



HEALTH & SAFETY STATEMENT

FOR:

+ First Aid Supplies ®

**Unit 1, Port Tunnel Business Park,
Clonsaugh, Dublin 17**

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Approved By: Gerry Breen

Date: February 2023

www.firstaidsupplies.org

MAIN CONTACTS

MANAGING DIRECTOR:	Gerry Breen
SAFETY REPRESENTATIVE	Gerry Breen
FIRST AID PERSONS	Shaun Ryan
FIRE WARDENS	Landlord
NEAREST HOSPITAL	Beaumont Hospital
LOCAL GARDA	Coolock Garda Station
EMERGENCY:	999 / 112
HSA:	1890 / 289389



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COMPANY DESCRIPTION:

First Aid Supplies® specialize in the supply of First Aid products to all sectors of the community, both commercial and recreational.

With our extensive experience in the First Aid business, we can provide a personal and tailor-made package to meet the requirements of your organization and help you to comply with all current Health & Safety legislation.

Our Customers: Our main customers include private businesses, community care organisations, nursing homes and accident & emergency sectors - throughout Ireland.

Delivery: We offer a 48-hour delivery on most stock items.

Our Products: First Aid Supplies® offers a full range of first aid products. Our diverse product range is itemised on the right side of this page and provides links to detailed pages on each item. We partner with the best manufacturers to bring you the best prices.

Staff: Our staff are the key resource in our company. We work closely with our suppliers in training our staff to be as knowledgeable as possible on the full range of products that we offer. This enables them to deal swiftly and professionally with any queries you may have.

Feedback: We welcome any comments you may have on our product range, and in particular any suggestions you may have for new products that you would like to see us offer.



STATEMENT OF HEALTH AND SAFETY POLICY

First Aid Supplies recognises that its greatest assets are its employees, and, to this end, we endeavour to promote a spirit of cooperation, participation and partnership within all aspects of our business. In this spirit we must continue to develop our own ethos on Health & Safety and implement suitable policies for securing the Safety and Health at work of all our employees, so far as is reasonably practicable.

It is the expressed wish of the Management that the activities of First Aid Supplies through its employees will become synonymous throughout all our activities with Best Practices in Health & Safety as well as inherent to our practices over coming months and years. We would ask everyone to work towards this aim by taking care of themselves at all times, by being aware of any potential hazards and by implementing and adhering to the policies and procedures detailed in this Safety Statement fully on a day-to-day basis.

First Aid Supplies has an existing and active policy of regular and ongoing consultation with employees. This will obviously continue and has a particular relevance in Health & Safety issues and the various policies and procedures in this regard are detailed herein. All employees are encouraged to put forward suggestions and ideas for consideration and for improving standards of Health & Safety about the premises.

It is the intention of the Managing Director Gerry Breen, to review the Safety Statement (and Site / Job Specific Safety Statements (Method Statements) regularly and in the light of developments in legislation and industry. We are also committed to providing sufficient time, personnel and finance to ensuring, so far as is reasonably practicable, the safety of all employees and persons who are on our premises at any time.

The Managing Director is committed to the continuing development and implementation of policies and legal requirements for securing the health and safety of our employees, so far as is reasonably practicable. This is actively supported by means of the on-going training and awareness programmes, which help to reinforce the company's safety strategy, as detailed in this Safety Statement.

We also encourage the participation of the Safety Representative and recognise that safety issues raised by him / her through consultation with Management must be assessed and resolved in a satisfactory way.

ENVIRONMENTAL POLICY

First Aid Supplies recognises that our day-to-day operations inevitably impact on the environment in a number of ways. It is the policy of First Aid Supplies to minimise the potentially harmful effects of such activities wherever and whenever possible.

As part of our continuing drive to promote a positive and caring contribution to the protection of the environment we have developed a comprehensive policy statement which will enable us to set the targets by which our efforts towards sustainable environmental improvements can be measured and monitored on a regular basis. In doing this, environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of our environmental performance.

We have undertaken to help every employee to give full support to this policy by providing support and training thereby ensuring that they understand and contribute to ongoing improvements. The Managing Director has specific responsibility for policy development, coordination and evaluation of performance. First Aid Supplies is committed to minimising the impact of its operation on the environment by means of a programme of continuous improvement.

In particular First Aid Supplies will:

1. Meet, and where appropriate, exceed the requirements of all relevant legislation.
2. Recycle packaging material (wherever possible).
3. Minimise waste in all operations, especially hazardous waste. We will dispose of all waste through safe and responsible methods and have a systematic procedure to cope with accidental spillages.
4. Work with partner suppliers to ensure that products they supply for First Aid Supplies. have been carefully formulated to minimise their impact on the environment.



5. Ensure that partner suppliers are committed to environmental improvements and where necessary compare alternative suppliers in respect of their environmental performance.
6. Seek to realise the benefits of reduced fuel consumption and lower exhaust emissions through coordinating route planning.
7. Use environmentally safe and sustainable energy sources to meet the needs of the business.
8. Annually monitor our performance in implementing these principles and in complying with all applicable laws and regulations.

Signed:
Managing Director

Date: 15th February 2023



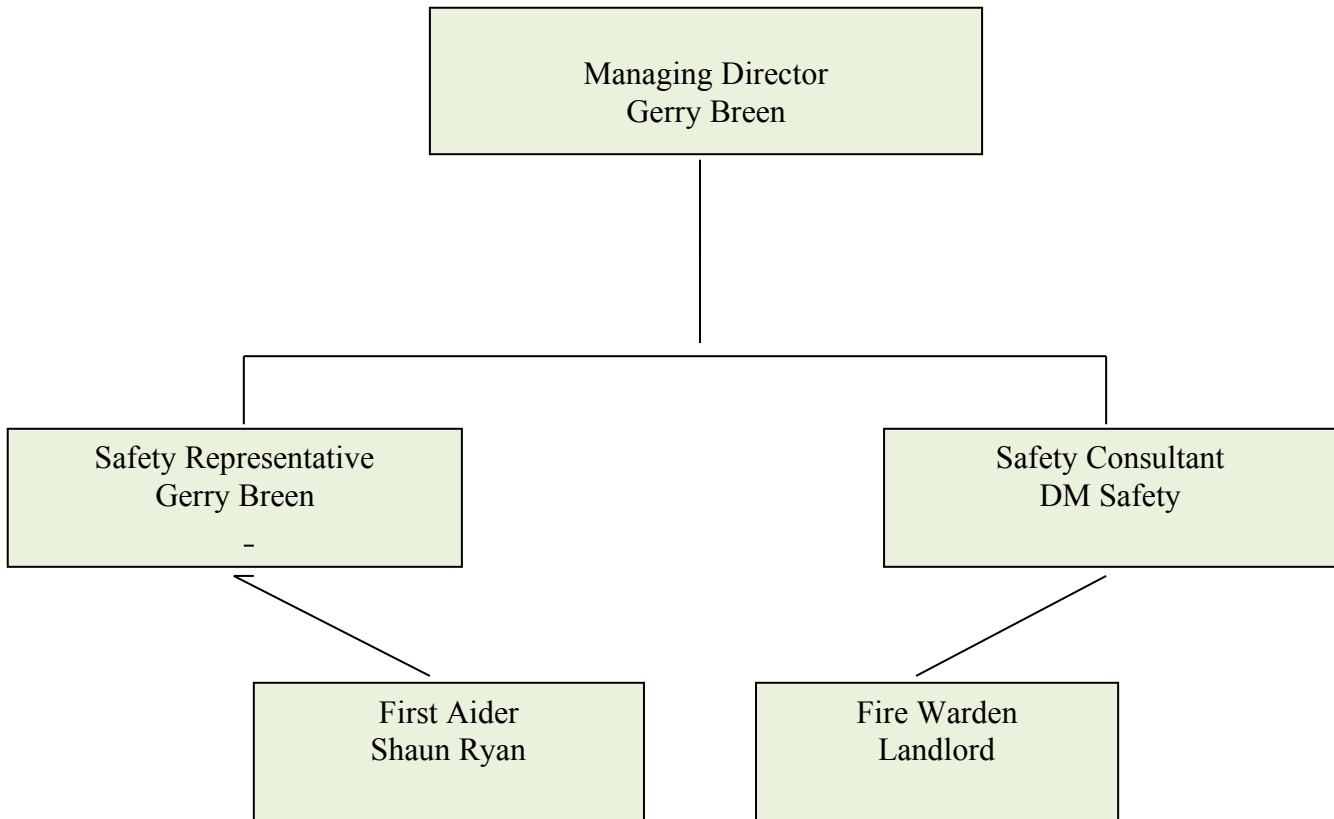
OBJECTIVES:

The objectives of this Safety Statement are as follows:

- To maintain and promote workers health and working capacity.
- To improve working conditions and work to become conducive with Safety and Health.
- To develop work organisation and working cultures in a direction that will support safety and health at work.
- To prevent any accidents or dangerous occurrences taking place.

These objectives can only be met by the full implementation of the Safety Statement. Management and employees must facilitate its implementation by complying with any requirements laid out herein and bringing to the attention of Senior Management any areas which they may feel have been neglected.

SAFETY MANAGEMENT STRUCTURE:





ORGANISATION AND RESPONSIBILITIES:

The Managing Director has overall responsibility for Safety, Health, and Welfare within First Aid Supplies. These responsibilities include: -

1. Positively supporting the Policies and Procedures set out in the Safety Statement and supporting those personnel who carry them out.
2. Periodically reviewing the Safety Statement and the Personnel who implement the Policies and Procedures set out in the Statement.
3. Ensuring that there is full compliance with the Safety Statement and terminating the contract, when necessary, of personnel who present a risk of injury to themselves and / or others in the workplace.
4. Provide training necessary to implement the Safety Management Policies.
5. Putting in place a system for communicating with the workforce at all levels, with a view to improving Safety, Health, and Welfare in the workplace.
6. Including in the company directors report, a report on the status of Safety, Health, and Welfare in the Company.



SAFETY CONSULTANT:

The appointed Safety Consultant for this company is DM Safety who is committed to the full implementation of the Health and Safety policy and will welcome any input from site safety representatives.

DM Safety will work in conjunction with the employees and his function will be to:

1. Monitor all aspects of Safety, Health, and Welfare in the company.
2. Take advice on the implementation of Health and Safety Policy and any revisions required.
3. Ensure that the Safety Statement is kept up to date and in compliance with changing legislation.
4. Liaise with site management to ensure that a safe place at work is provided for all employees of First Aid Supplies.
5. Monitor provision and proper use of Personal Protective Equipment.
6. Provide or organise training where necessary.
7. Ensure that all employees are inducted on site.
8. Record all accidents and dangerous occurrences and ensure when necessary that such records are submitted to the Health and Safety Authority.
9. Investigate all accidents and dangerous occurrences with a view to eliminating the hazards associated with them.

MANAGERS / SUPERVISOR:

The Managing Director will ensure Managers, appointed by First Aid Supplies will be instructed to monitor Health and Safety matters in the area under their control. Health and Safety issues will have the same status as operations and where conflict arises; Health and Safety will take precedence.

Managers / Supervisors will:

1. Where conditions of the work area give rise for concern, liaise with the Safety Reps & DM Safety or with Site Management to put things in order.
2. Ensure that employees under his / her control avoid any action, which may cause injury to themselves or to others.
3. Lead by example by practicing safe systems of work.
4. Report to the Managing Director any accidents or dangerous occurrences which may have occurred regardless as to how big or small they might be.



EMPLOYER'S LEGAL OBLIGATION'S PART 2, 8(1) 2005 ACT:

The following obligations are law, and the Health and Safety Authority can criminally prosecute employers who do not comply with the law.

GENERAL DUTIES OF THE EMPLOYER TO THEIR EMPLOYEES:

It shall be the duty of the employer to ensure, as far as is reasonably practicable, the safety, health and welfare at work of all his employees, with regard to:

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

- f) Provide and maintain facilities and arrangements for the welfare of his or her employees at work
- g) Provide the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees
- h) To determine and implement the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carry out relevant risk assessment,
- i) With regard to the general principles of prevention, where risks cannot be eliminated or adequately controlled, or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees,
- j) To prepare and revise, where applicable, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger,
- k) To report accidents and dangerous occurrences, as may be prescribed, to the Authority, or to a person prescribed under section 33 as appropriate,
- l) To obtain, where necessary, the services of a competent person, to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

The above list takes into account the obligations placed on the employer under the:

- a) The Safety, Health and Welfare at Work Act, 2005,
- b) The Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and Code of Practice Chemical Agent Regulations 2011,



- c) The Safety, Health and Welfare at Work (Construction) Regulations, 2013 (External Contractors Working on Site).
- d) The General Application Regulations 2007 – 2016.

EMPLOYEES LEGAL OBLIGATIONS PART 2, 13(1) 2005 ACT:

The following obligations are law, and employees who do not comply with the law, can be criminally prosecuted by the Health and Safety Authority.

It is the duty of every employee while at work:-

- a) To comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- b) To ensure that he or she is never under the influence of an intoxicant to the extent that he or she is in such a condition as to endanger his or her own safety, health or welfare at work, or that of any other person / persons,
- c) If it is reasonably required by his / her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of a registered medical practitioner who is competent person, as may be prescribed,
- d) To co-operate with his / her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, where appropriate,
- e) Not to engage in any improper conduct or any other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person / persons,
- f) To attend any training and where appropriate to undergo such assessment as may be required by his or her employer or as may be given relating to safety, health and welfare at work or relating to the work carried out by the employee,
- g) To have regard to his / her training and the instruction given by his or her employer and to make correct use of any article or substance that may be provided for use by the employee at work or for the protection of his / her safety, health and welfare at work, to include protective clothing or equipment,



To report to his / her employer or any other appropriate person as soon as practicable -

- (i) Any work being carried on or likely to be carried on, in a manner in which may endanger the safety, health or welfare at work of the employee or that of any other person / persons.
- (ii) Any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person / persons
- (iii) Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person / persons

The above list takes into account the obligations placed on the employee, under the:-

- a) The Safety, Health and Welfare at Work Act, 2005,
- b) The Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and Code of Practice Chemical Agent Regulations 2011,
- c) The Safety, Health and Welfare at Work (Construction) Regulations, 2013 (External Contractors Working on Site).
- d) The General Application Regulations 2007 – 2016.

TRAINING:

- In compliance with the Safety, Health and Welfare Act 2005 section 10, First Aid Supplies will ensure that all employees / sub-contractors (where applicable), to whom the legislation applies, are trained in the particular activities that they undertake.
- DM Safety will liaise regularly with First Aid Supplies to ensure that all employees / Agency Staff have received induction training on all sites where they are to work. This training will include identification of hazards particular to individual sites, and control measures to be put in place to reduce the harm they present.
- Where handling of loads cannot be achieved by mechanical means the company will provide Manual Handling Training to its employees.
- Where necessary DM Safety will provide instruction and / or training to sustain a safe working environment for all its employees.
- A number of employees who work at First Aid Supplies will undergo fire safety training. This includes office and warehouse staff. Fire Warden Training shall be given to persons who take on this role.
- All employees who operate Forklift Trucks, Ride On Pallet Trucks and Mobile Elevated Work Platforms will undergo formal training and refresher training as applicable.
- Where risk assessment deems it necessary to have trained First Aid Persons, persons will be trained in first aid. First Aid Training will be updated / refreshed every 2 years.
- Any works that legislation requires be undertaken by a trained and competent person will only be carried out by such personnel.



CONSULTATION AND SAFETY REPRESENTATIVE:

First Aid Supplies recognises that the input from employees is critical in maintaining a successful Health and Safety Management System and encourages all employees to consult with management on issues that give rise for concern in this area. Employees are also encouraged to consult the Safety Representatives and site management when situations concerning Health and Safety need to be addressed.

First Aid Supplies also recognises that good Health and Safety Management will aid production so employees must always feel that their input is welcome. Where employees feel that they cannot or do not wish to, consult directly with management, they can voice their concerns with their Safety Representative. The Safety Representative will be appointed by all the workers on this site. The names of the Safety Representative for First Aid Supplies. will appear on page 3 of the Safety Statement.

First Aid Supplies will comply with all requirements laid out in section 25 & 26 of Safety, Health & Welfare at Work Act 2005 which in summary require that employers consider any representations on safety and health matters made by their employees, either directly or through a safety representative elected by them.

Where a Safety Representative is appointed, he / she may make representations to the management of First Aid Supplies on any aspects of Safety, Health and Welfare at the place of work. He / she may also carry out inspections of the place at work and investigate potential hazards and complaints made by any employees whom he / she may represent.

The Safety Representative will be notified when an inspector from Health & Safety Authority (HSA) enters the place of work for the purpose of inspecting and may accompany the inspector on the inspection. He / she may receive advice and information from inspectors on matters of Safety, Health, and Welfare at Work. The Safety Representative may investigate accidents and dangerous occurrences providing he / she doesn't interfere with or obstruct any statutory obligations to be performed by other persons.



CONSULTANT / CONTRACTORS AND OTHER SUPPLIERS:

First Aid Supplies has a responsibility for consultants / contractors / suppliers while they are on their premises or site work. First Aid Supplies Ltd. must inform these persons of any hazards and risks that are present on site before entering. In places where we use the regular services of contractors, they must provide their own risk assessments and control measures on First Aid Supplies Ltd. template site specific method statement.

Casual contractors may complete a Safe System of Work Plan (SSWP). All contractors must comply with safety rules and co-operate with the management and employees to ensure safety is maintained and relevant statutory provisions are met. All work by these persons must be carried out in accordance with the relevant statutory provisions and considering the safety of others on the premises and the general public.

VISITORS

First Aid Supplies has a responsibility to ensure, so far as is reasonably practicable, the safety of visitors while on its premises or sites.

Visitors proceed to the main reception to gain access to First Aid Supplies office building. They must ring the doorbell and they will be brought in through the door and wait for the required person in Reception.

Visitors must sign in and out in the visitor book.

Visitors must be escorted around the premises at all times.

Note: It is up to the host to ensure that each visitor signs in and signs out.

BULLYING AND HARASSMENT POLICY

The management of First Aid Supplies are committed to providing a workplace free from harassment and bullying by referring to the Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work 2007, in accordance with Section 60 of the Safety, Health and Welfare at Work Act, 2005. The Health and Safety Authority defines bullying in the workplace as “repeated aggression; verbal, psychological or physical, conducted by an individual or group against another person or persons”. It is aggressive behaviours, which is systematic and ongoing and does not relate to isolated, once off incidents of aggression. Bullying is not only wrong it is illegal and will not be tolerated by First Aid Supplies at any level. Some types of behaviour, which may be regarded as bullying, are as follows: -

- Subjecting an employee to unreasonable scrutiny
- Excessive or unfair criticism about minor matters
- Taking credit for another person’s work
- Undermining another’s authority.
- Setting impossible work targets or objectives
- Changing work requirements or targets, without informing the employee
- Dealing with a colleague through a third party or otherwise so as to isolate the individual and / or ignoring on a persistent basis an individual’s point of view.
- Publicly insulting a colleague

Generally speaking, there would need to be more than one incident for it to be described as bullying or harassment.

First Aid Supplies asks that any employee who feels that any other person or persons in the workplace are subjecting them, or their colleagues, to bullying behaviour, should bring this to the attention of the HR Department.



STRESS POLICY:

It is the policy of First Aid Supplies to increase employees and supervisors understanding of and awareness of work-related stress, what causes or might cause it, and what should be in place to prevent and manage it.

In compliance with the SHWW Act 2005, First Aid Supplies will identify all workplace stressors and conduct risk assessments to eliminate or reduce workplace stressors, as so far as reasonably practicable in order to protect mental or physical well-being of all employees.

Stress can be broadly defined as the negative reactions people have to aspects of their environment. Work-related stress simply refers to those reactions due to pressures within the working environment.

‘Stress occurs when an individual perceives an imbalance between demands placed on them on the one hand, and their ability to cope on the other. It often occurs in situations characterised by low levels of control and support. (Professor Tom Cox, Institute of Work, Health and Organisation).

This policy will apply to everyone in the Company as management and employees both have an important role to play in recognising and managing stress within themselves and others.

If any employee feels that they are suffering from workplace stress, they must bring it to the attention of the HR Department so that we can help to get to the root cause.

All employees have access to the Policy, and it will be effectively communicated to them in a form, manner and language that is understood by all and any revision thereafter. Employees are encouraged to put forward suggestions for improvement to this document and share a responsibility with management in ensuring their own safety and the safety of others while at work.

This document has been written in accordance with the Safety, Health, and Welfare at Work Act, 2005 and the Health and Safety Authority’s Guidance Document on the Work-Related Stress.



SMOKING POLICY

Introduction

Under the Public Health (Tobacco) (Amendment) Act 2004 from the 29th of March 2004, Smoking is banned in all enclosed places of work and company vehicles.

Environmental Tobacco Smoke (ETS) or passive smoke is a cause of disease, including lung cancer and heart disease in third parties. Neither the simple separation of non-smokers within the same air space, nor the provision of ventilation, can eliminate the exposure to ETS and the consequent health effects of such exposure. The policy has been developed to protect all employees, contractors and visitors from the exposure to ETS, to ensure compliance with legal obligations and to ensure a safe working environment.

Policy

It is the policy of First Aid Supplies that all of its workplaces are smoke free and that all employees have a right to work in a smoke free environment. Smoking is prohibited throughout the workplace and work vehicles with no exceptions. This policy applies to all employees, contractors, and visitors.

Implementation

Overall responsibility for policy implementation will rest with the supervisor in charge of the workplace. “No Smoking” Signs will be erected in all enclosed places of work to alert all employees, contractors and visitors. All employees have an obligation to adhere to, and facilitate the implementation of this policy.

Infringements

Infringements will be dealt with in the first instance, under First Aid Supplies Disciplinary Procedures / Policy. Employees, contractors and visitors who contravene the law prohibiting smoking in the workplace are also liable for prosecution.

Smoking Cessation

Information on how to obtain help quitting smoking is available from the National Smokers Quit line on call save 1850 20 1203, the Health Promotion Department of local Health Boards or view the Smoke Free at Work website at www.smokefreeatwork.ie and www.otc.ie.

Note: This Policy includes E-Cigarettes.



PREGNANT EMPLOYEES' POLICY:

First Aid Supplies will take all necessary steps to comply with the Safety, Health, and Welfare at Work (Pregnant Employees) Regulations 2000 and schedule 8 of S.I 299 General Application Regulations 2007.

It is the company policy that all employees must submit a medical certificate as soon as is practicable showing that they are,

Pregnant.

Recently had a baby (within the first 14 weeks).

Are breast feeding (within the first 26 weeks after birth).

Upon receipt of such a medical certificate stating any of the above mentioned it is First Aid Supplies policy that,

A risk assessment to be carried out at the employee's area of work to identify those aspects of the work process that may place the mother or child at risk.

The necessary control measures will be implemented, and the employee must strictly abide by them.

First Aid Supplies will provide every effort in terms of privacy, flexible working arrangements and facilities will be made available to facilitate nursing mothers as per current legislation.

Should it be the case that relevant risks to the pregnant mother cannot be eliminated the control measures that may be implemented might include,

Providing an alternative type of work or working hours to suit.

Moving the employee to an alternative location within the building so as they are not exposed to unsafe work areas.

Should these control measures be inadequate the employee will be granted safety and health leave in accordance with section 18 of the Maternity Protection Act.

First Aid Supplies also recognises the importance of the employee's attendance at antenatal and postnatal clinic and will allow time off to attend these. The employee however must give prior notice to First Aid Supplies Management.

SEXUAL HARASSMENT POLICY: -

Sexual Harassment is defined in the Employment Equality Act 1998 and (Code of Practice) (Harassment) order 2002 (S.I No 78 of 2002) as any act of physical intimacy, any request for sexual favours or any other act or spoken words, gestures, written words, pictures etc. if the act, request, or conduct is unwelcome and could be reasonably as sexually offensive, humiliating or intimidating.

Verbal:

- Suggestive or explicit language.
- Unwelcome sexual advances.
- Continued unwelcome use of affectionate or over familiar names.
- Questions or comments of a personal nature.
- Requests or demands for sexual favours.
- Degrading abuse of insults.
- Jokes or tricks of a sexual nature.

Physical:

- Deliberate and unnecessary contact or touching.
- Fondling or patting.
- Gesturing of a sexual nature.
- Indecent exposure.
- Actual assault, up to rape.

Visual:

- Staring or leering.
- Display of sexually suggestive or pornographic pictures and objects.
- Offensive letters, memos, or technology.

Sexual Harassment must not be mixed up with friendly behaviour or with intimate exchanges if these are mutually desired and accepted.

The basic difference between the two is that sexual harassment is neither solicited nor accepted by the recipient; it is unwelcome and / or imposed.

Any matters relating to sexual harassment must be brought to the attention of Senior Management as far as is practicable and all possible complaints will be dealt with in the strictest of confidence.



ALCOHOL & DRUGS POLICY: -

Under Section 13 of the Safety, Health, and Welfare at Work Act, 2005, an employee must:

“not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.”

“if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests, by or under the supervision of a registered medical practitioner who is a competent person, as may be required by Regulations made under the 2005 Act.”

First Aid Supplies will not tolerate the consumption of drugs or alcohol before or during the working period. Any employee found to be taking drugs or alcohol will be subject to disciplinary proceedings.

Any employee that is taking prescription drugs that may interfere with their work should inform their supervisor.

Note: Should any employee be taking medication for any illness or allergy or suffer from any illness like Diabetes or Epilepsy, this must be highlighted to HR Department in confidence.

FIRST AID:

First Aid Supplies will liaise with site management to ensure that an adequate number of trained Occupational First Aiders will be available on site at all times. The names and telephone numbers of First Aid persons on each site appear on page 3 of this Safety Statement.

The names and telephone numbers of the closest doctor and hospitals also appear.

First aid boxes are available in the office area and each of the warehouse areas.

Material Safety Data Sheets (MSDS) which include first aid instructions for particular substances used by First Aid Supplies Ltd. will be provided to site management and also kept at the warehouse stations.



Note: First Aid Facilities will be supplied by First Aid Supplies with Part 7 Chapter 2 General Applications 2007.

The trained first aiders within First Aid Supplies are as follows:

- Shaun Ryan

REPORTING OF ACCIDENTS AND DANGEROUS OCCURENCES:

Under the Safety, Health, and Welfare at Work (General Application) Regulations, 1993, employers have a duty to report accidents / incidents and dangerous occurrences. The type of accidents to be reported to the Health and Safety Authority are as follows:

- General injuries and road traffic or vehicle accidents involving employees, self-employed where a person is injured at a place of work and cannot perform their normal work for more than 3 consecutive days (not including the day of the accident). This type of accident must be reported on an IR1 form, which can be found on the Health and Safety Authority's website www.hsa.ie.
- General injuries and road traffic or vehicle accidents involving members of the public where accidents related to a place of work or work activity where a person requires treatment from a medical practitioner.
- All dangerous occurrences as described at the back of the IR3 form must be reported to the Health and Safety Authority. This form can be found on the Health and Safety Authority's website www.hsa.ie.

If an accident occurs in the workplace, the following procedures should be followed: -

1. Secure first aid or medical attention for the individual.
2. Preserve the site, prevent access until otherwise instructed by the HSA, contact Site Manager / Safety Consultant.
3. Ensure a full investigation is carried out as soon as possible. All employees are obliged to co-operate with such investigations and to provide any information requested of them, which may be used to determine the circumstances surrounding an incident.

To prevent recurrence of accidents and dangerous occurrences First Aid Supplies requires that all such incidents, whatever the magnitude will be examined, and control measures put in place to prevent recurrence.

DM Safety after investigation of an accident / incident will determine if the Health and Safety Authority must be notified.

In the case of any accident contact:

All accidents / incidents must be notified to Gerry Breen immediately regardless of the magnitude of these accidents / incidents.

WELFARE FACILITIES:

In accordance with Part 2 Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, First Aid Supplies Ltd will provide adequate welfare facilities for all employees and contractors on site. All employees will be expected to leave facilities provided as they found them and will not misuse any facilities on site. Specifically, the following will be provided for employees:

Canteens containing:

- Sufficient tables and seats with backs,
- Fridge & Fridge Freezer,
- Microwave,
- Toasters
- Drinking water,
- Burco boilers,
- Sandwich Toaster
- Canteens shall be ventilated, lighted, kept in a clean condition and shall not be used for the storage of materials or equipment.

Separate male & female toilets to include:

- adequate wash basins,
- adequate and suitable means of cleaning and drying, soap, towels or other means,
- a sufficient supply of hot and cold or warm running water,
- adequate lighting, ventilation and be kept clean.

Note: Employees must maintain these facilities in a proper and hygienic manner and report to management if standards of facilities are not satisfactory.



EMERGENCY PLAN:

First Aid Supplies shall formulate prior arrangements in potential events of emergency situations arising and ensure that all employees are familiar with same. They shall distribute all 24-hour emergency and contact telephone numbers to appropriate management and employee personnel.

Rules

- Rubbish must be placed in bins provided. Bins must be emptied on a daily basis.
- Smoking is only permitted in designated areas.
- Escape routes and access to fire extinguishers must be kept clear at all times.
- Emergency exits to be kept clear at all times.
- Fire doors should not be fixed in an open position.
- Faults in electrical, fire extinguishers, and fire alarm equipment must be reported to management immediately.

General Fire Precautions

All employees should familiarise themselves as soon as possible with:

- The layout of the premises,
- The location and operation of emergency exits,
- The location and operation of fire extinguishers, hose reels and alarm klaxon's,
- The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

Fire Extinguisher Type

FIRE RISK	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	RED	CREAM	BLACK	BLUE
Paper, Wood, Textile & Fabric				
Flammable Liquids				
Flammable				

Gases				
Electrical Hazards				
Vehicle Protection				

Evacuation Procedures

- Should you discover a fire, or one is reported to you, IMMEDIATELY raise the ALARM and advise the Fire Warden.
- Open the nearest available exit in your area and direct people to this exit. Fire Wardens will ensure that all areas (i.e., Welfare facilities,) are searched for stragglers. If safe to do so, close all doors and windows behind you.
- Evacuate the facility immediately. Do not take anything with you.
- Once evacuated, no person should be allowed back into the building under any circumstances.
- Rescue: if any persons is discovered missing or are injured they will need assistance to bring them to safety. You should only re-enter the area under these circumstances if you are not placing yourself in danger.
- Fire Control: you should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and fire fighting equipment are provided for this purpose.
- Carry out any special task or tasks allocated by Management.
- Do not go home. You must remain at the Assembly Point (Security Cabin) until you have been accounted for and given permission to leave.

Calling the Fire Brigade

- Dial 999 or 112.
- Ask the operator for the fire brigade.
- When the fire brigade answers, state clearly,
- Fire at First Aid Supplies premises, quoting the depots address.
- Nearest main road or landmark -.
- Do not assume that the call has been received until the above information has been acknowledged by the Fire Brigade.
- If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.
- If evacuation is necessary, proceed to the Assembly Point (Overflow Car Park).
- Bring the daily attendance sheet & visitor book to conduct a roll call.



- Do not re-enter the premises, remain at assembly point until otherwise advised.

Some employees will receive fire safety training in their area of work and what to do in case of an emergency. Fire drills will be carried out every 6 months.

Storage of Dangerous Substances

Introduction

A number of hazards can be created when storing packaged dangerous substances. These hazards may affect employees working on site. The emergency services can also be affected in the event of an incident, the general public in the surrounding areas of the First Aid Supplies premises and the environment.

Fire is generally considered to be the greatest hazard. This is because employees and others can be exposed to dangers such as radiated heat, missiles, harmful smoke, and fumes. In rare cases, certain stored substances can undergo violent decomposition when engulfed in flame, and an explosion can result.

Class 2: Gases, compressed, liquefied, or dissolved under pressure.

Class 3: Flammable liquids. **Class 3 and Class 6& 8 – Keep Apart (at least 3 meters)**

Class 4:

Class 4.1: Flammable solids,

Class 4.2: Self-reactive and related substances,

Class 4.3: Substances dangerous when wet.

Class 5: Oxidising substances and organic peroxides,

Class 5.1: Oxidising substances,

Class 5.2: Organic peroxides.

Class 6: Toxic substances. **Class 6 and Class 8 – Separation may not be necessary**

Class 8: Corrosive substances.

Class 9: Miscellaneous dangerous substances.



PERSONAL PROTECTIVE EQUIPMENT (PPE):

Standard Personal Protective Equipment (PPE) must be worn on site at all times.

Particular activities may require additional PPE for example, gloves, glasses, ear protection and dust masks when operating certain equipment. First Aid Supplies will supply its employees with necessary PPE.

Employees have a duty to make full and proper use of PPE, not to damage PPE and to report any defects in PPE to their supervisor. Where necessary, employees will receive instruction on the proper use of PPE.

All PPE issued to First Aid Supplies employees will be done so in accordance with Chapter 3, Part 2 General Applications 2007.

First Aid Supplies Ltd. Minimum PPE Requirements:

Safety Boots.

Hi – Viz Vest / Coat.

Gloves.

Hats (where required)

DISCIPLINARY ACTION:

The terms of the Redundancy Payments Acts 1967 to 2007, Minimum Notice and Terms of Employment Act 1973, Organisation of Work Time Act 1997 and the Unfair Dismissals Act 1977 / 1993 will be observed. In cases of unsatisfactory conduct or work performance, the following steps will be taken:

- Verbal warning (documented),
- Written warning (final or otherwise),
- Suspension,
- Dismissal.

Gross misconduct may lead to instant dismissal, without notice or prior verbal or written warnings. Some examples of Gross Misconduct:

- Theft or any other indictable offence,
- Falsification of records,
- Malicious damage,
- Physical violence,
- Provoking or threatening behaviour or instigating a fight,
- Serious contravention of Health and Safety Regulations.

The company acknowledges the right of any employee to appeal any disciplinary action taken against him / her.

Note: Misuse of Alcohol or Drugs will fall under our disciplinary procedures.



APPENDIX 1

FIRST AID SUPPLIES LTD. RECORD OF SAFETY STATEMENT AWARENESS.

I acknowledge that I have been made aware of the contents of the company Safety Statement & Risk Assessments in a language and manner I understand (Section 20(3) SHWW Act 2005) and agree to comply with any requirements laid out in it, in order to facilitate its implementation.

PRINT NAME	SIGNATURE	COMPANY
		First Aid Supplies



Note:

This safety statement has been written on the basis of the information given to the writer by First Aid Supplies and the information written herein is based on this information.

Any changes in operations / systems of work and any changes in equipment / technology must be communicated to the writer in order for him to make the required changes.

Any material changes made to this safety statement without the writer's prior consent may result in this statement being invalid.