



Health and Safety Booklet

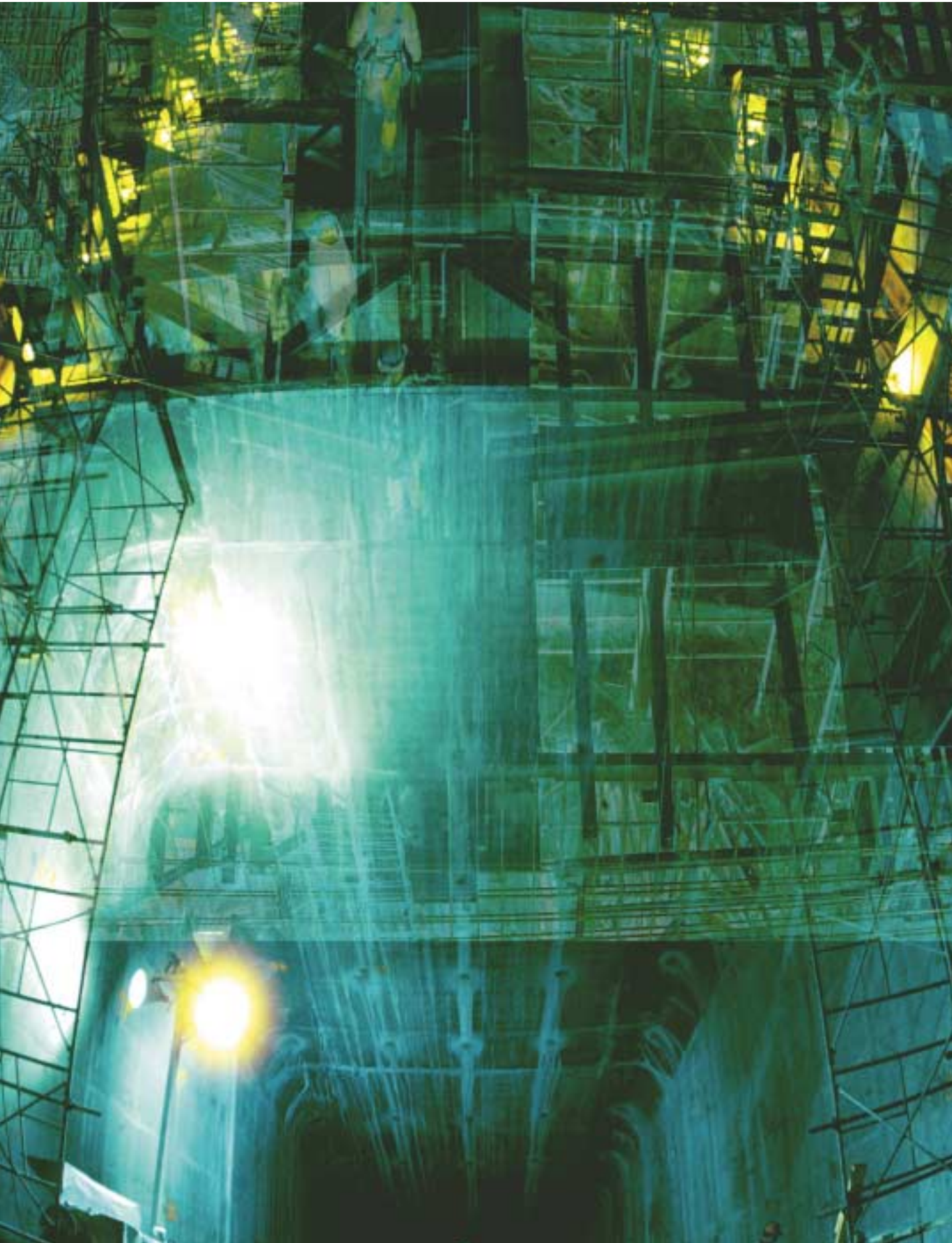


Table of contents

Objective of this document	.1
Case Studies Relating to Safety Issues	.1
Don't Make the Headlines!	.1
Motivation	.4
Safety Sense	.4
Safety Activities	.5
Safety Statement	.6
Explanation & Introduction	.6
Actions required when developing a Safety Statement	.6
Safety Policy	.7
Safety Statement	.8
The Identification of Workplace Hazards	.9
Record of all Potential Hazards	.12
Checklist to Identify Hazards	.12
Risk Assessment	.13
Precautions	.14
Risk Rating	.14
List of Hazards & Precautions	.15
Responsibilities of the Owner/Manager	.16
Organisational chart	.16
Responsibilities of All Employees	.17
Responsibilities of the Safety Officer	.17
Safety Consultation	.18
Training Record	.19
Safety Training & Instruction	.19
Safety Consultation Group Members	.19
Fire Safety	.20
Access & Egress	.21
Visual Display Units	.21
Procedure for Accidents	.22
Contractors & Visitors	.22
First Aid Box Locations	.23
First Aid	.23
Pregnant Employees	.24
Disciplinary Procedure	.24
Personal Protective Equipment	.24
Violence to Employees	.25
Health & Safety Authority Addresses	.26

Objective of this document

To combine a Safety Statement and a Health and Safety booklet and to give employees and employers the knowledge they need to develop this document and make it site specific in order to fulfill the requirements of the Safety, Health and Welfare at Work Act 1989 which states that:

“It is the responsibility of each employer to prepare and implement a written site-specific Safety Statement.”

It can also be used in each business as a training tool.

Common sense indicates that it is better to prevent problems than to deal with the consequences. This especially applies to Health and Safety issues.

Annually 3 or more days of work are missed by 35,000 employees in Ireland and by 5,000,000 people in Europe. Most of the missed days are due to injuries sustained at work.

The Legal Acts governing Health, Safety and Welfare are:

- The Safety Health and Welfare at Work Act (1989)
- Safety Health and Welfare at Work (General Applications) 1993 (SI. 44 of 1993)

Summary of injury statistics

	1999	2000	2001	2002
Numbers in employment	1,591,100	1,670,700	1716,500	1,745,500
Number of injuries resulting in more than 3 working days lost	14,900	12,600	N/a	26,200
Number of insurance claims made	9,211	10,175	11,752	N/a
Fatalities	N/a	N/a	64	61

N/a – figures not available

Case Studies Relating to Safety Issues

Don't Make the Headlines!

Dunne V Quinnsworth 1999

Mr. Dunne tripped while shopping and twisted his back because there was something on the floor. He received 76,184 Euro compensation.

Doyle V Dunnes Stores 2003

A Merry Christmas sign fell on Ms Doyle hitting her on the neck. She received 12,811 Euro in compensation.

O'Grady V Irish Life & Permanent

Ms O'Grady stepped on an uneven grating in the car park of Irish Life & Permanent causing her to fall off the narrow footpath and she suffered an ankle injury she was awarded over 20,000 Euro.

Staff evacuated in Kildare Street

250 staff in a Government Department office in Kildare Street in Dublin had to be evacuated when smoke began to circulate in the building from ventilation ducts.

Man electrocuted in Co. Meath

A man in his 50s was electrocuted when he struck overhead cables at a halting site in Trim, Co. Meath as he was using a lifting arm attached to his truck.

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

Managements believe that the greatest single benefit they derive from a good Health and Safety environment is improved employee / employer relations.

While slips, trips and falls are the largest source of accidents in the Republic at 45 per cent, in Northern Ireland manual handling tasks account for 55 per cent of accidents.

For instance only 52 per cent of Safety executives (in the Republic) believe they were “very familiar” with the Safety regulations for VDU (Visual Display Units in computer systems). The figure for Northern Ireland was 85 per cent.

Questions & Answers

What is a Safety Statement?

It is a self-assessing control mechanism to monitor Safety and Health performance. It is based on identification of hazards and assessing risks to Safety and Health at the place of work.

What is a Hazard?

An occurrence or potential occurrence which if it happened could be detrimental to good Health and/or cause personal damage or harm to staff and/or other people or loss to plant and/or equipment.

How many people are seriously injured each year?

26,000 serious workplace accidents occur each year these result in an employee missing 3 or more days of work. The injuries include:

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

What is the cost of these appalling statistics?

450/600 million Euro per year.

Who picks up the tab for the costs?

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

What is the main purpose of the act?

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

How do we achieve this?

The Safety, Health and Welfare Act 1989 has two main components:

1. The identification of workplace hazards and
2. The production of a Safety Statement.

“DO YOU LIKE TO GAMBLE?”

Why do we ask?

Because managers, proprietors or owners of any business who fail to implement the Safety, Health and Welfare Act 1989 and who ignore or fail to identify workplace hazards are playing “ Russian Roulette” with their own and their employees lives.

We spend between 30 and 50 years working.

Now that’s a very good reason to ensure a safe and healthy workplace.

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

Duties & Obligations of Employers & Employees

What are the main duties and obligations of the employer under this act?

Every employer must ensure so far as is reasonably practicable the Safety, Health and Welfare at work of all his employees and other persons entering his workplace.

The employer's duty extends to and includes:

- The maintenance of places of work to ensure they are safe and without risk to Safety and Health.
- The provision of safe plant and machinery.
- The adoption or introduction of safe and acceptable work systems.
- The provision of information and training to ensure their Safety at work.
- The provision of suitable protective clothing and equipment, as appropriate, for the Safety of all the employees at the work.
- Providing safe access and egress for staff pedestrians outside your building and vehicles
- Providing and implementing a Safety Statement (see page 14 for more details)
- Providing adequate ventilation
- Providing comfortable working temperature
- Providing adequate lighting
- Protect employees from exposure to over 85 decibels of noise
- Consult with employees about Health and Safety issues
- Provide an emergency evacuation plan. And contact details for local emergency services
- Designate a responsible employee to take charge of duties in case of an emergency situation.

Employers have a responsibility to look after the safety of:

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

Employers must not:

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

Employees also have responsibilities, they must:

- Co-operate fully with relevant Health and Safety rules.
- Always use equipment as they were trained.

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

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

Safety Sense

What is Safety Sense?

1. Attitude

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

2. Alertness

Always being on the watch for hazards and dangers.

3. Knowledge

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

4. Common sense

Not being careless, refusal to take risks.

Remember

The main causes of accidents in the workplace are:

- Failure to use machinery correctly
- Failure to follow Safety procedures
- Lack of training
- Lack of concentration
- Horseplay
- Boredom
- Familiarity
- Haste
- Untidy / Unsafe and cluttered work areas

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

Personal injury / compensation claims cannot be defended if a Safety Statement and the Safety, Health and Welfare at Work Act 1989 has been ignored or incorrectly implemented.

Safety and Protective Measures

The following Safety/ Protective measures are in operation for the Safety of the staff.

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

Motivation

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

Remember, you are the leader

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

To be a leader:

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

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

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

Personal injury / compensation claims cannot be defended if a Safety Statement and the Safety, Health and Welfare at Work Act 1989 has been ignored or incorrectly implemented.

Safety Activities

Rewarding Safety Achievements

Praise

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

Recognition

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

Celebration

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

Demonstration

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

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

Safety Activities

Safety meetings

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

Safety committees

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

Safety posters and bulletins

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

Suggestion system

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

Safety competitions and prizes

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

Example

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

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

Key Points

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

26,000

serious workplace accidents
occur each year.

Safety Statement Explanation & Introduction

What is a Safety Statement?

It is a self-assessing control mechanism to monitor Safety and Health performance. It is based on identification of hazards and assessing risks to Safety and Health at the place of work.

Aims of a Safety Statement

1. To involve management at the highest level in a clear programme of action.
2. To stimulate action to ensure compliance with regulations.
3. To identify hazards and prioritise remedial action which is based on the risk of injury to exposed persons depending on the amount of people at risk and the severity of the affects.
4. To ensure things are reviewed.
5. To identify and assign clear responsibilities.
6. To ensure follow up of problems.
7. To ensure resources are available for Health and Safety.
8. To get commitment of all persons in the work place.

Actions required when developing a Safety Statement

1. Draw up a Health and Safety Policy

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

2. Identify the hazards

This means identifying jobs, work practices, equipment etc. where something could go wrong and if it did somebody could get injured.

3. Carry out a risk assessment

This means analysing the hazards that you have identified and giving them a risk rating depending on their likelihood and severity

4. Decide what precautions are needed

If you have identified a hazard you should eliminate the task that causes the hazard if possible. If not you will need to put a precaution in place to ensure you reduce, to an acceptable level, the risk that hazard could pose. You will already have some precautions in place and the risk assessment will evaluate if those precautions are adequate. New precautions will need to be implemented. You will need to consult with your staff at each stage of the process and you will also need to inform them of the precautions that you have now decided upon.

5. Carry out another risk assessment

You must ensure that by eliminating a task or implementing a precaution you have not caused another hazard.

6. Record your findings

You must record and file everything

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

7. Review your programme and update it

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

Safety Policy

Declaration of Intent

The Safety Health and Welfare at Work Act 1989 requires employers and employees alike to consider Safety as a joint responsibility. We seek your co-operation in ensuring that safe working becomes an instinctive habit at:

Please feel free to discuss the implications of the Act and any ideas you may have to improve Safety with:

The Safety Officer:

The Safety Representative:

Safety Policy

1. The standards of Safety Health and Welfare will be maintained at the highest level and the management will approach Safety and Health issues continuously to remove the factors, which cause unsafe conditions.
2. Safety at work is fundamental to operational efficiency at all times and all employees must co-operate to prevent injury to themselves or others.
3. The legislation requirements are the minimum standards in this company and our aim is to achieve higher standards
4. Health and Safety is an integral part of the effective management of this company
5. If any employee is found to have been culpably negligent in the matter of Health and Safety or have contributed to an accident through personal neglect then that person will be subject to disciplinary procedures, which could result in dismissal
6. A Safety Officer has been appointed to ensure full consultation and co-operation between employees and management to implement Safety standards
7. Employees at all levels wherever employed will receive sufficient training in the Safety Health and Welfare aspects of their work to ensure that they are aware of potential hazards and the action required to overcome them.

"This Safety Statement is aimed at protecting our employees from workplace accidents and ill health at work. It is our programme in writing to manage Health and Safety. We provide any protective equipment, guards etc., as well as information, training, supervision as necessary to protect our employees. The Safety Statement is available to our employees, outside contractors and inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year."

Signed

Date

Owner/Manager

Safety Statement

Business Name: _____

Address: _____

Business Activity: _____

Business Tel. No.: _____

Emergency Contacts List

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

The Identification of Workplace Hazards

Definition of a Hazard

An occurrence or potential occurrence which if it happened could be detrimental to good Health and/or cause personal damage or harm to staff and/or other people or loss to plant and/or equipment.

Hazard Identification

To begin developing your own site-specific Safety Statement you first need a Safety Policy, which you will find on page 9. Next, you must identify the hazard's involved in your business.

The five main categories of hazards are: -

1. Physical
2. Chemical
3. Biological
4. Physco- Social
5. Human Factors

1. Physical Hazards

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

- Noise
- Cold rooms
- Bad flooring
- Steps
- Water
- Children
- Food
- Forklifts
- Work Equipment etc.
- Windows
- Manual Handling
- Wet floors
- Electricity
- Fire
- Pets
- Toys
- Smoking

Examples of some outcomes of these hazards include:

- Slips, trips and falls
- Poor hearing
- Food poisoning
- Electrocutation
- Backache

2. Chemical Hazards

EU Regulations require chemicals to be correctly labelled according to their hazards.

Manufactures and suppliers are legally required to provide information on the Safety and Health risks of all chemical substances. This information is normally supplied by means of a hazard data sheet.

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

- Environmental Dangers
- Flammability
- Correct Storage
- Separation of chemicals likely to cause explosion.
- Correct labeling
- Long term effects of exposure
- Skin irritation
- Respiratory problems
- Recognition of danger symbols

If you use or work with chemicals or solvents you should contact your nearest Health and Safety Authority who will supply you with leaflets which provide comprehensive information on this important and hazardous area.

3. Biological Hazards

This section deals with all the biological issues which can cause health hazards. They are:

- a) Viruses and bacteria
- c) Dermatitis
- e) Carcinogens
- b) Occupational asthma
- d) Personal skin care

a) Viruses and bacteria

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

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

b) Occupational Asthma

This is another form of biological hazard caused by irritating substances in the air of your workplace.

There are 8 types of work in particular where fumes, vapors, dust or fine sprays are likely to cause asthma:

- The manufacture of polyurethane varnishes, paints, coatings and adhesives. The problem substances are isocyanates.
- The metal refining industry. Workers who come into contact with platinum salts are most at risk.
- The manufacture, transport or use of hardening or curing agents (based on epoxy resin, phthalic anhydride, tetrachlorophthalic anhydride, trimellitic anhydride or triethylene-tetramine).
- The use of resin as a soldering flux, in the electronics or communications industries, for example.
- The detergent, food and pharmaceutical industries where proteolytic enzymes are used, for example to break down protein.
- The sowing, cultivation, harvesting, drying, handling, milling, transport or storage of barley, oats, rye, wheat or maize- or the meal or flour made from them. The dusts produced in these processes are the hazard.
- Contact with animals or insects used in research or teaching laboratories can also provoke asthma.
- The timber and woodworking industries where red cedar wood dust is the major hazard.

What can I do to avoid getting asthma at work?

- Check your own working environment. Is there anything floating around in the air of your workplace? Does your work, or any stage of work, produce fumes, vapours, dusts or fine sprays?
- Where a particular substance is causing a health problem, the best solution is to substitute it by another similar, but safer, one. Scientific knowledge is now so well developed that it is technically possible to find a safe substitute in most cases.
- The least satisfactory solution of all is to provide protective clothing and / or facemasks for the workers at risk. Where hazardous conditions exist in the workplace, the aim should be to remove the hazard by modifying the workplace, not by modifying the worker.

c) Dermatitis

This is a biological hazard, which targets the skin. It occurs if chemicals or other substances come in to contact with the skin and damage it.

- ***What is dermatitis?***
It is an irritation or inflammation of the skin. It is not infectious so you cannot catch it from anyone.
- ***What are the symptoms?***
Itchy burning skin which is sore with small blisters when present for a long time the skin becomes crusty scaly fissured thickened and cracked.
- ***Where does it occur?***
Usually on the hands but it can occur anywhere.
- ***Is it a problem?***
Yes, because it is so common and because in approx 25% of the people affected for the first time there will still be skin trouble two years later.
- ***Why does it happen?***
The normal healthy skin is designed to be a barrier to protect the body from the harmful substances it comes in to contact with. And this can cause the skin to get damaged in the process.

Solutions

- Dirty or contaminated skin should be washed and dried thoroughly.
- Are there sufficient convenient washbowls and dryers?
- Are there clean towels and/or an air dryer available?
- Is there a hand cream to replace the skin's natural oils?

d) Carcinogens

Each year in Ireland about 7,000 people die from Cancer. Up to 700 of these deaths may be caused by exposure to substances in the workplace. Smoking is one of the many things which will increase this risk.

The employer is responsible for:

- Identifying all carcinogens.
- Risk assessment to the workforce.
- Staff consultation/ training/ information.
- Appropriate safeguards.
- Health monitoring.
- Record keeping.

What are appropriate safeguards?

- Product substitution for something safer.
- Process control / engineering methods.
- Information and training.
- Monitoring exposure levels.
- The provision of P.P.E. (Personal Protective Equipment)

These safeguards should be followed in the above order.

Common Carcinogens include:

- Asbestos
- Chromates
- Ethylene Oxide
- Acrylonitrile
- Arsenic Trioxide
- Some Nickel
- Unrefined Mineral Oils

Don't add to the awful statistics of death by your indifference, complacency, or failure to identify your workplace hazards.

4. Physico-Social Hazards

Under this heading we deal with stress. Stress is the internal resistance a person sets up when an external load is applied.

What might contribute to stress at work?

- Overwork
- Poor working conditions
- People you work with
- Pay / Conditions
- Poor working systems
- Dangerous work
- Your own expectations
- Personal Problems
- Pressure to meet deadlines.

The Physical symptoms of stress include:

- Fatigue
- Upset stomach
- Backaches
- Shortness of breathe
- Muscle tension
- Sweaty palms
- Tension headaches
- Sleep problems
- Weight loss
- High blood pressure
- Nervousness
- Cold hands, feet.

The Emotional symptoms of stress include:

- Irritability
- Hostility
- Anxiety
- Loss of self-esteem (not feeling good about who you are and what you do)
- Feelings of helplessness
- Withdrawal from friends and relatives
- Inability to appreciate or enjoy life
- Loss of concentration

Stress can affect behaviour, too, leading to nail biting, excessive smoking and / or use of alcohol and other drugs, etc. (Keep in mind that these signs and symptoms may have causes other than stress -check with your doctor to make sure)

How to reduce stress at work

- Maintain healthy habits
- Get sufficient sleep
- Eat a well balanced diet
- Don't procrastinate
- Manage your time
- Be realistic about what you can achieve
- Make a "to do" list. Identify key or important task then tackle them
- Prioritise
- Pace yourself sensibly
- Discuss problems at work with colleagues or supervisors
- Don't look for solutions in alcohol or drugs.

5. Human Hazards

Most accidents are caused by the unsafe acts of people - inappropriate games and jokes. The workplace is not the place for practical jokes or silly tricks. Deaths and serious injuries have often been caused by the workplace "Joker".

To ensure that potential hazards associated with human factors do not become a reality follow these tips.

To ensure human factors do not cause hazards:

- Always keep your work areas and gangways clean and tidy.
- Mop up any spillages you see immediately.
- Do not create fire or other hazards by throwing rubbish or cigarette end away carelessly.
- Obey all "No Smoking" rules
- Do not decant any chemicals or detergents into unmarked bottles or containers.
- Always follow instructions given on chemical or dangerous substance containers.
- Be aware of personal hygiene, particularly washing your hands after using the toilet, and before meals.
- Use all protective equipment and clothing provided. Report any item that is damaged to your supervisor.

- Never use equipment or vehicles if you have not been fully trained to do so. Do not operate machinery when wearing loose clothing, dangling jewellery, and always tie back long hair or tuck it under a work cap.
- Electricity can kill. Always treat electrical tools and equipment with the greatest respect.
- Disconnect any electrical appliance you may be repairing.
- Access all heights safely and with the right equipment. Do not climb up on to shelving or boxes to reach unsafe heights.
- Never operate machinery without the correct Safety Guard's.
- Always obtain "First Aid" even for the smallest of cuts.

Manual handling is one of the main human hazards

Incorrect manual handling can cause a slipped disc and a lifetime of pain and serious injury.

Manual handling is a potential human hazard, which can be avoided by Proper training to ensure all staff know how to lift correctly and safely.

The quality of your life could depend on following the Basic Rules of "Correct Manual Handling". Do not ignore them.

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

Most accidents are caused by the unsafe acts of people - inappropriate games and jokes.

Checklist to Identify Hazards

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

Record of all Potential Hazards

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Risk Assessment

A Risk Assessment must be carried out on all hazards

A Risk Assessment is carried out on each of the hazards, which have been identified in order to

- Evaluate the severity each of them poses to the health of the people working on the premises.
- Assess how serious the effect of the hazard would be and how likely it is to happen.

Example

1. The risk to staff of a manual handling injury due to lifting children in a crèche is Harmful because back ache is the result but is Unlikely because the staff have had training then see below.
2. The risk of physical injury from a band saw in a butchers shop which does not issue personal protective equipment to its staff is Extremely Harmful due to the injury that may occur and Highly Likely see below

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

Guidelines for levels of harm

Slightly harmful means:

- Minor cuts and /or abrasions
- Occurrences of a temporary nature

Harmful means:

- Fractures
- Concussions
- Severe lacerations

Extremely harmful means:

- Death, amputation or occupational cancer
- Major fish kills
- Toxicity associated with mixing chemicals.
- Explosions or fire.

Risk Rating

This section deals with allocating a specific risk rating to each hazard; each section in the matrix below carries a number, which then becomes the rating. This works in conjunction with the previous section.

Example: if a hazard has been identified on page 15, as being Extremely Harmful and Highly Likely then it would fit in to the box below numbered 1 and it would get a risk rating of 1, this being the most serious risk.

SLIGHTLY HARMFUL	UNLIKELY 3	LIKELY 3	HIGHLY LIKELY 3
HARMFUL	3	3	3
EXTREMELY HARMFUL	3	3	3

Risk rating means:

1. Is the most serious and must be dealt with immediately.
2. Is serious and must be dealt with next.
3. Is the least serious and must be dealt with once the others have been rectified.

Precautions

When deciding on the precautions necessary to rectify the risks that have been identified you must:

- Start with the risks that received a rating of 1
- Then move on to the risks that received a rating of 2
- And finally deal with the risks that received a rating of 3.

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

Example: if there are two hazards with a risk rating of 1 assess how many people they will affect, if one affects the whole workforce and the other affects less people you must address the hazard that will affect the whole workforce first.

The precautions that must be implemented once the risk assessment is complete are as follows:

Precautions

1. Elimination of the job that caused the hazard is by far the preferred solution.
2. If this is not possible you must reduce the risk of that hazard by:
 - Improving work practices and facilities.
 - Improving training.
 - Implementing control measures e.g. fitting Safety Guards on to machinery.
 - Checking that the controls are effective.
 - Consulting with employees to identify their ideas for a solution.
3. If there is no other way of controlling the risk you must issue your staff with Personal Protective Clothing.

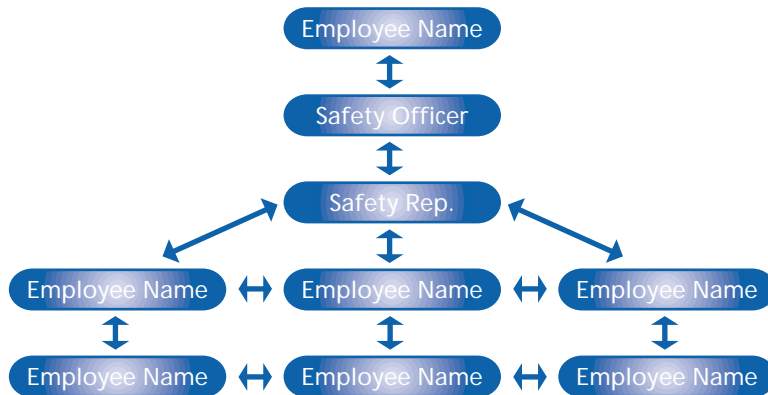
Record all of your findings

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

Organisational chart

The organisational chart must be filled out to reflect the actual chain of command in a business.

The arrows indicate the lines of communication - they are double headed to show that the lines of communication are open in both directions.



Responsibilities of the Owner/Manager

- That adequate resources are made available, in terms of time, finances and personnel to ensure the Safety Policy is effectively implemented.
- That all staff under his/her control are fully aware of their responsibilities in relation to Safety and that they know they have a right to Safety information.
- That all staff under his/her control are aware of their Health & Safety accountability.
- That all operations under his/her control are examined in order to identify the hazards and assess the risks.
- That all staff under his/her control receive adequate training including any specialist training that might be required e.g. Machinery Safety and operation, manual handling, etc. And that there is a procedure in place for consultation about Health and Safety. That a trained First Aider is always available.
- That safe systems of work are incorporated into all appropriate activities e.g. use of dangerous equipment/product.
- That all equipment receives routine inspection and maintenance in accordance with legislative standards and good practice. And that all dangerous parts of machinery are adequately safeguarded.
- That a comprehensive fire evacuation plan is prepared and communicated to all employees.
- That the content of the Safety Statement is communicated to all employees and that up-to-date copies of the Safety Statement are available to all staff.
- That any job descriptions or contracts of employment adequately describe all Health and Safety responsibilities.
- That all accidents and dangerous occurrences are recorded investigated and acted upon. And that Safety inspections are routinely carried out to ensure the accidents don't re-occur.
- That adequate and competent supervision is available at all times and especially where employees are under 18 years of age or new to the task they are doing.

Signed _____
Owner/Manager

Date _____

Responsibilities of the Safety Officer

- That safe working conditions and practices are maintained.
- That he/she communicates with personnel under his/her supervision regarding Safety policy procedures and conditions.
- That he/she sets a good example of safe working practices and promptly corrects unsafe practices by employees under his/her jurisdiction.
- That all employees are aware of the hazards that exist, and that they are trained in the safe way to work with these hazards.
- That adequate supervision is available especially for workers less than 18 years of age and employees new to a particular task.
- All Safety rules are enforced firmly and fairly.
- Everybody is aware of the fire procedures and fire drill and the location of the first aid facilities.
- That good house keeping is maintained.
- That the Safety representative gets an opportunity to liaise with him/her if they have any suggestions from other staff members.
- That he/she attends the Safety meetings.
- That he/she investigate all accidents including those, which result in minor injury or where potential for serious injury was present (recording same).
- That all injured personnel are promptly referred to hospital or to a doctor for treatment if necessary.
- That all new or changed facilities or equipment are checked to ensure their Safety before operation.
- That he/she is aware of and understands all applicable Safety practices and regulations by keeping up to date.

Signed _____
Owner/Manager

Date _____

Responsibilities of All Employees

- Make yourself familiar with and conform to the Safety and Health programme of the business including all the instructions given to you by supervisors and others with responsibility for Safety and Health.
- Observe Safety rules at all times.
- Wear appropriate personal protective equipment and use appropriate Safety devices.
- Report all accidents and damage to the supervisor whether persons are injured or not and report any hazards you notice also.
- Make suggestions to improve Safety and Health in the business.
- Co-operate fully with relevant Health and Safety rules.
- Always use equipment as you were trained.

All others (contractors, customers, visitors etc..)

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

Safety Representative

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

The Safety Representative should:

- Be elected by the staff.
- Be fully familiar with the Safety Policy.
- Obtain information from and make representation to his/her employer.
- Carry out inspections and investigate accidents.
- Accompany an inspector on a visit to the business.
- Get time off without loss of pay to perform his/her duties.
- Not be placed at a disadvantage by being a Safety rep.

Signed _____
Owner/Manager

Date _____

Safety Consultation

A Safety Consultation is the process whereby information and suggestions relating to Health & Safety is gathered together and then brought to the attention of the person responsible e.g. the Owner/Manager who has the responsibility of allocating resources to deal with these issues.

The following staff members will have consultative responsibilities see below:

- Safety Officer
- Safety Representative

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

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

The consultation duties of the Safety Officer

- To co-ordinate the decisions of the Safety consultation group.
- Attend and chair all Safety meetings.
- Analyse and implement recommendations of the meeting and investigate all serious accidents and dangerous occurrences on site and report to the next meeting.
- Advise on all Safety matters including safe working practices, legal requirements, personal protective equipment, training, etc.
- Liaise with enforcement authorities on new Safety legislation, accidents, and dangerous occurrences.
- To carry out full investigations of all serious accidents and occurrences with supervisors and Safety reps
- To carry out Safety checks/inspections with the Safety Representative

The staff will be afforded the opportunity to elect a Safety Representative and they can then make representation to the company on any topic of concern relating to Health Safety and Welfare through the Safety Rep/Reps or directly with the manager/owner if necessary.

The consultation duties of the Safety Rep are:

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

Safety Consultation Group Members

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

Safety Meetings

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

It is vitally important that all documentation relating to Safety matters is filed and kept everything should be on paper.

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

Safety Training & Instruction

All staff employed by the company must receive induction training on commencement of employment to ensure that they fully understand the hazards inherent and what Safety precautions and emergency procedures are required.

Training will also be given as required in manual handling, fire fighting equipment, first aid, use of

bailers/compactors, steam cleaners (please add in specialist equipment that applies to your business)

Training will also be given as necessary to management personnel to ensure that they have the necessary skills and knowledge to manage their areas safely and without risk to health.

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

Training Record

Name of trainee	_____
Date	_____
Signature	_____
Details of training given	_____
Tutor	_____

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

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

Fire Safety

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

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

The fire alarm must be tested regularly.

On discovering a fire:

- Notify personnel in the immediate area and obtain help
- Notify supervisory and security staff, if applicable
- Attack the fire only if there is no risk of personal danger
- For a serious fire, raise the alarm and have the building cleared in accordance with agreed procedures

On hearing the fire alarm:

- Switch off all equipment (if possible)
- Leave building by the nearest exit
- Close doors as you leave, to reduce spread of fire
- Do not stop to collect personal belongings
- Do not run
- Do not use lifts
- Do not delay
- Assemble at designated " Assembly Point" to allow personal count
- Do not re-enter building until it is advised it is safe to do so

Fire Extinguishers

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

WATER/ FOG SPRAY	Suitable for carbonised materials e.g. timber, paper, textiles, etc.
DRY POWDER	Suitable for flammable liquids, grease, oil, etc.
CO2 GAS	Suitable for fires in electrical equipment. Caution: A toxic gas may be produced.

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

The fire assembly points are:

The fire wardens are:

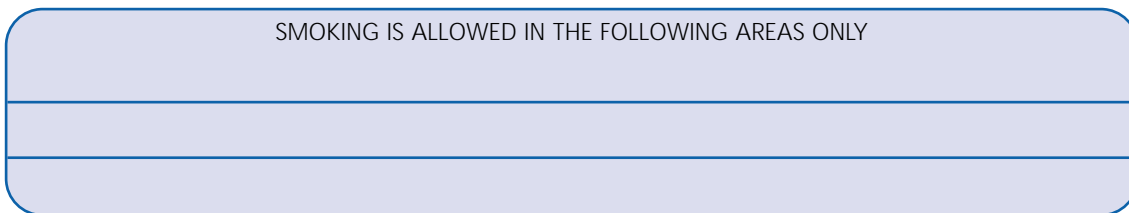
All staff must be shown how to use fire-fighting equipment and the records of this training must be recorded in the training file.

Emergency Exits

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

Smoking Policy

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



Access & Egress

In the interest of Safety, access and exit to and from places of work – e.g. factory/ production area/ packing area/ shopping aisles and/or storage areas i.e. all areas that people need to gain access to, must not be restricted in any way, and visitors and contractors must be accompanied by a staff member at all times if the areas they are visiting contain hazards.

An example of an egress hazard is a freezer or cold room where the door may close behind the person entering it. Solution: there has to be a way of getting out from the inside.

- Everybody must wear the full protective clothing required in the areas they are visiting if necessary.
- Employees are not allowed to leave the Company Premises during working hours without the permission of their Manager to ensure they can be accounted for at all times in the case of emergency.
- All areas must have adequate lighting; ventilation and this must be checked regularly. All areas must be free from obstruction e.g. cables trailing on the ground etc.
- Floor surfaces will be maintained in a clean and even condition at all times.
- Automatic sliding doors must be maintained to ensure entrapment does not occur and an Out of Order sign is put on it if there is any risk that it is not working correctly.

Visual Display Units

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

- All workstations must be designed to suit the tasks carried out at them.
- There are specific requirements for VDUs brought into use after January 1st 1993. These cover the work environment (including noise, heat and humidity), the display screen (including reflection and glare), the keyboard, desk or work surface, chair and the operators position in front of the VDU.
- The employer must analyse each workstation including the environment (space requirement, lighting, reflections, glare and radiation) and the equipment itself – the display screen, the keyboard and the software in use.
- Adequate breaks from screen work must be arranged. All employees using VDUs will be entitled to eye tests and spectacles if they are needed for their work. The employer will pay these for if normal spectacles cannot be used. Social Welfare entitlements may also apply.

Contractors & Visitors

Due to the nature of a contractor's work i.e. the hazardous materials that they work with and the unsafe working practices, their work is to be considered a hazard when we are carrying out a risk assessment

- To minimize these hazards we must issue the contractor with a copy of our Safety Statement so they know the rules and regulations of our company.
- We should also get a copy of their Safety Statement to ensure we know what their requirements are.
- We also must request a copy of their insurance certificate to ensure that they are adequately covered for the work they do.
- Builders to the area must hold a Safe-Pass Certificate.
- A member of staff should accompany all visitors and sales reps at all times.
- All visitors to the business should be informed of the fire evacuation procedure of the business and the fire assembly points.
- Nobody should use our equipment without permission in case it is in need of repair.

Procedure for Accidents

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

Notification of accidents

The law now requires that all accidents at work must be notified to the Health and Safety Authority on the approved forms. These forms can be ordered by e-mailing publications@hsa.ie

The details entered on to the forms must include:

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

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

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

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

ANY DANGEROUS OCCURRENCE INVOLVING:

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

The people who must report accidents are:

Details of the accident Person responsible for reporting

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

- Records containing full details of all accidents or dangerous occurrences notified to the Health and Safety Authority must be kept for 10 years.
- The National Authority for Occupational Safety and Health is the body responsible for the implementation of the S.H.W. at Work Act 1989 and will advise interested parties as to its terms and interpretations.
- The Authority has the power to prosecute any employer, close down any workplace or demand improvements where warnings have been ignored to comply with the S.H.W. at Work Act 1989.

First Aid

The manager is responsible for having a trained First Aider on site at all times with a replenished first aid box. All staff must know the names of the First Aiders.

This contact list should be displayed in a prominent position on the premises.

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

First Aid Box Locations

Personal Protective Equipment

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

- Uniforms.
 - Headwear.
 - Protective boots.
 - Chain mail gloves.
 - Goggles etc.
1. If the job requires a staff member to wear PPE then the management must supply it free of charge and it must be used by the employee once he/she has been trained how to use it.
 2. To refuse to wear it is a disciplinary procedure and also breaking the law.
 3. In some cases PPE will be issued because of an accident or near miss to prevent a re-occurrence.
 4. Any person working in a noisy area should be provided with hearing protection where the noise reaches 85 decibels as this is the first action noise level, which means a risk assessment must be carried out if the noise reaches this level.
 5. Anybody lifting hot products or heavy products must wear steel toe capped shoes.
 6. A helmet must be worn if there is a risk of objects falling on to someone i.e. if work is carried out at a level over 8 feet.
 6. People handling chemicals, dangerous substances, abrasive items etc. must wear gloves and or goggles.
 8. People expected to work in adverse weather conditions must be supplied with out door rain protection.

Disciplinary Procedure

In any case of gross negligence of the Safety regulations, which may warrant immediate dismissal, the employee must be warned of any shortcomings and given a reasonable amount of time to put things right.

The following procedures will apply

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

Pregnant Employees

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

They apply to women who are:

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

The employee must give notice to her employer in writing via a cert from her doctor as soon as is practicable which seems to imply as soon as the employee knows herself. Once the employer is informed he/she must carry out a risk assessment of the job the employee is doing;

- a. By assessing the risks of:
 - What the employee is exposed to
 - And the duration and frequency of exposure
- b. By acting to ensure there is no risk of damage to health and then the employer must inform the employee of the outcome of the risk assessment.
- c. The risks must be reduced by adjusting the working conditions and hours of work
- d. If this doesn't reduce the risks the employer must provide suitable alternative work.
- e. If this is not possible the employer should give the employee Health and Safety leave under section 18 of the Maternity Protection Act 1994.

Pregnant employees must not work with

- Pressurization chambers
- Rubella injections unless immunized
- Toxoplasma
- Lead and lead substitutes
- Work in underground mines

Violence to Employees

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

Precautions to reduce the risks

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

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

Health & Safety Authority Addresses

Head Office Dublin

10 Hogan Place
Dublin 2

Galway Regional Office

Galway
Tel: 01 6620400
Fax: 01 6620417

Galway Regional Offices

Newtownsmythe,
Galway.
Tel: 091 63985
Fax: 091 64091

Athlone Regional Offices

Government Buildings
Pearse Street
Athlone
Co. Westmeath.
Tel: 0902 92608
Fax: 0902 92914

Limerick Regional Office

3rd Floor St. Munchin's House
Bishop's Quay,
Limerick.
Tel: 061 418956/419900
Fax: 061 419559

Cork Regional Offices

Government Buildings
4th Floor
Sullivan's Quay
Cork
Tel: 021 964900
Fax: 021 961663

Sligo Regional Office

Government Offices
Cranmore Road
Sligo
Tel: 071 43942
Fax: 071 44078

Drogheda Regional Office

Abbey Center
West Street
Drogheda
Co. Louth
Tel: 041 38536
Fax: 041 37978

Waterford Regional Office

Government Buildings
The Glen,
Waterford.
Tel: 051 75892
Fax: 051 70610

A comprehensive schedule of the Safety, Health and Welfare at Work Act 1989 is available from:

Government Publications Office,
Molesworth Street, Dublin 2.

The Regulatory Body for the implementation of the Act is the Health and Safety Authority.

The Health and Safety Authority,
10 Hogan Place, Dublin 2.
Phone: 01 6620400 Fax: 01 6620417

Some of their services include:

- The Health and Safety Authority publishes a wide range of guidance material, which is available from its offices throughout the country.
- This office has an information service, which can be consulted if there are any Health and Safety queries.
- There is also a poster available which summarises the main requirements of the law. This poster should be displayed in a prominent position in your workplace.

This booklet does not purport to give a legal interpretation of the Act.

The Waterford City Enterprise Board Ltd. is not responsible for any costs, losses or expenses, which you may incur or become liable for in connection with advice in this booklet.



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