

# Safety statement

## Trevor Ratcliffe Deliveries Limited

This document complies with the section 20 of the Safety Health and Welfare at Work Act 2005 referred later as SHWW Act 2005.

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## 1) Distribution list

	NAME	FUNCTION /TITLE	SIGNATURE
1	Tanya Ratcliffe	Owner/Director	
2	Trevor Ratcliffe	Owner/Director	
3	Eoin Coogan	Driver	
4	John McCann	Driver	
5	Michael Lynch	Driver	
6	Robert Kennedy	Driver	
7	Alan Martin	Driver	
8	Anthony Fewings	Driver	
9	Brian Smith	Driver	
10	Patrick Gorman	Driver	
11	Trevor Hamilton	Driver	

**Note:** *Uncontrolled copies are only distributed for marketing and tendering purposes*

## 2) Safety policy

It is this company's intention that its work is carried out in compliance with all relevant legal and other requirements. All reasonably practicable measures are taken to avoid risk to its employees and others who may be affected by business operations. Management is committed to the continuous improvement of health and safety for all in our workplaces. This document is our action plan for how safety, health and welfare are managed in our business.

Our Safety Statement is based on the systematic identification and evaluation of all hazards and their associated risks; the implementation of effective control measures to eliminate/reduce those risks in so far as is reasonably practicable.

Wherever possible, risk reduction will be attained via the general principles of prevention as detailed in the schedule 3 of the SHWW Act 2005 and copied below:

1. Avoidance of risk,
2. Evaluation of unavoidable risk,
3. Combating risks at source,
4. Adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined rate and to reducing their effect on health,
5. Adaptation of the place of work to technical progress,
6. Replacement of dangerous articles, substances or systems of work by less dangerous articles, substances or systems of work,
7. Giving priority to collective protective measures over individual protective measures,
8. Development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment,
9. Giving of appropriate & regular instruction, training & supervision to employees.

We maintain an open door policy to employees on all matters relating to safety, health and welfare and will review at least annually this Safety Statement to ensure continuous effectiveness. This document contents is an integral part of induction training for all new staff and is available to all our employees, customers, contractors and H.S.A. inspectors on demand.

Signed (Director)

Date: 08<sup>th</sup> August 2014

### 3) Company profile

This document is the written Trevor Ratcliffe Deliveries Limited's programme to safeguard Safety, Health and Welfare in the workplace. Our head office is located at Unit 648 Jordanstown Driver, Greenogue Industrial Estate, Rathcoole, Co. Dublin. We are a logistics provider to the **Waste Electrical and Electronic Equipment (WEEE)** Recycling Schemes, Waste Management and appliance distribution industries.

Since its establishment in 1997 Trevor Ratcliffe Deliveries Limited has developed business opportunities in a number of innovative, niche markets of the waste industry, including provision of bespoke solutions for the collection of WEEE.

Ratcliffe initially concentrated on services to the Electrical Distribution Industry and supplied delivery management and services, providing up to 600 transmissions per day for Ireland's largest Electric Retailer.

In 2000, Trevor Ratcliffe Deliveries Limited opened a permitted site for the collection and recovery of all refrigeration equipment and large domestic appliances.

In 2005, Trevor Ratcliffe Deliveries Limited expanded its collection services in the East and South East of Ireland.

Other services currently operated by Trevor Ratcliffe Deliveries Limited include the following:

1. Collection and operation of household hazardous waste for Ireland,
2. Collection and delivery of WEEE and WEEE related materials,
3. Provision of logistics services nationwide,
4. Collection of ferrous and non-ferrous material throughout Ireland.

Trevor Ratcliffe Deliveries Limited prides itself on having a high level of customer service and has established itself as a lead player in the industry. We have secured recognition and market share by providing a high level of customer service and state of the art equipment. Trevor Ratcliffe Delivery Ltd. holds a multi-regional permit for Ireland, Northern Ireland and the United-Kingdom.

The present document represents Trevor Ratcliffe Deliveries Ltd. commitment to safeguard the Safety, Health and Welfare of our employees and anyone affected by our activities.

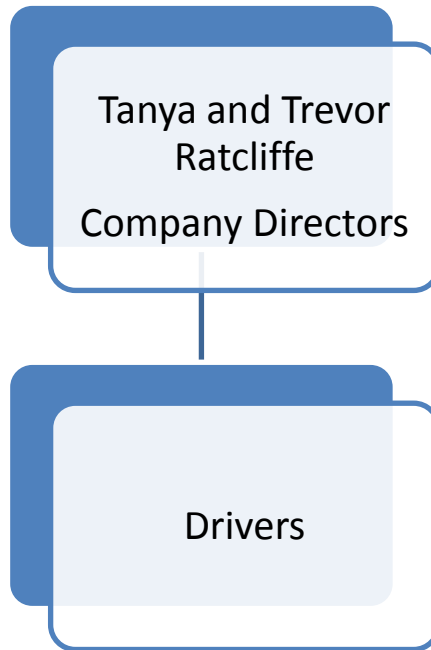
Our safety statement specifies the manner, the organisation and the resources necessary for maintaining and reviewing Safety, Health and Welfare at Work.

This document highlights that responsibility for Safety, Health and Welfare at Work flows from the highest level of management through all hierarchal levels of employees down to contractors and visitors.

All of these positions bear responsibility for their own Safety, Health and Welfare at Work.

#### 4) Responsibilities

##### a) Organisation





## b) Directors

Directors have overall responsibility for:

1. Providing a safe working environment for all our employees, contractors and visitors or other persons impacted by our operations,
2. Establishing and maintaining an effective Health & Safety Policy. To that extend, we must ensure that the policy is established, current AND understood at all levels.
3. Ensuring that management systems are operating correctly to safeguard the safety, health and welfare of all our employees, contractors and visitors and anyone impacted by our actions on and off site,
4. Ensuring that appropriate staff and resources are available to meet the requirements of all relevant legislative and other requirements,
5. Ensuring that responsibility for safety, health and welfare is assigned and accepted at all levels within the company,
6. Ensuring that all staff under our direct control is held accountable for their performance in relation to occupational health and safety and that this performance is evaluated at least annually,
7. Setting annual health and safety performance objectives.

### c) Employees' responsibilities

In accordance with the section 13 (1), (2) and (3) of the SHWW Act 2005, it is the duty of all employees of Trevor Ratcliffe Deliveries Ltd., to comply with the legislation. All employees shall:

1. Comply with the relevant statutory provisions, as appropriate,
2. Take reasonable care to protect your own Safety, Health and Welfare and that of any other person who may be affected by your acts or omissions at work,
3. Not be under the influence of alcohol or drugs to the extent that you are likely to endanger your own Safety, Health or Welfare at work or that of any other person,
4. Submit to any appropriate, reasonable and proportionate tests for intoxicants,
5. Co-operate with your employer to comply with safety and health legislation as appropriate,
6. Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, unsafe work, etc.
7. Attend training and undergo assessment relating to a particular task as may be required by the employer or safety and health legislation,
8. Take account of the training and instruction given by the employer on the correct use of any article or substance and protective clothing and equipment provided by and for work,
9. Report to the company as soon as practicable:
  - a. Any work being carried on or likely to be carried on in a manner which may endanger the safety, health or welfare of an employee or that of other person,
  - b. Any defect in the place of work, systems of work, article or substance which may endanger the safety, health or welfare of an employee or that of other person,
  - c. Any contravention of the relevant statutory provisions which may endanger the safety, health or welfare of an employee or that of other person of which he or she is aware.
10. not intentionally, recklessly or without reasonable cause:
  - a. Interfere with, misuse or damage anything provided for the safety, health and welfare of persons at work,
  - b. Or place at risk the safety, health or welfare of persons in connection with work activities.
11. Keep tools and equipment in good condition,

12. Wear any relevant **Personal Protective Equipment (PPE)** provided for your health and safety while working on sites and return to storage after use,
13. Make suggestions or raise concerns in relation to health and safety issues when relevant,
14. Elect a Safety Representative who will be consulted, on your behalf, on health and safety matters,
15. Inform your supervisor and seek any necessary information / training required if unsure about use of any PPE, equipment or system of work,
16. Never undertake work which you are not competent to carry out or which involves unreasonably high risks.

#### d) Subcontractors and visitors

Subcontractors and visitors shall comply with the following:

1. The SHWW Act General Applications 2007 and amendments,
2. This Safety Statement and any additional Health and safety procedures and material relating to their work,
3. The duties and responsibilities for employees as detailed in the Section 4) c. above.

At the tendering stage, subcontractors and self-employed persons are also required to:

1. Provide their Safety Statement before commencement on site,
2. Produce evidence showing that appropriate current Employers and Public Liability insurance is in place,
3. Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.

On successful completion of the tendering process, subcontractors must:

1. Check if their activity may be subject to the particular sites permit to work system,
2. Bring to the attention of the site management, and anyone else who may be affected, the process or use of materials or substances which may endanger health and safety while at work,
3. Co-operate with site management in managing their work activities safely,
4. Ensure that their employees and others under their responsibilities are provided with and wear appropriately all PPE,
5. Attend any safety course or induction when required,
6. Report any defect in plant or equipment, place of work or system of work, or any work being carried out in a manner which may endanger any employee or any other person,
7. Use only competent and suitable professionals on site and ensure that their employees have the relevant training / certification for particular tasks,
8. Familiarise themselves with the site safety rules, evacuation plans and emergency procedures,
9. Confine them to the work area. If there is a requirement to work outside the site, inside the tenant areas, the site Management must be informed prior to this extension of work area.
10. Take all precautions, so far as is reasonably practicable, to avoid any risk to themselves or anyone who may be affected by their acts or omissions,

11. Provide full and clear information to those who may be affected by their work activities, so as to reduce their exposure to risk,
12. Follow all instructions and comply with all safety rules, evacuation plans and emergency procedures,
13. Provide adequate instruction, supervision, personal protective equipment and ensure that all relevant regulations and codes of practice are observed,
14. Report any accidents or near-miss incidents to the site Management without delay and co-operate in any subsequent investigation of the accident or incident,
15. Leave all plant and equipment in a safe condition after work completion,
16. Clean up and remove all materials and equipment belonging to them, including waste produced.

Contractors must not:

1. Use tools or equipment, which are the property of Trevor Ratcliffe Deliveries Ltd without prior permission of the site management,
2. Seek the assistance of Trevor Ratcliffe Deliveries Ltd employees without prior permission of the site management.

Visitors must:

1. Be under the direct supervision of a staff member at all times,
2. Sign in after reading the site safety rules and ensuring they will abide by them,
3. Wear a coloured hi-visibility clothing and safety shoes at all times.

**Everyone must follow all signs, directions and rules at all times.**

## e) ADR Obligations

The consignment and carriage of dangerous substances by road are subject to the provisions of the Carriage of Dangerous Goods Act 1998 and subsequent regulations. The criteria for class 3 flammable liquids are detailed in the Chapter 2.2.3.1 of ADR (S.I. 349 of 2011). They generally are substances, which have a flash point of 61°C maximum.

Tanks must be earthed before filling or discharging class 3 substances with a maximum flash-point of 61 °C - vehicle engines must be switched off during loading or unloading except to operate handling equipment, e.g. pumps. The note 2 of the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR) Chapter 2.2.3.1.I gives derogation from the switch off requirement for diesel fuel, gas oil and light heating oil. Substances with a flash-point above 61°C and below 100°C are also deemed of the UN class number 1202. This derogation **does not** extend to all other substances with a flash point in the same range.

Fuel oils are not included in this derogation and irrespective of the grade, are not subject to the ADR unless the product specification is essentially that of diesel.

Consignors of petroleum products must first establish if the product falls within the criteria for class 3 flammable liquids, and for certain grades of fuel, whether or not they are covered by the 'diesel' derogation. The consignor must comply with the duties specified in the above regulations. The transport document given to the driver/carrier must identify the UN number, proper shipping name; class and packing group (full requirements in the ADR Chapter 5.4.1.1).

Carriers/Drivers involved in the transport of both diesel and fuel oil using the same vehicle for both substances, must be able to remove or cover all class placards and ADR orange plates on the vehicle.

Consignors and Carriers of fuel oil, which is not subject to ADR, may be liable to receive a Payment in Lieu of Prosecution Notice, "on-the-spot" fines, if a vehicle is found to have been given a transport document which is not in compliance with ADR (incorrect classification) and/or displaying ADR orange plates and/or Class 3 placards during the transport of such fuel oil.

Law also requires the appointment of a trained **Dangerous Goods Safety Advisor (DGSA)** by companies involved in ADR activities.

## f) Consignor's duties

1. Classify substances for carriage,
2. Complete all relevant documentation,
3. Ensure compliance with mode of carriage,
4. Ensure driver understands contents of documents.
5. Ensure transport document and instructions are in writing and given to the driver before journey commences,
6. Do not send, carry or deliver Dangerous Goods unless:
  - a. Carriage are permitted under ADR,
  - b. Goods packaged in accordance with ADR,
  - c. Package is closed so as to preclude loss of contents,
  - d. Package is made of suitable materials,
  - e. Packages conform to design, construction type-approval, inspection testing and maintenance, operation, filling and use requirements of ADR,
  - f. Packages are marked and labelled in accordance with ADR,
7. Mark and label substances in accordance with ADR,
8. Provide driver copy of any relevant special agreement,
9. Provide instructions in writing on CEFIC form,

## g) Carrier's duties

1. Comply with the following requirements:
  - a. Arrangement for supervision,
  - b. Cleaning before loading and after unloading – no residual chemicals,
  - c. Documents to be carried,
  - d. Loading, storage and securing of equipment,
  - e. Provision of fire fighting equipment,
  - f. Segregation rules for mixed loading.
  
2. Comply with vehicle annual inspections as per chapter 9.1.2.1. of the ADR:
  - a. Subject to paragraph (B), the vehicle used for the carriage of the dangerous goods has been subject to an annual technical inspection and has been issued with a vehicle certificate of approval which is valid for the dangerous goods to be carried,
  - b. In the case of national transport only within State, subparagraph (A) is deemed to be complied with and issued with a vehicle certificate of approved (National Transport only) which is valid for the dangerous goods to be carried.
  
3. Ensure that each transport unit is equipped with
  - a. 2 self standing warning signs,
  - b. A pocket lamp, subject to the chapter 8.3.4. of ADR for each member of the vehicle crew,
  - c. A suitable warning vest or warning clothing as described in EN 471,
  - d. At least one chock of a size suited to the weight of the vehicle and the diameter of the wheels,
  - e. Ensure that the equipment prescribed in the written instructions is on board of the vehicle used for the carriage of the dangerous goods and properly maintained,
  - f. When required, a respiratory device for each member of the vehicle crew,
  
4. Ensure that the driver
  - a. Carry the documents, certificates and permits in the vehicle during the carriage of dangerous goods,
  - b. Double check that any other crew member of the vehicle must be trained accordingly,



- c. Holds a training certificate valid for Dangerous Goods, and if appropriate for carriage in tanks,
- d. Is provided with a container packing certificate.
- e. Received the necessary information and data for the transport of dangerous goods,
- f. Was trained and issued with a valid driver training certificate for the carriage of dangerous goods,

#### h) Driver's duties

- 1. Adhere to supervision requirements and have no passengers except crew members,
- 2. Carry his/her training certificate at all times,
- 3. Ensure vehicle marks and labels are clean and removed when not in use,
- 4. Have written instruction in the cab,
- 5. Park as safely as is reasonably practicable,
- 6. Take reasonable care when loading/unloading and with all outlet valves, man lids. Dip tubes must be securely closed,
- 7. Take designated action in the event of an accident.
- 8. Take reasonable care with dangerous goods load,

#### i) Dangerous Goods Safety Advisor (DGSA) Duties

The duties of the DGSA are detailed in the ADR regulations.

Trevor Ratcliffe Deliveries Ltd uses an external specialised subcontractor as DGSA.

## 5) Hazard identification and risk assessment

Risk assessments are required under the sections 12 and 15 of the 2005, Health, Safety and Welfare at Work Act regulations. Section 19 of the Safety, Health and Welfare at Work Act, 2005 requires the safety statement to be based on the identification of hazards and an assessment of the risks to safety and health at the workplace. The result of this risk assessment is made available to our employees. Any risk assessment is reviewed where there has been a significant change in the matters to which it relates or when there is another reason to believe that the current assessment is no longer valid. Risk assessment and mitigations actions are based on the general principles of prevention, mentioned in the safety policy above.

The hazard identification and risk assessment must be carried by a competent person, as per highlighted in the section 18 of the Health, Safety and Welfare at Work Act.

Every employer shall:

- identify the hazards in the place of work under his or her control,
- assess the related risk(s) from these hazards,
- keep written evidence of this identification and assessment,
- communicate to the concerned employees the results of this risk assessment.

The process of hazard identification and risk assessment associated is carried out regularly in consultation with staff. The definitions used are adapted from OHSAS 18001 standard, as shown below:

1. Hazard: a source or situation with potential for harm in terms of injury or ill-health, damage to property, damage to the workplace environment, or a combination of these
2. Risk: combination of the likelihood and consequence(s) of a specified hazardous event occurring
3. Risk Assessment: a careful process of quantifying the risks and ascertaining the probability and severity of loss/injury

The assessment criteria detailed below have been customised to meet our needs and have proved efficient and user friendly. They also facilitate the priority of control measures and the distribution of resources.

- High (H)            -death or serious injury, significant material loss,
- Medium (M)        -broken bones or deep cuts, some material loss,
- Low (L)            -minor injury, short term ill-health or low material loss,
  
- 1                    = unlikely occurrence,
- 2                    = possible occurrence,
- 3                    = probable occurrence,

#### Examples

1/M = the likelihood of this occurring is unlikely and with substantial consequences e.g. broken bones

2/L = the likelihood of this occurring is possible and with minor consequences

31H = the likelihood of this occurring is probable and with serious consequences e.g. death or serious injury

## **6) Incident & Emergency Procedures**

### **a) Minor incident/first aid**

1. In the event where the injured party is mobile, bring him/her immediately to canteen or office,
2. In the event where the casualty is immobile, ask first aider to make their way to the location with a first aid box as quickly as possible,
3. The first aider assesses the injury and informs management if the injured party needs further medical attention. Transport to the closest Accident & Emergency department will be organised in such case.

### **b) Major incident**

1. Notify site management and Trevor Ratcliffe Deliveries Ltd if the incident occurred on a customer site as soon as practical,
2. In the event where there is risk of further injury, move injured person to safety only if it is safe to do so,
3. Seek advice from a qualified first aider,
4. First aider assesses the injury and informs management if the injured party needs further medical attention. Transport to the closest Accident & Emergency department will be organised in such case,
5. Management will liaise with Gardai and Health and Safety Authorities (H.S.A.) if need be and notify the family / relatives of the injured person.

### **c) Near miss and dangerous occurrence**

1. Notify site management and Trevor Ratcliffe Deliveries Ltd if the incident occurred on a customer site as soon as practical,
2. Management will investigate the incident and upon conclusion of these investigations,
3. Management will decide if correctives and or preventives actions are required,
4. Management will report to the authorities in case of near miss as per mentioned in Appendix 1

#### d) Incident investigation procedure

All near misses and dangerous occurrences must be reported to the Director(s) as soon as possible.

In the event an incident occurs, the following procedure shall be followed:

1. Maintain the site and location of the accident in the same state as the accident happen: do not move anything except to prevent another accident. This allows statutory investigations,
2. Take sketches / photographs of area where incident happened,
3. Obtain witness statements; write them down as they are given, as soon as possible after the incident,
4. Gather all information immediately about the accident and what led up to it.
5. Complete the accident report form and check with the Director(s) to notify the Authorities,

#### e) Evacuation – fire emergency

On discovery of a fire:

1. Raise the alarm by activating the fire alarm or shouting “Fire”,
2. Stop working safely, turn equipment off but do not stop to collect anything (e.g. tools, clothing etc.)
3. Leave at once using the nearest available exit in an orderly fashion; close all doors and windows behind if safe to do so,
4. Do not use lifts,
5. Report to the assembly point and wait for the headcount. Do not leave until told to do so by the fire warden or the fire officer or the Emergency Services.
5. **If safe to do so**, make yourself available to fight the fire until the emergency services arrive
6. The fire officer liaises with the emergency services on arrival required.

Remember:

1. Never attempt to re-enter the building until the all clear has been given,
2. Be aware at all times of the access/egress routes on site,
3. Attend training sessions using the site **Emergency Response Procedure (ERP)**
4. Follow all instructions given by fire warden, fire officer or the Emergency Services.

#### f) Reporting to the Authorities

In the event of the injured person(s) is absent or not able to perform their normal duties for three or more days following the accident, the accident is reported to the **Health and Safety Authority (HSA)**. This report could be done by hard copy while completing the Incident Report Form (IR1) and posting it to the HSA, Workplace Contact Unit, The Metropolitan Building, James Joyce Street, Dublin 1, or online via the HSA's website <http://www.hsa.ie/eng/>

Specified dangerous occurrences are reported to the HSA by the same process as described above. Please see appendix 1 for a list of dangerous occurrences.

In case of road incident the **Road Safety Authority (RSA)** may be contacted at: <http://www.rsa.ie/en/>

## **7) Welfare**

Trevor Ratcliffe Deliveries Ltd provides the following:

- a) Access to medical facilities/personnel,
- b) Adequate canteen facilities,
- c) Adequate hygiene facilities,
- d) Availability of trained first aiders,
- e) Inoculations as appropriate,
- f) Monitoring of attendance and absenteeism.
- g) Pre-employment medicals,

Washing, toilet/shower and cloakroom facilities are provided in each work area.

## **8) Smoking**

Trevor Ratcliffe Deliveries Ltd policy is to have a smoke free workplace. Consequently:

- a) Smoking is not allowed in company vehicles,
- b) Smoking is not tolerated in any enclosed workplace controlled by Trevor Ratcliffe Deliveries Ltd,
- c) Signage is displayed indicating a smoke free workplace,
- d) Complaints can be made to the Directors.

## **9) Drugs, medication and alcohol**

- a) In the event that you are prescribed drugs or medication that may affect your ability to carry out your work, you must inform your Supervisor.
- b) In the event of an employee who is receiving medication having an accident that requires hospital treatment, this information should be transmitted to the hospital.
- c) Employees shall not be under the influence of, use, distribute, possess, sell or purchase illegal drugs or alcohol while performing work for the company and / or on the company premises / vehicles. Violations will result in disciplinary action up to and including dismissal.
- d) Employees may be asked to undergo a blood test where there is reasonable suspicion that an employee may be under the influence of an intoxicant or illegal drug.
- e) Employees are reminded that a refusal to undergo such test will be considered like a positive test. A positive test is subject to disciplinary matters as per point 3 above.

## **10) Pregnant Employees**

Trevor Ratcliffe Deliveries Ltd will assess any risk to the safety and health of pregnant employees. Concerned employees are pregnant or have given birth within the last 14 weeks and / or are breastfeeding for up to 26 weeks from birth. These employees must have their activity assessed to ensure there is no risk of exposure to mother and child. The result of this assessment will lead to the implementation of appropriate preventative and protective measures when required.

Some examples of these measures are:

- Adjust temporarily the working conditions or the working hours of the employee concerned so that exposure to risk is avoided or,
- Provide the employee with other work that does not present a risk to safety or health, or if either of the above is not feasible, then employee leave should be granted or the periods of maternity leave extended.

By law, the pregnant employee must notify her employer of her condition as soon as practicable after it occurs. She must give her employer a medical certificate confirming her pregnancy.

## **11) Harassment and bullying**

Bullying is defined as below:

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 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.

Trevor Ratcliffe Deliveries Ltd does not tolerate bullying behaviour. Individuals who feel that they are the victims of bullying should contact their supervisor. In the event they feel they cannot approach their Senior Manager they should contact either a Director or the elected Safety Representative.

Investigation will be carried out and may result in disciplinary proceedings in case of breach of the company anti-bullying policy.



Harassment is defined as below:

Any act or conduct including spoken words, gestures or the production or display or circulation of written words, pictures or other material if the action or conduct is unwelcome to the employee and could reasonably be regarded as offensive, humiliating or intimidating.

Harassment has to be based on the relevant characteristics of the employee, whether it's gender, marital status, family status, sexual orientation, religious belief, age, disability, race, colour, nationality or ethnic or national origin or membership to the Traveller community.

Harassment can occur as either a single unacceptable incident or as repeated ongoing incidents.

Few examples of bullying are listed below:

- Coercion for sexual favours,
- Implied threats,
- Intrusion by pestering, spying and stalking,
- Isolation or non co-operation or exclusion from social activities,
- Jokes, offensive language, gossip, slander, offensive songs,
- Physical contact,
- Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems,
- Repeated requests giving impossible deadlines or impossible tasks,
- Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual,
- Vandalism of personal property (destroying clothing, scratching paintwork or cars)
- Verbal abuse,

Note: this is **not** an exhaustive list.

## **12) Health Surveillance and fitness to work**

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

In accordance with the SHWW Act 2005, Trevor Ratcliffe Deliveries Ltd ensures that health surveillance is appropriate to the risks to safety, health and welfare that may be incurred at work. It is the policy of Trevor Ratcliffe Deliveries Ltd to provide health surveillance checks to our staff. Employees working with Display Screen Equipment (DSE's) have an eye tests available to them.

Trevor Ratcliffe Deliveries Ltd may require an employee to undergo an assessment, by a nominated registered medical practitioner, of his or her fitness to perform work activities. The employee shall co-operate with such a medical assessment.

### **13) Personal Protective Equipment (PPE)**

All workers who may be exposed to a risk to their health and safety while at work will be provided for free with suitable, appropriate and effective PPE.

All workers provided with PPE receive also comprehensive training and information on the use, the maintenance and purpose of the equipment.

Any PPE given shall be maintained in good working order by the employee. Misuse or abuse of material may be subject to disciplinary matters.

Examples of misuse or abuse

- inappropriate wearing of PPE,
- voluntary wearing and tearing of PPE,
- unjustified frequency of replacement of PPE,
- etc.

Note: This is **not** an exhaustive list

### **14) Safety representative**

A safety representative is appointed by our employees in accordance with the requirements of Section 25 of the SHWW Act 2005. He/she represents employees on all matters relating to safety, health and welfare at work.

## **15) Chemical and hazardous substances**

Details of all substances used at the workplace (depot or in vehicles) are maintained in the site safety file. Safety Data Sheets (SDS) must be less than 5 years old and available for consultation on request. All chemicals used must always be:

- Disposed of correctly,
- Kept or moved in appropriate containers,
- Labelled.

The transport without usage of hazardous substances is described in the ADR section.

## **16) Manual handling**

Any manual handling activities requires a manual handling risk assessment to be completed under the guidelines as detailed in the Guide to the SHWW (General Application) Regulations 2007 Chapter 4 of Part 2: Manual Handling of Loads, published by the Health and Safety Authority.

Manual handling is defined as:

*"Any transporting or supporting of a load, by one or more employees, including lifting, putting down, pushing, pulling, carrying, or moving a load which, by reason of its characteristic or of unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees"*

Eight principles of safe lifting:

1. Assess the task/area,
2. Bend knees,
3. Broad stable base,
4. Back straight - though not necessarily vertical,
5. Firm palm grip,
6. Arms close to trunk,
7. Weight close to centre of gravity,
8. Point/pivot feet in direction of movement.

Manual handling training is carried out at regular intervals. All staff should be trained in manual handling every three years as a minimum.

## Appendix 1: List of dangerous occurrence

This list is extracted from the Twelfth Schedule, General Application Regulations S.I. No. 44 of 1993.

1. The collapse, overturning, or failure of any load-bearing part of:
  - (a) any lift, hoist, crane, derrick or mobile powered access platform;
  - (b) any excavator; or
  - (c) any pile-driving frame or rig having an overall height, when operating, of more than seven metres.
2. The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
3. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
4. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
5. The sudden uncontrolled release of one tonne or more of highly flammable liquid liquefied flammable gas, flammable gas or flammable liquid above its boiling point from any system plant or pipe-line.
6. The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five metres.
7. Any unintended collapse or partial collapse of:
  - (a) any building or structure under construction, reconstruction alteration or demolition, or of any false-work, involving a fall of more than five tonnes of material: or
  - (b) any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
8. The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipe work, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause serious injury to any person.

9. Any unintentional ignition or explosion of explosives.
10. The failure of any container or of any load-bearing part thereof while it is being raised, lowered or suspended.
11. Either of the following incidents in relation to a pipe-line:
  - (a) the bursting, explosion or collapse of a pipe-line or any part thereof:
  - (b) the unintentional ignition of anything in a pipe-line, or of anything which immediately before it was ignited was in a pipeline.
12. (1) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer or tank-container being used for conveying a dangerous substance by road:
  - (i) overturns or
  - (ii) suffers damage to the package or tank in which the dangerous substance is being conveyed.(2) Any incident involving a vehicle carrying a dangerous substance by road, where there is-
  - (i) an uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or
  - (ii) a fire which involves the dangerous substance or dangerous preparation being conveyed.
13. Any incident where breathing apparatus while being used to enable the wearer to breathe independently of the surrounding environment malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested
14. Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional, or any incident involving a live conductor accidentally falling due to breakage or otherwise.
15. Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
16. The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

Management review this safety statement every 12 months and amend it accordingly.