

# *Safety Statement*

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## *West Limerick Independent Living*

*Unit 6,  
Newcastle West Industrial Estate,  
Newcastle West,  
Co. Limerick*

**Date: Wednesday 10<sup>th</sup> September 2008**

This report is intended to assist in reducing the possibility of accidents and ill health by bringing to the client's attention identified hazards. Within constraints of time and resources every effort has been made to identify hazards and recommend remedies. It is not implied that all other hazards are under control at the time of inspections.

The report is advisory and the final decisions must be made by the West Limerick Independent Living Management.



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**PART (I): Policies and Arrangements for Health and Safety**

## **1.0 Management Safety Policy**

The *Safety, Health and Welfare at Work Act 2005* require West Limerick Independent Living management 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':

- Hazard identification and risk reduction guidelines
- Allocation of responsibilities
- Consultation procedure

The management at West Limerick Independent Living recognise the paramount importance of safety health and welfare, to all employees, in the successful conduct of business. This Safety Statement, in accordance with *the Safety, Health and Welfare at Work Act 2005*, outlines the policy of West Limerick Independent Living for ensuring so far as is reasonably practicable, the Health, Safety and Welfare of employees, clients, the public, contractors and visitors. West Limerick Independent Living will comply with the requirements of the *Safety, Health and Welfare at work Act 2005* and all other statutory requirements, Approved Codes of Practice and national standards.

West Limerick Independent Living 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.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

The Manager has overall responsibility for health and safety within West Limerick Independent Living. Employees share a responsibility with management in ensuring their own safety while at work. Persons other than employees (e.g. clients, contractors, visitors) also share in this responsibility.

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.

All employees will be made aware of and have access to this Safety Statement and arrangements for consultation with the employee representatives on health and safety matters will be an integral part of the company's safety policy.

This Safety Statement will be subject to revision and is liable to amendment, on an annual basis or if circumstances change. While the Safety Statement is management's programme, 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.

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

Title \_\_\_\_\_

## 2.0 Safety Management Structure

Persons responsible directly or by formal delegation for:

- The effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy.

Manager of West Limerick Independent Living: Mr. Gerard O' Connor

Safety Co-ordinator: Ms Margaret O' Brien

## **3.0 Responsibilities**

Allocation of Responsibilities for Safety/Health under the Safety, Health and Welfare at Work Act 2005

### **Manager**

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the Manager.

The Manager shall, in conjunction with and with the aid of Safety Coordinator and West Limerick Independent Living Managers and supervisors, shall:

- Effectively manage health and safety, so far as is reasonably practicable.
- Demonstrate his commitment by taking active steps to be aware of the safety record of the premises and shall issue any necessary reasonable directives in the interest of the health, safety and welfare of all employees and third parties.
- Endeavour to ensure that there are sufficient funds and facilities available to enable the safety policy to be reasonably implemented.
- Annually appraise the effectiveness of the safety statement.
- Ensure that the responsibility is properly assigned understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his attention.
- Ensure that the Safety Statement is brought to the attention of employees at all levels within the company.
- Ensure that all employees are trained sufficiently to carry out their work safely and are fully aware of all hazards to themselves and others.
- Ensure that all equipment used on site, is properly maintained and safe to use.
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Provide induction training in health and safety for all new employees and ensure that they are made aware of their responsibilities as laid out in the Safety Statement.
- Ensure that all accidents, however slight, are reported and where necessary fully investigated and remedial advice is provided.
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed by the appointed person on the appropriate IR1 form.
- Ensuring that employees under their control and others, including contractors/ visitors, are made aware of and comply with the company's health and safety statement and the organisation and arrangements for carrying it out.

Allocation of Responsibilities for Safety and Health under the Safety, Health and Welfare at Work Act 2005

## **Employees**

Employees have general statutory obligations under the *Safety, Health and Welfare at Work Act 2005, Part II Section 13*, which includes the following:

In line with these obligations and as an employee of West Limerick Independent Living employees must:

- Take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their actions or omissions while at work.
- Co-operate on all health and safety related issues.
- Use the safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
- Report to their manager or supervisor, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare to themselves and others.
- ensure that they are not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- not engage in improper conduct or other behaviour that is likely to endanger their own safety, health and welfare at work or that of any other person,
- attend such training and, as appropriate, undergo such assessment as may reasonably be required by your manager or supervisor.

They must not:

- Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons arising out of work activities.

In addition, employees are reminded:

- Only carry out duties you are trained to perform.
- Keep work areas clean and uncluttered.
- Be careful when moving items.
- Do not run on floors and steps.
- Any form of dangerous pranks or unauthorised hazardous activities is totally prohibited on company premises.

Allocation of Responsibilities for Safety/Health under the Safety, Health and Welfare at Work Act 2005)

## **Contractor/ Self-Employed Person**

Contractors and self-employed persons shall provide their safety statement when requested to do so and shall:

- Conform generally with the duties and responsibilities as for employees.
- Provide evidence when requested, showing that appropriate employer's liability and public liability insurances are in place.
- Bring to the attention of the organisation management and anyone else who may be affected by any process or use of materials, which may endanger health and safety while at work.
- Provide evidence when requested, showing that appropriate employer's who may be affected by any process or use of materials, which may endanger health and safety while at work.
- Comply with the requirements of this safety statement, and co-operate with site management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
- Ensure all their employees and others under their care are provided with and wear any necessary safety equipment.
- Attend any safety courses prepared for workers on projects managed by this company.
- Report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
- Only use competent and suitable persons on site.
- Obtain the consent of the company to engage persons other than their direct employees on site.
- Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.

## **4.0 Documentation and Distribution of Safety Statement**

The Manager will keep the master copy of the safety statement for West Limerick Independent Living and is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation. To ensure that each copy of the Safety Statement contains a record of all changes he will record changes or amendments on an amendment list, which will then be circulated to all on a circulation list.

A copy of the Safety Statement will be kept at reception.

The terms of the Safety Statement will be brought in an appropriate manner to the attention of all employees, on an annual basis.

## **5.0 Provision of Safety Training and Instruction**

Within the company, training is organised by management. Management have a responsibility to ensure that the employees reporting to them are properly trained and competent in their job. Management plays an important co-ordination role in ensuring that training takes place.

West Limerick Independent Living is thus committed to providing appropriate health and safety training for all employees, which will be sufficient to meet the company's obligations under the Safety, Health and Welfare at Work Act 2005 and other relevant legislation. The primary responsibilities for this rests with management in co-operation with specialists as appropriate and the company expects that all employees will co-operate in any training provided.

All employees employed by West Limerick Independent Living will receive induction training to ensure that they fully understand the hazards of the equipment and what safety precautions and emergency procedures are required. The training will involve an introduction to the company's safety statement.

Training records will be maintained and will contain the following information:

- Date of instruction or exercise
- Duration
- Name of Instructor
- Name of person receiving instruction
- Nature and content of instruction

Additional training courses will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency. All employees are required to co-operate with the organisation in the implementation of its training programme.

Such training may include but is not limited to:

- Manual Handling
- Patient Handling
- Fire fighting and evacuation
- First aid

## **6.0 Provision of a Safe Place of Work**

It is the policy of West Limerick Independent Living to ensure that the place of work, access to it and egress from it are as safe as is reasonable practicable. To ensure this:

- Every place at which any person has at any time to work will be kept in a safe condition and safe means of access and egress will be provided. This will include floors, walkways, stairs, ladders, personnel hoists, platforms, confined spaces, transport, emergency exits. ***A risk assessment of each Leader or Service User home is conducted with each Personal Assistant.***
- Care is taken to ensure that lighting is of a standard to allow employees carry out their duties without risk to their health and well-being.
- Every effort will be made to reduce the noise level to the greatest extent reasonably practicable.
- Dusts and Fumes will be removed from the place of work by extraction systems where reasonably practicable so that exposure limits will not be exceeded.
- Chemicals will be handled, used, stored and disposed of in a safe manner in line with best practice as laid out the individual chemical's MSDS (Material Safety Data Sheet).
- The company recognises the importance of good housekeeping standards and will organise audits and campaigns to maintain a high standard.

## **7.0 Provision of Safe Plant & Equipment**

It is the responsibility of West Limerick Independent Living to provide employees with safe plant and equipment, ensuring that they meet minimum safety requirements, are used in a correct safe manner and that employees are trained in their use. It is the company's policy therefore to provide and maintain plant and machinery that are safe, so far as in reasonably practicable.

It is the policy of the organisation when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure so far as is reasonably practicable, that they are without significant hazard and are compliant with all relevant legislation.

When buying/leasing or hiring machinery or equipment one should ensure that the work equipment carries a CE Mark and/or other third part certificate mark e.g. the BSI kitemark. West Limerick Independent Living shall not purchase equipment unless it conforms to legal requirements.

All equipment must be maintained in good condition and removed from service when worn, damaged and/or not fit for use.

Employees are advised to always ensure that guards and interlocks are functioning on equipment prior to powering up. Do not use live equipment without guards or safety interlocks. Many serious and fatal accidents have been caused by this bad practice.

**Plant and equipment should only be used by employees who have been trained in their use.**

## **8.0 Provision of Practical and Safe Working Systems**

It is the policy of West Limerick Independent Living to ensure that tasks are within the competence and capacity of each employee and the systems of work will be designed with that purpose in mind. Systems of work include all routine work and work by contractors on site. They will include consideration for the safety and health of clients/visitors/contractors.

Written safety instructions/risk assessments will be prepared or conducted where necessary. Management will review systems of work on a regular basis as required.

West Limerick Independent Living is committed to providing safe systems that are planned, organised, performed and maintained so as to be safe as far as reasonably practicable.

Handling requirements for chemicals are laid down in the Material Safety Data Sheets (MSDS) for each substance and manual-handling activities must be performed in accordance with manual handling training.

Only competent approved contractors will be engaged to provide services to West Limerick Independent Living. The following are examples of activities where particular care is required and it is necessary for contractors to have a written Safe System of Work (Method Statements):

- Work involving hazardous substances
- Storage and/or use of flammable liquids and materials
- Noisy operations
- Hot work
- Major building operations covered by the Construction Regulations
- Entry to confined spaces
- Live work on electrical apparatus

## **9.0 Consultation**

West Limerick Independent Living is committed to meeting its obligations under *Section 26 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 employees and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

### **SAFETY REPRESENTATIVE**

A safety representative has been elected at this time in West Limerick Independent Living. All employee representations on any aspects of safety, health and welfare are brought to the attention of the Safety Representative Ms Margaret O' Brien. Employees have been advised of their right to appoint / select a safety representative. *Section 25 of the Safety, Health and Welfare at Work Act 2005* states that employees may select a Safety Representative who has the following rights under the legislation:

- To make representations on any aspects of safety, health and welfare at the place of work.
- To investigate accidents and dangerous occurrences. A safety representative must not interfere with anything at the scene of an incident or obstruct any person with statutory obligations from doing anything required of them under the occupational safety and health legislation.
- To make oral or written representations to inspectors on matters of safety, health and welfare at work.
- To receive advice and information from inspectors on matters of safety, health and welfare at work
- To accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose of investigating an accident.
- Subject to prior notice to the employer, he may carry out inspections of the premises to determine any potential hazards on the premises.
- Subject to prior notice to the employer, he may investigate potential hazards and complaints made by any employee whom he represents relating to that employee's safety, health and welfare at the place of work.

In the event that a safety representative is elected in the future, they will be given access to information as is necessary to fulfil their function and will be notified of a Health and Safety Authority inspector visiting the premises to carry out an inspection. Safety representatives will not be placed at any disadvantage as result of fulfilling their role.

In addition, the Safety Representative will be informed when a Health and Safety Authority inspector is on site and may accompany the inspector except on investigations of a specific incident. He or she is also entitled to deal directly with the HSA for the purpose of giving or receiving information. The Safety Representative will be allowed reasonable time off normal duties to fulfil his/her role. This will be arranged with the Manager as the need arises.

## **10.0 Safety Audits**

To ensure compliance with the provisions in the sections above the manager will organise safety audits and safety inspections from time to time. These will check on:

- Housekeeping, including Floors, Walkways & Stairs
- Machinery guarding, e.g. photocopier & printers
- Procedures are relevant, in place and complied with
- Fire exits & equipment
- Electricity
- Storage of chemicals
- General conditions & hazards
- Action taken on the recommendations since previous audit

## **11.0 Welfare**

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

To ensure the continued welfare of employees, toilet and kitchen facilities are provided. Employees must co-operate in maintaining a high standard of hygiene in these areas.

Employees are reminded that:

- ❑ Any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify management of any known side effects or temporary physical disabilities, which could hinder their work performance and which may be a danger to either themselves or their fellow workers. Management will arrange to assign appropriate tasks for that person to carry out in the interim wherever possible.
- ❑ Illicit drugs and alcohol - employees are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule would be liable to disciplinary procedures.

## **12.0 Personal Assistant and Care Assistant Working Policy**

It is the policy of this Company that all reasonable and practicable steps are taken to ensure the health, safety & welfare of all persons it employs, by providing a healthy and safe environment and employing safe systems of work. The objective of this policy is to establish the way in which we ensure, so far as is reasonably practicable, the safety of Personal Assistant and Care Assistant employees working in the homes of our Clients. The provisions of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 apply to all places of work, including workplaces outside the conventional office.

Hereafter Clients will be referred to as 'Leader and Service Users'. The organisation aims to minimise and manage the risks to which Personal or Care Assistants may be exposed as a result of carrying out their responsibilities. Personal and Care Assistants responsibilities may include physically assisting Leader and Service Users in and out of bed, helping them to shower, dress and eat, along with transporting them to appointments and shops.

The following procedure will be adopted:

- ❑ Each Personal and Care Assistant will be carefully assessed via a checklist to ensure his or her suitability for the role.
- ❑ As manual handling is an inherent part of the Personal or Care Assistants role, prior to commencing his or her duties, each Personal and Care Assistant will be given full manual handling training. This training is given in-house by our qualified Lift Handling Instructor and takes place over two half-day sessions. Refresher training is provided on an annual basis to all Personal and Care Assistants.
- ❑ The Leader and Service Users level of ability will be assessed to determine the magnitude of the Personal or Care Assistants responsibilities.
- ❑ As caring for each Leader and Service User requires Personal and Care Assistants to work in many different work environments, ***a risk assessment will be carried out for each 'Leader and Service User Home' in consultation with the assigned Personal or Care Assistant.*** This will involve a risk assessment of the manual handling tasks carried out by the Personal or Care Assistant and a risk assessment of their work environment. This will help generate recommendations for improvements.

## **13.0 Dignity at Work Policy for Bullying, Sexual Harassment, Harassment and Violence**

This policy has the overall objective of preventing bullying, sexual harassment, harassment and violence within the workplace and ensures our compliance with the Employment Equality Act 1998. West Limerick Independent Living is fully committed to creating an environment within the organisation that is free of bullying, sexual harassment, harassment and violence.

Bullying in the workplace, regardless of who bullies who, is now well recognized as a form of harassment. Workplace bullying and harassment undermines organisational performance by resulting in poor morale, higher absenteeism, stress-related illness, reduced productivity and higher turnover of staff. Bullying and harassment can also affect the physical and emotional health of its victims. As with all forms of harassment, bullying is totally unacceptable and West Limerick Independent Living will not tolerate any employee treating a fellow worker with anything less than their due dignity.

All employees have the right to be treated with dignity and respect. Any complaint involving bullying, sexual harassment, harassment or violence will be investigated immediately and if substantiated will be regarded as grounds for disciplinary action.

### **Objectives of this policy**

The objectives of this policy are:

- to define workplace bullying, sexual harassment, harassment and violence;
- to promote awareness of the issue among staff;
- to enable the Management of West Limerick Independent Living to identify bullying, harassment and violent behaviour and take appropriate action;
- to provide an effective procedure for dealing with allegations of bullying, harassment and violence.

### **What is Bullying?**

The Report of the Task Force on the Prevention of Workplace Bullying published in 2001 provided the following definition for bullying:

*“Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/ or in the course of employment, which could reasonably be regarded as undermining the individuals right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.”*

Bullying manifests itself as various types of behaviour, examples of which include:

- Verbal abuse;
- Shouting, making jokes, unfair and excessive criticism, ridiculing the person in front of other individuals, spreading false truths about the individual around the company;
- Non verbal abuse;
- Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.;
- Victimisation;

### **What is Sexual Harassment?**

Section 23 of the Employment Equality Act 1998 states that sexual harassment includes any of the following:

- Act of physical intimacy;
- Request for sexual favours;
- Other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating.

A single incident may constitute sexual harassment. Sexual harassment manifests itself as various forms of behaviour, examples of which include:

- Insensitive jokes and pranks;
- Lewd comments about appearance;
- Unnecessary body contact;
- Display or circulation of sexually offensive material;
- Request for sexual favours;
- Threat of actual sexual violence;
- Threat of dismissal, loss of promotion etc. for refusal of sexual favours.

### **What is Harassment?**

Section 32(5) of the Employment Equality Act 1998 defines harassment as:

*“Any act or conduct including spoken words, gestures or the production, display or circulation or written words, pictures or other material if the action or conduct is unwelcome to the employee and could reasonably be regarded as offensive, humiliating or intimidating.”*

The harassment has to be based on the relevant characteristic of the employee whether it be the employee's marital status, family status, sexual orientation, religious belief (or none), age, disability, race, colour, nationality or ethnic origin, or membership of the Traveller community.

### **What is Violence?**

Workplace violence includes, but is not limited to, the following:

- Harassment;
- Stalking;
- Physical Violence;
- Making threatening remarks;
- Committing acts motivated by, or related to sexual harassment or domestic violence;
- The direct or implied threat of physical violence towards any member of the staff or service users of West Limerick Independent Living.

**Procedures for addressing allegations of Workplace Bullying, Sexual Harassment, Harassment or Violence**

The management of West Limerick Independent Living will not tolerate bullying or harassment behaviour and sets out the following procedures for addressing all allegations of bullying, harassment and violence.

Informal Procedure:

Where possible, every attempt will be made to address an allegation of bullying, harassment or violence as informally as possible by means of this informal procedure:

- Any employee who believes he or she is being bullied or harassed, i.e. the complainant, should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from the Manager or a member of the Board of Directors. The complainant should keep detailed notes of each incident as they occur, including dates, times and his or her feelings at the time.
- Having consulted the Manager/ Board member the complainant may request the assistance of the Manager in raising the issue with the alleged perpetrator(s). In this situation the approach of the Manager should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.
- A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedure.

Formal Procedure

If the above informal procedure is inappropriate or if after the informal stage, the bullying, harassment or violence persists, the following formal procedure should be invoked:

- The employee who wishes to make a bullying or harassment allegation should make a formal complaint in writing to the Manager of West Limerick Independent Living, or if preferred, to a member of the Board of Directors. The employee should give precise details of all bullying or harassment incidents.
- The alleged perpetrator(s) should be notified in writing that an allegation of bullying or harassment has been made against him or her. He or she should be given a copy of the complainants statement and advised that he or she shall be afforded a fair opportunity to respond to the allegation(s).
- The complaint should be subject to an initial examination by a member of the Board of Directors who can be considered impartial with a view to determining an appropriate course of action. An appropriate course of action at this stage, for example, could be exploring a mediated solution or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint will take place.

Investigation

Where a formal investigation is required, either a member of the Board of Directors or an appropriate third party will conduct such an investigation. Every effort will be made to carry out and complete the investigation as quickly as possible and preferably within an agreed timeframe. On completion of the investigation, the investigator(s) will submit a written report to management containing the findings of the investigation. Both the complainant and the alleged perpetrator(s) will be informed in writing of the findings of the investigations. Where a complaint is well founded, an appropriate course of action will be taken by West Limerick Independent Living Management.

## **14.0 Stress Policy**

West Limerick Independent Living adheres to all aspects of the *2005 Safety, Health and Welfare at Work Act*, which requires employers to identify and safeguard against risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace:

- Poorly organised work
- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill defined work roles
- Highly demanding tasks
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards

West Limerick Independent Living will utilise the following Methods of Managing Stress:

- Ensure that Management is aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Where Management are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

## **15.0 Smoking Policy**

West Limerick Independent Living operates a no-smoking policy inside the premises to comply fully with the provisions of the Public Health (Tobacco) (Amendment) Act 2004.

It is the policy of West Limerick Independent Living management that all enclosed work areas under their control are smoke free. Smoking poses a significant risk to the health of smokers and to non-smokers who are exposed to second hand smoke. This restriction is a 24-hour restriction and includes weekends. Smoking is only permitted outside and Employees must ensure that they carefully extinguish all naked flames, all cigarette ends are fully extinguished when finished.

European legislation has confirmed that the right to clean air overrides the right to smoke. Any individual found smoking inside an enclosed workspace is liable to disciplinary action. If you require help in giving up smoking please contact management who will advise you of where assistance can be sourced. The national Smokers Quit-line number is 1840 201 203.

This policy applies to all persons on site (employees, contractors, clients, visitors etc). Therefore, this policy and associated procedures must be communicated to all employees and in particular to new and part-time employees before they commence employment.

Infringements by employees will be dealt with under company disciplinary procedures. Non-employees who contravene legislation prohibiting smoking in the workplace are liable to criminal prosecution with an associated fine. Breaches of this policy by such persons may result in they being asked to leave and may impact their standing as supplier/contractor/consultant to the company.

Person responsible: **Manager: Mr. Gerard O' Connor**

## **16.0 Pregnant Employees**

The company adheres to the provision of the Safety, Health and Welfare at Work (General Application) Regulations 2007: Pregnant, Post natal and Breastfeeding Employees .

These regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals - in particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. Adequate control means:

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present they must either be eliminated or safeguards put in place to protect the employee's health and safety.

These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the employee to other safe work.

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave, which continues until either the condition change or else the pregnant employee becomes eligible for paid maternity leave.

(Note: Maternity leave is usually taken four weeks before and 18 weeks after birth).

## **17.0 First Aid**

The provision of first aid equipment required by legislation will be provided in accordance with *First Aid Regulations 1993*, contained in *Part IX of the General Application Regulations 1993*.

A first aid box is located on the shelved unit in reception. A check will be carried out regularly to identify any replacement stocks needed. Following this check, a list of stocks required will be purchased. The restocking of the first aid boxes will be the responsibility of the **Occupational First Aider, Ms. Lynda McElligott**.

Following an accident requiring first aid treatment, an accident report form is completed. In the event of a serious injury the ambulance service must be called, the insurance company and the Manager will be notified and a full accident investigation is carried out.

## **18.0 Emergency/Fire Procedures**

All emergency exits are clearly marked and unobstructed at all times. Evacuation drills will take place at least once a year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. After each evacuation a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed on evacuation emergencies.

New employees will receive basic training and all employees will be instructed on the following:

- Policy on smoking
- How to raise the alarm
- Actions to be taken on discovering a fire
- How to call the fire brigade
- Location and use of escape routes
- The evacuation procedure
- Assisting disabled people, visitors and others during evacuation
- Location and use of fire extinguishers

The fire register (see Appendix 2) will include company details, specific duties for members of staff, a log of fire procedure notices and fire drills, an inventory of fire fighting equipment, details of the fire alarm system, a record of staff instruction/training and a maintenance/test/inspection schedule.

### **List of Emergency phone numbers**

Ambulance	999
Gardaí – Newcastle West	(069) 20650
Fire	999
ESB	1850-372-999

## **19.0 Fire Equipment**

In the office buildings fire extinguishers, hose and fire blanket are provided and correctly sited to meet safety requirements. These appliances are provided to deal with incipient fires. Trained personnel using these appliances will tackle small fires.

All fire fighting equipment is tested and serviced annually by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for fire equipment, 25% -33% of extinguishers will be discharged each year as part of the annual service and relevant employees trained in the safe and efficient use of the equipment.

Fire extinguishing appliances are readily identified, with easy access and will be unobstructed at all times. The appliances must not be interfered with in any way.

The locations of fire extinguishers (fire points) are clearly visible throughout the premises.

## **20.0 Accident/Incident Reporting**

All incidents, no matter how trivial, and whether to employees or clients must be reported immediately to management. An accident report form is available for this purpose and must be completed by the immediate superior of the person(s) involved in the accident. An incident report form is also available and can be completed by any employee who wishes to bring an incident to the attention of the company.

Copies of both forms are contained in Appendix 5.

This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from reoccurring.

Where an accident investigation is necessary, all employees are obliged to co-operate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

If an employee is absent from work for more than three calendar days due to an industrial injury or illness, it is a statutory requirement (S1 No. 44. 1993) that formal notice is given to the Health & Safety Authority on the appropriate form 'IR.1'. Copies of this form may be obtained directly from the HSA or may be completed online at [www.hsa.ie](http://www.hsa.ie).

## **21.0 Disciplinary Action**

If an employee disregards safety policy and procedures, and where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of West Limerick Independent Living to take disciplinary action on the matter.

The following basic procedure will be followed:

- ❑ Apart from any case of gross negligence of the Safety Regulations, which may warrant instant dismissal, the employee should be warned of any shortcomings and given a reasonable opportunity to put them right.
- ❑ Should it be necessary to take formal action a number of verbal warnings will be given. This warning will indicate the Specific Regulation, which has been breached, how it is to be rectified and the time limit in which it is to be achieved.
- ❑ A further warning will be given in writing, should the required improvement not result within the stated period.
- ❑ In any instances of alleged wilful breaches of the Safety Regulation, the case will be investigated rapidly and fully. Depending on the results of the investigation, the employee will either be dismissed, be given a written warning or return to normal work.

All warnings for breaches of Safety Regulations will be noted in the employee's file.

## **22.0 Annual Review**

The purpose of the Annual Review is to present an overview of the progress made by the West Limerick Independent Living over a 12-month period in the areas of safety, health and welfare.

A report will be generated at the end of the organisation's financial year and will include the following information:

- ❑ Number of accident and / or incidents
- ❑ Number of first aid incidents.
- ❑ Number of workdays lost as a result of incidents.
- ❑ Full details of any safety training carried out during the year

Discussion of any areas of safety, health or welfare that need to be addressed in the future as a result of new legislation, incident history or any new work practices.

West Limerick Independent Living welcomes any comments/queries or suggested initiative from any member of staff.

## **23.0 Contractors, Customers and Visitors**

### **Visitors**

West Limerick Independent Living will ensure, as far as is reasonably practicable, the safety of contractors and visitors while on the premises.

When entering the premises for the purpose of a business visit or to carry out work, all visitors and contractors should report to reception.

While on the premises, customers and visitors are to obey the safety rules and emergency procedures at all times. Signage will be erected to make customers and visitors aware of safety rules. Their host, who in the event of a fire alarm will be responsible to bring their customer or visitor to the appropriate assembly point.

### **Contractors**

Contractors will not be allowed on the premises to carry out work until the West Limerick Independent Living has checked and is satisfied with their insurances. Copies of contractors safety statements must also be received prior to being granted access to the premises.

The contractors must liaise with a company-appointed official and discuss and agree the safety precautions deemed necessary by either party.

Contractors must take all due care of their own safety; the safety of their employees and all others affected by their work.

Contractors must not use any equipment or the service of personnel belonging to or engaged by the company without prior approval being granted by the company-appointed official.

Scaffolding and other access equipment used by contractors/sub-contractors must be erected and maintained in accordance with current standards and regulations.

Every contractor working on organisation premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the occupier.

In this regard, it is the responsibility of the contractor to:

- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees.
- All plant and equipment brought onto the company site must be safe and in good working order fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Ensure that all accidents and dangerous occurrences are reported to the company official in charge.
- Ensure that all company safety notices and alarms are followed at all times.
- Ensure that hazardous substances are not brought on to the premises

without prior notice and permission.

- ❑ Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- ❑ Ensure, on completion of work, that all hazardous substances are removed from the premises.
- ❑ Monitor and assess the safety performance of their employees.
- ❑ Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto company premises without prior notice or permission.

Prior to the commencement of any work on the premises the following criteria should be observed:

- ❑ Both parties must undertake an assessment of the likely safety hazards and risks involved in or associated with the proposed work. The extent of each party's involvement will be determined by the separate sets of safety responsibilities as agreed.
- ❑ The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.
- ❑ No work, not matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment.
- ❑ For major contracts, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations, 2001 must be adhered to.

## **24.0 Concluding comment**

The aim of West Limerick Independent Living is to provide a healthy and safe environment for employees, contractors, clients and visitors. This can be achieved with the help and assistance of all by:

- ❑ Observing the general rules of safety.
- ❑ Using all equipment in a safe and proper manner.
- ❑ Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves or others.
- ❑ Keeping work areas clean and tidy at all times.
- ❑ Making sure all corridors and passageways particularly those leading to escape routes, are kept free of obstructions at all times.
- ❑ Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

This Safety Statement has been prepared based on conditions existing in the premises of West Limerick Independent Living at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.

**PART (II): Risk Assessments**

## **Risk Assessment Method Used**

(Likelihood (L) x (S) Severity) = Risk Rating (RR)

### **Priority Table:**

	Severity Effect		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	1	2	3
Likely	2	4	6
Very likely	3	6	9
Likelihood			

Slightly Harmful	Harmful	Very Harmful
Superficial injuries Minor cuts & bruises Eye irritation from dust Nuisance & irritation Temporary discomfort	Lacerations Burns Concussion Serious sprains Minor fractures Deafness Dermatitis Asthma Minor disability	Amputation Major fractures Poisoning Fatal injuries Occupational cancer Severely life shortening disease Fatal disease Head injuries Eye injuries

### **Risk Rating Action Required**

Risk Rating	Priority	Action Required
<b><i>Trivial Risk</i></b> 1	<b>Non-urgent</b>	No action needed
<b><i>Acceptable Risk</i></b> 2	<b>Non-urgent</b>	No additional controls Monitoring required Assessment recorded
<b><i>Moderate Risk</i></b> 3-4	<b>Action needed</b>	Controls required as soon as practical Assessment recorded Controls documented
<b><i>Substantial Risk</i></b> 6	<b>Urgent action needed</b>	Controls required immediately Assessment recorded Controls documented
<b><i>Intolerable Risk</i></b> 9	<b>Urgent action needed</b>	Work prohibited/ceased Controls required immediately Assessment recorded Controls documented Work stoppage documented