



Health & Safety Statement

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With reference to:

The Safety, Health and Welfare at Work Act 2005, the General Application Regulations 2007 and the Fire Services Act 1981-2003.

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Dublin Plato - Foreword

Plato Dublin is a confidential business support network for owner managers of SMEs funded by the Local Enterprise Offices in the Dublin region. Plato is dedicated to the successful development of the small and medium enterprise (SME Sector).

Through a unique partnership with large “parent” companies and the Local Enterprise Offices, Plato provides SMEs with a confidential support service, facilitated group learning, specialist expertise and advice, networking opportunities and business development training.

Plato’s core principle is simple – remove isolation from the decision making process. Plato is there to support SMEs through its network of voluntary group leaders and parent companies, with the direct assistance of the LEOs.

Health & Safety Policy Statement – Foreword

Plato Dublin is required under the provisions of the Safety, Health and Welfare at Work Act 2005, Section 20, to have and bring to the attention of all its employees, clients, visitors and contractors, a statement of its policy with respect to Safety, Health and Welfare at Work and the organisation and arrangements for carrying out the policy. This entire document together with its Appendices is to be regarded as the Plato Dublin Occupational Health & Safety Statement.

The fundamental aim of the Safety, Health and Welfare at Work Act 2005 is the prevention of accidents and illnesses at the place of work. Safety consultation procedure and the preparation of a written safety statement are the key provisions of the Act.

This Safety Statement, contained within this document and including all Appendices, has been prepared in compliance with *Section 20 Part III of the Safety, Health and Welfare at Work Act, 2005*.

It represents the total commitment of Plato Dublin to Safety, Health and Welfare at Work and sets out in general terms the overall controls that will prevent accidents and occupational illnesses in our workplace.

This statement applies to all staff/team members, clients, visitors and contractors, who have, from time to time, cause to be present at the premises or facilitations of Plato Dublin.

Our aim is to achieve and maintain the highest possible standard with regard to Safety Health & Welfare at Work and we ask you to read this document carefully to ensure that you have a safe and healthy time at Plato Dublin.

Plato Dublin Health & Safety Policy Statement

The general provisions of the Safety, Health and Welfare at Work Act 2005 impose a duty on Plato Dublin as an employer to ensure, as far as is reasonably practicable, the safety of its employees at work by maintaining safe plant, equipment, machinery, safe systems of work, safe premises, safe access and egress, and also by ensuring adequate instruction, training and supervision. Plato Dublin is also bound by Section 12 of the Safety, Health and Welfare at Work Act 2005 to ensure the safety of all other persons, who, though not employees of Plato Dublin, may be affected by Plato Dublin's work activities.

Plato Dublin is required under the provisions of the 2005 Act to bring to the attention of all staff, visitors and contractors, a statement of its policy, organisation and arrangements with respect to health, safety and welfare at work.

Plato Dublin is committed to providing and maintaining a safe working environment. This will be achieved by implementing an effective safety management system through consultation.

The Board of Directors of Plato Dublin has the responsibility to ensure that all matters included within the scope of the safety statement are compiled with and also to provide the necessary resources to ensure that any staff/team member can carry out their duties in a safe manner.

The main policy objectives are:

- To comply with all National and European safety legislation, guidance and Codes of Practices
- To identify, assess and manage risks. This will be achieved by implementing a systematic and site specific written risk assessment for all activities. These risks will be assessed and documented in the safety statement as required under Section 19 Part III of the 2005 Act.
- To promote high standards of health, safety and welfare within Plato Dublin and develop safe work practices through consultation.
- To provide adequate instruction, information, training and supervision as is necessary to ensure safety, health and welfare at work.
- To consult with employee representatives on safety, health and welfare matters.
- To monitor and review the effectiveness of the Safety Management System.

The commitment and co-operation of all staff, clients, visitors and contractors in Plato Dublin is required to ensure that the objectives of this policy are fulfilled.

It is also the policy of Plato Dublin to ensure that everyone, while at their place of work or working at client sites, is aware of their individual responsibility to exercise care in relation to themselves and their colleagues. Details of those with listed responsibilities are outlined throughout this Safety Statement.

All individuals are required to familiarise themselves with the safety policy and the relevant safety statement, regulations and emergency procedures, to take reasonable care, to seek expert advice if in doubt and report incidents or any defective equipment promptly.

Where self-employed persons or contractors and their employees carry out work for Dublin Plato, they must supply a copy of their own Safety Statement and comply with standards of safe working contained in any regulations or Codes of Practice applicable to their operations and Plato Dublin's safety rules. Plato Dublin will inform contractors of any specific hazards in the place of work and provide and communicate Plato Dublin's Health and Safety Statement to them as determined to be necessary.

This Safety Statement will be reviewed as required under Section 20, Part III of the Safety Health and Welfare at Work Act 2005, or as required by the Board of Directors in the light of experience, legislation and new developments at Plato Dublin.

Director, Plato Dublin.

Safety Management Programme

This Safety Statement sets out the broad principles, which Plato Dublin has adopted to ensure the health, safety and welfare of its staff/team, visitors, contractors and others affected by its activities. The basis for the management of health and safety at Plato Dublin is summarised below:

1. Identification of hazards
2. Assessment of the risks
3. Provision of adequate control measures
4. Provision of safety training and instruction
5. Development of safe systems of work
6. Consultation with staff/team on Health and Safety matters
7. Monitoring of safety
8. Periodic review of the risk assessment and control measures.

This Safety Statement contains detailed hazard identification and risks assessments and forms an integral part of the Plato Dublin Safety Management System.

Assignment of Responsibilities

Organisation for Safety

The *Safety, Health & Welfare at Work Act, 2005* lays down under Section 20(2) (d) that the safety statement must include the names of those responsible for the performance of tasks assigned to them by the statement. In compliance with this requirement, a listing of directors, manager(s) and other staff/team together with their responsibilities and duties are outlined in this section.

Plato Health and Safety Organisational Chart is listed in [Appendix 1](#).

Safety Management Structure

The Board of Directors of Plato Dublin has ultimate responsibility for safety, health and welfare at any place of work that is engaged or engages with the organisation. Marion Walshe is the designated person with special responsibility for Safety, Health and Welfare at Work matters.

It is the responsibility of Marion Walshe (Manager), at all times on behalf of Plato Dublin and who reports directly to the Board of Directors, to ensure that any place of work utilised by Plato Dublin is intrinsically safe. Any defects in safety matters should be addressed as needed.

Responsibilities

Directors of Plato Dublin

Section 8(1) of the *Safety, Health and Welfare at Work 2005* act states the general duty of employers to employees as:

'Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.'

Section 8(2) of the *Safety, Health and Welfare at Work 2005* lists 12 sub-headings of this general duty of employers to employees as:

'(2) without prejudice to the generality of sub-section (1), the employer's duty extends, in particular, to the following:

- (a) *Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;*
- (b) *Managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;*
- (c) *As regards the place of work concerned, ensuring so far as is reasonably practicable-*
 - (i) *The design, provision and maintenance of it in a condition that is safe and without risk to health,*
 - (ii) *The design, provision and maintenance of safe means of access to and egress from it, and*
 - (iii) *The design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;*
- (d) *Ensuring, so far as is reasonably practicable, the safety and prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;*
- (e) *Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;*
- (j) *Providing and maintaining facilities and arrangements for the welfare of his or her employees at work;*

- (g) Providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- (h) Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;
- (i) Having regard to the general principles of prevention in Schedule 3, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- (j) Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in case of an emergency or serious or imminent danger;
- (k) Reporting accidents or dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33, as appropriate, and
- (l) The obtaining, where necessary, of the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.'

Responsibilities of the Plato Dublin Manager

The main responsibilities of Marion Walshe (Manager) on behalf of Plato Dublin, are as follows:

- To report to the Board of Directors on all matters relating to safety, health & welfare.
- To ensure that adequate resources are provided to ensure that sufficient provision can be made for health and safety.
- To complete an annual safety review as required by the management team.
- To ensure that all staff/team is adequately trained to carry out their duties.
- To promote in conjunction with all staff/team/contractors a safety culture within Plato Dublin.
- To ensure that structures exist for consultation on safety, health and welfare matters with all stakeholders.
- To ensure that all work equipment that is owned by Plato Dublin is properly installed and maintained.
- To ensure that work areas and systems of work that are provided within the Guinness Enterprise Centre are fit for purpose.
- To ensure that the Safety Statement is reviewed periodically and amended as necessary in conjunction with our OHS Advisors - EMS & Associates.
- To ensure that all contractors and clients are familiar with the emergency procedures associated with their workplace and other emergencies that may arise.
- To ensure that any new plant, equipment and materials purchased comply with appropriate Codes of Practice and Safety, health and welfare legislation.
- To introduce and document local procedures or regulations to deal with specific problems in conjunction with the GEC Management Team.
- To ensure that Plato Dublin complies with relevant safety, health and welfare legislation and any relevant Codes of Practice.
- To ensure that all stakeholders discharge their duties with respect to health and safety.

- *To ensure that risk assessments are carried out and that reviews of such are undertaken periodically and amended as necessary.*
- *To ensure that safe systems of work are introduced in particular where there is special equipment or instruments or specialist/tasks are to be performed.*
- *To ensure that all staff/team and clients fully understand and observe the arrangements for health and safety in the various locations that are utilised by Plato Dublin.*
- *To ensure that appropriate personal protective equipment is provided if required and that staff/team are provided with adequate information, training and instruction.*
- *To ensure that arrangements for first aid and emergency situations are made in locations utilised by Plato Dublin*
- *To ensure that all statutory registers, notices and documents are maintained and available for inspection as required.*

Plato Dublin Staff Responsibilities

Each member of staff/team has a duty to take responsibility for their own safety, health & welfare and for that of visitors and any other person who may be affected by their acts or omissions while at work.

Statutory Requirement

Section 13 of the Safety Health and Welfare at Work Act 2005 states the duties of employees as follows:

An employee shall while at work-

- (a) 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 employees acts or omissions at work,*
- (b) Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health and safety or that of any other person,*
- (c) 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 prescribed,*
- (d) Co-operate 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 provisions as appropriate,*
- (e) 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,*
- (f) Attend such training 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,*
- (g) 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 at work, including protective clothing or equipment,*
- (h) Report to his or her employer or to any other appropriate person, as soon as practicable:*
 - (1) 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,*
 - (2) Any defect in the place of work, the systems of work, or any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or*
 - (3) 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 he or she is aware.*

Contractors

The following responsibilities are allocated to contractors:

- All contractors will be expected to comply with the Plato Dublin's policy for safety health and welfare and must ensure that their own health and safety statement is made available whilst work is being carried out. It is Plato Dublin's policy that all contractors have their own safety statement in accordance with the Safety, Health and Welfare at Work Act 2005.
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on site. The contractor must have adequate insurance cover.
- Contractors must not commence with any work until the relevant safety procedures are read, understood and accepted.
- Contractors will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with Plato Dublin employees.
- Contractors must supply at tender stage a safety statement, relevant method statements, copies of their public and employers' liability insurance before a contract is awarded.
- They will liaise with the local Manager as required.
- All plant and equipment brought onto the site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection.
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply a residual current device with a rated tripping current of 30 mA.
- Any injury sustained by a contractor's employee must be reported immediately to the Manager.
- Contractors must comply with any safety instructions given by Plato Dublin.
- Plato Dublin may carry out safety inspections of contractor's works in progress. Contractors informed of any hazards or defects identified during these inspections will be expected to take immediate action. (The safety inspection procedure is outlined in [Appendix 2](#)).

Visitors

Visitors may lack familiarity with the GEC Premises and facilities and other locations used during programmes and are therefore a potential risk to themselves and others. All visitors must themselves follow all GEC safety procedures and policies or any other locations we utilise.

Visitors must not enter any area where they do not have the authority to do so. They must not interfere with any property, equipment, materials or substances unless they have permission to do so from the person in charge.

Disciplinary Action

Any member of staff/team who, by their acts or omissions, places Plato Dublin in contravention of any Safety Legislation or fails to manage to work with either current Safety, Health and Welfare Legislation, the Safety Statement may be subject to disciplinary procedures.

Health and Safety Consultation

Employers are obliged under section 26 of the Health, Safety and Welfare at Work Act 2005, to consult with and take account of any representations made by the employees for the purposes of giving effect to the employer's statutory duties. The Plato Dublin will establish an ongoing consultation process for safety, health and welfare matters.

The Manager is responsible for co-ordinating consultation with employees and providing appropriate information to employees and or their nominated Safety Representative on all matters pertaining to safety, health and welfare. The aim of the consultation mechanism is:

- To establish the arrangements for securing co-operation in Plato Dublin on safety, health and welfare and to allow employees to be consulted on steps taken to safeguard their health, safety and welfare at work. To check on the effectiveness of health and safety safeguards.
- To enable employees to consult with management and to make representations on matters of safety, health and welfare at work.

Safety Representative

Section 25 of the Safety, Health and Welfare at Work Act 2005, also provides for the selection by the employees, if they so wish, of a Safety Representative. The Safety Representative is given a number of rights and powers under Section 25 in regard to inspections and investigations, liaison with HSA inspectors, information and representations.

A Safety Representative will not suffer any disadvantage through discharge of these functions.

Provision of Information

Plato Dublin recognises its duty to ensure that adequate information is provided to employees, contractors and others regarding any risk inherent in its activities. The Manager is responsible for the ongoing generation of information regarding Safety, Health and Welfare at Work.

Organisation and Arrangements for Safety

Under Section 8 of the Safety, Health and Welfare at Work Act 2005, Plato Dublin has a duty to provide:

- A safe place of work
- Safe systems of work
- Safe access and egress
- Safe plant and machinery
- Information
- Instruction
- Training and supervision
- Emergency plans
- Personal protective equipment
- Facilities for welfare etc.

The following arrangements are in place to ensure that these duties are fulfilled:

Resources

Plato Dublin recognises that for effective implementation of the safety policy, adequate resources and funding must be made available. Plato Dublin undertakes in so far as is reasonably practicable to make resources available for any upgrading, maintenance, replacement and repair of equipment required for the completion of work projects.

Plato Dublin welcomes the appointment of a staff/team Safety Representative and or the formation of a staff/team Health and Safety Committee if so desired.

Safe Systems of Work

It is the policy of Plato Dublin to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work have been designed with this objective in mind. It is the policy of Plato Dublin that in the event that any work activity that could produce a foreseeable risks will be controlled by adherence to proper procedures.

Management shall keep a watching brief on safety matters and where necessary adjust or alter systems of work to make them as safe as is reasonably practicable.

Training

It is the policy of Plato Dublin to ensure that adequate training is always available to all staff/team. Training and induction will be provided for all new and existing staff/team. Training will also be provided following the introduction of new technologies, new equipment and materials, review of legislation, Codes of Practice or as a result of incident analysis.

In particular circumstances, it is recognised that specific safety training may be required for certain tasks and operations. In such cases the required training will be provided. Where a staff/team member considers their training or skills level inadequate or do not provide an adequate level of competence to carry out a task, they should raise this issue with their Manager.

On-going safety training needs will be identified by the Manager in association with the Board of Directors. Training records will be kept and refresher training will be provided when necessary. Training arrangements will be reviewed, monitored and updated as required.

Emergency Planning

Plato Dublin recognises the importance of adhering to localised emergency evacuation procedures. The GEC and other meeting locations have a comprehensive Emergency Evacuation Plan which staff should familiarise themselves with. The main components of emergency planning aims to protect building users, staff/team, visitors, contractors and the environment. Plans are designed to provide orderly and efficient transition from normal to emergency operations, delegate emergency authority, assign emergency responsibilities and assure continuity of operations. The objective of any plan is to ensure that in the event of an emergency, any person connected with Plato Dublin can be evacuated in a safe, orderly and controlled manner.

First-Aid

The Safety, Health and Welfare at Work Act (General Application Regulations-2007), places a duty on Plato Dublin to make adequate provision for first-aid in the event of an emergency. Plato Dublin will liaise with the local venues to ensure adequate first aid measures are in place.

In the case of the GEC first aid equipment is located at the reception area and two AED's are located on site - at the main reception area and outside the conference rooms.

Incident Reporting and Investigation

Plato Dublin has a statutory duty to record all accidents and report certain types of accidents and dangerous occurrences to the Health and Safety Authority (H.S.A). Therefore all incidents must be reported immediately to the Manager and an incident report form completed. The incident report form must be forwarded to the Director responsible for Health and Safety within 24 hours of the incident occurring or as soon as possible. If needed advice may be sourced from our OHS Advisors - EMS & Associates.

A copy of the incident report procedure and report form may be found in the [Appendix 5](#).

Hazard Reporting

Plato Dublin recognises the part that its staff/team/clients/visitors and contractors have to play in the reporting of hazards in the workplace. There is a report form to formally identify and report hazards. If the hazard is an operational safety issue, it should be reported to the manager using Plato Dublin Hazard Report Form available in [Appendix 6](#).

Personal Protective Equipment

The Safety, Health and Welfare at Work (General Application) Regulations 2007 stipulate that personal protective equipment (PPE) must be provided where it is not possible to avoid or limit the risk or to protect the people through collective measures. It is important to recognise that the due to the type of work that Plato Dublin carry out the requirement for PPE is minimal.

It is the policy of Plato Dublin to eliminate all hazards where reasonably practicable and assess what PPE is required only when further risk reduction is not feasible. All PPE and safety equipment purchased will be of approved standards.

All PPE must be appropriate for the risks involved without it leading to increased risk. It should be chosen in consultation with staff/team members. Staff/team should report immediately when the PPE is faulty or defective.

Ergonomics

It is the policy of Plato Dublin to comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and associated regulations regarding the protection of employees from ill health

arising as a consequence of inadequate work station design, repetitive tasks, extremes of temperature, vibration and other ergonomic related stressors.

Plato Dublin will initiate an analysis of the work activities to identify all ergonomic hazards and develop a control strategy for each risk on the basis of the assessment in line with the current legislative requirements.

All new equipment and machines, tools, work methods, work procedures and work stations should be assessed for ergonomic hazards prior to being brought into use.

Welfare Provisions

In accordance with the Safety, Health and Welfare at Work Act 2005, Plato Dublin is committed to providing welfare facilities, which are available to all staff/team, which includes the following:

- Adequate toilet facilities maintained in a clean and hygienic condition
- Good hygiene facilities
- Areas for eating foodstuffs
- Adequate washing facilities (including hot water where necessary)
- Adequate cloakroom facilities for storage and changing of clothes.

Staff/team members are obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition. It is Plato Dublin's policy to cooperate fully with the facilities management team of GEC to ensure the highest standards of welfare.

Pregnant and Breastfeeding Employees

The Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations 2007, places a duty on employers to assess the risks to determine any possible effects on new/expectant mothers resulting from any activity at the place of work.

This risk assessment will analyse a number of factors:

- Physical Agents
- Chemical Agents
- Industrial Processes
- Working conditions etc.

Where the assessment reveals a risk, then preventive or protective measures will be taken. Pregnant employees should advise the Manager of Plato Dublin of their condition as soon as they are aware they are pregnant. On returning to work any employee who is breastfeeding must advise management of this fact. Employees must co-operate with the employer regarding any changes that are made as a result of risk assessment related to the employee's condition.

Management will identify those tasks that present a risk to pregnant or breastfeeding employees. Following a risk assessment of those tasks, changes and controls will be introduced, where practicable, to reduce or eliminate the risks. Where suitable controls cannot be introduced to sufficiently reduce the risk, then once an employee advises management of her condition, arrangements will be made to transfer the employee to tasks that do not present a risk.

The procedure for pregnant employees risk assessment is outlined in [Appendix 7. Staff/Team and Clients with Disabilities](#)

Specific risk assessments will be completed in order to take the needs of people with disabilities into account. Preventative and proactive measures will be put in place following the risk assessment if specific hazards are identified. Individual emergency evacuation plans will also be prepared if

required. Specialist and competent advice will be provided where appropriate in consultation with the Manager.

Health Surveillance

In compliance with Section 22 of the Safety, Health and Welfare at Work Act 2005, Plato Dublin is required to:

1. Ensure that health surveillance is made available to all staff/team appropriate to the health and safety risks present in the place of work, taking into account any state provided health surveillance.
2. Ensure that this health surveillance is available at regular intervals.

Health surveillance means the periodic review (for the purpose of protecting health and preventing occupationally related diseases) of the health of employees, so that any adverse variations in their health, which may be related to working conditions, are identified as early as possible.

Workplace Drugs, Intoxicants and Alcohol

The Plato Dublin Workplace Drugs, Intoxicants and Alcohol policy is available in [Appendix 10](#).

Harassment/Bullying Policy

Plato Dublin is committed to promoting an environment that is free of harassment (including sexual) and bullying and one where all stakeholders have the right to be treated with dignity.

The Bullying and Harassment policy, which is available in [Appendix 11](#), applies to all staff/team while at the premises of Plato Dublin and at associated events such as meetings, conferences and office parties, whether on the premises or elsewhere.

Stress Management

Workplace stress arises when the demands on a person exceed the capacity to meet them. The main hazards resulting in stress include poor working relationships, poor communication, lack of control, ill-defined work roles, dull repetitive work, demanding tasks, violent situations etc.

The Board of Management should be consulted immediately if an issue regarding stress is highlighted. The Workplace Stress Policy is available in [Appendix 12](#).

Audit, Review and Communication

Local management must complete periodic health and safety audits to ensure the management of health and safety. It is policy to carry out an annual review of our safety statement and take into account matters raised, changes in legislation and Codes of Practice. The most recent revision of all safety statements will be available in the Health and Safety file.

Document Control

This document is a controlled document and as such any updates, review and distribution will be in accordance with Plato Dublin's standards for such documents.

All suggestions for amendments must be forwarded to the Manager for consideration and action.

Hazard Identification and Identification and Control Measures

Hazard Identification

It is the policy of Plato Dublin to identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

This section outlines the generic hazards, which have been identified at the Plato Dublin place of work and the control measures that are in place. As the organisation operates in a number of different locations it is to be understood that all staff follow the general principles advised in the risk assessments.

Hazard Identification/Risk Assessment sheets are available in [Appendix 14](#).

All members of staff/team are encouraged to become involved and to participate in safety, health & welfare issues within the company. In particular, they are encouraged to identify any potential hazards that may exist, and to ensure that a risk assessment is carried out by the Manager. Written risk assessments will be carried out for work practices and will form the basis of the safety statement.

Ongoing hazard inspections will be carried out periodically to ensure that the information is updated, controls are adequate and where necessary the risks are reassessed.

A "hazard" is taken to mean *"any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of staff/team, clients, visitors, contractors in Plato Dublin place of work"*.

Hazards may be classified as:

- Physical
- Chemical
- Biological
- Environmental
- Human Factors.

"Risk" is a measure of the probability of the event occurring and the severity and extent of the injury, ill health or damage it may cause if it did occur.

Risks may be classified as: High Medium Low

- High Occurrence is probable, and could cause a fatality, serious injury or serious ill health to an individual or group of people.
- Medium Occurrence is possible and could cause injury or ill health to an individual or a small group of people.
- Low Occurrence is possible but unlikely, only minor injury would be caused and would probably be limited to a single individual.

Control Measures

The classification of hazards should be used to develop the priority of control measures, remedial actions, and the allocation of resources. As a general rule, the controls measures will seek to eliminate any risk classified as high and reduce the potential of risks classified as medium or low.

Risk control measures are a combination of:

Elimination	Where the risk is removed
Substitution	Where the risk is exchanged for one of lesser classification
Isolation	Where the risk is contained (e.g. Enclosures, guards etc.)

Engineering	Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)
Personal Protection	Where by the above means, the risk cannot be reasonably be reduced further, but an unacceptable level of risk remains, the team members are individually protected from the risk.
Procedure	Where procedural controls are used. This will include: procedures such as Standard Operating Procedures and training and the provision of information may apply to any and all of the above control measures.

Appendix 1 – Plato Dublin Health and Safety Organisation Chart



People with Responsibilities	Names
Health And Safety Officer	Marion Walshe

Appendix 2 - Safety Inspections Procedure

Procedure

This document outlines the procedure to be followed when performing a safety inspection.

Definitions

"Safety Inspections" are a method of investigating the health and safety performance of any organisation.

The aims of safety inspections are:

- To identify and correct hazards and potential safety risks associated with equipment, machinery, environment, processes etc. that may have arisen since the previous inspection.
- To provide a measure of the effectiveness of safety management within the organisation.
- To provide a measure of how the organisation is performing in relation to its annual safety objectives.

Inspection procedure

- Managers will ensure that all areas under their control are periodically inspected using the standard inspection form.
- This inspection should take place ideally once a year or as required.
- The inspection should be completed by the Manager of Plato Dublin in consultation with the Health & Safety Advisor – EMS & Associates.
- The inspections should be planned and scheduled
- The inspection team should use the standard inspection form as a template for carrying out the inspection. This form is based on a checklist and is for the assistance of the inspection team. It will be reviewed regularly and developed in the light of experience and changes in legislation, standards and processes. Although the checklist should be used as the basis for the inspection, it should not constrain the team or prevent them from identifying other potential problems.
- Using the form the team should tick yes/no answer, fill in a corresponding reference number and detail the comment on an adjoining report.
- This report should highlight the location, comment, defect/hazard, the corrective action required if necessary, a responsible person and a target date for completion.
- The inspection team should arrange for action to be taken to rectify problems noted during the inspection and notify the Board of Management of any problems that cannot be immediately be rectified.
- The report should include a section for special risks in particular areas/departments.
- The report should include:
 - ✓ The completed checklist and referenced report
 - ✓ The date and names of inspection team members
 - ✓ The location, date and areas inspected
 - ✓ Recommendations for remedial action
 - ✓ Details of responsible persons for remedial action and target dates for implementation
- The reporting process should not delay remedial measures or prevent immediate action during the inspection. This is especially important if there is a risk of serious injury or illness.
- The Manager will review the findings from the reports and track the progress of implementation of remedial measures.
- An annual report/audit will be submitted to the Board of Management, detailing a synopsis of inspections for the year and this will assist with the overall reporting requirements of the Board of Directors.

Appendix 2a – Safety Inspection Check List

Item/Area

General Housekeeping

Are all areas generally clean, tidy and uncluttered?

No slippery floors or other areas (stairs, walkways, etc.)
That might cause staff/team or others to slip?

Everything in its place, no items that might cause staff/team or others to
trip or fall?

Exits, Walkways & Aisles

Are all exits clear and suitably identified?

Are all walkways and aisles clear of all items?
This includes walkways and aisles to work areas, fire equipment
(both for everyday and emergency use)

Stairs

Handrails on stairs

Absolutely no loose items of any kind left on stair steps or handrails

No loose or damaged steps or risers on stairs

Lighting adequate on stairs, landings and electric lighting in good
working order.

Floors and floor coverings

All floors clean, dry and free of spills and slippery substances

All floors free of rubbish and other unnecessary materials

Floor coverings (e.g. Carpets, mats, tiles) free of damaged,
loose edges and other tripping hazards

Lighting

General lighting adequate and in good working order

Workplace lighting (Natural and Artificial) adequate & sufficiently
bright and does not cause glare on PC screens

Emergency lighting in full working order

Furniture, Tools and Equipment

All furniture in good working order, without damage which could
give rise to injury

All cables, leads, extension leads, vacuum hoses and leads and
all similar items not posing a tripping hazard

All tools and equipment in good safe working order, properly maintained and suitable for the job.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Canteen, Toilets

Canteen clean, neat and tidy

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

All food items stored properly

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Utensils cleaned and properly stored

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are toilets clean and kept in good condition

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is there an adequate supply of hot and cold water?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is there adequate soap and hand drying facilities?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is there an adequate supply of toilet paper?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is there sufficient ventilation and air circulation in all canteen and toilets?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Fire & Emergencies

Are all emergency exits clearly identified?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are all exits and escape routes kept clear?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are all fire extinguishers in their correct locations? (Fire Points)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Have extinguishers a current check mark?

Date last checked

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is all other firefighting equipment in working order?

Date last checked

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is all fire equipment identified with appropriate signs?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is Assembly point identified (outside) with sign?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are emergency instructions in place in suitable locations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Has a fire drill been carried out?

Date last carried out

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Electrical Equipment

Are all plugs and sockets in good condition?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are all plugs properly fitted?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are all flexible leads in good condition?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is there a sufficient amount of fixed sockets provided?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

General Ventilation

Is there sufficient ventilation and air circulation in all work areas?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Appendix 3 – Safety Statement Amendment List

Controlled copies list	Location	Responsible Person
September Issue and Version No. 1	Plato Dublin	Marion Walshe

Amendment No.	Date of Revision	Brief Description of Change	Section No.	Page No.	Signature of Director

Appendix 4 – First Aid Policy

Introduction

The General Application Regulations (SI No. 299 of 2007) requires employers to "designate" (to select someone for a duty/appoint) at each place of work under his or her control such a number of occupational first-aiders as is necessary to render first-aid at the place of work concerned. It also requires the employers to "ensure that the number of first-aiders, their training and the equipment available to them is adequate", taking into account the size or hazards (or both) of the undertaking or establishment.

This policy sets out the resources in place to ensure compliance with this regulation.

Definition of First Aid

First-aid is the treatment in life threatening situations (e.g. heart stoppage or severe bleeding) pending medical help

Or Treatment for minor injury (cuts, bruises etc.)

First-aid does not cover the administration of drugs or medications.

Occupational First-aider

An occupational first-aider means a person who has successfully completed a QQI/FETAC Level 5 training course in occupational first-aid, presented over at least three days (or 24 hours training to include 2 hours examination) and based, at least, on the Basic Training Syllabus approved by the Health and Safety Authority. This is assessed by an independent examiner.

On successful completion of a OFA training course, a QQI/FETAC Level 5 Certificate is awarded and is valid for two (2) years. Further training presented over at least 1 day and assessment is necessary for re-certification. Records of training are maintained by the Plato Dublin Manager.

Designation of First-aiders in Plato Dublin

Due to the nature of our operations it is the policy of Plato Dublin to engage with the local arrangements of the various work sites that we utilise. In the GEC a list of first aid arrangements are available from the facilities management team.

Procedure in the event of an incident

1. The First-Aider should be notified immediately.
2. The first-aider must decide on assessing the situation whether to:
 - i. Treat the person
 - ii. Call emergency services
 - iii. Refer persons to their own GP
 - iv. Refer the person to the local A & E Department
3. If there is any doubt about the severity of an illness or injury, an ambulance should be called.
4. Once any immediate first aid has been given, if it is judged that an ambulance is not necessary but that a visit seems advisable to either the A & E Department or GP, then the "patient" should be sent in a taxi and accompanied by a friend/responsible person.
5. All accidents/incidents should be recorded in line with policy.

Treatment of illness

Any person presenting with an illness should be referred to their own General Practitioner.

Incident reporting procedure

If there is an incident in Plato Dublin, it must be reported immediately to management.

A copy of the incident reporting procedure is attached. A report on the incident must be completed by those involved using Plato Dublin Incident Report Form.

The purpose of reporting and investigating all incidents is to comply with statutory obligations and also prevent recurrence. In serious cases, the Health and Safety Authority will also be informed by the Plato Dublin Manager.

Hygiene/Infection control

All first-aiders should take precautions to avoid infection and must follow basic hygiene procedures. First-aiders will have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood and other body fluids and disposing of dressings or equipment.

Where reasonably possible, first-aiders must wash their hand before and after attending to a casualty and ensure that cuts are covered. All blood stained dressings and gloves must be disposed of and treated as clinical waste.

All first-aiders must ensure that waste is disposed of in the correct manner.

Note: A designated first-aider who renders assistance to an injured person within Plato Dublin is recognised by the H.S.A. as acting in an authorised capacity.

Designated first-aiders are advised when in doubt about the extent of injuries of an individual, or where an individual refuses aid, to seek assistance from the Emergency Services.

First-aid materials, equipment and first-aid facilities

Dublin Plato will ensure that first aid arrangements are in place at each work location and that access to facilities is provided as needed.

Appendix 5 - Incident Reporting Procedure

1. Purpose

The purpose of this document is to set out the procedure to be followed in the event of an incident occurring to a member of staff/team, a client, contractor or visitor to Plato Dublin.

2. Reference Documents

Plato Dublin Incident Report Form Plato Dublin First Aid Policy
Plato Dublin Safety Statement

3. Responsibilities

Plato Dublin Legal Responsibility

Under the Safety, Health and Welfare at Work Act 2005, Plato Dublin is obliged to notify certain workplace accidents and dangerous occurrences to the Health and Safety Authority. In order to ensure that Plato Dublin complies with its responsibility, we have in place an incident recording system to ensure that all such notifiable incidents are reported. In addition systematic investigation of all incidents will identify measures that can be put in place to prevent recurrence.

Management Responsibility

Plato Dublin's manager is responsible for reporting incidents that involve Plato Dublin staff/team. Clients have a responsibility for reporting incidents that occur within their own units. For incidents occurring in common areas/outdoor areas, responsibility for investigation lies with Plato Dublin staff/team member to whom the injury is reported.

The Plato Dublin Manager is responsible for:

- Ensuring the injured party is attended by designated first aiders.
- Investigating the circumstances of the incident with the injured party and any witnesses.
- Establishing what corrective action (if any) should be taken and initiating the same.
- Ensuring that all sections of the Plato Dublin Incident Report Form are completed.
- Forwarding the appropriate copies to the Board of Directors as required.

Appendix 6 – Hazard Report Form

Hazard Report Form

Date inspected:

Date reported:

Nature of Hazard Identified/Suspected

Potential Risk

Corrective Action Required

Summary Assessment of Risk *(please tick)*

Very Serious	---	Imminent Danger	---
Serious	---	Quick Action Required	---
Potentially Serious	---	Assessment Needed	---
Minor Risk	---	Medium Term Response	---
Unknown	---	Plan of Action	---

Reported by: _____

Reported by: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Appendix 7 – Guidelines for New and Expectant Mothers

Introduction

This guide provides an overview of the legal requirements in place to ensure the protection of those who:

- Are pregnant
- Have recently given birth
- Are breastfeeding
- And to ensure the protection of the developing child.

Pregnancy is part of normal everyday life and is not an illness. Many women work during pregnancy and many return to work while they are breastfeeding. Because there are some hazards in the work place which may affect either the health of the woman or her developing child, the Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2007 provide specific protection during this period.

The requirements of the Pregnancy Regulations are in addition to the more general requirements of:

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

These require at all places of work without exception:

- Identification of Hazards
- Risk assessment (in writing)
- The putting in place of adequate safeguards
- Consultation with employees.

To prevent damage to the foetus during the early stages of pregnancy, it is essential that the potential risks during pregnancy are part of the routine risk assessment at each and every workplace and that this risk assessment is not left until pregnancy is notified and these specific regulations apply.

Specific Requirements

There are more specific requirements included in the General Application Regulations covering:

- Workplace (especially welfare arrangements)
- Work equipment
- Personal protective equipment
- Manual handling of loads
- Working with Display Screen Regulations

And in the Chemical Agents Regulations, the Carcinogen Regulations, the Biological Agents Regulations and the Lead Regulations which would require specific consideration during pregnancy.

Appendix 7a – Risk Assessment for New and Expectant Mother(s) Employees

Name:	Date of Birth:
Job Title:	Location:
Manager:	Date of Assessment:
Assessor's Name:	Due Date:
	Reassessment Date:

The following is a list of hazards that may affect new and expectant mothers. The assessor completing this form will discuss each item with the expectant mother and indicate if any of these hazards are present in the work environment, providing details and documenting what corrective measures must be taken. If you have a specific problem with your work or environment, it should be indicated during the assessment. You will be asked to read the document and sign that you agree with the contents.

Please note that circumstances may change during your pregnancy that will alter this risk assessment. If this occurs, please contact your Manager and request a further risk assessment.

Section 1: The Working Environment	Hazard		Actions/Comments
	Yes	No	
Are there space constraints preventing good posture?			
Is it necessary to reach over or around obstacles?			
Are there: <ul style="list-style-type: none"> Steps Slopes Uneven surfaces Spillages Rubbish or clutter Trip hazards Machine hazards 			
Is the working environment: <ul style="list-style-type: none"> Too hot Too cold Too humid Poorly lit Poor Visibility Poor hygiene Odorous 			
Is protective clothing provided?			
Are rest facilities available?			

Section 2: Biological Hazards	Hazards		Actions/Comments
	Yes	No	
Is there likely exposure to Biological hazards?			
If No, proceed to Section 3			
Is this in the form of Virus?			
Is this in the form of Bacteria?			
Is this agent included in risk groups 2,3,4 of the Biological Agents Regulations?			
Is PPE required/provided?			
Is there possible exposure to: Toxoplasma?			
Is there possible exposure to Rubella Virus?			
Is the pregnant employee immunised against these?			

Section 3: Chemical Agents	Hazards		Actions/Comments
	Yes	No	
Does the task involve regular exposure to chemicals? If No, proceed to Section 4			
Is there exposure to: Lead or lead derivatives Carcinogens Mercury/mercury derivatives Antimitotic drugs Carbon Monoxide?			
Are any chemicals listed in the Chemical Agent Regulations?			
Is the MSDS available for each chemical?			
Are there substances labelled: R40: Possible risk of irreversible effects R45: may cause Cancer R46: may cause heritable genetic damage R61: may cause harm to the unborn child R63: possible risk of harm to unborn child R64: may cause harm to breastfed babies			
Is PPE required/provided?			

Section 4: Physical Agents	Hazards		Actions/Comments
	Yes	No	
Shock/Vibration or Movement			
Does the task involve regular exposure to shock/vibration? If No, proceed to Ionising Radiation Sudden Blow? Excessive movement? Hammer or vibrating tools?			
Ionising Radiation			
Is there exposure to potential source of ionising radiation? If No, proceed to Non-ionising Radiation			
Is this in liquid/solid/dust state?			
Are dose limits monitored?			
Are they below statutory limits			
Is there a possibility of radioactive contamination?			
Non-ionising Radiation			
Is there exposure to potential source of non-ionising radiation? If No, proceed to Noise			
Is there exposure to electromagnetic fields and waves?			
Is there exposure to optical radiation?			
Is there exposure to an excessively noisy environment? If No, proceed to Section 5			
Does the noise level exceed 85dB(A)?			
Is noise monitoring carried out?			
Is PPE required/provided?			
Is PPE worn as required?			
Does the PPE meet with EU standards?			

Section 4: Physical Agents <i>Continued</i>	Hazards		Actions/Comments
Movement and Postures	Yes	No	
Does the task involve periods in excess of 1 hour at a time standing or sitting?			
Are chairs provided?			
Are antifatigue mats available?			
Are work areas restrictive/confined?			
Is there work at heights?			
Display Screen Equipment (DSE)	Yes	No	
Does the task involve use of a DSE?			
If No, proceed to Shift Work			
Has an ergonomic assessment been completed?			
Has the operator been educated in the safe use of DSE?			
Shift Work	Yes	No	
Does the task involve Night Work?			
Are the shift patterns regular?			
Manual Handling	Yes	No	
Does the task involve:			
Repetitive handling?			
Holding the load away from the trunk?			
Twisting/stooping or upward reaching?			
Is there slipping potential?			
If pushing or pulling, are hands above the shoulder or below the waist?			
Is the distance excessive?			
Does the load have to be handled up steps or slopes?			
Are mechanical aids used?			
Are there time restraints?			
Is the weight of the object: >5 kgs in the seated position? >16 kgs and handled in a working posture other than seated?			
Is the load: Bulky and awkward to grip? Slippery? Unevenly distributed? Difficult to grasp? Sharp with abrasive edges? Hot or cold? Likely to shift during handling?			

Section 5: Employees Comments	Yes	No	
Are you satisfied with:			
Lighting levels?			
Working temperatures?			
Noise levels?			
Break/rest periods			
Rest facilities			
Job rotation?			
Are you aware of the following services?			
Occupational Health?			
Health monitoring?			
First Aid?			
Have you received information and training in your job?			

When did you last receive Manual Handling training?			
Is there a buddy system in place in your area?			
Any further comments or suggestions			

In the opinion of the assessor, taking into account the factors identified during the assessment, is corrective action required?

Yes

No

The list attached identifies any corrective action necessary.

Obstetric History

Due Date: _____ Attending Doctor: _____

Previous Pregnancies: _____

Complications if any: _____

Returning to Work post-delivery:

Number of weeks post-delivery: _____

Length of Maternity Leave: _____

Breastfeeding: Yes No

Any difficulties/concerns: _____

Signed: _____

Date: _____

Signed: _____

Date: _____

Appendix 8 – Form - Corrective Action Required

Ref. No.	Issue	Control Measures	Date	Person Responsible	Status

Assessors Name: Date:
--

Appendix 09 – Display Screen Equipment Users Eye Test Policy

Definitions

"Eye Test" means an examination of the eye itself using an ophthalmoscope normally carried out by a Doctor or Optometrist.

"Eyesight test" means a test of a person's ability to see (visual ability). To focus at various distances and to keep the two eyes co-ordinated. This can be carried out by a Doctor or Optometrist. It can also be carried out by a person (including a nurse) trained to use a vision screening machine. A nurse and the person operating the machine must know when to refer employees who do not pass the eyesight tests at the screening level to a doctor or optometrist. Problems with visual ability which arise at any stage during life may give need to wear spectacles.

"Combined Eye and Eyesight test" is performed by an optometrist or doctor and should include the following tests:

- Ability to read N6 print between 30cm to 60cm
- Either monocular vision with good binocular vision. In the latter case, Heterophobia should be well compensated, with prisms if necessary. Diplopia is not admissible.
- No obvious central (+/- 20 degrees) visual field defects in the dominant eye.
- Normal near points of convergence and accommodation for the user's age. Clear ocular media. Absence of ocular disease.
- Normal colour vision is only required if the VDU work is unusually colour dependent
- Measurement and assessment of refractive error.

Duties of the Employer

Section 8(1) of the Safety, Health and Welfare at Work Act 2005 specifies that every employee who habitually uses Display Screen Equipment (DSE) as a significant part of normal work has a right to opt for an eye test and an eyesight test, which must be made available by the employer at his/her cost, except where there may be a social welfare entitlement.

Employees have the right to an eye and eyesight test before taking up work if it is habitual work with a DSE (one continuous hour or more a day) as well as at regular intervals. In determining the intervals, factors such as the age of the employees and the intensity of the DSE work should be taken into account in deciding the frequency of repeat tests.

Where complex problems are detected, the doctor or optometrist will refer the employee to a specialist ophthalmologist for attention.

Where eye tests carried out by a doctor reveal that particular lenses are required for DSE work, the basic cost of providing the glasses (or special corrective appliances) or of lenses where the employee already wears glasses must be borne by the employer, taking into account any social welfare entitlements that may apply.

Where an employee already wears glasses to correct a visual defect (normal corrective appliances), and a routine change of lenses arises, if these glasses are adequate also for DSE work, the employer is not liable to meet the cost.

The cost of dealing with more general eye problems which are revealed as a result of the tests and which are not directly related to working with a DSE is a matter for the employee as part of his or her general health care, taking account of health care entitlements.

Eye tests and monitoring of eyesight

- 1.1 All employees assigned to DSE shall be given an eye test with a time frame of one month within commencing work.
- 1.2 When an ophthalmic examiner certifies that as a result of solely working on DSE, an employee now needs to use spectacles Plato Dublin shall contribute to the cost of the spectacles to a maximum amount of €

Breaks from continuous operation of DSE

- 2.1 Employees should not operate DSE continuously for a period of more than two hours. Employees will be allowed on half-hour breaks (allocated to other duties) from operating DSE for every three hours worked. The detailed implementation of these arrangements should be made at local level.
- 2.2 The medical evidence available does not indicate that there is any danger from radiation from DSE.

Medication

3. It should be noted that certain medication including some tranquillisers may slow down the rate of visual perception thereby causing symptoms of eye strain.

Appendix 10 - Workplace Drugs, Intoxicants and Alcohol Policy

Objective

Plato Dublin is committed to providing a workplace, which is free from risks to health and safety. It is our policy to promote the well-being of everyone working within the company, including physical and mental health.

Drugs, intoxicants and alcohol affect concentration, co-ordination and performance. It is recognised that the effects of the above may spill over from ones private life into the workplace resulting in inefficiency, accidents and absenteeism. Abuse of the above may lead to personal and work related problems. Plato Dublin recognises the importance of promoting the health and well-being of staff/team by:

- a) Encouraging a healthy lifestyle through preventing the development of substance related problems.
- b) Offering assistance to employees who need it to overcome problems caused by substance abuse.

All occurrences will be treated sensitively and confidentially and Plato Dublin is committed to assisting in the appropriate way.

Any member of staff/team in possession of, or dealing in drugs, will be subject to the Plato Dublin disciplinary policy and or reported to the Police.

Aims

- Introduce regulations governing alcohol in Plato Dublin
- Raise awareness of how drugs, intoxicants or alcohol can affect health, well-being and work performance
- Identify problems at an early stage, and assure employees that it will be dealt with sensitively and confidentially
- Prevent risks to all employees, clients, contractors and visitors from hazards that may be caused
- Identify sources of help
- Inform staff/team of the Plato Dublin procedure should a problem arise and make the procedure accessible to all staff/team
- Offer employees with possible alcohol related problems referral to an appropriate source for intervention
- This policy applies to all staff/team members of Plato Dublin.

Definition

Drugs, intoxicants or alcohol problems will be considered to be those that incorporate a variety of behaviours caused by the misuse of such substances and which may be deemed problematic to the individual, or to the organisation or those associated with it. The definition of 'drugs, intoxicants or alcohol' is any substance, legal or otherwise, that may affect your behaviour or ability to carry out your everyday activities.

Symptoms

There are many warning signs that may be apparent where there is a problem. These include the following list (the list is not exhaustive):

- Accidents/unusual incidents
- Can't think clearly
- Problems with vision
- Attendance at work/college under the Influence of drugs, intoxicants or alcohol
- Excessive sweating
- Disinterest
- Late returns
- Poor co-ordination
- Reduced performance
- Tiredness
- Unkempt appearance
- Smell of alcohol
- Taking risks

- Feeling hungover
- Aggressiveness or being uncooperative
- Worry or dread
- Taking more alcohol than the recommended standard number of drinks per day.
- Missing work/college or poor timekeeping
- Nervousness or 'shakes'
- Use of substances each night or late into the night

Broken down these may fall into the following categories:

Emotion	Anxiety, high anger levels, mood swings, depression, sleep problems, loss of interest, irritability, loss of sense of humour.
Mental	Lack of concentration, poor memory, reduction in accuracy and poor performance, reduced motivation, difficulty in making decisions.
Physical	Insomnia, tiredness, disturbed appetite, panic attacks and breathlessness, fidgeting, nausea, tension, weakened immune system.

It is important that both individuals and the local management team recognise if these symptoms emerge so that the causes can be identified and dealt with effectively.

Employees Responsibility

It is the responsibility of all employees of Plato Dublin to adhere to the policy and regulations for the use of alcohol and to report any such problem which they feel has occurred in, or been caused by the work environment.

Plato Dublin cannot address a potential problem unless it is aware of it. In order to deal effectively and efficiently with the problem, it is essential that we are made aware of the situation immediately.

Individuals who feel they may have a substance related problem, or indeed who feel that another individual has, has a responsibility to bring this to the attention of Plato Dublin.

Manager's Responsibilities

The Manager has a duty to implement the policy and make every effort to ensure that the regulations are adhered to and that correct procedures are followed if a substance related issue is highlighted. Failure to implement this policy will be considered a serious failure to fulfil all the responsibilities of the job.

The Manager should communicate the policy and regulations to all staff/team and take steps to positively promote the policy. They should be alert to the symptoms as stated above and take action if this occurs.

They should be responsive and supportive to any member of staff/team who makes them aware of a problem or where they identify a potential problem, provide full and clear advice on the procedure to be adopted.

Appendix 11 – Harassment & Bullying Policy

Introduction

1. General Policy

Plato Dublin supports the right of each employee to work in an environment that is free from harassment and bullying. Plato Dublin undertakes to deal seriously, expeditiously, fairly, confidentially (in so far as possible) and sensitively with allegations of harassment and bullying. Management and staff/team hereby adopt the "Dignity in the Workplace Charter" launched by the Health and Safety Authority in October, 2001. The Charter is one of the building blocks in the establishment of a harassment and bullying prevention culture. The wording of the Charter which commits employers and employees to work together to maintain a workplace environment that encourages and supports the right to dignity at work is as follows:

"We at Plato Dublin 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 Staff/Team Representatives, where applicable in the workplace, have a specific responsibility to promote its provisions."

2. Individual's Rights

This is an internal policy; it does not prohibit an individual from bringing a claim or making a complaint to an external agency, the Gardaí, or a court bearing in mind the appropriate time limits.

Responsibilities and Duties of Employees

All employees have a duty to create and maintain a positive work environment where the right of each individual to dignity at work is recognised and protected. This includes personal and professional behaviour while at our premises and also, in some circumstances, outside the premises e.g. engaged in work, work related activities (including training, travel) or social events organised by, or at the behest of Plato Dublin.

3. Harassment and Bullying

Harassment and bullying are divided into two categories for the purpose of definition:

Section a - Sexual Harassment

Section b - Other forms of harassment and bullying

a. Sexual Harassment

(i) Definition:

Sexual harassment is defined as "Unwanted conduct of a sexual nature or other conduct based on sex affecting the dignity of women and men at work".

It is behaviour that is unwanted, unsolicited, and personally offensive and fails to respect the rights of others. It does not refer to behaviour of a flirtatious or romantic nature which is freely or mutually entered into.

(ii) *The following are examples of sexual harassment:*

Verbal

- Suggestive remarks
- Degrading abuse or insults
- Jokes or tricks of a sexual nature
- Requests or demands for sexual favours
- Suggestions that sexual favours may further someone's career or that refusal may damage it.

Physical

- Gesturing of a sexual nature
- Unnecessary touching
- * Indecent exposure
- * Actual sexual assault, up to and including rape.

*This is a criminal offence. Other civil and criminal proceedings may also be appropriate.

Other

- Displaying sexually explicit material at the work place (this includes photographs, cartoons, email, Web sites, TV, video and sexually suggestive objects). Accessing and/or circulating sexually explicit material through workplace systems is also forbidden under the Plato Dublin information technology security policy
- Leering, whistling.

The above is not an exhaustive list.

b. Other types of harassment and bullying

(i) *Definition:*

"Workplace harassment and bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a *once off incident is not considered to be bullying".

[As defined in the report of the Task Force Report on the Prevention of Workplace Bullying- published by the Stationery Office, March 2001].

(i) *Employment Equality Act, 1998*

Harassment and bullying linked to one of the discriminatory grounds governed by the Employment Equality Act, 1998 i.e. an employee's marital status, family status, sexual orientation, religious belief (or none), age, disability, race, colour, nationality or ethnic or national origin or membership of the traveller community.

(ii) *Examples of harassment/bullying*

The following types of behaviour are generally included as examples of harassment and bullying (outside of the grounds covered above).

- Subjecting an individual to unreasonable scrutiny

- Excessive or unfair criticism about minor matters
- Undermining someone's authority or dignity in the workplace
- Spreading malicious rumours
- Verbal or written jokes which are offensive to the recipient or offensive language or gossip
- Shouting or swearing at others;
- Isolating, ignoring or excluding people
- Taking credit for others work, or blaming mistakes on others
- Unreasonable refusal of leave, training or promotion opportunities
- Setting unreasonable work targets or objectives
- Changing work requirements or targets or objectives without informing the individual or regularly reducing work to menial tasks, where other suitable work is available
- Ignoring on a persistent basis someone's point of view
- Publicly insulting a colleague
- Humiliating an individual publicly or privately
- Withholding necessary work related information
- Displaying aggression.

The above is not an exhaustive list.

*Whilst the above definition does not consider a once-off incident to be Bullying, Plato Dublin nevertheless considers that certain single incidents, if sufficiently serious, may be taken to constitute harassment or bullying, and may be the subject of a complaint under this policy and if upheld grounds for disciplinary action.

(iii) Managers' Role

It is the duty of a Manager to supervise staff/team, monitor their work and assess their performance. Normal supervisory functions which may include justifiable and reasonable criticism of an individual's work or performance are not bullying. Disagreement on professional issues or review of an individual's conduct or performance does not of itself constitute bullying.

(iv) Gross Misconduct

Certain incidents of a serious nature such as assault or fighting constitute gross misconduct.

4. Effects of Harassment and Bullying

Harassment and bullying can have physiological, psychological and behavioural effects on the victim. They may change a happy, confident individual into a de-motivated employee and may have a long-term effect on a person's health. They may lead to absenteeism, low productivity, low morale and low self-esteem.

5. Forms of Harassment and Bullying

Harassment or bullying can take several forms:

Harassment or bullying of a more junior employee by a superior; Harassment or bullying by colleague(s)

Harassment or bullying of a supervisor or manager by a junior employee(s)

Harassment or bullying by non-employees e.g. customers, contractors, clients, business contacts. This form of bullying usually has to be dealt with in a different way to the other forms above because the perpetrator is not an employee of Plato Dublin.

Harassment or bullying by persons unknown e.g. unauthorised use of a person's PC to send inappropriate messages/material to others.

Harassment and bullying can include offensive behaviour or activities by individuals or groups towards others.

Under the Employment Equality Act, 1998, the Unfair Dismissals Acts, 1977 to 1993, the Safety, Health and Welfare at Work Act, 2005, and the Industrial Relations Act, 1990, Plato Dublin may be held liable for discrimination, harassment or bullying, perpetrated by employees and in some instances by non-employees.

6. Confidentiality

Plato Dublin is conscious of the need to handle complaints sensitively, expeditiously and discreetly. The importance of confidentiality for both complainant and the alleged harasser/bully cannot be over emphasised. The complaint whether or not it is well founded, can have a lasting effect on the lives of the people involved. While it is desirable to maintain the utmost confidentiality, once an investigation of an issue commences, it may be necessary to interview witnesses. In addition, the complainant and the person against whom the complaint is made may be accompanied and/or represented at meetings by a representative, trade union representative or a friend or colleague. The importance of confidentiality will be stressed to all parties involved in the process.

7. Disciplinary Procedures

If following a thorough investigation, which may include interviews, examination of records and other enquiries, Plato Dublin concludes that there are reasonable grounds for believing there has been harassment or bullying, then the accused will be dealt with under the Plato Dublin Disciplinary Code. This code contains power ranging from a verbal warning to dismissal.

Important

It is a very serious matter to put pressure on an employee to withdraw a complaint. Intimidation of employees to prevent them complaining, victimisation of those who have made a complaint or intimidation/victimisation of witnesses are very grave breaches of the Plato Dublin Disciplinary Code.

8. Malicious Complaints

Plato Dublin will treat all complaints seriously and complainants are expected to do likewise. False or malicious complaints are damaging to the company its operations and its staff/team and can undermine genuine complaints. Complaints found to be wilfully and deliberately false or malicious will be treated as a disciplinary matter.

9. Education and Training

Appropriate training for Management will be provided.

10. Independent Counselling /Advice

Access to independent counselling is available to all employees at any time through Plato Dublin Management, or the Bullying Response Unit, Health and Safety Authority (Tel: 01-6147000) These are confidential services.

11. Review and Monitoring

All aspects of this Harassment and Bullying Policy will be monitored and will be reviewed at least once every year by the Board of Directors and the Manager.

Appendix 12 – Workplace Stress Management Policy

Introduction

Plato Dublin is committed to protecting the safety, health and welfare of our employees and recognises that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Definition of stress

Stress has been defined as *"the adverse reaction people have to excessive pressure or other types of demand placed on them"*.

This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

The company will provide confidential counselling for staff/team affected by stress caused by either work or external factors.

Appendix 13 - Document Control Amendment List

Controlled copies list	Location	Responsible Person

Amendment No.	Date of Revision	Brief Description of Change	Section No.	Page No.	Signature of Director

Appendix 14 – Hazard Identification and Risk Assessment Sheets

Plato Dublin-DailyOperations Risk Assessments

Hazard	Description	Risk low/medium/high	Remedial Measures	Target Date
Slips/Trips	From untidy work areas	Low	<p>Ensure contractor adheres to Plato Dublin / GEC housekeeping rules.</p> <p>Ensure contractor has his/her own risk assessment for on-site works.</p> <p>Issue 'permit to work' sheet.</p> <p>Carry out regular work area inspections.</p>	
Falls from Heights	Incorrect use of ladders from heights	Low	<p>Staff are not required to use ladders in normal day to day operations.</p> <p>In the event that a work task requires use of a ladder assistance should be sought at all times. If needed the services of a contractor will be secured</p> <p>Ensure contractor has his/her own risk assessment for on-site works.</p> <p>Ensure staff/team members know that chairs or other unsuitable platforms are not to be used to perform maintenance tasks.</p> <p>Mobile Elevated Working Platforms to be used for work over 3 meters above ground level.</p>	
Electric Shocks	<p>Damaged electrical cable on portable electric tools</p> <p>Misuse or incorrect use of electrical tools</p>	Low	<p>Staff are not required to carry out any electrical work and if needed the services of a contractor will be secured.</p> <p>Ensure contractor has his/her own risk assessment for on-site works.</p> <p>Ensure contractor has electric hand tool training.</p> <p>Any doubt as to the condition of the equipment should be reported to the manager as soon as possible.</p>	
Fire	During normal operations	Low	<p>Staff are familiarised with the Emergency Evacuation Procedures for the GEC and are expected to cooperate fully with GEC facilities team</p> <p>On client sites local arrangements should be advised and staff should</p>	

			follow all directions provided.	
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Appendix 15 - Glossary of Health and Safety

Accident	An unplanned unexpected event, which may result in loss, injury or damage
Access	Entrance to a building/area or workplace
Approved Code of Practice	A code of practice, associated with specific regulations that have been approved by the Health and Safety Authority. General Codes of Practice are rules established by regulatory bodies or trade associations, which are intended as a guide.
Biological Monitoring	Biological monitoring is the measurement and assessment of workplace agents or their metabolites either in tissues, secreta, excreta, expired air or any combination of those in employees for the purpose of monitoring in order to protect them and have early warning of possible hazards to human health.
Carcinogen	A substance or physical agent that causes cancer.
Corrosives	Substances and preparations, which may on contact with living tissues, destroy them.
Dangerous Occurrences	The uncontrolled release or escape of any substance or agent, in circumstances liable to cause damage to the health of, or major injury to any person, is a notifiable dangerous occurrence.
Egress	Means of exiting a building/area or workplace.
Ergonomics	The scientific study and analysis of the human, the machine, and/or working environment interface and an investigation of those elements in the system that affect optimum human performance on a given task or set of tasks.
Error	Mistake; error of judgement leading to action resulting in an accident and its subsequent effects.
Fires Classed as the following	<p>Class A - solid materials of an organic nature (compounds of carbon) such as wood, paper, and cloth both natural and synthetic</p> <p>Class B - Liquids, petrol, thinners, solvents, lubricating oils, paint etc. and liquid based or materials that will liquefy when heated such as cooking fat, waxes polystyrene plastics etc.</p> <p>Class C - Flammable gases such as propane, butane (LPG), natural gas, acetylene and hydrogen (evolved when lead acid batteries are charged).</p> <p>Class D - Flammable metals such as magnesium, sodium, aluminium, potassium etc.</p> <p>Class F - Fires involving cooking oils or fats.</p>
Fire Precautions	The measures taken and the fire protection features provided in a building (e.g. design, systems, equipment and procedures) to minimise the risk to the occupants from an outbreak of fire.

Fire Prevention	Precautions designed to avoid an outbreak of fire, reduce the potential for fire to spread and safeguard persons and property in the event of a fire.
First Aid	Assistance given on the spot promptly, efficiently and effectively before the arrival of medical teams if called. First Aid can save lives and can prevent injuries from becoming major ones. It does not include treating ill or injured people with medicines.
Hazard	A condition or situation that exists within the working environment capable of causing an unwanted physical harm, injury, and/or damage.
HSA	Health and Safety Authority - www.hsa.ie
Incident (or Near Miss)	A generic term for those events that do not cause harm but which might have done so under different circumstances.
Job Safety Analysis	A generalised examination of the tasks associated with the performance of a given job and an evaluation of the hazards associated with those tasks and the controls used to prevent or reduce exposure to these hazards. Usually performed by the responsible supervisor for that job and used primarily to train and orientate new employees, also known as job hazard analysis.
Lock - Off	A system whereby controls such as switches or valves can be physically and intrinsically locked in the off position.
Loss	Personal injury and/or asset damage.
Manual Handling	Any means of transporting or supporting a load manually. Lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.
Means of Escape	Structural means whereby a safe route is provided for persons to travel unaided from any point in a building to a place of safety.
Mistake	A human action that produces an unintended result.
Mutagens	Agent causing mutations. Any heritable change in genetic material. This may be a chemical transformation of an individual gene (a gene or point mutation), which alters its function. Most mutations are harmful.
Near Miss	An occurrence that had the potential to result in serious injury, damage, or both, but did not.
Negligence	The omission to do something, which a reasonable person, guided upon those considerations, which ordinarily regulate the conduct of human affairs, would do, or something, which a prudent and reasonable man would not do.
Noise	The sensation of sound, which is produced when pressure variations reach responsive ear. Also may be defined as unwanted sound.
Permit to Work	A formal written authority to operate a planned procedure - designed to protect personnel working in hazardous areas or activities. An authority given for a safe system of work.
Personal Protective Equipment	Means all equipment (including clothing designed to afford protection against weather) which is intended to be worn or

held by a person at work and which protects him/her against one or more risks, to his health and safety, and any addition or accessory designed to meet that objective.

Policy	A statement of an organisation's strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy.
Risk	The likelihood or possibility of hazard consequences in terms of severity and probability.
Risk Assessment	A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards.
Risk Management	The introduction of a change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits.
Safe System of Work	A method of working that eliminates or reduces the risk of injury.
Safety	Freedom from risk of injury or asset damage/loss.
Safety Audit	Monitoring of the implementation of a safety policy by subjecting each area of an activity to a critical systematic examination with the purpose of minimising loss, and providing a quantified assessment of performance.
Safety Culture	This term has no widely agreed definition. It may be described as a product of the individual and group values, attitudes, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of an organisations health and safety programmes.
Safety Inspection	Systematic assessment of safety standards for plant, place of work, etc.
Safety Monitoring	Periodic checks on observance of corporate safety standards and procedures.
Safety Policy	A legal requirement on an employer to prepare, and keep up to date a written statement of their policy regarding the health and safety of their employees.
Safety Representative	A person elected by the Plato Dublin staff/team under the Health, Safety and Welfare at Work Act 2005 and who fulfils the function conferred upon them by the guidelines outlined by the HSA.
Safety Statement	A written statement of an employer's policy with respect to the health and safety at work of their employees, and the organisation and the arrangements for the time being in force for carrying out that policy.
SDS	Safety Data Sheet, data on the safe use, handling and storage of a chemical and any other specific precautions to be taken with the chemical.
Solvent	Substance that is capable of dissolving another substance
Task Analysis	An expansion of the job safety analysis (JSA) method of identifying hazards associated with a given job or task - differs from JSA in its level of

specific detail and consideration of the human interface in all aspects of the job performance.

Teratogen

Chemicals, which may cause non-heritable genetic mutations or malformations in the developing foetus.

Welfare

Welfare facilities is a wide term embracing both sanitary and washing accommodation at workplaces, provision of drinking water, clothing, accommodation (including facilities for changing clothes) and facilities for rest and eating meals.

Workplace

The workplace may be described as any place where people are at work.

Appendix 16 Schedule 3 – Principles of Prevention

Schedule 3

The nine General Principles of Prevention:

- 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 as regards 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.