

SAFETY STATEMENT

***West Limerick Independent Living
Enterprise Centre
Sheehan's Road
Newcastle West
Co Limerick***

Prepared by: Nifast
Unit 104 Donnybrook Commercial Park
Douglas
Cork

Tel. No. (021) 4319250
Fax. No. (021) 4319251
Website: www.nifast.ie

Facilitator/s:
Majella Harty
Nifast



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Version Control List

Version	Amendment	Date	Description	Computer Filename	Prepared By	Approved By
01		26/01/10	Final copy	WEST LIMERICK INDEPENDENT LIVING-067-09	Majella Harty	

Note: All amendments to this Safety Statement must be documented above i.e. Version: 2, Amendment 1 date: 27/01/10, description: newly elected safety representative, Prepared by: Approved by:

Section 1: Management Safety Policy

1.1 Management Safety Policy

This Safety Statement, in accordance with Section 20, Safety, Health and Welfare at Work Act 2005, outlines the policy of WEST LIMERICK INDEPENDENT LIVING in relation to the management of health and safety.

WEST LIMERICK INDEPENDENT LIVING are committed to managing and conducting their work activities in such a way as to ensure, so far as is reasonably practicable, (see Appendix 1 for definition) the safety, health and welfare at work of their employees including fixed term employees and temporary employees and other individuals at the place of work (not being their employees).

This will be achieved by the following;

- The provision and maintenance of welfare facilities and arrangements;
- Determining and implementing appropriate preventative and protective measures;
- Taking account of the general principles of prevention (See Appendix 1);
- The provision of adequate emergency plans, procedures and measures;
- Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority;
and so far as is reasonably practicable:
- Preventing any improper conduct or behaviour;
- The design, provision and maintenance of a safe place of work, including safe means of access and egress;
- The design, provision and maintenance of safe plant and machinery, articles and substances;
- The provision of safe systems of work;
- The provision of appropriate information, instruction, training and supervision;
- Performance of ongoing hazard identification and risk assessments;
- Uses of standards, codes of practice, guidelines, or industry practices;
- Providing and maintaining suitable protective clothing and equipment;
- Investigation of accidents and dangerous occurrences;
- Obtaining, where necessary, the services of a competent person (see Appendix 1 for definition) to advise on health and safety.

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

Mr. Gerard O'Connor has overall responsibility for health and safety at the West Limerick Independent Living, Enterprise Centre, Sheehan Road, Newcastle West, Co Limerick. Day to day management of health and safety is the responsibility of management personnel. Employees share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable WEST LIMERICK INDEPENDENT LIVING to discharge its responsibilities under law.

WEST LIMERICK INDEPENDENT LIVING is committed to upholding the standards outlined in this Safety Statement. The aims of the Safety Statement are to ensure sufficient resources are allocated to Safety Management. No safety measures taken by WEST LIMERICK INDEPENDENT LIVING involve financial cost to our employees.

Safety Statement – West Limerick Independent Living, Newcastle West, Co Limerick

All employees and contractors will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. Employees are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed and amended periodically.

Signed Kevin P. Flynn

Date: 26th January 2010

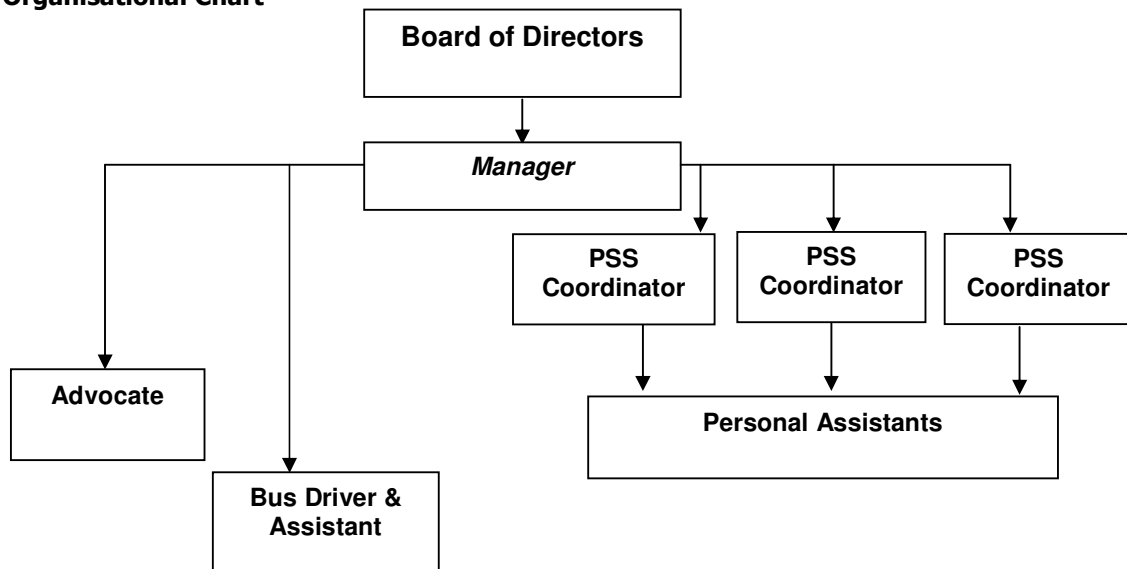
Mr. Kevin Flynn

Section 2: Safety Management Structure and Responsibilities

2.1 Safety Management Structure

The following is the Safety Management Structure within the organisation. Each person in the organisation must make themselves aware of their position within the structure and must ensure the effective implementation of the Safety Statement in their area of responsibility.

Organisational Chart



2.2 Safety Management Responsibilities

2.2.1 Board of Directors

Mr. Kevin Flynn, Chairman & Director
Mr. David Noonan, Director
Ms. Ann Shine, Director
Ms. Leigh Gath, Company Secretary & Director
Mr. Tim Corbett, Director
Ms. Lynn Buffington, Director

The Boards of Directors are responsible for good corporate governance and perform this task by setting corporate objectives and targets and taking strategic decisions on all business issues, including safety and health management. All board members should have a clear understanding of the key safety and health issues for the business.

In accepting corporate responsibility for safety and health, directors need to be proactive in developing a positive safety and health culture for the workplaces they control. Directors do this by:

- Ensuring that safety and health is an integral part of the management process;
- Setting clear safety and health values and standards;
- Thinking strategically about corporate safety and health responsibilities;
- Being open and constructive about safety and health regulation;
- Rewarding good safety and health behaviour;
- Creating a culture of integrity about and responsibility for safety and health matters;
- Holding Senior Management accountable for the safety and health responsibilities given to them;
- Showing visible and active support, strong leadership and commitment to safety and health;
- Showing through personal behaviour that only the highest standards of safety are acceptable;

2.2.2 Employer

WEST LIMERICK INDEPENDENT LIVING in accordance with section 8 of the Safety Health & Welfare at Work Act 2005 responsibility for managing Health & Safety rests with **Mr. Kevin Flynn** who has ultimate responsibility and accountability for ensuring, so far as is reasonably practicable, the safety health and welfare at work of his/her employees.

Under section 80 of the Safety Health and Welfare at Work Act 2005, where an employer authorises or consents to an act that leads to an offence under health & safety legislation or such an act is attributable to their connivance or neglect, they are guilty of an offence. In these circumstances this person shall be liable for prosecution and punishment under this act.

Safety begins at senior 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 Chairman and Director, **Mr. Kevin Flynn**

He/ shall:

- Review and, where appropriate, endorse the safety statement when prepared by the senior management team;
 - Receive regular reports on progress, performance and implementation of safety and health plans;
 - Ensure sufficient resources are made available to achieve and implement these safety and health plans;
 - Ensure that the senior managers and the workforce are actively involved in the management of safety and health;
 - Develop a communications plan to show his commitment to the company's safety and health policy;
 - Make sure the necessary organisational structures exist to ensure that safety and health is properly managed;
 - Keep aware of all matters in relation to safety and health, especially major incidents and changes in legislation;
 - Ensure safety and health audits are undertaken to monitor all aspects of safety and health policy implementation;
 - Review the effectiveness of the safety and health management system;
 - Ensure that any necessary improvements derived from carrying out risk assessments are implemented;
 - Devise job descriptions that include safety and health responsibilities;
 - Incorporate safety and health performance in the appraisal system where personal appraisal systems exist;
 - Develop safety and health cultures in project teams and team working situations.
 - Take a direct interest in the health and safety policy and positively support any person whose function it is to carry it out.
-
- Periodically appraise the effectiveness of the Safety Statement and make reference to it in any Annual Report produced.
 - Ensure that responsibility is properly assigned, understood and accepted at all levels.
 - Procure advice and assistance whenever necessary and take heed of any health and safety matters brought to his attention.
 - Ensure that a disciplinary procedure exists for wilful breaches of safety standards contained in the Safety Statement and that all staff are aware of this.
 - Show through personal behaviour that only the highest standards of safety are acceptable.
 - Where a person controls a place of work where persons, other than his or her employees are working, the person in control of the place of work must ensure, so far as is reasonably practicable, that the place of work, the means of access or egress, and any article or substance provided for use in the place of work, are safe and without risk to health. This includes landlords to their tenants, and employers to their contractors.
 - Where the employer shares a place of work with other employers, they shall co-operate in complying with and implementing the relevant statutory provisions in relation to safety, health and welfare at work. The employers shall also co-ordinate their actions in matters relating to the protection of and prevention of risks and inform each other and their respective employees of those risks. This will include the exchange of safety statements

or relevant extracts relating to hazards and risks to employees.

- Ensure that all contractors appointed by the employer observe the terms of a Code of Practice and have a safety statement in place for their employees where required.

2.2.3 Manager- Mr. Gerard O' Connor

(See Organisation structure which identifies managers as per job title)

Managers are responsible for ensuring that the employees under their immediate control and others, including visitors, are made aware of and comply with the Safety Statement and arrangements for carrying it out.

They shall:

- Be fully familiar with the organisation's Safety Statement and ensure it's brought to the attention of all employees under their control;
- Carry out all work in accordance with the Safety Statement's requirements;
- Ensure that all employees under their immediate control receive adequate induction training, safety training, instruction and supervision appropriate to their tasks.
- Ensure that all employees under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available within their area;
- Be familiar with the procedures and guidelines applicable to the work in which staff are engaged and insist that these procedures and guidelines be obeyed;
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed;
- Ensure that thorough and prompt investigations are carried out into all reported accidents and incidents and that an Accident Report Form is completed following any accident/incident;
- Consider representations about health and safety from employees under their control.
- Ensure that regular health and safety inspections are carried out and remedial action taken where necessary;
- Incorporate safety instructions in routine orders and see that they are obeyed;
- Ensure that suitable Personal Protective Equipment and Clothing is supplied and worn by employees under their control where required;
- Ensure that the all equipment in their area is kept by means of adequate maintenance at a level to ensure that it is safe for use.
- Ensure that risk assessments have been completed for their area of responsibility;
- Ensure that employees do not take unnecessary risks;
- Show through personal behaviour, that only the highest standards of safety are acceptable.

2.2.4 Health and Safety Co-ordinator **Ms. Margaret O'Brien**

The main responsibility of the Health and Safety Co-ordinator is to assist and organise the management of health and safety in West Limerick Independent Living

she shall:

- Assist in the co-ordination of the organisations health and safety management system;
- Hold the Master Copy of the company Safety Statement and ensure that it is available to all employees.
- Ensure that the Safety Statement, including risk assessments, is periodically evaluated and revised.
- Ensure that all employees have access to the Safety Statement and have read and understood it
- Co-ordinate the safety training delivered to all employees on recruitment, in the event of transfer or change of assigned task, on the introduction of new work equipment or systems of work, or changes in existing work equipment;
- Ensure that up to date records are kept of all safety training provided.
- Ensure that sufficient numbers of staff are trained and hold the positions of first aider and fire warden;
- In co-operation with Building Management ensure the appointment of external contractors brought in as required to maintain the fire safety systems.
- In co-operation to ensure that a minimum of two emergency evacuations are carried out on an annual basis by the appointed person
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Ensure that induction and safety training of all employees is carried out.
- Ensure that an accident report form is completed for all accidents and incidents and that all accidents and incidents are investigated.
- Report all relevant accidents and dangerous occurrences to the HSA (Health & Safety Authority).
- Source the services of external health and safety consultants, where specific competencies, experience or knowledge are required.

2.2.5 Health and Safety Competent Person(s)

Only persons who meet the standard for Competent Persons set out in *Section 2(2) of the Safety, Health and Welfare at Work Act 2005* can be considered Health and Safety Competent Persons, also known as Health and Safety Officers. This role can be filled by an internal or external person. Refer to Section 3 of the safety Statement for more clarification.

The health and safety competent person will play a key role in advising on the management of health and safety, by advising line and senior managers, evaluating problems as they arise, suggesting solutions to those problems and generally promoting health and safety at the place of work.

2.2.5 Employees

Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own safety, health and welfare and that of others.
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
- Co-operate with their employer or any other person as appropriate.
- They must not engage in improper conduct or behaviour (including bullying/harassment).
- Attend and take account of all necessary training.
- Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
- Report to their manager as soon as practicable:
 - (i) any work which may endanger the health and safety of themselves or others.
 - (ii) any defect in the place of work, systems of work, articles or substances.
 - (iii) any breach of health and safety legislation of which he or she is aware.
- Employees must not:
 - (i) interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
 - (ii) Place anyone at risk in connection with work activities.
 - (iii) Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.
 - (iv) Misrepresent their level of training on entering into a contract of employment.

Section 3: Arrangements for Health & Safety

3.1 Documentation and Dissemination of Safety Statement

The Safety Statement is available to all WEST LIMERICK INDEPENDENT LIVING employees and other persons at the place of work e.g. contractors. The master copy of the Safety Statement is held by the Health and Safety Co-ordinator. Controlled copies of the Safety Statement are issued to personnel and/or locations as specified on a circulation list.

When reviewing the Safety Statement and to ensure that each copy of the document contains a record of all changes, Safety Co-ordinator will ensure that all circulated Safety Statements are retrieved and will issue new revised documents with the appropriate changes. The revision number, date of revision and description of changes will be recorded on the Version Control List.

The Safety Statement will be brought to the attention of all new employees upon commencement of employment and to existing employees at least annually and following any amendments. It will also be brought to the attention of other persons at the work place who may be exposed to specific risks in the workplace (e.g. contractors).

The Safety Statement will be brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood.

3.2 Review of Safety Statement

The Safety Statement will be reviewed periodically, where:

- (a) It is no longer valid or
- (b) There is a reason to believe that it is no longer valid, or
- (c) There has been a significant change in the matters to which it refers, or
- (d) Under the direction of a H.S.A. Inspector.

Following the review, the Safety Statement will be amended as appropriate. The review will be co-ordinated by Safety Co-ordinator.

3.3 Consultation

WEST LIMERICK INDEPENDENT LIVING is committed to meeting their obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005* on consultation. WEST LIMERICK INDEPENDENT LIVING consult employees in order to make and maintain arrangements to enable the employer and employees to cooperate, to promote and develop safety, health and welfare and to monitor the effectiveness of these measures.

Employees have a right to make representations to and consult their employer on matters relating to their safety, health and welfare at work. WEST LIMERICK INDEPENDENT LIVING recognises this right and will consider any representations made by employees and so far as reasonably practicable will take any appropriate or necessary action.

Consultation will be made in advance and in good time on the following:

- any proposed measure that is likely to substantially affect safety, health and welfare at the place of work including any measures required by safety and health legislation,
- the designation of employees in relation to emergency, or serious and imminent danger planning and preparation,

- any matters arising from measures related to the protection from and the prevention of risks,
- the hazard identification and risk assessment carried out,
- the preparation of the safety statement,
- the information required to be given to employees,
- information on reportable accidents and dangerous occurrences,
- the appointment of competent persons, the planning and organisation of training,
- the planning and introduction of new technologies and the implications for the safety, health and welfare of employees in relation to the consequences of the choice of equipment and working conditions and the working environment.

In order to meet their legal obligation, WEST LIMERICK INDEPENDENT LIVING use the following consultation mechanisms:

- Health & Safety is an agenda item at staff meetings
- All managers and supervisors maintain an 'Open Door' policy with all employees
- All arrangements for joint decision-making include consultation on safety, health and welfare.
- Safety Representative(s)
- Safety Committee

3.3.1 Safety Representatives

Employees may select and appoint from amongst their numbers a Safety Representative(s) to represent them in consultation with management on matters relating to safety health and welfare. Safety Representatives will not be placed at any disadvantage as a result of fulfilling their role. Refer to Appendix 2 for a list of current Safety Representatives.

Safety Representatives have a right to make representations to their employer, on behalf of employees, on matters relating to their safety, health and welfare at work. WEST LIMERICK INDEPENDENT LIVING recognises this right and will consider any representations made by Safety Representatives and so far as reasonably practicable will take any appropriate or necessary action.

WEST LIMERICK INDEPENDENT LIVING will give to Safety Representatives, such time off from his or her work as is reasonable, without loss of remuneration, to enable the Safety Representative to acquire appropriate knowledge and training and to discharge their functions. Safety Representatives must be notified when a H.S.A. Inspector visits the site for the purpose of carrying out an inspection.

Safety representatives are given information concerning risk assessments, reportable accidents and dangerous occurrences, and information arising from preventative and protective measures.

Section 25 of the Safety, Health and Welfare at Work Act 2005 states that the Safety Representative may:

- Make representations to their employer on any aspects of safety, health and welfare at the place of work.

- Inspect the place of work after giving reasonable notice to their employer. The frequency and schedule of inspections must be agreed between the Safety Representative and the employer in advance.
- Inspect the place of work in the event of an accident, dangerous occurrence or a situation of imminent danger or risk to health and safety.
- Investigate accidents and dangerous occurrences provided that they do not interfere with or obstruct any person fulfilling their legal duty.
- After giving reasonable notice to their employer, investigate complaints made by employees whom they represent.
- Accompany a H.S.A. Inspector on a tour of inspection.
- At the discretion of a H.S.A. Inspector, accompany the inspector while they are investigating an accident or dangerous occurrence.
- Make oral or written representations to H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Receive advice and information from H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Consult and liaise with other Safety Representatives appointed in the organisation,
- WEST LIMERICK INDEPENDENT LIVING will provide appropriate facilities for Safety Representatives such as the use of meeting rooms.

3.3.2 Safety Committee

Representatives of the employer and employees have formed a safety committee, for the purposes of consultation on safety, health and welfare. Schedule 4 of the Safety Health and Welfare at Work Act 2005 outlines the provisions for the Safety Committee

Members of the Safety Committee are detailed in Appendix 2. The Safety Committee meets at once a year intervals. All Safety Committee meetings will be minuted and the minutes made available to all employees.

WEST LIMERICK INDEPENDENT LIVING will give to Safety Committee members, such time off from his or her work as is reasonable, without loss of remuneration, to enable the committee members to acquire appropriate knowledge and training and to discharge their functions.

The Safety Committee may:

- review safety audit reports (including feedback from an inspector),
- seek solutions to health and safety issues which arise,
- study information relating to accidents, dangerous occurrences and instances of occupational ill-health at the place of work,
- develop and implement safe systems of work,
- review communications and employee training procedures relating to health and safety, and
- consider reports presented by a safety representative.

3.4 Protection against Dismissal and Penalisation

WEST LIMERICK INDEPENDENT LIVING will not penalise or threaten to penalise any employee with respect to any term or condition of his or her employment to his or her detriment, if the employee is;

- Acting in accordance with safety and health legislation or performing a duty or exercising any right under safety and health legislation;
- Making a complaint or a representation about safety, health or welfare at work to his or her safety representative, to their employer or to the Health and Safety Authority;
- Giving evidence at any prosecutions or other legal proceedings taken by the Authority, or on behalf of the Authority,
- A safety representative or an employee having duties in an emergency, or a competent persons appointed under *Section 18 of Safety, Health and Welfare at Work Act 2005*, or
- Leaving or refusing to return to the place of work when he or she reasonably considers that there is serious or imminent danger which the employee could not reasonably have dealt with or
- Taking or proposing to take appropriate steps to protect himself or herself or other persons from the danger considering the circumstances and the means and advice available to him or her at the relevant time.

The dismissal of an employee will be a dismissal under the Unfair Dismissals Acts 1977 to 2001, if it results from penalisation under this section although such dismissal shall not be deemed to be unfair if the employer shows that steps taken or proposed to be taken were so negligent that it was reasonable to dismiss the employee.

3.5 Prevention of Improper Conduct or Behaviour

WEST LIMERICK INDEPENDENT LIVING is committed to providing a workplace free from improper conduct or behaviour, including violence, bullying, harassment or horseplay, which is liable to harm the safety, health or welfare of persons at work.

WEST LIMERICK INDEPENDENT LIVING has a Bullying/Harassment/Sexual Harassment policy in place in accordance with the *Employment Equality Act 1998* and the Code of Practice on the Prevention of Workplace Bullying, (made under the Safety, Health and Welfare at Work Act, 2005), the Code of Practice Detailing Procedures for Addressing Bullying in the Workplace (made under the Industrial Relations Act 1990) and the Code of Practice on Guidance, Prevention and Procedures for dealing with Sexual Harassment and Harassment at Work (made under the Employment Equality Act, 1998). Appendix 3 contains further definitions and references to the Codes of Practices regarding Bullying and Harassment. WEST LIMERICK INDEPENDENT LIVING also has a Security/Violence Policy in place.

Section 13 of the Safety, Health and Welfare at Work Act, 2005, establishes a basic duty of employees to take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work. This can be interpreted as improper conduct or behaviour at work. *Section 14 of the Safety Health and Welfare at Work Act 2005*, prohibits any person from intentionally or recklessly interfering with, misusing or damaging anything provided for safety or to place at risk the safety, health or welfare of persons in connection with work activities without reasonable cause.

It is the responsibility of all employees, particularly those in supervisory positions, to ensure the day-to-day practical application of these policies. Management at the highest level will not tolerate any form of improper conduct or behaviour and will take appropriate steps to resolve any issues that may occur, including disciplinary action.

3.6 Design, Provision and Maintenance of Safe Place of Work

In accordance with the Workplace Risk Assessments in Section 4, WEST LIMERICK INDEPENDENT LIVING recognises the need to provide a safe place of work. WEST LIMERICK INDEPENDENT LIVING will ensure that the physical environment at the place of work is adequate. Work areas are large enough to be safe and healthy and are adequate with regard to stability, ventilation, fresh air, temperature and lighting. Pedestrians and vehicles are able to circulate safely. Traffic routes, entrances and exits are kept clear, floors, walls, ceilings, roofs, doors and gates are safe and adequate welfare facilities are provided.

3.7 Design, Provision and Maintenance of Safe Means of Access and Egress

In accordance with the Access and Egress Risk Assessment in Section 4, WEST LIMERICK INDEPENDENT LIVING recognises that safe means of access and egress must be provided and maintained. Safe means of access and egress is provided to and from the premises at all times. This includes entrances, carparks, paths, the building, internal areas, workstations,

All means of access and egress are maintained as appropriate. In particular escape routes from the premises are checked by Fire Wardens.

3.8 Design, Provision and Maintenance of Safe Plant & Machinery,

In accordance with the Work Equipment Risk Assessments in Section 4, WEST LIMERICK INDEPENDENT LIVING recognises the need to provide and maintain safe work equipment. Work equipment includes any machinery, appliance, apparatus, tool or instillation for use at work, e.g. extruder, photocopier, company car, heating and ventilation systems. It also includes lifting equipment.

WEST LIMERICK INDEPENDENT LIVING ensures that all equipment on the premises meets the requirements of the relevant CE Marking Directives. Throughout the working life of all equipment, WEST LIMERICK INDEPENDENT LIVING will ensure that the all equipment is kept by means of adequate maintenance at a level to ensure that it is safe for use. In co-ordination with the building management, maintenance logs for all machinery are kept up to date

3.9 Safe Use of Articles and Substances

WEST LIMERICK INDEPENDENT LIVING recognises the need to assess the risk from articles, substances, exposure to noise, vibration, ionising or other radiations or any other physical agents. Specific Risk Assessments on these hazards, in accordance with the Biological Agents Regulations 1994, the Chemical Agents Regulations 2001 and Chemical Agents Approved Codes of Practice 2007 (as amended), the General Application Regulations 2007, (Part 5 relates to Noise & Vibration), and the Radiological Protection Act 1991 are contained in Section 4. Any ionising and non-ionising radiation will be managed in accordance with the Radiological Protection Act 1991.

3.10 Safe Systems of Work

It is the policy of WEST LIMERICK INDEPENDENT LIVING to ensure that all work activities are within the competence and capacity of the employees undertaking them. Safe systems of work will be designed with that purpose in mind.

Safe systems of work will:

- Be applied to all routine work, maintenance work and work by contractors on site.
- Include consideration for the safety and health of visitors and contractors. Carried out in co-ordination with building management or whoever has authorised the work.
- Be reviewed by Management on a regular basis, and when recommended by a risk assessment or accident/incident investigation.

It is the policy of WEST LIMERICK INDEPENDENT LIVING 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. Written safety instructions and/or a safe operating procedure will be provided where necessary.

WEST LIMERICK INDEPENDENT LIVING staff are not permitted to:

- Access the roof / plant room areas.
- Enter any confined spaces
- Attempt repairs or modifications to the electrical systems.

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 Statement):

- 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.
- Work at heights.

3.11 Welfare Facilities & Arrangements

In accordance with the Welfare Facilities Risk Assessments in Section 4, WEST LIMERICK INDEPENDENT LIVING recognises the need to provide and maintain facilities and arrangements for the welfare of their employees at work. WEST LIMERICK INDEPENDENT LIVING provides adequate and suitable sanitary and washing facilities, access to facilities for boiling water and taking meals and an adequate supply of potable drinking water. Rest rooms suitably furnished are provided for relaxing during breaks. WEST LIMERICK INDEPENDENT LIVING also ensures that the place of work is maintained in a clean and hygienic condition. These facilities are included on the cleaning contract. However, staff must co-operate in maintaining a high standard of hygiene in these areas.

3.12 Safety Information, Instruction, Training and Supervision

WEST LIMERICK INDEPENDENT LIVING is committed to providing appropriate health and safety information, instruction, training and supervision for all employees under sections 9 and 10 of the Safety Health and Welfare at Work Act 2005. Employees will receive adequate safety, health and welfare training relating to their job. Employees must attend any health and safety training provided and undergo assessments where required. Employees must also have regard to his or her training and the instructions given by his or her employer, in line with their duties under the Safety Health & Welfare at Work Act 2005. An employee, on entering into a contract of employment, may not misrepresent himself or herself as regards the level of training that they have received.

Such training will not be at any financial cost to the employee nor impact upon their remuneration. In cases where safety and health legislation requires specific health and safety training, such as the Construction Safe Pass scheme, employees must be released for that training during working hours, without loss of pay where appropriate.

3.12.1 Induction Training

All employees of WEST LIMERICK INDEPENDENT LIVING - whether employed on a fixed-term or a temporary basis - will receive induction training prior to commencement of employment. The following health and safety elements are addressed:

- The location of the Safety Statement;
- The relevant parts of the Safety Statement, including Risk Assessments,
- A tour of the premises, including location of exits and assembly points;
- The measures to be taken in an emergency - the names of fire wardens, and first aiders;
- The specific task to be performed by the employee - special occupational qualifications or skills required, potential hazards and risks to safety health and welfare identified by risk assessments, protective and preventative measures, and any increased specific risks the work may involve.
- Details of the consultation procedures for safety, health and welfare and the names of any Safety Representatives;
- A detailed list of the new employee's responsibilities in relation to health and safety;
- Health surveillance,
- Any other relevant health and safety information.

Employees are requested to sign a record sheet to confirm that they have received and understood this information.

3.12.2 Existing Employee Training

The above information is also given to existing employees :

- In the event of the transfer of an employee or change of task assigned to an employee,
- On the introduction of new work equipment or changes in existing work equipment
- On the introduction of new systems of work or changes in existing systems of work
- On the introduction of new technology
- Periodically

Employees are requested to sign a record sheet to confirm that they have received and **understood this information.**

3.12.3 Contractor training

Contractors are given information and instruction concerning hazards and risks identified by risk assessments, protective and preventative measures and the names of fire wardens, first aiders and safety representatives, if any. Contractors are requested to sign a record sheet to confirm that they have received and understood this information. This should be done in co-ordination with the building management

3.12.4 Temporary Employees Training

Where temporary employees are engaged WEST LIMERICK INDEPENDENT LIVING ensures that the employment agency or labour supplier concerned gives their employee the following information; the occupational qualifications necessary and the specific features of the work for which the employee is required. Employment agencies or labour suppliers are requested to sign a record sheet to confirm that they have provided their employees with this information.

3.12.5 Appointed Persons Training

Competent persons and safety representatives are given information concerning risk assessments, reportable accidents and dangerous occurrences, and information arising from preventative and protective measures.

When providing information to employees on health and safety, it will be given in a form, manner, and as appropriate, language that will be understood. This external service will be sought for a competent organization when required.

The appropriate information, training and instruction will be provided to all appointed Fire Wardens, Occupational First Aiders, Safety Representatives (where appointed) and Safety Committee Members (where appointed) to ensure they can fulfil their health and safety functions. The names of all appointed persons are given in Appendix 2. Records of all training provided are kept on file.

3.12.6 Instruction, Training & Supervision

Job Specific training

All employees both fixed term and temporary will receive the training appropriate to the work which he or she is required to carry out having regard to his or her qualifications and experience. Training will be adapted to take account of new or changed risks to safety, health and welfare and refresher training will be provided as appropriate.

Employees covered by specific safety and health legislation such as people with disabilities, pregnant employees, or young persons will be given additional training in relation to the specific dangers that affect them.

Training will be given, as necessary, to managers ensure that they have the necessary skills and knowledge to organise work safely without risk to health.

In assigning an employee to a specific task, WEST LIMERICK INDEPENDENT LIVING will take account of his or her capabilities in relation to safety, health and welfare. Employees will not be put at risk by being given work that they do not have the competence to undertake. Risk assessments will assist in identifying the level of competence and training needs associated with a particular risk. The training needs of all employees, including supervisors and managers, will be considered.

A record of all training that a person has received is maintained by the Human Resources Function. Training records will contain the following information:

- Name of person receiving instruction;
- Date of instruction;
- Duration of instruction;
- Name of Instructor/Company Name, and
- Nature and content of instruction.

When providing information to employees on health and safety, it will be given in a form, manner, and as appropriate, language that will be understood. This service will be sought from a competent organization when required.

3.13 Personal Protective Equipment

WEST LIMERICK INDEPENDENT LIVING recognises that Personal Protective Equipment should only be used as a last resort. The safety and health of employees is primarily safeguarded by measures to eliminate work place risks at source or by providing protection on a collective basis. Where these measures are not sufficient, Personal Protective Equipment is provided, without charge, to protect against the hazards that are unavoidable. A guide list of activities and sectors of activities, which may require provision of Personal Protective Equipment, are given in Appendix 4

Personal Protective Equipment means all equipment designed to be worn or held by an employee for protection against one or more hazards likely to endanger the employee's safety and health at work and includes any additions and accessories to the equipment, if so designed. It does not include ordinary working clothes and uniforms not specifically designed to protect the safety and health of an employee. All Personal Protective Equipment provided complies with relevant European Directives i.e. is CE marked.

An assessment to determine the adequacy of Personal Protective Equipment under the conditions of use and compatibility will be completed before the procurement of any Personal Protective Equipment. Information relating to the reason for use of Personal Protective Equipment and instruction, including a demonstration, where appropriate, on the use of Personal Protective Equipment is given to all employees as necessary. The responsibility to use Personal Protective Equipment rests with the employees, however Managers will ensure the proper use of Personal Protective Equipment.

3.14 Emergency Plans, Procedures and Measures

Procedures and measures are in place in the case of an emergency or serious and imminent danger, - fire, gas leaks, first aid, , bomb threat, weather, explosion (dust, boiler), threat, violence, lone working, rescue from height, confined space rescue). Appendix 5 contains these procedures and measures. These documents will be reviewed periodically and amended where necessary.

List of Emergency phone numbers

Ambulance	999 or 112
Fire Services	999 or 112
Gardai	999 or 112
ESB	1850-372 999
Bord Gais (Gas Leaks etc)	1850-20 50 50

Insert names/contact details here of any staff that should be contacted in the event of an emergency:

Ms. Margaret O'Brien	087-9487506
Gerard O'Connor Manager	087-4169105
Breda Bennett	086-2404405
Lynda McElligott	087-6115289

3.14.1 Evacuation

All WEST LIMERICK INDEPENDENT LIVING office are located within a share office accommodation. Co-ordination between tenants and building management at each location is required when planning and carrying out fire evacuation. .

Fire evacuation drills take place at least twice a year or more often if required. The necessary numbers of Fire Wardens and deputy fire wardens are appointed and trained. The names of fire wardens and deputy fire wardens are displayed in appropriate locations around the building. (Refer to Appendix 2). Fire Wardens have been given designated areas to search in the event of an evacuation. Employees are reminded to familiarise themselves with the fire evacuation procedures contained in Appendix 5, so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

After each fire evacuation, a review of the evacuation will take place involving fire wardens and the individual co-ordinating the evacuation, this will be the building management company and or/ landlord. This exercise will be carried out to identify areas where the evacuation procedures can be improved. Visitors and contractors are informed of the fire evacuation procedures as part of the safety induction/on information sheets provided upon entry to the premises (on visitor badges).

In the event of other serious, imminent and unavoidable danger the employer will take action and instruct employees so that they can stop work and immediately leave the place of work and go to a safe place. This may involve partial or full evacuation. Employees will not be penalised because of such action and will not be required to resume work until there is no threat to their safety, health or welfare. All employees where necessary should take appropriate steps to avoid the consequence of any danger. Only those employees with specific training will be requested to enter an area where a serious specific danger exists.

3.14.2 First Aid

Based on the First Aid Risk Assessment contained in Section 4,. WEST LIMERICK INDEPENDENT LIVING have an adequate number of suitably equipped, marked and easily accessible first-aid kits and trained Occupational First-Aiders at their premises (refer to Appendix 2 for names of first-aiders). First-aid kits are located throughout the premises (see Appendix 6 for the location and contents of a First-Aid Kit). The names of the nearest

Occupational First-Aiders will be displayed on or near each first-aid kit so that staff will know whom to contact. The Occupational First Aiders have responsibility for checking the first-aid kits in their area on a regular basis and ensuring that they are adequately stocked.

Due to exposure to the special hazards (insert name of hazards) at least one first-aid kit contains the necessary special equipment or antidotes to treat this hazard. This kit is located as close as possible to the area where the hazard is.

Where an Occupational First-Aider is absent in temporary or exceptional circumstances, an individual will take charge of the injured or ill person until medical assistance is obtained. This person's functions, is to obtain medical assistance as soon as possible and to ensure that nothing further occurs which would worsen the condition of the injured person. If this person has obtained basic life-saving skills they should apply them where possible.

Details of all cases treated by occupational first-aiders should be entered in a first-aid treatment record book, which must be kept in a suitable secure place, respecting the confidential nature of the reports.

Automated External Defibrillators (AEDs)

An automated external defibrillator is provided in the workplace. As part of the FETAC accredited Occupational First-Aider training, automated external defibrillator (AED) training is included. Early defibrillation using an AED is one of the vital links in the "Chain of Survival" to prevent sudden cardiac death. The organisation has access to AED at an adjacent premises.

3.14.3 Fire Fighting

Appropriate fire fighting equipment, including fire extinguishers, fire blankets & fire hose reels are provided throughout the premises. There are an appropriate number of persons trained in using this fire fighting equipment. Fire fighting equipment should only be used where a fire is on an escape route from the premises or where fighting the fire poses no danger to the individual. Fire fighting equipment are readily identifiable, easily accessible and are unobstructed at all times.

All fire fighting equipment are checked by Fire Wardens and tested/serviced by specialised contractors.

3.15 Reporting Accidents & Dangerous Occurrences

Part X Safety, Health and Welfare at Work (General Application) Regulations 1993 (Notification of Accidents and Dangerous Occurrences) requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- an accident resulting in the death of an employee;
- an accident resulting in an employee being prevented from performing his/her normal work for more than three consecutive days, excluding the day of the accident but including any days which would not have been working days;
- an accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public); and
- certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury. (See Appendix 7 for categories of dangerous occurrences that require reporting to the H.S.A.)

Ms. Margaret O'Brien is responsible for reporting any such accidents and dangerous occurrences to the Health and Safety Authority. Reporting will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences). These forms will be sent by post to the Health and Safety Authority. Notification of serious incidents will be done without delay, by fax, telephone or via the internet to the Health & Safety Authority. Following this the completed relevant form will be sent by post to the Health and Safety Authority. The Health and Safety Co-ordinator/Administrator will hold copies of blank and completed forms.

H.S.A. contact details:

The Health & Safety Authority
The Metropolitan Building
James Joyce Street
Dublin 1
Lo-Call No. 1890 289 389
www.hsa.ie

3.15.1 Internal Reporting and Investigating of Accidents and Incidents.

All accidents and incidents (near misses), whether serious or not, must be reported immediately PSS Coordinator . An Accident/Incident Report form is available for this purpose and must be completed by **Ms. Margaret O'Brien**

Accident/incident investigations will be carried out BY **Ms. Margaret O'Brien** / and or individual's line manager . The purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be recorded and corrective action will be taken and recorded, where necessary. All employees are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident.

Accident/incident data will be periodically analysed by Safety Committee with a view to improving safety management. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

3.16 Lone Working

Lone Workers are defined as “those who work by themselves without close or direct supervision”. Anybody who works alone, including contractors, self-employed and employed persons are regarded as lone workers. Lone workers are found in a range of situations in WEST LIMERICK INDEPENDENT LIVING activities, including;

- Staff who are required to travel as part of their duties.
- Staff who work outside of normal hours,
- Staff who work away from their fixed base, e.g. personal assistants carrying out their duties, meeting.

The WEST LIMERICK INDEPENDENT LIVING may require employees to work alone in some instances for operational exigency. Such situations can be directed by line managers. In these instances however, the manager is directly responsible for ensuring that the operations are regulated through;

- Regular communications checks – mobile phone; (???)
- Controlled periodic checks;
- Instruction and Training;
- Use of PPE and PPC -

3.17 Manual Handling and Client Moving

WEST LIMERICK INDEPENDENT LIVING recognised that manual handling and client moving tasks are required as part of its every day operations for some individuals. Section 4 Risk Assessment will identify the requirement to carry out manual handling risk assessments. Where it is deemed not reasonably practicable, to eliminate the need for manual handling and the risk is deemed low, manual handling training will be provided to all staff members. The training will be refreshed on at least a three yearly basis or more frequently, if identified through the review of accident and illness records. In addition, manual handling refresher training may be required within the recommended three years or where an individual is identified as requiring training. All new employees will receive manual handling training as part of induction training if not completed within the past three years by a recognised body. Additional manual handling will be provided to those who will be involved in service user moving tasks. All record of training will be retained by **Ms. Margaret O'Brien**, Health and Safety Coordinator.

3.18 VDU Users Please confirm

VDU work forms a large portion of the work undertaken by WEST LIMERICK INDEPENDENT LIVING employees. WEST LIMERICK INDEPENDENT LIVING will undertake a VDU Assessment of each user, Some individuals provide training and suitable equipment compliant with the General application 2007 Regulations.

Eye and Eyesight test specially for VDU users will be available

The workstation for each user will be reviewed and whenever there is a significant change to the VDU location/ equipment or upon request of individual members of staff.

3.19 Driving

On occasions, WEST LIMERICK INDEPENDENT LIVING personnel are required to travel as part of their duties. Individuals utilise their own car. Individuals provide a copy of their driving licence as appropriate. In addition, individuals will provide a copy of their insurance which will include business cover insurance. This will be submitted on an annual basis. All records will be kept in Employees Personal File. A motor vehicle accident which occur whilst the individual is carrying out the duties of the employer, will be reported and investigated as per accident/ incident reporting.

The use of mobile telephone is not allowed when driving. Mobiles should be switched off whilst driving.

Also see Lone working policy

3.20 Competent Persons

A person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards of the business in which he or she undertakes work, the person possess sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken. Account shall be taken, as appropriate, of the Framework of Qualifications referred to in the Qualifications (Education and Training) Act, 1999.

WEST LIMERICK INDEPENDENT LIVING appoints, where necessary, the services of one or more competent persons, whether under contract of employment or otherwise, for the purposes for ensuring so far as is reasonably practicable, the safety, health and welfare at work of his or her employees. The competent person will play a key role in advising on the management of health and safety, by advising line and senior management on health and safety, evaluating problems as they arise and suggesting solutions to those problems and generally promoting health and safety at the place of work. Due to the nature of our business, having multiple sites, having remote locations, the competent person will ensure that they will perform their duties in relation to all working hours and locations. There will be adequate co-operation between any competent person(s) and any safety representatives. WEST LIMERICK INDEPENDENT LIVING recognises that the appointment of a competent person does not absolve the employee from his responsibilities under the legislation.

Preference will be given to any employee who can perform the functions of a competent person over an external competent person, unless their knowledge and experience is not adequate or appropriate to the size of the place of work or the risks to which employees are exposed. An employee appointed as a competent persons will be allowed adequate time, with no loss of remuneration, and the means at their disposal to enable him or her to perform these functions. External competent persons will be provided with the following information:

- The factors known or suspected by the employer to affect the safety, health and welfare of his or her employees,
- The risks and the protective and preventative measures and activities in respect of the place of work and the work carried out there,
- The measures and designated persons for the evacuation of employees and other persons,
- Reasonable information about any fixed-term or temporary employees as is necessary to enable the competent person to perform his or her functions.

For the purposes of this section, any internal employee will be referred to as the Health and Safety Officer. See Section 2.2.4 for further information in relation to the duties of the Health and Safety Officer.

3.21 Health Surveillance & Medical Fitness to Work

Where identified by the risk assessments in Part 1 or required by relevant health and safety legislation, WEST LIMERICK INDEPENDENT LIVING will ensure that health surveillance appropriate to the risks is made available to his or her employees. The aim of health surveillance is the early detection of adverse health effects so that prompt remedial action can be taken to prevent further harm. Continued surveillance can continue to monitor the effectiveness of control measures, identify the most vulnerable employees and consolidate the risk assessment.

In general, decisions relating to health surveillance procedures, including the frequency and level of the surveillance, should be made by a suitable competent person i.e. a qualified medical practitioner. Safety Representatives and employees will be given information on the adoption of any health surveillance procedures as part of the consultation process.

Individual employees are required to inform their manager if they are taken any substance/drugs which may affect their ability to perform their normal duties. Their manager and or HR along with medical advice will assign suitable duties to the individual.

When specific regulations are introduced WEST LIMERICK INDEPENDENT LIVING will ensure requirements as regards medical fitness to work, given in *Section 23 of the Safety, Health and Welfare at Work Act 2005*, will be complied with.

3.22 Health and Safety Inspections/Audits

In accordance with the Risk Assessments in Section 4, WEST LIMERICK INDEPENDENT LIVING completes regular health and safety inspections in all areas. All managers complete two inspections annually in their relevant areas in accordance with the checklist (See Appendix 8) and they ensure all necessary corrective actions are implemented. Responsibility for shared areas is allocated. Managers have received suitable training on health and safety inspection skills. Competent Persons complete annual inspections of all areas and recommendations are forwarded to senior management for their attention.

3.23 Control of Contractors and 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 sign in at reception and sign out on leaving.

It is the responsibility of the host to ensure that their visitor/contractor has signed the visitor book and that they are accompanied where appropriate.

Whilst in the building, visitors and contractors are required to obey the safety rules and emergency procedures at all times. In the event of a fire alarm, the host will be responsible for bringing their visitor to the Assembly Point and remaining with them until given the “all clear”.

Rules for Contractors

Contractors shall:

- Provide their Safety Statement and any Method Statements deemed necessary when requested to do so.
- Not be allowed on the premises to carry out work until the WEST LIMERICK INDEPENDENT LIVING have checked and is satisfied with their employer’s and public liability insurance cover.
- Liaise with a WEST LIMERICK INDEPENDENT LIVING appointed official and discuss and agree the safety precautions deemed necessary by either party.

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- Take all due care of their own safety, the safety of their employees and all others affected by their work.
- Not use any equipment or the service of personnel belonging to or engaged by the WEST LIMERICK INDEPENDENT LIVING without prior approval being granted by an appointed official.
- Ensure that scaffolding and other access equipment used by contractors/sub-contractors is erected and maintained in accordance with current standards and regulations.
- Comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the WEST LIMERICK INDEPENDENT LIVING while working on the premises.
- Ensure that all portable electric hand tools are run off 110v systems. Step-down transformers must be used.
- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent workers and competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees.
- Ensure that all plant and equipment brought onto the WEST LIMERICK INDEPENDENT LIVING site is safe and in good working order, fitted with any necessary guards and safety devices and has any necessary certificates available for checking.
- Ensure that all accidents and dangerous occurrences are reported to the WEST LIMERICK INDEPENDENT LIVING official in charge.
- Ensure that all safety notices and alarms are adhered to at all times.
- Ensure that hazardous substances are not brought onto the premises without prior notice and permission and relevant Material Safety Data Sheets (M.S.D.S.) are provided for all hazardous chemicals.
- 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 in the WEST LIMERICK INDEPENDENT LIVING offices the following criteria should be observed:

- An assessment of the likely safety hazards and risks involved in or associated with the proposed work must be undertaken by both parties. 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, no matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment.

For any work involving construction activity, the provisions of the *Safety, Health and Welfare at Work (Construction) Regulations, 2006* must be adhered to.

During building/maintenance work, conditions are very different from those normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted. All contractors must supply a copy of their site specific Safety Statement. Proper method statements should be obtained from all contractors carrying out high-risk activities. A permit-to-work system may be required for 'hot works' (welding, cutting, etc.), electrical works, or other high-risk work as deemed necessary.

3.24 Annual Report

On an annual basis, WEST LIMERICK INDEPENDENT LIVING will evaluate the extent to which the Safety Statement and Policies were put into effect during the previous twelve months. It will show the level of resources committed to Safety, Health and Welfare, any special preventative measures taken and data on occupational injuries and ill-health in the workplace.

This will be reported in the company's annual report and include details such as:

- Safety Statement reviews
- Risk Assessment reviews
- Health & Safety Training completed
- Numbers of recorded accidents
- New safety arrangements put in place during the year

3.25 Assessments of Risk

In accordance with *Section 19* of the *Safety Health and Welfare at Work Act 2005*, an identification of hazards and assessment of risks has been carried out at WEST LIMERICK INDEPENDENT LIVING in conjunction with Nifast. Section 4 contains these detailed Assessments. WEST LIMERICK INDEPENDENT LIVING is responsible for assigning timeframes and responsible persons to each recommended improvement and then ensuring that these persons implement the improvements, in respect of all activities and levels of the place of work, within the agreed timeframes.

Employees will be made aware of the Assessments relevant to their work activities. Section 3.12 of the Safety Statement addresses instruction and training of employees.

WEST LIMERICK INDEPENDENT LIVING will ensure that the Assessments are reviewed where:

- (a) there has been significant change in the matters to which it relates, or
- (b) there is another reason to believe that it is no longer valid, e.g. new legislation, following an accident, introduction of a new process, etc.

Following the review, the Assessments will be amended as appropriate.

3.25.1 Procedure for the Identification of Hazards and Assessment of Risks

The assessment process was completed by Mary Collins, Nifast. The Assessment process involves the following:

- Identifying the significant hazards present in the workplace.
- Identifying what groups of people are most affected by those hazards e.g. employees, contractors and visitors.
- Listing the current controls in place.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see below for details).
- Recommending additional controls in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- Designating a member of staff to co-ordinate the implementation of additional controls. Stating a date when action should be completed and recording when that action has been completed.
- The length of time specified for implementing control measures will vary and be dependant on the risk rating for the hazard i.e. the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

It should be noted that this document contains details of general Risk Assessments and may recommend more detailed Risk Assessments in line with specific regulations. Examples of more detailed Risk Assessments include Chemical Agents Risk Assessments, Manual Handling Risk Assessments, VDU Assessments, Pregnant Employee Risk Assessments, Machinery Risk Assessments and Biological Agents Risk Assessments.

Comment: Please note that this Safety Statement has been prepared based on conditions existing in the office workplace of WEST LIMERICK INDEPENDENT LIVING at the time of writing. It may be altered, revised or updated periodically in order to comply with any changes in conditions or otherwise.

Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process.

The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

1. **Elimination:** Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.
2. **Substitution:** If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are

substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

3. **Engineering Solutions:** If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:
 - enclosure (enclose in a way that eliminates or controls the risk);
 - guarding/segregation of people;
 - interlocks and cut-off switches; and
 - exhaust fans.
4. **Administrative Solutions:** These are the management strategies, which can be introduced, training, job rotation, limitation of exposure time, provision of written work procedures. For example:
 - safe systems of work that reduce the risk to an acceptable level;
 - written procedures that are known and understood by those affected;
 - adequate supervision;
 - identification of training needs and provision of appropriate training; and
 - information/instruction (signs, handouts).
5. **Personal Protective Equipment & Clothing:** Personal Protective Equipment and Clothing should always be considered as a last resort. PPE can also be used as an interim measure to reduce exposure to a hazard. Some examples of PPE include; masks, ear defenders, respirators, helmets, boots, safety shoes, overalls, etc.

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training for example has been estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, item 5 takes the most effort to maintain and item 1 the least effort.

Risk Assessment Tool

Priority Table

Severity

		<u>Severity</u>		
		Slightly harmful	Harmful	Very harmful
<u>Likelihood</u>	Unlikely	1	2	3
	Likely	2	4	6
	Very likely	3	6	9

Slightly Harmful	Harmful	Very Harmful
▶ superficial injuries	▶ lacerations	▶ amputation
▶ minor cuts & bruises	▶ burns	▶ major fractures
▶ eye irritation from dust	▶ concussion	▶ poisoning
▶ nuisance & irritation	▶ serious sprains	▶ fatal injuries
▶ temporary discomfort	▶ minor fractures	▶ occupational cancer
	▶ dermatitis	▶ severely life shortening disease
	▶ impetigo	▶ deafness
	▶ asthma	▶ fatal disease
	▶ minor disability	▶ head injuries
		▶ eye injuries

For Example

Likelihood	=	Unlikely	=	1
Severity	=	Very harmful	=	3

Risk Rating	=	1 x 3	=	3

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

Please Note

The Assessment of Risks is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards and management issues to the attention of Company Name. Within the constraints of time and resources, every effort has been made to identify hazards / management issues and recommend appropriate controls. It is implied that all other hazards are under control at the time of inspection. The report is advisory and the client must make the final decisions.

Section 4- Risk Assessment

Section 5: Appendices

- Appendix 1 General Principles of Prevention & Definitions
- Appendix 2 Appointed Persons
- Appendix 3 Bullying/Harassment Information, Violence and Aggression
- Appendix 4 PPE
- Appendix 5 Emergency Procedure
- Appendix 6 First Aid Information
- Appendix 7 Dangerous Occurrences
- Appendix 8 Audit Checklist

APPENDIX 1
Definitions

**Schedule 3 (Safety Health & Welfare at Work Act 2005)
General Principles of Prevention**

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially as regards the design of place of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.

Definition of “Competent Person”

S.2 (2)(a) ‘For the purposes of the relevant statutory provisions, a person is deemed to be a **competent person** where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.’

Definition of “Reasonably Practicable”

S.2(6) ‘For the purposes of the relevant statutory provisions, **“reasonably practicable”**, in relation to the duties of an employer, means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work.’

**APPENDIX 2
Appointed Persons**

Persons Appointed with Responsibilities under Health & Safety

First Aiders

Ms. Lynda McElligott

Mrs. Breda Bennett

Fire Wardens

Mr. Kevin Flynn

Health and Safety Coordinator

Ms. Margaret O'Brien

Safety Representative

Ms. Lynda McElligott

Mrs. Breda Bennett

Ms. Margaret O'Brien

Safety Committee

Ms. Margaret O'Brien, Mr. Kevin Flynn, Ann Shine and Gerard O'Connor

APPENDIX 3
Bullying/ Harassment/ HR policies

Dignity at Work Policy for Workplace 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.

**APPENDIX 4
PPE**

PPE REQUIRED:

- PPE is issued by HSE or Clients when required

**Appendix 5
Emergency Procedures**

Fire Emergency – Evacuation Procedure

In the event of a fire the following procedure will be applied:

- The person discovering the fire will raise the alarm by activating the nearest break glass activation point.
- On hearing the alarm, all staff and visitors will exit the building using the nominated escape routes and assemble at the designated assembly point, at site entrance on main sign. The fire brigade will be called by the Service Officer on duty at Reception.
- The appointed Fire Marshals/ Warden (see Appendix 2) will enter each room in their area to ensure that all occupants have evacuated, closing all doors, before evacuating themselves.
- For small fires, staff in the vicinity of the fire, who have been provided with appropriate training, can use the supplied fire fighting equipment to control the fire, provided they do not put themselves at risk.
- At the assembly point, staff must report to the appropriate Fire Marshal (see Appendix 2). The Fire Marshals will then report any persons unaccounted for to the Safety Officer or the Fire Brigade.
- The building cannot be re-entered until the all-clear is given by the Safety Officer or the Fire Brigade.

Gas Leak(DETAIL WHAT IS TO BE DONE ON EACH SITE)

If you smell gas:

- Do not use matches or naked flames.
- Do not operate electrical switches (either on or off).
- Do not use electrical appliances.
- Do not use the telephone/mobile phones.
- Open all doors and windows.
- Immediately inform your Supervisor or the Safety Officer in person.
- The Safety Officer will contact Bord Gais using the 24 hour emergency telephone number, 1850 20 50 50.
- The Safety Officer may order a full evacuation of the premises (as outlined on the previous page).

Bomb Threats.

On discovering a suspect package:

- Immediately inform your Supervisor in person in charge . Do not attempt to move or tamper with the package.
- The Safety Officer will contact the Gardai.
- The Safety Officer may order a full evacuation of the premises (as outlined on the previous page).

If you receive a phone call regarding a bomb threat you should try to remain calm. To reduce confusion and to assist the appropriate authorities, every effort should be made to obtain and record the following information:

Ask the caller:

- Where is the bomb now?
- What does it look like?
- When is it going to explode?
- Who planted it?
- Why was it planted?

Note:

- The exact words of the threat – particularly the location of the bomb and when it is going to explode.
- The exact time of the call.
- Whether the voice is male or female, child or adult.
- The accent of the caller.
- Whether the caller sounds intoxicated.
- Any background noises.
- If the voice sounds familiar – If so, who?
- The time the caller hung up.
- Any code words used.

- On completion of the call, immediately notify the Gardai (Tel 999), Gardai, Newcastle West (dial 069 62111)
-

Evacuation Drills

Evacuation drills will take place **at least twice a year**. 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. Contractors will be informed of evacuation procedures.

Induction Training – Basic Fire Safety

New employees will receive basic training in fire safety as part of the induction training programme. This will include 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 customers during evacuation.
- Location of the fire extinguishers

Serious and Imminent Danger

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger, employees can stop work and/or immediately leave the place of work and proceed to a place of safety.

Emergency Phone Numbers

**Appendix 6
Location & Contents of First Aid Box**

Location of First aid Box: Main Reception

First Aid

Recommended contents of first-aid boxes and kits as outlined in the H.S.A. Guidelines on Chapter 2 of Part 7 of the *Safety Health and Welfare at Work (General Application) Regulations, 2007* – First Aid.

The following table indicates the quantities that are required, depending on the number of persons present : -

Materials	First-aid travel kit	First-aid box		
		1 – 10 persons	11 - 25 persons	26 - 50 persons* ₁
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8 cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13 x 9 cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound dressing Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water, where there is no clear running water ** ₂	2x20 mls	1x500 mls	2x500 mls	2x500 mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10cm) *** ₃	1	1	1	1
Water based Burns Dressing Large *** ₃	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

NOTES:

***Note 1:** Where more than 50 persons are employed, pro rata provisions should be made

****Note 2:** Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. **Eye bath/eye cups/refillable** containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

*****Note 3:** Where mains tap water is not readily available of cooling burnt area..

Appendix 7

Accident & Dangerous Occurrences Reportable to the HSA

Notification of Accidents and Dangerous Occurrences Regulations 1993

In accordance with Part X of the Safety Health and Welfare at Work (General Application) Regulations, 1993 the following accidents and dangerous occurrences must be notified to the Health and Safety Authority (HSA) by fax (01 614 7020), telephone (1890 289 389) or the internet (www.hsa.ie). A hard copy must also be sent by post to the HSA.

Reporting of such event must be carried out on the approved forms; IR1 (accidents) or IR3 (dangerous occurrences).

Accidents to be notified to the HSA include the following:

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

Dangerous occurrences include the following:

- Collapse of a crane or other lifting machine
 - Explosion of any closed vessel
 - Electrical short circuit, explosion or fire which results in stoppage of affected equipment or place of work for more than 24 hours
 - Uncontrolled release of 1 tonne or more of flammable substances
 - Collapse of scaffolding more than 5 metres in height
 - Collapse of a building involving more than 5 tonnes of material or of any floor or wall in a place of work.
 - Failure of freight containers or a road accident involving a vehicle carrying dangerous substances by road
 - Bursting or collapse of pipelines
 - Malfunction of breathing apparatus
 - Contact with an overhead electric line of over 200 volts
 - Bursting of a grinding wheel.
-

Appendix 8

Health and Safety Audits- two Inspections per annum

Six Monthly Safety Inspection / Audit Checklist

Location:			
Month:			
	Signed	Date	Comments
Correct fire extinguisher located at each fire point.			
Fire points free of obstructions and accessible.			
Fire exits free of obstructions.			
Pedestrian routes free of obstructions.			
Contents of first aid kits checked and replenished as necessary.			
Review Manual Handling techniques			
Maintenance record on Hoist service and other mobility aids.			
Cables, wiring, insulation, plugs and sockets on electrical equipment show no signs of wear, breakage or damage.			

West Limerick Independent Living

Safety Statement- Employee Agreement

Acceptance of the Safety Statement

I hereby acknowledge, by my signature below, that I have received and read a copy of the West Limerick Independent Living Safety Statement. I agree to abide by the policies and arrangements for Health and Safety outlined within the document.

Employee Signature: _____

Date _____

Please print your name here in BLOCK CAPITALS: _____

Please detach and return to:

Ms. Margaret O'Brien, Health and Safety Officer