

Safety Statement
of
MACRO Building Management Ltd,

**1 Green Street,
Dublin 7.**

Ph: (01) 8737000

DISCLAIMER

This Safety Statement has been compiled to the best of our ability using the information provided by MACRO Building Management Ltd

Should we have missed any items or misunderstood any of the matters covered we rely on MACRO Building Management Ltd to bring these to our attention for rectification.

Signed



For and on behalf of

Andrew Doyle Safety Consultants Ltd.

Having viewed the completed Safety Statement, I hereby confirm that, to the best of my knowledge this covers all of our operations and risks associated with our business that we are aware of and that we have brought to the attention of Andrew Doyle Safety Consultants Ltd whilst they audit our premises and operations. We are satisfied that this fulfils our legal and moral obligations to manage Occupational Health and Safety within our Workplace.

Should any changes be implemented within our business, we undertake to review and update the Safety Statement accordingly.

Signed:

Patrick Delaney (Director)

Signed:

Elizabeth Kavanagh (Director)

Signed:

May Burke (Director)

Signed:

Paul Bedford (Director)

Signed: Date:..../..../...

Daniel Pender (Director)

For and on behalf of

MACRO Building Management Ltd.

TABLE OF CONTENTS

- 1. Introduction**
 - 1.1 What is a Safety Statement?
 - 1.2 Company Activities
- 2. General Health and Safety Policy**
- 3. Health and Safety Responsibilities**
 - 3.1 Management Responsibilities
 - 3.2 Health and Safety Advisor Responsibilities
 - 3.3 Employees Responsibilities
 - 3.4 Organisational Chart
- 4. Communication and Consultation**
- 5. Health and Safety Training**
 - 5.1 Recommended Health and Safety Training
- 6. Accidents/Near Misses and Dangerous Occurrences**
 - 6.1 Accident Recording/Reporting
 - 6.2 Dangerous Occurrence Reporting
 - 6.3 Accident/Near Miss/Dangerous Occurrence Procedure
 - 6.4 Accident Investigation
- 7. Fire / Emergency /Evacuation**
 - 7.1 Fire Precautions
 - 7.2 Alerting the Emergency Services
 - 7.2 Fire /Emergency Evacuation
 - 7.4 Fire/Emergency Equipment and Emergency Exit Routes
 - 7.5 Security Alert (e.g. bomb threat)
 - 7.6 No Smoking Policy
- 8. First Aid**
 - 8.1 First Aid Supplies
- 9. Manual Handling**
 - 9.1 Some Considerations before Lifting
 - 9.2 8 Steps to Safe Manual Handling.
- 10. Bullying and Harassment (Dignity at Work)**
- 11. Occupational Stress**
- 12. Violence at Work**
- 13. Control of Hazardous Substances**
- 14. Workplace Machinery & Equipment**
- 15. Control of Third Parties**
 - 15.1 Contractors
 - 15.2 Visitors
- 16. Hazard Identification and Risk Assessment**
 - 16.1 Explanation of Risk Assessment
- 17. Disciplinary Procedure**
- 18. Environmental Policy**
- 19. Sensitive Risk Groups**
- 20. Welfare Facilities**
- 21. Health Surveillance**
- 22. Personal Protective Equipment**
 - 22.1 Employers Responsibilities
 - 22.2 Employee Responsibilities
- 23. Appendix**

1. Introduction

1.1 What is a Safety Statement?

A Safety Statement in simple terms is a Health and Safety Policy that must contain specific procedures and risk assessments which will manage health and safety effectively for the employer, employees and anyone else affected by the operations of MACRO Building Management Ltd.

It is a legal requirement under Section 20 of The 2005 Safety, Health and Welfare at Work Act

This Safety Statement is a working document and must be implemented in full to assist MACRO Building Management Ltd in managing health & safety in accordance with legislation.

1.2 Company Activities

The MACRO Community Resource Centre is occupied by a range of community organisations engaged in the provision of a variety of services to the local community. MACRO Building Management Ltd. maintains and manages the running of the MACRO Community Resource Centre building for the benefit and on behalf of the local community. They also offer a range of support services and equipment hire.

2. General Health and Safety Policy

This Safety Statement sets out the Health and Safety policy of MACRO Building Management Ltd .

Our aim, with the assistance of this policy, is to ensure that we comply with the Safety, Health and Welfare at Work Act 2005, General Application Regulations 2007 and all other relevant legislation and protect the safety, health and welfare of our employees, contractors, members of the public and anybody else who maybe affected by our operations.

Health and Safety is everybody's responsibility and it is the responsibility of everyone at MACRO Building Management Ltd to ensure that all reasonable precautions are taken to avoid injury to themselves or to others who maybe affected by their actions.

The Management team accept that we have overall responsibility for ensuring the safety, health and welfare of our employees as is outlined under Section 8 of the Safety, Health and Welfare at Work Act 2005.

The success of these policies and procedures also depends on employee co-operation and is a legal requirement under Section 13 of the Safety, Health and Welfare at Work Act 2005. Likewise, Section 21 of the 2005 Act requires employers who share a place of work to co-operate in complying with and implementing health and safety provisions and to co-ordinate their preventive activities and keep each other and their respective employees informed about the risks to safety, health and welfare arising from work, including the exchange of safety statements or relevant extracts of them relating to hazards and risks to employees. It is therefore important that you read this document and fully understand the role you play in making it a success as well as the overall arrangements for safety, health and welfare at work here at MACRO Building Management Ltd. / the MACRO Community Resource Centre.

This Safety Statement is prepared in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005.

This Safety Statement is a working document and therefore is reviewed on an annual basis or at more regular intervals, should substantial changes to work practices, work equipment or the working environment take place.

Furthermore we welcome any suggestions you may have as to how we can improve safety, health and welfare at MACRO Building Management Ltd.

Signed: Date:..../..../...
Patrick Delaney (Director)

Signed: Date:..../..../...
May Burke (Director)

Signed: Date:..../..../...
Elizabeth Kavanagh (Director)

Signed: Date:..../..../...
Daniel Pender (Director)

Signed: Date:..../..../...
Paul Bedford (Director)

3. Health and Safety Responsibilities

3.1 Management Responsibilities

The Management Team of Macro Building Management Ltd. have ultimate responsibility for establishing and maintaining a successful Health and Safety Management System and in accordance with the Safety, Health and Welfare at Work Act 2005 & other relevant legislation will so far as is reasonably practicable ensure overall compliance by:

- Endeavouring to ensure compliance with all relevant Health & Safety Legislation:
- Take a direct interest in the Health and Safety Policy and to support unconditionally those who have responsibilities for its implementation;
- Provide adequate resources in terms of competent advice in-house or external competent consultants and time, effort and finance in order to promote and assist the implementation of this safety statement;
- Ensure that all staff receive adequate training and are competent to safely perform all tasks they are expected to undertake;
- Ensure that the Safety Statement is readily available and understood by all employees / other relevant persons, is brought to the attention of employees at least annually and is available in a language, format and manner that each employee can understand.
- Take an active part in reviewing any relevant reports and audits as well as necessary improvements and to consult at planning stage when new work is to be undertaken which could affect Health and Safety arrangements;
- Ensure that all staff are held accountable for their performance in relation Safety, Health and Welfare in the workplace.
- Ensure that all equipment and materials comply with Health and Safety legislation and appropriate standards and that no items purchased are unsafe;
- Ensure all employees understand that Health and Safety information concerning their work is available to them as a right;
- Take a direct interest in Health and Safety of all employees;
- Support the role of any person who is elected as a safety representative or any other person who wishes to make representations concerning Health and Safety;
- Communicate Health and Safety at work by personal example, e.g. Wear personal protective equipment in designated areas;
- Ensure that all work activities, processes and procedures are planned properly and in accordance with Health and Safety legislation;
- Ensure that any changes in work procedures, work equipment or work processes do not endanger the health and safety of an employee;
- Ensure that appropriate personal protective equipment is issued and used by all employees where its use is required;
- Ensure that less experienced employees receive additional training and supervision so as to ensure that they never put their own safety or the safety of others in jeopardy;

3.2 Health and Safety Advisor Responsibilities

Brenda Murphy and Patricia Trumble are the Designated Safety Advisors (DSA's) for MACRO Building Management Ltd and are responsible for the implementation of health and safety in the workplace and will ensure that the safety statement is reviewed at least every 12 months or at more regular intervals should it be required. The DSA's are responsible for overseeing the safety provisions on behalf of MACRO Building Management Ltd, and should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. The main duties of the DSA's are as follows:

- To guide and advise on all Health, Safety and Welfare matters;
- To ensure that we fulfil all statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005 and any subsequent legislation and regulations and to also ensure that we are kept up to date on all applicable legislation;
- To ensure that the appropriate safety education and training is co-ordinated and carried out;
- To undertake regular and appropriate revisions and auditing of safety procedures and methods of operation, to ensure that they are kept up to date;
- To ensure adequate fire protection and prevention measures are provided;
- To provide & check first aid kits regularly and ensure persons are trained appropriately;

N.B The Designated Safety Advisor's are not a competent persons and may seek external competent advice so they can fulfil their role effectively.

3.3 Employee Responsibilities

All employees have a legal and moral obligation to co-operate fully with MACRO Building Management Ltd and to comply with all provisions taken by management to protect the Safety, Health and Welfare of all in the workplace.

All employees must whilst at work or representing MACRO Building Management Ltd:

- Report any accidents, dangerous occurrences, near misses or any other dangerous situations to the manager which occur and which may affect the Safety, Health and Welfare of any persons associated with MACRO Building Management Ltd;
- Comply with all safe systems of work, risk assessments, safety procedures, hazard signage in force;
- Take reasonable care for their own safety, health and that of any other person who may be affected by their actions whilst at work;
- Fully co-operate with Management to enable MACRO Building Management Ltd comply with our relevant statutory provisions;
- Ensure that any personal protective equipment given by the employer is worn in the designated areas, is used in accordance with the information, training and instruction given and is returned to the storage area after use;
- Ensure that any equipment, appliance, machinery, clothing supplied to protect the employees is used where required and in accordance with the instructions to protect their safety, health and welfare;
- Ensure that all machinery, apparatus, tools, dangerous substances, transport equipment and any other relevant items are used correctly and in accordance with manufacturer's recommendations;
- Ensure that any defects in plant, equipment, place of work or system of work is reported without delay to their immediate supervisor;
- Comply with and attend health and safety training where provided by the employer and undergo where appropriate any assessments required;
- Ensure that they are not under the influence of alcohol or drugs whilst at work;
- Ensure that they do not engage in any dangerous or improper behaviour such as horseplay which could endanger any persons within the place of work;
- Ensure that they do not intentionally or recklessly interfere with or misuse any appliance, personal protective equipment, convenience or equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities;
- Ensure that they submit to any appropriate and reasonable tests as may be required under the Safety, Health and Welfare at Work Act 2005;
- Make the employer aware of any known medical condition which could affect their safety, health and welfare.

3.4 **Organisational Chart** (Health & Safety Responsibilities)

Directors:

- Patrick Delaney,
- Elizabeth Kavanagh,
- Daniel Pender,
- May Burke,
- Paul Bedford.

Overall Responsibility for Health & Safety / Allocation of Resources

Designated Safety Advisors:

Brenda Murphy & Patricia Trumble,

Overall Responsibility for Implementation of Health & Safety

Employees

Responsible for complying with Health and Safety Statement.

4. Communication and Consultation

MACRO Building Management Ltd is committed to meeting its obligations and recognises that under Section 25 of the Safety, Health and Welfare at Work Act 2005, that all employees are entitled to elect a Safety Representative to represent them on safety, health and welfare matters within the workplace.

Management will assist employees in this regard and give an undertaking to recognise and support the role of the Safety Representative.

When a Safety Representative is in place, a Safety Committee should be formed and should meet at regular intervals, e.g. once a month.

The Safety Committee should consist of both management and employees (safety representative) and there must be real commitment to work together and protect everybody affected by the operations of MACRO Building Management Ltd .

MACRO Building Management Ltd is also committed to meeting our obligations under Section 26 of the Safety, Health and Welfare at Work Act 2005. It is accepted that we are required to consult with our employees about the making and maintaining of arrangements for effective co-operation for the purpose of promoting and developing measures to ensure Health and Safety.

Furthermore, it is recognised by us that employees will be consulted in advance and in good time and have the right to be consulted about any measures, plans, activities or hazards that may affect their health and safety.

All employees where practicable will be given the opportunity to make representations to management outlining any concerns they may have.

5. Health and Safety Training

MACRO Building Management Ltd has a legal obligation to comply with Section 10 of the Safety, Health and Welfare at Work Act 2005 to provide appropriate & relevant training to our employees.

To achieve this we have undertaken to:

- Provide all employees with appropriate induction training and other specific training which will assist them carry out their work tasks in a safe manner and we will ensure that all employees are made aware of the hazards present and the safety precautions necessary prior to any employee commencing work activities,
- Provide all employees with information on our policy on Health and Safety procedures, fire drills and the importance of safe systems of work;
- Continually review training requirements, including safety training needs, continue to conduct ongoing/refresher training and measure competence of employees following training.
- Record all Health & Safety Training:

5.1 Recommended Health and Safety Training

➤ **Management:**

Recognised Work Related Qualification where appropriate,
Introduction to Health & Safety for Managers; (Including Designated Safety Advisor)
Suitable Induction & Task Related Training;
Manual Handling Training;
Basic Fire Safety;
Fire Warden: (Numbers to be advised by competent advisor)
VDU Safety (Incorporate this into individual VDU Assessment)

➤ **Employees:**

Recognised Work Related Qualification where appropriate,
Suitable Induction & Task Related Training;
Manual Handling Training;
Basic Fire Safety;
Fire Warden: (Numbers to be advised by competent advisor)
VDU Safety (Incorporate this into individual VDU Assessment)
Safety Rep; (1 employee only if employees decide to elect a safety rep)
Basic First Aid (1 staff member)

6. Accidents/Near misses and Dangerous Occurrences

Whilst it is the policy of MACRO Building Management Ltd to prevent accidents from occurring, it is a fact of life that they may occur on occasion, to deal with these events we have drawn up the following procedure.

An Accident is an unplanned and undesired occurrence, which results in injury to person/persons;

A Dangerous Occurrence does not result in injury but does cause serious damage and have serious consequences to the health and safety of people and the environment.

A Near Miss is when an accident nearly occurs but does not. There is no damage to people/the environment/equipment. It is however very important to report near misses as near misses indicate potentially serious accidents within the future.

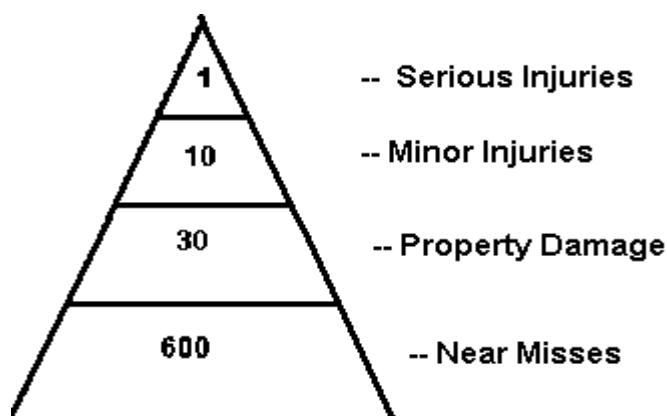
6.1 Accident Recording/Reporting

MACRO Building Management Ltd recognise our legal obligation to investigate and report all accidents, serious incidents and dangerous occurrences as is required Part X and the 12th Schedule of under S.I No, 44, 1993 General Application Regulations.

The purpose of Accident Investigation **is not** to apportion blame, but to investigate events to learn what caused the accident/incident and therefore eliminate or reduce the likelihood of reoccurrence.

For all accidents/near misses or dangerous occurrences an internal accident form **must** be completed, regardless of how small the incident may appear. A minor accident or near miss indicates the possibility of a much more serious event occurring with potentially fatal consequences.

See diagram below indicating how the number of near misses progress to more serious events if corrective action is not taken e.g. There maybe 600 near misses before any incident occurs resulting in injury or property damage, there may be 30 incidents involving property damage leading on to 10 incidents involving minor injuries and finally progressing to 1 incident with potentially fatal consequences. This is why corrective action **must** be taken at an early stage.



The following type of Accidents must be reported to the Health and Safety Authority (HSA) by completing **INCIDENT REPORT FORM IR1**, This can be done by requesting the form from management who will make arrangements to obtain the form from the HSA, The form can also be completed on-line at www.hsa.ie

- (a) The **death** of any employed or self-employed person, which was caused by an accident during the course of their work.
- (b) An **injury** sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for **more than three calendar days**, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)
- (c) A death or an injury that requires **treatment by a registered medical practitioner**, which does not occur while a person is at work, but is related to either a work activity or a place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.
- (d) A **road traffic accident** that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- (e) A **road traffic accident** that meets the criteria (c) above as a result of construction work on or adjacent to a public road.

6.2 Dangerous Occurrence Reporting

Dangerous Occurrences must be reported to the Health and Safety Authority by completing **INCIDENT REPORT FORM IR3**, This can be done by completing the attached form (See Appendix)..

6.3 Accident/Near Miss/Dangerous Occurrence Procedure

- Get the person professional medical attention if required;
- Protect others by moving them away from the scene and cordon off location;
- Minimise property damage;
- Stabilise the scene and preserve evidence;
- Conduct an investigation to prevent recurrence;

For Serious Injuries /Serious Damage

- Use a mobile phone to contact the emergency services, this will enable the person to be given advice and guidance whilst beside the injured person;
- Before touching or approaching the injured person make sure it is safe to do so and you are not putting yourself in any danger;

- Always isolate electricity where there is a danger of electric shock;
- Do not move the casualty unless absolutely necessary;
- If serious damage has occurred, the area must be isolated until made safe;
- If the incident involves chemicals then always give a copy of the Safety Data sheet to the emergency services;
- The person who witnessed the accident should give as many details as possible to the emergency services;

6.4 **Accident Investigation**

- Ensure access to the scene is restricted;
- Emphasis should be placed on gathering facts; not to place blame, or swiftly determine the cause of accident;
- Inspect the accident site before any changes occur;
- Preserve essential and critical evidence such as faulty equipment;
- Take photographs and/or make sketches of the accident scene;
- Interview the injured employee and witnesses as soon as possible after an accident. Record Interviews, pre-accident conditions, the accident sequence, and post-accident conditions;
- Document the location of injured employee, witnesses, machinery, equipment, energy sources, and hazardous materials;
- Ask *who, what, when, where, and how* during interviews **AVOID WHY!**;
- Ask all questions in a logical sequence;
- Do not comment on liability or fault as to do could so will hinder the investigation;
- Listen for clues surrounding the conversation around you, unsolicited comments are often invaluable;
- Re-interview injured employee and witnesses to resolve conflicting accounts of the accident;
- Remain completely objective during interviews and in documentation – no opinions, just the facts;
- Keep complete and accurate notes of all interviews, documentation;
- Ensure completed Accident and Witness forms are completed and signed;

7. Fire / Emergency / Evacuation

MACRO Building Management Ltd recognise the serious potential damage and harm that fire would cause. To help reduce the likelihood of fire we have drawn up the following procedures.

7.1 Fire Precautions

All employees should familiarise themselves with the following as soon as possible.

- The overall layout and design of the premises;
- The location and operation of fire fighting/fire detection equipment such as fire extinguishers, hoses and break glass units where fitted;
- The location and operation of emergency exits;
- The correct action to be taken on hearing the fire alarm sound;

All employees should in addition observe the following rules to reduce the likelihood and possible consequences of fire.

- Ensure that emergency exits and emergency equipment are **never** blocked or obstructed;
- Ensure that all fire doors and smoke doors are never fixed in an open position unless they are automatic;
- Ensure that any faults in electrical equipment, gas appliances or any emergency equipment is reported immediately to the manager;
- Observe no smoking /naked lights policy in building and only smoke in designated smoking areas outside ensuring that all cigarettes are extinguished before disposal;
- No work should be completed involving any fire hazard without permission of management and assessment of the risks prior to work commencing;
- All electrical items should be operated in accordance with manufacturers recommendations;
- Any smoldering material should be extinguished prior to disposal;

7.2 Calling the Fire Brigade

- **Do not** assume someone else has made the call;
- **Dial 999 or 112;**
- Ask the operator for the Fire Brigade;
- When the operator answers, speak in a clear calm voice and **give the location** of the Fire, **the nearest landmark or road** and any other information they require;
- If possible give the operator a mobile phone contact number so they can ring you back to confirm details without putting yourself in danger;

7.3 Fire/Emergency Evacuation

- Open the nearest emergency exit in your vicinity and direct people towards the exit;
- Make sure all areas (i.e. toilets, offices etc...) are searched for persons, if it safe to do so;
- **WALK** (do not run) briskly to the nearest exit point ensuring that all windows and doors are closed behind you (if possible);
- Disconnect all electrical appliances (if possible);
- Do **NOT** delay to pick up personal belongings. This could hinder evacuation of the building and put not only your own life in danger but also the lives of others;
- Assemble at the assembly point in **Halston Park**. It is important to assemble at this assembly point, following the routes clearly marked, to avoid congestion and to allow unhindered access to the emergency services;
- ***DO NOT RESTRICT EGRESS BY CONGREGATING NEAR THE EXITS!!***
- Once evacuated, no person should be allowed back into the building;
- During the evacuation and on arrival at the designated assembly points it is essential to follow management's instructions as they endeavour to keep adjacent areas clear;
- A roll call / check should be made to establish that everybody is present;
- If it is discovered that any persons are missing, this should be reported to the emergency services at the scene;
- No staff members should re-enter the building;
- Do NOT re-enter the buildings until authorised by the management;
- Stay at the assembly point and follow instructions from the emergency services and management;

7.4 Fire/Emergency Equipment and Emergency Exit Routes

- All emergency exits must be kept clear and accessible at all times;
- Assembly points should also be kept clear at all times;
- Fire fighting /detection equipment must be maintained and serviced in accordance with fire regulations;
- Fire fighting equipment must only be used for fire fighting and nothing else e.g. holding doors open;
- Never direct water at any electrical installations;

The following table gives guidance on the most suitable fire fighting equipment.

Please note:

This is for guidance purposes only and for staff to be familiar with what extinguishers should be used for what purposes.

The suitability and selection of fire and emergency equipment should be made in consultation with a competent fire consultant/advisor.



7.5 Security Alert

Action:

- Details of the phone call (e.g. Bomb threat) must be recorded and all information should be passed on to management as soon as possible;
- Gardai must be informed immediately so they can assess the level of threat;

Search Procedures:

- A search must be only carried out with the approval of the Gardai,
- All employees should be trained in dealing with security alerts and search procedures if there is deemed to be a significant risk
- Senior management must organise and oversee any searches and ensure all areas are covered;
- All staff must be accounted for, i.e. role call;

Evacuation:

- Following approval from the relevant emergency services, the evacuation plan for fire and other emergencies as laid out in 7.3 should also apply to this scenario;

N.B. All staff should be vigilant at all times and must report suspicious behaviour or suspicious packages to management as soon as possible.

7.6 No Smoking Policy

In accordance with the 2004 Smoking Regulations, there is a strict No Smoking Policy within any work premises.

Where practicable outside smoking areas will be available in a suitable location away from any possible sources of ignition.

Any employee found smoking/using naked lights within any work premises will be subject to disciplinary proceedings.

8. First Aid

It is recommended that First Aid kits comply with the contents below in the table as these are the minimum recommended contents as laid out by the Health and Safety Authority.

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

The First Aid Box at MACRO Building Management Ltd is stored at Brenda Murphy's Office, located to the left (behind) reception.

* **Note 1:** Where more than 50 persons are employed, pro rata provision should made.

** **Note 2:** Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should provided. Each container should hold at least 20ml and should be discarded once seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

*** **Note 3:** Where mains tap water is not readily available for cooling burnt area.

The following table sets out the recommended minimum requirements for Occupational First Aiders within the workplace.

It is important to note that this is a minimum requirement and it is preferable to have Staff members trained in basic first aid or occupational first aid where practicable, where these requirements do not apply.

Type of Workplace	Maximum number of employees present at any one time	Number of Occupational First-Aiders
Factories, Construction Sites, Surface Mines and Quarries	Up to 49	1 if Safety Statement Risk Assessment shows it necessary.
	50 to 149	Minimum 1
	150 to 299	Minimum 2
	More than 300	1 extra for every 150 employees or part thereof
Underground Mines		1 for every 10 employees or part thereof
Other Workplaces	Up to 99	1 if Safety Statement Risk Assessment shows it necessary.
	100 to 399	1
	400 to 699	2
	More than 700	1 extra for every 300 employees or part thereof.

Additionally, in accordance with Health and Safety Authority Guidelines, The provision of automated external defibrillators (AEDs) in workplaces to prevent sudden cardiac death should be considered where it is feasible to do so.

9. Manual Handling

Manual handling is the movement of loads, which due to the characteristics of the load or unfavourable ergonomic conditions may involve a risk of injury to the person. The movement of a load may involve lifting, lowering, pulling, pushing, holding or carrying.

More than one third of lost time accidents reported to the Health and Safety Authority are the result of injuries sustained during manual handling operations. (largest single cause of Accidents in Ireland)

MACRO Building Management Ltd have also drawn up the following procedures to assist prevent Manual Handling accidents from occurring.

9.1 Some Considerations before Lifting

- Is manual handling the only option?, Could we eliminate the need to lift, E.g. Vehicle transporting load in lieu of employees.
- Are employees trained in manual handling?
- Has the weight of the load been established prior to lifting?
- Is the person capable of lifting the load without assistance?
- Does that person have assistance if required? e.g. additional employees
- Is there enough space for the person to lift?
- Are environment conditions adequate? e.g. lighting, flooring etc...
- Are the staff wearing appropriate personal protective equipment? e.g. gloves

9.2 8 Steps to Safe Manual Handling

- Stop and Think!, E.g. Is there a safer alternative, assess load etc...
- Position the feet directly in front of the load, hip width apart.
- Adapt a good posture, bend the knees, keep your back straight, arms in line with trunk etc..
- Get a Firm Grip
- Keep close to the load
- Lift smoothly
- Turn with the feet, don't twist or turn
- Put down, then adjust if necessary.

10. Bullying and Harassment (Dignity at Work)

MACRO Building Management Ltd by adopting this Anti-Bullying/Harassment Policy as an addition to our other policy documents, are demonstrating the continuing commitment to implementing and promoting measures to protect the dignity of all our employees and to encourage respect for others at work. We are continuing to strive to create a work environment free from harassment by dealing effectively with any complaints of such conduct through our policy documents.

We will not tolerate harassment, bullying or disrespectful behaviour by any one member of staff against another staff member or other persons for any reason. This policy has as its objective an endeavour to define workplace bullying, to promote awareness of the issue among staff and to provide an effective procedure for dealing with any allegations raised. There is also a definition of bullying and some examples are given which are not exhaustive or prescriptive. The procedure for progressing complaints is also detailed and is based on the principle of fairness.

We would emphasise that we are committed to promoting measures to protect the dignity of all members of staff at work and would ask you to encourage an environment free from all kinds of harassment and to respect the individual dignity of everyone.

Bullying and Harassment is unlawful under the Safety, Health and Welfare at Work Act 2005. Section 32 of the Employment Equality Act 1998 defines the grounds under which claims of harassment can be taken and these grounds are Sex, Marital Status, Family Status, Sexual Orientation, Religion, Disability, Age, Race, and Membership of the Traveller Community.

Bullying has various definitions, but what can be defined as bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical, psychological or otherwise.

Workplace bullying is a form of harassment, it is unwanted and unwelcome behaviour. It may have many motivations but is best understood as a direct systematic attempt either by means of physical or psychological behaviour to undermine the employee's sense of value of his/her employment. It can be conducted by one or more persons against another or others at their place of work and/or in the course of their employment. 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.

Workplace bullying undermines organisational performance by resulting in poor morale, higher absenteeism, reduced productivity and higher turnover of staff and can seriously harm working conditions for staff. Harassment undermines the confidence and dignity of the individual affected by it.

10.1 Procedure for Dealing with Allegations of Bullying

The following procedure has been devised to deal specifically with allegations of bullying.

Informal

Any staff member who feels they are being targeted or subjected to offensive harassing or bullying behaviour should first try to make it clear to the alleged bully that their behaviour is unwanted. A victim of harassment or bullying should keep a record of such a request and document the alleged harasser's response. If an alleged victim feels unable to confront the person or feels that the incident(s) is/are of a serious nature they should approach their manager.

When an informal attempt to resolve the matter fails, the complainant is encouraged to raise the complaint through the formal complaint procedure.

Formal

When an alleged victim has been unsuccessful at resolving a complaint informally with the alleged harasser or their manager a formal complaint should be made in writing to the management team of MACRO Building Management Ltd.

Once a formal complaint has been received an investigation will be undertaken which will include separate interviews with both the complainant and alleged harasser and anyone identified as a witness to the behaviour

All parties will be given an opportunity to state their case and are entitled to be represented at any interview in accordance with the principles of natural justice. Every effort will be made to safeguard confidentiality during the investigation

On the basis of the report, the Management team may decide that the complaint is well founded and the alleged bully has a case to answer, the matter may be further progressed through the appropriate disciplinary process which can include action from a verbal warning up to and including dismissal

The complainant and the alleged bully will be informed in writing of the outcome of the investigation.

Post Investigation

At the conclusion of an investigation in certain cases MACRO Building Management Ltd reserves the right to offer counselling to both the complainant and the alleged harasser. The impact of bullying and the stressful nature of a disciplinary procedure may leave either party feeling insecure, resentful, or bitter. Counselling can provide the necessary support to deal with issues raised by harassment or bullying and/or the disciplinary process and can assist re-integration back into the workplace.

A complainant's rights are protected under this policy and s/he will not be further victimised for making a complaint in good faith. If, however, it was found that the complaint was brought maliciously, it will be treated as misconduct under our disciplinary procedure.

11. Occupational Stress

Occupational Stress can be defined as the stress that arises when the demands of the job, and the working environment, on a person, exceed the capacity to meet demands. When stress occurs at work the employee's well-being is negatively affected. They don't feel good and this has a direct effect on the working environment which, after all, is only as good as its people. The organisational effects of stress can include the following:

- High absenteeism and staff turnover;
- Interdepartmental conflict;
- Deterioration in industrial relations;
- Reduction in long-term productivity;
- General dissatisfaction, low morale and poor work performance;

A person under severe stress may behave in one or more of the following ways:

- Be prone to tearfulness, impulsiveness and out-of-character behaviour;
- Be aggressive and irritable without apparent cause;
- Show poor levels of concentration and focus;
- Develop a variety of illnesses/conditions not medically explained;
- Exhibit tired, lethargic, apathetic behaviour;
- Develop dependencies on alcohol, drugs and people;
- Lose interest in many aspects of life within and outside of work;

Research indicates that certain types of work environment can be more stress inducing than others. Workplace environments which may be more prone to stress reactions can include:

- High pressure, short time-frame, tight target jobs;
- Jobs with constantly high workloads with no ease-off period;
- Mundane repetitive work with no peaks or intermediate goals;
- Jobs where there is threat of physical violence/attack;
- Jobs where highly complex decisions must regularly be made;

MACRO Building Management Ltd will endeavour to eliminate or control occupational stress by taking the following into consideration.

- Changing the design of work which some people find too stressful;
- Structuring the working day appropriately;
- Decreasing ambiguity around jobs;
- Alternating people on different jobs;
- Providing regular goals and feedback to some people;
- Reducing intensity of workload for others;
- Improving communication skills;

If there are signs of work related stress a Risk Assessment should be conducted.

See attached Risk Assessment Form.

12. Violence at Work

Violence at work is any physical or verbal attack on a member of staff and can be carried out by a fellow staff member or a member of the public.

To protect our employees and to ensure compliance with Section 8 of the Safety, Health and Welfare at Work Act 2005 we will do all in our power to prevent violence at work be it verbal or physical from either employees or members of the public.

It is the policy of MACRO Building Management Ltd to so far as is reasonably practicable protect our employees from such violence. Violence is also classified as bullying and harassment.

All employees should abide by section 13 of the Safety, Health and Welfare at Work Act 2005 and shall 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.

In the event of an incident occurring involving staff members then in the first instance support will be offered to both parties to ascertain the facts.

The Disciplinary procedure will be applied to the attacker if it is proved that an attack has taken place, if the attacker shows no remorse or repentance then MACRO Building Management Ltd will have no option but to dismiss that employee.

The victim will be offered counselling and time to recover as well as support on their return to work.

13. Control of Hazardous Substances

MACRO Building Management Ltd recognise the serious risks associated with hazardous substances and undertake to eliminate dangerous substances in our workplace where possible. Where it is not possible to eliminate such substances, then preventative measures will be in place to protect the safety, health and welfare of our employees and anybody else that may be affected by such substances.

All our employees who come into contact with hazardous substances will receive comprehensive and adequate training/information on the associated hazards/risks and necessary precautions to take with each substance.

13.1 Chemical Hazard Labelling Signs



E: Explosive



Xi: Irritant



Xn: Harmful



N: Dangerous to the environment



C: Corrosive



T: Toxic



T+: Very Toxic



O: Oxidising



F+: Extremely flammable



F : Highly flammable

13.2 Chemical Hazard Information

- **Explosive (E)**
Substances which may under defined test conditions, detonate, quickly deflagrate or upon heating explode when partially confined.
- **Irritant (Xi)**
Non-corrosive substances which, in contact with skin or mucous membranes, will cause inflammation.
- **Harmful (Xn)**
May cause death or damage to health when inhaled, swallowed, or absorbed through the skin.
- **Dangerous to the Environment (N)**
Highly toxic for aquatic organisms, toxic for fauna or dangerous to the ozone layer.

- **Corrosive (C)**
Will seriously damage or destroy living tissue on contact.
- **Toxic (T)**
Small quantities may cause death or serious damage to health when inhaled, swallowed, or absorbed via the skin.
- **Very Toxic (T+)**
Very small quantities may cause death or serious damage to health when inhaled, swallowed, or absorbed via the skin.
- **Oxidising (O)**
May cause or greatly assist fire.
- **Extremely Flammable (F+)**
Extremely flammable materials can be ignited by brief contact with an energy source, even at temperatures below 0°C.
- **Highly Flammable (F)**
Mixtures with combustible materials may be explosive.
Highly flammable materials can be ignited at temperatures below 21°C.

14. Workplace Machinery & Equipment

MACRO Building Management Ltd will ensure so far as is practicable that all work equipment and machinery used in the workplace is safe and suitable for the purpose for which it is to be used.

This can be achieved by ensuring that all equipment has the C.E mark therefore indicating its compliance with the European Machinery Directive where stated.

We will also ensure that all equipment and machinery will be operated, maintained and serviced in accordance with Manufacturers recommendations.

All machinery must have manufacturers guards present at all times and any hazards should be clearly marked with appropriate health and safety signage.

We will provide all employees who are required to work with machinery and equipment with relevant training and information in a form that is understandable so that employees can undertake their work tasks in a safe manner.

We will restrict the use of any equipment which poses a significant risk to only authorised and fully trained staff members.

We will ensure that appropriate personal protective equipment is supplied and worn by all employees in order to protect them from hazards which may stem from such machinery and equipment.

The following information should be used as a guide for operating and maintaining work machinery and equipment, This will assist to protect employees whilst at the same time improve system reliability.

➤ **Reliable Components**

A system is only reliable as the components that make it up. For this reason only CE marked components and fittings should be used from reputable suppliers. They should be suitable for the machinery, good quality and well proven. Spurious makes should be avoided;

➤ **Parallel Redundancy**

Additional components can often be added in parallel sequence so that in the event of failure of the main component, another one will keep the system going. Whilst this can be costly if components are expensive, it does mean that the system is less likely to fail as often and hence, unplanned downtime is kept to a minimum;

➤ **Standby Systems**

In order to prevent a system failure, a standby system can be installed so that should part of the system or component stop working, then an alternative system automatically steps in to continue operation. This type of system is invaluable where failure of the system could affect safety; e.g. emergency lighting.

➤ **Minimising Failures to Danger**

When a system does fail, it is important that the failure does not end with the production of a hazardous situation. For this reason, it is vital that systems fail to safety. There are a number of ways of achieving this. One of the most important ways is through good design, e.g. ensuring that the machinery has an automatic cut out as soon as a hazardous component fails;

➤ **Planned Preventative Maintenance**

Planned preventative maintenance will improve safety and workplace integrity as well as reliability. It is a means of detecting and dealing with problems before a breakdown occurs. For example, Machinery that is used on a regular basis should be serviced in accordance with manufacturer's recommendations to prevent a system breakdown;

➤ **Minimising Human Error**

Human Error does occur and is a fact of life but it can be minimised by ensuring;

- The right person is selected for the right job;
- The individual has adequate training, instruction and supervision;
- The individual receives appropriate rest breaks;
- All workstations are designed in an ergonomically friendly manner;
- The working environment is comfortable; e.g. noise, lighting, heating, etc...

In addition to above all staff **must**

- Comply with relevant legislation / approved codes of practice and manufacturers instructions;
- Understand and comply with relevant sections of Safety Statement and Risk Assessment;
- Be trained efficiently in all equipment that is used;
- Report any defects in equipment immediately;
- Wear suitable Personal Protective Equipment when required;

15. Control of Third Parties

All Contractors and Visitors have obligations under the Safety, Health and Welfare at Work Act 2005 and are expected to behave appropriately.

15.1 Contractors

Every contractor or subcontractor who undertakes work for MACRO Building Management Ltd must be competent for the tasks they are expected to undertake. Therefore prior to engaging the services of a contractor, the prospective contractor must supply a copy of their safety statement and where necessary a site specific risk assessment /method statement outlining how they intend to undertake their work in a safe and competent manner.

When a contractor is selected there must be good clear communication between MACRO Building Management Ltd and the contractor to ensure that all work is carried out in a safe manner.

The Contractor must also make themselves familiar with our safety statement and risk assessments.

The work undertaken by the contractor should be carried according to the terms of the contract and where applicable the safe working conditions agreed prior to the commencement of any work. If changes are necessary during the course of the work then management at MACRO Building Management Ltd should be notified in advance.

MACRO Building Management Ltd will be responsible for

The Environment
The Workplace
Their equipment
MACRO Building Management Ltd Employees

The contractor will be responsible for

The job
Their equipment
Their employees

At all times during the contract there must be adequate supervision and an experienced staff member from both MACRO Building Management Ltd and the contractor should be present.

15.2 Visitors

Visitors whilst visiting the premises will not be allowed in to any dangerous/high risk areas and must be accompanied by a staff member at all times where practicable.

16. Hazard Identification and Risk Assessment

A detailed risk assessment has been developed for MACRO Building Management Ltd in compliance with Section 19 of the 2005 Safety, Health and Welfare at Work Act and is available to view within the risk assessment section of this document. The risk assessment will be reviewed annually or at more frequent intervals if required. If any particular hazard occurs that is not present within the risk assessment or if additional control measures are required then a separate risk assessment must be completed and the attached risk assessment form should be used. All employees are requested to familiarise themselves with the appropriate sections of the risk assessment which are relevant to their work.

N.B: A copy of the risk assessment should be placed in the relevant work area where possible.

16.1 Explanation of Risk Assessment

A Risk Assessment is conducted by:

- 1) Identifying the hazards, i.e. what has potential to cause harm.*
- 2) Deciding who may be harmed and why.*
- 3) Evaluating the Risk, e.g. Low, Medium or High,*
- 4) Recording the findings, i.e. as we have done with the attached risk assessment.*
- 5) Monitoring, updating and reviewing as necessary.*

The information and table below explains the (3X3) method of quantitative risk assessment, to obtain a risk rating such as *low, medium* or *high*, likelihood must be multiplied by severity.

Likelihood 1-3 (1: Unlikely, 2: Possible, 3: Most Likely)

Severity 1- 3 (1: Minor, 2: Serious Injury, 3 Fatality / Very Serious Injury)

E.g. Likelihood (3) X Severity (2) = 6 (Medium Risk)

Level	Priority	Action
Level 1. Likelihood: Unlikely Severity: Minor, E.g. scratches	1-3	Low Risk No further controls required, Monitor in case of change,
Level 2 Likelihood: Possible Severity: More serious than a minor injury, E.g. hospital treatment required.	4-6	Medium Risk New control measures to be developed, Review of procedures,
Level 3 Likelihood: Most Likely Severity: Very serious injury, E.g. fatality.	7-9	High Risk New control measures to be developed, Review of procedures,

The Risk Assessment divide's the General hazards at MACRO Building Management Ltd into the following categories and is designed to be as user-friendly as possible.

Physical Hazards – Can cause physical harm to people, plant and equipment, E.g. Fire, Electricity etc...

Chemical Hazards – Are the release of chemical agents into the atmosphere and environment that can harm population, animals, and food supplies

Biological Hazards –Are organisms, or substances derived from an organism, that poses a threat primarily to human health. E.g. exposure to environmental waste, Legionnaires disease etc..

Ergonomic Hazards - Refer to workplace conditions that pose the risk of injury to the musculoskeletal system.

Psychosocial Hazards – usually result in a specific situation which has the ability cause psychological and social problems, E.g. stress, violence etc..,

N.B Where employees work at home, it is the responsibility of management to conduct a specific risk assessment of work related hazards and to ensure they are eliminated or where not possible, adequately controlled.

17. Disciplinary Procedure

MACRO Building Management Ltd expects good standards of conduct and work performance from all employees.

These standards will be enforced in a just and systematic way. Employees should have a fair opportunity to remedy problems of conduct or performance. To this end, should an employee fail to meet MACRO Building Management Ltd required standards, the disciplinary procedure may be invoked.

No disciplinary action will be taken against an employee until the case has been investigated and the facts established. In certain cases in serious matters where serious allegations have been made, including cases of gross misconduct, a precautionary suspension on full pay may be imposed pending an investigation and hearing.

At every stage in the procedure the employee will be advised of the nature of the complaint and will be provided with all relevant information and the potential scope of the disciplinary action.

An employee has the right to be represented by the recognised trade union and/or colleague and is entitled to appeal any disciplinary procedures.

Stage 1

Formal Verbal Warning

An employee will receive a formal verbal warning if the employee fails to respond to earlier informal discipline or to maintain an acceptable standard in such matters as behaviour, absenteeism, time keeping or appearance. After interviewing the employee, the Manager will, if deemed appropriate, advise the employee that they are giving them a formal verbal warning, which will be put on the employee's record. The employee will also be told the improvement required and when the situation will be reviewed. This warning will be confirmed in writing and a copy of the warning will be sent to both the employee and MACRO Building Management Ltd management. If the employee makes satisfactory progress, the verbal warning will normally cease after six months and will be disregarded for future disciplinary purposes.

Stage 2

Written Warning

If an employee does not sufficiently improve after the formal verbal warning, the Manager will interview the employee with another third party as a witness if necessary and a first written warning will be issued. The employee will be told that a first written warning is being given, and a copy of the warning will be sent to MACRO Building Management Ltd management for retention. The written warning will say how the employee must improve and when the situation will be reviewed. Depending on the nature and seriousness of the offence involved, a first written warning may be given where no previous verbal warning has been given. Normally, if the employee's progress is satisfactory, the written warning will cease to exist after twelve months and disregarded for future disciplinary purposes.

Stage 3

Final Written Warning

If, following a first written warning, an employee persists in performing or behaving in an unsatisfactory way, the Manager will interview the employee again to review the

increasingly serious nature of the situation, and to advise the employee that a final written warning will be issued. The employee will be told that a final written warning is being issued which will indicate the improvement required and establish a time period when the situation will be reviewed. The employee will be advised that this will have implications of more serious disciplinary action up to and including dismissal, in the event of failure to improve, or in the event of recurrence of the misconduct or unsatisfactory performance. A copy of warning will be issued to MACRO Building Management Ltd management for retention. In normal circumstances and subject to satisfactory progress the written warning will cease to exist after twelve months, after this period it will be disregarded for future disciplinary purposes. Staff may appeal against a final written warning. In more serious cases where no verbal or written warnings have previously been given, a final written warning may be issued.

Stage 4

Serious/Repetitive Breaches of Discipline

Stage 4 applies after the completion of Stage 3. However, in certain circumstances involving gross misconduct, Stage 4 may be invoked immediately, e.g. offences such as a serious breach of contract, dishonesty, fraud or theft, assault or violence or any offence of a criminal nature. Any action under this stage of the procedure will be taken by MACRO Building Management Ltd management. Disciplinary action under this stage will be taken only after thorough investigation and an employee will be given every opportunity to present his/her case before hand.

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The following are examples of serious acts of misconduct, which if proved to the reasonable satisfaction of Management to have been committed then dismissal will take place immediately.

- Serious breaches of Health and Safety policy / procedures.
- Damage to property, machinery or equipment.
- Theft or the possession of stolen property / Possession of offensive weapons;
- Persistent or wilful failure to perform duty / Unlawful possession or distribution of drugs;
 - Repeated disobedience of orders from MACRO Building Management Ltd Management

Breaches of discipline of a lesser degree include:

- Minor acts of negligence, neglect of duty and disobedience;
- Unsatisfactory work performance;
- Poor timekeeping;
- Failure to report to work without satisfactory reason;

18. Environmental Policy

MACRO Building Management Ltd is committed to working in a manner that conserves our environment and protects the safety, health and welfare of our employees, contractors, members of the public and anybody else affected by our operations. Our objective in the environmental health and safety area is to assume a responsible position.

To achieve this we will endeavour to:

- Comply with the requirements of environmental legislation and approved codes of practice;
- Continuously seek to improve our environmental performance;
- Reduce pollution, emissions and waste so far as is reasonably practicable;
- Reduce the use of all raw materials, energy and supplies where possible;
- Raise awareness, encourage participation and train employees in environmental matters;
- Expect similar environmental standards from all suppliers and contractors;
- Promote positive environmental awareness within the workplace;

19. Sensitive Risk Groups

The following type of groups are classified as Sensitive risk groups under the General Application Regulations 2007 & special care & consideration should be given to the following groups as per the regulations.

19.1 Pregnant Employees

- We will carry out a specific risk assessment in accordance with Part 6, Chapter 2, General Application Regulations 2007 for every employee who is pregnant determining the nature, degree and duration of the pregnant employees exposure to any work hazards & will temporarily adjust the working hours or conditions or both, of the employee involved so the risk is avoided or when unavoidable, suitable alternative work free from risk to the mother or the child is provided.
- We will Advise all female employees of their rights & duties when they start work with us:
- Inform employees that they must inform/update management when they become pregnant, up to 14 weeks after birth or up to 26 weeks before birth if she is breast feeding;
- We will provide suitable rest facilities for pregnant employees;
- Provide paid safety and health leave, should we have no alternative safe work for her, as is required under the regulations;
- Ensure full compliance with Part 6, Chapter 2 of the General Application Regulations 2007 in relation to Pregnant Employees,

19.2 Night Workers

- We will carry out a specific risk assessment in accordance with Part 6, Chapter 3 of the General Application Regulations 2007
- We will before employing a person as a night worker, and at regular intervals during the period that that person is employed as a night worker, shall make available to that person, free of charge, an assessment by a registered medical practitioner, or a person under the practitioner's supervision, in relation to any adverse effects of that night work on the night worker's health.
- The requirements of Part 6, Chapter 3 of the General Application Regulations 2007 will be complied with in full.

19.3 Children and Young Workers (under the age of 16)

Should any Children / Young workers engage in any work activities for MACRO Building Management Ltd, then a Risk Assessment must be completed prior to them commencing work , this risk assessment must comply with Part 6, Chapter 1 of the General Application Regulations 2007 and must be completed for every child / young person and address the specific risks which they will face.

The requirements of Part 6, Chapter 1 of the General Application Regulations 2007 will be complied with in full.

20. Welfare Facilities

MACRO Building Management Ltd- recognise our legal obligations to provide appropriate welfare facilities for our employees and where appropriate

The following personal hygiene and general welfare facilities are provided for staff where practicable.

- Canteen Facilities;
- Hygiene Facilities;
- Toilet Facilities:

Employees are encouraged to be conscious at maintaining good personal hygiene at all times and should wash hands at regular intervals particularly before eating.

Toilets, wash hand basins and running water are provided for employees where practicable.

21. Health Surveillance

“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 maybe related to working conditions, are identified as early as possible.

We are required under Section 22 of The Safety, Health and Welfare at Work Act 2005 and the 2007 General Application Regulations.

- To ensure that all employees are made aware of findings from risk assessments in relation to health surveillance;
- To ensure that health surveillance is made available for every employee appropriate to the health and safety risks that may be incurred at the place of work and taking into account any entitlement to health surveillance provided by the State;
- To ensure that any such health surveillance that is made available, is available at regular intervals;

Examples of Health Surveillance include:

- Providing employees who work at Computer workstations for longer than 1 hour per day with a company financed eye test;
- Providing employees who use workplace chemicals with a company financed annual medical check up;

22. Personal Protective Equipment

MACRO Building Management Ltd recognise our obligation under the 2005 Safety, Health and Welfare at Work Act and Regulations 62 – 67 of the 2007 General Application Regulations to ensure that relevant Personal Protective Equipment (P.P.E) is issued to all staff who require its use and only after a risk assessment has deduced that no other means of risk reduction is possible.

Each employee who is issued with P.P.E is responsible for using it when required, its safe storage and must immediately report loss or damage to their supervisor.

Wearing of P.P.E **must be enforced** and all P.P.E must be worn where required, if not both the employer and employee are in clear breach of legislation and this policy.

Any employee who refuses to wear P.P.E will be questioned as to ascertain the reasons why the personal protective equipment is not being used.

If the employee persists in refusing to use the designated P.P.E, then that will be viewed as gross misconduct and our disciplinary procedure will be invoked.

The following must be taken into consideration when choosing P.P.E.

- PPE must be suited to the Risk involved;
- The conditions of the place of work must be taken into account;
- PPE must be suitable and comfortable for the employee and the work to be done;

N.B P.P.E required for employees can be found in the risk assessment.

22.1 Employer Responsibilities

- It is the responsibility of MACRO Building Management Ltd to provide adequate P.P.E where no other method of risk reduction is reasonably practicable;
- MACRO Building Management Ltd will supply P.P.E to adequate standards, sizes and amounts as is required and to fulfil our legal responsibilities under Health and Safety legislation;
- MACRO Building Management Ltd will ensure that all P.P.E which requires maintenance is maintained to an adequate standard so as not to provide risk to the Safety, Health and Welfare of the user as is required under Regulation 62 of the 2007 General Application Regulations;
- MACRO Building Management Ltd will ensure that the P.P.E provided is used in the appropriate manner;

22.2 Employee Responsibilities

- Where employees have been provided with personal protective equipment for protection of their safety and health, it is their duty to wear it, The only exception to this is where a medical condition stipulates against its use;
- Any defects in P.P.E should be reported immediately to the manager / supervisor at MACRO Building Management Ltd;

23. Appendix

- Company Accident /Near Miss /Dangerous Occurrence Form;
- Witness Statement Form;
- HSA Accident Report Form: (IR 1)
- HSA Dangerous Occurrence Form; (1R 3)
- Risk Assessment Form;
- P.P.E Signature Form;
- Employee Acceptance;

Should you need to contact us at any stage:

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