

LIVING DESIGNS LANDSCAPES

ADRIAN EGGERS

SAFETY STATEMENT

Including Risk Assessment

**LIVING
DESIGNS
LANDSCAPES**

SAFETY STATEMENT

INCLUDING RISK ASSESSMENTS

CONTENTS

PART A – SAFETY STATEMENT AND APPENDICES	4
--	---

SECTION 1 – HEALTH AND SAFETY POLICY	4
--------------------------------------	---



<u>1.0 – Health and Safety Policy</u>	5
---------------------------------------	---



<u>1.1 – Business/Company Information</u>	6
---	---

SECTION 2 – SAFETY ARRANGEMENTS	7
---------------------------------	---



<u>2.0 – Roles and Responsibilities</u>	8
---	---



<u>2.0.1 – Persons Responsible for Performing Tasks</u>	9
---	---



<u>2.1 – Competence and Training Requirements</u>	9
---	---



<u>2.2 – Consultation and Participation</u>	10
---	----



<u>2.3 – The Safety Representative</u>	11
--	----



<u>2.4 – Contractors' Responsibilities</u>	12
--	----



<u>2.5 – Visitors</u>	12
-----------------------	----



2.6 – Accident Reporting and Investigation

13



2.7 – Emergency Procedures

14



2.8 – Welfare Facilities and Workplace Requirements

16



2.9 – Personal Protective Equipment

17



2.10 – Pregnancy At Work

18



2.11 – Young Persons

19



2.12 – Work-Related Stress and Dignity at Work

19

APPENDICES

20

Appendix 1 – Forms and Records

21

Appendix 2 – Emergency Information

27

Appendix 3 – Accident/Incident Investigation Form

29

Appendix 4 - Safety Data Sheets/Reports for Hazardous Substances

32

PART B – RISK ASSESSMENT AND ACTION LIST

33

Part B1 - Risk Assessments

34

Part B2 - Action List

35

PART A – SAFETY STATEMENT AND APPENDICES

SECTION 1 – HEALTH AND SAFETY POLICY

I/WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. I/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

KEY ACTIONS

As an employer I/we have the ultimate responsibility for the workplace and a direct influence on health and safety in my/our business. The health and safety policy below outlines my/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

*I/We of **Living Designs Landscapes** am/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. I/we am/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 my/our 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 my/ou _____ required.*

Signed: _____  _____ Date: 08/10/2015

Position: Owner

Managing Director/Owner



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>	Living Designs
<i>Business/Company Address</i>	20 Sharavogue, Glenageary, A96 H2T3
<i>CRO Number</i>	373051
<i>Managing Director/Owner</i>	Adrian Eggers - Owner
<i>Phone Number</i>	087 813 1642 / 01 280 2200
<i>Email</i>	info@livingdesigns.ie
<i>Website</i>	www.livingdesigns.ie
<i>Other Contact/Social Media</i>	

SECTION 2 – SAFETY ARRANGEMENTS

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

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:

- 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:

- 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

KEY ACTIONS

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

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

I/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

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 I/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.*

*I/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

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 my/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 I/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

KEY ACTIONS

I/we recognise that employee participation in health and safety is an integral part of my/our safety management system. I am/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

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



2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

My/our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to me/us on safety, health and welfare matters at the place of work.

I/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.

I/we will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of my/our 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.

My/our safety representative is:



2.4 – CONTRACTORS' RESPONSIBILITIES

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 my/our premises must comply with my/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 I/we will provide contractors with the relevant sections of my /our 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.



2.5 – VISITORS

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 my/our place of work. To minimise the risk of injury to visitors, I/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

KEY ACTIONS

If an accident or incident occurs in my/our place of work or in the course of my/our work activities which has affected employees or a third party, I/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, 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.*



2.7 – EMERGENCY PROCEDURES

KEY ACTIONS

I/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.*
 - *Fire*
 - *Explosion*
 - *Accidents/injuries*
 - *Robbery*
 - *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

I/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, I/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*
- *I/we will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees*
- *I/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*

- I/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.).

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	<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>			
	<i>Are employees aware of the plans and procedures?</i>			
	<i>Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?</i>			
	<i>Are evacuation plans and emergency contact information on display?</i>			
	<i>Are exits well marked, kept clear at all times and emergency lighting/signage in place?</i>			
	<i>Have you held an evacuation drill in the last six months and kept a record of this?</i>			
	<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>			

VIOLENCE/ROBBERY

Where there is a risk of robbery or violence in the workplace, I/we will ensure that I/we have completed a risk assessment for violence/aggression/theft and that adequate plans and procedures are put in place. I/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, I/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>Washbasins and washing facilities (hot and cold water and soap)</i>	
<i>Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat</i>	
<i>Potable drinking water</i>	
<i>Facilities to take shelter from the elements</i>	
<i>Facilities to dry clothing and suitable changing areas for nature of the work</i>	



2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in my/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.*

I/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 my/our risk assessments will be used*
- *I/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**.*

I/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 me/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

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, I/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, I/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*
- *I/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

KEY ACTIONS

I/We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. I/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.



2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

As an employer I/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

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

APPENDIX 1 – FORMS AND RECORDS

FORM 1.1 – INDUCTION REGISTER

INDUCTION REGISTER			
NO.	NAME	DATE INDUCTED	SIGNATURE

TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
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"> • <i>Safety glasses</i> • <i>Safety footwear</i> • <i>High-visibility clothing</i> • <i>Ear protection</i> • <i>Other.....</i> 			
4.	<i>Emergency procedures and location of:</i> <ul style="list-style-type: none"> • <i>Assembly point and evacuation route</i> • <i>Closest medical facility</i> • <i>Contact details of emergency services</i> • <i>Provisions for emergency communications</i> 			
5.	<ul style="list-style-type: none"> • <i>The location of the first-aid facilities/kits</i> • <i>Names of the first aiders and where to obtain treatment</i> 			
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:				

RESPONSIBLE PERSONS TASK REGISTER			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all		
22.	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

FORM 2.1 – EMERGENCY CONTACT INFORMATION

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

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

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

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

APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

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

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.

- 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.

PART B1 - RISK ASSESSMENTS

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Manual Handling</p> <p><i>Manual Handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk factors such as:</i></p> <p><i>Load is too heavy, large, awkward or is carried away from the body.</i></p> <p><i>Load is lifted too high or carried too far/too often or involves bending and/or twisting.</i></p> <p><i>Inadequate space, uneven floor or steps/ramps</i></p>	<p><i>Task is organised to ensure handling is carried out between waist and shoulder height</i></p> <p><i>Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people</i></p> <p><i>Work is planned to prevent handling over long distances or frequent repetitions</i></p>	<p><i>Task is organised to allow the use of mechanical aids (e.g. hoist, forklift, stairlift, gantry crane, winch, goods lift, pallet truck, trolley) to avoid/reduce the need for manual handling</i></p> <p><i>Employees receive relevant manual handling training where necessary</i></p>
<i>Custom Control</i>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Chemicals</p> <p><i>Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>A list (inventory) of all chemicals used in the workplace has been prepared</i></p> <p><i>Chemical labels (Label applied to containers of dangerous chemicals to indicate the risk and precautions to be taken) and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified</i></p> <p><i>Employees are trained in the safe use of chemicals</i></p> <p><i>The number of employees and the exposure to chemicals is assessed and minimised</i></p> <p><i>Less hazardous chemicals are used where possible</i></p> <p><i>Adequate ventilation is provided</i></p> <p><i>A wash hand basin, soap and disposable towels/hand dryer are available</i></p> <p><i>All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations</i></p>	

	Eye, skin and respiratory protection (Device designed to protect the wearer from inhaling harmful, fumes, vapours, and/or gases) is provided and worn where appropriate and in accordance with the safety data sheet	
Custom Control		

Hazard Name	Current Controls	Additional Controls (See Action List)
Slips, Trips and Falls Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause injuries to you, your employees and/or visitors	Spills are cleaned up immediately Good house-keeping practices are in place and are maintained	Slip resistant footwear is provided and worn where necessary
Custom Control		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Maintenance</p> <p><i>Unsafe maintenance activities can cause cuts, lacerations, eye injuries, amputations and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>Only trained and authorised employees carry out maintenance work</i></p> <p><i>Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work commences</i></p> <p><i>Guards are only removed to the extent that work requires and replaced as soon as maintenance is complete</i></p> <p><i>Work areas are cordoned off to exclude unauthorised access where necessary</i></p> <p><i>Hazardous areas are locked when not in use e.g. high voltage switch room</i></p> <p><i>Appropriate Personal Protective Equipment is worn by maintenance employees and they have received training in its use</i></p> <p><i>External maintenance workers report to designated person</i></p> <p><i>Tools used for maintenance are in good working order and properly guarded where necessary</i></p>	

<i>Custom Control</i>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Workplace Transport</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>Entry to the workplace is directed and controlled</p> <p>All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted</p> <p>All routes are kept free of obstructions. Permanent obstructions (e.g. lamp posts) are marked and protected as necessary</p> <p>People and vehicles are kept apart</p> <p>Vehicle reversing is eliminated, where possible</p> <p>All work areas are well lit</p> <p>Loading and unloading is carried out in a designated area away from overhead obstructions</p> <p>High visibility vests/jackets are provided and worn by people who work near vehicles</p> <p>Visitors are accompanied and a safe area is provided for visiting drivers during</p>	

	<i>loading and unloading</i>	
	<i>Speed limits and speed ramps/rumble strips etc. are used to control speed, as needed</i>	
<i>Custom Control</i>		

Hazard Name	Current Controls	Additional Controls (See Action List)
Office Equipment 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	Office equipment is used in accordance with the manufacturers manual Power sockets are not overloaded Power supply is turned off when clearing shredder jams and emptying bags Loose clothing, dangling jewellery and unsecured long hair should be avoided when using shredders Cabinet drawers and doors are kept closed when not in use Shelves are not overloaded Adequate lighting, ventilation and heating are provided	
Custom Control		

Hazard Name	Current Controls	Additional Controls (See Action List)
Exhaust Fumes Exposure to exhaust fumes can cause irritation to eyes and nose, asthma and bronchitis to you, your employees and/or visitors	 Exposure to exhaust fumes is reduced (e.g. by ventilation/extraction) as far as possible The number of employees exposed to exhaust fumes is reduced as far as possible Employees are informed of the risks associated with exhaust fumes	
Custom Control		

Hazard Name	Current Controls	Additional Controls (See Action List)
<i>Knapsack Sprayer</i> <i>Using a knapsack sprayer can result in contact with chemicals which may cause skin conditions, allergies or illness to you, your employees and/or visitors</i>	<i>Knapsack sprayer is used and maintained in accordance with the manufacturer's instructions</i> <i>Employees are trained in the use of the knapsack sprayer and the chemicals they will be using</i> <i>The shoulder straps are adjusted for comfort before the sprayer is filled</i> <i>The maximum fill level is not exceeded</i> <i>Spraying is not undertaken in windy conditions when close to other people</i> <i>The pressure is released on the sprayer and it is washed out before storage</i> <i>Suitable PPE (Personal Protective Equipment) is provided and worn</i>	
<i>Custom Control</i>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Lawn Mower</p> <p>Contact with lawn mowers can cause cuts, amputations and other serious injuries to you, your employees and/or visitors</p>	<p><i>The lawn mower is used and maintained in accordance with the manufacturer's instructions</i></p> <p><i>Employees are trained to operate the lawn mower and the operator's manual is available</i></p> <p><i>The lawn mower is maintained in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p><i>Fuel for the lawn mower is properly stored, only approved containers are used and care is taken when adding fuel to the lawn mower</i></p> <p><i>The mower is only used in suitable conditions and suitable precautions are taken depending on the work area (e.g. roadside work, working on slopes)</i></p> <p><i>Machine adjustments or repairs are never carried out while the engine is running</i></p> <p><i>Eye, hearing and foot protection is provided and worn where necessary</i></p> <p><i>People are kept clear of the lawn mower and passengers are not carried on ride-on mower(s)</i></p>	<p><i>Moving the mower in a backwards direction is avoided wherever possible and if done, blades are disengaged where possible</i></p>

	<i>The blade(s) of ride-on mowers are allowed to stop completely before the operator dismounts and the mower is stored safely with keys removed</i>	
<i>Custom Control</i>		

Hazard Name	Current Controls	Additional Controls (See Action List)
Lone Working <i>Lone workers may be more vulnerable to certain hazards which can cause ill health and other serious injuries to you, your employees and/or visitors</i>	<i>Means of communication (e.g. phones, 2-way radio, controlled periodic checks) is provided</i> <i>Contact numbers are readily available for use in an emergency and an alarm (e.g. panic alarm, no movement alarm, automatic distress message systems) is provided where relevant</i> <i>Employees are trained on lone working procedures</i> <i>Procedures are in place should a lone worker fail to return or make contact at agreed time</i> <i>Physical barriers are provided where practical where there is an increased threat of violence</i> <i>Where relevant, lone workers are provided with a client history including any relevant background information</i>	
Custom Control		

Hazard Name	Current Controls	Additional Controls (See Action List)
Manually Operated Hand Tools Contact with manually operated hand tools can cause cuts, lacerations and other serious injuries to you, your employees and/or visitors	Hand tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use Employees are informed of the possible risks when using the hand tools PPE (Personal protective equipment e.g. gloves, eye protection) is provided and worn as required	Adequate lighting is available
Custom Control		

<p>Hazard Name</p> <p>Noise</p> <p><i>Exposure to noise can cause damage to you, your employees and/or visitors hearing resulting in temporary hearing loss, tinnitus or permanent hearing damage</i></p>	<p>Current Controls</p> <p><i>Noisy areas/activities have been identified (A competent person should carry out measurements where necessary), and ways to reduce levels and exposure have been considered</i></p> <p><i>Employees are advised of the risks from exposure to noise</i></p> <p><i>Hearing protection is provided and worn where necessary, especially when working with or working close to noisy equipment</i></p>	<p>Additional Controls (See Action List)</p> <p><i>Warning signs () are displayed in the workplace</i></p>
<p><i>Custom Control</i></p>		

Hazard Name	Current Controls	Additional Controls (See Action List)
Outdoor Work Outdoor factors such as the sun, soil, plants and insects can cause skin damage, infections, allergies, bites and other serious illness to you, your employees and/or visitors	<p>Over-exposure to the sun is avoided, employees are informed of the importance of protection (e.g. hat, clothing, sunscreen) from the sun and sun cream is available</p> <p>Suitable measures are put in place when working in bad weather</p> <p>Suitable facilities are provided and maintained for cleansing of hands before eating, drinking or smoking</p> <p>Suitable clothing and gloves are provided and worn as required</p> <p>Cuts and abrasions are covered with waterproof dressings/plasters</p> <p>Working in and generating dust is kept to a minimum and where this is not possible, suitable personal protective equipment (e.g. dust mask, eye protection) is provided and worn</p> <p>A First Aid box is available</p>	<p>A relevant vaccination (e.g. tetanus, hepatitis) programme is in place and is offered to employees</p>
Custom Control		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Power Washer</p> <p>Contact with a power washer can cause burns, lacerations, internal injuries and other serious injuries to you, your employees and/or visitors</p>	<p>Power washer is used and maintained (Including any warning signs and safety devices provided eg. safety guards, emergency stop) in good working order in accordance with the manufacturer's instructions</p> <p>Employees are trained in the use of the equipment and the operator's manual is available</p> <p>Power washer is checked (Refer to the operator's manual for items to check) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p>Electrical power washer and fittings are IP-rated (Ingress Protected against moisture) and protected by an RCD</p> <p>Trailing hoses and leads are avoided where possible</p> <p>Underfoot conditions (e.g. ice) are checked particularly during cold weather</p> <p>PPE (Personal Protective Equipment e.g. gloves, eye protection, waterproof clothing) is provided and worn as required</p>	

<i>Custom Control</i>	
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<i>Hazard Name</i>	<i>Current Controls</i>	<i>Additional Controls (See Action List)</i>
<i>Sharp Objects</i> <i>Contact with sharp objects can cause cuts, lacerations and amputations to you, your employees and/or visitors</i>	<i>Use of sharp objects is minimised and they are stored safely after use</i>	
<i>Custom Control</i>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Strimmer / Brushcutter</p> <p>Contact with a strimmer or brushcutter can cause cuts, amputations and other serious injuries to you, your employees and/or visitors</p>	<p><i>The strimmer/brushcutter is used and maintained in accordance with the manufacturer's instructions</i></p> <p><i>Employees are trained to operate the strimmer/brushcutter and the operator's manual is available</i></p> <p><i>The strimmer/brushcutter is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p><i>Adjustments, repairs or clearing of blockages are never done with the engine running</i></p> <p><i>The strimmer/brushcutter is only used in suitable conditions and the area to be cut is checked for objects before use</i></p> <p><i>Personal protective equipment (e.g. eye, hearing, hand, foot protection) and clothing is provided and worn as required</i></p> <p><i>People are kept clear of the operating area of strimmer / brushcutter</i></p> <p><i>Fuel for the strimmer/brushcutter is properly stored, only approved containers are used and care is taken when adding fuel to the machine</i></p>	

<i>Custom Control</i>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Tractor</p> <p><i>Use of a tractor could result in falling when getting in or out, vehicle overturning, being struck or run over, which can cause head injuries, crushing and death to you, your employees and others</i></p>	<p><i>Tractor is used and maintained according to the manufacturer's instructions</i></p> <p><i>Tractor is only operated by those who are trained and competent (Having the training, knowledge and experience needed), and the operator's manual is available</i></p> <p><i>Tractor is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p><i>The steering, brakes and handbrake are kept in good working order</i></p> <p><i>People on foot are kept clear of a moving tractor and a check is always made that nobody is nearby before moving off or reversing</i></p> <p><i>Tractor is driven at a speed suitable for the load and the ground or road conditions</i></p> <p><i>Tractor is only started and operated from the driver's seat and is always parked safely (Make sure it cannot roll or move unintentionally)</i></p> <p><i>The ignition key is removed when the tractor is left unattended</i></p>	

<i>Custom Control</i>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 212 427 276">Visiting Customer Premises</p> <p data-bbox="203 316 524 643"><i>Visiting customers premises may result in slips, trips, falls, crush injuries or threatening behaviour which may cause cuts, bruises, head injuries or other serious injuries to you and/or your employees</i></p>	<p data-bbox="555 212 1458 276"><i>Employees are provided with information about the purpose of the visit, the location of the premises and any particular risks</i></p> <p data-bbox="555 379 1458 443"><i>Employer or other relevant person is aware of the employee's planned visits (Approximate duration & locations)</i></p> <p data-bbox="555 547 1442 579"><i>Company identification is provided and shown to customer on first contact</i></p> <p data-bbox="555 675 1435 738"><i>Employees are trained not to enter any premises without prior permission from the owner/customer</i></p> <p data-bbox="555 842 1480 906"><i>On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative</i></p> <p data-bbox="555 1010 1458 1114"><i>Employees are trained to avoid, and to report to their manager, any dangerous situations/issues that may affect them and reported matters are dealt with promptly</i></p> <p data-bbox="555 1217 1487 1281"><i>Emergency contact numbers are provided and an incident reporting procedure is in place including follow up action</i></p> <p data-bbox="555 1385 1115 1417"><i>The premises rules and safety signs are obeyed</i></p>	

	<i>Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures</i>	
<i>Custom Control</i>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Woodchipper</p> <p>Contact with a woodchipper or with flying objects from the use of the woodchipper may cause cuts, eye injuries, amputations and other serious injuries to you, your employees and/or visitors</p>	<p><i>The woodchipper is used and maintained in accordance with the manufacturer's instructions</i></p> <p><i>Employees are trained to operate the woodchipper and operator's manual is available</i></p> <p><i>The woodchipper is inspected before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p><i>A push-stick is available and is used for feeding short material</i></p> <p><i>The material to be fed is checked to ensure that it is free of metal and other foreign objects and the woodchipper discharge chute is positioned to prevent chips from hitting others</i></p> <p><i>Personal protective equipment is provided and worn as required</i></p> <p><i>Fuel for the woodchipper is properly stored, only approved containers are used and engine is off and cool when refuelling</i></p> <p><i>The woodchipper is shut down and the ignition key removed when it is unattended</i></p>	<p><i>The woodchipper is adequately guarded, is fitted with an emergency stop and safety features are in place including, where relevant, a PTO (power take off) guard</i></p>

	<i>The work area around the woodchipper is kept clear and free from tripping hazards. People are kept clear of the operating area of the woodchipper</i>	
<i>Custom Control</i>		
<i>Custom Control</i>		

PART B2 - ACTION LIST

Hazard Name	Control Required	Assigned To	Deadline	Completed
<p>Manual Handling</p> <p><i>Manual Handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk factors such as:</i></p> <p><i>Load is too heavy, large, awkward or is carried away from the body. Load is lifted too high or carried too far/too often or involves bending and/or twisting.</i></p> <p><i>Inadequate space, uneven floor or steps/ramps</i></p>	<p><i>Task is organised to allow the use of mechanical aids to avoid/reduce the need for manual handling</i></p>			<p><i>No</i></p>

Hazard Name	Control Required	Assigned To	Deadline	Completed
<p>Manual Handling</p> <p>Manual Handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk factors such as:</p> <p>Load is too heavy, large, awkward or is carried away from the body. Load is lifted too high or carried too far/too often or involves bending and/or twisting.</p> <p>Inadequate space, uneven floor or steps/ramps</p>	<p>Employees receive relevant manual handling training where necessary</p>			<p>No</p>
Hazard Name	Control Required	Assigned To	Deadline	Completed
<p>Slips, Trips and Falls</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>Slip resistant footwear is provided and worn where necessary</p>			<p>No</p>

Hazard Name	Control Required	Assigned To	Deadline	Completed
Lawn Mower Contact with lawn mowers can cause cuts, amputations and other serious injuries to you, your employees and/or visitors	Moving the mower in a backwards direction is avoided wherever possible and if done, blades are disengaged where possible			No
Hazard Name	Control Required	Assigned To	Deadline	Completed
Manually Operated Hand Tools Contact with manually operated hand tools can cause cuts, lacerations and other serious injuries to you, your employees and/or visitors	Adequate lighting is available			No

Hazard Name Noise <i>Exposure to noise can cause damage to you, your employees and/or visitors hearing resulting in temporary hearing loss, tinnitus or permanent hearing damage</i>	Control Required <i>Warning signs are displayed in the workplace</i>	Assigned To	Deadline	Completed No
Hazard Name Outdoor Work <i>Outdoor factors such as the sun, soil, plants and insects can cause skin damage, infections, allergies, bites and other serious illness to you, your employees and/or visitors</i>	Control Required <i>A relevant vaccination programme is in place and is offered to employees</i>	Assigned To	Deadline	Completed No

<i>Hazard Name</i>	<i>Control Required</i>	<i>Assigned To</i>	<i>Deadline</i>	<i>Completed</i>
<i>Woodchipper</i> <i>Contact with a woodchipper or with flying objects from the use of the woodchipper may cause cuts, eye injuries, amputations and other serious injuries to you, your employees and/or visitors</i>	<i>The woodchipper is adequately guarded, is fitted with an emergency stop and safety features are in place including, where relevant, a PTO guard</i>			<i>No</i>