

# INDUSTRIAL TYRE SPECIALISTS

ALAN CLANCY

# SAFETY STATEMENT

Including Risk Assessment

## SAFETY STATEMENT INCLUDING RISK ASSESSMENTS

### CONTENTS

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PART A – SAFETY STATEMENT AND APPENDICES	4
 SECTION 1 – HEALTH AND SAFETY POLICY	4
1.0 – Health and Safety Policy	5
 1.1 – Business/Company Information	6
SECTION 2 – SAFETY ARRANGEMENTS	7

	<u>2.0 – Roles and Responsibilities</u>	8
	<u>2.0.1 – Persons Responsible for Performing Tasks</u>	9
	<u>Requirements</u>	9
	<u>2.2 – Consultation and Participation</u>	10
	<u>2.3 – The Safety Representative</u>	11
	<u>2.4 – Contractors’ Responsibilities</u>	12
	<u>2.5 – Visitors</u>	12
	<u>2.6 – Accident Reporting and Investigation</u>	13
	<u>2.7 – Emergency Procedures</u>	14
	<u>2.8 – Welfare Facilities and Workplace Requirements</u>	16
	<u>2.9 – Personal Protective Equipment</u>	17
	<u>2.10 – Pregnancy At Work</u>	18
	<u>2.11 – Young Persons</u>	19
	<u>2.12 – Work-Related Stress and Dignity at Work</u>	19
<u>APPENDICES</u>		<u>20</u>
<u>Appendix 1 – Forms and Records</u>		<u>21</u>
<u>Appendix 2 – Emergency Information</u>		<u>27</u>

<u>Appendix 3 – Accident/Incident Investigation Form</u>	29
<u>Appendix 4 - Safety Data Sheets/Reports for Hazardous Substances</u>	32
<u>PART B – RISK ASSESSMENT AND ACTION LIST</u>	<u>33</u>
<u>Part B1 - Risk Assessments</u>	34
<u>Part B2 - Action List</u>	35

## **PART A – SAFETY STATEMENT AND APPENDICES**

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### **SECTION 1 – HEALTH AND SAFETY POLICY**

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I/WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. I/WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.



## 1.0 – HEALTH AND SAFETY POLICY

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### KEY ACTIONS

***As an employer I/we have the ultimate responsibility for the workplace and a direct influence on health and safety in my/our business. The health and safety policy below outlines my/our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.***

## HEALTH AND SAFETY POLICY

*I/We of **Industrial Tyre Specialists** am/are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. I/we am/are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:*

- Work activities are managed so as to ensure the safety, health and welfare of my/our employees*
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually*
- Identified protective and preventive measures are implemented and maintained*
- Improper conduct likely to put an employee's safety and health at risk is prevented*
- A safe place of work is provided, which is adequately designed and maintained*
- A safe means of access and egress is provided*
- Safe plant and equipment are provided*
- Safe systems of work are provided*
- Risks to health from any article or substance are prevented*
- Appropriate information, instruction, training and supervision are provided*
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury*
- Emergency plans are prepared and revised*
- Welfare facilities are provided and adequately maintained*
- Competent personnel to advise and assist in securing the safety, health and welfare of my/our employees are employed when required.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Managing Director/Owner

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## 1.1 – BUSINESS/COMPANY INFORMATION

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KEY ACTIONS

***Input relevant details relating to the business/company name, address and any relevant contact details.***

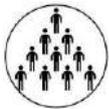
BUSINESS/COMPANY INFORMATION	
<i>Business/Company Name</i>	Hydraulic Tyre Presses & accessories Ltd T/A Industrial Tyre Specialists
<i>Business/Company Address</i>	Unit G2a Ballymount Drive, Walkinstown, Dublin 12, Ireland.
<i>CRO Number</i>	
<i>Managing Director/Owner</i>	Noel Clancy, Kieran Clancy & Alan Clancy
<i>Phone Number</i>	01-4601120/4564690
<i>Email</i>	<a href="mailto:Sales@industrialtyre.eu">Sales@industrialtyre.eu</a>
<i>Website</i>	<a href="http://www.industrialtyre.eu">www.industrialtyre.eu</a>
<i>Other Contact/Social Media</i>	

## SECTION 2 – SAFETY ARRANGEMENTS

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THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES AND RESPONSIBILITIES
- COMPETENCE AND TRAINING REQUIREMENTS
- CONSULTATION AND PARTICIPATION
- THE SAFETY REPRESENTATIVE
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING AND INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS AND DIGNITY AT WORK



### 2.0 – ROLES AND RESPONSIBILITIES

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#### KEY ACTIONS

***While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.***

#### EMPLOYER'S RESPONSIBILITIES INCLUDE:

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- Manage and conduct work activities so as to ensure the safety and health of employees and others affected

- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

**EMPLOYEE'S RESPONSIBILITIES INCLUDE:**

- 
- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
  - Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
  - Co-operate with your employer in relation to safety, health and welfare at your place of work
  - Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
  - Report any defects in equipment, unsafe activities or deficiencies in safety procedures
  - Use any protective clothing and equipment that has been provided for your safety
  - Attend any training as required by your employer
  - Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
  - Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
  - Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
  - Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.



## 2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

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### KEY ACTIONS

***I/We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:***

- *I/We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training*
- *I/We shall brief them on these tasks and their responsibilities*
- *I/We shall record the names of such nominated persons*
- *I/We shall record details in **Form 1.5 – Responsible Persons Task Register in Appendix 1.***

*I/we will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.*



## 2.1 – COMPETENCE AND TRAINING REQUIREMENTS

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### KEY ACTIONS

***Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.***

*Competence is determined by knowledge, training and experience, and, as an employer I/we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my/our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:*

- *Fire warden training*
- *First-aid training*
- *Manual handling training*
- *Training on the use of firefighting equipment □ Induction training*
- *Machine-specific training.*



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### 2.1.1 – INDUCTION TRAINING

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*I/We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register** in **Appendix 1**.*

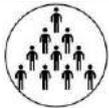
#### KEY ACTIONS

***Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at my/our workplace.***

*Induction training will include the following information:*

- *Specific hazards associated with the workplace and the controls that are in place*
- *Workplace rules*
- *Roles and responsibilities*
- *Emergency procedures and first-aid arrangements.*

*When inductions have been completed, then I/we shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.*



### 2.2 – CONSULTATION AND PARTICIPATION

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#### KEY ACTIONS

*I/we recognise that employee participation in health and safety is an integral part of my/our safety management system. I am/we are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.*

#### TOP TIPS

*I/we will consult with all relevant employees:*

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process  When new machines or processes are introduced  When new substances or materials are introduced.

*Furthermore, should any of my/our employees raise any matters relating to their health and safety that are connected in any way to our work activities, I/we will consider such matters and will endeavour to take any action that I/we consider necessary or appropriate to deal with the matters raised.*



## 2.3 – THE SAFETY REPRESENTATIVE

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### KEY ACTIONS

***My/our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to me/us on safety, health and welfare matters at the place of work.***

*I/We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.*

*I/we will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.*

*The functions of my/our safety representative include:*

- *Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him/her and the employer that is based on the nature and extent of the hazards in the place of work*
- *Being given access to information that relates to the safety, health and welfare of employees*
- *Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation*
- *Being given the opportunity to receive appropriate health and safety training to help him/her perform the function of a safety representative*
- *Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.*

*Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.*

*My/our safety representative is:*

**Alan Clancy**



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## 2.4 – CONTRACTORS' RESPONSIBILITIES

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*Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.*

### KEY ACTIONS

*All contractors involved in a work activity on my/our premises must comply with my/our policy for safety, health and welfare. Contractors carrying out work must:*

- *Be competent to carry out the work*
- *Have adequate resources to carry out the work*  *Provide copies of their own:*
  - Safety statement*
  - Insurance*
- *Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.*
- *Report to the designated person on arrival at my/our workplace.*

### FURTHER INFORMATION

*To ensure compliance with the legislation I/we will provide contractors with the relevant sections of my /our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in my/our workplace.*

**Form 1.5 – Responsible Persons Task Register in Appendix 1** can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.

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## 2.5 – VISITORS

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*Definition: A visitor is a person other than an employee or contractor.*

### KEY ACTIONS

*Visitors may not be aware of the potential hazards associated with my/our place of work. To minimise the risk of injury to visitors, I/we will:*

- *Practice good housekeeping, including:*  *Keeping walkways clear*  
 *Cleaning up spills immediately*
- *Restrict access to hazardous areas*
- *Prevent visitors from using equipment or machinery*
- *Ensure appropriate safety signs and notices are displayed*
- *Ensure safe walkways and access routes are maintained*
- *Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.*

*Visitors are required to:*

- *Conduct themselves in a safe manner at all times*
- *Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.*

### KEY ACTIONS



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## 2.6 – ACCIDENT REPORTING AND INVESTIGATION

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*If an accident or incident occurs in my/our place of work or in the course of my/our work activities which has affected employees or a third party, I/we will:*

- *Ensure details of the accident are recorded*
- *Promptly investigate the accident so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence*
- *Ensure that accidents are reported to the Health & Safety Authority on the Form of Notice of Accident (IR1) where:*
  - Employees are out of work for more than three consecutive days (including the weekend) and where they cannot continue with their normal duties*
  - Members of the public are injured by a workplace activity and require medical treatment*
  - A fatal accident has occurred.*

### FURTHER INFORMATION

*The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.*

*Any report to the Health & Safety Authority can be made, online, via the HSA's website, [www.hsa.ie](http://www.hsa.ie), or alternatively by hard copy, i.e. completing the **Form of Notice of Accident (IR1)** available from the HSA, and posting the completed form to:*

*Workplace Contact Unit,  
Health & Safety Authority,  
Metropolitan Building,  
James Joyce Street,  
Dublin 1.*

### KEY ACTIONS

*I/we will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:*

- *Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.*
  - Fire*
  - Explosion*
  - Accidents/injuries*
  - Robbery*
  - Chemical spills*
- *Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace*
- *Ensuring that emergency procedures are included in the workplace induction training*
- *Designating where employees are needed to implement our emergency plans and procedures*
- *Providing the equipment and training needed*
- *Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.*



## 2.7 – EMERGENCY PROCEDURES

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### FIRE AND EVACUATION

*I/we will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:*

- Location of firefighting equipment and means to raise the alarm
  - Location of assembly point(s)
  - Evacuation drills and fire warden(s)
  - Location of emergency shut-off points where relevant (e.g. gas) shut off. *Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:*
- 
- GO IMMEDIATELY TO THE NEAREST EXIT
  - DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
  - DO NOT STOP TO COLLECT PERSONAL ITEMS
  - GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
  - DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

### FIRST AID

*After assessment of the workplace and the type of hazards that exist, I/we will ensure adequate provision of first-aid equipment and facilities, including:*

- At least one adequately stocked and accessible first-aid kit will be provided
- I/we will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- I/we will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available/displayed

- I/We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	<i>Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?</i>	x		
	<i>Are employees aware of the plans and procedures?</i>	x		
	<i>Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?</i>	x		
	<i>Are evacuation plans and emergency contact information on display?</i>	x		
	<i>Are exits well marked, kept clear at all times and emergency lighting/signage in place?</i>	x		
	<i>Have you held an evacuation drill in the last six months and kept a record of this?</i>		x	
	<i>Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?</i>	x		

#### VIOLENCE/ROBBERY

*Where there is a risk of robbery or violence in the workplace, I/we will ensure that I/we have completed a risk assessment for violence/aggression/theft and that adequate plans and procedures are put in place. I/We will train staff on how to deal with the threat of robbery/violence, for example:*

- *Keep calm and make no sudden movements*
- *Do what the offender asks*
- *Memorise as many details about the offender as possible, e.g. height, clothing, features*
- *Note the direction and method of escape, e.g. car, motorbike, on foot*
- *Notify the Gardaí as soon as it is safe to do so*
- *Provide first aid to victims*
- *Lock outside doors until emergency services arrive.*

#### FURTHER INFORMATION:

- *A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace*
- *'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie*
- *A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.*



## 2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

### KEY ACTIONS

Where required, I/we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by my/our employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

<b>WELFARE FACILITIES</b>	<b>DETAIL AS NECESSARY</b>
<i>Toilet facilities (separate male and female if required)</i>	<i>One single unisex toilet</i>
<i>Washbasins and washing facilities (hot and cold water and soap)</i>	<i>All supplied</i>
<i>Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat</i>	<i>All supplied</i>
<i>Potable drinking water</i>	<i>All supplied</i>
<i>Facilities to take shelter from the elements</i>	<i>All supplied</i>

Facilities to dry clothing and suitable changing areas for nature of the work	All supplied
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## 2.9 – PERSONAL PROTECTIVE EQUIPMENT

### KEY ACTIONS

***Appropriate personal protective equipment (PPE), as identified in my/our risk assessments, is provided and must be worn by my/our employees. Where required, typical PPE could include:***

- *Eye protection*
- *Hearing protection*
- *Gloves*
- *Safety footwear*
- *High-visibility clothing*
- *Respiratory protection, e.g. mask. I/We will ensure that:*
  - *Adequate and suitable PPE is provided*
  - *The suitability of the PPE for the job is assessed*
  - *PPE is maintained, used and replaced as recommended by the manufacturer's instructions*
  - *Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate/reduce the risk*
  - *Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my/our risk assessments will be used*
  - *I/We will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register** in **Appendix 1**.*

### **I/We expect our employees to:**

- *Use PPE correctly*
- *Report any defects or damage to PPE immediately*
- *Participate in any training or instruction provided on PPE*
- *Inform me/us of any medical conditions they have that might be affected by the use of the PPE provided to them.*

### FURTHER INFORMATION

*The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.*



## 2.10 – PREGNANCY AT WORK

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### KEY ACTIONS

***As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, I/we will assess the specific risks arising to that employee from the work and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, I/we will carry out the following:***

- *Make sure that a specific risk assessment for that employee is undertaken, taking account of any medical advice that the employee has received*
- *Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities  If a risk cannot be eliminated or reduced to an acceptable level, then:
  - Adjust the working conditions or hours of work or both; or*
  - If this is not possible, provide alternative work; or*
  - If this is not possible, grant the employee health and safety leave**
- *I/we will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed*
- ***Form 1.5 Responsible Persons Register in Appendix 1 can be used to identify the person responsible for carrying out pregnancy-at-work risk assessments.***

### FURTHER INFORMATION

*The Health and Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. Chapter 2 of Part 6, Protection of Pregnant, Post-natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.*



## 2.11 – YOUNG PERSONS

### KEY ACTIONS

***I/We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. I/we will undertake the following:***

- *Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity*
- *Put in place all required control measures identified by the risk assessment, taking account of:*
  - Their lack of experience, maturity or awareness of risk*
  - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents*
  - The physical and psychological capacity of the young person*
- *Make sure the recommended working hours are not exceeded for young persons*
- ***Form 1.5 Responsible Persons Register in Appendix 1 can be used to identify the person responsible for carrying out young persons at work risk assessments.***

### FURTHER INFORMATION

*The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.*



## 2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

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### KEY ACTIONS

***As an employer I/we will, so as far as is reasonably practicable, ensure that:***

- *No employee's workload is so great that he or she will have to consistently work overtime*
- *No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'*
- *No employee has to work in an environment which is unsafe and in which there are risks of accidents*
- *Employees are trained so they can do their jobs effectively and safely*
- *Everyone knows what his or her core job is*
- *That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.*

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**FURTHER INFORMATION**

*The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.*

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**APPENDICES**

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**APPENDIX 1 – FORMS AND RECORDS**

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**APPENDIX 2 - EMERGENCY INFORMATION**

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**APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION**

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**APPENDIX 4 – SAFETY DATA SHEETS**

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## APPENDIX 1 – FORMS AND RECORDS

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**FORM 1.2 – TYPICAL INDUCTION TOPICS**

<b>TYPICAL INDUCTION TOPICS</b>				
<b>PURPOSE</b>	<b>TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.</b>			
<b>NO.</b>	<b>RECOMMENDED TOPICS TO BE DISCUSSED</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	<i>The qualifications and experience of workers to be inducted have been checked (where required)</i>	x		
2.	<i>Employees have been briefed on equipment in the workplace</i>	x		
3.	<i>PPE is available and worn as required:</i> <ul style="list-style-type: none"> <li>• <i>Safety glasses</i></li> <li>• <i>Safety footwear</i></li> <li>• <i>High-visibility clothing</i> <input type="checkbox"/> <i>Ear protection</i></li> <li>• <i>Other.....</i></li> </ul>	x		
4.	<i>Emergency procedures and location of:</i> <ul style="list-style-type: none"> <li>• <i>Assembly point and evacuation route</i></li> <li>• <i>Closest medical facility</i></li> <li>• <i>Contact details of emergency services</i></li> <li>• <i>Provisions for emergency communications</i></li> </ul>	x		
5.	<ul style="list-style-type: none"> <li>• <i>The location of the first-aid facilities/kits</i></li> <li>• <i>Names of the first aiders and where to obtain treatment</i></li> </ul>	x		
6.	<i>Location of firefighting equipment, e.g. fire extinguishers and hose reels</i>	x		
7.	<i>Names and contact details of the Health and Safety representative(s)</i>		x	
8.	<i>Location of welfare facilities (including toilets and drinking water)</i>	x		
9.	<i>Accident reporting procedures</i>	x		

10.	<i>Question and answer session</i>	x		
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING:				








FORM 1.5 – RESPONSIBLE PERSONS TASK REGISTER

<b>RESPONSIBLE PERSONS TASK REGISTER</b>			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all	<i>Alan Clancy</i>	
2.	Person responsible for managing and co-ordinating work activities	<i>Alan Clancy</i> <i>Damien Kinsella</i>	
3.	Ensuring records are maintained	<i>Alan Clancy</i>	
4.	Ensuring forms and registers are collected and filled out as required	<i>Alan Clancy</i>	
5.	Ensuring safety data sheets are available and appropriate control measures are in place	<i>Alan Clancy</i>	
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence	<i>Alan/Kieran/Noel Clancy</i>	
7.	Ensuring risk assessments are carried out and updated as necessary	<i>Alan Clancy</i>	
8.	Ensuring the upkeep and maintenance of welfare facilities	<i>Noel Clancy</i>	
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies	<i>Noel Clancy</i>	
10.	Co-ordinating and managing training requirements	<i>Noel Clancy</i>	
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities	<i>Alan Clancy</i>	
12.	Ensuring young persons risk assessments are carried out when necessary	<i>Alan Clancy</i>	
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary	<i>Alan Clancy</i>	
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.	<i>Noel Clancy</i>	

## APPENDIX 2 – EMERGENCY INFORMATION

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**FORM 2.1 – EMERGENCY CONTACT INFORMATION**

<b>EMERGENCY CONTACT INFORMATION</b>			
BUSINESS/COMPANY NAME			
ADDRESS			
PREMISES CO-ORDINATES		<b>N</b>	<b>W</b>
<b>CONTACT DETAILS</b>			
NAME	ROLE	PHONE NUMBER	
<b>EMERGENCY SERVICES CONTACT DETAILS</b>			
SERVICE	ADDRESS	PHONE NUMBER	
DOCTOR	INSERT	INSERT	
FIRE/GARDAÍ/AMBULANCE	INSERT	<b>999</b> OR <b>112</b>	
<b>UTILITY AND SERVICE PROVIDERS</b>			
ELECTRICITY (ESB NETWORKS)	<b>1850 372 999 (24HR)</b>		
GAS NETWORKS IRELAND	<b>1850 20 50 50 (24HR)</b>		
IRISH WATER	<b>1890 278 278</b>		
HEALTH & SAFETY AUTHORITY	<b>1890 289 389</b>		
ASSEMBLY AREA	INSERT		
EMERGENCY CO-ORDINATOR(S)	NAME	PHONE	

**APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM**

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**FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM**

<b>INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM</b>				
<b>PART A – DETAILS OF INJURED PERSON</b>				
<b>NAME</b>		<b>PHONE</b>		
<b>ADDRESS</b>	<b>EMAIL</b>			
	<b>PPS NUMBER</b>			
	<b>DATE OF BIRTH</b>			
	<b>AGE</b>			
	<b>POSITION</b>			
<b>EMPLOYMENT TYPE</b>		<b>FULL TIME</b>	<b>PART TIME</b>	<b>OTHER</b>
<b>OCCUPATION</b>	<b>EMPLOYEE</b>	<b>CONTRACTOR</b>	<b>MEMBER OF THE PUBLIC</b>	<b>OTHER</b>
<b>OUTCOME</b>	<b>INJURY</b>	<b>NEAR MISS</b>	<b>FATALITY</b>	<b>OTHER</b>
<b>PART B – DETAILS OF INJURY AND TREATMENT</b>				
<b>TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)</b>				
<b>CAUSE OF INJURY (E.G. FALL, MACHINE)</b>				
<b>PART OF BODY INJURED</b>				
<b>AGENT (E.G. POOR LIGHT)</b>				
<b>FIRST AID</b>	<b>YES</b>	<b>NO</b>	<b>FIRST AIDER</b>	
<b>TREATED BY DOCTOR?</b>	<b>DOCTOR'S NAME</b>		<b>ADDRESS</b>	
<b>HOSPITALISED?</b>	<b>HOSPITAL NAME</b>		<b>ADDRESS</b>	
<b>TREATMENT RECEIVED?</b>				
<b>PART C – DETAILS OF ACCIDENT OR INCIDENT</b>				
<b>DATE</b>		<b>TIME</b>		

<b>LOCATION</b>				
<b>DESCRIPTION OF ACCIDENT/INCIDENT</b>				
<b>OTHER INFORMATION AVAILABLE?</b>	<b>WITNESS</b>	<b>CCTV</b>	<b>PHOTO/VIDEO</b>	<b>OTHER</b>

<b>PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)</b>				
<b>NAME</b>		<b>PHONE</b>		
<b>ADDRESS</b>		<b>EMAIL</b>		
		<b>PPS NUMBER</b>		
		<b>DATE OF BIRTH</b>		
		<b>AGE</b>		
		<b>POSITION</b>		
<b>SAFE PASS NUMBER AND EXPIRY DATE</b>		<b>CSCS DETAILS</b>		
<b>WITNESS STATEMENT TAKEN?</b>			<b>YES</b>	<b>NO</b>

<b>PART E – KEY FINDINGS OF INVESTIGATION</b>				
LIST				

<b>PART F – ACTIONS TO PREVENT REOCCURRENCE</b>				
<b>ACTION</b>	<b>BY WHOM</b>	<b>DATE</b>		

<b>PART G - ITEMS ATTACHED</b>				
<b>SKETCHES</b>	<b>CERTIFICATION OF PLANT ETC.</b>	<b>PHOTOGRAPHS/VIDEO</b>	<b>RISK ASSESSMENTS</b>	<b>TRAINING RECORDS</b>

YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
DETAIL OTHER ITEMS/USEFUL INFORMATION									
<b>PART H – OTHER INFORMATION</b>									
ACCIDENT INVESTIGATED BY						POSITION			
PHONE						EMAIL			
SIGNED						DATE			

## APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

### SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

*The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.*

**Section 1** contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

**Section 2** gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

**Section 3** If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

**Section 4** details the first-aid measures you need to take in case of an accident while using the chemical.

**Section 5** gives specific information on fighting a fire caused by the chemical.

**Section 6** details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

**Section 7** contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

**Section 8** gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

**Sections 9, 11 and 12** provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

**Section 10** contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

**Section 13** explains how the chemical should be disposed of correctly.

**Section 14** contains information relating to the transportation of the chemical.

**Section 15** contains the details of the classification of the chemical as given on the label.

**Section 16** gives any other information relevant to the chemical, e.g. training advice.

## **PART B – RISK ASSESSMENT AND ACTION LIST**

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### **RISK ASSESSMENT**

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
  - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR  A NEW RISK ASSESSMENT WILL BE CARRIED OUT
  - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

### **ACTION LIST**

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. YOU SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE 'MANAGE ACTION LIST' AND COMPLETE IT ONLINE.

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**PART B1 - RISK ASSESSMENTS**

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<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="203 213 327 240"><b>Electricity</b></p> <p data-bbox="203 277 499 539"><i>Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and/or visitors</i></p>	<p data-bbox="555 213 1447 280"><i>All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician</i></p> <p data-bbox="555 381 1473 448"><i>Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. (Electro Technical Council of Ireland) standards</i></p> <p data-bbox="555 549 1361 616"><i>Enclosures/covers are in place to prevent contact with live electrical equipment/parts</i></p> <p data-bbox="555 716 1272 743"><i>Damaged extension leads are repaired or removed from use</i></p> <p data-bbox="555 844 1480 911"><i>Means of cutting off power (e.g. fuses, trip switches) to electrical installations and equipment are provided and employees are aware of their locations</i></p> <p data-bbox="555 1011 1447 1038"><i>Work on live electrical equipment is avoided where reasonably practicable</i></p> <p data-bbox="555 1139 1440 1166"><i>Fire extinguishers that are suitable for fighting electrical fires are provided</i></p> <p data-bbox="555 1267 1480 1294"><i>All circuits supplying socket outlets are protected by an RCD (Residual Current</i></p>	<p data-bbox="1518 253 1933 355"><i>Electrical installations are checked regularly by a competent qualified electrician</i></p> <p data-bbox="1518 456 1906 558"><i>Operation of the RCD () is tested regularly in accordance with the manufacturers instructions</i></p>

*Device)*

*Electrical equipment and fittings are suitable (e.g. Suitable IP-rated for protection against water or dust; EX-rated. Refer to E.T.C.I. standards) for the work environment*

*Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested*

*Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person*

*Electrical cable reels are uncoiled during prolonged use and when using high-power items (e.g. power-hose, large lighting circuit etc)*

*Custom Control*

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="206 213 331 239"><b>Chemicals</b></p> <p data-bbox="206 277 533 424"><i>Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious</i></p>	<p data-bbox="555 213 1469 360"><i>Chemical labels (Label applied to containers of dangerous chemicals to indicate the risk and precautions to be taken) and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified</i></p>	<p data-bbox="1514 252 1908 360"><i>A list (inventory) of all chemicals used in the workplace has been prepared</i></p>

*injuries to you, your employees and/or visitors*

*Employees are trained in the safe use of chemicals*

*The number of employees and the exposure to chemicals is assessed and minimised*

*Less hazardous chemicals are used where possible*

*Adequate ventilation is provided*

*A wash hand basin, soap and disposable towels/hand dryer are available*

*All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations*

*Eye, skin and respiratory protection (Device designed to protect the wearer from inhaling harmful, fumes, vapours, and/or gases) is provided and worn where appropriate and in accordance with the safety data sheet*

*Custom Control*

<i>Hazard Name</i>	<i>Current Controls</i>	<i>Additional Controls</i>
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***Workplace Transport***

*Contact between  
people/property and  
moving vehicles, vehicles  
overturning/collapsing,  
people falling from vehicles  
or collisions can cause  
damage, crush injuries and  
other serious injuries to  
you, your employees  
and/or visitors*

*Entry to the workplace is*



*directed and controlled*

*Speed limits and speed ramps/rumble strips etc. are used to control speed, as needed*

*Vehicle reversing is eliminated, where possible*

*People and vehicles are kept apart*

*Vehicles are maintained in good condition by a competent person as per the manufacturers instructions*

*Loading and unloading is carried out in a designated area away from overhead obstructions*

*All work areas are well lit*

*Dangerous parts of vehicles e.g. exhaust pipes, PTOs (Power take off shafts) are guarded*

*A person is appointed to supervise vehicle activities on site*

*High visibility vests/jackets are provided and worn by people who work near vehicles*

*Raised vehicle bodies are adequately and securely propped using a prop*  
**(See Action List)**

*All works vehicles have working amber beacons/hazard lights and reversing alarms*

*All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted*

*Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading*

*All routes are kept free of obstructions. Permanent obstructions (e.g. lamp posts) are marked and protected as necessary*

*designed to carry the vehicle weightDriver's handbook is provided*

*Vehicles are suitable for the work and the load. Vehicles are not overloaded and all loads are secured*

*Forklifts and tailboard goods lifts are tested every 12 months*

*A defect reporting system is in place and defects are dealt with promptly*

*Drivers check vehicles daily before use and report any problems*

*Keys are not left in unattended vehicles*

*Working at height on vehicles is avoided where possible, proper access equipment (for vehicles & work at height) is provided and maintained where required*

*Stop blocks (A block used to prevent the vehicle from rolling backwards) or chocks are used when tipping materials*

*Drivers are carefully selected and supervised by a nominated person*

*All drivers are instructed, trained and authorised to drive workplace vehicles*

*Driver operates vehicle at appropriate speed*

*Seatbelts (where provided) are worn at all times*

*Forklift truck drivers are trained*

*Custom Control*

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="203 212 524 244"><b>Display Screen Equipment</b></p> <p data-bbox="203 277 533 619"><i>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees</i></p>		<p data-bbox="1520 252 1850 320"><i>An assessment of individual workstations is carried out</i></p> <p data-bbox="1520 421 1953 528"><i>Work tasks are varied to ensure that staff are not working at their computers for long periods of time</i></p> <p data-bbox="1520 628 1939 767"><i>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise</i></p>

		<p><i>the effect of these hazards</i></p> <p><i>Employees who use computers are made aware of their right to eye tests</i></p>
<i>Custom Control</i>		

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="197 233 371 264"><b>Maintenance</b></p> <p data-bbox="197 296 506 555"><i>Unsafe maintenance activities can cause cuts, lacerations, eye injuries, amputations and other serious injuries to you, your employees and/or visitors</i></p>	<p data-bbox="544 233 1368 264"><i>Only trained and authorised employees carry out maintenance work</i></p> <p data-bbox="544 360 1464 432"><i>Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate</i></p> <p data-bbox="544 528 1469 635"><i>Where maintenance work may involve disturbing asbestos, all possible types and locations of asbestos are identified by a competent person and suitable control measures put in place before work commences</i></p> <p data-bbox="544 730 1456 802"><i>Maintenance employees are aware of all external gas, water and electricity cut off points</i></p> <p data-bbox="544 898 1469 1015"><i>Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work commences</i></p> <p data-bbox="544 1110 1435 1182"><i>Guards are only removed to the extent that work requires and replaced as soon as maintenance is complete</i></p> <p data-bbox="544 1278 1435 1382"><i>Adjustments to machines when parts are moving are only carried out by maintenance employees and only when machine is at slow speed or under hold-to-run control</i></p>	

*Work areas are cordoned off to exclude unauthorised access where necessary*

*Workshop or storage areas used by maintenance employees are adequately lit, free from trip hazards and items are stored properly*

*Hazardous areas are locked when not in use e.g. high voltage switch room*

*Appropriate Personal Protective Equipment is worn by maintenance employees and they have received training in its use*

*External maintenance workers report to designated person*

*Tools used for maintenance are in good working order and properly guarded*

*where necessary*

<i>Custom Control</i>	
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<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="197 233 412 264"><b>Driving for Work</b></p> <p data-bbox="197 300 517 483"><i>Driving on the public road may result in collisions which may cause serious injuries to you, your employees and / or others</i></p>	<p data-bbox="539 233 1473 339"><i>Employees have a full drivers licence (Valid driving licence is carried and is appropriate to the vehicle being driven and any equipment being towed), are competent, authorised and experienced and are familiar with the vehicle</i></p> <p data-bbox="539 440 1491 504"><i>Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use</i></p> <p data-bbox="539 608 1473 671"><i>The use of hand held equipment (e.g. hand held phone or electronic device)is not allowed while driving</i></p> <p data-bbox="539 775 1491 882"><i>Safe practices and suitable aids (e.g. where it is safe to reverse, well positioned mirrors, use of reversing alarms etc) are used for reversing and aids are kept in good working order</i></p> <p data-bbox="539 983 1451 1046"><i>Adequate rest breaks are planned and taken, and adequate time is allowed for journeys, taking account of road, traffic and weather conditions</i></p> <p data-bbox="539 1150 1384 1173"><i>Records are kept of drivers licences, authorisation, training, collisions,</i></p>	<p data-bbox="1503 280 1933 376"><i>A driving for work policy is in place and is communicated to all employees</i></p> <p data-bbox="1503 480 1962 735"><i>Employees are trained (e.g wearing of safety belts, speed, breaks and rest periods, use of dipped headlights during daylight hours, use of daily vehicle check list, actions in event of a collision) in safe driving practices</i></p> <p data-bbox="1503 839 1921 946"><i>Plans are in place for dealing with vehicle breakdown and collisions, and employees are trained</i></p>

*incidents, vehicle checks, maintenance, NCT/DOE and insurance*

*Vehicles are parked safely and legally*

*Work equipment carried in the vehicle is secured (e.g. bulkheads, roof racks, boot) for travel*

*In the event of breakdown the vehicle is safely (Try to park in as safe a place as possible. Avoid stopping on bends, narrow road sections or where there is reduced visibility) stopped, hazard warning lights are activated and warning triangle is used where appropriate*

*Custom Control*

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<b>Office Equipment</b>  <i>Working with office equipment/furniture e.g. photocopiers, shredders, guillotines, filing cabinets may cause cuts, burns and other serious injuries to you, your employees and/or visitors</i>	<i>Office equipment is used in accordance with the manufacturers manual</i>  <i>Power sockets are not overloaded</i>  <i>Power supply is turned off when clearing shredder jams and emptying bags</i>	

*Loose clothing, dangling jewellery and unsecured long hair should be avoided when using shredders*

*Guillotine (Blade for cutting paper) is only used when the guard is in place*

*Guard (Blade cover) is engaged when guillotine is not in use*

*Cabinet drawers and doors are kept closed when not in use*

*Only one filing cabinet drawer can be opened at a time to prevent tipping*

*Shelves are not overloaded*

*Adequate lighting, ventilation and heating are provided*

*Custom Control*

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p><b>Battery Charging</b></p> <p>Charging batteries can result in overheating, fire and explosions which can cause burns, lacerations, electrocution and other serious injuries to you, your employees and/or visitors</p>	<p>Batteries are charged in accordance with the manufacturers manual by trained employees</p> <p>Earthed terminal is disconnected first and reconnected last. Insulated tools are used</p> <p>The charger switches off when the battery is full</p> <p>Batteries are charged in a well ventilated separate area</p> <p>No smoking/no naked lights. Warning signs are in place</p> <p>Batteries are topped up to the correct level and are kept upright and secured during charging</p>	<p>Eye/face/skin protection is provided and worn and an eyewash station is provided</p>
<p>Custom Control</p>		

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="197 233 459 264"><b>Loading / Unloading</b></p> <p data-bbox="197 300 517 483"><i>Loading or unloading vehicles can cause crush, head and other serious injuries to you, your employees and/or visitors</i></p>	<p data-bbox="544 233 1487 264"><i>Loads are spread evenly, vehicles are not overloaded and all loads are secured</i></p> <p data-bbox="544 363 1469 432"><i>Lifting equipment used for loading/unloading is certified and the operator of lifting equipment (e.g. Rider operated lift trucks, tail lifts) is trained</i></p>	<p data-bbox="1507 276 1924 419"><i>A designated, clearly marked, flat area is used for loading and unloading vehicles and access is restricted</i></p>

	<p><i>Where it is necessary to access the vehicle or load, a safe means of getting on and off is provided and measures are in place to prevent falls</i></p> <p><i>Pallets and cages are checked for defects and if damaged are taken out of use</i></p> <p><i>A designated safe area is provided for drivers during loading/unloading</i></p> <p><i>Roadside loading or unloading is carried out in a safe manner ensuring suitable precautions are taken with regard to pedestrians and road traffic movements</i></p>	<p><i>Vehicles are braked, chocked and/or stabilised to prevent movement during loading/unloading</i></p> <p><i>Loading bays are designed and located to ensure safe access</i></p>
<i>Custom Control</i>		

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="203 212 517 277"><b>Manually Operated Hand Tools</b></p> <p data-bbox="203 316 528 536"><i>Contact with manually operated hand tools can cause cuts, lacerations and other serious injuries to you, your employees and/or visitors</i></p>	<p data-bbox="555 212 1464 277"><i>Hand tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p data-bbox="555 379 1402 411"><i>Employees are informed of the possible risks when using the hand tools</i></p> <p data-bbox="555 507 909 539"><i>Adequate lighting is available</i></p> <p data-bbox="555 810 1491 876"><i>Bench vice is provided and used in workshops as required (e.g. when using hacksaws, handfiles)</i></p> <p data-bbox="555 975 1447 1040"><i>PPE (Personal protective equipment e.g. gloves, eye protection) is provided and worn as required</i></p>	
<i>Custom Control</i>		

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="203 236 277 260"><b>Noise</b></p> <p data-bbox="203 300 528 560"><i>Exposure to noise can cause damage to you, your employees and/or visitors hearing resulting in temporary hearing loss, tinnitus or permanent hearing damage</i></p>	<p data-bbox="555 236 1480 336"><i>Noisy areas/activities have been identified (A competent person should carry out measurements where necessary), and ways to reduce levels and exposure have been considered</i></p> <p data-bbox="555 440 1122 464"><i>Warning signs () are displayed in the workplace</i></p> <p data-bbox="555 568 1240 592"><i>Employees are advised of the risks from exposure to noise</i></p> <p data-bbox="555 695 1442 759"><i>Hearing protection is provided and worn where necessary, especially when working with or working close to noisy equipment</i></p>	
<p data-bbox="203 1042 389 1066"><i>Custom Control</i></p>		

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="203 213 427 240"><b>Power Hand Tools</b></p> <p data-bbox="203 277 528 730"><i>Contact with a powered electrical/hydraulic/pneumatic hand tool, ejected materials or possible impact from machine or work piece movement, can cause burns, entanglement, fractures, lacerations, amputation and other serious injuries to you, your employees and/or visitors</i></p>	<p data-bbox="555 213 1487 316"><i>Power hand tools are used and maintained (Maintain the equipment including all safety devices in good working order) in accordance with the manufacturers manual</i></p> <p data-bbox="555 419 1487 483"><i>Tool is disconnected from its power supply before cleaning, clearing blockages or other maintenance/repair work starts</i></p> <p data-bbox="555 587 1330 614"><i>Tool adjustments are not made while moving parts are in motion</i></p> <p data-bbox="555 718 1420 777"><i>Employees are trained in the correct use of the power hand tools and the operator's manuals are available</i></p> <p data-bbox="555 880 1480 944"><i>Sufficient clear work space is provided and work pieces are secured (e.g. using clamps, jigs) where necessary</i></p> <p data-bbox="555 1048 1431 1112"><i>Loose clothing, jewellery and unsecured long hair are avoided when using power hand tools</i></p> <p data-bbox="555 1216 1426 1243"><i>PPE (Personal Protective Equipment e.g. eye/face and hearing protection.</i></p>	<p data-bbox="1518 253 1937 400"><i>Portable electrical tools that could be subject to wear and tear are inspected and tested regularly by a competent person</i></p>

*Refer to the manufacturer's instructions) is provided and worn when required*

*No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external or damp locations*

*Tools are checked (e.g. guards and covers in place, tool and hoses/leads in good condition with no visible damage/faults etc) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use*

*Vibration dampening (e.g. anti-vibration gloves, vibration dampening tape/material on handles) is provided on powered hand tools where appropriate*

*Custom Control*

<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="203 213 461 244"><b><i>Racking and Storage</i></b></p> <p data-bbox="203 277 524 577"><i>Unsafe stock storage systems can result in system failure, materials moving unexpectedly or falling, falls from height or impact with vehicles which may cause crush, head or other serious injuries to</i></p>	<p data-bbox="555 213 1464 280"><i>Storage racking is strong and stable enough for the loads placed on it, and is installed and maintained in accordance with the manufacturer's instructions</i></p> <p data-bbox="555 379 1456 485"><i>Goods are securely stacked and equipment (e.g. supports, chains, banding, chocks, shrink wrapping) is used to restrain stock and prevent unintentional movement</i></p>	<p data-bbox="1516 253 1888 400"><i>Racking is inspected regularly, reported defects are dealt with promptly and unsafe racking is offloaded and taken out of use</i></p> <p data-bbox="1516 499 1937 566"><i>Loads are correctly distributed on racking and racking is marked with</i></p>

*you, your employees or Racking is securely fixed to the floor and protected from impact damage (e.g.*

*others being struck by a forklift)*

*Stock placement or retrieval is only carried out by trained employees*

*Safe access and a safe working platform (e.g platform with guardrail, MEWP etc) are provided for employees working at height*

*Lifting equipment and accessories are used and maintained in accordance with the manufacturer's manual, and are examined every 12 / 6 months*

*Control of lifting and handling tasks is done from a safe place with good visibility*

*Floor surfaces are level, are kept in good condition and are kept free of obstructions and spillages*

*The number of times stock has to be handled is minimised*

*PPE (Personal Protective Equipment e.g. high-vis clothing, safety footwear, gloves, hard hats) is provided and worn as required*

*the SWL (Safe Working Load) and is not overloaded*

*Vehicle and pedestrian routes (Both through and within storage areas) are kept separate and are clearly marked*

<i>Custom Control</i>		
<p><b>Hazard Name</b></p> <p><b>Radon</b></p> <p><i>Long term exposure to high levels of radon may cause lung cancer to you, your employees and/or clients</i></p>	<p><b>Current Controls</b></p>	<p><b>Additional Controls (See Action List)</b></p> <p><i>Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required</i></p> <p><i>Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested</i></p> <p><i>Measures taken to reduce the radon level are maintained to ensure they remain effective</i></p>
<i>Custom Control</i>		

<b><i>Hazard Name</i></b>	<b><i>Current Controls</i></b>	<b><i>Additional Controls (See Action List)</i></b>
<b><i>Sharp Objects</i></b> <i>Contact with sharp objects</i>	<i>Use of sharp objects is minimised and they are stored safely after use</i>	

*can cause cuts, lacerations  
and amputations to you,  
your employees and/or  
visitors*

*Safe work practices are in place for the use, cleaning and sharpening of sharp  
objects, and employees are trained*

<i>Custom Control</i>	
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<b>Hazard Name</b>	<b>Current Controls</b>	<b>Additional Controls (See Action List)</b>
<p data-bbox="91 236 445 300"><b>Visiting Customer Premises</b></p> <p data-bbox="91 339 445 667"><i>Visiting customers premises may result in slips, trips, falls, crush injuries or threatening behaviour which may cause cuts, bruises, head injuries or other serious injuries to you and/or your employees</i></p>	<p data-bbox="445 236 1406 300"><i>Employees are provided with information about the purpose of the visit, the location of the premises and any particular risks</i></p> <p data-bbox="445 403 1406 467"><i>Employer or other relevant person is aware of the employee's planned visits (Approximate duration &amp; locations)</i></p> <p data-bbox="445 571 1406 603"><i>Company identification is provided and shown to customer on first contact</i></p> <p data-bbox="445 699 1406 762"><i>Employees are trained not to enter any premises without prior permission from the owner/customer</i></p> <p data-bbox="445 866 1406 930"><i>On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative</i></p> <p data-bbox="445 1034 1406 1066"><i>Employees are trained to avoid, and to report to their manager, any</i></p>	

	<p><i>dangerous situations/issues that may affect them and reported matters are dealt with promptly</i></p> <p><i>Emergency contact numbers are provided and an incident reporting procedure is in place including follow up action</i></p> <p><i>The premises rules and safety signs are obeyed</i></p> <p><i>Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures</i></p>	
<i>Custom Control</i>		
<i>Custom Control</i>		

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**PART B2 - ACTION LIST**

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<p><b>Hazard Name</b></p> <p><b>Electricity</b></p> <p>Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and/or visitors</p>	<p><b>Control Required</b></p> <p>Electrical installations are checked regularly by a competent qualified electrician</p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p>No</p>
<p><b>Hazard Name</b></p> <p><b>Electricity</b></p> <p>Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and/or visitors</p>	<p><b>Control Required</b></p> <p>Operation of the RCD is tested regularly in accordance with the manufacturers instructions</p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p>No</p>
<p><b>Hazard Name</b></p> <p><b>Chemicals</b></p> <p>Exposure to chemicals can</p>	<p><b>Control Required</b></p> <p>A list (inventory) of all chemicals used in the workplace has been prepared</p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p>No</p>

<p><i>cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries to you, your employees and/or visitors</i></p>				
<p><b>Hazard Name</b></p> <p><b>Workplace Transport</b></p> <p><i>Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your employees and/or visitors</i></p>	<p><b>Control Required</b></p> <p><i>All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted</i></p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p><i>No</i></p>

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Workplace Transport</b></p> <p>Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your</p>	<p>All routes are kept free of obstructions. Permanent obstructions are marked and protected as necessary</p>			No
<p>employees and/or visitors</p>				

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Workplace Transport</b></p> <p>Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your employees and/or visitors</p>	<p>Vehicle reversing is eliminated, where possible</p>			No
<p><b>Workplace Transport</b></p> <p>Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your employees and/or visitors</p>	<p>Loading and unloading is carried out in a designated area away from overhead obstructions</p>			No

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Workplace Transport</b></p> <p>Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your employees and/or visitors</p>	<p>A person is appointed to supervise vehicle activities on site</p>			No
<p><b>Hazard Name</b></p> <p><b>Workplace Transport</b></p> <p>Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your employees and/or visitors</p>	<p>All works vehicles have working amber beacons/hazard lights and reversing alarms</p>			No

<b><i>Hazard Name</i></b>	<b><i>Control Required</i></b>	<b><i>Assigned To</i></b>	<b><i>Deadline</i></b>	<b><i>Completed</i></b>
<b><i>Workplace Transport</i></b> <i>Contact between</i>	<i>Driver's handbook is provided</i>			<i>No</i>
<i>people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your employees and/or visitors</i>				

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Display Screen Equipment</b></p> <p>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees</p>	<p>An assessment of individual workstations is carried out</p>			No
<p><b>Display Screen Equipment</b></p> <p>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back,</p>	<p>Work tasks are varied to ensure that staff are not working at their computers for long periods of time</p>			No

<p><i>shoulder or arm strain, eye strain or fatigue to you and your employees</i></p>				
<p><b>Hazard Name</b></p>	<p><b>Control Required</b></p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p>
<p><b>Display Screen Equipment</b></p> <p><i>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees</i></p>	<p><i>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</i></p>			<p>No</p>

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Display Screen Equipment</b></p> <p>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your employees</p>	<p>Employees who use computers are made aware of their right to eye tests</p>			No

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Driving for Work</b></p> <p>Driving on the public road may result in collisions which may cause serious injuries to you, your employees and / or others</p>	<p>A driving for work policy is in place and is communicated to all employees</p>			No

<p><b>Hazard Name</b></p> <p><b>Driving for Work</b></p> <p><i>Driving on the public road may result in collisions which may cause serious injuries to you, your employees and / or others</i></p>	<p><b>Control Required</b></p> <p><i>Employees are trained in safe driving practices</i></p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p><i>No</i></p>
<p><b>Hazard Name</b></p> <p><b>Driving for Work</b></p> <p><i>Driving on the public road may result in collisions which may cause serious injuries to you, your employees and / or others</i></p>	<p><b>Control Required</b></p> <p><i>Plans are in place for dealing with vehicle breakdown and collisions, and employees are trained</i></p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p><i>No</i></p>

<p><b>Hazard Name</b></p> <p><b>Battery Charging</b></p> <p><i>Charging batteries can result in overheating, fire and explosions which can cause burns, lacerations, electrocution and other serious injuries to you, your employees and/or visitors</i></p>	<p><b>Control Required</b></p> <p><i>Eye/face/skin protection is provided and worn and an eyewash station is provided</i></p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p><i>No</i></p>
<p><b>Hazard Name</b></p> <p><b>Loading / Unloading</b></p> <p><i>Loading or unloading vehicles can cause crush, head and other serious injuries to you, your employees and/or visitors</i></p>	<p><b>Control Required</b></p> <p><i>A designated, clearly marked, flat area is used for loading and unloading vehicles and access is restricted</i></p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p><i>No</i></p>

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Loading / Unloading</b></p> <p><i>Loading or unloading vehicles can cause crush, head and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>Vehicles are braked, chocked and/or stabilised to prevent movement during loading/unloading</i></p>			No

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Loading / Unloading</b></p> <p><i>Loading or unloading vehicles can cause crush, head and other serious injuries to you, your employees and/or visitors</i></p>	<p><i>Loading bays are designed and located to ensure safe access</i></p>			No

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Power Hand Tools</b></p> <p>Contact with a powered electrical/hydraulic/pneumatic hand tool, ejected materials or possible impact from machine or work piece movement, can cause burns, entanglement, fractures, lacerations, amputation and other serious injuries to you, your employees and/or visitors</p>	<p>Portable electrical tools that could be subject to wear and tear are inspected and tested regularly by a competent person</p>			No
<p><b>Racking and Storage</b></p> <p>Unsafe stock storage systems can result in system failure, materials moving</p>	<p>Racking is inspected regularly, reported defects are dealt with promptly and unsafe racking is offloaded and taken out of use</p>			No

<p><i>unexpectedly or falling, falls from height or impact with vehicles which may cause crush, head or other serious injuries to you, your employees or others</i></p>				
<p><b>Hazard Name</b></p> <p><b>Racking and Storage</b></p> <p><i>Unsafe stock storage systems can result in system failure, materials moving unexpectedly or falling, falls from height or impact with vehicles which may cause crush, head or other serious injuries to you, your employees or others</i></p>	<p><b>Control Required</b></p> <p><i>Loads are correctly distributed on racking and racking is marked with the SWL and is not overloaded</i></p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p><i>No</i></p>

<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Racking and Storage</b></p> <p>Unsafe stock storage systems can result in system failure, materials moving unexpectedly or falling, falls from height or impact with vehicles which may cause crush, head or other serious injuries to you, your</p>	<p>Vehicle and pedestrian routes are kept separate and are clearly marked</p>			No
<p>employees or others</p>				
<b>Hazard Name</b>	<b>Control Required</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Completed</b>
<p><b>Radon</b></p> <p>Long term exposure to high levels of radon may cause lung cancer to you, your employees and/or clients</p>	<p>Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required</p>			No

<p><b>Hazard Name</b></p> <p><b>Radon</b></p> <p><i>Long term exposure to high levels of radon may cause lung cancer to you, your employees and/or clients</i></p>	<p><b>Control Required</b></p> <p><i>Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested</i></p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p><i>No</i></p>
<p><b>Hazard Name</b></p> <p><b>Radon</b></p> <p><i>Long term exposure to high levels of radon may cause lung cancer to you, your employees and/or clients</i></p>	<p><b>Control Required</b></p> <p><i>Measures taken to reduce the radon level are maintained to ensure they remain effective</i></p>	<p><b>Assigned To</b></p>	<p><b>Deadline</b></p>	<p><b>Completed</b></p> <p><i>No</i></p>