

Turas Training

Unit C1 Bluebell Business Park,

Old Naas Road,

Bluebell, Dublin 12

HEALTH & SAFETY STATEMENT

This Safety Statement has been compiled in accordance with

- The Health and Welfare at Work Act 2005
- The Safety, Health & Welfare at Work Act 1989
- The Safety, Health & Welfare at Work (General Applications) Regulations
- The Safety, Health & Welfare at Work (Construction) Regulations 2001

This Safety Statement has been drafted (originally) in consultation with

EMS & Associates

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The statement was review and updated during May 2016 by the Safety Committee in consultation with all relevant stakeholders.

WELCOME TO THE SAFETY STATEMENT OF TURAS

Turas is committed to the principles of health and safety in the workplace. This Safety Statement is prepared to ensure that you are aware of our Health and Safety Policies & Procedures.

Please ensure that you read and understand our Safety Statement. If you have any queries, questions or comments please feel free to discuss any point with us. Your comments and suggestions are particularly welcomed.

We are committed to a safe and healthy working environment and this aspiration would not be possible without co-operation and consent. Management request that you co-operate fully with both the written word and spirit of health and safety in our place of work.

Thank you for taking the time to read this document.

INTRODUCTION

This document, hereafter referred to as the Safety Statement of Turas is prepared in accordance with the following legislation:

- The Health and Welfare at Work Act, 2005
- The Safety, Health & Welfare at Work Act 1989
- The Safety, Health & Welfare at Work (General Applications) Regulations 1993
- The Safety, Health & Welfare at Work (Construction) Regulations 2001
- Subsequent Regulations and Amendments.

The overall Health & Safety Policy of the company is formed by the contents of this document that is divided into 4 Sections.

SECTION 1 is the Policy Statement of Turas and details the area of responsibilities for management, employees and clients.

SECTION 2 is the General Hazards that are applicable in all places as contained in guidelines laid down by the National Occupational Health & Safety Authority of Ireland.

SECTION 3 is the specific hazards associated with the operation of the company, and the Risk Assessments carried out. Where deemed necessary, control measures are identified and implemented. These Risk Assessments will be maintained at all times in the Safety File.

SECTION 4 is for other health and safety related documentation such as useful addresses, personnel details, articles, newsletters etc.

THE HEALTH & SAFETY POLICY STATEMENT OF TURAS

It is our policy to comply with the terms of the Safety, Health and Welfare at Work Act 1989 and Safety, Health and Welfare at Work Act, 2005 and subsequent legislation and to provide and maintain a healthy and safe working environment. Our health and safety objective is to minimise the risk of occupational accidents and illnesses and ultimately to achieve an accident free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

We recognise and accept our duty to protect the health and safety of all visitors to our premises, including contractors and temporary workers, as well as any members of the public who might be affected by our work.

Health and safety at work is the responsibility of each and every individual. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person. For Health & Safety reasons, clients are classified as Employees.

Management will provide each employee with the training necessary to carry out his or her tasks safely. However, if an employee is unsure how to perform a specific job then it is the employee's duty to report this to their immediate supervisor or the Safety Officer. An effective health and safety programme requires continuous communication between workers at all levels.

All injuries, however small, sustained by a person at work must be reported to the Safety Officer or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Our health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of their operations occur. The policy will be updated at least every 12 months.

This document becomes policy on the 1st May 2016 and succeeds previous policy in this area.

Health & Safety Responsibilities of Turas

Turas will ensure that, as far as is reasonably practicable, the highest standards of health and safety shall prevail at all times in the workplace.

Specifically, the legal responsibilities of the company, as directed by the Safety, Health & Welfare at Work Act 1989 & Safety, Health and Welfare at Work Act, 2005 are:

- To ensure that as far as is reasonably practicable the design, provision and maintenance of the workplace in a manner that does not prejudice the health and safety of the work force.
- The design, provision and maintenance of a safe means of access and egress from the workplace.
- The provision and maintenance of all plant and machinery in a safe manner that is without risk to health.
- To design, maintain and change as required systems of work that are planned, organised and performed in a safe manner.
- To provide training, instruction and supervision as is necessary to provide for the health and safety of its employees.
- To provide employees with the requisite Personal Protective Equipment, deemed necessary, to ensure their health and safety.
- To prepare, practise and amend as required Emergency Plans for the safety and health of its employees, clients, subcontractors and members of the public.
- To provide and maintain facilities and arrangements for the welfare of its employees as appropriate.
- To obtain, where necessary, the services of a competent person to advise on changes to improve the health and safety of the workforce.
- To provide a system of consultation with employees to advise them of their duties under the Health, Safety and Welfare at Work Act 1989 and to update them on any changes made to improve their health and safety.
- To continually update this Safety Statement, as deemed necessary, following changes in work practices and technological advances after consultation with the employees.

RESPONSIBILITIES OF EMPLOYEES

Employees must be aware that Section 9 of the Safety, Health and Welfare of Work Act 1989 & Safety, Health and Welfare at Work Act, 2005 has placed certain legal duties of responsibilities on them that they are legally obliged to comply with.

Specifically, employees shall:

- Ensure their own health and safety and not engage in any activity that will jeopardise their own or fellow worker's safety and health.
- Use any Personal Protective Equipment issued for the function intended and to provide the protection necessary as directed by this Safety Statement.
- To report to management, any defects in plant, machinery or systems of work that may endanger themselves or others.
- Suggest ways that improve the health and safety of the workplace.
- Warn visitors, clients, new employees and any sub contractor of identified hazards.
- To complete Accident Report Forms as required for any event that may occur.
- No employee may intentionally or recklessly interfere with any plant, machinery, equipment or personal protective equipment provided in pursuance of relevant statutory provisions for securing the health and safety of the work force.

Any employee found breaching this section of this Safety Statement may be subject to the disciplinary procedures of the company.

All Employees are required to read and understand their responsibilities as dictated by this Statement.

THE IMPLEMENTATION OF HEALTH & SAFETY POLICIES

Management are responsible for formulating the Safety Policies & Procedures in compliance with current legislation, statutory instruments, and accepted codes of practices and best current practices that apply.

The persons charged with responsibility for the implementation of the Health & Safety Policy is the Safety Team comprising of a Safety Officer and nominated Safety representatives – as follows:

Safety Officer – Anthony Moyles

Safety Representative – Colin Walshe

The role of the Safety Team is to implement the operational procedures of the Safety Statement.

THE ROLE OF THE SAFETY OFFICER

The role of the Safety Officer is to ensure that our Health & Safety Policies are adhered to. The Safety Officer is responsible for the co-ordination of all matters pertaining to health and safety by adoption of a health and safety management system.

It is a requirement of all staff to co-operate with the Safety Officer in the pursuance of their duties and failure to comply with directions given to improve health and safety will be considered gross misconduct and subject to disciplinary action where required.

The basis of any effective health and safety management system is based on three principal steps.

- PLAN
- DO
- REVIEW

The role of the Safety Officer is to carry out an effective Risk Assessment on the organisation and following these guidelines they must be able to:

- List the type of premises, the tasks being carried out including occasional or non - routine tasks.
- Draw up an inventory of the hazards to health and safety and the subsequent risk of accidents.
- List those individuals who may be at risk of accidents.
- Quantify the risks of injury, disease and other loss from the hazards so identified.
- Decide how adequate current procedures are to control the risks.
- Decide what should be done to eliminate the risk altogether or substantially reduce it.
- Put control measures in place decided upon.
- Record the findings as part of the review process
- Monitor the measures.
- Inform and communicate to management and staff.

CONSULTATION PROCESS

Section 13 of the Safety, Health and Welfare at Work Act 1989, states that it is the duty of every employer to provide a consultation process between the employees and employers for the development and implementation of its Safety Policy.

Specifically, Turas shall:

- Consult with its employees for the purpose of making and maintaining arrangements to co-operate effectively in developing measures to ensure their safety, health and welfare at work and also to develop an effective process to ascertain the effectiveness of such measures.
- As far as is reasonably practicable, to take account of any representations made by employees.

Employees shall have the right to make representations and to consult with management on matters of safety, health and welfare at work.

Employees may from time to time, select and appoint from amongst their number a representative, referred to as the “Safety Representative”, to represent them in consultation with the Safety Officer. The term of office is Three (3) years.

The role of the Health and Safety Representative is currently assumed by Colin Walshe.

THE RESPONSIBILITIES OF THE SAFETY REPRESENTATIVE

The function and responsibilities of the Safety Representative are:

- To have the right to information from the Safety Officer as is necessary to ensure, as far as is reasonably practicable, the safety, health and welfare of the employees of the company.
- To be informed by a Safety Officer when an Inspector of the National Health and Safety Authority enters the premises or workplace for the purpose of making an inspection.

The Safety Representative may: -

- Make representations to the Safety Officer on any aspects of safety, health or welfare at work at the premises or work site so described.
- Investigate accidents and dangerous occurrences provided that they do not interfere or obstruct the performance of any statutory obligation required.
- Make oral or written representations to Health and Safety Inspectors on matters of safety, health and welfare at work.
- Receive information from HSA Inspectors on matters of safety, health and welfare at work.
- Subject to prior notice to the Safety Officer and to agreement reached in the consultation process, carry out inspections to consider the nature of hazards and their control in the workplace.
- Accompany an Inspector of the National Health and Safety Authority, if the request is made by the Safety Representative, on any tour of inspection except in the case of an Inspector investigating an accident.

SAFETY MEETINGS

Safety Meetings comprising of the Safety Officer and other parties, where deemed necessary, will take place on a regular basis to discuss Health and Safety Issues including:

- Previous/Current problems/issues and actions taken to overcome them
- Newly identified risks and necessary control measures to reduce risks
- New Equipment/Plant/ Machinery/ Systems of work
- Updated/Amended or new legislation
- Arrangements for the implementation of policies and procedures
- Safety training requirements for new staff and existing staff
- Safety budget
- Other matters relating to Health and Safety

All details at meeting should be recorded and noted in the minutes of the meetings. These minutes should be maintained in this Safety File. All personnel who are absent should receive a copy of these minutes prior to the next meeting.

CONSULTATION SERVICES & REVIEW PROCEDURES

Consultation Service

To aid in the development and implementation of the Safety Statement, a firm of Health & Safety Consultants, has been appointed.

The role of this company is in an advisory capacity and they will up date the Safety Statement as required in consultation with the management of the company.

Our Health & Safety Consultants can be contacted at

EMS & Associates

Seaview, Termonfeckin, Co. Louth

Tel: 1890 – (723389) Fax: 041 9822673 E Mail: info@emsandassociates.com

Contact: Niall Edwards Mobile: 086 2504289

E Mail: niall@emsandassociates.com

Review Procedures

In accordance with Health & Safety legislation, it is the policy of the company to carry out an annual review of our Safety Statement.

HEALTH & SAFETY MANAGEMENT ORGANISATIONAL STRUCTURE

