



CARRAIG SAFETY CONSULTANTS LTD.

Carraig Safety Consultants

Safety Management

QQI Level 6



CARRAIG SAFETY CONSULTANTS LTD.

Health & Safety for Managers and Supervisors

Module 4
Safety Statement



Safety Statement

Safety, Health and Welfare at Work Act, 2005

- Safety Statement
 - Definition
 - Requirements
 - Responsibilities



Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

(1) Every employer shall prepare, or cause to be prepared, a written statement (to be known and referred to in this Act as a “safety statement”), based on the identification of the hazards and the risk assessment carried out under *section 19*, specifying the manner in which the safety, health and welfare at work of his or her employees shall be secured and managed..



Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

(2) Without prejudice to the generality of *subsection (1)*, every employer shall ensure that the safety statement specifies –

- a) The hazards identified and the risk assessed,
- b) The protective and preventative measures taken and the resources provided for protecting safety, health and welfare at the place of work to which the safety statement relates,



Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

- c) The plans and procedures to be followed and the measures to be taken in the event of an emergency or serious and imminent danger, in compliance with *sections 8 and 11*,
- d) The duties of his or her employees regarding safety, health and welfare at work, including co-operation with the employer and any persons who have responsibility under the relevant statutory provisions in matters relating to safety, health and welfare at work,



Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

- e) The names and, where applicable, the job title or position held of each person responsible for performing tasks assigned to him or her pursuant to the safety statement, and
- f) The arrangements made regarding the appointment of safety representatives and consultation with, and participation by, employees and safety representatives, in compliance with section 25 and 26, including the names of the safety representative and members of the safety committee, if appointed.



Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

- (3) Every employer shall bring the safety statement, in a form, manner and, as appropriate, language that is reasonably likely to be understood, to the attention of –
- his or her employees, at least annually and, at any other time, following its amendment in accordance with this section,
 - newly-recruited employees upon commencement of employment, and
 - other persons at the place of work who may be exposed to any specific risk to which the safety



Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

- (4) Where there are specific tasks being performed at the place of work that pose a serious risk to safety, health or welfare, an employer shall bring to the attention of those affected by that risk relevant extracts of the safety statement setting out -
- The risk identified,
 - The risk assessment, and
 - The protective and preventative measures taken in accordance with the relevant statutory provisions in relation to that risk.



Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

- (5) Every employer shall, taking into account the risk assessment carried out under *section 19*, review the safety statement where -
- There has been a significant change in the matters to which it refers,
 - There is another reason to believe that the safety statement is no longer valid, or
 - An inspector in the course of an inspection, investigation, examination, inquiry under section 64 or otherwise directs that the safety statement be amended within 30days of the giving of that direction.



Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

- (6) Every employer who is conducting activities, as may be prescribed in accordance with this subsection, who contracts with another employer for that employer to provide services to him or her shall require that that employer is in possession of an up-to-date safety statement as required under this section.



Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

- (7) A copy of a safety statement, or relevant extract of it, shall be kept available for inspection at or near every place of work to which it relates while work is being carried out there.



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Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

- (8) It shall be sufficient compliance with this section by an employer employing 3 or less employees to observe the terms of a code of practice, if any, relating to safety statements which applies to the class of employment covering the type of work activity carried on by the employer.



Safety, Health and Welfare at Work Act, 2005

Safety Statement - Section 20.

- (9) Every person to whom *section 12* or *15* applies shall prepare a safety statement in accordance with this section to the extent that his or her duties under those sections may apply to persons other than his or her employees.



Preparing a Safety Statement Six Steps

- The Safety Statement is based on the principle that safety can be managed, because most accidents and ill health are foreseeable and can usually be prevented.
- It is basically an action programme setting out how health and safety is managed in your workplace.



Preparing a Safety Statement

Six Steps

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Preparing a Safety Statement Six Steps

- A comprehensive Safety Statement is a practical tool for reducing accidents and incidents at work. For small business, the preparation of a Safety Statement should be a simple and straightforward matter.
- There are six simple steps to be followed, all of which are important in developing a health and safety management programme for you organisation.



Preparing a Safety Statement Six Steps

- Draft Health and Safety Policy
- Identify Hazards
- Carry out Risk Assessments
- Decide what precautions are necessary
- Document findings and responsibilities
- Review programme and update if necessary.



Step 1: Draft Health and Safety Policy

- Signed declaration by the most senior manager.
- Provides a framework for Safety management, by indicating relevant objectives
- Indicates periodic review and revision
- Indicates how Safety Statement is communicated to employees and others affected
- Should take account of the 2005 Act and other relevant health and safety legislation. ie the General Application Regulations



Step 2: Identify Hazards

- From
 - Materials, equipment, chemicals and activities systematically.
- By referring to:
 - Accident, ill health, insurance claims
 - Legislation, e.g. 2013 Construction Regulations or 2001 Chemical Agents Regulations
 - Observation and inspections
 - Product information



Step 2: Identify Hazards

- Physical Hazards
 - Manual Handling
 - Working at heights
 - Falling objects
 - Machinery-moving parts
 - Slips, trips, falls
 - Fire
 - Electricity
 - Transport
 - Pressurised systems



Step 2: Identify Hazards

- Health Hazards
 - Noise
 - Dust
 - Lighting Levels and some types of light
 - Vibration
 - Sources of radiation
 - Extremes of temperature



Step 2: Identify Hazards

- Chemical Hazards
 - Check 16 point SDS sheets
 - 2002 Code of Practice (Chemical Agents Regulations 2001)
 - Data on acute, chronic, local, systemic effects
 - Classification of chemicals



Step 2: Identify Hazards

- Biological Agent Hazards
 - Viruses and bacteria
 - Present in laboratories, farms, hospitals, abattoirs, examples:
 - Tuberculosis, brucellosis, farmers lung, hepatitis, HIV.



Step 2: Identify Hazards

- Human Factor Hazards
 - People should be mentally and physically capable of doing the job.
 - Design workplace to avoid sustained stress.
 - Vulnerable groups:
 - Young, new or inexperienced workers
 - Pregnant woman
 - People with disabilities
 - Older workers.



Step 3: Carry out Risk Assessment

- **Risk** is a combination of the probability and the severity of a specified hazardous event occurring.



Step 3: Carry out Risk Assessment

- Risk will depend on
 - Whether anyone is exposed to the hazard
 - How serious the injury would be
 - How well controlled the hazard is
 - The adequacy of supervision
 - Duration and level of exposure.



Step 4: Decide what precautions are necessary

- Compare current controls to:
 - Legal requirements
 - Industry Standards or Best Practice, e.g. Approved Code of Practice.



Step 5: Document findings and responsibilities

- Part of the Safety Statement
- Inform employees of findings
- Retain your findings, e.g. for HSA inspectors or civil liability actions.



Step 5: Document findings and responsibilities

- The Safety Statement should specify
 - Organisation
 - Resources
 - Employee co-operation
 - Responsibility
 - Consultation, participation and representation



Step 5: Document findings and responsibilities

- Organisation
 - The *Safety, Health and Welfare at Work Act, 2005* requires “XXX Company Ltd” to prepare and issue a safety statement setting out its policy on safety. This statement together with the following will be known collectively as the ‘safety statement’.



Step 5: Document findings and responsibilities

- XXX Company Limited will ensure so far, as is reasonably practicable:
- Safe and healthy working conditions,
- Safe equipment and systems of work,
- Provision of appropriate information, instruction, training and supervision,
- Provision, where necessary, of a competent person to advise and assist in securing the health, safety and welfare of employees and others.



Step 5: Document findings and responsibilities

- This Safety Statement will be subject to revision and is liable to amendment, if circumstances change. While the Safety Statement is management's program, in writing, for safeguarding safety and health in the workplace, it is also a proactive document and is part of a wider continual improvement and learning process in the area of safety, health and welfare at work.



Step 5: Document findings and responsibilities

- Resources
 - Sufficient authority and resources, both financial and otherwise, will be made available to enable employees to carry out their responsibilities in a reasonable and efficient manner.



Step 5: Document findings and responsibilities

Employee co-operation

- Employees must:
- comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work.



Step 5: Document findings and responsibilities

- Responsibility
 - Managing Director
 - Senior Safety Advisor
 - Employees – All Areas



Step 5: Document findings and responsibilities

- The Chief Executive Officer has overall responsibility for health and safety within XXX Company Limited. The day-to-day management of health and safety on site is the responsibility of the Senior Safety Advisor. Employees share a responsibility with management in ensuring their own safety while at work. Persons other than employees (e.g. visitors, members of the public and contractors) also share in this responsibility.



Step 5: Document findings and responsibilities

Consultation, participation and representation

- XXX Company Limited is committed to meeting its obligations under *Part 4, Section 25, of the Safety, Health and Welfare at Work Act 2005* on consultation. The Company is committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members.



Step 5: Document findings and responsibilities

- Where it is deemed to be necessary consultation will be by a monthly Safety Committee Meeting, chaired by the person responsible for Health & Safety. Health and Safety will also be an integral part of all management meetings occurring on a periodic basis.



Step 5: Document findings and responsibilities

- The safety representative, on appointment, will be given the opportunity to receive appropriate on-going training. In this respect, they will undertake a safety representative course, and will be given the option of undertaking further training if necessary.



Step 5: Document findings and responsibilities

- Harassment / Bullying Policy
- Pregnant Employees
- Stress Policy
- Smoking Policy
- First Aid
- Emergency / Fire Procedures
- Accident/Incident Reporting



Step 5: Document findings and responsibilities

- Disciplinary Action
- Chief Executives Annual Review
- Members of Public, Contractors and Visitors
- Risk Assessments



Step 6: Review / Update Programme

- The Safety Statement must be relevant at all times
- Update to reflect changes in process, plant, people, procedures and legislation
- Communicate changes to employees.



Step 6: Review / Update Programme

- Evaluation of Safety Statement
 - Safety Statement reviewed at least annually
 - Review by Directors of company
 - Appraise safety representative and employees.



Safety Statement

- On to the Consultation Process



Recap

