

# **SAFETY STATEMENT MANUAL**

Revision 1

Deaf Village Ireland  
Ratoath Road  
Dublin 7

Issued by:

Sylvia Nolan, Manager

Under the Authority of:

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Damian Barry, Chairman of the Board

COPY NO: 2

ISSUED TO: The Board of Deaf Village Ireland

AMENDMENT STATUS SHEET  
Deaf Village Ireland

Copy No 2

Holder \_\_\_\_\_

This Sheet is updated whenever any amendments are made to the Safety Statement in accordance with the procedures detailed in Section 11 of the Manual.

Amendment			Discard		Insert		Signed
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This Safety Statement is prepared in accordance with the Safety, Health and Welfare at Work Act 2005, and states the general safety and health provisions of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 as applicable to Deaf Village Ireland.

The statement relates to the premises at Ratoath Road, Dublin 7.

The Statement specifies the manner in which the Safety, Health and Welfare of employees shall be secured. It is based on an identification of hazards and an assessment of the risks to safety and health at the premises. It represents management's commitment to safety and health and specifies the manner, the organisation and resources necessary for maintaining and reviewing health and safety standards.

Management as referred to in this Manual includes in varying degrees all who exercise any supervisory role over staff. The management of DVI has the responsibility to produce this document to DVI staff, that includes people who are employed by the C.E Scheme, visitors and volunteers. The management has the responsibility to communicate this document through ISL as well as verbally. Each organisation within Deaf Village Ireland has the responsibility of providing their own safety statement. It is particularly important for the management of Deaf Village Ireland to show Deaf & Hearing people the emergency assembly point which is located in the car park.

While the Chairman carries the final responsibility for the safety and health of all the staff, he does so through the ordinary reporting structure of the organisation.

In preparation of the Safety Statement all staff are consulted and their views and comments considered, but it is for management to decide what measures are reasonable and practicable in any workplace or situation and this is then stated in the Safety Statement.

All staff have a right to see and consult the Safety Statement at all reasonable times. In the interests of practicality as the Safety Statement must be kept up to date in all its particulars only a limited number of controlled copies are issued. These are updated and amended in a controlled way which ensures that all copies are up to date at all times.

The Statement sets out the names and titles of persons responsible for the performance of certain tasks assigned by the Statement.

The general duties of employees are also included in the Statement.

The Statement includes an Emergency Evacuation procedure and lists of duties for all employees in the event of fire or other emergency.

Please read this Statement carefully. If you do not fully understand any point, ask for clarification.

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**It is the policy of the Management Board of Deaf Village Ireland to safeguard the Safety, Health and Welfare of all it's staff wherever they work, and of the public, students and others who avail of its facilities. The Manager of Deaf Village Ireland is responsible for the implementation of this policy through the existing supervisory structures.**

**In so far as is reasonably practicable the management will provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and users of the facilities of the organisation.**

**The information, training and supervision needed for this purpose will be provided, but the co-operation of all staff is necessary to meet this goal. It will be in ISL and spoken language**

**All staff have an obligation to advise management of any circumstance which might affect the safety, health or welfare of themselves, their colleagues, or the public.**

**In so far as is reasonably practicable, facilities accessible to the public will be maintained so as to minimise the hazards to the public associated with them.**

**The Manager, reporting directly to the Board ensures that all aspects of the policy are in fact being implemented.**

**This policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed every year.**

**The specific arrangements for safety are detailed in this Manual.**

**SIGNED: \_\_\_\_\_**

\_\_\_\_\_

**Chairman of the Board**

**Date**

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## Respect & Dignity at Work Policy

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

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

The Chairman of the Board, the Manager and deputies have a specific responsibility to promote its provisions.

### Definitions:

**Harassment:** Harassment of one employee by another is defined in the Employment Equality Act 1998, as “unwelcome acts or conduct of an offensive nature that includes spoken words, gestures or the production, display or circulation of written words, pictures or other material.” Harassment may be based on sex, religious belief, political opinion, race, disability or other specific grounds. It is harassment if the action or other conduct is unwelcome to the recipient and could reasonably be regarded as offensive, humiliating or intimidating to that person in line with current employment legislation.

**Bullying Behaviour:** Workplace bullying as defined by the Health and Safety Authority Taskforce on Workplace Bullying in March 2001, is “repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described above, while it may be an affront to dignity at work, is not, as a one-off incident, considered to be bullying.”

### Rights and Responsibilities

All employees have the right to work in an environment which is based on respect and dignity and therefore, free from any form of harassment or bullying. The Chairman, Manager and the Board of Deaf Village Ireland fully recognises the right of employees to complain

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about harassment or bullying should it occur. All complaints will be dealt with seriously, promptly and confidentially.

This policy and procedure does not replace or detract from the rights of employees to pursue a complaint under legislation.

Every effort will be made to ensure that employees making complaints and others, who give evidence or information in connection with a complaint, will not be victimised. Victimisation as a result of reporting harassment or bullying, or due to co-operation with procedures of investigation, will be regarded as a serious breach of discipline and may result in dismissal.

1. All management and staff are committed to ensuring the dignity of all employees.
2. Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

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

3. If you consider that you are being bullied, or that someone else is being bullied, bring the matter to the attention of the Manager or to the Chairman of the Board.
4. If you consider that your complaint was not given due consideration and has not been reacted to, write or have the details of the complaint written down, make a copy of the statement and send it formally, in a sealed envelope fully addressed, to the Chairman of Deaf Village Board.
5. Management will investigate all complaints fairly and thoroughly without any reprisals for the person making the complaint.
6. Complaints will be dealt with in a confidential manner as quickly as possible

The Deaf community can put their complaints through ISL , video or in English written language.

Signed: \_\_\_\_\_  
Chairman of the Board



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Chairman of the Board : John Cradden

Manger : Sylvia Nolan

Facilities Manager : John Curtain

Maintenance Paul Ryder

Safety Representative (Staff Rep) : Kris

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## Responsibilities

### The Chairman of the Board

The overall and final responsibility for Health, Safety and Welfare at Work in Deaf Village Ireland is that of the Board of Deaf Village Ireland

They exercises this responsibility through the ordinary line management.

Management will ensure that each member of staff is made aware of his / her reporting structure in matters relating to safety.

**The Manager** is responsible for:

Specific responsibility for accident and incident investigation, emergency evacuation procedures and drills, safety inspections and audits has been assigned to the Manager of Deaf Village Ireland

The responsibility for the Safety performance is vested in the Manager of Deaf Village Ireland who:

1. Establishes and administers the safety programme.
1. Establishes controls to assure performance in compliance with safety programme elements.
1. Establishes a training programme which will develop in each member of management a strong safety attitude and a clear cut understanding of specific duties and responsibilities.
2. Includes management performance in the safety programme as part of job descriptions and as a factor in performance appraisals of staff.
3. The Manager is responsible for:
  - The safety of all the staff
  - Administering the safety programme
  - Furthering the knowledge and providing resources which will develop in each member of staff a strong safety attitude and a clear understanding of their specific duties and responsibilities.

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- The specific responsibilities indicated in the Identified Hazards and Control of Associated Risks section (Section 5 of this Manual).
- Safety Inspections
- Safety Audits
- The investigation of accidents
- Compliance with statutory regulations.
  
- Supervising or delegating the supervision of activities which might have implications for the safety, health and welfare of staff and visitors.
  
- The specific responsibilities indicated in the Identified Hazards and Control of Associated Risks Section (Section 5 of this Manual)

### **Fire Marshals**

Fire Marshals are appointed. Their function is to:

- Ensure that all staff and members of the public in their area evacuate the area when the fire alarm sounds **and flashes** for evacuation.
- Advise the Manager of any obstructions to means of access or egress from any place of work in their area.
- Advise the Manager of the non-availability for any reason of fire extinguishers at their designated locations.
- Ensure that lists of staff are kept up to date.
- Check that all staff and visitors present have assembled at the assembly points in the event of an emergency evacuation and account for staff not present by contact with their supervisors or otherwise.

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## Emergency and First Aid Arrangements

A First Aid box is held in the DDA lounge in Deaf Village Ireland. Individuals will be trained in First Aid. A list of the recommended contents is provided in an appendix at the end of this manual.

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- The First Aid box will be checked monthly by the Safety Officer and restocked, as necessary.
  - The \_\_\_\_\_ is responsible for retaining stocks of first aid supplies for all first aid boxes.
  - In the event of any member of staff requiring medical attention contact the \_\_\_\_\_ who will contact the Doctor, or Ambulance Service, as required. After office hours, or where no Telephonist exists, call the Emergency Services on 112 or 999.
  - All accidents and incidents must be reported to your immediate supervisor who is responsible for completing the accident form as soon as possible (see safety support procedure: Accident reports) and reporting all accidents to the Chief Executive within two days.
  - In the event of any substance entering the eye, the eye is held open and irrigated with cold running water for at least 15 minutes. Hold eye open and pour water in such a way that ensures that no contaminant is washed into the other eye. Seek medical attention immediately afterwards.
  - In the event of scalds and burns, run cold water over the affected area for at least 10 minutes. Severe scalds and burns should be brought to medical attention as soon as convenient.

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**Emergencies:** When an emergency occurs:

- Do not panic, organise yourself
- Assess the situation, what takes priority?

Use any appropriate means of raising the alarm, such as asking someone to the nearest phone, to contact the emergency services (999 or 112).

In the event of any serious injury, including all injuries to the eye, medical advice must be obtained from a doctor or at the nearest hospital.

In the event of a fire, put into effect the practiced evacuation drills.

**Evacuation Drills** are held at least twice a year.

Assembly point in the event of fire or emergency evacuation:

- **Car Park.**

Directional signposts are also provided indication the nearest emergency exit. These signs are also located in the Thomas Mahon Building.

The Alarm Bell is tested once a week. At all other times when the alarm sounds and flashes, or if it continues to sound after 30 seconds at any time it is to be regarded as a signal to evacuate the building by the nearest emergency exit.

Further details of the Evacuation Procedures are as posted on the Emergency evacuation Notice Board.

**Fire Precautions:**

In each corridor and near specified electrical equipment, fire extinguishers are provided as a first line of attack for small fires.

Take note of the location of your nearest extinguisher and escape route.

Always ensure that fire escape routes and fire exits are not obstructed or locked.

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### Fire Emergency Arrangements:

In the event of discovering a fire:

- Shout or sign a warning to others and activate the fire alarm at the nearest break glass.
- Alert the Fire Brigade (phone 112 or 999 and ask for Fire Service), or have some one responsible alert the Fire Brigade.
- If the fire can be controlled with the equipment at hand at no personal risk, attempt to fight the fire. (Use the correct extinguisher for the type of fire).
- Shut off any equipment affected by the fire.
- If the fire can not be controlled immediately, ensure those for whom you are responsible, evacuate by the nearest route and go to the assembly point.
- Do not attempt to return for any personal items or other equipment etc.

In the event of hearing/ seeing the fire alarm:

- Do not stop to collect personal belongings, etc.
- Evacuate in an orderly way by the nearest emergency exit.
- If on the ground floor and if the normal exit is blocked by fire (or is otherwise inaccessible) exit by another fire escape door.
- At the assembly point, the Manager or his / her deputy, checks that all users of the building have been accounted for.

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If any person is unaccounted for the person in charge will arrange for a search outside the fire zone.

If there is any reason to suspect a person (other than those who might be fighting any small fire) is trapped or incapacitated in the fire zone the Manager will direct whatever reasonable measures may be taken before the arrival of the Fire Brigade.

The Senior Officer of the Fire Brigade on arrival should be informed of such unaccounted for persons and their presumed location.

The Fire Brigade should also be advised of the location of any special hazard (such as gas installations and the boiler house), whether in the fire zone or not, and of the location of Fire Hydrants Points.

The Senior Fire Officer takes responsibility for all aspects of the fire scene on arrival and all staff should follow his directions.

- Do not attempt to return for any personal belongings, valuables, or other equipment, etc. Do not go to or attempt to remove your car from the car park.
- Remain at assembly point until otherwise instructed by the person in charge.

### **The Manager of Deaf Village Ireland**

Will ensure that the Fire Service has been alerted.

Will check that all staff and all visitors to Deaf Village Ireland are accounted for.

Will inform the Manager of any unaccounted person and the location of specific hazards at the premises.

Familiarise yourself with the location of all fire exits, fire alarm break glass buttons and the location of fire extinguishers.

Use the correct type of fire extinguisher for the type of fire to be extinguished.

Note: Use only CO<sub>2</sub> fire extinguishers on electrical equipment fires.

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## Identification of Hazards and Control of Associated Risks

All practical measures to minimise the risks associated with fire and the other identified hazards are in place or are being implemented.

Regular yearly Safety Audits have been instituted to ensure that all the necessary arrangements remain in place and that the required arrangements are identified and put in place for any new or modified activities.

A formal procedure for recording and investigating all accidents and incidents has been instituted and the information obtained will be used to further improve safety.

In the preparation of this safety statement an assessment was made of any hazards identified at the premises and in the normal activities which take place there.

The schedule of hazards below is continually reviewed (particularly at times of Safety Audits and Inspections and in the light of any accidents or reported dangerous occurrences)

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## Risk Rating Matrix

Likelihood Impact	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme/ Severe (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

Low Risk 1 to 5

Medium Risk 6 to 12

High Risk 15 to 25

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Hazard	Who might be harmed	Control Measures	Risk	Any Further Action?
Slips, Trips and Falls	Staff and others including the public risk injury such as fractures or bruising if they trip over objects or slip on spillages or wet floors	<ul style="list-style-type: none"> <li>• Aisles and walkways are kept free of obstructions.</li> <li>• Floor areas in the offices are kept clear.</li> <li>• Spillages are cleaned up as soon as possible.</li> <li>• Floors surfaces are from non slip range of flooring.</li> <li>• Areas are well lit.</li> <li>• Mat to dry shoes at the entrance to the offices.</li> <li>• Cleaners put up signs to warn people of wet floors.</li> </ul>	L=2 I=2 Total =4 Low Risk	<ul style="list-style-type: none"> <li>• Spillage or wet floor in the toilets to be reported to manager.</li> </ul>
Electrical	Staff risk electric shock or burns from faulty electrical equipment or misuse of electrical appliances.	<ul style="list-style-type: none"> <li>• Electrical installation is to the latest ETCI rules.</li> <li>• Electrical installation had full testing done June 2013</li> <li>• Staff do not work on any electrical equipment or appliance.</li> </ul>	L= 2 I=3 Total =6 Medium Risk	<ul style="list-style-type: none"> <li>• Appliances tested on a regular schedule. Schedule to be set up with an electrical contractor and Deaf Village Ireland by the end of October</li> </ul>
Musculoskeletal injuries	Cleaning Staff and Maintenance and gardening staff will all have duties which involve lifting, carrying, pushing and pulling loads. These could lead to Musculoskeletal injuries. Office staff at risk if they lift heavy or awkward loads.	<ul style="list-style-type: none"> <li>• Staff that have to do lifting and carrying are trained in manual handling techniques.</li> </ul>	L=2 I=2 Total =4 Low Risk	<ul style="list-style-type: none"> <li>• Any new staff to be trained in manual handling.</li> </ul>
Fire	Staff and others including the public risk injury or death from fire and smoke if a fire started in the building.	<ul style="list-style-type: none"> <li>• L1 fire alarm system installed which has detection in all rooms and areas including in the false ceiling spaces.</li> <li>• Fire alarm system had strobe lights as well as sounders because of the presence of deaf and hard of hearing people.</li> <li>• Fire alarm system is tested weekly to ensure that it activates.</li> <li>• Fire alarm system serviced every quarter.</li> </ul>	L=3 I=4 Total = 12 Medium Risk	<ul style="list-style-type: none"> <li>• Arrange training for fire wardens in the Fitness centre.</li> <li>• Agree procedures for evacuating the building with all building users when the alarm goes off.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Building has fire safety certificate.</li> <li>• Exit doors checked regularly to ensure they open easily and are not blocked.</li> </ul>		
Cleaning Chemicals	Cleaning Staff risk chemical burns or skin irritation from the use of bleach and other cleaning chemicals marked irritant.	<ul style="list-style-type: none"> <li>• MSDS sheets for the chemicals in use obtained</li> <li>• Staff trained in the use of cleaning chemicals</li> <li>• PPE provided for the use of the cleaning chemicals</li> </ul>	L=3 I=2 Total = 6 Medium Risk	<ul style="list-style-type: none"> <li>• Review the cleaning chemicals used to see if any safer chemicals are available.</li> </ul>
Working at height	Maintenance staff may be required to do some work from a ladder or platform and are at risk of injury from a fall. Staff located below the person working at a height may be injured by falling objects	<ul style="list-style-type: none"> <li>• Risk assessment to take place before the use of any ladder. Platform hire for work that should not be done from a ladder.</li> </ul>	L=2 I=3 Total =6 Medium Risk	<ul style="list-style-type: none"> <li>• Staff to be issued with ladder safety leaflet from HSA.</li> </ul>
<b>Hazard</b>	<b>Who might be harmed</b>	<b>Control Measures</b>	<b>Risk</b>	<b>Any Further Action?</b>
Maintenance equipment – drills, tools etc.	Risk of injury to Maintenance person from the use of sharp hand tools and power tools such as drills	<ul style="list-style-type: none"> <li>• Maintenance person is trained in the use of tools.</li> <li>• Power tools are double insulated and backed up by RCD's to prevent electric shock.</li> <li>• Sharp tools are stored in proper containers to prevent accidental damage.</li> <li>• PPE used including eye protection when using power tools.</li> </ul>	L=3 I=3 Total =9 Medium Risk	Review of training.
Gardening equipment	Risk of injury to gardener from the use of gardening equipment including power lawn mowers.	<ul style="list-style-type: none"> <li>• Gardening person is trained in the use of the equipment provided.</li> <li>• Fuel for the power driven machinery is stored in proper containers in a safe place.</li> <li>• PPE used by the person when gardening.</li> </ul>	L=3 I=2 Total =6 Medium Risk	

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## Safety Programme Management

The Management in so far as it is practicable will:

1. Provide and maintain safe and healthy working conditions consistent with the best information available and the appropriate statutory requirements.
2. Provide integrated safety / job training for all employees including additional special safety training where necessary.
3. Provide all necessary safety devices and protective clothing and equipment; give training in, and supervise their use.
4. Provide and maintain adequate first aid facilities.
5. Set an example in safe behaviour.
6. Audit regularly, at a minimum once a year, the arrangements and practices for the Safety, Health and Welfare of its staff and of others in the workplace.
8. Promptly investigate any accidents to prevent their recurrence.
9. Provide adequate fire fighting and prevention facilities in the centre, evacuation procedures and maintain a state of alertness to these procedures.
10. Provide adequate Safety and Health information to staff on any materials handled.
11. Regularly, at least once a year, review the operation of its Safety Programme, the results of Safety Audits and of accident and incident investigations and introduce any changes necessary.
12. Provide the necessary arrangements to ensure that non-employees working at, or visiting the premises adhere to all relevant safety rules.
13. Provide and maintain adequate washing and toilet facilities and other such facilities as are necessary for the welfare of its employees.

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14. Provide or, if necessary, obtain competent professional advice to design and lay out the workplace in such a way as not to adversely affect the safety, health and welfare of staff.
15. Provide safe systems of work, documented where necessary.
16. Ensure that well sign-posted safe means of access and egress exist at all locations. **This is hugely imperative especially in the Thomas Mahon Building.**
17. Provide a clear supervisory structure to ensure the implementation of its Safety Policy and Safety Rules.
18. Ensure in so far as is practicable healthy working environments which are clean, un-crowded, with adequate heating, ventilation, and lighting.
19. Ensure that Visual Display Units in use by staff will be set up as recommended by Chapter 5 Part 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007.

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## Response from Staff

Staff will respond by:

1. Always working in a safe and efficient way using the protective equipment provided.
2. Availing and making use of the safety training given.
3. Ensuring that no activity is engaged in without first informing themselves of any potential hazards and obtaining any relevant training.
4. Adhering to procedures which affect the safety and welfare of their students, colleagues and the public.
5. Observing all safety and warning signs and notices.
6. Reporting any personal circumstances which might interfere with one's capacity to carry out all expected operations safely and which might expose others to risk.
8. Reporting any unsafe situations or equipment, accidents, and dangerous occurrences.
9. Co-operating in the investigation of accidents with the object of introducing measures to prevent their recurrence.
10. Recognising that failure to provide this response may be dealt with within the normal disciplinary procedures.

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## **Resources for Safety Health and Welfare:**

Deaf Village Ireland will provide adequate finance so as to fund and maintain the provisions indicated in this Safety Statement Manual and will afford staff whatever time is necessary to carry out their duties under this Manual.

It will also provide adequate finance to fund and to maintain the provisions indicated in this Safety Statement Manual.

It will identify in so far as it is possible in its annual accounts the direct costs of implementing this policy and will estimate it's direct costs under the following headings (and any other found relevant):

- Safety Installations
- Safety Equipment
- Uninsured costs arising (arising from accidents and other incidents)
- Consultancy

**TRAINING (SAFETY, HEALTH AND WELFARE)** All staff will receive informal training on:

- The contents of the Safety Statement Manual, Safety Policy, and any Safety Rules applicable to their workplace or work activities.
- How to carry out their own job safely.
- Correct lifting techniques.
- The meaning of Hazard Symbols.
- What the main hazards are and how to avoid any risk from them.
- The details of emergency procedures.
- The use of fire extinguishers for the different classes of fires. (how and when to use them and the hazards arising from their use.).
- The location of Fire fighting facilities (and when to use them) fire extinguishers, fire alarms.
- The means of exit from all locations in the event of a fire.



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Subject: Employee Safety Representation	Issue Date: 1 <sup>st</sup> January 2017 Issued By: Sylvia Nolan Manager

## **Employee Safety Representation:**

Deaf Village Ireland will consult its staff for the purpose of the making and Maintenance of arrangements which will enable it and its staff to co-operate effectively in promoting and developing measures to ensure their Safety, Health and Welfare at Work and in ascertaining the effectiveness of such measures.

As far as is reasonably practical it will take into account any representations made by its staff.

Should the staff of Deaf Village Ireland wish to have a formal safety representative (within the meaning given to that title in the Safety, Health and Welfare at Work Act, 1989), the Management of Deaf Village Ireland will give the elected Safety Representative the co-operation required by the Act and will consult the staff on safety related matter through him / her.

The name of any such Safety Representative will be given in Section 2 of this Manual.

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## General Safety Rules

To meet the objective of developing a Safety Culture at Deaf Village Ireland all must acquire the safety habit.

- Don't take chances, learn all the rules, and understand your work thoroughly.
- Do not work in situations where serious risks to safety exist.

### 1. Good Housekeeping

- Keep work place tidy, use the proper facilities / receptacles for rubbish and waste.
- Leave the area safe after you, replace loose tools and equipment to the correct place, clean up any spillages, etc.
- Keep walk-ways, stairs, corridors and passages between desks clear.

### 2. Falls

- Watch your step as you go about.
- Take particular care of loose mats, steps in to and out of rooms, changing floor levels, etc.
- Watch out for untidy floors and uneven ground, keep your hands out of your pockets.
- Watch out for slippy (and wet) floors, changes in floor level, obstructions, etc.
- Always use the rail on the stairs.

### 3. Materials handling

- When manually handling loads ensure that it is within your capability.
- Don't attempt to lift heavy loads beyond your capacity. Keep a straight back and bend the knees when lifting from a low level.
- Stack and de-stack materials carefully.

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- Get help with heavy and awkward loads, or when moving furniture or equipment.

4. Chemicals and substances: (Cleaning Agents, Photocopier Chemicals, Toners, Tippex, cleaners, etc.)

- All packages of hazardous chemicals have suitable hazard symbols, if required. Be sure that you understand them and carry out the precautions.
- Always wear eye protection when handling chemicals.
- It is important to remove minute traces of chemicals from hands and skin after handling to avoid skin irritation. Exposed areas must first be rinsed with water before soaping or washing. Hands should always be washed before taking any meals, snacks, drinks, chewing gum, or smoking, etc.
- Ensure that you know the hazardous properties of all chemicals before you handle them.
- Always wash hands after handling chemicals and particularly before taking any meals, snacks, drinks, chewing gum, or smoking, etc.
- Always wash spillage of chemicals off the body immediately.
- Always report if chemicals have been splashed into the eye. If possible when chemicals have entered the eye, flush the eye out with cold water for at least 15 minutes.
- Ingestion of chemicals should be avoided. When concentrated chemicals have been accidentally ingested, seek medical attention.

5. Tools and Electrical Equipment

- Keep hand tools in good order, with sound handles, Worn tools (ill fitting spanners, hammers with chipped heads, saws and gardening implements with loose handles) must not be used.
- Treat all electrical equipment and cables with due care.

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- Leave maintenance and repair work of electrical equipment to those specifically trained for it.
- Ensure that cables, plugs, connectors, etc., are in sound condition before using them.

#### 6. Protective Clothing and Equipment

- Wear safety glasses or goggles and gloves when handling chemicals.

#### 7. First Aid

- Report all injuries, however slight, and ensure that they are adequately treated.
- Injury to eyes (chemicals, flying particles, etc.) always require medical attention.
- Record all injuries and incidents in the First Aid book.
  - Know who the trained first aiders are in your workplace and alert them when any injury occurs.
- Know where your nearest First Aid box may be found.
- Never obstruct or block First Aid Stations.

#### 8. Fire / Evacuation Procedures

- Know the evacuation procedure for your work area.
  - In the event of a fire alarm, shut down the equipment you are in control of and leave the premises in accordance with procedures. (See Section 3 of the Safety Statement Manual).
  - Never tamper with or misuse fire-fighting equipment.
  - On discovering a fire situation, raise the alarm. If it is a small local fire attempt to extinguish it with the appropriate means. Take care to follow

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the instructions with regard to the type of fire the extinguisher may be used on.

- Do not attempt to fight a fire, which is too large for first aid measures. Leave the area immediately.
- Assemble at the assembly point.
- Never obstruct or leave obstructed fire exits or the escape routes from any place of work.
- Ensure that accumulations of papers and debris do not cause fire hazards, nor are allowed to build up on escape routes particularly on the well of escape stairs.

#### 9. Notices

- Always place a barrier or the relevant hazard notice, if you create a temporary unsafe situation (i.e. slippery floor, obstructed corridor, temporary trailing cables, working overhead, etc.) or come across a hazardous situation.
- Remove hazard notices immediately they no longer apply.
- Always strictly observe hazard notices (either temporary or permanent) and follow the instructions given or take the relevant precautions.

#### 10. Accident Reports

- Report all accidents involving personal injuries, or significant property damage, to your immediate supervisor who is responsible for completing an accident report form.
- Co-operate with the investigation of accidents you have witnessed.
- Report all unsafe situations and potentially serious “near miss” accidents

#### 11. Damaged or Broken Facilities

- Report all broken desks and chairs. If convenient have any broken items removed to a place, which will prevent their inadvertent use.

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- Report damaged cables, plugs or sockets. Take out of service any electrical equipment with damaged plugs or sockets and label the equipment as unsafe.
- Report, and place a notice or otherwise make safe, a broken window.

13. Horseplay

- No "playful" activities of any kind, wrestling, throwing about of materials, may be engaged in.

14. Offices

- Keep desks and floors tidy.
- Tie down trailing cables.
- Locate desk in so far as possible to avoid trailing cables.

15. Use of Visual Display Equipment

- Sit correctly at workstation.
- Adjust chair to suit yourself; adjust lumbar support - incline backwards if you can;
- Use foot rest if your feet do not rest flat on the floor when the seat height is at its most comfortable position for your eyes;
- If continuously at screen take breaks from this work for minutes in each hour. Get up and do other work when possible.
- Exercise your hands, wrist and arms; and your neck and eyes periodically.

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## **Administration of this Safety Statement Manual**

- 1 This Manual is a controlled document and each copy is signed by the Manager.
- 2 Each section is uniquely numbered. Each page of each section is uniquely numbered and dated.
- 3 If a page or section is amended, corrected or modified, it is dated from the date on which it comes into effect and given the next revision number.  
The Status Amendment sheet inside the front cover of the Manual is updated in each copy to indicate such amendments.
- 4 Controlled and numbered copies of this Manual are held by the Manager and a copy for consultation by all staff is held in the administration office. Uncontrolled copies may be made at any time but should be marked as “Uncontrolled”  
A register of all Controlled copies is maintained by the Manager.
- 5 Proposals for amendment may be initiated by any member of management or staff. Such proposals will be discussed by the Manager with any staff representatives and a recommendation made for such amendment as they may see appropriate.  
The Chairman may accept, modify or reject such proposals. When approved the Manager will process the amendment and issue it to all holders of the Manual.
- 6 Holders of the Manual shall immediately replace amended sections and return the replaced sections to the Manager marked with the Manual copy number to advise him / her of the replacement.
- 7 A copy of all replaced sections or pages will be held on file by the Manager for a minimum of 7 years.
- 8 Safety Audits will include checks to ensure that all controlled copies of the Safety Statement Manual are up to date.
- 9 Extracts may be posted on the notice boards and elsewhere from time to time.
- 10 Each March there will be a formal review of this Manual and its operation. This review will consider the outcome of Safety Audits, Reports of Accident Investigations, Accident History, Consultant's Reports, etc., and any changes in



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activities and in the physical facilities and will make recommendations for updating the Manual as appropriate. This review is normally carried out by the management along with any safety representatives. Where considered necessary (and after major changes in work activities, location or practices) a competent safety consultant may be engaged.

- 11 A record confirming that this review took place is made by updating the following page of this section.

Annual Review of  
Deaf Village Ireland , Safety Statement.

Date of Review	Reviewed by: Name Title / Position	Outcome of the Review: (e.g. number of amendments, sections amended, etc.)

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## Accident Reporting and Investigation Procedures

**Purpose:** This procedure is to ensure that all unsafe situations are identified with a view to finding ways to eliminate their causes.

**Persons Responsible:** All staff.

**Documentation:**

- First Aid Log Book
- Accident Report Form (see copy attached)
- HSA Form No. IR1: Form of Notice of Accident or Dangerous Occurrence (to be filled out on line at [www.hsa.ie](http://www.hsa.ie))

### Procedure:

1. All accidents without exception are reported to the Manager.
2. All accidents without exception are to be recorded:
  - Minor injuries (cuts and bruises, etc.):

In the Log Book at the First Aid boxes note:

Name of person injured  
First Aid treatment (and time of treatment)  
Time, date, location of accident  
How it happened.

The staff injured should complete this (or have it completed). The Staff member in charge should complete it for any others injured.

- All accidents involving lost time, visits to doctor or hospital and dangerous occurrences involving significant damage to plant or equipment:

On Accident Report Form.

- If the accident involves absence from work for 3 days not including the day of the accident, a HSA form No. IR1 must also be completed.

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- The Accident Report form (Specimen copy follows) should be completed as soon as possible after the accident by the Supervisor or person in charge / project leader concerned.

It should be clear to all that the purpose of the questioning is not to apportion blame but to get to the root cause so as to avoid similar incidents in future.

In carrying out the questioning and the subsequent investigation the checklist should be addressed as appropriate.

- Witnesses should be questioned immediately. The person to whom the accident happened should be questioned as soon as medical treatment, etc. has been given. A checklist of aspects which might be relevant to an accident investigation is provided with the accident report form.
- The Manager is normally responsible for investigating all significant accidents.
- The transitory evidence should be gathered first, note weather conditions, etc., if relevant, note the positions of accident related objects. Take measurement and make a sketch of scene if necessary. Take names and addresses of witnesses who can not be interviewed at the time. Then gather any materials that may be required for laboratory testing etc.
- Witnesses to the actual accident or the events leading up to the accident should be questioned when the immediate work is done. The person to whom the accident happened should be questioned as soon as medical treatment, etc., has been given.

It should be clear to all that the purpose of the questioning is not to apportion blame but to get to the root cause so as to avoid similar incidents in future.

- The relevant parts of the Accident Report Form are filled out with the appropriate details and witness statements. The Investigation Check List itemises details, which should be born in mind.
- The investigator will then analyse the facts looking for corroboration and substantiation of details and statements. Written managerial documents and the Investigation Check List are consulted.
- When satisfied that there are no gaps in the knowledge to be checked or rechecked the Conclusion section of the report is concisely and clearly written.

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11. The recommendations should be itemised and specific so that specific follow-up action can be implemented.
  
12. If HSA Form No. IR1 requires to be completed it shall be filled out on line and a copy printed for the file, which should be available for inspection by an inspector from the HSA at anytime in the future.

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***ACCIDENT REPORT FORM***

Complete as soon as possible after accident. Question the person to whom the accident occurred as soon as medical treatment, etc., has been given. Question other witnesses immediately. Explain that the purpose of questioning is to determine what happened not to apportion blame.

Name of injured person: \_\_\_\_\_

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

Time: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Nature of Injury, Damage, Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of First Aid treatment given: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First Aid given \_by: \_\_\_\_\_

Other treatment (Hospital, Doctor, etc.): Yes [ ] / No [ ]

Name: \_\_\_\_\_ Time sent for treatment: \_\_\_\_\_

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Details of Accident: (See CheckList)

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

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Accident Report Form

**Witness Statements:**

1. *Name:* \_\_\_\_\_

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

2. *Name:* \_\_\_\_\_

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

(Use additional sheets if necessary - No. of additional sheets \_\_\_)

**Details of Investigation and follow-up Actions:**

**Investigation carried out by:** \_\_\_\_\_

Report:

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

Recommendations:

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

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***Accident Report Details / Investigation Check List***

(Suggested aspects of an accident which should be borne in mind, and addressed if appropriate or relevant, by the Supervisor reporting the accident on the Accident Report Form.)

NB Photograph Accident Site & other relevant features.

What instructions, if any, were given to the person before the accident?

Was the person familiar with the operation?

Was the person trained on the operation involved?

When was training given?

By whom?

Were there written instructions / Procedures?

Were the Procedures being followed correctly?

Who was in charge at the time of the accident?

Where was he / she at the time?

Was personal protective equipment / clothing required?

Was it worn correctly?

Condition of protective equipment before accident?

Condition of protective equipment after accident?

Distance of accident from safety shower /eye wash station /fire extinguisher /fire blanket?

Was the first aid equipment serviceable?

Did it work correctly?

Were there any obstructions in the way to the first aid equipment?

If equipment involved:

- what equipment ?
- state of the equipment ?
- was a defect in the equipment responsible ?
- last serviced / maintained (date) ?
- by whom?
- Any other material factors relevant to the particular operation at the time?



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First Aid Boxes	First-Aid Travel kit	First Aid Box Contents		
		1-5 persons	6-25 persons	26-50(a) persons
<b>Adhesive Plasters</b>	12	12	20	40
<b>Sterile Eye Pads [Bandage attached] 3 units of steristrips</b>			2	4
<b>Individually Wrapped Triangular Bandages, 10 woven cotton swabs</b>	2	2	6	6
<b>Safety Pins and a jar of vaseline</b>	2	2	6	6
<b>Medium Individually Wrapped Sterile Unmedicated Wound Dressings [approx. 10 x 8 cms]</b>	-	-	6	8
<b>Large Individually Wrapped Sterile Unmedicated Wound Dressings [approx. 13 x 9 cms] Individually wrapped wipes</b>	1	1	2	4
<b>Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings [approx. 28 x 17.5 cms]</b>			3	4
<b>Individually Wrapped Wipes</b>	8	8	8	10
<b>Paramedic Shears</b>	1	1	1	1
<b>Pairs of Latex Gloves</b>	1	1	2	2
<b>Additionally, where there is no clear running water, Sterile Eye Wash (b)</b>	1	1	2	2

#### NOTES

- (a) Where more than 50 persons are employed pro rata provision should be made.
- (b) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.**

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**Know your Dangerous Substances.**

<b>SYMBOL</b>	<b>MEANING</b>	<b>PRECAUTIONS</b>
 <b>Toxic or very Toxic</b>	May cause serious or extremely serious health risks or death if inhaled, swallowed or if it penetrates the skin.	Use exhaust ventilation system or full breathing apparatus to prevent exposure to dusts, vapours, etc. Wear protective clothing. Do not eat, drink or smoke. Wash hand thoroughly after use.
 <b>Harmful</b>	May cause limited health risks if inhaled, swallowed or if it penetrates the skin.	Wear protective clothing to avoid contact with skin and eyes. Provide good ventilation or use protective facemask. Do not eat, drink or smoke after use.
 <b>Irritant</b>	Can cause irritation to skin, eyes or breathing system if inhaled. (Non-corrosive).	Wear protective clothing to avoid contact with skin and eyes.  Provide good ventilation or use protective facemask.
 <b>Environment.</b>	Dangerous to the Environment.	
 <b>Explosive</b>	May explode if subject to heat, shocks or friction.	Store away from other materials.  Always observe recommendations for storage and use.
 <b>Corrosive</b>	Can cause chemical burns to skin and eyes.  (May also be corrosive to certain metals.)	Wear protective clothing to avoid contact with skin, eyes and clothing.
 <b>Oxidising</b>	Produces heat on reaction with other materials and creates a fire risk in contact with flammable or combustible materials.	Store away from other materials.  Always observe recommendations for storage and use. Keep container tightly closed.
 <b>Highly Flammable or Extremely Flammable</b>	Highly flammable gas or solid or a liquid with a flash point below 0 °C; and boiling point below or equal to 35 °C.	Keep away from sources of ignition. Do not smoke. Store in a secure place. Keep container tightly closed.
<b>No Symbol.</b>	A liquid having a flash point between 21 °C and 55 °C.	Keep away from sources of ignition. Do not smoke.

<b>Flammable</b>		
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