

Safety Statement

Vision Green Consultancy Vision Green Logistics Solutions



Prepared by:
Integrated Risk Solutions
Unit 7, 129 Cromwellsfort Rd,
Dublin 12
Telephone: + 353 (0) 1 456 1000
Email: info@integratedrisksolutions.ie

Contents

1. Statement of Policy.....	4
2. Duties and responsibilities	5
2.1 The Directors	5
2.2 Drivers	5
2.3 Staff.....	6
3. Legal requirements	7
4. Information, instruction and training	7
5. Hazard identification, risk assessment and risk control	8
6. First aid.....	11
7. Accident reporting and investigation	12
8. Safety inspections and safety audits.....	12
9. Pregnant and breastfeeding employees	14

Appendix 1 – Risk Assessments

i. Scope

This is the Safety Statement for all Vision Green Consultancy and Vision Green Logistics Solutions. Henceforth the name 'Vision Green' will be used throughout the document to indicate both companies as they ultimately have the same management. It sets out how the organisation manages safety across all of its activities. This Safety Statement will be reviewed annually by the Directors to ensure it is fit for purpose.

1. Statement of Policy

Vision Green endeavours to ensure the health, safety and welfare of all staff while at work and to protect visitors and the general public from injury due to our activities insofar as is reasonably practicable.

The objective of our Safety Statement is to provide guidance to all staff so that they can perform their work safely and with awareness of the potential hazards associated with the workplace. It is our intention to review this statement in light of experience and developments and changes in legislative requirements.

All employees are encouraged to take an active role in health and safety matters through the appropriate consultation arrangements and all employees are reminded that statutory obligations are the minimum standard for which they are responsible.

Training will be carried out as identified through the risk assessment. All new employees will receive Health and Safety induction before they commence work.

This document has been prepared in accordance with Section 20 of the Safety Health and Welfare at Work Act 2005, the General Application Regulations 2007 and also takes into account other relevant legislation. Vision Green will comply with all statutory requirements, regulations and approved Code of Practice where practical and relating to health and safety.

Signed: _____ **Date**

Signed: _____ **Date**

2. Duties and responsibilities

2.1 The Directors

- The Directors have overall responsibility for safety management in VisionGreen.
- The Directors have overall responsibility for ensuring that the organisation's operations are carried out in accordance with the requirements of the Safety, Health and Welfare at Work Act and the Safety Management System.
- The Directors are responsible to ensure that adequate resources are provided for with respect to health and safety.
- The Directors will ensure an annual review of the safety management system takes place.
- The directors are responsible for ensuring that there is an up to date Safety Statement in place for the organisations.
- The Directors have overall responsibility as to the organisation's performance with respect to safety issues and will ensure that they are aware of changes in the legislation etc. that could have implications for the organisation's activities.
- The Directors must be informed as soon as possible of any breaches of safety legislation or accidents involving staff, clients or the public that could have implications for the reputation of the organisation and the proper running of the organisation.

2.2 Drivers

- Drivers should complete a daily visual check of the vehicle
- Vehicles should be used for work purposes only and not for personal use.
- Copies of up to date licenses & certificates must be given to management prior to starting work.
- Drivers are required to inform their manager of any endorsements on their license as soon as they are applied.
- Drivers should direct incoming phone calls to voicemail while driving. Drivers should park the vehicle in a safe manner before making calls or attending to received calls.
- Drivers may be subject to random drug and alcohol testing as per the employee handbook policy
- Drivers must adhere to all rules of the road. All fines, penalty points and parking penalties are the responsibility of the driver and will not be discharged by the company.
- Drivers must not be under the influence of drugs or alcohol when driving. Check the effect of any medication you may be on, with your doctor or pharmacist. Many common medicines can impair driving ability such as cough and cold remedies, hay-fever medication, epilepsy, diabetes and blood pressure medications.
- Vehicles should not be parked in a manner that puts either yourself or other road users at risk.
- At certain locations where there are no safe parking facilities, it may be necessary to find an alternative site.

- A high vis jacket and relevant PPE must be worn at all times when working with VisionGreen and our clients
- Drivers must inform their manager if there is a difficulty with any delivery/collection location that may impact of his or her safety (e.g. areas with poor access etc.)
- Drivers must adhere to both the working time directive and tacho regulations to ensure compliance. This will be monitored by management with infringements highlighted to drivers. Repeat offenders will face disciplinary action.

2.3 Staff

The duties and responsibilities of Vision Green staff are set out in the Safety, Health and Welfare at Work Act 2005 and are as follows.

While at work staff must;

- Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- Ensure that (s)he is not under the influence of an intoxicant to the extent that (s)he is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- If reasonably required by his or her employer, to submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
- Cooperate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provision, as appropriate,
- Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee, having regard to his or her training and the instructions given by his or her employer,
- Make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare to work, including protective clothing or equipment,
- Report to his or her employer or to any other appropriate person, as soon as practicable.
 - any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person,
 - any defect in the place of work, the system of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
 - any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which (s)he is aware.
- Staff must report any accidents or near misses immediately to their manager and must cooperate in the investigation of accidents.

3. Legal requirements

Vision Green shall maintain a register of legislation and guidance relevant to its activities (Appendix 2). The register will be maintained by the Directors.

The Directors will gather information on occupational health and safety legislation and guidance via the following routes:-

- Communications with the organisation's health and safety advisors.
- Through communications with industry groups,
- Attendance at conferences / seminars on health and safety topics.
- Through health & safety publications
- Through access to health & safety sites on the Internet.

4. Information, instruction and training

The Directors will ensure that newly appointed staff receive information and training on their duties and responsibilities with respect to safety.

Training records will be kept for all training provided. See attached safety induction form and task-specific safety training forms.

Records are kept for at least a period of five years after the employee or volunteer has left.

The Directors will arrange for training to be provided by external or internal trainers. This training may include;

- Manual handling
- Drivers CPC
- Safety measures in place for biogas engines
- Safety measures for fuelling biogas vehicles

The Directors will ensure that a description of the training content of all training sessions is received from external trainers, is in line with statutory requirements and a copy of the description is kept on file.

Staff should not engage in heavy manual handling/lifting until training has been provided.

5. Hazard identification, risk assessment and risk control

The Directors are responsible for carrying out risk assessments on potentially hazardous activities that their staff participates in or may be impacted by and for ensuring that adequate operational control measures are put in place to reduce the risk associated with the activity.

The attached risk assessment form is used for gathering information and the Operational Control Procedure template is used to present the completed information.

Vision Green has identified the routine activities that are normally carried out and has defined the control measures required to reduce the risk to the lowest level possible. These are set out in Appendix 1 – Operational Control Procedures.

New Risk Assessments and Operational Control Procedures

The Directors will ensure that all activities and processes under their control have been evaluated by the risk assessment/risk control procedure and that they are re-evaluated on an annual basis to ensure the validity of the current risk assessment/control

In carrying out the procedure, hazards will be eliminated wherever practicable in line with the principle of prevention (set out in descending order of preference below).

1. Avoid risks.
2. Evaluate unavoidable risks.
3. Combat risks at source.
4. Adapt work to the individual, especially the design of places of work
5. Adapt the place of work to technical progress.
6. Replace dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems
7. Use collective protective measures over individual measures
8. Develop an adequate prevention policy
9. Give of appropriate training and instruction to employees.

All new equipment, processes and practices will be evaluated and the control measures resulting implemented before they are introduced. The risk assessment/risk control procedure will be carried out as required by changing conditions within the organisation. These conditions will include the following:

1. A change in the organisation's activities (new activities, processes or equipment)
2. A need to improve safety performance in a particular area
3. Changes in legislation or safety standards
4. In the event of an accident
5. Where changes to individuals health circumstances require it

Risk Assessment form

Complete this form before drawing up a new operational control procedure

Work area: _____ **Activity being assessed:** _____

Date: ___/___/___ **Carried out by:** _____

Step 1 What are the hazards? Spot hazards by: <ul style="list-style-type: none"> - walking around your workplace; - asking your employees what they think; - checking manufacturers' instructions; Don't forget long-term health hazards.	Step 2 Who might be harmed and how? Identify groups of people. Remember: <ul style="list-style-type: none"> - some workers have particular needs; - Service users - members of the public; Say how the hazard could cause harm.	Step 3 What are you already doing? List what is already in place to reduce the likelihood of harm or make any harm less serious.	What further action is necessary? You need to make sure that you have reduced risks 'so far as is reasonably practicable'.	Step 4 How will you put the assessment into action? Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.		
				Action by whom	Action by when	Done

Operational Control Procedure Template

Activity

Describe activity/equipment

Hazards

List the hazards

Risk assessment: High/Medium/Low

(when controls are in place)

Control measures

List the rules that must be followed

Supporting documentation

List any records that must be kept or forms filled

6. First aid

A travel first aid kit is kept in each vehicle.

The contents of the first aid kit are given below.

First aid box contents	11-25 Persons
Adhesive Plasters (blue detectable for food handlers)	20
Sterile Eye Pads no 16 (Bandage attached)	2
Individually wrapped Triangular bandages	6
Safety Pins	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	2
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	6
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cms)	3
Individually Wrapped Disinfectant Wipes	20
Paramedic Shears	1
Examination Gloves Pairs	10
Pocket Face Mask	1
Water Based Burns Dressing Small (10x10cms)	1
Water Based Burns Dressing Large	1
Crepe Bandage (7cm)	2

Paracetamol or other pain killers must not be kept in the first aid kit.

In the event of illness or injury the First Aiders are the designated persons to take charge and decide on the actions required, e.g. whether an ambulance or hospital visit is required.

When first aid assistance has been provided a record will be kept as part of the accident report form.

It should be noted that the Civil Law (Miscellaneous Provisions) Act 2011 protects “good Samaritans” and volunteers when assisting third parties in the event of an emergency. It states that a “good Samaritan” will not be personally liable for negligence in an emergency while providing assistance, advice or care to another person. This includes the “..administration of first-aid , treatment of the person using an automated external defibrillator and the transportation of the person from the scene of an emergency to a hospital or other place for the purposes of ensuring the person receives medical care.”

7. Accident reporting and investigation

It is the policy of Vision Green that all accidents, no matter how slight, should be reported, by employees so that an investigation of the root causes may take place with a view to preventing it happening again. We also encourage the reporting of near misses so that accidents may be prevented. An accident report form is available in the safety statement

The objective of the report form is to obtain all relevant accurate information as quickly as possible. Where appropriate photographs or sketches of the accident scene should be included in the report. The following actions should be taken following an accident;

- First Aider to attend scene (if available).
- Assistance to be provided to victim.
- Medical assistance to be sought if required.
- Carry out a complete physical/visual examination of the area where the accident occurred.
- Photograph the area.
- Complete the accident report fully making sure it is dated and signed.
- Document statements for all witnesses (employee, volunteer) and attach to accident report.
- Attach relevant documentation such as photos, roster records, CCTV footage, safety training records, equipment servicing records, relevant section from the Safety Statement and most recent safety inspection.

Any corrective action taken as a result of an accident should be documented and attached to the file.

In accordance with the General Application Regulations Vision Green undertakes to report accidents (which cause employees or others to be unable to perform their normal duties for 3 days or more) and dangerous occurrences to Health and Safety Authority.

8. Safety inspections and safety audits

Vision Green is committed to ensuring that safety is actively managed on a day to day basis and that any problems with the work environment or how jobs are done that would impact on the health and safety of staff or clients are identified and rectified. This section sets out how the safety performance of the organisation will be monitored and measured using inspections, auditing and associated reporting.

Safety inspections

Monitoring and measurement will be carried out by the following means;

- The informal observation by Directors of activities on a day-to-day basis and the instigation of corrective action on the spot if required e.g. obstructed fire escape cleared immediately.
- The reporting of physical faults of vehicles by staff

Annual safety compliance audit

- The Directors will engage a competent person to complete a safety compliance audit annually. The purpose of the audit is to ensure that safety is being actively managed and legislative requirements are being met.
- The results of the audits form part of the annual review of the safety management system and will help with planning for the coming year.

Inspections by the Health and Safety Authority

- Where the Health and Safety Authority issue an improvement or prohibition notice the Directors must ensure that the conditions of that notice are implemented immediately.

9. Pregnant and breastfeeding employees

In the event of an employee informing her manager that she is pregnant full account will be taken of the requirements of the General Application Regulations 2007 and a risk assessment of her job and all of its tasks will be carried out to assess if there is any risk to her or her unborn baby.

If any such risk is identified Vision Green will undertake to re-design the job to eliminate that risk, where possible or if not possible, to provide alternative work.

A written risk assessment will be produced as soon as possible after the staff member informs her manager. The risk assessment will be conducted in conjunction with the staff member.

In assessing the risk and deciding on appropriate controls the manager/directors will consider the following issues;

- Manual handling
- Long periods standing or sitting
- Extremes of heat and cold
- Smells
- Exposure to chemicals that are hazardous to the unborn child
- Proximity to toilets
- The provision of a rest area

Appendix 1

Hazard Identification, Risk Assessment & Risk Control Procedures

Bullying

It is the policy of Vision Green to provide a supportive workplace where employees have the right to be free from all forms of harassment and bullying.

A complaint of harassment/bullying may, following investigation, lead to disciplinary action.

Definition

Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Isolated incidents of aggressive behaviour, 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 industrial relations difficulties that 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
- Skin problems.

RISK ASSESSMENT: LOW

CONTROL MEASURES

Vision Green does not tolerate bullying and follows the Health and Safety Authority Code of Practice for employers and employees on the prevention and resolution of bullying at work.

A copy of the code of practice is available from the at www.hsa.ie.

Concerns about bullying should be addressed to the directors.

Chemical substances

Hazards

- Corrosive chemicals
- Fire
- Gas

Risk assessment: **Low**

Controls

Cleaning chemicals

- The least hazardous cleaning chemicals will be purchased where possible.
- The Office Manager will ensure that Material Safety Data Sheets (MSDS) are available for all of these substances and will provide appropriate personal protective equipment for their use.
- The Office Manager will complete a Chemical Agents Risk Assessment for the chemical using the template attached. Copies of the chemical agents risk assessment are used as part of the chemical handling training.
- Employees receive chemical handling training and know how to store, handle and dispose of these substances safely.
- Gloves must be worn when handling chemicals.
- Safety glasses may be required to be worn when using certain oven cleaners and drain unblockers. Staff must follow the instructions on the containers and Material Safety Data Sheets.

Display Screen Equipment

HAZARDS

The main problems associated with display screen equipment are as follows:

- Visual Discomfort
- Posture
- Stress

RISK ASSESSMENT Low

CONTROL MEASURES

Directors must ensure that;

- (a) An analysis of the workstation is carried out for staff to evaluate safety and health conditions relative to possible risks to eyesight, stress and possible physical problems. A copy of the workstation assessment must be kept on file.
- (b) Staff are aware that they should plan activities in such a way that daily work on display screens is periodically interrupted by breaks or changes of activity, which reduce workload at the display screen.
- (c) Staff arrange for an appropriate eye and eyesight test to be carried out by a competent person
 - (i) Before commencing display screen work
 - (ii) At regular intervals thereafter and
 - (iii) If an employee experiences visual difficulties which may be due to display screen work
- (d) If the results of a test under (c) show that it is necessary, an ophthalmological examination be carried out on the employee concerned.
- (e) Where the results under (d) show that it is necessary, and if normal corrective appliances cannot be used, provide the employee concerned with special correct appliances appropriate to his/her work.

Equipment

- Staff should be shown the correct set up
- Equipment and space provided should give the operator sufficient room to locate work materials conveniently and to adopt a comfortable posture.
- Seating should be adjustable for both height and angle of back support.
- Where laptops are used for prolonged periods a separate keyboard will be provided and the screen will be elevated to a suitable height.

Office Safety

Hazards

Tripping over items left on floor, trips on cables, collision with open filing cabinet drawers etc.

Risk assessment: **Low**

Control Measures

- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Adequate office space is allocated for staff (4.65 m² per person including their desk space). Any rearrangement of furniture should take this into account.
- All filing cabinet drawers should be closed after use.
- Items including filing should not be stored on the ground adjacent to desks. It is the responsibility of staff to keep the areas around their own desks tidy.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied where necessary.
- Chairs/desks should never be used to access higher areas. Step ladders or hop ups shall be used.
- All items stored above head level shall be stored properly to prevent items falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture or equipment should be reported to the Manager/Supervisor who will arrange for replacement or repair.
- Before using photocopier toners or printer toner cartridges read the instructions on the container and avoid contact with skin or clothing.

Electrical Safety - Office

Hazards

- Overloaded sockets
- Incorrect fuses
- Faulty wiring

Risk assessment: Low

Controls

- The building manager/owner is responsible for the overall electrical system

Vision Green will take the following precautions for areas and equipment that they are responsible for:

- All new equipment purchased will be manufactured to either the appropriate Irish Standard (IS) or European Norms (IS EN) and CE marked.
- Flexible cables will be adequately protected against external mechanical and heat damage.
- Flexible cables should not be run across floors or hallways.
- If portable 220 volt AC power tools and equipment are to be used out of doors (preference is to be given to 110 volt AC equipment to avoid this), they must only be used in conjunction with a 30mA residual current device.
- Areas around fuse boards will be kept clear of flammable materials and the fuse board cabinets will be kept closed at all times.
- Portable appliance inspection and testing as required by the General Application Regulations will be carried out on electrical items.

Visual examination (all electrical equipment should be visually inspected at least annually)

After disconnecting the appliance from the mains, look to see if any faults are visible:-

- Is there adequate length of cable for the way the appliance is used?
- Is there damage (apart from light scuffing) to the cable sheath, or it is kinked or knotted?
- Is the plug damaged? for example cracked casing or bent pins.
- Are there inadequate joints including taped joints in the cable?
- Is the outer sheath of the cable effectively secured where it enters the plug or the equipment? Note: Obvious evidence would be if the coloured insulation of the internal cable cores were showing.
- Is the rubber on the plastic bush where the cable passes into the metal panel missing or damaged?
- Has the equipment been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated?
- Is there damage to the external casing of the equipment or are there some loose parts or screws?
- Is there evidence of overheating (burn marks or discoloration)?

These checks also apply to extension leads and associated plugs and sockets. Checks should be undertaken by the user when the equipment is taken into use and during use. Any faults should be

reported to management and the equipment taken out of use immediately. Management should take effective steps to ensure that the equipment is not used again until repaired by a person competent to carry out the task, (e.g. the defective equipment should be labelled as 'faulty' and its associated plug removed).

Fire Safety - Office

Hazards

- Smoking
- Electrical fault
- Kitchen fire – hot oil, inappropriate items in microwave
- Boiler malfunction
- in the kitchen, where there is electrical equipment and gas hobs
- the electrical panels/distribution box
- within individual offices as there is paper and electrical equipment in use

The risk of fire within the premises has been assessed in accordance with the Fire Services Act 1981, the Safety, Health and Welfare at Work Act 2005, Building Control Act 1990 as well as the requirements of General Application Regulations 2007, Chapter 1 of Part 2. We have taken specific note of Regulations 11, 12 and 13 within this Part of the Regulations.

Risk assessment: Low

Control measures in place

Fire Register

Controlled by the building manager/owner.

Fire Prevention

Within the Vision Green work area the following will be adhered to:

There is no overloading of sockets and all cables are checked regularly for damage. Any damaged cables are replaced fully, not repaired.

Rubbish is removed regularly to bins and bags and is not allowed to accumulate in offices, store rooms, staircases or corridors.

Information and Instructions re Fire

All employees are briefed about fire detection, emergency lighting systems, their periodic testing and response arrangements by the building manager

Fire Escape Routes

Fire escape routes will be maintained clear at all times

Care of Visitors in a fire or other emergency

Generally visitors are with their host while on the premises. In the event of an emergency the host will ensure that the visitor leaves the building safely and makes their way to the Assembly Point .

Emergency Lighting

Controlled by the building manager/owner.

Evacuation

In any emergency our primary aim is to evacuate all employees, visitors and contractors from the building safely. Fighting the fire, if there is one, is a secondary aim.

Fire Drills

Fire drills will be carried out at least annually by the landlord. VisionGreen will participate in these drills.

Fire Extinguishers and Fire Blankets

Fire extinguishers are placed throughout the building, fire blankets are provided in each kitchen area. These are maintained by the building manager

Action in the event of an emergency

Activate the nearest break glass unit or alert other staff

If safe to do so, use the appropriate type of fire extinguisher to fight the fire

Proceed immediately to the Assembly Point at the car park at the front of the building

Do not go to cars or other areas of the building

Kitchens

Hazards

- Slips, trips and falls
- Burns and scalds from hot surfaces, food and steam
- Cleaning chemicals
- Manual handling
- Fire
- Electricity
- Sharp knives

Risk assessment: **Low**

Controls

The kitchen area is shared with other users. The following controls apply to Vision Green staff as much as possible.

- Kitchen flooring must be non-slip and in good condition.
- Spillages must be cleaned immediately and slippery surface warning signs put in place.
- Sharp knives must be washed immediately after use and stored safely – DO NOT LEAVE KNIVES IN THE SINK.
- First aid kit, fire extinguishers and fire blankets must be in place.

Microwave

- Oil must not be heated in the microwave.
- Metallic items must not be placed in the microwave.
- Care must be taken when removing items as liquids continue to boil for a period after removal.

MANUAL HANDLING

Hazards

- Heavy loads
- Awkward loads
- Items with sharp edges
- Improperly stored items (heavy items stored at a height or on ground)

Risk assessment: Low

Controls

- Action is taken to avoid or reduce to a minimum the necessity for staff to be involved in manual handling operations, as far as is reasonably practicable.
- Risk assessments are carried out in accordance with the General Application Regulations and are completed using the template attached. Copies of the risk assessments are held by the Manager/Supervisor and are used when training to ensure the training content is task specific.
- Training will be provided for all employees involved in manual handling and refresher training will be given every 2 years.
- Employees are informed, instructed and trained concerning the risks and precautions to be taken in manual handling operations and the personal risks associated with over reaching, twisting, stretching, stooping, bending and the load and environmental factors which affect safe manual handling.
- Hop ups or small step ladders are available for reaching items stored at height.
- Hand trucks or trolleys are provided where necessary.
- Staff are instructed not to attempt to lift any loads that are too heavy or awkward but to seek help or clarification from their Manager/Supervisor on how the load should be moved.
- Where possible deliveries will be brought into the building by the supplier.
- The following are the guideline limits for safe manual handling and storage of items on the premises takes into accounts these guidelines.

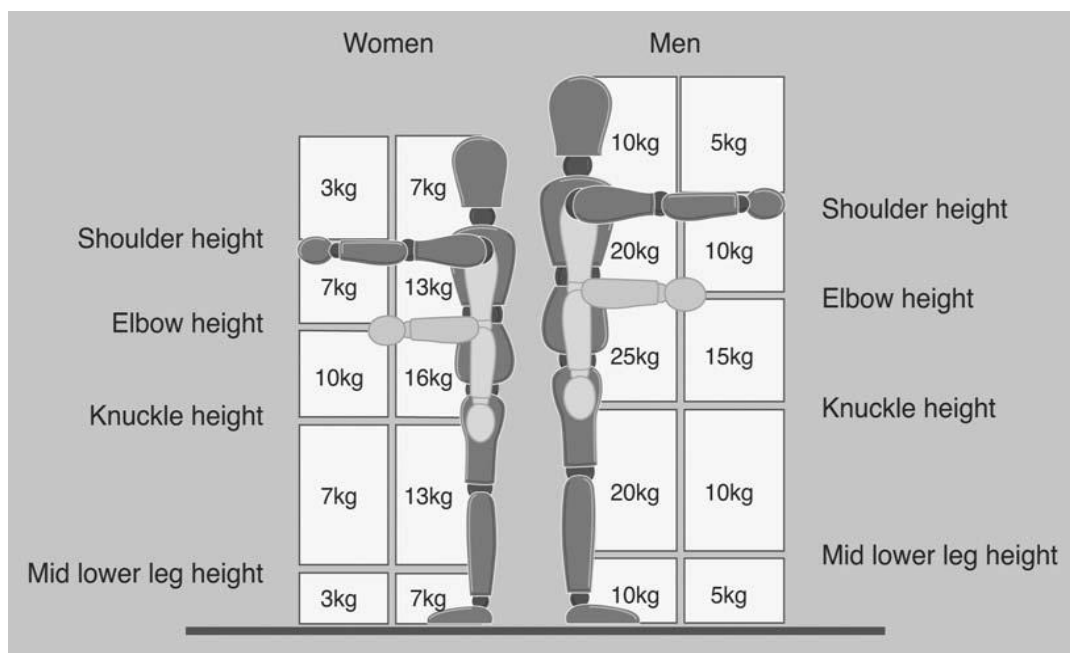


Table 1. Guideline weights. These weights should be taken into account when arranging storage, i.e. lighter items should be stored at ground or shoulder height.

MANUAL HANDLING OF LOADS – ASSESSMENT CHECKLIST

Section A – Preliminary

Job Description: Factors beyond the limits of the guidelines?	Is an assessment needed? (i.e. Is there a potential risk for injury, and are the factors beyond the limits of the guidelines?)
--	---

If 'yes' continue. If 'no' the assessment need go no further.

Operations covered by this assessment (detailed description): Locations: Personnel involved: Date of assessment:	
---	--

Section B – See over for detailed analysis

Section C – Overall assessment of the risk of injury? Low

Section D – Remedial action to be taken:

Remedial steps that should be taken, in order of priority: 1. 2. 3. 4. 5. 6. 7. 8.	
Date by which action should be taken:	
Date for reassessment:	
Assessor's name:	Signature:

Section B – More detailed assessment, where necessary:					
Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (Make rough notes in preparation for the possible remedial action to be taken).	Possible remedial action (Possible changes to be made to system/task, load, workplace/space, environment. Communication that is needed.)
	Low	Med	High		
The tasks – do they involve: <ul style="list-style-type: none"> • holding loads away from trunk? • twisting? • stooping? • reaching upwards? • large vertical movements? • long carrying distances? • strenuous pushing or pulling? • unpredictable movement of loads? • repetitive handling? • insufficient rest or recovery? • a work rate imposed by a process? 					
The loads – are they: <ul style="list-style-type: none"> • heavy? • bulky / unwieldy? • difficult to grasp? • unstable / unpredictable? • intrinsically harmful (e.g. sharp / hot)? 					
The working environment – are there: <ul style="list-style-type: none"> • constraints on posture? • poor floors? • variations in levels? • hot/cold humid conditions? • strong air movements? • poor lighting conditions? 					

<p>Individual capability – does the job:</p> <ul style="list-style-type: none"> • require unusual capability? • hazard those with a health problem? • hazard those who are pregnant? • call for special information / training? 					
<p>Other factors: Is movement or posture hindered by clothing or personal protective equipment?</p>					

Notes

Use of Hand Trolley and Pallet Truck

Hazards

Collision with other employees or goods
Abrasion or crush injuries
Musculoskeletal injuries from overexertion

Risk assessment: Low

Control Measures

- Pallet trucks and trolleys may only be used by persons that have received manual handling training
- Pallet trucks and trolleys must be inspected before use and if damaged must not be used.
- Units must not be overloaded.
- Users should exercise due care not to catch their feet and legs with the unit when pushing / pulling the truck or trolley.
- When pulling a pallet truck or trolley backwards users must ensure that they continuously assess the environment behind them and keep a look out for obstructions.
- Passengers must not be carried on pallet trucks or trolleys.
- Units must be pushed up inclines, rather than pulled.
- Care should be exercised when manoeuvring units down an incline. In such cases the load should be kept as light as possible.
- When manoeuvring a pallet truck or trolley users should be aware of narrow passages within the facility where it may be possible to crush their hands between the unit and a wall.
- Users should not use levers or any object to move the trolley/truck
- Hands must be kept away from areas of possible entrapment when lift mechanism is in use.

SMOKING

Hazards

- Fire
- Ill health

Risk assessment: Low

Controls

- Smoking by employees is not permitted within any VisionGreen building at any time. Staff are expected to go outside to smoke if they wish.
- Smoking outside should not take place where smoke can enter into an occupied office or other room.

Driving

Hazards

- Poor maintenance of the vehicle
- Driving under the influence of alcohol or drugs
- Driving while using a mobile phone
- Unlicensed drivers

Risk assessment: Medium

Controls

Company Vehicles

- Staff of Vision Green are eligible to drive the Company vehicles provided they meet the following criteria:
 - They are over 21 years of age and hold a full Category C drivers licence
 - A copy of their drivers licence is on file
 - The vehicle is being used for Vision Green business.
- All drivers must be CPC registered and maintain their competence up to date
- All staff driving Vision Green vehicles will be provided with a basic introduction to the vehicle by the Director or Vehicle Supplier and will be provided with a copy of the Health and Safety Authority's booklet 'Safe Driving for Work Driver's Handbook'. Copies can be downloaded from www.hsa.ie.
- Drivers are required to carry out a visual inspection before each use. If there are any defects that make it unsafe to drive these must be reported immediately and the vehicle must be taken out of service.
- It is the responsibility of Directors to ensure that the vehicles are serviced in accordance with the manufacturer's instructions and tyres are changed before they reach the tread depth legal limit. Records of servicing and tyre changes must be kept on file.
- Staff must comply with Road Safety laws regarding use of mobile phone while driving
- Smoking in vehicles is prohibited.
- The keys must not be left in the vehicle nor should the vehicle be left running if the driver is out of the driver's seat.
- Drivers must not be under the influence of drugs or alcohol when driving. If a driver's medical status changes so that it may impact on his or her ability to drive safely the Directors must be informed.
- Drivers must comply with rest hours as per regulations
- Penalty points will be accrued to the person driving the vehicle at the time of the incident.
- Accidents
 - If involved in an accident notify the Gardaí.
 - Exchange insurance details with the other party / parties involved. The other party's insurance details can be obtained from their insurance disc.
 - Accidents must be reported as soon as possible to the Director and an accident report form completed.

Loading and unloading

- Staff involved in carrying loads must adhere to the following;
- Do not exceed the vehicle's Maximum authorised mass (M.A.M). This is the maximum permissible weight the vehicle is permitted to carry based on the capability of tyres, suspension, etc. It includes everything in (including its passengers), and on, the vehicle.
- Drive more cautiously as handling and performance will be affected by the load and stopping distances will be increased.
- Make sure all items are secure.
- Keep the dash and front floor space clear. Items that fall off and roll around could get lodged under the brake pedal.
- Heavy items should be packed tightly and properly secured to the vehicle body to reduce the risk of them bursting through in a crash.

Private Car

- Staff using their own car for business must have fully comprehensive insurance and appropriate business cover.

Stress

HAZARDS

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

CAUSES

These include: -

- Faulty work organisation
- Changes at work
- Poor working relationships
- Poor communication at work
- Lack of personal control at work
- Ill-defined work roles
- Dull repetitive work
- Highly demanding tasks
- Dealing directly with the public

EFFECTS

These include:

- Emotional (fatigue, anxiety)
- Cognitive (making mistakes, having accidents)
- Behavioural (smoking, excess drinking, over eating)
- Physiological (contributing to raised blood pressure, heart disease, reduced resistance to infection, digestive problems and skin problems)

CONTROL MEASURES

- Stress is a recognised health and safety risk and is covered by the Safety, Health and Welfare at Work Act. It is the policy of Vision Green to identify potential problems that may give rise to stress, to assess the risks and to implement safeguards as required.
- Manager/Supervisors are responsible for ensuring that Risk Assessments and appropriate arrangements are put in place to eliminate, minimise or control stress within all work activities. They are required to take a pro-active approach to the mental wellbeing of their employees to ensure that they can work effectively.

Vision Green is committed to;

- Providing training for all managers so that they are fully aware of potential causes of stress and early warning signs.
- Ensuring that all complaints, which may be related to stress, are listened to confidentially and with empathy and appropriate measures taken.
- Providing individual counselling to employees who may need it.
- Maintaining appropriate records of all stress-related complaints, incidents and follow-up action taken.
- If suffering from undue work related stress, or if your work is affected by external problems, bring it to the attention of your Director. All discussions will be treated with the **strictest confidentiality**.