

SAFETY STATEMENT



OF

Na Píobairí Uilleann

**15 Henrietta Street,
Dublin 1**

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Na Píobairí Uilleann – Safety Statement

Section 1: Statement of Intent

To each Employee, Contractor, and Visitor:

This document has been prepared to comply with our obligations under the Safety, Health, and Welfare at Work Act 2005.

It sets out the safety policy of **Na Píobairí Uilleann** and specifies the means provided to achieve that policy.

Our objective is to endeavor to provide a safe and healthy working environment for all our employees and to meet our duties to visitors, contractors and members of the public who may be affected by our activities and or work. The success of the policy will depend on your co-operation.

It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at **Na Píobairí Uilleann** . It is our intention to review this statement in the light of experience and developments at the premises. Staff and others are encouraged to put forward suggestions for improvement to the statement.

Signed: _____

Administrator

Date: _____

Signed: _____

Company Secretary

Date: _____

Section 2: Na Píobairí Uilleann EHS Policy

Introduction

A provision of the **2005 Safety Health and Welfare at Work Act** requires us as employers to prepare and communicate a **Safety Statement**. This **Safety Statement** must describe the organisational and physical arrangements for safety, including the assignment of responsibilities to individuals and a statement of the co-operation required from employees and visitors to maintain those standards.

The intent of the *Safety Statement* is to document the **Na Píobairí Uilleann** commitment to provide a safe and healthy workplace for its employees and all visitors, and to protect the environment

1. Purpose

Na Píobairí Uilleann is committed to achieving health, and safety excellence. This is the responsibility of both the management and employees in all functions. **Na Píobairí Uilleann** will strive to provide a safe and healthy working environment and to avoid adverse impact to the environment and our local community.

2. Scope:

All member of **Na Píobairí Uilleann** . Including management, employees and visitors

3. Requirements

- Comply with applicable health and safety (H&S) laws and regulations.
- Take appropriate measures to prevent workplace injuries and illnesses, and to provide employees with a safe and healthy working environment. Consider evolving industry practices, regulatory requirements, and societal standards of care.
- Assess EHS impacts before starting a new activity or project. Consider EHS impacts in the design and implementation of new practices and layout undertaken at **Na Píobairí Uilleann premises**.
- Eliminate unreasonable risks from **Na Píobairí Uilleann** facilities and activities.
- To the extent reasonably practicable, reduce the use and release of toxic and hazardous materials, prevent pollution and conserve, recover and recycle materials.
- Continue to improve our H&S systems and performance as an integral part of **Na Píobairí Uilleann** operational strategy.
- The organisation will provide, so far as is reasonably practicable:
 - A safe place to work
 - Safe means of access and egress

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- Safe plant, equipment and machinery
- Safe systems of work
- Appropriate information, instruction, training and supervision
- Suitable personal protective equipment where risks cannot be eliminated / controlled otherwise
- Emergency plans
- Provisions to prevent control risk to health from any article or substance
- Welfare facilities

4. Responsibilities

4. Management/Administrator

Management responsible for the facility and activity must:

- Communicate responsibly with employees, communities, visitors, and government agencies regarding environmental, health and safety issues.
- Co-operate with the public, government, and other interested parties to develop appropriate regulatory and public policies that protect employee and public health and the environment.
- Implement effective programs, training, and best practices for environmental, health and safety and for the elimination or reasonable reduction of toxic and hazardous materials.
- Regularly assess activities and building management. Establish measurements to ensure compliance with this policy and applicable laws and regulations.
- Develop appropriate programs for safety reviews of new and redesigned operations and building layouts.
- Lead by example, have knowledge of and demonstrate best practice with all Na Píobairí Uilleann H&S practices.
- Ensure all work related injuries, illnesses (including near misses) in their area are reported and followed through.
- Ensure all reports practice Na Píobairí Uilleann PPE procedures where required.
- Shall report and communicate to Management (Na Píobairí Uilleann) potential EHS problematic conditions and situations that cannot be resolved with the current financial, personnel resources.

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- Shall maintain and update the H&S document file and record system in an effective and efficient manner to facilitate control of EHS operations.
- Shall interface with board of management to ensure policy consistency, improvements, and co-ordination.
- Shall ensure systems exist for maintain, control, file and preserve all official regulatory permits and certificates including processing documents and correspondence.

4a Employees (including Contracted / Temporary Employees)

- Demonstrate by example and best practice, knowledge of all Na Píobairí Uilleann Health and Safety practices and procedures.
- Demonstrate active participation in relevant H&S programs
- Partake in relevant employee H&S projects – as deemed appropriate.
- Partake in all relevant required EHS training – as deemed appropriate.
- Report/escalate any H&S issues or potential issues.
- Comply with Na Píobairí Uilleann Health and Safety procedures where required.

Legal requirements:

It shall be the duty of every employee while at work:

- To take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work;
- To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and any other person to comply with any of the relevant statutory provisions;
- To use, in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use by him/her in common with others) for his/her security, safety, health or welfare while at work;
- To report to his employer or his immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare or persons arising out of work activities.
- Employees are obliged to co-operate with management on health and safety issues and must bring any defects in plant, equipment or systems of work to the attention of their supervisors/ Manager without delay.

5. Communication & Document Control

A current copy of this Safety Statement is available for all employees and Visitors at the main Reception.

Any required modifications to this policy should be requested through the Administrator. This document will be reviewed when a major change occurs and or at least annually.

6 Organisational Measures For Control Of Health And Safety

6.1 Consultation

The organisation is committed to full and early consultation with staff on all health and safety matters, including any alterations or changes that could potentially affect the health and safety of employees or contractors and visitors to the premises. Employees are encouraged to report EHS / ergonomics concerns to the administrator.

6.2 Maintenance Work and Building Services.

Maintenance work includes a wide range of routine servicing and repairs to buildings, plant and equipment. Statutory inspections of plant and equipment are also carried out as required.

New building and plant installation work may also be undertaken from time to time.

All maintenance and building work is assigned to outside contractors.

Building services include heating and air conditioning systems, building maintenance and grounds maintenance.

Maintenance Work and Building Services

6.3 Smoking Policy

Smoking is prohibited in all internal areas and 'No Smoking' signs are prominently displayed throughout the buildings.

7. *Training and Information*

- a. Employees will be made aware of the Health, Safety, and Environmental Policy. This will be accomplished as follows:
 - [A copy of this Safety Statement is posted on noticeboard and available from reception.](#)
- b. Employees will be made aware of the health and safety program and the function of the overall system. This will be accomplished as follows:
 - [Reception noticeboard /area.](#)
 - [Training sessions](#)

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Section 3: Identification of Hazards / Risk & Control Measures

An integral part of the health and Safety *System* is – hazard identification and Risk control

This system requires a team of assessors to review main EHS hazards and risks in all work and non-work areas. The purpose, intent, and description of the safety risk assessment program will be communicated to all employees. Each department floor level will ensure that existing and new hires are appraised of the safety risk assessment process and the most current SRA recommendations for a particular area. During induction for all new employees, administrator (designate) will carry out a detailed explanation of the site SRA programme and all new employees will be provided with an explanation of and a set of the SRA documents which apply to the areas that the individual will be working in.

- Copies of relevant SRA for a floor / working areas will be placed in the cell EHS file or posted on local office notice boards.

The following table summarises the main hazards / risk & control measures at this site:

HAZARD or REGULATORY COMPLIANCE ISSUES	GUIDANCE / CONTROL MEASURES IN PLACE
Main Safety Legislation in Ireland	<i>Safety Health and Welfare at work Act 2005. 1993 General applications regulations, Existing regulations made under the 1989 Safety Health and Welfare Act.</i>
Risks from residual energy sources - hazard crushing / electrical - mechanical or electrical equipment	All equipment that requires maintenance to be carried out under the using Lock Out Tag Out program.
Provision of fire prevention / fire extinguishers / call points & emergency evacuation	Safety Features of the building + Fire Alarm / Detection System + Fire Fighting Equipment + Fire Training + Emergency lighting / Emergency Exit Routes + Fire Doors + Fire Action Notices + Fire Drills / Assembly Points + Action in the event of fire + Fire Evacuation points and locations
Safe Access/ Egress	Safe Access and Egress to be maintained for all entering and leaving the building-Emergency exits routes to be kept clear and door checked on a regular basis.
Working at height - risk of falls / falling objects	Employees working above ground level - e.g. off of ladders, need to be safe. Access to areas in close proximity to persons working at height must be made safe / restricted
Ergonomic assessments.	
Furniture - benches / seats / floor	These should be sufficient and suitable for the tasks being performed
Light & heat levels - eyestrain / fatigue	Adequate levels should be present - normally general levels will suffice but local/task equipment may be required for certain tasks
Hand tools	These should be suitable for the task and examined on a regular basis - report any damage / fault
Powered tools	These should be suitable for task and examined on a regular basis by a competent person - report any damage / fault
Manual handling - lifting / carrying / repetition	Manual handling tasks should be avoided by provision of suitable equipment - avoid manual handling wherever possible All employees will be provided with Manual Handling Training Tasks that could result in RSI - repetitive strain injuries may require job rotation.
Chemical Safety / management	

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Local approved inventory: <i>access</i> to MSDS	Only chemicals approved by the Na Píobairí Uilleann's Administrator are allowed to be used in the building - An MSDS for the chemical must be submitted to the building administrator prior to bring a chemical on site. The Material Safety Data Sheets (MSDS) for all chemicals are located in a folder at reception
Storage & security	Chemicals must be stored in a safe (fire/drip) place. They must not be mixed with incompatible materials They must be secured when not in use
Use + personal hygiene	Check the local chemical list - employees should be maintaining a clean, safe working environment Safety requirements as addressed by the MSDS or a local assessment must be adhered to.
Disposal - special waste	Any container that contained a hazardous material must be segregated and disposed of as special waste.
Disposal - controlled waste inc. cardboard	All recyclable waste should be segregated at source.
Emergency - fire / spillage / first aid	Suitable extinguishers must be available in close proximity of the employees/occupants aware of what to do in the event of an emergency
Other safety hazards	
Tripping hazard	These should be avoided /controlled
Electrical hazard	Safe systems must be documented locally for routine tasks. Maintenance work must be carried out by competent person
Personal Protective Equipment (PPE) Normally provided as last resort if engineering / administrative control measures are ineffective	If there are hazards that require PPE, employees are required to wear such PPE.
General office environment -	
Workstation inc. Display Screen Equipment	Ensure your workstation is layout according to best suite the person and the activities being performed.
Storage: avoid tripping / lifting hazards	These must be avoided controlled - risk of fractures
Electrical safety	Only competent person are permitted to work with Electricity.
Heating	Suitable heating levels must be made available
Lighting	Suitable task / local lighting levels must be made available
Environmental issues	
Air Pollution	Not Applicable
Pollution Prevention	Waste should be minimised and segregated
Water Pollution	Contamination of the water drainage systems must be avoided and spillages reported. Risks of water / ground pollution must be controlled
Waste - storage & segregation	Waste should be correctly segregated in accordance with local authority requirements
Waste - disposal & paperwork	Waste can only be removed from site in accordance with Irish environmental laws.
Workshop / Yard / Canteen	
Control of contractors	Only Na Píobairí Uilleann approved contractors are permitted to work on site Employees have access / authorized to audit the safety standards of contractors on site
Confined spaces entry	Access to the confined spaces area restricted and strictly controlled

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REVISION HISTORY

29.01.07			Na Píobairí Uilleann safety Statement.
18.01.08.			Replaced Chairman with Company Secretary as signatory on H&S Statement