

AXONISTA

LSIA BYRNE

SAFETY STATEMENT

Including Risk Assessment

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1.0 Health & Safety Policy

I/We of Axonista am/are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation. I/we are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit myself/ourselves to ensuring that:

- Work activities are managed to ensure the safety, health and welfare of my/our employees.
- My/our Safety Statement is being maintained and updated, and written risk assessments are being carried out and reviewed as required and brought to the attention of all employees at least annually.
- Identified protective and preventive measures are implemented and maintained.
- Improper conduct likely to put an employee's safety and health at risk is prevented.
- A safe place of work is provided that is adequately designed and maintained.
- A safe means of access and egress is provided.
- Safe plant and equipment are provided.
- Safe systems of work are provided.
- Risks to health from any article or substance are prevented.
- Appropriate information, instruction, training and supervision are provided.
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided.
- Emergency plans are prepared and revised.
- Welfare facilities are provided and adequately maintained.
- Competent personnel who can advise and assist in securing the safety, health and welfare of my/our employees are employed when required.

Signed: _____

Date: _____

Position: _____

Managing Director/Owner

2.0 Roles & Responsibilities

Employer's responsibilities include:

- Managing and conducting work activities in ways that ensure the safety, health and welfare of employees and others who may be affected.
- Providing a safe place of work that is adequately designed and maintained.
- Providing safe means of access and egress for the place of work.
- Providing safe plant, equipment and machinery.
- Providing safe systems of work (e.g. operating procedures).
- Preventing improper conduct, which is likely to put an employee's safety and health at risk.
- Preventing risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment) as applicable to the place of work.
- Providing appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced.
- Providing suitable protective clothing and equipment where hazards cannot be eliminated.
- Preparing and revising emergency plans.
- Designating staff to take on emergency duties as necessary.
- Providing and maintaining welfare facilities (e.g. toilets, changing rooms, canteen area, etc.).
- Providing, where necessary, a competent person to advise and assist me/us in securing the safety, health and welfare of all of my/our employees.

Employee's responsibilities are to:

- Comply with relevant health and safety legislation.
- Ensure that you are not under the influence of an intoxicant while at work as this could endanger your safety, health and welfare or that of others.
- Do not engage in improper conduct or other behaviour that is likely to endanger your safety, health and welfare or that of others.
- Co-operate with your employer and any other person to help them comply with their legal duties.
- Use in the manner prescribed to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means provided (whether for your use alone or for use in common with others) for securing your safety, health and welfare while at work.
- Report to your employer or immediate supervisor, without unreasonable delay, any defects of which you become aware in plant, equipment, place of work or system of work that might endanger the safety, health or welfare at work of any employee or that of any other person.
- Not to intentionally or recklessly, interfere with or misuse any appliance, protective clothing, convenience, or equipment provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- Attend any training as may be required of or as may be prescribed to you involving safety, health and welfare at work or relating to work carried out by you.

Further Information

Note:

- Form 1.1 –Responsibilities & Other Arrangements
- Form 1.2 – List of Persons identified as Being Responsible for Health & Safety

3.0 Consultation & Participation

Key Actions

I/we recognise that employee involvement in health and safety is an integral part of my/our safety management system. I/we am/are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.

Top Tips

I/we will consult with all relevant employees:

- When there is a change, update or modification to a particular work process.
- When new machines or processes are introduced.
- When new substances or materials are introduced.

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

Further Information

- See Section 4 – Safety Representative

4.0 Safety Representative

Key Actions

My/our employees shall be facilitated if they wish to select and appoint a Safety Representative. The appointed Safety Representative can consult and make representations to management on health and safety matters relating to the workplace. The purpose of these representations and consultations is to:

- Prevent accidents and ill health;
- Help highlight problems; and
- Help identify solutions.

When the Safety Representative makes representations, I/we will consider these and act on them when it is appropriate to do so.

Top Tips

The functions of my/our Safety Representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him/her and the employer that is based on the nature and extent of the hazards in the place of work.
- Being given access to information that relates to the safety, health and welfare of employees.
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation.
- Being given the opportunity to receive appropriate health and safety training to help him/her perform the function of a Safety Representative.
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The Safety Representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a Safety Representative.

My/our Safety Representative is:

Further Information

Form 1.1 – Responsibilities & Other Arrangements

5.0 Contractors Responsibilities

Definition: *A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.*

Key Actions

All contractors involved in a work activity on my/our premises must comply with my/our policy for safety, health and welfare.

Contractors carrying out work must:

- Be competent to carry out the work.
- Have adequate resources to carry out the work.
- Provide their own:
 - Safety Statement.
 - Insurance.
- Ensure that work activities do not affect the well-being of our employees, visitors or customers.
- Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at my/our workplace.

Top Tips

To ensure compliance with the legislation I/we will provide contractors with the relevant sections of my/our safety statement to ensure that they are both aware of and can take account of the hazards in my/our workplace.

Further Information

- Form 1.1 – Responsibilities & Other Arrangements

6.0 Visitors

Definition: *A visitor is a person other than an employee or contractor.*

Key Actions

Visitors may not be aware of the potential hazards associated with my/our place of work. To minimise the risk of injury to our visitors I/we will:

- Practice good housekeeping including:
 - Keeping walkways clear.
 - Cleaning up spills immediately.
- Restrict access to hazardous areas.
- Prevent visitors from using equipment or machinery.
- Ensure appropriate safety signs and notices are displayed.
- Ensure safe walkways and access routes are maintained.
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Top Tips

Visitors are required to:

- Conduct themselves in a safe manner at all times.
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.

Further Information

- Responsibilities included in Appendix 1 Form 1.1

7.0 Persons Responsible for Performing Tasks

Key Actions

As an employer I/we am/are obliged to ensure that persons are nominated and made responsible for tasks assigned to them by:

- Identifying responsible persons in the workplace (where required) who will take responsibility for various tasks.
- Briefing them on these tasks.
- Entering their name against this task and getting the responsible person to countersign.

Top Tips

Review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.

Further Information

- Form 1.2 – List of Persons Identified as being Responsible for Health & Safety

8.0 Accident Reporting & Investigation

Key Actions

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

- Ensure details of the accident are recorded.
- Promptly investigate the accident so as to determine the root cause and on completion of the investigation, implement remedial measures to prevent a re-occurrence.
- Ensure that accidents are reported to the Health & Safety Authority on Form IR1 where:
 - Employees are out of work for more than three consecutive days (including the weekend) and where they cannot continue with their normal duties.
 - Members of the public are injured by a workplace activity and are treated by a registered medical practitioner.
 - A fatal accident has occurred.

Top Tips

- The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

Further Information

- Any report to the Health & Safety Authority can be made, **online**, via the HSA's website, www.hsa.ie, or alternatively by hard copy (i.e. completing the Form of Notice of Accident (IR1) available from the HSA and posting the completed form to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.

- Form 1.6 – Accident Investigation Form

9.0 Dangerous Occurrence Reporting

Key Actions

Certain specified Dangerous Occurrences shall be reported to the Health & Safety Authority.

- I/we will ensure that any such occurrence will be reported to the Health & Safety Authority, by hard copy (i.e. completing the Form of Notice of Dangerous Occurrence (IR3) available from the HSA) and posting the completed form to:
Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.

Top Tips

Always investigate dangerous occurrences so that you can:

- Identify the root cause of the occurrence.
- Ensure remedial measures are put in place to prevent a re-occurrence.
- Retrain staff and modify control measures or work practices as necessary to prevent a re-occurrence.

Further Information

- A list of dangerous occurrences is available in the 'Learn More' section of *BeSMART.ie*

10.0 Welfare Facilities & Workplace Requirements

Key Actions

Where required I/we will provide in the workplace adequate welfare facilities and a suitable and safe workplace environment for use by my/our employees and visitors, including but not limited to:

- Toilet facilities.
- Canteen and food preparation areas.
- Changing areas.
- Adequate ventilation, temperature and lighting.
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean.
- Fire detection and fire-fighting equipment.
- Emergency routes and exits.
- Pedestrian and traffic management systems.

Top Tips

- Provide and maintain welfare facilities in a clean hygienic condition.

Welfare Facilities	Detail as Necessary
Toilet facilities (separate male and female if required)	
Washbasins and washing facilities (hot and cold water and soap)	
Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat	
Potable drinking water	
Facilities to take shelter from the elements	
Facilities to dry clothing and suitable	

changing areas for nature of the work	

11.0 Personal Protective Equipment (PPE)

Key Actions

I/we will ensure that all our employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort will provide PPE appropriate to the task/work environment.

As required, I/we will ensure:

- The provision of adequate and suitable PPE.
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions.
- That I/we record information to include supply of and training in the use of PPE as appropriate.
- PPE is provided free of charge to employees.

On receipt of appropriate PPE, I/we expect our employees to:

- Use PPE correctly and whenever it is required.
- Report any defects in or damage to their PPE immediately.
- Participate in any training or instruction I/we provide on the fitting, use and inspection of PPE.
- Inform me/us of any medical conditions they have that may affect the correct use of the PPE provided for them.
- Look after any PPE provided to them.

Top Tips

- Ensure PPE is suitable for the task/environment.
- Always read the manufacturer's instructions.
- Replace damaged PPE.
- Monitor and supervise employees to ensure correct use and application.

Further Information

- Form 1.3 – Personal Protective Equipment Register

12.0 Emergency Procedures

Key Actions

Emergency refers to any event that may require an evacuation of the premises (e.g. gas leak, fire, bomb threat, etc.). The person who becomes or is made aware of a potential emergency should first sound the alarm. On hearing the alarm, all employees and visitors must:

- **GO IMMEDIATELY** to the emergency exits, closing all doors as they leave.
- **NOT** wait to find out what is happening.
- **NOT** stop to collect personal items.
- **GO** at once to their assembly point and wait for further instruction.
- **NOT** re-enter the building until authorised to do so by the emergency services.

Fire Detection & Warning Systems

- Carry out periodic fire drills and check your fire detection and warning systems on a regular basis to ensure they are working correctly.
- Ensure your fire safety detection/warning systems and fire-fighting equipment is serviced and maintained by a competent person.

Further Information

- Form 1.5 – Emergency Information
- A 'Fire Safety Checklist' is available to download from 'Learn More' on *BeSMART.ie*; use this checklist to help you develop a Fire Safety Management Policy for your workplace

13.0 First Aid

Key Actions

After assessment of the type of hazards that exist in my/our workplace, I/we will ensure adequate provision of first-aid equipment and facilities. Furthermore, I/we will appoint an Occupational First Aider should risk assessments identify specific hazards in my/our workplace that require a trained Occupational First Aider.

Top Tips

- Where your first-aid risk assessment indicates that a First Aider is not required, the minimum requirement is to appoint a person to take charge of first-aid equipment. The role of this appointed person should include looking after the first-aid equipment and facilities.
- Ensure first-aid equipment is prominently placed, that employees are aware of its location and is accessible to all employees

Further Information

- Form 1.5 – Emergency Information

14.0 Pregnant Employees

Key Actions

There are specific regulations dealing with pregnancy at work, which I/we will apply when any of my/our employees declares that they are pregnant, have recently given birth or is breastfeeding and who provide an appropriate medical certificate.

On becoming aware that an employee is pregnant, I/we will assess the specific risks from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child.

- I/we will carry out a specific risk assessment for that employee, taking particular account of any medical advice that the employee has received. If a risk cannot be eliminated or reduced to an acceptable level I/we will:
 - Adjust the working conditions or hours of work or both; or
 - If this is not possible, provide alternative work or if this is not possible, grant the employee health and safety leave.

Top Tips

- Identify hazards in the workplace that could pose a health and safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk.
- The earliest stages of pregnancy are the most critical ones for the developing child; it is in an employee's best interest to notify you when she is pregnant.
- Pregnant, postnatal or breastfeeding employees must have suitable facilities to rest or feed.

Further Information

- Form 1.1 – Responsibilities & Other Arrangements
- The Health & Safety Authority has produced a guidance document entitled *Protection of Pregnant, Post Natal and Breastfeeding Employees*. This is available to download in the 'Learn More' section of *BeSMART.ie*

15.0 Young Persons

Key Actions

There are specific regulations dealing with young people at work. I/we will comply with them in the event of a person of less than 18 years of age entering employment with me/us. In particular:

- If the young person is under 16 years of age, I/we will obtain written permission from a parent or guardian.
- I/we will not exceed the recommended working hours for young persons.
- I/we will put in place all control measures required by risk assessment of the risk to the safety and health of the young person arising from:
 - Their lack of experience, maturity or awareness of risk.
 - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents.
 - The physical and psychological capacity of the young person.

Top Tips

- Carry out a risk assessment before employing a child (under 16) or young person (over 16 but less than 18) taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity.

Further Information

- Form 1.1 – Responsibilities & Other Arrangements
- The Health & Safety Authority has produced a guidance document entitled *Protection of Children and Young Persons*. This is available in the 'Learn More' section of *BeSMART.ie*

16.0 Work Related Stress & Dignity at Work

Key Actions

As your employer, I/we will as far as reasonably practicable ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime.
- No employee will be subjected to harassment from or degrading behaviour by colleagues or managers, and everyone in the workplace treats others with respect and courtesy even if they do not 'get along'.
- No employee has to work in an environment which is unsafe and in which there are worries about accidents.
- Employees are trained so they can do their jobs effectively and safely.
- Everyone knows what his or her core job is.
- We have a Dignity at Work Policy in place outlining our procedures with regard to addressing bullying and harassment at work.

Further Information

- The Health & Safety Authority has produced a *Code of Practice on the Prevention and Resolution of Bullying at Work*, which is available in the 'Learn More' section of *BeSMART.ie*

17.0 Forms & Registers

Key Actions

Forms and registers provide the backbone of any good safety management system. They allow me/us to record specific items such as training, issue of PPE and statutory inspections.

Top Tips

In the Appendix of this document, you will find the key forms and registers that should be filled out: however, we have also included in the *BeSMART.ie* 'Learn More' section other forms and registers which you may find useful (e.g. statutory forms).

List of Forms & Registers

Form 1.1	Responsibilities & Other Arrangements
Form 1.2	List of Persons Identified as Being responsible for Health & Safety Tasks
Form 1.3	Personal Protective Equipment Register
Form 1.4	Training Register
Form 1.5	Emergency Information
Form 1.6	Accident Investigation Form

18.0 My/Our Risk Assessments

Key Actions

I/we have carried out risk assessments in consultation with my/our employees and have reviewed our workplace and work practices, both identifying the hazards that exist and assessing the risks arising from these hazards.

- Where additional controls are required to avoid or reduce the risk, they have been identified on the risk assessment action list and will be implemented by the responsible person.
- I/we will make every reasonable effort to give priority to the implementation of controls for those hazards of most concern.
- Where I/we believe that the necessary competence to carry out particular risk assessments is not available in-house additional expertise will be obtained.

Top Tips

- When a process, task or activity significantly changes or a new one is introduced then:
 - The existing risk assessment must be reviewed and amended as required, or
 - A new risk assessment carried out.
- This should always be done in consultation with your employees.

Hazard	Current Controls	Additional Controls (See Action List)
<p>Electricity</p> <p>Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and/or visitors</p>	<p>All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician</p> <p>Electrical installations are checked regularly by a competent qualified electrician</p> <p>Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards</p> <p>Enclosures/covers are in place to prevent contact with live electrical equipment/parts</p> <p>Damaged extension leads are repaired or removed from use</p>	

Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations

Work on live electrical equipment is avoided where reasonably practicable

Fire extinguishers that are suitable for fighting electrical fires are provided

All circuits supplying socket outlets are protected by an RCD

Operation of the RCD is tested regularly in accordance with the manufacturers instructions

	<p>Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested</p> <p>Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person</p>	
<p>Fire</p> <p>Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</p>	<p>Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily</p> <p>Fire alarm, manual call points and smoke/heat detectors are in place where necessary, kept in good working order and checked regularly</p> <p>Emergency routes and exits</p>	

are clearly marked, kept clear at all times and lead directly outside or to a safe area

Emergency lights are installed on escape routes where necessary, at and outside exits and near call points/fire fighting equipment and are tested regularly

Fire extinguishers are accessible, kept in good working order and inspected regularly

Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers

Emergency evacuation procedures are in place

	Fire drills are held regularly	
<p>Slips, Trips and Falls</p> <p>Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause injuries to you, your employees and/or visitors</p>	<p>Clear, unobstructed, slip-resistant pedestrian routes are provided and maintained</p> <p>Adequate lighting is provided and is appropriate for the work being carried out</p> <p>Absorbent materials and warning signage are available for dealing with spills</p> <p>Spills are cleaned up immediately</p> <p>Mats are properly located, fitted and secured</p>	

	<p>Trailing cables and leads are re-routed, removed or secured</p> <p>Good house-keeping practices are in place and are maintained</p> <p>Changes in levels are avoided if possible or are adequately highlighted where necessary</p> <p>Slip resistant footwear is provided and worn where necessary</p>	
<p>Chemicals</p> <p>Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill</p>	<p>A list (inventory) of all chemicals used in the workplace has been prepared</p> <p>Chemical labels and Safety</p>	

health and other serious injuries to you, your employees and/or visitors

Data Sheets are available for each chemical and the associated hazards of each chemical has been identified

Employees are trained in the safe use of chemicals

The number of employees and the exposure to chemicals is assessed and minimised

Less hazardous chemicals are used where possible

Adequate ventilation is provided

A wash hand basin, soap and disposable towels/hand dryer are available

	<p>All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations</p> <p>Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet</p>	
<p>Work at Height</p> <p>Work at height and falling objects can cause fractures, head injuries, death and other serious injuries to you, your employees and/or visitors</p>	<p>Work at height is avoided where possible</p> <p>Appropriate work equipment e.g. scaffolding, mobile working platforms, scissors lifts, are used to prevent falls where work at height cannot be avoided</p> <p>Where falls cannot be prevented, work equipment</p>	

e.g. safety nets, bean bags,
airbags are used

Equipment that protects all
employees who work at height
is used instead of equipment
that only protects one
employee at a time e.g. safety
nets instead of safety
harnesses

Work at height activities are
planned and supervised

Training is provided for
employees who work at height

Safe access to work at height
area is provided

Work equipment is inspected
regularly and any defects
found are repaired

Work areas at height are stable, strong and have a 1m high parapet or double handrails

The use of ladders is avoided or they are used only for light work of short duration

Personal Protective Equipment e.g. safety harness is provided and employees are trained in its use

Heavy objects are stored on lower racks/shelves

Materials stored at height are secured

Work areas at height are kept clear of loose materials and

	<p>material fall prevention systems are in place e.g. toe boards</p> <p>Racks/shelves are inspected regularly and any defects are dealt with promptly</p> <p>Racks/shelves are not overloaded with maximum safe working load displayed and supports are protected from impact</p>	
<p>Display Screen Equipment</p> <p>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and</p>	<p>An assessment of individual workstations is carried out</p> <p>Work tasks are varied to ensure that staff are not working at their computers for long periods of time</p> <p>Employees are given</p>	

your employees	<p>information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</p> <p>Employees who use computers are made aware of their right to eye tests</p>	
<p>Sharp Objects</p> <p>Contact with sharp objects can cause cuts, lacerations and amputations to you, your employees and/or visitors</p>	<p>Use of sharp objects is minimised and they are stored safely after use</p> <p>Safe procedures for the use and cleaning of sharp objects are in place and employees are trained in these procedures</p>	
Lone Working	Means of communication is provided	

Lone workers may be more vulnerable to certain hazards which can cause ill health and other serious injuries to you, your employees and/or visitors

Contact numbers are readily available for use in an emergency and an alarm is provided where relevant

Employees are trained on lone working procedures

Procedures are in place should a lone worker fail to return or make contact at agreed time

Physical barriers are provided where practical where there is an increased threat of violence

Where relevant, lone workers are provided with a client history including any relevant background information

Office Equipment Working with office equipment/furniture e.g. photocopiers, shredders, guillotines, filing cabinets may cause cuts, burns and other serious injuries to you, your employees and/or visitors	Office equipment is used in accordance with the manufacturers manual Power sockets are not overloaded Power supply is turned off when clearing shredder jams and emptying bags Loose clothing, dangling jewellery and unsecured long hair should be avoided when using shredders Guillotine is only used when the guard is in place Guard is engaged when guillotine is not in use	

	<p>Cabinet drawers and doors are kept closed when not in use</p> <p>Only one filing cabinet drawer can be opened at a time to prevent tipping</p> <p>Shelves are not overloaded</p> <p>Adequate lighting, ventilation and heating are provided</p>	
<p>Heating Ventilation and Air Conditioning Systems</p> <p>Poorly maintained systems can result in serious illness to you, your employees and/or visitors</p>	<p>All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions</p> <p>Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are</p>	

	<p>available</p> <p>Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions</p> <p>Accessible hot pipework is lagged as required</p> <p>Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</p>	
<p>Sitting for Long Periods</p> <p>Sitting for long periods in a fixed position/posture may cause muscle fatigue that may result in back, neck or</p>	<p>Suitable seating is provided</p> <p>Employees are informed of how to adjust seating and the benefits of making these</p>	

<p>shoulder pain to you or your employees</p>	<p>adjustments</p> <p>Work area is set up to avoid over reaching or awkward posture and leg space area is kept clear</p> <p>Defects in equipment are dealt with promptly and unsafe equipment is taken out of use</p> <p>Posture/position is changed as often as possible</p> <p>Suitable room temperature is provided for sitting work</p>	
<p>Visiting Customer Premises</p> <p>Visiting customers premises may result in slips, trips, falls,</p>	<p>Employees are provided with information about the purpose of the visit, the location of the premises and any particular</p>	

crush injuries or threatening behaviour which may cause cuts, bruises, head injuries or other serious injuries to you and/or your employees

risks

Employer or other relevant person is aware of the employee's planned visits

Company identification is provided and shown to customer on first contact

Employees are trained not to enter any premises without prior permission from the owner/customer

On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative

Employees are trained to avoid, and to report to their manager, any dangerous

	<p>situations/issues that may affect them and reported matters are dealt with promptly</p> <p>Emergency contact numbers are provided and an incident reporting procedure is in place including follow up action</p> <p>The premises rules and safety signs are obeyed</p> <p>Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures</p>	
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19.0 My/Our Action List

Key Actions

Following the completion of the risk assessment, this action list was generated. This is a list of controls I/we indicated during the risk assessment process that are required to be implemented in order to reduce the risk of accident/ill-health in my/our workplace.

Top Tips

- Assign a responsible person to complete each task?
- Assign a realistic goal date and the resources required to carry out each action.
- Follow up to ensure satisfactory completion.

Further Information

- You can complete this action list by printing and filling it out by hand or you can return to the 'Manage Action List' and complete it online

Hazard	Additional Controls Required	Action by Whom	To be completed by	Completed

Appendix – Forms & Registers

Form 1.1 – Responsibilities & Other Arrangements

**Form 1.2 – List of Persons Identified as Being Responsible for Health
& Safety Tasks**

Form 1.3 – Personal Protective Equipment Register

Form 1.4 – Training Register

Form 1.5 – Emergency Information

Form 1.6 – Accident Investigation Form

Form 1.1 –Responsibilities & Other Arrangements

List any other arrangements or responsibilities that are specific to your workplace here.

Area of Responsibility	Additional Responsibility or Arrangements if not Already Included
Employers	
Employees	
Contractors	
Visitors	

Consultation and Participation	
Pregnant Employees	
Work Related Stress and Dignity at Work	
Young Persons	

Form 1.2 – List of Persons Identified as Being Responsible for Health

& Safety Tasks

No.	Tasks (Non-Exhaustive)	Responsible Person (Where Required)	Signature
1.	Ensuring our Safety Statement is accessible and available to all.		
2.	Person responsible for managing and co-ordinating work activities.		
3.	Ensuring records are maintained such as training and provision of PPE.		
4.	Ensuring forms and registers are collected and filled out as required.		
5.	Ensuring Safety Data Sheets are available and appropriate control measures implemented as required.		
6.	Ensuring accidents are investigated and reported, and remedial measures implemented to prevent re-occurrence.		

7.	Ensuring risk assessments are carried out and updated as necessary.		
8.	Ensuring the upkeep and maintenance of welfare facilities.		
9.	Ensuring the upkeep of First Aid Box and ordering of first aid supplies.		
10.	Co-ordinating and managing training requirements.		
11.	Ensuring the upkeep and maintenance of the premises. Co-ordinating contractors' activities.		
12.	Managing provision of emergency equipment and co-ordinating procedures including provision of fire extinguishers, fire drill, evacuation planning, etc.		

Form 1.3 – Personal Protective Equipment Register

[illegible]

Form 1.4 – Training Register

[illegible]

Form 1.5 – Emergency Information

Assembly Point	
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Emergency Information Sheet	
Occupational First Aider	
Location of First Aid Box	
Nearest Hospital/A&E	
Local Doctor	
Emergency Services	112
<ul style="list-style-type: none"> • Ambulance • Fire Brigade 	
Garda Station	
ESB Networks	1850 372 999
Bord Gáis	1850 205 050
Eircom	1901
Health & Safety Authority	1890 289 389

Form 1.6 – Accident Investigation Form

Type of Incident :		Investigation :	
Injury Property/Equipment Damage Near Miss Other.....	Yes No Details:		
	Further Action Required		
	Report to Health & Safety Authority		
Details of Incident			
Date of Incident		Time of Incident	am pm
Witness Name		Witness Contact Details	
Nature of Incident			
Location of Incident			
Description of Incident			
Details of Damage to Equipment/Property?			
Details of Injured Person(s) (if applicable)			

Name			
Address			
Date of Birth			
Occupation		Employer	

Recommended Preventive Action			
Details			
Report Completed By:			
Name		Position	
Signature		Date	

Record of Additional Information			
Witness Statements		Pictures	
CCTV/Video		Sketches/Drawing	