and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, we will carry out the following:*

- *Make sure that a specific risk assessment for that employee is undertaken, taking account of any medical advice that the employee has received*
- *Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities*
- *If a risk cannot be eliminated or reduced to an acceptable level, then:
  - *Adjust the working conditions or hours of work or both; or*
  - *If this is not possible, provide alternative work; or*
  - *If this is not possible, grant the employee health and safety leave**
- *We will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed*
- ***Form 1.5 Responsible Persons Register in Appendix 1** can be used to identify the person responsible for carrying out pregnancy-at-work risk assessments.*

### FURTHER INFORMATION

*The Health and Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. Chapter 2 of Part 6, Protection of Pregnant, Post-natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.*



## 2.11 – YOUNG PERSONS

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### KEY ACTIONS

***We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. We will undertake the following:***

- *Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity*
- *Put in place all required control measures identified by the risk assessment, taking account of:*
  - *Their lack of experience, maturity or awareness of risk*
  - *Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents*
  - *The physical and psychological capacity of the young person*
- *Make sure the recommended working hours are not exceeded for young persons*
- ***Form 1.5 Responsible Persons Register in Appendix 1 can be used to identify the person responsible for carrying out young persons at work risk assessments.***

### FURTHER INFORMATION

*The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.*

*See also: Aidlink Child Protection Policy*

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## 2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

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### KEY ACTIONS

***As an employer we will, so as far as is reasonably practicable, ensure that:***

- *No employee's workload is so great that he or she will have to consistently work overtime*
- *No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'*
- *No employee has to work in an environment which is unsafe and in which there are risks of accidents*
- *Employees are trained so they can do their jobs effectively and safely*
- *Everyone knows what his or her core job is*
- *That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.*

### FURTHER INFORMATION

*The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.*

## **APPENDICES**

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**APPENDIX 1 – FORMS AND RECORDS**

**APPENDIX 2 - EMERGENCY INFORMATION**

**APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION**

**APPENDIX 4 – SAFETY DATA SHEETS**

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## APPENDIX 1 – FORMS AND RECORDS

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<b>TYPICAL INDUCTION TOPICS</b>				
<b>PURPOSE</b>	TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
<b>NO.</b>	<b>RECOMMENDED TOPICS TO BE DISCUSSED</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	<i>The qualifications and experience of workers to be inducted have been checked (where required)</i>			
2.	<i>Employees have been briefed on equipment in the workplace</i>			
3.	<i>PPE is available and worn as required:</i> <ul style="list-style-type: none"> <li>• <i>Safety glasses</i></li> <li>• <i>Safety footwear</i></li> <li>• <i>High-visibility clothing</i></li> <li>• <i>Ear protection</i></li> <li>• <i>Other.....</i></li> </ul>			
4.	<i>Emergency procedures and location of:</i> <ul style="list-style-type: none"> <li>• <i>Assembly point and evacuation route</i></li> <li>• <i>Closest medical facility</i></li> <li>• <i>Contact details of emergency services</i></li> <li>• <i>Provisions for emergency communications</i></li> </ul>			
5.	<ul style="list-style-type: none"> <li>• <i>The location of the first-aid facilities/kits</i></li> <li>• <i>Names of the first aiders and where to obtain treatment</i></li> </ul>			
6.	<i>Location of firefighting equipment, e.g. fire extinguishers and hose reels</i>			
7.	<i>Names and contact details of the Health and Safety representative(s)</i>			
8.	<i>Location of welfare facilities (including toilets and drinking water)</i>			
9.	<i>Accident reporting procedures</i>			
10.	<i>Question and answer session</i>			
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING:				





<b>RESPONSIBLE PERSONS TASK REGISTER</b>			
<b>NO.</b>	<b>TASKS (NON-EXHAUSTIVE)</b>	<b>RESPONSIBLE PERSON (WHERE REQUIRED)</b>	<b>SIGNATURE</b>
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all		
2.	Person responsible for managing and co-ordinating work activities		
3.	Ensuring records are maintained		
4.	Ensuring forms and registers are collected and filled out as required		
5.	Ensuring safety data sheets are available and appropriate control measures are in place		
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence		
7.	Ensuring risk assessments are carried out and updated as necessary		
8.	Ensuring the upkeep and maintenance of welfare facilities		
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies		
10.	Co-ordinating and managing training requirements		
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities		
12.	Ensuring young persons risk assessments are carried out when necessary		
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary		
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.		

## APPENDIX 2 – EMERGENCY INFORMATION

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FORM 2.1 – EMERGENCY CONTACT INFORMATION

<b>EMERGENCY CONTACT INFORMATION</b>			
BUSINESS/COMPANY NAME			
ADDRESS			
PREMISES CO-ORDINATES			<b>N</b>
			<b>W</b>
<b>CONTACT DETAILS</b>			
NAME	ROLE	PHONE NUMBER	
<b>EMERGENCY SERVICES CONTACT DETAILS</b>			
SERVICE	ADDRESS	PHONE NUMBER	
DOCTOR	INSERT	INSERT	
FIRE/GARDAÍ/AMBULANCE	INSERT	<b>999 OR 112</b>	
<b>UTILITY AND SERVICE PROVIDERS</b>			
ELECTRICITY (ESB NETWORKS)		<b>1850 372 999 (24HR)</b>	
GAS NETWORKS IRELAND		<b>1850 20 50 50 (24HR)</b>	
IRISH WATER		<b>1890 278 278</b>	
HEALTH & SAFETY AUTHORITY		<b>1890 289 389</b>	
ASSEMBLY AREA		INSERT	
EMERGENCY CO-ORDINATOR(S)	<b>NAME</b>	<b>PHONE</b>	

**APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM**

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**FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM**

<b>INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM</b>				
<b>PART A – DETAILS OF INJURED PERSON</b>				
<b>NAME</b>		<b>PHONE</b>		
<b>ADDRESS</b>	<b>EMAIL</b>			
	<b>PPS NUMBER</b>			
	<b>DATE OF BIRTH</b>			
	<b>AGE</b>			
	<b>POSITION</b>			
<b>EMPLOYMENT TYPE</b>		<b>FULL TIME</b>	<b>PART TIME</b>	<b>OTHER</b>
<b>OCCUPATION</b>	<b>EMPLOYEE</b>	<b>CONTRACTOR</b>	<b>MEMBER OF THE PUBLIC</b>	<b>OTHER</b>
<b>OUTCOME</b>	<b>INJURY</b>	<b>NEAR MISS</b>	<b>FATALITY</b>	<b>OTHER</b>
<b>PART B – DETAILS OF INJURY AND TREATMENT</b>				
<b>TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)</b>				
<b>CAUSE OF INJURY (E.G. FALL, MACHINE)</b>				
<b>PART OF BODY INJURED</b>				
<b>AGENT (E.G. POOR LIGHT)</b>				
<b>FIRST AID</b>	<b>YES</b>	<b>NO</b>	<b>FIRST AIDER</b>	
<b>TREATED BY DOCTOR?</b>	<b>DOCTOR'S NAME</b>		<b>ADDRESS</b>	
<b>HOSPITALISED?</b>	<b>HOSPITAL NAME</b>		<b>ADDRESS</b>	
<b>TREATMENT RECEIVED?</b>				
<b>PART C – DETAILS OF ACCIDENT OR INCIDENT</b>				
<b>DATE</b>		<b>TIME</b>		
<b>LOCATION</b>				
<b>DESCRIPTION OF ACCIDENT/INCIDENT</b>				
<b>OTHER INFORMATION AVAILABLE?</b>	<b>WITNESS</b>	<b>CCTV</b>	<b>PHOTO/VIDEO</b>	<b>OTHER</b>

<b>PART D – WITNESS DETAILS</b> (WHO WITNESSED THE ACCIDENT/INCIDENT?)				
<b>NAME</b>		<b>PHONE</b>		
<b>ADDRESS</b>		<b>EMAIL</b>		
		<b>PPS NUMBER</b>		
		<b>DATE OF BIRTH</b>		
		<b>AGE</b>		
		<b>POSITION</b>		
<b>SAFE PASS NUMBER AND EXPIRY DATE</b>		<b>CSCS DETAILS</b>		
<b>WITNESS STATEMENT TAKEN?</b>			YES	NO
<b>PART E – KEY FINDINGS OF INVESTIGATION</b>				
LIST				
<b>PART F – ACTIONS TO PREVENT REOCCURRENCE</b>				
<b>ACTION</b>		<b>BY WHOM</b>	<b>DATE</b>	
<b>PART G - ITEMS ATTACHED</b>				
<b>SKETCHES</b>	<b>CERTIFICATION OF PLANT ETC.</b>	<b>PHOTOGRAPHS/VIDEO</b>	<b>RISK ASSESSMENTS</b>	<b>TRAINING RECORDS</b>
YES NO	YES NO	YES NO	YES NO	YES NO
DETAIL OTHER ITEMS/USEFUL INFORMATION				
<b>PART H – OTHER INFORMATION</b>				
<b>ACCIDENT INVESTIGATED BY</b>		<b>POSITION</b>		
<b>PHONE</b>		<b>EMAIL</b>		
<b>SIGNED</b>		<b>DATE</b>		

## APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

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### INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

#### SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

*The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.*

**Section 1** contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

**Section 2** gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

**Section 3** If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

**Section 4** details the first-aid measures you need to take in case of an accident while using the chemical.

**Section 5** gives specific information on fighting a fire caused by the chemical.

**Section 6** details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

**Section 7** contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

**Section 8** gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

**Sections 9, 11 and 12** provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

**Section 10** contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

**Section 13** explains how the chemical should be disposed of correctly.

**Section 14** contains information relating to the transportation of the chemical.

**Section 15** contains the details of the classification of the chemical as given on the label.

**Section 16** gives any other information relevant to the chemical, e.g. training advice.

## **PART B – RISK ASSESSMENT AND ACTION LIST**

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### **RISK ASSESSMENT**

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

15. WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
  - WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
  - WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
    - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
    - A NEW RISK ASSESSMENT WILL BE CARRIED OUT
    - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

### **ACTION LIST**

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. YOU SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE 'MANAGE ACTION LIST' AND COMPLETE IT ONLINE.

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**PART B1 - RISK ASSESSMENTS**

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<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="203 209 255 236"><b>Fire</b></p> <p data-bbox="203 272 533 416">Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</p>	<p data-bbox="555 209 1458 352">Fire alarm, manual call points and smoke/heat detectors are in place where necessary, kept in good working order and checked (e.g. Daily and weekly checks by the user and three monthly and annual checks by a competent person) regularly</p> <p data-bbox="555 448 1491 520">Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area</p> <p data-bbox="555 616 1447 687">Fire extinguishers are accessible, kept in good working order and inspected regularly</p> <p data-bbox="555 783 1379 815">Appropriate signage (e.g. assembly point(s), fire point(s)) is in place</p>	<p data-bbox="1514 248 1962 432">Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed (Keep workplace clean and tidy) daily</p> <p data-bbox="1514 528 1955 823">Emergency lights are installed on escape routes where necessary, at and outside exits and near call points/fire fighting equipment and are tested (e.g. Weekly checks by the user and three monthly checks and annual tests by a competent person) regularly</p> <p data-bbox="1514 919 1928 1102">Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers</p> <p data-bbox="1514 1198 1928 1270">Emergency evacuation procedures are in place</p> <p data-bbox="1514 1366 1850 1398">Fire drills are held regularly</p>

<i>Custom Control</i>	
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<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p><b>Display Screen Equipment</b></p> <p><i>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees</i></p>	<p><i>An assessment of individual workstations is carried out</i></p> <p><i>Work tasks are varied to ensure that staff are not working at their computers for long periods of time</i></p>	<p><i>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</i></p> <p><i>Employees who use computers are made aware of their right to eye tests</i></p>

<i>Custom Control</i>	
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<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="203 209 327 236"><b>Electricity</b></p> <p data-bbox="203 272 499 528"><i>Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and/or visitors</i></p>	<p data-bbox="555 209 1447 276"><i>All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician</i></p> <p data-bbox="555 376 1379 443"><i>Electrical installations are checked regularly by a competent qualified electrician</i></p> <p data-bbox="555 544 1473 611"><i>Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. (Electro Technical Council of Ireland) standards</i></p> <p data-bbox="555 711 1361 778"><i>Enclosures/covers are in place to prevent contact with live electrical equipment/parts</i></p> <p data-bbox="555 879 1267 906"><i>Damaged extension leads are repaired or removed from use</i></p> <p data-bbox="555 1007 1462 1034"><i>Work on live electrical equipment is avoided where reasonably practicable</i></p> <p data-bbox="555 1134 1440 1161"><i>Fire extinguishers that are suitable for fighting electrical fires are provided</i></p> <p data-bbox="555 1262 1480 1329"><i>All circuits supplying socket outlets are protected by an RCD (Residual Current Device)</i></p> <p data-bbox="555 1430 1352 1497"><i>Operation of the RCD ( ) is tested regularly in accordance with the manufacturers instructions</i></p>	<p data-bbox="1518 248 1939 432"><i>Means of cutting off power (e.g. fuses, trip switches) to electrical installations and equipment are provided and employees are aware of their locations</i></p>

<i>Custom Control</i>	
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<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p><b>Slips, Trips and Falls</b></p> <p><i>Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause injuries to you, your employees and/or visitors</i></p>	<p><i>Clear, unobstructed, slip-resistant pedestrian routes (Including entrances and exits) are provided and maintained</i></p> <p><i>Adequate lighting is provided and is appropriate for the work being carried out</i></p> <p><i>Absorbent materials and warning signage are available for dealing with spills</i></p> <p><i>Spills are cleaned up immediately</i></p> <p><i>Mats are properly located, fitted and secured</i></p> <p><i>Good house-keeping practices are in place and are maintained</i></p> <p><i>Changes in levels are avoided if possible or are adequately highlighted where necessary</i></p>	<p><i>Trailing cables and leads are re-routed, removed or secured</i></p>

<i>Custom Control</i>	
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<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="203 209 488 240"><b>Workplace Transport</b></p> <p data-bbox="203 272 533 639">Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your employees and/or visitors</p>	<p data-bbox="555 209 1137 240">Entry to the workplace is directed and controlled</p> <p data-bbox="555 336 1482 408">All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted</p> <p data-bbox="555 504 1438 576">All routes are kept free of obstructions. Permanent obstructions (e.g. lamp posts) are marked and protected as necessary</p> <p data-bbox="555 671 967 703">People and vehicles are kept apart</p> <p data-bbox="555 799 1111 831">Vehicle reversing is eliminated, where possible</p> <p data-bbox="555 927 860 959">All work areas are well lit</p> <p data-bbox="555 1054 1375 1126">Loading and unloading is carried out in a designated area away from overhead obstructions</p> <p data-bbox="555 1222 1482 1294">High visibility vests/jackets are provided and worn by people who work near vehicles</p>	<p data-bbox="1516 248 1953 360">Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading</p> <p data-bbox="1516 456 1944 568">Speed limits and speed ramps/rumble strips etc. are used to control speed, as needed</p>

<i>Custom Control</i>	
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<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p><b>Office Equipment</b></p> <p><i>Working with office equipment/furniture e.g. photocopiers, shredders, guillotines, filing cabinets may cause cuts, burns and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>Office equipment is used in accordance with the manufacturers manual</i></p> <p><i>Power sockets are not overloaded</i></p> <p><i>Power supply is turned off when clearing shredder jams and emptying bags</i></p> <p><i>Loose clothing, dangling jewellery and unsecured long hair should be avoided when using shredders</i></p> <p><i>Cabinet drawers and doors are kept closed when not in use</i></p> <p><i>Only one filing cabinet drawer can be opened at a time to prevent tipping</i></p> <p><i>Shelves are not overloaded</i></p> <p><i>Adequate lighting, ventilation and heating are provided</i></p>	

<i>Custom Control</i>	
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<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="183 311 544 375"><b>Heating Ventilation and Air Conditioning Systems</b></p> <p data-bbox="183 406 544 550"><i>Poorly maintained systems can result in serious illness to you, your employees and/or visitors</i></p>	<p data-bbox="544 311 1505 375"><i>All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions</i></p> <p data-bbox="544 470 1505 550"><i>Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available</i></p> <p data-bbox="544 646 1505 710"><i>Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions</i></p> <p data-bbox="544 805 1505 837"><i>Accessible hot pipework is lagged as required</i></p> <p data-bbox="544 933 1505 1013"><i>Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p>	
<i>Custom Control</i>		

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="203 209 376 240"><b>Sharp Objects</b></p> <p data-bbox="203 272 524 453"><i>Contact with sharp objects can cause cuts, lacerations and amputations to you, your employees and/or visitors</i></p>	<p data-bbox="555 209 1379 240"><i>Use of sharp objects is minimised and they are stored safely after use</i></p> <p data-bbox="555 336 1476 405"><i>Safe work practices are in place for the use, cleaning and sharpening of sharp objects, and employees are trained</i></p>	
<i>Custom Control</i>		
<i>Custom Control</i>		

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**PART B2 - ACTION LIST**

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<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Fire</b></p> <p><i>Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily</i></p>			No
<p><b>Fire</b></p> <p><i>Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>Emergency lights are installed on escape routes where necessary, at and outside exits and near call points/fire fighting equipment and are tested regularly</i></p>			No

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Fire</b></p> <p><i>Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers</i></p>			No
<p><b>Fire</b></p> <p><i>Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>Emergency evacuation procedures are in place</i></p>			No
<p><b>Fire</b></p> <p><i>Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>Fire drills are held regularly</i></p>			No

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Display Screen Equipment</b></p> <p>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees</p>	<p>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</p>			No
<p><b>Hazard Name</b></p> <p><b>Display Screen Equipment</b></p> <p>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees</p>	<p><b>Control Required</b></p> <p>Employees who use computers are made aware of their right to eye tests</p>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
				No

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Electricity</b></p> <p>Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and/or visitors</p>	<p>Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations</p>			No
<p><b>Slips, Trips and Falls</b></p> <p>Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause injuries to you, your employees and/or visitors</p>	<p>Trailing cables and leads are re-routed, removed or secured</p>			No

<p><b>Hazard Name</b></p> <p><b>Workplace Transport</b></p> <p>Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your employees and/or visitors</p>	<p><b>Control Required</b></p> <p>Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading</p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p>No</p>
<p><b>Hazard Name</b></p> <p><b>Workplace Transport</b></p> <p>Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your employees and/or visitors</p>	<p><b>Control Required</b></p> <p>Speed limits and speed ramps/rumble strips etc. are used to control speed, as needed</p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p>No</p>