

# **COMPANY SAFETY STATEMENT**

**Eur Occasion Hire Limited  
T/A  
Total Event Rental,**

**Units 2, 3 & 12 Beechwood Buildings,  
Unit 3 C Grants Crescent**

**Greenogue Business Park**

**Rathcoole**

**Co. Dublin**

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## Introduction

This Safety Statement covers all 4 units owned and used by Eur Occasion Hire Limited T/A Occasion Hire Limited T/A Total Event Rental in the Greenogue Business Park, all warehouses offices in each unit has identical risks and hazards with the exception of Unit 12 which has washing, drying and ironing facilities.

All Hazards and control measures and safe systems of work are contained in this Safety Statement.

## **OBJECTIVES OF THE SAFETY STATEMENT**

To provide a reference for the policies and procedures used in the Company to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the evolution of the Company Safety Statement which becomes necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the Manual.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

# COMPANY SAFETY STATEMENT

## PART 1

## COMPANY SAFETY STATEMENT

This document sets out the safety policy of Eur Occasion Hire Limited T/A Total Event Rental

It is this company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health and Welfare at Work Act 2005, and the Safety, Health & Welfare at Work (General Applications) Regulations 2007 to 2016 and that all reasonable practicable measures will be taken to avoid risk to its employees or others who may be affected.

Management have the responsibility for implementing this policy throughout the company and must ensure that Health and Safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and sub-contractors are expected to co-operate with the company in carrying out this policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

Eur Occasion Hire Limited T/A Total Event Rental have appointed Mr. Phillip Daly as the Safety Coordinator who has overall responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this policy.

The Management and staff of the company will monitor the operation of this policy. The safety statement will be updated as the company changes in nature and size.

This statement of company policy will be displayed prominently in the workplace.

The organisation and arrangement for implementing the policy will also be available in the workplace for reference by any employee as required.

**Signed:** \_\_\_\_\_  
**Managing Director**

**Date:** \_\_\_\_\_

# **COMPANY STRUCTURE FOR HEALTH AND SAFETY**

## **PART 2**

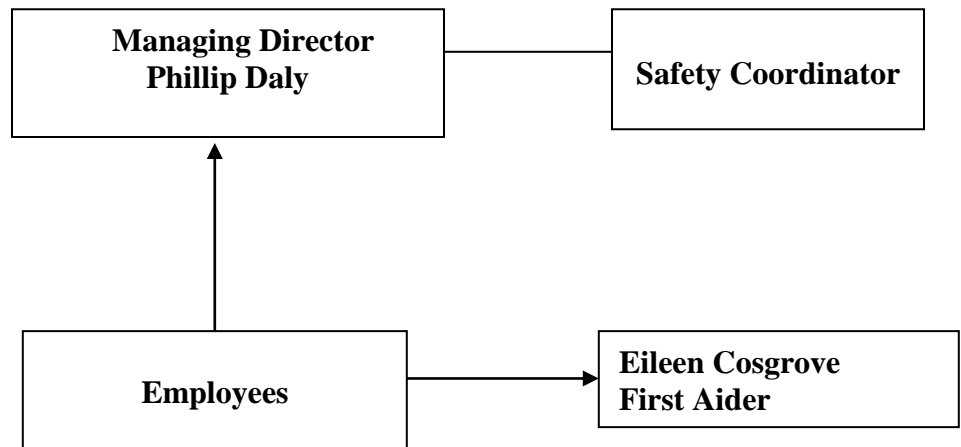
**Detailed Responsibilities of Personnel**

**Carrying out functions of Part 3**



## 2.1 Organisation Chart For Health & Safety at Eur Occasion Hire Limited T/A Total Event Rental

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## 2.2

### **Managing Director**

#### **Mr Phillip Daly**

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1. The Managing Director will be responsible for planned implementation of effective Health and Safety standards within the company according to agreed objectives and for ensuring that Health and Safety standards are taken into account in planning, manufacturing, engineering, administration and maintenance activities and in organising work generally.
2. The Managing Director bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.
3. The Managing Director is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of Health and Safety matters, and that the standards described in Part 3, 4 and 5 of this Policy are met in a practical manner.
4. The practical monitoring and implementation of the policy will be undertaken by all management and staff.

## 2.3

## Employees

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1. All employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work
2. All employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their manager of any hazards of which they become aware
3. All employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks
4. All employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device
5. All employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees
6. Employees found guilty of wilful unsafe acts may be liable to summary dismissal
7. Employees are advised that strict requirements under the Health and Safety at Work Act 2005 can be used by the enforcing authorities against such persons if found guilty of reckless behaviour
8. All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene
9. Only authorised and trained personnel may remove guards from vehicles or equipment and replace such guards after the need for their removal has been dealt with.
10. All employees must make themselves available for testing by a medical practitioner for intoxicants. As per Section 13 of the Safety, Health and Welfare at Work Act 2005

## 2.4

## OFFICE STAFF

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Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.

Do not try to use, repair or maintain any office equipment or Equipment for which you have not received full instructions or training.

Report any defects in office equipment or Equipment immediately.

Know the location of the First Aid Box.

Ensure that you know the procedure in the event of a fire.

Report any accident or damage, however minor, to management.

Ensure that walkways, office floors, doorways etc. are kept clear and free from obstruction.

Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.

Do not attempt to reach articles on high shelves unless using steps or a properly designated hop-up. Do not improvise or climb.

Suggest ways of eliminating hazards and improving working methods.

This company believes that its present level of activity and use of Visual Display Units (VDUs) represents no health and safety hazards to its employees greater than any other electrical appliances including the danger of tripping over loose cables or possible electric

shocks. Nevertheless, there are guidelines for users of VDUs and indeed all desk related activities, which we commend to office staff and clerical employees e.g.

- (i) Avoid slouching and keep the curve in the lower back.
- (ii) Adjust the seat's backrest to support the lower back.
- (iii) Sit right back in the chair to gain adequate support.
- (iv) Use a footrest if the seat is too high.
- (v) Rest the upper body when the routine allows.
- (vi) Where screens are involved change the screen angle to suit the sitting height.
- (vii) Avoid locations where VDUs will pick up sunlight or reflections.
- (viii) Adjust the height of the seat until the forearms are horizontal (with the desk).
- (ix) Align hands with forearms and work with straight wrists.

The following responsibilities are allocated to contractors:

1. All contractors will be expected to comply with Eur Occasion Hire Limited T/A Total Event Rental Policy for Health, Safety and Welfare and must ensure that their own Company's Policy is made available to Eur Occasion Hire Limited T/A Total Event Rental whilst work is being carried out.
2. All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules, and taking into account the safety of others on the site.
3. Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
4. All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
5. No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240 volt supply, a residual current device with a rated tripping current of 30 mA and operating 30 m secs. must be used.
6. Any injury sustained by a contractor's employee must be reported immediately to the area supervisor.
7. Contractors must comply with any safety instructions given by the Safety Coordinator.
8. The Safety Coordinator must be notified of any material or substance brought onto the site, which has Health, Fire or Explosive risks. Such materials must be stored and used in accordance with current recommendations.
9. Contractors must take all reasonable steps to avoid interference with mobile plant.
10. Eur Occasion Hire Limited T/A Total Event Rental reserves the right to see documentary clarification of contractor's insurance arrangements.

## 2.6

## SAFETY COORDINATOR

**Mr. Phillip Daly**

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1. The Safety Coordinator will supervise the Company Health and Safety programme.
2. The Safety Coordinator will regularly inspect the production areas and storage areas to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
3. The Safety Coordinator will get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
4. The Safety Coordinator will review all safety rules on a regular basis and, where necessary, recommend suitable changes.
5. The Safety Coordinator will assist in the induction and safety training of new employees.
6. The Safety Coordinator will advise the Managing Director on all aspects of training in relation to safety.
7. The Safety Coordinator will investigate all accidents and damage to company property and recommend action.
8. The Safety Coordinator will maintain accident records and regularly inspect first aid records.
9. The Safety Coordinator will inspect and maintain records of hazards/near miss reports.
10. The Safety Coordinator will monitor the systems for ensuring that fire precautions are adequate.
11. The Safety Coordinator will inspect all modifications and installation plant and equipment before commissioning.
12. The Safety Coordinator will conduct regular inspections of the premises.
13. The Safety Coordinator will liaise with the staff on all matters of Health, Safety & Welfare.

## **2.6**

### **SAFETY COORDINATOR (Contd.)**

**Mr. Phillip Daly**

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14. The Safety Coordinator will investigate and report back on any safety representations made on behalf of employees.
15. The Safety Coordinator will ensure that management and employees are regularly briefed in any changes in Health & Safety regulations, which affects the workplace.



## 2.7

### **PROCEDURES FOR NEW EMPLOYEES ENGAGED BY THE COMPANY**

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This procedure is to be carried out by the Management of the workplace where the new employee will be required to work.

Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.

Show the new employee where the Company Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.

Ascertain if the new employee has any disability or illness, which could prevent him/her carrying out certain operations safely, or require additional protective measures.

Advise new employee of any potentially dangerous area in the workplace.

Warn new employees of any prohibited actions in the workplace, e.g. entrance to specific areas without personal protection, operating equipment unless authorised etc.

The training and instruction required for each individual must be considered. The Management will arrange for specific training to be given to an employee.

Issue to new employee any protective clothing or equipment necessary, e.g. safety shoes, safety glasses etc., and obtain his/her signature for the items issued.

Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.

Explain to new employee the Fire and Evacuation Procedures and show them the Assembly Point.

Identify to new employee what action he/she must take in the event of an emergency.

**PART 3            ARRANGEMENTS FOR SAFE WORKING**

### 3.1

## RESOURCES

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The Managing Director of Eur Occasion Hire Limited T/A Total Event Rental recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement adequate resources and funding must be made available.

The Managing Director of Eur Occasion Hire Limited T/A Total Event Rental undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the company.
  
- To include health and safety considerations into all annual estimates for the running of the company.
  
- Undertake that, in so far as is reasonably practicable, resources shall be made available for any upgrading, maintenance, replacement and repair of facilities and equipment.
  
- Undertake to provide resources for the ongoing monitoring of health and safety in the organisation and for the provision of information and training of all staff in Health and Safety.

**HAZARDS**

Inadequately trained staff is a hazard to themselves and their fellow employees. The management at Eur Occasion Hire Limited T/A Total Event Rental shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of Eur Occasion Hire Limited T/A Total Event Rental that all employees will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

**Training will include safety induction and safety awareness, safe operating procedure for plant and equipment, forklift training, manual handling training, work at heights and first aid training.**

**All the safety training received will be monitored and updated by the Safety Coordinator.**

Eur Occasion Hire Limited T/A Total Event Rental will keep training records to include:

1. Name of the employee being trained.
2. Date of training and amount of time taken.
3. Training details and methods used.
4. Signature of the trainer and employee to ensure that the training has been carried out documented and understood.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

Sections 25 & 26 of the 2005 Act places a general obligation on Eur Occasion Hire Limited T/A Total Event Rental as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

A Safety Consultation network (Safety Committee) has been set up which provides a balance of representation between the management and staff.

The functions and objectives of the network are to keep under review the measures taken to ensure the health and safety of all persons on the premises i.e. employees, customers and other persons working or visiting the establishment.

The main objective would be to foster co-operation between the management and staff to keep health and safety considerations active and to promote development of ideas for the betterment of health and safety at work.

As this is a small enterprise there is constant consultation between the management and staff, and the management being proactive in Health & Safety matters encourages suggestions from the staff and rewards innovation.

**CONTROL MEASURES**

The first aid box is suitably marked and easily accessible. Wall mounted at entrance doorway for easy access.

All trucks are equipped with a first aid box.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

**All staff have been invited to undergo Occupational First Aid Training.**

It should be noted that First Aiders are not empowered to dispense analgesics, pills or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

**RECORD KEEPING**

In the event of medical requisites being dispensed an entry must be made in the Accident Report Book. This book should be kept in a suitable place.

**GOVERNING LEGISLATION**

Safety, Health and Welfare at Work Act 2005.

Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016

The trained First Aiders are:

Eileen Cosgrove  
Jonathan Mc Donald  
Lee Baker  
Stephen Kane

### 3.6

## REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

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### CONTROL MEASURES

#### Accidents and Dangerous Occurrences

If an accident either at the place of work or related to a place of work or work activity, causes loss of life to a person who is employed by Eur Occasion Hire Limited T/A Total Event Rental or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority.

If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

#### All Accidents, near misses and Dangerous Occurrences

All accidents are reported in a General Register.

Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

### LEGISLATION

Safety, Health and Welfare at Work Act 2005

The Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016

### 3.7

### WELFARE FACILITIES

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Management shall ensure that adequate welfare facilities are provided on the premises for all personnel.

Adequate toilet facilities are provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment are provided and maintained.

Arrangements for eating foodstuffs are provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water is provided on the premises.

Adequate cloakroom facilities are provided for the storage and changing of clothes.



Eur Occasion Hire Limited T/A Total Event Rental shall ensure that all employees use Personal Protective Equipment where required. It is the policy of the management to engineer out all hazards where possible and only use P.P.E. when further risk reduction is not feasible.

**HAZARDS**

- Physical Exposures
- Chemical Exposures

**CONTROL MEASURES**

All safety equipment purchased by the Company will be to approved standards.

Eur Occasion Hire Limited T/A Total Event Rental will ensure that adequate supplies of all the necessary protective clothing and equipment are available for issue as required and that when issued to employees, a signature is obtained for the equipment. Such items include high vis jackets, safety footwear, ear defenders, safety gloves, goggles etc.

The Safety Representative shall monitor and check the P.P.E. on a regular basis.

Safety shoes must be worn at all times within the premises.

Management will inform any person in the workplace, observed carrying out any procedures which require the use of protective clothing or equipment, of both Statutory and Company Policy requirements, and such person will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

**GOVERNING LEGISLATION**

Safety, Health and Welfare at Work Act 2005.

Safety, Health and Welfare at Work (General Application) Regulations to 2016 - Provision of Personal Protective Equipment.

## 3.9

## PERMIT TO WORK SYSTEM

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During maintenance work or non-routine activities, 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 of the correct precautions to take. The following permits to work are in operation in Eur Occasion Hire Limited T/A Total Event Rental

Contractors Permit to Work

Hot Work Permit, for work undertaken outside the  
Confines of the workshop areas.

### CONTROL MEASURES

The Work Permits address the following items:

(a) **Limit of Permit**

This section of the permit clearly defines the area or room to be entered or work to be carried out under the permit. The date and time when issued and the date and time until which the permit is valid must be included.

Permits will be issued for one day only or less.

(b) **Hazards**

Hazards specific to the work area will be specified.

(c) **Precautions**

Details of isolation of electrical supply, ventilation and gas testing of atmosphere, locking off of Equipment controls and any other pre-entry or pre-work measures carried out must be noted in this area.

(d) **Conditions**

Any protective clothing required, on-going gas testing, emergency alarm and escape procedures and other requirements, while work is taking place, must be noted.

(e) **Issue of Permit**

The permit should be issued by the Safety Coordinator. When the permit is issued, the person issuing the permit, before signing it, will ensure that the precautions have been carried out and then discuss the limits, restrictions, precautions and conditions with the person to whom the permit is issued.

(f) **Receipt of Permit**

The person receiving the permit, before signing it, will ensure that he/she fully understands the limits, restrictions and conditions of the permit and where applicable will then accept the responsibility for informing all the persons under his/her control.

(g) **Clearance**

When the permit time limit is reached and the work is complete, the permit must be signed off and dated before being returned.

### 3.10

### DRUGS AND ALCOHOL

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Eur Occasion Hire Limited T/A Total Event Rental is committed to providing a safe and comfortable working environment within its building(s), and this required a clear statement of corporate policy on alcohol and drug misuse.

Everyone is responsible for ensuring that this policy is implemented.

Alcohol consumption on the premises is:

“prohibited to all staff, visitors, contractors and others, within the site boundary including car parks and other external areas”

Alcohol consumption must be managed by all staff such that:

“no member of staff presents for work under the influence of alcohol, nor consumes alcohol during the working day (including when off-site during lunch breaks, etc)”

Alcohol consumption in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and visitors, and will be regarded as a disciplinary matter.

Drug misuse by staff is strictly prohibited such that:

- (i) No member of staff may present for work under the influence of misused drugs, nor may any member of staff misuse drugs during the working day (on the premises or off-site);
- (ii) Drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and visitors, and will be regarded as a disciplinary matter.

All staff are required to bring this policy to the attention of visitors and contractors, and to report to their line Management if they see anyone consuming alcohol or misusing drugs, or who appears to be under the influence of either.

To supplement the restrictions of this policy, the company also wishes to offer assistance to members of staff who may have developed a problem with either drugs or alcohol. To facilitate this, information on organisations available to assist shall be periodically circulated posted to notice boards, etc.

Ref: Section 13 Safety, Health and Welfare at Work Act 2005.

### 3.11

### NEW OR EXPECTANT MOTHERS

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All female staff shall be advised on recruitment that they are required to advise their Management, in writing, should they become either pregnant or a “new” mother (that is a woman who has given birth within the last six months and who is breast feeding).

This policy applies to all staff who have advised the Management, in writing, that they are either pregnant or a “new” mother (that is a woman who has given birth within the last six months and who is breast-feeding).

On receipt of a formal notification of pregnancy, recent birth or breast-feeding, the Management shall review the risk assessments relevant to that person’s work.

For any risks to which the pregnant or new mother is potentially exposed, and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations made by the women’s medical advisors (GP or ante-natal/post-natal team).

Following action to reduce the risks, they shall be reassessed. If the risks remain significant, the pregnant or new mother shall be reassigned to other work for which the risks are assessed as not significant.

If it is not possible to reassign the worker to low risk work, she shall be placed on paid Health and Safety Leave until either she ceases to be a pregnant or a new mother, or suitable alternative work may be found.

When Health and Safety Leave is being granted the employee will be issued with the required certificate.

Eur Occasion Hire Limited T/A Total Event Rental will provide and maintain a suitable, smoke-free room or area where pregnant and nursing mothers may take their rest breaks in a degree of privacy and calm.

### 3.12

### YOUNG PERSONS

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All work undertaken with Eur Occasion Hire Limited T/A Total Event Rental is subject to risk assessment and to suitable preventative and protective measures being put in place. As young persons (under 18 years of age) are acknowledged as being at particular risk, an additional and specific effort is required to ensure that their work is subject to adequate risk assessment.

Where work has already been subject to a formal risk assessment for adult employees, it is sufficient to review the risk assessment, taking care to ensure that the specific vulnerability of young persons is taken into account.

Young persons shall be provided with induction training, shall be carefully supervised in their work, and their progress towards, and understanding of, safe working shall be monitored by their supervisor.

Whilst young persons are reminded of their obligation, as are all other employees, to follow instructions and work safely, all other employees are to be advised, when a young person joins their work team, that they are expected to maintain awareness of the working arrangements and practices of their young colleague, and intervene if they feel that safety is being prejudiced through inexperience and lack of knowledge.

Records will be kept of induction training, skills training, risk assessments and the detailed arrangements for supervision.

**WHY HAVE DISCIPLINARY RULES AND PROCEDURES?**

1. Disciplinary rules and procedures are necessary for promoting fairness and order in the treatment of individuals and in the conduct of industrial relations. They also assist an organisation to operate effectively. Rules set standards of conduct at work. Procedure helps to ensure that the standards are adhered to and also provides a fair method of dealing with alleged failures to observe them.
  
2. The importance of disciplinary rules and procedures has also been recognised by the law relating to dismissals, since the grounds for dismissal and the way in which the dismissal has been handled can be challenged before an Industrial Tribunal.

It is unlikely that any set of disciplinary rules can cover all circumstances that may arise but our aim is to specify clearly and concisely those rules necessary for the efficient and safe performance of work. Such rules will be readily available to all employees in written form and explained to them orally. In the case of new employees this will form part of an induction programme.

Disciplinary procedures will: -

- (a) Be in writing.
- (b) Specify to whom they apply.
- (c) Indicate the disciplinary action that may be taken.
- (d) Specify the level of management who have the authority to take the various forms of disciplinary action.
- (e) Ensure that, except from gross misconduct, no employees are dismissed for a first breach of discipline.

- (f) Give individuals the right to be accompanied by a fellow employee of their choice.
- (g) Ensure that individuals are given an explanation for any penalty imposed.
- (h) Provide a right of appeal and specify the procedure to be followed.

In the case of minor offences the individual will be given a formal oral warning or if the issue is more serious there will be a written warning setting out the nature of the offence and the likely consequence of further offences. In either case the individual will be advised that the warning constitutes the first formal stage of the procedure.

Further misconduct might warrant a final written warning, which will contain a statement that any recurrence will lead to suspension or dismissal or some other penalty. The final step might be disciplinary transfer or suspension without pay or dismissal, according to the nature of the misconduct.

Records will be kept, detailing the nature of any breach of disciplinary rules, the action taken and the reasons for it, whether an appeal is lodged, its outcome and subsequent developments. These records will be carefully safeguarded and kept confidential.

#### DISCIPLINARY PROCEDURES

THE ORDER OF DISCIPLINARY ACTION: -



Eur Occasion Hire Limited T/A Total Event Rental want to ensure that it's work environment gives all employees the freedom to do their work without having to suffer sexual harassment from other staff members.

Sexual harassment is unlawful under the Equality Act 2004. It can take many forms, which include: -

1. Unwanted verbal or physical advances.
2. Words or actions of a sexual nature or with sexual undertones even if offence is not specifically intended
3. Display in the workplace of material of an explicitly sexual nature, which are objectionable to the recipient, cause offence, discomfort or humiliation, or interfere with a person's ability to work.

**It is the responsibility of management to ensure that the work environment of Eur Occasion Hire Limited T/A Total Event Rental is kept free from sexual harassment. It is important for everyone to understand what may constitute sexual harassment and regulate workplace conduct accordingly.**

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Where there is proper atmosphere or mutual respect, most difficulties that may arise should be capable of being sorted out amicably by the parties themselves, taking a common-sense approach. However, a reliable procedure is necessary to deal fairly with allegations of sexual harassment when an aggrieved party considers it appropriate to make a formal complaint.

Sexual harassment can constitute grounds for disciplinary action and all employees should be aware of that.

Because there can be sensitive and confidential aspects in such cases, the procedure is designed to safeguard the rights both of the aggrieved staff member and the person against whom the allegation is made. Most people will accept that it is better to sort out problems within the company if possible, but nothing in the procedure can overrule an individual's statutory right to process a complaint through the appropriate outside channels i.e. the labour court or the civil courts.

**Governing Legislation/Codes of Practice**

Safety Health and Welfare at Work Act 2005

Safety Health and Welfare at Work (General Application) Regulations 2007 to 2016

Commission Recommendations of 27 November 1991 on the protection of the dignity of women and men at work (92/131/EEC)

Council Declaration of 19 December 1991 on the implementation of the Commission recommendations on the protection of the dignity of women and men at work, including the code of practice to combat sexual harassment (92/C 27/01)

Council Resolution of 29 May 1990 on the protection of the dignity of women and men at work (90/C 157/02)

‘How to combat sexual harassment at work’. - A guide to implementing the European Commission Code of Practice

The Employment Equality Acts 1998 / 2008

The Equality Act 2000

**WHAT IS BULLYING?**

Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate, dominate the relationships. Isolated incidents of aggressive behavior, while to be condemned, should not be described as bullying. In the workplace environment there can be conflicts and interpersonal difficulties. Many of these are legitimate difficulties, which should be dealt with through the appropriate industrial relations channels. Only aggressive behaviour that is systematic and ongoing should be regarded as bullying.

**EFFECTS OF BULLYING**

The effects of bullying on the person can be manifested by any or all of the following:

- Emotional effects (severe anxiety)
- Cognitive (concentration) effects (making mistakes, having accidents)
- Behavioural effects (smoking, excess drinking, overeating)
- Physiological effects (contributing to raised blood pressure, heart disease)
- Reduced resistance to infection, stomach and bowel problems and
- Skin problems.

The most serious effects remain fear, anxiety and depression, which can (and have) led to suicide. To these may be added severe loss of confidence and low self-esteem. Bullying, like stress generally, has a detrimental effect on the organisation as a whole because people working in a climate of fear and resentment do not give of their best. The effects on the organisation as a whole can include:

- Increased absenteeism
- Low motivation
- Reduced productivity
- Reduced efficiency
- Hasty decision-making
- Poor industrial relations

**VULNERABLE GROUPS**

Those perceived, in any way, as different are often targets for bullying.

These can include: -

1. Older employees
2. Low status employees
3. Employees, who are unduly shy, lack education or learning ability, have physical disability or sensory impairment, or are known to be unwilling to complain.
4. Employees of a different gender or sexual orientation.

5. Employees who are members of a trade union which is not accepted by management or which is perceived by colleagues as not being the right trade union to be in.
6. Employees who show a willingness to challenge harassment, (which can lead to victimisation).
7. Employees who choose not to be a member of a trade union and as a result suffer harassment by colleagues.
8. Former prisoners.
9. Employees suffering from poor physical or mental health.
10. Employees with very noticeable physical characteristics.
11. Employees with religious or political beliefs not shared by their colleagues.
12. Employees of a different race, ethnic origin, nationality or skin colour.

### **CHARACTERISTICS OF BULLYING**

There are three broad areas of bullying:

- By Managements
- By individual workmates and
- By groups of workmates

### **ANTI-BULLYING POLICIES**

Some firms, both large and small, may already have anti-bullying policies in place.

The company policy should identify areas of the workplace where bullying behavior has been a problem or where bullying might be a problem.

Management must ensure that the policy:

1. States that senior management will not tolerate bullying behavior
2. Indicates clearly what behavior is regarded as bullying
3. Is drawn up in consultation with staff representatives
4. Is made available to all staff
5. Sets out the steps which those who feel they have been bullied may take to avail of the protection and assistance available under the system
6. Specifies the support, counseling and rehabilitation available for those who have been the victims of bullying and likewise for those employees who have been identified as bullies and who are willing to accept training to change this behavior.
7. States clearly where appropriate, the sanctions to be taken against those found to be in breach of the Anti-Bullying Policy
8. Indicates training which must be undertaken, where appropriate, by:
  - (a) The Management
  - (b) Staff who are named as those responsible for dealing with bullying complaints
9. This policy must be included in the Safety Statement.

### 3.16 BULLYING IN THE WORKPLACE (Contd.)

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#### **IF YOU THINK BULLYING IS OCCURRING**

- Read these guidelines
- Talk to your superior at work, (if necessary showing these guidelines)
- Talk to your Trade Union
- Seek advice from an appropriate State agency

Where there are serious medical symptoms, employees should of course take appropriate medical advice.

#### **FORMS OF BULLYING**

The form which any of these kinds of bullying may take are:

1. Physical contact.
2. Verbal abuse
3. Implied threats.
4. Jokes, offensive language, gossip, slander, offensive songs.
5. Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems.
6. Isolation or non co-operation or exclusion from social activities.
7. Coercion for sexual favours.
8. Intrusion by pestering, spying and stalking
9. Repeated requests giving impossible deadlines or impossible tasks.
10. Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual.
11. Vandalism of personal property (destroying clothing, scratching paintwork on cars).

#### **Legislation**

Safety Health and Welfare at Work Act 2005

Safety Health and Welfare at Work (General Application) Regulations to 2016

#### **Reference Documentation**

‘**Bullying at Work**’ – Code of Practice for Employers and Employees on the prevention and resolution of bullying at work 2007

Employment equality Acts 1998 / 2008

All work undertaken with Eur Occasion Hire Limited T/A Total Event Rental is subject to risk assessment and suitable preventative and protective measures are to be put in place. As persons with disabilities (physical and/or mental) may be at special or unusual risk, specific evaluation will be undertaken to take their needs into account.

Where work has already been subject to a formal risk assessment, it may be sufficient to review the risk assessment taking care to ensure that the specific vulnerability of persons with disabilities is taken into account. If more extensive risk assessment specific to the disability of staff is required, this shall be carried out.

Each Management is required to consider the needs of disabled staff, to enable them to participate fully in the work of the organisation. This may require consideration of premises alterations, modifications to equipment and similar matters. Eur Occasion Hire Limited T/A Total Event Rental shall do as much as is possible to facilitate the work of persons with disabilities and ensure that as far as is practicable the premises do not represent an obstacle to equal opportunities in recruitment, training, promotion, transfers and other employment matters.

Where it is reasonably foreseeable that persons with disabilities may be visitors to Eur Occasion Hire Limited T/A Total Event Rental the person responsible for visitors shall ensure that the arrangements fully take into account the disabilities, modifying instructions and premises accordingly.

Records shall be kept of the arrangements, and any alteration effect, to ensure the safety of people with disabilities.

Employers now have a general duty to warn their Staff about the dangers of smoking and indeed passive smoking, (exposure to other people's tobacco smoke) and to take all such steps as are reasonably practicable, to ensure that their Staff are not exposed to risks to their health or safety. Employers have a duty to take action against exposing all their Staff to tobacco fumes. The No Smoking policy is in place in these premises since March 29<sup>th</sup> 2004. Eur Occasion Hire Limited T/A Total Event Rental uphold the Tobacco Smoking (Prohibition) Regulations 2003 and recognise the dangers associated with environmental tobacco smoke or passive smoking. The Health & Safety of the workforce is paramount to Eur Occasion Hire Limited T/A Total Event Rental management.

Limiting or preventing smoking by an agreed and carefully implemented policy is in everybody's interest and will certainly reduce time lost through sickness, diminish cleaning bills and curtail a known fire risk.

Vans and cars used to transport equipment on the employers behalf are considered enclosed spaces and smoking therein is strictly prohibited under legislation.

## **LEGISLATION**

Health Act 1970

Tobacco (Health Promotion and Protection) Act 1988 / 90

Tobacco Smoking (Prohibition) Regulations 2003

Public Health (Tobacco) Act 2002

# **HAZARD IDENTIFICATION AND CONTROL MEASURES**

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## **PART 4**

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## 4.1

## HAZARD INSPECTIONS

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The management of Eur Occasion Hire Limited T/A Total Event Rental recognises that its activities and premises may present a Health and Safety risk and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and clientele.

Hazards will be identified, risk assessments made and categorised into high, medium or low.

The Safety Coordinator shall carry out inspections in all areas. Any deficiencies noted will be rectified.

A full health and safety report shall be commissioned and completed annually. This shall be conducted by the management who shall address any problems identified.

### HAZARD IDENTIFICATION AND RISK ASSESSMENT

1. The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
2. "Hazard" is taken to mean "any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of employees at work".
3. "Risk" is taken to mean "the potential of the hazard to cause harm in the actual circumstances of use".
4. Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High", "Medium" or "Low". This is to help with the giving of priority to the employment of controls and the allocation of resources.

<b>Grade of Risk</b>	<b>(Abbr.)</b>	<b>Characteristics</b>
High Risk	"H"	Possibility of fatality or serious Injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	"M"	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	"L"	The possibility of injury or material loss is unlikely although conceivable.

5. **Risk Control.** Control measures are intended to reduce the risk to an acceptable level.
6. Where practicable Eur Occasion Hire Limited T/A Total Event Rental commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

**FIRE HAZARDS**

In common with all other industrial and commercial undertakings there is always a danger of fire occurring. Fire extinguishers are provided on the premises and are regularly checked. A fire marshal will be designated and staff will be trained in fire fighting and emergency procedures.

**RISK ASSESSMENT: High/Medium****CONTROL MEASURES**

A Fire Safety Programme has been developed by management to:

- (a) Guard against an outbreak of fire
- b) Ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

**The Fire Safety Programme incorporates arrangements for:**

- (a) The prevention of an outbreak of fire through the establishment of day-to-day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) The holding of fire and evacuation drills.
- (d) The provision and maintenance of escape routes free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment and systems.
- (g) The provision of assistance to the fire authorities.

- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of electrical installations, prohibition of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.
- (j) A fire safety register will be maintained by the Company.

#### **4.2.1 FIRE FIGHTING EQUIPMENT**

##### **Portable Fire Extinguishers**

Portable fire extinguishers are provided in sufficient numbers.

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires
2. Protect means of escape in case of fire
3. Protect employees and visitors
4. Protect property.

##### **Action in the event of fire**

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting. (appointed & trained fire marshals)
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember the equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.

## 4.2

## FIRE (Contd.)

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5. All equipment should be stopped when it is safe for this course of action to be followed, but the lighting should be left on.
6. The Management/Deputy will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
7. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
8. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

### 4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. **Fire exit route and doors must never be obstructed.**

### 4.2.3 FIRE ALARM SYSTEM

At present the means of raising the fire alarm has been integrated into the break glass system.

### 4.2.4. Records

The following details shall be entered in a logbook:

- (a) Causes of all alarms (genuine, practice, test etc.)
- (b) Any faults which develop
- (c) Any period of disconnection
- (d) Nature of work (inspection, maintenance or test)
- (e) Any further action required
- (f) Name of person responsible.

It is important to note that each individual call point must be tested at least once in every period of 12 months.

### 4.2.5 FIRE DRILL

A fire drill shall be undertaken at least twice per year.

### 4.2.6 DESIGNATED FIRE ASSEMBLY POINT

**The designated fire assembly point is at the gate entrance to premises.**

## 4.3

## ACCESS AND EGRESS

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### HAZARDS

Inadequate access and egress facilities can result in

- Restriction of an orderly evacuation
- Trips and falls
- Obstruction of emergency exits.
- **Currently there is only one means of access/egress to offices upstairs**

**RISK ASSESSMENT: High/Medium**

### CONTROL MEASURES

**All doors and access points shall be kept clear and maintained.**

**All passageways shall be kept clear of obstruction.**

All floor covering and surfaces shall be kept clean and in good condition.

Stairways shall be provided with handrails and maintained in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

**It is vital that all fire escape doors are not obstructed at any time.  
An additional fire escape route is essential in upstairs offices.**

### GOVERNING LEGISLATION

Safety Health and Welfare at Work Act 2005.

Fire Services Act 1981 / 2003

Safety Health and Welfare at Work (General Application) Regulations 2007 to 2016

**HAZARDS**

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips: - Materials/equipment/furniture left lying in open aisles
- Slips: - On greasy floors, slippery material strewn around
- Falls: - Use of materials for accessing higher work areas. (Chairs/tables etc.)
- Collisions: - Blockage of access aisles with materials
- Objects falling on people: - Improper stacking/racking of materials. No toe boards on mezzanine, inadequate edge protection.
- Fire: - Inadequately and infrequent disposal of combustible rubbish.

**Risk Assessment: Medium/Low**

**CONTROL MEASURES**

The Management will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, logistics are planned and staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

Management will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Personnel working in the warehouse will ensure that all waste materials are cleared and disposed of safely as work proceeds.

All openings in floors must be securely covered or be clearly marked to show that there is an opening below. When loading mezzanine ensure that the gate is closed onto pallet to restrict openings.

**HAZARDS**

It is well known that excessive noise causes a form of hearing loss that will not respond to medical or surgical treatment

Eur Occasion Hire Limited T/A Total Event Rental will on an ongoing basis

- Carry out noise surveys to establish levels and frequencies of noise and provide noise assessment.
- Regularly monitor noise levels and frequencies.
- Give advice on noise control measures.
- Provide training and instruction for personnel.

**RISK ASSESSMENT: Low**

**CONTROL MEASURES**

The Management will ensure that information on the noise level of any plant/equipment, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place.

Where personnel will be required to work in situations where levels of noise are likely to be encountered, the Management will ensure that full information is obtained, before work commences, on the levels and frequencies of noise.

The Management will arrange for the following depending on levels of noise and the action levels, which apply to that level,

First Action level 80 dB (A) daily personal exposure.

Second Action level 85 dB(A).

Peak Action level 200 Pascal's peak sound pressure.



Two aspects of noise are covered by Regulations:

**Above First Action level/Below Second Action level.**

- (i) A noise assessment by a competent person in writing.
- (ii) Measures to reduce the risk.
- (iii) Suitable ear defenders will be available, on request, to employees.

**Above Second Action level**

- (i) A noise assessment as above.
- (ii) Measures to reduce the risk.
- (iii) Suitable ear defenders will be provided and must be worn.
- (iv) Ear Protection Zones must be demarcated and BS5378 signs displayed.

Equipment must be maintained.

Instruction and training will be provided to all personnel required to work with plant/equipment, which is likely to result in exposure to noise levels above the first action level.

**STANDARDS REQUIRED**

1. The Safety Health and Welfare at Work Act 2005.
2. Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016

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## HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes
- Lifting from the floor
- Lifting from heights.
- Lifting in confined spaces.
- Loading and unloading trucks.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

## RISK ASSESSMENT: **High**

### CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices shall be supplied and used in so far as is reasonably practicable.

### **All staff shall be trained in safe manual handling techniques.**

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age and physical build.

Adequate lighting shall be supplied to ensure that visibility is sufficient at all times

Where loads have to be manually handled, safe access shall be assured.

Management will ensure that a supply of suitable gloves are available for issue should they be required for the handling of materials which could cause injuries to the hand.

**HAZARDS**

- Electric Shock
- Fire
- Trips or falls from loose cables

**RISK ASSESSMENT: Medium**

To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

**CONTROL MEASURES**

1. Eur Occasion Hire Limited T/A Total Event Rental will ensure that the wiring installation on the premises is checked by a competent qualified electrician. Where possible the original installer should make the inspection and a certificate should be provided indicating that the installation complies with the Electro-Technical Council of Ireland "National rules for electrical installation". Where this is not feasible the person making the inspection should provide a report on the condition of the installation with particular reference to fire safety and outlining the tests done and the extent to which visual inspection was relied upon.
2. Dangerous or defective material should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

**HAZARDS**

Many incidents occur because proper attention has not been given to the safe driving of vehicles. Lack of attention can result in any of the following:

Overturning

Persons being run over/struck by fork lift truck

Material falling from forks

A truck colliding with an object

A truck colliding with object/structure causing collapse of same

Equally hazardous is the practice of jumping from a truck while still in motion.

Excess speeding in confined areas, restricted aisle ways etc.

**RISK ASSESSMENT**            **High**

**CONTROL MEASURES**

**Wherever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes**

All lift trucks should be fitted with:

- Forward flashing warning light(s) interlocked with the ignition
- Reversing horns/sirens interlocked into reverse gear.

Ideally the names of appropriate drivers should be kept on the truck, such drivers being responsible for the up-keep of all aspects of the truck, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.

Lift truck drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.

## 4.8 FORK LIFT TRUCKS (Contd.)

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Employees shall under no circumstances position themselves between the load being delivered and a fixed obstruction e.g. pallet load and where possible barriers shall be provided to prevent encroachment by the lift truck into the employees' work area. Floors must be maintained in a sound and clean condition and particular attention should be paid to the prevention of oil and rubber build-up. Where wet conditions consideration must be given to the floor surface, the types of the vehicle and the training of personnel.

All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months

### **Training of drivers**

**The training of drivers on all types of vehicle will be formal and under the control of a qualified instructor**

**Drivers will be trained on each type of vehicle they are required to drive**

**Trainee drivers will be tested at the end of the training period, and, if successful, will be issued with a special "driving licence" or other certificate**

### **LEGISLATION**

Road Traffic Act 1961

Section 10 of the Safety, Health and Welfare at Work Act, 2005

Code of Practice for Rider controlled lift trucks

### **SOURCES OF INFORMATION**

Health and Safety series booklet HSG 6 entitled "Fork Lift Trucks"

Guidance Note PM15 "safety in the Use of Timber Pallets"

Guidance Note entitled "Medical Requirements for Fork Lift Operators"

Technical Date Note No. 23 "The Safe Use of Working Platforms on Fork Lifts Trucks"

ACoP Ride on Lift Trucks 2005

Work at heights is defined as working in an area/location where a person could fall, other than from a scaffold.

**HAZARD**

The main hazards associated with Work at Heights are

Falls of persons from working places or accesses

Falls of materials or articles

**RISK ASSESSMENT: High**

**CONTROL MEASURES**

The Management will ensure that work is planned to ensure safe access/egress and safe working place for personnel to work at heights.

Where practicable work at heights will be carried out from a safe position on the building/structure or from the stairwell/steps provided.

Where required employees will receive instruction in the use of safety equipment provided.

**GOVERNING LEGISLATION**

All work at Heights must be carried out in accordance with the requirements for access and working places contained in the

Safety, Health & Welfare at Work (Construction) Regulations 2013

Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016

**HAZARDS**

The main hazards associated with ladders are:

Not securing the ladder properly.

Unsafe use of ladder (over-reaching, sliding down etc.)

Using ladder where a safer method should be provided.

Using ladder with a defect.

(Note: Painting of timber ladders, which could hide defects, is prohibited by Regulations).

Unsuitable base to ladder.

Insufficient foothold at each rung.

Ladder at unsuitable angle, swaying, springing, etc.  
(Recommend angle 1 in 4 or 70 degrees).

Under no circumstances is a temporary ladder constructed from timber nailed or screwed together to be used at the company premises.

**RISK ASSESSMENT:     Low**

**CONTROL MEASURES**

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to personnel will include the hazards and precautions relating to ladders and their use.

Ladders will be checked by the Management before use to ensure that there are no defects and will be checked at least weekly whilst in use on site.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.

The Management will check that ladders in use are secured and have a solid level base.

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp etc.

### **GOVERNING LEGISLATION**

All ladders must be provided and used in accordance with the Construction Regulations 2013.

Safety Health and Welfare at Work (General Application) Regulations 2007 to 2016

### **SOURCES OF INFORMATION**

Only ladders constructed in accordance with B.S. 1129:1990 (Timber) Industrial Grade and B.S. 2037:1990 (Aluminium) will be used.

The information and recommendations in Health and Safety Executive Guidance Notes GS31, "Safe Use of Ladders, Stepladders and Trestles", will be applied to the work on site.



**HAZARDS**

The main risks from the racking are from:

Goods collapsing from stacks or tiers  
Improperly stacked goods falling onto personnel  
Strains from overreaching.

**RISK ASSESSMENT      High**

**CONTROL MEASURES**

All racking shall be inspected every six months. All racking damage shall be reported to the Management

All damage to racking and shelving shall be made good at the earliest possible opportunity

All floors shall be kept level and in good repair

If there is a risk of mechanical damage due to forklift truck collision, end frames must be adequately protected by means of motorway-type barriers or equally effective means

Do not attempt to straighten damaged sections.

Climbing on racking is not allowed. Proper access procedures, i.e. the use of stepladders and ladders must be adhered to.

**Heavier items must be stored on lower racks or shelves. (at waist level for items being handled manually).**

**All large awkward furniture should be stored at waist level**

**HAZARDS**

While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

**RISK ASSESSMENT:       Medium**

**CONTROL MEASURES**

Adequate office space is allocated for the working personnel.

All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.

Ensure that enough room is available for opening filing cabinets.

Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.

Sufficient lighting shall be provided.

Sufficient ventilation shall be provided.

Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.

**Chairs desks or drawer should never be used to access higher areas. Stepladders shall be used.**

**Adequate access/egress from offices required**

All items stored above head level shall be stored properly to prevent falling.

The mains power supply shall be disconnected before attempting to move electrical equipment.

All damaged floor covering, furniture, equipment or machines shall be reported, replaced or repaired.

Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.

Floor areas shall be kept clear of materials and litter.

**HAZARDS**

The main problems associated with VDU's are as follows:

**(a) Visual Discomfort**

This recognises a contribution from a number of ocular problems:

- (1) Long/short sight problems
- (2) Glare
- (3) Lighting
- (4) Screen brightness
- (5) Clarity of characters.

**(b) Posture**

Good adjustable seating is required and it is essential to consider ergonomic factors.

**(c) Radiation**

Radiation levels across virtually the whole of the electro-magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

**(d) Stress**

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

**Risk Assessment: Medium / Low**

**CONTROL MEASURES**

- (a) Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.

The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.

This underlines the importance of keeping VDU's in good condition.

- (b) It is important that chairs are correctly selected and used and that there sitting is at an optimum distance from the machine.
- (c) Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- (d) There should be a restriction on continuous use:

Over two hours with pauses of between 5-10 minutes before further use.

In this respect, short, frequent intervals are more beneficial than infrequent long breaks.

The total time of continuous work at a VDU should be restricted to 6 hours per day.

- (e) Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
- (f) Epileptics should see a medical adviser before starting work.
- (g) If there is any untoward incidence of VDU related problems medical advice must be sought.

**GOVERNING LEGISLATION**

Safety, Health and Welfare at Work (General Application) Regulations to 2016.

**HAZARDS**

Health hazards from substances can be divided into the following categories:

External contact - corrosive, skin absorption, dermatitis, e.g. bleaches, acids, epoxy resins etc.

Inhalation - gases, fumes, dusts, vapours.

Ingestion - swallowing.

**RISK ASSESSMENT: Low**

**CONTROL MEASURES**

A general (generic) written assessment will be prepared for hazardous substances held on site.

To prepare the general written assessment the following steps are taken:

- (i) Obtain Health and Safety Data Sheets for all substances in use.
- (ii) Identify all potentially hazardous substances.
- (iii) Assess the degree of risk and decide on whether or not protective measures are needed and the nature of these measures.
- (iv) Review the method of use.

Exposure to hazardous substances shall be controlled to as low a level as is reasonably practicable.

The only hazardous substances on these sites are the chemicals used in the washing of linens and other materials and chemicals used in the kitchen / toilet areas and these at best could be described as household or domestic products. The use of plastic or rubber gloves is adequate to deal with the hazards present.

Also, the only other hazardous materials would be the copier toner and the tipp-ex used in the offices

## 4.15

## Lone Working

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### Hazards

There are numerous hazards associated with lone working

- Health hazards, i.e., accident or heart attack
- Violence
- Equipment failure
- Manual handling risks.

**Risk Assessment: Medium/Low**

### Control Measures:

Eur Occasion Hire Limited T/A Total Event Rental recognises that lone working presents additional hazards to the worker and with this in mind the company has a policy of keeping lone working requirements to a minimum.

There is also a formal procedure whereby all drivers must contact the management when closing up the warehouse.

Where large furniture has to be handled the policy is to leave it in the trucks until assistance is available.

There is constant interaction between the drivers and the management

These control measures while crude have proven to be effective.

The company is currently considering introducing lone worker alarms and issuing them to the workforce.

All of the above listed hazards are being dealt with by management. The threat of violence is remote as the drivers don't handle anything of intrinsic value and the more valuable items tend to be bulky and therefore, not attractive to criminals.

# **SAFE PROCEDURE SHEETS**

## **PART 5**



## **5.1 MEZZANINE FLOOR**

### 5.1.1.

### Loading and Unloading to/from Mezzanine

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#### DESCRIPTION

All loading and unloading of furniture and equipment from this area involves the use of a forklift truck. In order for the forks to access the mezzanine the gates must be opened. Once in the open position the gaps between the forks and the gates present a fall hazard.

#### HAZARDS

Falls from height.  
Impact.  
Falling objects

**RISK ASSESSMENT: High**

#### CONTROL MEASURES

All loading and unloading of materials in this area must be treated with the utmost caution. All operators engaged in this work must be made aware of the additional risks of falls from heights.  
A safe system must be introduced, whereby the gates are closed against the forklifts to ensure that gaps are minimised whilst loading and unloading of pallets/creels takes place.  
All safety precautions must be observed by users.  
Safe operating procedures must be adhered to rigidly.  
The use of fall arrest harnesses, which must be used at all times.

#### TRAINING

All operators should be trained in the safe operating procedures and made aware of the hazards pertaining to these operations.

#### NON ROUTINE ACTIVITIES

Care should be exercised prior to commencing these activities.

## 5.1.2

## Shelving & Storage on Mezzanine.

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### DESCRIPTION

Shelving/racking on this floor presents additional hazards. No heavy or awkward equipment / furniture should be stored on the racking or shelving on this floor. Accessing shelving at heights using access equipment increases risk.

### HAZARD

Falls from heights.  
Overreaching.  
Imbalance due to improper loading.  
Impact.  
Falling objects.

**RISK ASSESSMENT: High**

### CONTROL MEASURES

Heavy and awkward equipment/furniture should be stored at ground level to minimise risk. The use of ladders/steps or stairwells should be kept to a minimum on mezzanine. Toe boarding and sheeting should be attached to fencing to minimise the risks of falling objects.

### TRAINING

All operators should be trained in the safe operating procedures and made aware of the hazards pertaining to the operations of loading and unloading racking on mezzanine.

### NON-ROUTINE ACTIVITIES

Care should be taken when accessing heights on this floor.

### 5.1.3.

### Access & Egress

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#### **DESCRIPTION**

Access & egress to the mezzanine is by means of a metal staircase.

#### **HAZARDS**

Tripping on stairwell

**RISK ASSESSMENT:**      **Low**

#### **CONTROL MEASURES**

Only authorised personnel should be allowed in this area. Extra care should be taken when using this stairwells.

**5.2**

**Warehouse**

## 5.2.1

## Racking Systems

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### **Description.**

All materials, furniture & equipment is stored in or on racking and shelving, loading and unloading racking.

### **Hazards.**

Contact with racking systems  
Racking damage / Collapse  
Falling loads / objects

### **Population exposed.**

Workers and visitors.

### **Controls**

No one is permitted to climb racking.  
Where stocktaking is taking place a safe system of work must be in place.  
Forklifts to have flashing beacons and audible reversing alarms in working order.  
Workers not to stand between the forklift or load and any fixed object to prevent being crushed.  
No work to be carried out in the dark unless the area is fully lit.  
No visitors allowed in the work area.

### **Consultation**

Above to be discussed at a pre work brief meeting with employees.  
All employees are required to report defects to plant, equipment, place of work and system of work.

### **Documentation**

Safe work plan carried out pre work.  
Weekly checklists operated by management

### **Implementation**

Management to check at commencement that above arrangements in force. Monitors to supervise works carried out.

### **Information Instruction**

New employees inducted on company policy and procedures, and for safe working before being permitted to work. No children or minors are allowed on the warehouse floor.

Safe work plan carried out, tool box talk carried out for awareness.

**Training**

Drivers also trained to carry out simple pre-use checks on vehicle, and to report defects including noisy exhausts etc. Training to include for the correct positioning of plant/equipment.

**P.P.E.**

As per site requirements, Hi-visibility Vests, Safety boots, eye protection.

**Monitoring**

Management to occasionally recheck arrangements during progress of a job.

Monitors to check work progress on a regular basis.

Maintenance programme for the racking system to be included in this statement. (Appendix).

## 5.2.2 Loading & Unloading Vehicles & Associated Risks.

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### **Hazards**

- Inexperienced Drivers
- Dangerous Driving
- Fire
- Overloading

### **Risk Assessment: High**

### **Specific Precautions and Control Measures**

The use of company vehicles is restricted to trained personnel, with current driving licenses issued by the D.O.E.

All employees operating company vehicles must endeavour to drive carefully and must obey the rules of the road.

Staff must ensure that the load ability of the vehicle is adhered to and overloading must never occur.

It is the responsibility of each driver to ensure that each vehicle has a first aid kit and fire extinguisher in the vehicle; this must be checked on a regular basis

All defects in the vehicles must be reported to management immediately.

### **Loading and Unloading of vehicles – Risk Assessment**

#### **Hazards**

- Goods falling causing personal injury.
- Being struck by forklift trucks.
- Manual Handling injuries

#### **Risks High/Medium**

#### **Safety Precautions and Controls**

- Care must be taken when the vehicle operator is reversing into the loading area as the area to the rear of the warehouse is shared with other operational units and the space around the area is minimised.
- Safe means securing the load when in the vehicles will be performed e.g. using ratchet straps etc.
- The operator must ensure that the vehicle is adequately positioned to prevent gaps leading to damage to the vehicle or the forklift trucks or slip hazards during the loading and unloading process.
- Safety signage must be posted at the entrance to the warehouse and must be obeyed at all times, e.g., the wearing of safety boots/shoes and high vis jackets.
- All materials will be checked prior to lifting to ensure that they are adequately secured.
- Employees must only enter the vehicle being unloaded when absolutely necessary.



- Employees working around the loading and unloading area must have the adequate P.P.E. on.
- Forklift trucks must only be driven by employees who are trained to do so.
- Adequate clearance must be provided around vehicles being loaded or unloaded.
- Ensure all plant and equipment used is maintained in good working order and that the statutory inspections carried out as necessary.
- All commercial vehicles must have reversing alarms in place.
- Maintenance of the yard area must be monitored closely and all loose waste gathered and disposed of immediately.

### **Loading and Unloading on Customer Sites/Locations.**

- All employees must observe and comply with the customer's safety rules while delivering materials onto sites/premises.
- Vehicles must be parked as close to the events area as possible to minimise manual handling distance, but not blocking emergency exit points.
- All employees must wear safety shoes when offloading or loading materials.
- Mechanical means of transporting materials from the vehicle to the set down area must be used where available and manual handling must only be carried out by employees that are trained in safe manual handling techniques.

### **Manual Handling – Risk Assessment**

Eur Occasion Hire Limited T/A Total Event Rental will comply with the requirements of the Safety Health and Welfare at Work (General Applications) Regulations, 2007 to 2016.

### **Hazards**

- Inability to assess degree of risk
- Muscle strain and sprains of arms, back of legs.
- Physical injuries from load falling.

### **Risks Medium / Low**

### **Safety Precautions and Controls**

- Ensure strenuous manual handling is avoided as far as possible and mechanical devices used when necessary or available.
- Staff must assess loads prior to undertaking manual handling tasks and reduce the risk of injury as far as possible.
- All employees must be trained in safe manual handling techniques.
- Lift in easy stages- floor to knee then from knee to carrying position.
- Hold weight close to the body.
- Don't let the load obstruct your view.
- If you feel you are unable to lift a load, do not lift it.
- Use lifting equipment supplied where applicable.

### 5.2.3

### Washing / Drying Ironing in Unit 12

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#### HAZARDS

Health hazards from substances can be divided into the following categories:

External contact - corrosive, skin absorption, dermatitis, e.g. bleaches, washing powders, acids, epoxy resins etc. Hot equipment

Inhalation - gases, fumes, dusts, vapours.

Ingestion - swallowing.

Splashes \_ Eyes and skin

Burns

**RISK ASSESSMENT: Low**

#### CONTROL MEASURES

A general (generic) written assessment will be prepared for hazardous substances held in Unit 12. Washing, drying and ironing area.

- (i) Obtain Health and Safety Data Sheets for all substances in use.
- (ii) Identify all potentially hazardous substances.
- (iii) Assess the degree of risk and decide on whether or not protective measures are needed and the nature of these measures.
- (iv) Review the method of use.

Exposure to hazardous substances shall be controlled to as low a level as is reasonably practicable.

#### Specific Precautions and Controls

Operators must wear plastic marigold gloves provided by the Management when handling washing powders, bleaches and sundry cleaning materials. When removing washing from machines and loading unloading dryers, gloves must be worn.

When using the hoffman pressing machines and irons the operators must ensure that they don't come into contact with hot equipment.

Only trained personnel will be allowed to use this equipment.

Standard: Chemical Act 2008

**5.3**

**FORMS**

**Managing Directors' Report**

**PART 6**

# **EUR OCCASION HIRE LIMITED T/A TOTAL EVENT RENTAL**

## **S A F E T Y   S T A T E M E N T**

The following is a report of progress with our Health and Safety Policy as required by Section 12(6) of the Safety Health and Welfare at Work Act 2005.

### **SAFETY TRAINING;**

During the year, the following safety training courses were run:

Harness Safety Training

External safety and health courses attended by our staff included:  
CPC, Safe Pass & First Aid

## **MANAGING DIRECTORS REPORT**

### **SAFETY STATEMENT**

### **NEW SAFETY ARRANGEMENTS**

The following new safety arrangements were put in place during the year:

## Safety Statement Document Review

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To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

Date of Review	Signed For Company	Description of Changes	Date of Update
<b>27<sup>th</sup> Jan 2009</b>		<b>Legislation updates</b>	<b>27<sup>th</sup> Jan 2009</b>
		<b>Addition of Statements for Unit 6 And Unit 3C Grants Crescent</b>	
<b>17<sup>th</sup> Jan 2010</b>		<b>Review and addition of Legislation</b>	<b>17<sup>th</sup> Jan 2010</b>
<b>19<sup>th</sup> Jan 2011</b>		<b>Update of training completed during 2010 and Legislation.</b>	<b>19<sup>th</sup> Jan 2011</b>
<b>19<sup>th</sup> Jan 2012</b>		<b>Update of Training during 2011</b>	<b>19<sup>th</sup> Jan 2012</b>
<b>19<sup>th</sup> Jan 2013</b>		<b>Training and Legislation update during 2012</b>	<b>19<sup>th</sup> Jan 2013</b>
<b>15<sup>th</sup> January 2014</b>		<b>Training and Legislation update during 2013</b>	<b>15<sup>th</sup> January 2014</b>
<b>15<sup>th</sup> January 2015</b>		<b>Training and Legislation update during 2013</b>	<b>15<sup>th</sup> January 2015</b>
<b>15<sup>th</sup> January 2017</b>		<b>Legislation update</b>	<b>15<sup>th</sup> January 2017</b>

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<b>DATE</b>	<b>NAME OF EMPLOYEE</b>	<b>INSTRUCTOR</b>	<b>EMPLOYEES SIGNATURE</b>
<b>First Aid</b>	<b>Jonathan Mc Donald</b>	<b>Jim May</b>	
<b>April 2010</b>	<b>Stephen Kane</b>		
	<b>Lee Baker</b>		
	<b>Eileen Cosgrave</b>		
<b>CPC Driver Training Module Risk (MRMET)</b>	<b>Jonathan Mc Donald</b>	<b>John Dunne</b>	
<b>17<sup>th</sup> August 2010</b>	<b>Jacob Kubin</b>		
	<b>Andrezej Furca</b>		
	<b>Lee Baker</b>		
<b>November 2010</b>	<b>Jonathan Mc Donald</b>	<b>Michael Kennedy</b>	
<b>Working at Heights</b>	<b>Stuart Howard</b>		
<b>Harness Safety Training</b>	<b>Leo Baker</b>		
	<b>Jacob Kubin</b>		
	<b>Andrezej Furca</b>		
	<b>Stephen Kane</b>		

<b>DATE</b>	<b>NAME OF EMPLOYEE</b>	<b>INSTRUCTOR</b>	<b>EMPLOYEES SIGNATURE</b>
<b>First Aid</b>	<b>Jonathan Mc Donald</b>	<b>Jim May</b>	
<b>April 2010</b>	<b>Stephen Kane</b>		
	<b>Lee Baker</b>		
	<b>Eileen Cosgrave</b>		
<b>CPC Driver Training Module Risk (MRMET)</b>	<b>Jonathan Mc Donald</b>	<b>John Dunne</b>	
<b>19th January 2013</b>	<b>Jacob Kubin</b>		
	<b>Andrezej Furca</b>		
	<b>Lee Baker</b>		
<b>14<sup>th</sup> January 2013</b>	<b>Jonathan Mc Donald</b>		
<b>Forklift Refresher</b>	<b>Stuart Howard</b>		
	<b>Leo Baker</b>	<b>Damien O Reilly</b>	
	<b>Jacob Kubin</b>		
	<b>Andrezej Furca</b>		
	<b>Stephen Kane</b>		
	<b>B. Simmonson</b>		

<b>DATE</b>	<b>NAME OF EMPLOYEE</b>	<b>INSTRUCTOR</b>	<b>EMPLOYEES SIGNATURE</b>
<b>2<sup>nd</sup> February 2013</b>	<b>Stephen Kane</b>	<b>Jim May</b>	
<b>First Aid</b>	<b>Lee Baker</b>		
	<b>Eileen Cosgrave</b>		
	<b>Jonathan Mc Donald</b>		
<b>CPC Driver Training Module Risk (MRMET)</b>	<b>Jonathan Mc Donald</b>	<b>John Dunne</b>	
<b>17<sup>th</sup> August 2013</b>	<b>Jacob Kubin</b>		
	<b>Andrezej Furca</b>		
	<b>Lee Baker</b>		
<b>17<sup>th</sup> April 2013</b>	<b>B. Simmonson</b>		
	<b>Jonathan Mc Donald</b>	<b>Michael Kennedy</b>	
<b>Working at Heights</b>	<b>Stuart Howard</b>		
<b>Harness Safety Training</b>	<b>Leo Baker</b>		
	<b>Jacob Kubin</b>		
	<b>Andrezej Furca</b>		
	<b>Stephen Kane</b>		