

Date: 10/10/2012
Review Date: 10/10/2013

Health & Safety Policy

This report is intended to assist in reducing the possibility of accidents and ill health by bringing to the clients attention identified hazards. Within constraints of time and resources every effort has been made to identify hazards and recommend remedies. It is not implied that all other hazards are under control at the time of inspection.

The report is advisory and the final decision must be made by myhomecare.ie management.

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PART (II): Risk Assessments

PART (I): Policies and Arrangements for Health and Safety

1.0 Management Safety Policy

The Safety, Health and Welfare at Work Act 2005 requires myhomecare.ie management to prepare and issue a safety statement setting out its policy on safety, health and welfare. This statement together with the following will be known collectively as the 'safety statement':

- Hazard identification and risk reduction guidelines;
- Allocation of responsibilities
- Consultation procedures

The management at myhomecare.ie recognises the paramount importance of safety, health and welfare, to all employees, in the successful conduct of business. This Safety Statement, in accordance with the Safety, Health and Welfare at Work Act 2005, outlines the policy of myhomecare.ie for ensuring so far as is reasonably practicable, the health, safety and welfare of employees, patients, the public, contractors and visitors. Myhomecare.ie will comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and all other statutory requirements, Codes of Practice and national standards.

Myhomecare.ie will ensure so far, as is reasonably practicable:

- Safe and healthy working conditions
- Safe equipment and systems of work
- Provision of appropriate information, instruction, training and supervision
- Provision, where necessary, of a competent person to provide advice and assist in securing the health, safety and welfare of employees and others

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. The Managing Director has overall responsibility for health and safety within myhomecare.ie. Day to day management of health and safety on site is the responsibility of the Managers. Employees share a responsibility with management in ensuring their own safety while at work. Persons other than employees (e.g. visitors, contractors) also share in this responsibility.

Sufficient authority and resources, both financial and otherwise, will be made available to enable employees to carry out their responsibilities in a reasonable and efficient manner.

All employees will be made aware of and have access to this Safety Statement and arrangements for consultation with the employee representatives on health and safety matters will be integral part of the safety policy.

The Safety Statement will be subject to revision and is liable to amendment, if circumstance change. While the Safety Statement is management's programme, in writing, for safeguarding safety and health in the workplace, it is also a proactive document and is part of a wider continual improvement and learning process in the area of safety, health and welfare at work.

Signed: _____

Date: 23/08/11

Name: Majella Hynes

Title: General Manager

Signed copy available on file in myhomecare.ie main office: Quayside Business Park, Dundalk, Co Louth.

2.0 Safety Management Structure

Persons responsible directly or by formal delegation for:

- The effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy.
- Ensuring that the Management Team are trained to manage the implementation of the policy.

3.0 Responsibilities

Allocation of responsibilities for Safety / Health under the Safety, Health and Welfare at Work Act 2005:

3. Managing Director

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for safety, health and welfare at work rests with the Managing Director.

He / she shall:

- Demonstrate their commitment by taking active steps to be aware of the safety record of the organisation and shall issue any necessary reasonable directives in the interest of the health, safety and welfare of all employees and third parties.
- Endeavour to ensure that there are sufficient funds and facilities available to enable the safety policy to be reasonably implemented.
- Annually appraise the effectiveness of the safety statement.
- Ensure that the responsibility is properly assigned understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his / her attention.
- Ensure that the safety statement is brought to the attention of employees at all levels within the organisation.
- Ensure that the management team is trained sufficiently to carry out their work safely and are fully aware of all the hazards to themselves and others.
- Ensure that all activities are so that they may be carried out in a safe manner.
- Ensure that all accidents, however slight, are reported and where necessary fully investigated and remedial advice is provided.
- Ensure where an accident (dangerous occurrence) removes a person from their place of work for 3 consecutive days or more after the day of the accident, the health and safety Authority are informed by the appointed person on the appropriate IR1 form (and IR3 where appropriate)
- Should ensure that any contractors working within the premises observe reasonable safety consideration and that they are aware that any work carried out must be in accordance with the current health and safety regulations and any codes of safe practice governing the work being done.

3.2 Management Team

The managers and head of departments are responsible for ensuring that the Safety Statement is effectively communicated and observed at all levels by:

- Ensuring at all times that competent employees and appropriate materials are available to meet the requirements of the safety legislation.
- Ensuring that employees under their control and others are made aware of and comply with the organisation's health and safety statement and the organisation and arrangements for carrying it out.
- Ensure that all equipment used in their area, is properly maintained and safe to use.
- Ensuring that this safety statement is available to all employees within their area of responsibility and appropriate third parties.
- Ensuring that all employees under their control are held accountable for their performance in relation to occupational health and safety and that this performance is evaluated at the time of their annual review

- Being fully familiar with the organisation's safety statement and any subsequent revisions.
- Showing through personal behaviour, that only the highest standards of safety are acceptable.
- Ensuring that all employees under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire fighting equipment is available within their area.
- Ensuring that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Ensuring that thorough and prompt investigations are carried out into all reported accidents and that a completed Incident Report Form is submitted to the Health and Safety Co-ordinator.
- Consider representations about health and safety from employees under their control.
- Carrying out regular surveys in their departments or areas.
- Ensuring all safety devices are correctly fitted adjusted and maintained.
- Ensuring that suitable Personal Protective and Clothing is supplied and worn by employees under their control.

3.3 Health & Safety Co-ordinator

The health and safety co-ordinator is responsible for ensuring that the safety statement is effectively communicated and observed at all levels by:

- Being fully familiar with the organisation's safety statement and revising it as appropriate. Ensure that the latest revision of the safety statement is on the Intranet and all hardcopies circulated are kept up to date.
- Ensure that the safety statement is brought to the attention of employees at all levels within the organisation.
- Keeping up to date with the most recent legislation and codes of practice issued.
- Provide advice to employees, management and the health and safety committee, on health and safety matters relevant to the organisation's activities.
- Co-ordinate all health and safety activities on site, participate in committees, offer safety training at all levels and keep the work force informed in matters relating to health, safety, environment and welfare.
- Showing through personal behaviour, that only the highest standards of safety are acceptable.
- Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his/her attention.
- Provide induction training in health and safety for all new employees and ensure that they are made aware of their responsibilities as laid out in the safety statement.
- Ensuring that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Ensuring that thorough and prompt investigations are carried out into all reported accidents and that a completed Incident Report Form is submitted.
- Consider representations about health and safety from employees.
- Carry out regular safety surveys in all areas.
- Ensuring all safety devices are correctly fitted adjusted and maintained.
- Ensuring that suitable personal Protective Equipment and Clothing is supplied and worn by employees.
- Ensuring that any contractor working within the premises observe reasonable safety considerations and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.

3.4 Employees

Employees have general statutory obligations under the Safety, Health and Welfare at Work Act 2005, which includes the following: They must:

- Take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their actions or omissions while at work.
- Co-operate with their employer and any other person; in order to comply with any of the relevant statutory provisions.
- Use the safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
- Report to their manager of the Health and Safety Co-ordinator, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare to themselves and others.

They must not:

- Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety, health or welfare of persons arising out of work activities.

In addition, employees are reminded:

- Only carry out duties you are trained to perform.
- Keep work areas clean and uncluttered.
- Be careful when moving items.
- Do not run on floors and steps.
- Any form of dangerous pranks or unauthorized hazardous activities is totally prohibited on the organisation premises.

3.5 Contractor / Self Employed Person

Contractor and self-employed persons shall provide their safety statement when requested to do so and shall:

- Conform generally with the duties and responsibilities as for employees.
- Provide evidence when requested, showing that appropriate employer's liability and public liability insurance are in place.
- Bring to the attention of the organisation's Maintenance Manager and anyone else who may be affected by any process or use of materials, which may endanger health and safety while at work.
- Comply with the requirements of this safety statement, and co-operate with site management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
- Ensure all their employees and others under their care are provided with and wear any necessary safety equipment.
- Attend and safety courses prepared for workers on projects managed by the organisation.
- Report any defect in the plant and equipment, place of work, or system of work without reasonable delay.
- Only use competent and suitable persons on site.
- Obtain the consent of the organisation to engage persons other than their direct employees on site.
- Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.

4.0 Documentation and Distribution of Safety Statement

The Manager will keep the master copy of the safety statement for myhomecare.ie. The Health and Safety Coordinator will ensure that a copy of the safety statement is maintained on the organisation's Intranet and is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation. The Health and Safety Coordinator will ensure that only controlled copies of the safety statement are circulated. A revision table on the front cover of the safety statement will indicate date of issue and record all amendments.

A copy of the safety statement will be available for all to read on the organisation's intranet service. All employees have access to a PC to view this document.

A copy of the Management Safety Policy will be displayed in the organisation.

The terms of the safety statement will be brought in an appropriate manner to the attention of all employees.

5.0 Provision of Safety Training and Instruction

Within the organisation, training is organised by the management team and the health and safety co-ordinator. Management have a responsibility to ensure that the employees reporting to them are properly trained and competent in their job. The management team plays an important role in ensuring that training takes place.

Myhomecare.ie is thus committed to providing appropriate health and safety training for all employees, which will be sufficient to meet the organisations obligations under the Safety, Health and Welfare at Work Act 2005 and other relevant legislation. The primary responsibilities for this rests with management in co-operation with specialists as appropriate and the organisation expects that all employees will co-operate in any training provided.

All employees employed by myhomecare.ie receive induction training to ensure that they fully understand the hazards of the equipment and what safety precautions and emergency procedures are required. The general training will involve an introduction to the organizations safety statement and the following:

- Employee responsibilities
- Emergency evacuation procedures and fire safety awareness
- Accident reporting
- Medical and first aid provisions
- Infection control policies and procedures

Individual departments will also offer their own training, e.g. hazards associated with VDU equipment for office personnel.

Training records will be maintained and will contain the following information:

- Date of instruction or exercise
- Duration
- Name of instructor
- Name of person receiving instruction
- Nature and content of instruction

Additional training courses, e.g. manual handling training, will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency. All employees are required to co-operate with the organisation in the implementation of its training programme.

6.0 Provision of a Safe Place of Work

It is the policy of myhomecare.ie to ensure that the place of work, access to it and egress from it are as safe as is reasonable practicable. To this end:

- Every place, at which any person has at any time to work, will be kept in a safe condition and safe means of access and egress will be provided. This will include floors, walkways, stairs, ladders, personal hoists, platforms, confined spaces, transport, emergency exits.
- Care is taken to ensure that lighting is of a standard to allow employees carry out their duties without risk to their health and well-being.
- Every effort will be made to reduce the noise level to the greatest extent reasonably practicable.
- Dusts and fumes will be removed from the place of work by extracting systems where reasonably practicable so that exposure

limits will not be exceeded, e.g. welding, cutting, etc.

- Chemicals will be handled, used, stored and disposed of in a safe manner in line with best practice as laid out in the individual chemical's MSDS (Material Safety Data Sheet).
- The organisation recognizes the importance of good housekeeping standards and will organize audits and campaigns to maintain a high standard.

7.0 Provision of Safe Plant & Equipment

It is the responsibility of myhomecare.ie to provide employees with safe plant and equipment, ensuring that they meet minimum safety requirements, are used in a correct safe manner and that employees are trained in their use. It is myhomecare.ie policy therefore to provide and maintain plant and machinery that are safe, so far as is reasonably practicable.

It is the policy of myhomecare.ie when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchase changes to ensure so far as is reasonably practicable, that they are without hazard and are compliant with all relevant legislation.

When buying/leasing or hiring machinery or equipment one should ensure that the work equipment carries a CE mark and/or other third party certificate mark e.g. the BSI kitemark. Myhomecare.ie shall not purchase equipment unless it conforms to legal requirements.

All equipment must be maintained in good condition and removed from service when worn, damaged and/or not fit for use.

Employees are advised to always ensure that guards and interlocks are functioning on equipment prior to powering up. Do not use live equipment without guards or safety interlocks. Many serious and fatal accidents have been caused by this bad practice.

Plant and equipment should only be used by people who have been trained in their use.

8.0 Provision of Practical and Safe Working Systems

It is the policy of myhomecare.ie to ensure that tasks are within the competence and capacity of each employee and the systems of work will be designed with that purpose in mind. Systems of work include all routine work, maintenance work and work by contractors on site. They will include consideration for the safety and health of visitors/contractors.

It is the policy of myhomecare.ie when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure so as reasonably practicable, that they are without significant hazard. Written safety instructions/safe operating procedures will be provided where necessary. Management will review systems of work on a regular basis as required.

Myhomecare.ie is committed to providing safe systems that are planned, organised, performed and maintained so as to be safe as far as reasonably practicable.

Handling requirements for chemicals are laid down in the MSDS for each substance and manual-handling activities must be performed in accordance with manual handling training.

Only competent approved contractors will be engaged to provide services to myhomecare.ie. The following are examples of activities where particular care is required and it is necessary for contractors to have a written Safe System of Work (Method Statements):

- Work involving hazardous substances
- Storage and/or use of flammable liquids and materials
- Noisy operations
- Hot work
- Major building operations covered by the construction regulations
- Entry to confined spaces
- Live work on electrical apparatus
- Working at height including roof work

9.0 Consultation

Myhomecare.ie is committed to meeting its obligations under Section 25 and 26 of the Safety, Health and Welfare at work Act 2005 on consultation. The organisation is committed to a policy of co-operation and consultation between management and employees and will take account of any representations made by employees. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

SAFETY COMMITTEE

A Safety Committee consisting of the Director, Health and Safety Co-ordinator and employees elected from a number of departments will meet at least once every 6 to 8 weeks to discuss issues and make recommendations to management. Minutes are written up and circulated after each meeting. Typical issues on their agenda include:

- Review of safety performance & review of accidents and incidents
- Consideration of safety issues relating to new equipments or work processes
- New policies, procedures and rules
- Updates on legislation
- Raise issues on behalf of fellow workers
- Training issues.

Employees are encouraged to become involved as much as possible with the safety committee.

To ensure compliance with the provisions in the sections above, the health and safety committee will organize safety audits and safety inspections from time to time. These will check on:

- Housekeeping, including floors, walkways & stairs
- Work above ground level
- Machinery guarding
- Procedures are relevant, in place and complied with;

Fire exits & equipment;

- Hand tools
- Electricity
- Control of contractors
- Permit to work systems
- General conditions & hazards
- Action taken on the recommendations since previous audit

SAFETY REPRESENTATIVE

Under Section 25 of the Safety, Health and Welfare at Work Act 2005 employees may select a safety representative who has the following rights under the legislation:

- To make representations on any aspects of safety, health and welfare at the place of work.
- To investigate accidents and dangerous occurrences. He/she shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any persons under any of the relevant statutory provisions.
- To make oral or written representations to inspectors on matters of safety, health and welfare at work.
- To receive advice and information from inspectors on matters of safety, health and welfare at work.
- To accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose of investigating an accident.
- Subject to prior notice to the employer, he/she may carry out inspections of the premises to determine any potential hazards on the premises.
- Subject to prior notice to the employers, he/she may investigate potential hazards and complaints made by any employee whom he/she represents relating to that employee's safety, health and welfare at the place of work.

Employees in each department have been advised of their right to appoint/ select a safety representative. At this time, there are a number of safety representatives elected within Myhomecare.ie. Safety representatives will not be placed at any disadvantage as result of fulfilling their role.

The safety representatives will be informed when a Health and Safety Authority inspector is on site and may accompany the inspector except on investigations of a specific incident. He/she is also entitled to deal directly with the HAS for the purpose of giving or receiving information.

The safety representatives will be allowed reasonable time off normal duties to fulfill his/her role (e.g. to receive training). This will be arranged with his/her direct manager as the need arises.

10.0 Welfare

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, health and Welfare at Work (General Application) Regulations, 2007 and the Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 2007.

To ensure the continued welfare of employees, toilet and canteen areas are provided. Employees must co-operate in maintaining a high standard of hygiene in these areas.

Employees are reminded that:

- Any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify their manager of any known side effects or temporary physical disabilities, which could hinder their work performance and which may be a danger to either themselves or their fellow workers. Managers will arrange to assign appropriate tasks for that person to carry out in the interim.
- Illicit drugs and alcohol – employees are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule would be liable to instant dismissal.

11.0 Non-Harassment / Anti-Bullying Policy

It is the policy of myhomecare.ie to promote a productive work environment and not to tolerate verbal or physical conduct by any employee, which harasses, disrupts or interferes with another employee's working performance or which creates an intimidating, offensive, or hostile environment. This policy applies throughout the organisation to all employees regardless of position gender, type of contract of employment or length of service. The management team will be required to implement the policy and to set appropriate standards of behaviour by their own example and ensure that all employees comply with the policy.

In accordance with the general duties of the Safety, Health and Welfare at Work Act 2005, Employment and Equality Act 2004 and the Report of the Task Force on the Prevention of Workplace Bullying, HAS, 2001 a non-harassment / anti-bullying policy is in place.

Our duty as employer is in endeavoring to create an environment that supports the health, safety and welfare of our employees here at Myhomecare.ie.

What is Bullying & Harassment?

Bullying can be defined as repeated aggression, verbal, psychological or physical, conducted by an individual or group against others. Isolated incidents of aggressive behaviour while not to be tolerated, should not be described as bullying (Health & Safety Authority 1998). Only inappropriate aggressive behaviour, which is systematic and ongoing, is related as bullying.

Harassment occurs if any person feels intimidated, humiliated, patronized or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment is defined by law as being unwanted conduct of a sexual nature or other conduct based on sex, affecting the dignity of women and men at work. It is the unwanted nature of sexual harassment which distinguishes it from behaviour which is welcome and reciprocal.

How do I recognise Bullying / Harassing Behaviour?

Some examples of possible harassment/ bullying behaviour, which we should all be aware of include:

- Shouting or swearing at staff both publicly and in private
- Repeated aggression
- Insulting someone's appearance/ name calling
- Spreading malicious rumours which have no basis in fact
- Verbal or written harassment through jokes, offensive language or gossip
- Freezing out, Isolating, ignoring or exclusion
- Constantly cutting in or across someone in conversation therefore undermining them
- Physical contact ranging from unwanted touching to serious assault
- Staring, leering, aggressive gestures

Less obvious forms of possible harassment/bullying, which we may not readily identify or expect, could include:

- Persistent negative attacks on personal or professional performance without good reason or legitimate authority
- Unreasonable or unfounded refusal of training or promotion opportunities
- Unreasonable or inappropriate monitoring of a colleagues performance
- Persistently setting objectives with unreasonable or impossible deadlines or unachievable tasks

- Removing areas of responsibility and imposing menial tasks on subordinates.
- Withholding work related information.
- Over monitoring an employee with malicious intent.

(This list is as a guide only, and is not exhaustive)

Possible Effects of Harassment/Bullying on the Individual:

Here at myhomecare.ie, we feel that the possible effects of harassment/bullying on an individual cannot be over-emphasised.

The person may feel isolated and rejected. Staff/Colleagues may be aware that possible bullying is taking place, but they may avoid supporting the person.

If bullying is taking place, it may have a physiological, psychological and behavioural impact on an individual's character. Its effects could also have a significant influence on an individual's covert behaviour and may change a happy, confident employee into a withdrawn, de-motivated individual.

At its most extreme, prolonged periods of bullying (if it exists) may lead to individuals being unable to perform their duties and even result in absence from work. In some cases, consequential illnesses could occur.

Due to the potential detrimental effects of bullying and harassment in the workplace, Myhomecare.ie feels that it is of vital importance to all of its employees, to have a comprehensive policy in place which in conjunction with the Employee Well Being Programme will address and inform all employees on the possible effects and impact of bullying and harassment.

In doing so we are placing the onus on all individuals, to ensure that bullying and harassment is unlikely to take place within.

As part of our on-going commitment to fairness, dignity and respect to each employee, any form of bullying or harassment will not be tolerated by Myhomecare.ie.

The person responsible for this policy is the HR Manager, but it is the responsibility of all employees particularly the management team to ensure the day-to-day practical application of this policy.

Please refer to document reference no. POL/HR/BULL/HAR 01 for further detail on this policy and the procedure to be taken in the event of a bullying/harassment incident.

12.0 Stress Policy

Myhomecare.ie adheres to all aspects of the 2005 Safety, Health and Welfare at Work Act, which obliges employers to identify and safeguard against ALL risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace include:

- Poorly organised work
- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill defined work roles

- Highly demanding tasks
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards

Myhomecare.ie will utilize the following Methods of Managing Stress:

- Ensure that management is aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measure taken.
- Where management become aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

13.0 Smoking Policy

Myhomecare.ie operates a no-smoking policy inside the premises to comply fully with the provisions of the Public Health (Tobacco) (Amendment) Act 2004.

It is the policy of the myhomecare.ie management that all enclosed work areas under their control is smoke free. Smoking poses a significant risk to health of smokers and to non-smokers who are exposed to second hand smoke. Smoking is only permitted outside and employees and visitors must ensure that they carefully extinguish all naked flames and all cigarette ends are fully extinguished when finished.

European legislation has confirmed that the right to clean air overrides the right to smoke. Any individual found smoking inside an enclosed workspace is liable to disciplinary action. The national Smokers Quit-line number is 1850 201 203.

This policy applies to all persons in the organisation (employees, contractors, patients, visitors etc.). Therefore, this policy and associated procedures must be communicated to all employees and in particular to new and part-time employees before they commence employment. It is the responsibility of all employees to inform patients, relatives and visitors that they may not smoke within the confines of the organisation campus.

Infringements by employees will be dealt with under organisation disciplinary procedures. Non-employees who contravene legislation prohibiting smoking in the workplace are liable to criminal prosecution with an associated fine. Breaches of this policy by such persons may result in they being asked to leave and may impact their standing as supplier/contractor/consultant to the organisation.

14.0 Pregnant Employees

The Organisation adheres to the provision of Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations 2007 (SI 299/2007).

These regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen
- Handling a load
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue
- Non-ionising radiation
- Ionising radiation
- Noise
- Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. Adequate control means:

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present they must either be eliminated or safeguards put in place to protect the employee's health and safety.

These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the employee to other safe work

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave, which continues until either the condition change or else the pregnant employee becomes eligible for paid maternity leave. (Note: Maternity leave is usually taken two weeks before and 24 weeks after birth).

15.0 First Aid

The provision of first aid equipment required by legislation will be provided in accordance with Safety Health and Welfare at Work (General Application) Regulations 2007

First aid boxes are located throughout the various organisation departments. Please see Appendix 6 for a list of first aid box locations and a list of contents that should be in each box. It should be noted that the storage and or administration of drugs and medications is not part of first-aid provision as set out in the Regulations and guidelines. Drugs or medications should not be stored in first-aid boxes and they should only be administered as prescribed by a registered medical practitioner.

A check will be carried out on a monthly basis to identify and replacement stocks needed. Following this check, a list of stocks required will be given to the Stores/Pharmacy for action. The restocking of the first aid boxes will be the responsibility of the Health and Safety Officer.

Following an accident requiring first aid treatment, an incident report form is completed (see appendix 8). In the event of a serious injury the insurance company, the Organisation Manager, Department Manager and Health & Safety Co-ordinator is notified and a full accident investigation is carried out.

16.0 Emergency / Fire Procedures

It is the objective of the myhomecare.ie to achieve and maintain high standards of fire safety. A comprehensive Fire and Emergency Plan detailing fire safety and evacuation procedures is drawn up for Myhomecare.ie to ensure a co-coordinated response to any fires/emergencies, see Appendix 3. The objectives of this Emergency Plan are as follows:

- Maintain a state of preparedness to prevent or reduce injury to personnel as a result of emergency situations that may occur within the Myhomecare.ie.

- Minimise property loss or damage to the environment.
- Provide procedures for factual and timely communications with employees and the public during an emergency, either within the organisation, or within the surrounding communities.

These plans will be reviewed periodically by the Health & Safety Committee and Fire Service Provider and amended where necessary.

Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. Employees will be instructed to evacuate laterally along corridors, from the point of evacuation in a progressive evacuation. After each evacuation a review will be carried out to evaluate procedure and carry out any remedial action deemed necessary. Visitors and contractors will be informed on evacuation emergencies.

New employees will receive basic training and all employees will be instructed on the following:

- Policy on smoking, electrical equipment etc.
- How to raise the alarm
- Actions to be taken on discovering a fire
- How to call the fire brigade, applicable to Reception staff only
- Location and use of escape routes
- The evacuation procedure
- Assisting patients, visitors and others during evacuation
- Location and use of fire extinguishers

The fire register log (see appendix 4) will include organisation details, specific duties for member of staff, a log of fire procedure notices and fire drills, an inventory of fire fighting equipment, details of the fire alarm system, a record of employee instruction/training and a maintenance/test/inspection schedule.

List of Emergency phone numbers

Gardaí 999 / 112

Fire 999 / 112

ESB 1850-372-999

Gas (Leaks etc) 1850-200-550

17.0 Fire Equipment

Fire extinguishers are provided and correctly sited to meet safety requirements. These appliances are provided to deal with incipient fires. Trained personnel using this appliance will tackle small fires.

All fires fighting equipment is tested and serviced annually by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for fire equipment, 20% of extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment.

Fire extinguishing appliances are readily identified, with easy access and will be unobstructed at all times. The appliances must not be interfered with in any way.

The locations of fire extinguishers (fire points) are clearly visible throughout the organisation.

18.0 Accident/Incident Reporting

All accidents and incidents with potential for injury, no matter how trivial, and whether to employees, patients or visitors must be reported immediately to management an Incident Report form is available for this purpose and must be completed by the immediate superior of the person(s) involved in the accident , see appendix 8.

This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from reoccurring.

An investigation is to be carried out by the Health and Safety Co-coordinator and/or a relevant manager after every accident/incident in order to determine the immediate and root cause and to prevent similar accident/incidents occurring. Correct action will be taken where necessary and recorded. Accident data will be periodically analysed by the Safety Committee with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

Where an accident investigation is necessary, all employees are obliged to co-operate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

Safety, Health and Welfare at Work (General Application) Regulations 1993 (Notification of Accidents and Dangerous Occurrences) requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- An accident resulting in the death of an employee
- An accident resulting in the absence of an employee for more than 3 working days (not including the day of the accident)
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public)
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury

If an employee is absent from work for more than three calendar days due to a workplace injury or illness, it is a statutory requirement (S1 No. 44. 1993) that formal notice is given to the Health & Safety Authority on the appropriate form "IR1" or "IR3". Copies of these forms may be obtained directly from the HAS or may be completed online at www.hsa.ie.

19.0 Disciplinary Action

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of Myhomecare.ie to take disciplinary action on the matter.

Disciplinary action will be taken in accordance with Disciplinary Policy & Associated Procedures.

20.0 Annual Review

The purpose of the Annual Review is to present an overview of the progress made by the organisation over a 12-month period in the areas of safety, health and welfare.

A report will be generated at the end of the organisation financial year and will include the following information:

- Number of accident and /or incidents
- Number of first aid incidents
- Number of workdays lost as a result of incidents
- Full details of any safety training carried out during the year

This report will be generated by the Organisation Manager in co-ordination with Health & Safety Co-ordinator and Committee.

Discussion of any areas of safety, health or welfare that need to be addressed in the future as a result of new legislation, incident history or any new work practices.

Myhomecare.ie welcomes any comment/queries or suggested initiative from any employee.

21.0 Contractors and Visitors

21.1 Visitors

Myhomecare.ie will ensure, as far as is reasonably practicable, the safety of contractors and visitors while on the premises.

When entering the premises for the purpose of a business visit or to see a patient, all visitors will report to reception.

While in the building, visitors are to obey the safety rules and emergency procedures at all times. Signage will be erected to make visitors aware of safety rules.

Their host, who in the event of a fire alarm will be responsible to bring their visitor to the appropriate assembly point, should accompany all visitors.

21.2 Contractors

Contractors will not be allowed on the premises to carry out work until myhomecare.ie has checked and is satisfied with their insurance documentation.

The contractors must liaise with the maintenance department and discuss and agree the safety precautions deemed necessary by either party.

Contractors must take all due care of their own safety; the safety of their employees and all others affected by their work.

Contractors must not use any equipment or the service of personnel belonging to or engaged by myhomecare.ie without prior approval being granted by the maintenance department.

Scaffolding and other access equipment used by contractors/sub-contractors must be erected and maintained in accordance with current standards and regulations.

Every contractor working on the myhomecare.ie premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the occupier.

In this regard, it is the responsibility of the contractor to:

- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees.
- All plant and equipment brought onto the organisation site must be safe and in good working order fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Ensure that all accidents and dangerous occurrences are reported to the Myhomecare.ie maintenance department.

- Ensure that all organisation safety notices and alarms are followed at all times.
- Ensure that hazardous substances are not brought on to the organisation premises without prior notice and permission.
- Ensure that “approved” hazardous substances are stored and used safely whilst on the organisation premises.
- Ensure, on completion of work, that all hazardous substances are removed from the organisation premises.
- Monitor and assess the safety performance of their employees.
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto organisation premises without prior notice or permission.
- Prior to the commencement of any work on the premises, the following criteria should be observed:
- Both parties must undertake an assessment of the likely safety hazards and risks involved in or associated with the proposed work. The extent of each party’s involvement will be determined by the separate sets of safety responsibilities as agreed.
- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.
- No work, no matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment.
- For major contracts, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations, 2001 must be adhered to.

22.0 Concluding Comment

The aim of myhomecare.ie is to provide a healthy and safe environment for employees, patients, contractors and visitors. This can be achieved with the help and assistance of all by:

- Observing the general rules of safety.
- Using all equipment in a safe and proper manner.
- Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves or others.
- Keeping work areas clean and tidy at all times.
- Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

This safety statement has been prepared based on conditions existing in the premises of myhomecare.ie at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.

PART (II): Risk Assessments

Risk Assessment Process

The risk assessment process involves the following:

- Identifying the significant hazards present in the workplace.
- Identifying what groups of people are most affected by those hazards e.g. employees, contractors and visitors.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury – see below for details).
- Listing the current controls in place, along with responsible members of staff.
- Recommending additional controls in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- Designating a member of staff to co-ordinate the implementation of additional controls. Stating a date when action should be complete and recording when that action has been completed.
- The length of time specified for implementing control measures will vary and be dependant on the risk rating for the hazard i.e. the

higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should generally be reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g. new equipments, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or guidance being published.

Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process.

The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

- 1. Elimination:** Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling, or disposing of unwanted chemicals.
- 2. Substitution:** If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.
- 3. Engineering Solutions:** If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact.
- 4. Administrative Solutions:** These are the management strategies that can be introduced, training, job rotation, limitation of exposure time, and provision of written work procedures. For example:
 - Safe systems of work that reduce the risk to an acceptable level
 - Written procedures that are known and understood by those affected
 - Adequate supervision
 - Identification of training needs and provision of appropriate training
 - Information/instruction (signs, handouts)
- 5. Personal Protective Equipment & Clothing:** Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard. Examples of PPE include: masks, ear-plugs, respirators, helmets, boots, safety shoes, overalls, etc.

Summary

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training for example has been estimated as being only 10% effective.

It is also worth bearing in mind that the level of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, item 5 takes the most effort to maintain and item 1 the least effort.

Risk Assessment Method Used

(Likelihood (L) x (S) Severity) = Risk Rating (RR)

Priority Table:

Likelihood	Severity Effect		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	1	2	3
Likely	2	4	6
Very Likely	3	6	9

Slightly Harmful	Harmful	Very Harmful
Superficial injuries	Lacerations	Amputation
Minor cuts & bruises	Burns	Major fractures
Eye irritation from dust	Concussion	Poisoning
Nuisance & irritation	Serious sprains	Fatal injuries
Temporary discomfort	Minor fractures	Occupational cancer
	Deafness	Severely life
	Dermatitis	Shortening disease
	Asthma	Fatal disease
	Minor disability	Head injuries
		Eye injuries

Risk Rating Action Required

Risk Rating	Priority	Action Required
Trivial Risk	Non-urgent	No action needed
Acceptable Risk	Non-urgent	No additional controls Monitoring required Assessment recorded
Moderate Risk 3-4	Action needed	Controls required as soon as practical Assessment recorded Controls documented
Substantial Risk 6	Urgent action needed	Controls required immediately Assessment recorded Controls documented
Intolerable Risk 9	Urgent action needed	Work prohibited/ceased Controls required immediately Assessment recorded Controls documented Work stoppage documented