

Safety Statement

In accordance with

The Safety, Health and Welfare at Work Act 2005,
The Safety, Health and Welfare at Work (General Application) Regulations,
2007 - 2016

In association with and for

Donegal Centre for Independent Living



Signature - _____

Date ___/___/___

Position - _____

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1 Safety Policy / Statement

Donegal Centre for Independent Living (DCIL) is located at Ballymacool House, Ballymacool, Letterkenny, Co. Donegal and is a centre for the community where DCIL carry out administration work for the services they deliver and host events and training. DCIL will take all reasonable steps to secure and maintain the health, safety and welfare of all employees, contractors, clients, and members of the public who may be affected by its activities. Safety is a core value. Safe working is an integral part of how we plan, organise and undertake all tasks. DCIL is committed to:

- Implementing the highest standards of safe operation, maintenance and provision of services.
- Making continuous improvement in the safety and health impact of all its activities.
- Maintaining awareness of advances in knowledge, changes in laws.
- Requiring contractors engaged by DCIL to comply with high safety standards as part of their contract, ensuring they provide fully competent personnel, a safety statement, method statement and risk assessments.
- Complying with all health & safety, employment and equality legislation and the requirements of all statutory legislation and codes of practice.
- Providing safety information and training in a form, manner and language that is reasonably likely to be understood, to include but not limited to; Safety Inductions, Safety Meetings
- The adequate provision for Safety Health and Welfare at the planning and pricing stage of projects
- Ensuring good corporate governance on safety and health management as outlined in the Guidance for Directors and Senior Managers on their Responsibilities for Workplace Safety and Health (HSA)

Safety Statement / Policy – Continued

Accidents can result in pain, injury, distress, disruption and, in the most serious circumstances, death. Our goal is to eliminate all accidents and resulting injuries. Achieving this will require commitment to fostering a pro-active safety culture, based on a duty of care for oneself, one's co-workers and others in the vicinity of our operations.

All employees have a legal responsibility to co-operate in implementing the safety policy, rules, standards, procedures, guidelines and codes laid out in this Safety Statement as required under Section 13 of the Safety Health and Welfare at Work Act 2005. This Safety Statement is required under Irish law by section 20 of the Safety Health and Welfare at Work Act 2005.

The Board will review this Safety Statement for every new project or when there is a change in the organisation such as new equipment, new staff or new/different tasks, ensuring risk assessments are updated on an ongoing basis. This Safety Statement is a live working document and it will be available for reference at all times by all employees or for inspection by the HSA.

Safety Statement / Policy - Continued

1.1 DCIL will ensure that the nine general principles of prevention which are set out in Schedule 3 of the Safety Health and Welfare at Work Act 2005 are adhered to. The nine general principles of prevention are listed below

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially with regard to the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.

Signature - _____

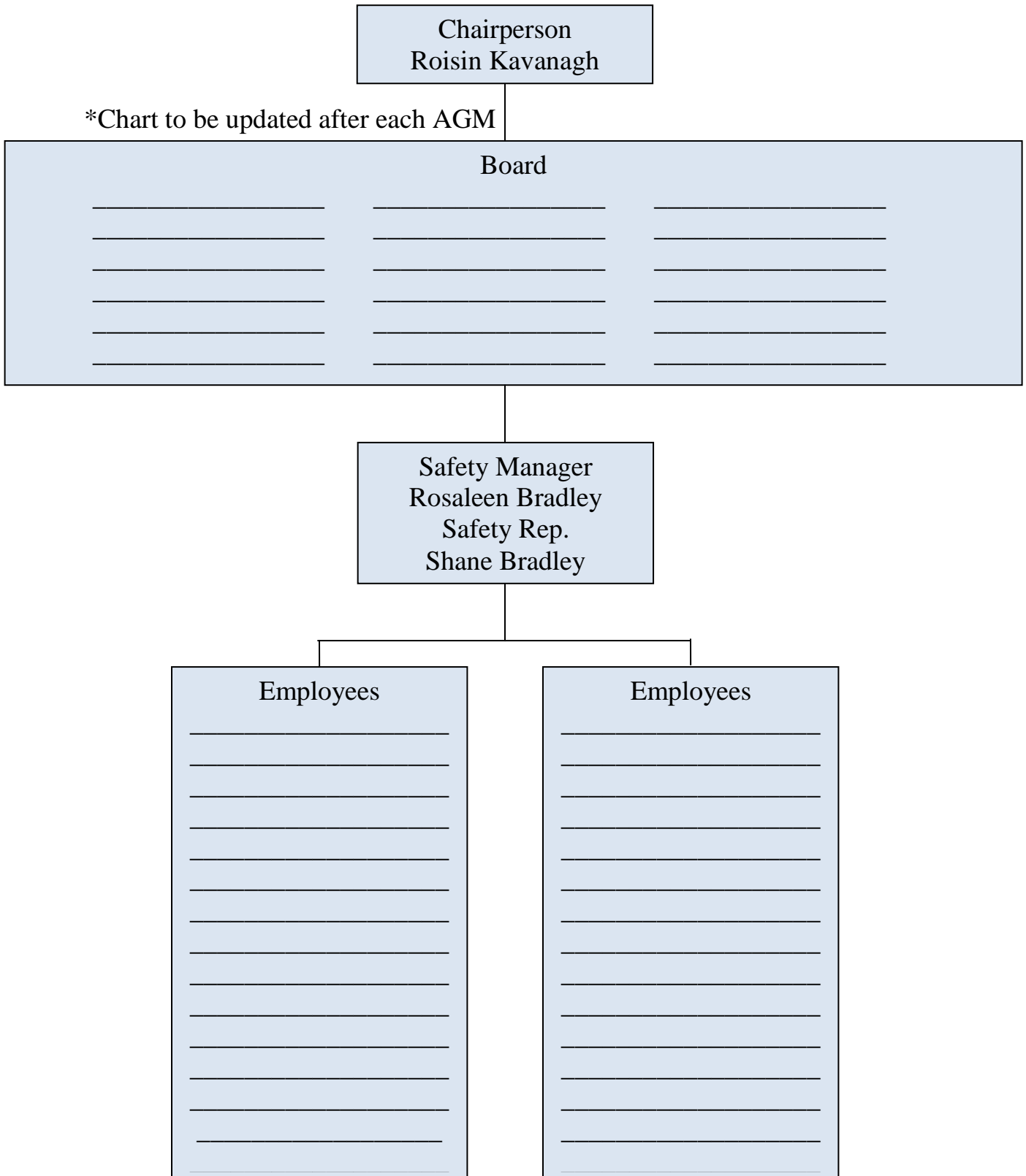
Date - ___/___/_____

Position - _____

2 SAFETY STATEMENT Revision Sheet

Revision No.	Date	Description	Section	Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

3 Organisation Chart & Responsibilities



Management/Board – responsibilities

- Review and, where appropriate, endorse the safety statement
- Review regular reports on progress, performance and implementation of safety statement
- Ensuring sufficient resources are made available to achieve and implementation of the safety statement and that sufficient funds are included at the pricing stage of each task to ensure the task can be carried out safely
- Ensuring that the senior managers and the workforce are actively involved in the management of safety and health
- Making sure the necessary organisational structures exist to ensure that safety and health is properly managed
- Keeping aware of all matters in relation to safety and health, especially major incidents and changes in legislation
- Ensuring safety and health audits are undertaken to monitor all aspects of safety and health policy implementation
- Ensuring that safety and health is an integral part of the management process
- Set clear safety and health values and standards
- Think strategically about safety and health responsibilities
- Being open and constructive about safety and health regulation
- Reward good safety and health behaviour
- Create a culture of integrity about and responsibility for safety and health matters
- Set a personal example

Safety Managers – responsibilities

- Responsibility for safety.
- Co-ordinate the implementation of the safety regulations
- Ensure sufficient funds are available to adhere to all statutory requirements.
- Organise co-operation between staff and the provision of information
- Reporting of accidents to the HSA
- Co-operate the investigation of any reported accidents or near misses
- Co-ordinate the checking of safe working procedures
- Co-ordinate measures restricting entry by unauthorised persons to restricted areas
- Co-ordinate the provision and maintenance of welfare facilities
- Co-ordinate the arrangements to insure all personnel have appropriate training
- Monitor safety compliance of contractors
- Ensure the provision of appropriate safety information
- Ensure safety performance is monitored in a pro-active manner
- Ensure all risk are assessed and appropriate control measures are implemented
- Ensure a system is in place for the period inspection by a competent person which is appropriate to the nature, location and use of the equipment.
- Set a personal example

Safety Officer– responsibilities

- Ensure all personnel have adequate training to competently carry out their tasks in a safe manner (Manual Handling Training etc.)
- Ensure all personnel have received a safety induction before commencing work.
- Ensure all work areas are maintained in an appropriate and safe manner.
- Ensure all contractors have completed the pre-site check list
- Ensure work areas for maintenance activities are adequately barricaded off to prohibit the entry to the work area by the public or others.
- Ensure maintenance of welfare facilities
- Ensure all personnel wear appropriate PPE
- Ensure all equipment is maintained, safe and suitable for use
- Ensure all safety procedures are followed
- Ensure risk assessments are kept up to date and communicated to the relevant personnel
- Ensure safety updates are communicated on a regular basis
- Conduct safety audits on a regular bases & record findings
- Liaise with Safety Advisor / Safety Officer
- Ensure First Aid & Fire Fighting Equipment is maintained
- Set a personal example by wearing appropriate PPE

Employees – Responsibilities

- Undergo safety induction before work commences
- Ensure all control measures are in place as per the company risk assessments
- Complete a risk assessment for hazards on site which are not adequately covered by the Safety Statement risk assessments
- Apply your training - Safety Induction / Machine Training / Manual Handling Training
- Report any defect in equipment or safety systems to the Safety Officer
- Report any accidents or near misses to the Safety Officer / Manager
- Identify and report hazards during operations
- Comply with all equipment manufactures safety rules and company safety rules
- Ensure you are familiar with the Company Safety Statement and the risk assessments
- Wear appropriate PPE for the task
- Comply with safety directions from your supervisor, safety officer, safety auditors
- Carry out your work safely and in a way, which will not harm you or others
- Do not come to work under the influence of drugs or alcohol
- Adhere to employees responsibilities as per the Safety Health & Welfare at work act 2005, (see below)
- Do not bypass or remove safety devices i.e. limit switches, guards etc.
- Check all plant and equipment before use
- Do not use defective equipment

Safety Representative – Responsibilities

- Consult with, and make representations to, the employer on safety, health and welfare matters relating to the employees in the place of work.
- Highlight health and safety problems, and help identify means of overcoming them
- Be involved and help with safety reviews of the safety statement, safety procedures, new technology, new work processes and new substances introduced to the work place
- Carryout safety audits in conjunction with management
- Carryout an inspection immediately where an accident or dangerous occurrence has taken place, or where there is an imminent danger or risk to the safety, health and welfare of any person
- Investigate accidents and dangerous occurrences in the place of work to find out the causes and help identify any remedial or preventive measures necessary.
- Do not interfere with anything at the scene of an accident and do not obstruct any person with statutory obligations, including a Health and Safety Authority inspector, from doing anything required of them under occupational safety and health legislation
- Accompany an inspector carrying out an inspection under Section 64 of the 2005 Act, other than the investigation of an accident or dangerous occurrence (although this may be allowed at the discretion of the inspector)
- At the discretion of an inspector, and when an employee concerned so requests, be present when the inspector interviews the employee about an accident or dangerous occurrence at a place of work
- Make representations to the employer on safety, health and welfare at the place of work
- Make verbal or written representations to inspectors, including about the investigation of accidents or dangerous occurrences

Contractors – Responsibilities

- All your personnel must have Safe Pass and be competent to carry out the tasks required
- You must complete the Contractors Check list and supply all requested information for approval before work begins
- All personnel must go through a site safety induction by your company before work commences
- All your plant and equipment must have been examined as per statutory requirements and the latest certificate kept with the machine
- You must complete a weekly check of your plant and retain records with the machine
- Co-operate with DCIL officers
- Report accidents as per statutory requirements to the HSA and DCIL
- Identify hazards, eliminate hazards and reduce risks during work
- Complete a risk assessment for hazards on site which are not adequately covered by your company risk assessments
- Apply your training - Safety Induction / Safe Pass / Manual Handling Training / Abrasive Wheel Training etc. / Work at Height
- Report any defect in equipment or safety systems
- Report any accidents or near misses to your site foreman
- Identify and report hazards during operations
- Comply with all site rules and company safety rules
- Wear appropriate PPE for the task
- Carry out your work safely and in a way, which will not harm you, other workers or the public
- Be-aware of other trades working in your vicinity
- Do not come to site under the influence of drugs or alcohol
- Adhere to employees responsibilities as per the Safety Health & Welfare at work act 2005, (see below)
- Do not bypass or remove safety devices i.e. limit switches, guards etc.
- Check all plant and equipment before use
- Do not use defective equipment
- Ensure any plant used for work at height has with it the latest thorough examination certificate and that the certificate is valid.

4 Safety Responsibilities of Employer

Section 8 of the Safety Health and Welfare at Work Act 2005 requires every employer to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all of his or her employees. The duties cover:

- the management and conduct of work activities,
- preventing improper conduct or behaviour (for example, violence, bullying or horseplay at work),
- the design, provision and maintenance of (i) safe workplaces (ii) safe means of access to and egress from the workplace and (iii) safe plant and machinery,
- ensuring safety and prevention of risk from the use of any substances or articles, from noise, vibration or ionising or other radiations or any other physical agent at the place of work,
- providing safe systems of work,
- providing adequate welfare facilities,
- provision of adequate instruction, training and supervision and any necessary information,
- preparing risk assessments and safety statements as required by Sections 19 and 20 that take account of the general principles of prevention when implementing necessary safety, health and welfare measures,
- provision and maintenance of suitable personal protective equipment where risks cannot be eliminated, or where such equipment is prescribed,
- the preparation and, where necessary, the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger,
- to report accidents and dangerous occurrences to the Authority as may be required in Regulations under the Act 6, and

- to obtain, where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of his or her employee.

5 Safety Responsibilities of Employee

Section 13 of the Safety Health and Welfare at Work Act 2005 provides for a range of duties on employees. An employee must:

- comply with safety and health legislation, both in the 2005 Act and elsewhere,
- take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work,
- not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely 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, submit to any appropriate, reasonable and proportionate tests, by or under the supervision of a registered medical practitioner who is a competent person, as may be required by Regulations made under the 2005 Act,
- co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate,
- not engage in improper conduct or other behavior such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare,
- where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and
- undergo, as appropriate, any reasonable assessment required by his or her employer or as may be prescribed in Regulations,

Duties of employee - Continued

- taking account of the training and instructions given by the employer, correctly use any article or substance and protective clothing and equipment provided for use at work or for his or her protection.

5.a An employee is required to report to the employer, or other appropriate person, as soon as they become aware of any instance -

- where work being carried on, or likely to be carried on, in a manner which may endanger his or her safety, health or welfare or that of another person,
- of any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, and
- a breach of safety and health legislation likely to endanger him or her or another person which comes to his or her attention.

6 Report of Accidents, Injuries and Dangerous Occurrences

What accidents and personal injuries are reportable?

An accident is an unplanned event resulting in death, or resulting in an injury such as a severe sprain or strain (for example, manual handling injuries), a laceration, a broken bone, concussion or unconsciousness.

The Safety, Health and Welfare at Work Act 2005 contain the following definitions:

- ‘accident’ means an accident arising out of or in the course of employment which, in the case of a person carrying out work, results in personal injury.
- ‘personal injury’ includes –
 - (a) any injury, disease, disability, occupational illness or any impairment of physical or mental condition, and
 - (b) any death, that is attributable to work. For the purposes of these Regulations only fatal and non-fatal injuries are reportable. Diseases, occupational illnesses or any impairments of mental condition are not reportable. Note that directly caused mental injuries such as shock or fright as the result of an assault, continue to be reportable. Information on work-related diseases and illnesses is available from a range of other sources, such as survey data collected by the Central Statistics Office, claims data collected by the Department of Social Protection, and agencies that collect health statistics and insurance claims data.

There are three situations in which an accident should be reported:

- (a) arising in the course of employment resulting in personal injury to the person carrying out the work activity. This could be an injury to an employee who is actually doing the work. For example: an employee dislocates a shoulder while manually moving a heavy load or an employee dealing with the public is assaulted.
- (b) arising in the course of employment which results in personal injury to an employee who was not doing the work that is the subject of the

accident. For example: a shelving system collapses and injures an employee who is passing by the scene at the time of the collapse.

- (c) arising from a work activity which results in personal injury to a person outside of the course of employment. This could be an injury to a non-employee or member of the public. For example: a load falls from a truck that is being used for work purposes, and causes an injury to a member of the public who is not at work.

Examples of incidents that are not reportable include those where:

- an employee or a self-employed person is absent as a result of an accident for more than three days, but the absent days are not consecutive.
- an employee is injured in a traffic collision while commuting to or from work.
- a patient of a registered medical practitioner dies, is injured or suffers ill health while undergoing medical treatment, unless the treatment is being carried out as a result of a workplace incident. Medical treatment includes treatment such as the administration of medicines by any route, surgical procedures or dressing of wounds.

Guidance on the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016

However, patient care that is part of everyday patient management is not considered medical treatment and, in these cases, an incident may be reportable. For example, patient handling that includes the moving of patients, whether in bed or from place to place, is not considered medical treatment. Cleaning and bathing are other examples of patient care that are not considered medical treatment.

7.a
DCIL

Risk Assessment Form

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High
			Before CONTROL in place									After Controls In Place						
			L	M	H	L	M	H				L	M	H	L	M	H	
Unauthorised Persons and protection of members of public.	Broken Bones, Serious Injury,	Public		X			X		M	‘No Unauthorised Persons’ signs erected to offices. Garden Equipment locked away when not in use All dangerous substances locked away e.g. Bleach. Appropriate safety signage posted	Maintain Current Control Measures Continuously Audit work area to ensure no access to public, and public safety	X				X		L

Note:

The provision of appropriate measures to prevent access by the public, and in particular children, to comparatively high-risk workplaces, needs to be considered. (HSA, Guide to the Safety, Health and Welfare at Work Act 2005,17/05/06)

7.b
DCIL

Risk Assessment Form

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring						Severity of Harm if injury does occur	RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place										After Controls In Place									
			L	M	H	L	M	H					L	M	H	L	M	H				
Slips, Trips and Falls	Cuts, bruises and broken bones	Employees other contractors and the public		X			X				M	House keeping and 'Clean As You Go' ethos Awareness of slippery conditions and trip hazards No trailing leads Due care and attention at all times. Spills cleaned up immediately Slippery floor signs used	Regular audits to ensure continues good house keeping Maintain Current control measures	X					X			L

Notes:

Slips trips and falls are one of the main causes of injury in the work place

A high standard of housekeeping is as important to safety as it is to efficiency and quality

'A place for everything and everything in its place'

Electrical leads and hoses must be routed in such a manner that will present no tripping hazard

All materials, tools and equipment must be stored safely

A safe access way must be maintained to all emergency exits

7.c

Risk Assessment Form

DCIL

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High			
			Before CONTROL in place									After Controls In Place									
			L	M	H	L	M	H				L	M	H	L	M	H				
Hazardous Substances e.g. Bleach	Irritation, Poison,	All		X				X		Med.	Due care attention during use. Used only by competent persons. Never decanter substances in unmarked or wrongly marked containers MSDS held for substances used Conditions on the MSDS adhered to for Storage / PPE Requirements / First Aid Requirements / Disposal	Obtain and ensure understanding of MSDS for any solutions introduced to operations. Maintain current control measures Ensure hazardous substances are locked away & Signposted	X					X			L

Notes:

In the short term absence of MSDS sheets – read and follow manufacturers instructions carefully on container

7.d
DCIL

Risk Assessment Form

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High
			Before CONTROL in place									After Controls In Place						
			L	M	H	L	M	H				L	M	H	L	M	H	
Manual Handling	Back /neck injury	All employees			X		X		H	Manual Handling kept to a minimum. All tasks assessed and individuals ability accounted for. PPE worn – Gloves & Safety Boots Help requested and given for awkward task Mechanical aids provided and used were practical Manual handling training undertaken	Maintain current control measures. Ensure Manual Handling training of all employees is up to date and new employees receive training If a load is big, heavy or awkward, ensure good manual handling practice (e.g. mechanical aid or team lift)	X				X		L

Notes:
See Appendix 7

7.e
DCIL

Risk Assessment Form

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High
			Before CONTROL in place									After Controls In Place						
			L	M	H	L	M	H				L	M	H	L	M	H	
Fire	Burns, smoke inhalation, Death	ALL		X				X	H	Fire extinguishers provided & checked. Awareness of fire prevention. No Smoking. Awareness of ignition sources. External Fire consultant contracted No sparks / naked flames Fire assembly point in place Ensure fire alarm is tested periodically	Maintain current control measures. Ensure all employees are trained in the use of fire extinguishers. Conduct fire drills, highlighting assembly point. Ensure Fire fighting equipment is stored and maintained according to manufacturers instructions.		X				X	M

Notes: See Appendix 5 See Emergency Procedure

7.f
DCIL

Risk Assessment Form

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High
			Before CONTROL in place									After Controls In Place						
			L	M	H	L	M	H				L	M	H	L	M	H	
Office Operations	Broken bones, - Slips Trips and Falls Manual handling injury Repetitive Strain Injury	ALL	X			X			L	Competent persons. (Trained) No Trailing Leads All equipment fully adjustable for user (chairs / DSE) Slip Trip and Fall hazards eliminated and regular audits All handbags and briefcases stored away from walkways All drawers closed when not in use.	Maintain Current Control Measures Ensure DSE/VDU assessment has been carried out for all office staff Ensure Manual Handling Training has been undertaken by all office staff Put Blind Clips in place	X			X			L

Note:

7.g
DCIL

Risk Assessment Form

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High		
			Before CONTROL in place									After Controls In Place								
			L	M	H	L	M	H				L	M	H	L	M	H			
Kitchen Operations	Nips, Cuts, Broken bones, Burns			X				X		M	Carried out only by competent persons. Equipment checked before use. Appropriate PPE worn – Apron, Oven Gloves, Long sleeves, No sandals, non – slip shoes. Appropriate safety signage posted All hot surfaces identified Sharps / Knives stored safely when not in use	Maintain current control measures Audit to ensure safe operations Place hot surface warning stickers beside all hot surfaces	X					X		L

7.h
DCIL

Risk Assessment Form

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High		
			Before CONTROL in place									After Controls In Place								
			L	M	H	L	M	H				L	M	H	L	M	H			
Machinery/ Garden Equipment Operations	Cuts, Broken Bones. Amputation	Employees & others			X		X		H	Used only by competent & Authorised persons, Appropriate PPE used for task. Equipment well maintained by competent persons. Equipment checked before use. Equipment operated as per manufacturers safety guidelines. Due care and attention used Limit switches and guards never bypassed or removed All Operators competent and authorised to use sprayer PA1/PA6	Maintain Current Control Measures Continuously Audit work area to ensure safe operation Ensure Manufacturer Safety Guidelines are available for use. Ensure operatives are adequately trained and re- trained	X					X			M

7.i

Risk Assessment Form

DCIL

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	
			Before CONTROL in place									After Controls In Place							
			L	M	H	L	M	H				L	M	H	L	M	H		
Violence & Security	Broken bones, Cuts, Serious Injury	All	X					X	M	Competent Staff Staff –training in dealing with customers Lone working kept to a minimum and a phone available at all times Emergency phone numbers (section 14 in safety statement) are known to all employees Due Care and attention when dealing with others Employees instructed to phone the appropriate authorities at the earliest sign of trouble	Read and ensure understanding of Violence at work guidance (see appendix 8) Maintain current control measures Ensure Emergency Phone numbers are known by all employees	X					X		L

Note: See Appendix 8

7.j
DCIL

Risk Assessment Form

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	
			Before CONTROL in place									After Controls In Place							
			L	M	H	L	M	H				L	M	H	L	M	H		
Driving for work	Cuts, bruises, Broken bones, Concussion, Musculo- skeletal disorders, Serious Injury, Death	Employees Pedestrians Other road users,		X				X	H	Company vehicles operated by competent and authorised employees only Vehicles used and maintained in accordance with legislation Records are kept of licences, accidents/incidents, vehicle checks, maintenance, NCT/DOE and insurance Adequate time is allowed for journeys Vehicles are parked safely Vehicles checked before commencing journey Manual Handling training undertaken by employees	Maintain current control measures Audit to ensure safe practice	X					X		L

7.k
DCIL

Risk Assessment Form

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High		
			Before CONTROL in place									After Controls In Place								
			L	M	H	L	M	H				L	M	H	L	M	H			
Electricity	Electrocution	All			X			X	H.	Electrical Maintenance carried out by competent personnel All equipment checked before use including leads Defective equipment never used All defective equipment reported to Duty Manager and taken out of use RCDs in place All Electrical Equipment / Systems inspected as per statutory Requirements PAT testing completed	Ensure all equipment is tested as per statutory requirements (2007 General Application Regs.) Maintain Current Control Measures Conduct regular audits on all electrical equipment to ensure safe condition and usage. Ensure All Portable Appliances are PATested Post Safety Signs at Fuse Boxes	X					X			L

Note:

7.1

Risk Assessment Form

DCIL

Risk Assessor: Safety Advisor & Safety Manager

Date of Assessment: June 2018

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High	Current Control Measures in place	Possible Further Control Measures required & who is Responsible	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK Low Med High		
			Before CONTROL in place									After Controls In Place								
			L	M	H	L	M	H				L	M	H	L	M	H			
Patient Hoist	Cuts, Broken Bones. Manual Handling injury	Employees & others			X		X		H	Used only by competent persons, Appropriate PPE used for task. Equipment well maintained by competent persons. Equipment checked before use. Equipment operated as per manufacturers safety guidelines. Due care and attention used Lift Certified	Maintain Current Control Measures Continuously Audit work area to ensure safe operation Ensure Manufacturer Safety Guidelines are available for use. Ensure operatives are adequately trained and re- trained Ensure Lift is certified every 6 months	X					X			M

7.x

Risk Assessment Form

DCIL

-Risk Assessors:

- Date of Assessment:

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK LEVEL Low Medium High	Current Control Measures in place	Further Control Measures required	Person Responsible to implement further measures required And Date to implement	Date to review: Assessments are annual review unless the task changes/alters
			With CURRENT CONTROL in place										
			L	M	H	L	M	H					

Note:

7.

Risk Assessment Form

DCIL

-Risk Assessors:

- Date of Assessment:

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK LEVEL Low Medium High	Current Control Measures in place	Further Control Measures required	Person Responsible to implement further measures required And Date to implement	Date to review: Assessments are annual review unless the task changes/alters
			With CURRENT CONTROL in place										
			L	M	H	L	M	H					

Note:

7.y

Risk Assessment Tool

Risk Assessors can either use the quantitative method (numerical) or qualitative (L, M, or H).

$$\text{Risk level} = \text{Severity} \times \text{Likelihood}$$

		Severity		
		Slight L (1)	Serious M (2)	Major H (3)
Likelihood	Seldom L (1)	L	L	M
	Occasionally M (2)	L	M	H
	Frequently H (3)	M	H	H

Risk level = (1-2) L - Low; (3-4) M - Medium; (6-9) H - High

Risk level	Action and Timescale
Trivial (1)	No action is required to deal with trivial risks, and no documentary records need be kept (insignificant risk).
Acceptable (2)	No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.
Moderate (3-4)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.
Substantial (6)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible and certainly within one to three months.
Intolerable (9+)	Work should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk is absolute. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.

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8 Contractors – Safety Rules

All contractor personnel must have appropriate training and be competent. Contractors checklist must be supplied with all requested information for approval before work begins. All contractor personnel will go through a safety induction before work commences.

Contractor Checklist Before Work Commences	YES NO N/A
Company Safety Statement (including risk assessments & method statements)	
Certificate of thorough examination of plant	
Training Certificates for personnel	
List of Chemicals to be used and MSDS for same	
PPE appropriate to your tasks	
Copy of any previous HSA notices(improvement/prohibition)	
List of similar jobs you have completed in the recent past 1/ 2/ 3/	
Company Insurance Policy	
Company Name _____	
Completed By _____ (Print)	
Signed _____ Date _____	

Contractors Daily Inspection Check List	
INSPECTION OF:	Checked
House Keeping Good	
Hand Tools in good working order	
Portable Power Tools (check all leads)	
Mobile Plant (weekly inspection checklist completed)	
PPE (in good order, used and stored correctly)	
Personnel completed Safety Induction	
Personnel - completed Manual Handling Training	
No – Slip / Trip / Fall Hazards	
Unsafe conditions reported (if applicable)	
Near misses reported (if applicable)	
Toolbox Talks completed	
All work areas barricaded to prevent public access	
No Lone Working	
All Chemicals have MSDS	
All waste disposed of appropriately	
Notes:	
Report of action taken for any items which did not pass inspection	
<p>Name _____</p> <p>Signed _____ Date _____</p>	

9 Harassment / Anti-bullying Policy

Bullying can be defined as repeated and systematic harassment and attacks on others. Bullying can be perpetrated by individuals or groups. Bullying takes many forms and can include many forms. DCIL is committed to a workplace free from Harassment or bullying of any kind. Officers of DCIL will fully investigate any reported incidents of harassment or bullying and take disciplinary action against any of its employees who in any way take part in it.

DCIL will not tolerate any mistreatment of persons due to religion, disability, race, marital status, family status, sexual orientation, sex, or membership of the traveler community.

10 Policy on Work Related Stress

Work Related Stress occurs when the demands of a job and/or the work environment exceeds an individual's capability to cope with these demands. Causes of stress in the workplace include but are not limited to:

- Poorly organised shift work
- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Poorly defined roles and responsibilities
- Highly demanding tasks
- The threat of violence
- Poorly designed work environment

DCIL will do all that is reasonably practicable to reduce and minimize work related stress. Any employee who feels they are under excessive stress should report this to the supervisor and all reasonable efforts will be made to reduce the stress to an acceptable level

DCIL will ensure that all complaints are listened to and appropriate action is taken.

11 Staff Consultation

- There is a general duty on employers to consult with their employees on matters relating to health and safety.
- The Safety, Health and Welfare at work Act 2005 empowers employees to appoint a Safety Representative to make representations on their behalf to the employer, gives them rights to investigate accidents and dangerous occurrences and obtain information from Inspectors.
- DCIL will facilitate the appointment of a safety rep.
- All changes in safety systems will be carried out when appropriate and management will relay safety information to employees.
- All employees will undergo a safety induction before commencing work with the company.
- All employees will be advised on the hazards in their workplace and of the hazards for all new tasks and operations.
- All employees will be familiar with the Safety Statement due to safety inductions and safety statement updates
- All employees will review the safety statement and sign section 20 when they are satisfied with their understanding of its content.
- DCIL values employees input in all matter relating to health and safety and employees are encouraged to be pro-active in relation to health and safety.

12 Pregnant Employees

DCIL will take all necessary steps to comply with the Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2000.

Employees should inform management if they are pregnant, as early as possible in the pregnancy.

Management should identify those aspects of the work process that may place the mother or child at risk.

Steps should be taken to remove exposure to this risk and if necessary relocate the employee for the term of the pregnancy.

Every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

13 Emergency Procedure

In case of a Fire:

1. JONATHAN McLAUGHLIN is the safety officer in charge and will carry out headcounts.
2. All employees should be familiar with their evacuation assembly point.
3. All employees should be familiar with the closest emergency exit.
4. Keep all emergency exits and routes clear.
5. Close any Fire Doors behind you
6. Do Not fight fires unless trained to do so.
7. Remember - Get Out – Stay Out – And Get The Fire Brigade Out
8. See (Appendix 5)

If an accident occurs on site it must be reported immediately to the supervisor and treated by the first aider.

A First Aid Box is located in the office

Call 999 / 112 if necessary and follow instructions

14 Emergency Phone Numbers

Fire Brigade		999/112
Hospital	Letterkenny General	074 9125888
Gardai		074 9721021 / 999
Now Doc		1850 400911
HSA	HEALTH AND SAFETY AUTHORITY HEADQUARTERS 10 Hogan Place, Dublin 2 website: www.hsa.ie	1890 289 389

15 Safe Systems of Work

Safe System of Work - Fire Prevention

- Smoking in designated areas only
- All Personnel to be trained in the use of Fire Extinguishers
- Fire assemble point to be highlighted at safety inductions and a ‘fire assemble point’ sign posted in an appropriate location
- All personnel made aware of the fire emergency procedure, at the safety induction
- All flammable liquids on site stored and labeled appropriately and as per manufacturers safety guidelines
- Sub-contractors informed of the requirements in connection with hazardous materials
- Fire Drills to be carried out regularly
- Appropriate numbers and types of fire extinguisher will be provided on site. These will be inspected by a competent person.
- Appropriate emergency exits and signage
- Emergency exits never blocked or obstructed

Safe System of Work Manual Handling

- All manual handling tasks will be assessed and individuals abilities accounted for
- All personnel will be trained in Manual Handling
- Mechanical aids will be used were possible
- All personnel informed – if outside your limits do not attempt a lift - get help
- Minimum PPE for lifting is Appropriate gloves and safety footwear
- Use the Principles of Lifting
- Assess Task, Area, Load
- Broad Stable Base (Feet Flat on Floor)
- Bend the Knees
- Back Straight (Not necessarily vertical)
- Firm Grip (Palmer)
- Arms in Line with Trunk
- Weight Close to Centre of Gravity
- Point feet in the Direction of Movement

16. FIRST AID PROCEDURES

The company will ensure that the Premises under its control has a first aid box which will be stocked with the recommended contents listed in the First Aid Regulations 2005 (General Applications 2007).

The recommended content of first aid boxes and kits is shown in appendix 1.

The first aid box will be checked on a regular basis by the first aider, any shortage of content must be noted and replenishments made within a weeks time.

All Injuries must be reported to First Aider.

First Aider

DCIL – CE Personnel PPE Register									
Employee Name									
Gloves!	Heat!! Resistant! Gloves!	Safety!Footwear! Boots!/Wellingtons!	Overalls!	Faceshield!	Wet!Suit! Jacket!/Trousers!	Hearing!! Protection!	Goggles!	Date! Received!	
!	!	!	!	!	!	!	!	!	!
!	!	!	!	!	!	!	!	!	!
!	!	!	!	!	!	!	!	!	!
!	!	!	!	!	!	!	!	!	!
!	!	!	!	!	!	!	!	!	!
!	!	!	!	!	!	!	!	!	!
Additional PPE Supplied									
!									
!									
<p>PPE is provided by DCIL. PPE must be worn as appropriate to your training and according to the risk assessments. Check Manufacturers safety instructions of tools & equipment for guidance on appropriate PPE. PPE must be checked before use and any defects reported to your supervisor immediately so it can be replaced. All PPE will be of appropriate standard (CE Mark & EN number)</p>									
Employee Signature									
!									

APPENDIX 1

Materials	First-Aid Travel Kit Contents	First-Aid Box Contents		
		1-10 persons	11 -25 persons	26-50 persons* ¹
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water where there is no clear running water ** ²	2x20 mls	1x500 mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10 cms) *** ³	1	1	1	1
Water Based Burns Dressing Large *** ³	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

**The complete document can be found in the office or at
www.HSA.ie**

APPENDIX 2

BACK PAIN

THE FACTS





- 1** Back pain is so common that it could almost be described as a normal occurrence
- 2** Back pain, though sometimes severe and recurrent is rarely serious; recovery in days to weeks is usual
- 3** Bed rest is not good for back pain
- 4** Remaining active and getting on with your life, as best you can, in spite of the pain, is better than resting and avoiding normal activities
- 5** Remaining at work, or returning to work as soon as possible, in spite of persisting pain, is better than staying off work
- 6** The longer a person with back pain is off work, the lower the chances of ever returning to work









Subject to the requirements of your job, your employer may be able to afford you job modifications or restrictions for a limited period to help you recover and stay at work or return to work early.

Consult your Doctor if any of the following applies to you:

- under 20 or over 55 years old when the pain starts
- there is no improvement
- unexplained weight loss or fever
- pain, pins and needles or numbness in your leg
- history of cancer, HIV or long duration use of steroids
- pain between your shoulder blades
- problems passing urine
- numbness in your saddle area
- problems with your balance

APPENDIX 3

Guidance for Directors and Senior Managers on their Responsibilities for Workplace Safety and Health



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**This Document can be downloaded from
http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Directors_responsibilities.pdf**

APPENDIX 4



Dignity

IN THE WORKPLACE

“ WE at

commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying in any form is not accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter.

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this Dignity at Work Charter.

Supervisors, Managers and Trade Union Representatives where applicable in the workplace have a specific responsibility to promote its provisions.

”

Nothing in this Charter overrules a person's legal and statutory rights.
This Charter is endorsed by



APPENDIX 5

5.1 Fire

5.2 Emergency Route



To prevent injury from fire all employees must be instructed as to what should be done in the event of a fire, what is the approved escape route, and where the assembly points are located. Fire drills should be held regularly.

5.3



Fire Extinguishers

Fire extinguishers are devices used in putting out a fire. Persons need to be trained in their operation, and they should only be used for small fires.

5.3a

Water fire extinguishers are used for cloth, paper and wood fires only.

5.3b



Dry powder fire extinguishers can be used on most fires including electrical fires. However, in areas where there might be a wind or draught, the powder fire extinguisher will probably not extinguish a cloth, paper or wood fire.

Furthermore, a risk assessment must be carried out to see if the discharge of a powder extinguisher will impact on the visibility of emergency egress routes.

Also if members of the staff suffer from asthmatic conditions, this would exacerbate this and result in having to deal with a possible medical emergency.

5.3c

Carbon dioxide fire extinguishers can be used on electrical fires. It will assist in the extinguishing of flammable liquids.

5.3d

Foam can be used on Class A fire risks such as paper, wood and cloth, as well as all other types.

(www.hsa.ie/publisher/index.jsp?aID=1216&nID=397&pID=109)

APPENDIX 6

Attention is drawn to two new additional definitions compared to the Act of 1989 – "competent person" and "reasonably practicable".

In relation to the definition of "competent person" the Act establishes the fundamental cores of competency as "training, experience and knowledge" taking account, as appropriate, of the Qualifications (Education and Training) Act 1999. Section 2(2) of the 2005 Act provides as follows –

"(2)(a) For the purposes of the relevant statutory provisions, a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.

(b) Account shall be taken, as appropriate, for the purposes of subparagraph (a) of the framework of qualifications referred to in the Qualifications (Education and Training) Act 1999."

"Reasonably practicable" is a qualification that applies to general duties in the 2005 Act, Section 2(6) of which provides as follows –

"(6) For the purposes of the relevant statutory provisions, "reasonably practicable", in relation to the duties of an employer, means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work."

(Guide to the Safety, Health and Welfare at Work Act 2005)

APPENDIX 7

Manual Handling



Manual Handling is the physical movement by a person of objects by lifting, pushing or pulling, that is likely to cause injury or other health problems.

Risk Assessment

Each activity on site needs to be risk assessed to identify whether there is a manual handling hazard. If a risk of injury is identified then appropriate controls must be put in place to eliminate the risk. If the hazard cannot be eliminated then the risk must be reduced to as low a level as possible.

Mechanical Aids

Mechanical Aids are devices used to lift, pull or push objects, which either eliminate the need to manually handle the object or reduce the manual handling required.

Work Organization

Work organization requires that the physical work method be assessed to see whether the work can be organized in such a way as to eliminate or minimize the need for manual handling.

Training

Manual handling training is a legal requirement where it is identified that manual handling operations are required at work. This training involves learning how to move loads in a manner, which will not injure the person.

(<http://www.hsa.ie/publisher/>)

Appendix 8

1

VIOLENCE AT WORK

This booklet aims to highlight-

- (1) What is considered violence within the work context and what are its effects;
- (2) How to check if there is a violence problem at your workplace;
- (3) What situations can cause violence and/or make violence more likely;
- (4) How to ensure adequate safeguards - as required by law – for violence hazards and risks.

WHAT IS WORKPLACE VIOLENCE?

Workplace violence occurs where people, in the course of their employment, are aggressively verbally abused, threatened or physically assaulted.

IS IT COMMON?

Every year, over 5% of all reported workplace accidents in Irish workplaces are due to violence. The sectors involved include:



% of Reported Accidents in Sectors*

Public Administration and Defence	17%
Health and Social Work	16%
Education	7%
Financial and Retail Services	7%
Hotels and Restaurants	3%
Transport, Storage and Communication	3%

*Statistics taken from the Health and Safety Authority Summary of Injury, Illness and Fatality Statistics, 2005 - 2006

Appendix 9 Safe Reporting of Accidents



Guidance on the Safety, Health and Welfare at Work
(Reporting of Accidents and Dangerous Occurrences)
Regulations 2016

Updated October 2016



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**This Document can be downloaded from
http://www.hsa.ie/eng/Publications_and_Forms/Publications**