

Safety Statement

of

St Helen's Bay Golf Club

**St. Helen's,
Kilrane,
Rosslare Harbour,
Co. Wexford**

Prepared by:



Unit 4B,
Red Cow Business Park,
Clondalkin,
Dublin 22

**Safety Statement
Of
St Helen's Bay Golf
Club**

Prepared By: Olive Safety

To : Kevin Carol

Position: Safety Officer

H&S Consultant: Olive Safety

Date: January 2015

SAFETY STATEMENT

	Prepared/Amended by:	Accepted by:
Original	Olive Safety	
Revision 1		
Revision 2		
Revision 3		

Prepared by Olive Safety

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1 Introduction

This safety statement was prepared with the assistance of Olive Safety in January 2014 for St Helen's Bay Golf Club. The risk assessments and safety statement reflect the prevailing risks observed on the date of the audit in question and the risks are reflected in the safety statement. The safety statement also takes account of the documentation that was available for inspection on the day of the audit. It is strongly advised that this statement is revisited annually as part of management review of health and safety within the company or where processes or material risks change i.e. a new system of work or new chemicals are introduced into the business.

2 The Safety Statement

The *Safety, Health and Welfare at Work Act, 2005* requires St Helen's Bay Golf Club to prepare and have available for its employees a safety statement setting out its policy on safety. In accordance with Section 19 – Hazard Identification and Risk Assessment, of the *Safety, Health and Welfare Act, 2005*, St Helen's Bay Golf Club in consultation with Olive Safety has prepared this Safety Statement.

The safety statement is based on the identification of the hazards and an assessment of the risks encountered in our business. The safety statement will outline the arrangements to be made and also the resources provided for ensuring the Safety, Health and Welfare of all our employees. It will specify the duties as per the Safety, Health and Welfare at Work Act 2005, with regard to employees, management and their respective responsibilities.

The Management Board of St Helen's Bay Golf Club recognises the paramount importance of safety, health and welfare, to all its employees, in the successful conduct of its business. This Safety Statement, in accordance with the *Safety, Health and Welfare at Work Act, 2005*, outlines the policy of St Helen's Bay Golf Club for ensuring so far as is reasonably practicable, the Safety, Health and Welfare of its employees, the public, contractors and visitors. The Safety Statement sets out an action programme for St Helen's Bay Golf Club in safeguarding the Safety, Health and Welfare of employees whilst at work.

St Helen's Bay Golf Club is committed to complying with the requirements of the ***Safety, Health and Welfare at Work Act, 2005, Safety, Health and Welfare at Work (General Application) Regulations 2007***, and all other statutory requirements, Codes of Practice and National Standards. This Safety Statement is available to and will be brought to the attention of our employees, contractors and to others who may be affected by factors addressed in its contents. The Safety Statement will be updated as necessary in order to ensure that it remains appropriate and applicable to the places, people and activities for which it has been written.

It is important that you read this carefully and understand your role in the overall arrangements for Health and Safety at St Helen's Bay Golf Club

Circulation

Name
Kevin Carol

Title
Course Superintendent & Safety Officers

Safety Statement Revision:

The Safety Officers are responsible for the issue, amendment and control of the Safety Statement. The Safety Statement will be updated on an annual basis by the Safety Officers as part of the health and safety annual review which will take into account the effectiveness of current risk control methods and any changes or improvements deemed necessary for the health and safety management plan. The Safety Statement will also be changed accordingly as names of responsible persons change, as risks or processes change, if changes in legislation occur, or if necessary changes to health and safety practices are identified and implemented as a result of findings from regular monitoring or an accident investigation.

Next Annual Review Date: January 2016

3 St Helen's Bay Golf Club Safety Policy

St Helen's Bay Golf Club is located at St. Helen's, Kilrane, Rosslare Harbour, Co. Wexford. This safety statement covers the work activities in St Helen's Bay Golf Club and is a commitment from senior management in regards to safety in the business.

It is the policy of St Helen's Bay Golf Club to comply with the Safety, Health and Welfare at Work Act 2005, Safety Health and Welfare at Work (General Application) Regulations 2007, Safety Health and Welfare at Work (Construction) Regulations 2013 and any other relevant regulations or codes currently applicable in the Republic of Ireland.

It is the policy of St Helen's Bay Golf Club to consult with all staff on matters of health & safety. Employees are hereby notified of St Helen's Bay Golf Club policy and are encouraged to comply with their duties under the 2005 Act to notify the management of identified hazards in the workplace.

St Helen's Bay Golf Club will ensure so far as is reasonably practicable that;

- Adequate resources are provided to ensure that proper provision can be made for safety and health,
- Risk assessments are carried out and periodically reviewed,
- Systems of work which are safe and without risks to health are provided and maintained,
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions,
- Where appropriate, health surveillance will be provided for employees,
- Any plant, machinery and equipment provided for use in the company is safe and without risk to health and is maintained in such condition,
- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work,
- The work place is safe and that there is safe access to and egress from the work place,
- Monitoring activities are undertaken to maintain agreed standards.

All contractors working for St Helen's Bay Golf Club have a responsibility to meet these same standards. The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

The Management Board of St Helen's Bay Golf Club has overall responsibility for safety and health within the business. The day to day management of safety and health in the business is the responsibility of the Safety Officers. All supervisors, employees and safety representative(s) share a responsibility with management in ensuring their own safety while at work. Persons other than employees (e.g. visitors, members of the public and contractors) also share in this responsibility. All employees will be made aware of, and have access to this Safety Statement and arrangements for consultation with the employee representatives on safety and health matters will be an integral part of the safety policy. This Safety Statement will be subject to periodic revision and is liable to amendment if circumstances 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. This statement is brought to the attention of all staff within St Helen's Bay Golf Club and shall be available for inspection upon request

Signed: _____
Chairman

Date: _____

4 Safety Management System

St Helen's Bay Golf Club management is committed to effectively managing and controlling hazards and the risks associated with the workplace. This shall be achieved by incorporating a safety management system into the overall management system for the company. The safety management system is based on the principles of

- Plan
- Do
- Review

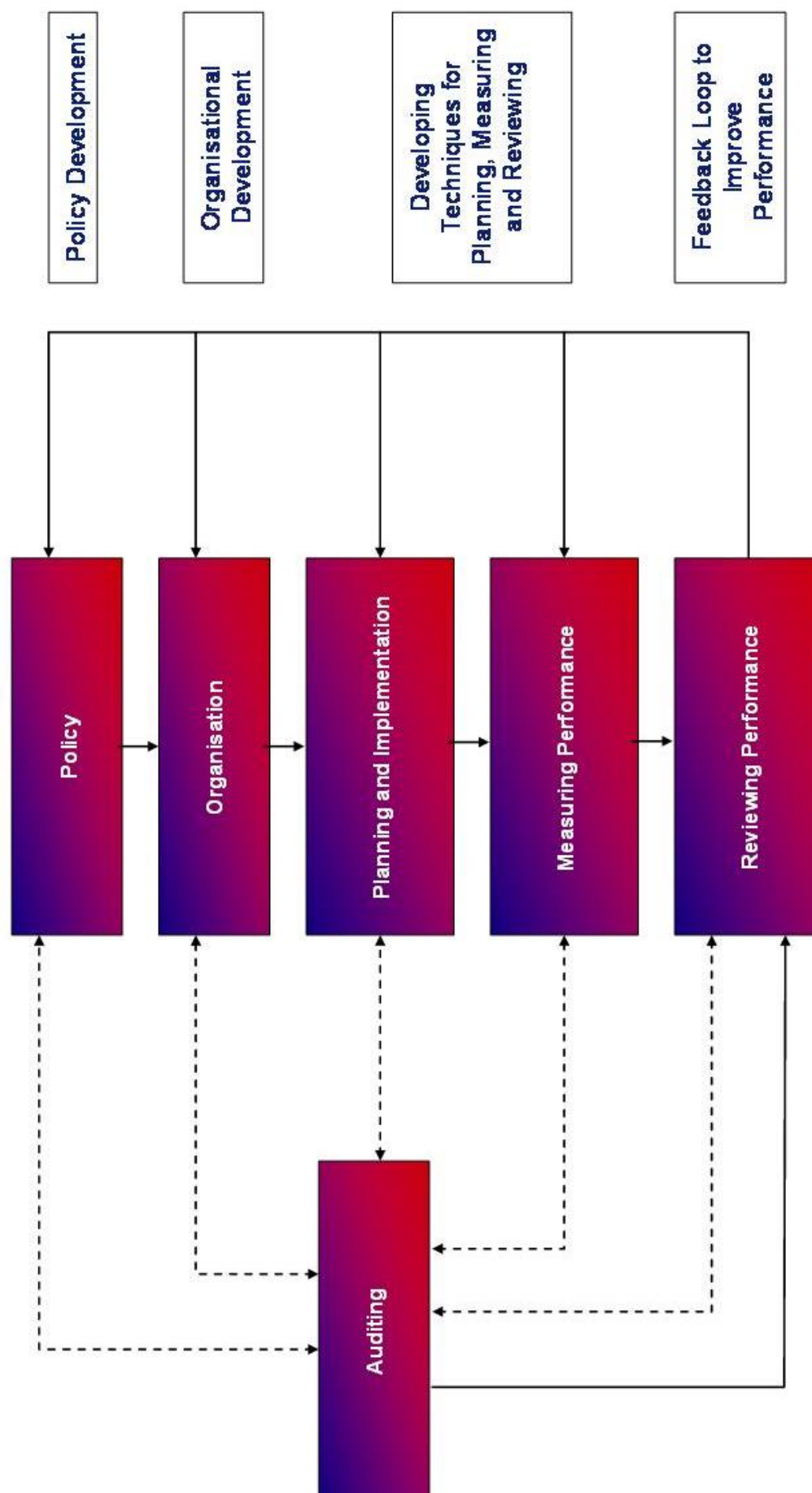
Before implementation of health and safety policy management will devise a plan of action to fulfil the commitments and policies set out in the safety statement. An effective management structure will be put in place with responsibilities and targets being allocated to managers and members of staff.

Health and safety policies will be implemented in a systematic approach. Hazards will be identified and attempts will be made to eliminate them through the selection and design of facilities, equipment and processes. Where this is not possible risk assessments will be carried out and appropriate measures to minimize these risks will be put in place such as, safe work practices and physical controls. Personal Protective Equipment (PPE) will only be considered as a last line of defence and will not be used a primary source of protection. Performance standards will be established and these will be used as a means of measuring the success of the safety management system.

Effective safety management systems are underpinned and enhanced by fostering a safety culture. This culture will be created by encouraging the participation of all members of staff by motivating and empowering them through training and positive reinforcement. Staff will be consulted on issues of safety and will be given the opportunity to make representations regarding any failings in the system, and suggest any reasonable, responsible, and practical changes to improve health and safety policy. Safety committee meetings will be held regularly and managers will lead by example to promote safe behaviour among employees.

Management of St Helen's Bay Golf Club strive to constantly improve the health and safety management system and how it performs, this is achieved by reviewing the system through regular measurements of performance and an annual audit of the overall system. Benchmarks are set to outline acceptable level of performance and are based on internal best performances and industry standard. The current performance of the company will be compared to this standard. Multiple factors will be taken into account such as premises, equipment, materials, systems of work, employees and their behaviour. Where good standards are not achieved, those factors will be examined to identify the immediate and underlying causes. Any appropriate actions to correct such problems will be implemented.

An overview of the system is given on the following page.



5 Safety Management Structure

The persons or titles listed below, within the company safety management structure are responsible directly or by formal delegation for:

- The effective implementation of the safety policy and ensuring that their areas of responsibility are run in accordance with the policy.
- Ensuring that all employees are trained to manage the implementation and on-going monitoring of this safety policy.

Safety Management Structure in St Helen's Bay Golf Club



Management Board

The Management Board of a company are the individual with ultimate accountability for the safety activities and outcomes of the business. Safety begins at management level and the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the Management Board. The implementation of health and safety policy may be delegated to competent persons such as Managers or a Safety Officer. However, the Management Board will still bare a responsibility for safety and in this capacity shall work closely with their nominees to ensure that an effective safety management system is implemented and that he is kept informed of all aspects of health and safety at St Helen's Bay Golf Club.

The Key Responsibilities of the Management Board are to ensure that sufficient funding is available to make provisions for safety and health within the company, review the health and safety performance of the company and to ensure that their knowledge of occupational safety and health legislation is up-to-date. In addition; they must ensure that the following tasks are provisions for safety are completed by competent persons;

- That adequate resources are made available, in terms of time, finances and personnel to ensure The Company Safety Policy is effectively implemented.
- That all staff under their control are fully aware of their responsibilities in relation to safety and that they know they have a right to safety information.
- That all staff under their control are instructed on how to identify the hazards and assess the risks.
- That all staff under their control receive adequate training including any specialist training that might be required e.g. machinery safety and operation, manual handling etc. And that there is a procedure in place for consultation about Health & Safety. That a trained first aider is always available.
- That safe systems of work are incorporated into all appropriate activities e.g. use of dangerous equipment / products.
- That all equipment receives routine inspection and maintenance in accordance with legislative standards and good practice. And that all dangerous parts of machinery are adequately safeguarded.
- That a comprehensive fire evacuation plan is prepared and communicated to all employees.
- That the content of the Safety Statement is communicated to all employees and that up to date copies are available to all staff.
- That any job descriptions or contracts of employment adequately describe all Health and Safety responsibilities.
- That all accidents and dangerous occurrences are recorded investigated and acted upon. And that Safety Inspections are routinely carried out to ensure the accidents don't re-occur.
- That adequate and competent supervision is available at all times and especially where employees are under 18 years of age or new to the task they are doing.

Safety Officers – Kevin Carol, Course Superintendent and Larry Colgan, Shop Manager

The Course Superintendent and Shop Manager are fulfilling the role of Safety Officers at St Helen's Bay Golf Club and are responsible for the day to day implementation and the development of the safety management system and the provisions of the necessary resources to achieve this. Acceptable health and safety practice will be achieved through the effective operation of a safety management system, safe systems of work, safe working procedures and full employee co-operation.

The Safety Officers shall ensure:

- That safe working conditions and practices are maintained.
- That they communicate with the personnel under their supervision regarding safety policy and procedures and conditions.
- That they set a good example of safe working practices and promptly correct unsafe practices by employees under their jurisdiction.
- That all employees are aware of the hazards that exist, and that they are trained in the safe way to work with these hazards.
- That adequate supervision is available especially to workers less than 18 years of age and employees of a particular task.
- All safety rules are enforced firmly and fairly.
- Everybody is aware of the fire procedures and fire drill and the location of the first aid facilities.
- That good housekeeping is maintained.
- That the safety representative gets an opportunity to liaise with them if they have any suggestions from other staff members.
- That they attend safety meetings.
- That they investigate all accidents including those, which result in minor injury or where potential serious injury was present (recording same).
- That all new or changed facilities or equipment are checked to ensure their safety before operation.
- That they are aware of and understand all applicable safety practices and regulations by keeping up to date.

Managers and Supervisor

The Managers and Supervisors at St Helen's Bay Golf Club are in an effective position to inspire and promote the safety consciousness of other employees and shall in particular;

- Promote safe working conditions and practices by being alert to and immediately taking corrective actions regarding any unsafe condition present.
- Ensure that all necessary PPE and safe working equipment is readily available for use.
- Communicate with personnel under their supervision regarding safety, health and welfare.
- Set an example of working practices and promptly correct unsafe practices by their employees.
- Ensure that all employees under their control adhere to safe working procedures and make use of all PPE and safety equipment provided.
- Alert all employees to the work hazards that exist and teach them how to work safely within these hazards, having particular regard to employees under 18 years of age.
- Promptly refer all injured personnel to a doctor or nearby hospital.
- Appraise all new or changed facilities, equipment and practices for safety before putting into operation.
- Be aware of and understand all applicable safety practices and Regulations.
- Liaise with person designated with responsibilities and conduct regular tours of the workplace to ensure safe procedures are being maintained.
- Take account of representations made by employees or safety reps and report these to the Safety Officers.

Employees

Employees have general statutory obligations under the *Safety, Health and Welfare at Work Act, 2005, Chapter 2 Section 13*, which includes the following:

Employees must:

- Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect their own safety, health and welfare and the safety, health and welfare of other persons who may be affected by their acts or omissions at work,
- Ensure that they are not under the influence of an intoxicant to the extent that they are in such a state as to endanger their own safety, health or welfare at work or that of any other persons and to comply with the provisions of the provisions for intoxicants at work found in the *Safety Health and Welfare at Work Act 2005*.
- Co-operate with their employer or any other person, to enable their employer or the other person to comply with the relevant statutory provisions, as appropriate,
- Not engage in improper conduct or other behaviour that is likely to endanger their own safety, health and welfare at work or that of any other persons,
- Attend such training and, as appropriate, undergo such assessment as may reasonably be required by their employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by them.
- Having regard to their training and the instructions given by their employer, make correct use of any article or substance provided for use by them at work or for the protection of their own safety, health and welfare at work, including protective clothing or equipment,
- Report to their employer or to any other appropriate person, as soon as practicable:
 - any unsafe act, i.e. work being carried out, or likely to be carried out, in a manner which may endanger the safety, health or welfare at work of themselves or that of any other person,
 - any hazard, i.e. 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 themselves or that of any other persons, or
 - any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of themselves or that of any other persons, of which they are aware.

A person shall not intentionally, recklessly or without reasonable cause—

- misuse, damage or interfere with anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- place at risk the safety, health or welfare of persons in connection with work activities.

In addition, employees are reminded to:

- **Only carry out duties you are trained to perform.**
- **Keep work areas clean and uncluttered.**
- **Use correct manual handling procedures when moving items.**
- **Do not run as it increases the risk of accidents caused by tripping or collision.**
- **Refrain from carrying out dangerous pranks or unauthorised hazardous activities.**

The Safety Representative – On appointment

Part 4, Section 25(1) of the Safety, Health and Welfare at Work Act, 2005 states that employees may select a Safety Representative who has the following rights under the legislation:

- The Safety Representative can make representations on any aspects of safety, health and welfare at the place of work.
- The Safety Representative has the right to investigate accidents and dangerous occurrences in conjunction with the person responsible for health and safety. They 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.
- In relation to the Health & Safety Authority;
 - ❖ Make oral or written representations to HSA inspectors on matters of safety, health and welfare at work.
 - ❖ To receive advice and information from HSA inspectors on matters of safety, health and welfare at work
 - ❖ To accompany a HSA inspector on any tour of inspection **other than** a tour of inspection made by a HSA inspector for the purpose of investigating an accident.
- The Safety Representative subject to prior notice to the employer may carry out workplace health and safety inspections to determine any potential hazards on the premises.
- The Safety Representative subject to prior notice to the employer may investigate potential hazards and complaints made by any employee whom he represents relating to that employee's safety, health and welfare at the place of work.
- The Safety Representative can also consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives who may be appointed, whether or not those safety representatives who work in the same place of work, in different places of work under the control of the employer or at different times at the place of work.

Employees shall be advised of their right to appoint / select a safety representative, refer to **Section 8** of this Safety Statement for further details on consultation.

Safety Representatives:

Name

Department

Visitors

All visitors to St Helen's Bay Golf Club including persons from the general public, sales people, consultants, inspectors, etc, have a responsibility to assist the company in fulfilling its statutory duties. In order to achieve this they are bound to the following general rules:

- They must be supervised at all times by a member of staff familiar with our operations
- They should observe the company's Safety Rules and any instructions given by staff who enforce the Safety Policy.
- They should not enter unauthorised areas unless given permission by staff.

Contractors

St Helen's Bay Golf Club bears responsibility for all who operate under their control. This includes Contractors. Contractors must assist St Helen's Bay Golf Club fulfil their responsibilities by adhering to the following rules:

- Sub-contractors and self-employed persons must provide their up to date safety statement when requested to do so.
- Self-employed persons must conform with the duties and responsibilities of employees.
- Sub-contractors must produce evidence when requested, showing that appropriate insurance is in place.
- Sub-contractors and self-employed persons have a duty to bring to the attention of St Helen's Bay Golf Club and anyone else who may be affected by any process or use of any materials that may endanger the health and safety of other people at work.
- Sub-contractors and self-employed persons shall comply with the requirements of this safety manual and co-operate with the Site Supervisor in providing a safe place of work, a safe system of operation and wearing of protective clothing and equipment.
- Sub-contractors and their employees must check with the Site Supervisor, if a permit to work system is in operation, **and must follow all instructions on the permit.**
- Sub-contractors' employees and self-employed persons must attend any safety courses, site safety meetings prepared for workers on projects managed by this Company.

For further details on visitor and contractor procedures consult Section 21

6 Documentation and Distribution of the Safety Statement

The Safety Officers shall ensure the master copy of this Safety Statement is held at St Helen's Bay Golf Club head office and copies are available onsite for inspection by staff, statutory bodies, and stakeholders. A copy of the Safety Statement and risk assessments is available for inspection to all employees during normal working hours. Staff employed outside of normal will have access to a copy of the statement and the risk assessments for inspection from their supervisors. The contents of the Safety Statement will be brought to the attention of all employees at induction and during refresher training.

The Safety Officers are responsible for the issue of new and revised Safety Statements. To ensure that each copy of the Safety Statement contains a record of all changes, the Safety Officers will ensure that a record of the changes or amendments are recorded on an amendment list, which will then be circulated to all relevant persons.

Once signed off, this document is a public document (within the company) and will be made available to staff and stakeholders.

7 Provision of Safety Training and Instruction

St Helen's Bay Golf Club is committed to providing appropriate safety and health training for all employees, which will be sufficient to meet the company's obligations under the *Safety, Health and Welfare at Work Act, 2005* and other relevant legislation. The primary responsibility for this rests with management in co-operation with specialists as appropriate. Employees have a legal obligation to co-operate with management and attend all training provided.

All persons employed by St Helen's Bay Golf Club will receive induction training to ensure that they fully understand the hazards of the equipment and what safety precautions and emergency procedures are required. The training shall involve an introduction to the company's safety statement.

The Safety Representative, when appointed, will receive the necessary training as recommended by the HSA to carry out his/her role effectively. Training will be given, as necessary, to management to ensure that they have the necessary skills and knowledge to organise the work safely without risk to health;

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

- Date of training instruction or exercise,
- Duration of the training course,
- Name of Instructor delivering the training,
- Name of person's undertaking the training,
- Nature and content of the training course.

St Helen's Bay Golf Club will provide the following training as appropriate:

- Induction training of all new staff and ensure all new operatives have appropriate health and safety training.
- As appropriate, chemical handling, use of tools, working at height, first aid, manual handling, and fire safety training.
- Management training to ensure managers are equipped to undertake their duties and responsibilities for safety and health.

The Safety Officers or a nominated competent person will carry out safety induction training. Additional training courses 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 company in the implementation of its training programme.

8 Consultation

St Helen's Bay Golf Club is committed to meeting its obligations under *Section 25, of the Safety, Health and Welfare at Work Act 2005* on consultation with staff and stakeholders. St Helen's Bay Golf Club is committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members.

The Safety Officers will be responsible for co-ordinating consultation with the workforce. They will ensure that all managers, supervisors, and any nominated staff representatives will be provided with all relevant information pertaining to safety, including but not limited to, the findings from audits and accident investigations, and any new risks and controls introduced to the workplace as a result of the new work processes, materials or equipment. This information will then be communicated to members of staff.

Employees are encouraged to bring to the attention of their manager, supervisor or representative, any concerns relating to safety or any weaknesses in the safety management system, they may also offer suggestions for improving safety in the workplace. All representations made by staff will be communicated to the Safety Officers for consideration. Where risks to safety identified by staff are brought to the attention of management, corrective actions will be put in place immediately.

9 Provision of Practical and Safe Working Systems

9.1 General Safety

Safe Access and Egress

Slips and trips account for a large proportion of accidents across all sectors of the workforce. In order to ensure that St Helen's Bay Golf Club employees have safe access and egress to and from their place of work at all times, the following controls will be maintained where applicable on company premises:

- ☐ Materials and equipment will not obstruct any fire or safety appliance, firefighting equipment or emergency exits.
- ☐ Good housekeeping standards will be maintained at all times and all tools and equipment will be stored away safely.
- ☐ Access routes, walkways and areas where work is being conducted will be kept clear of all stored materials at all times.
- ☐ Spillages will be cleaned up in a timely fashion and warning signs will be put in place.
- ☐ Damage to floor surfaces or coverings will be repaired immediately.
- ☐ Cables and other trip hazards will not be run across work areas. Where this is not possible, methods to reduce risks such as cable covers will be utilized.

Security

St Helen's Bay Golf Club recognises the risks posed to staff if an unauthorised person were to gain access to company worksites, or if a confrontation were to arise. The following steps have been taken to minimize these risks;

- ☐ Visitors to St Helen's Bay Golf Club are required to check in and out with a member of staff and must be supervised at all times.
- ☐ Proper lighting should be put in place.
- ☐ Doors to staff only areas should be kept locked.
- ☐ Staff are advised to question strangers or suspicious looking persons in a friendly manner.
- ☐ Staff should avoid lone working where possible. Where this is unavoidable staff must have mobile phones on them to check in at regular intervals. If a member of staff fails to check in, efforts will be made by the company to contact them.
- ☐ In the event of a robbery, staff are required to comply with the demands of the perpetrator and not put themselves at unnecessary risk.

Pest Control

Pests such as insects and rodents pose a risk to human health through the spread of disease and can potentially cause property damage e.g. rodents chewing through wires. St Helen's Bay Golf Club shall manage pests through the following;

- ☐ All doors shall be kept closed where possible,
- ☐ Deterrents such as spikes on potential roosting areas for birds will be installed,
- ☐ All rubbish, especially food waste, shall be removed to bins regularly; these bins will be stored away from entrances and windows,
- ☐ Windows to canteen areas shall kept closed at all times or fitted with screens,
- ☐ All vents and drains shall be covered with suitable guards,
- ☐ Any gaps or holes which may allow access to pests will be sealed,
- ☐ Where necessary, the services of qualified pest control agencies will be obtained to provide preventative and remedial controls.

Waste Management

The accumulation of waste on site can create tripping hazards, attract pests and create fuel for fires. Furthermore; certain items can generate heat and spontaneously combust. In order to manage waste adequately, St Helen's Bay Golf Club will provide adequate amounts of waste receptacles and arrange for regular collection by a waste collection agency, no waste will be stored within the company premises and shall be removed to provided receptacles regularly

Employment of Young Persons

A young person is defined as anyone under the age of 18. Young persons are at a higher risk of accident and injury because their lack of experience often leads to poor perception of danger. This can leave young persons less able to effectively assess risks posed to themselves. In some cases a lack of maturity can lead young persons to behave in an unsafe manner and put themselves and others at risk. To ensure that no harm comes to young persons while working at St Helen's Bay Golf Club, management will ensure that young persons are supervised at all times and that specific risk assessments are carried out taking into account;

- ☐ Their age and level of experience.
- ☐ The layout of their workplace or workstation and any hazards found within.
- ☐ The nature of their work activities.
- ☐ The Level of the Supervision
- ☐ Any work equipment used.
- ☐ Exposure to any physical chemical or biological agents.

All young persons will be forbidden from partaking in lone working or using any equipment which represent a serious hazard or requires specialized training for use. Young persons will not exceed to maximum working hours and shift times as deemed appropriate for their age in

the *Safety Health and Welfare at Work (General Application) Regulations 2007* and the *Protection of Young Persons (Employment) Act 1996*.

Lone Working

Lone workers are persons who work by themselves without close or direct supervision. This practice poses a serious hazard because if something were to happen to an employee they may not receive help in a timely manner. Before assigning a person to lone working tasks the Safety Officers will carry out an assessment of the risks involved in order to minimize or control them. This risk assessment will take into account;

- The risks associated with the task and its suitability for being completed alone.
- The person carrying out the task and their level of competence.
- The safety measures required.

Lone workers will receive appropriate training for the task. They will be made aware of the measures put in place to protect them and they will be made aware that they are required to look after their own safety and the safety of others who may be affected by their actions.

Before partaking in lone working activities employees must inform their supervisor. Lone working Employees should check in at predetermined regular intervals with a designated person. If a lone working employee fails to check in the designated person should make contact with them to ascertain the situation.

VDU Hazards

VDU work can lead to fatigue, eye strain and muscular problems. Although the risk of serious injury is low, the level of discomfort can be quite high and all control measures must be adhered to.

A high standard of office furniture is provided to minimise posture problems i.e. adjustable chairs; large desks with counter areas. It is the policy of St Helen's Bay Golf Club to provide VDU equipment with good screen definition and a range of adjustments which ensure user comfort. St Helen's Bay Golf Club uses the Health and Safety Authority Guidelines on VDU as a standard for ergonomic assessment of VDU workstations. A full assessment has been carried out of all workstations and any Employee who moves to another workstation will be reassessed.

Every effort is made to ensure that VDU users are adequately trained in the software systems thus minimising stress in using the system.

In accordance with regulation 73 located in Section 5 Part 2 of the *Safety Health and Welfare at Work (General Application) Regulations (2007)*. Eye tests are available to all staff for whom working at VDUs forms a major part of their work activities. These are provided for free and the basic cost of required glasses is also covered. St Helen's Bay Golf Club is exempt from covering both of these charges where the employee is entitled to both eye tests and glasses through social welfare schemes. The company is exempt from having to provide work glasses where an employee already requires glasses and eye tests show that their existing glasses are sufficient for their work.

All reasonable efforts are made to ensure that lighting at VDU stations is adequate, suitably placed and generally comfortable for the user. Daylight is controlled using adjustable blinds where necessary. This helps to eliminate reflections and excessive contrast between background light and screens.

Please refer to **Appendix 3** for a more detailed description of VDU hazard controls.

Prolonged Standing

Standing is a natural human posture and by itself poses no particular health hazard. However, working in a standing position places strain on the body. This can be due to the intensity of the work, or the nature of the work or the workstation either limiting the range of motion that the employee can adopt or by forcing them to adopt ergonomically unfavourable positions.

Keeping the body in an upright position requires considerable muscular effort which is unhealthy even while standing motionless. It effectively reduces the blood supply to the loaded muscles. Insufficient blood flow accelerates the onset of fatigue and causes pain in the muscles of the legs, back and neck.

Employees suffer not only muscular strain but other discomforts as well. Prolonged and frequent standing, without some relief by walking, causes blood to pool in the legs and feet. When standing occurs continually over prolonged periods, it can result varicose veins and other heart and circulatory ailments. Excessive standing also causes the joints in the spine, hips, knees and feet to become temporarily immobilized or locked. This can later lead to arthritis.

In order to ensure that the risks posed by prolonged standing are controlled, the following precautions should be implemented;

- ❑ Where practical to do so, work stations should be equipped with fatigue reducing floor mats
- ❑ Staff should be encouraged to wear comfortable flat soled shoes with proper support.
- ❑ Work stations must be arranged to allow staff to move and adopt different ranges of motion.
- ❑ Where possible work stations should be equipped with suitable seating.
- ❑ Work tasks should be rotated to allow staff to do different jobs which accommodated different postures and ranges of motion.
- ❑ Staff should be provided with sufficient rest breaks and their break area should be equipped with suitable seats.

Repetitive Tasks

Tasks involving repetitive movements which are carried out rapidly, with force, or while adopting an awkward posture can cause strain on muscles, joints, connective tissue and nerves, leading to injury. Carrying out such tasks frequently can eventually lead to development of a repetitive strain injury, such injuries can have a devastating effect on individuals, impacting on their everyday life and preventing them from working. In order to reduce the risk of RSIs occurring staff must ensure that their work area/station is set up to allow them to adopt a normal and correct posture. Staff should also vary their work ensuring that repetitive tasks are broken up by different tasks which allow them to adopt different postures and ranges of movement.

Manual Handling

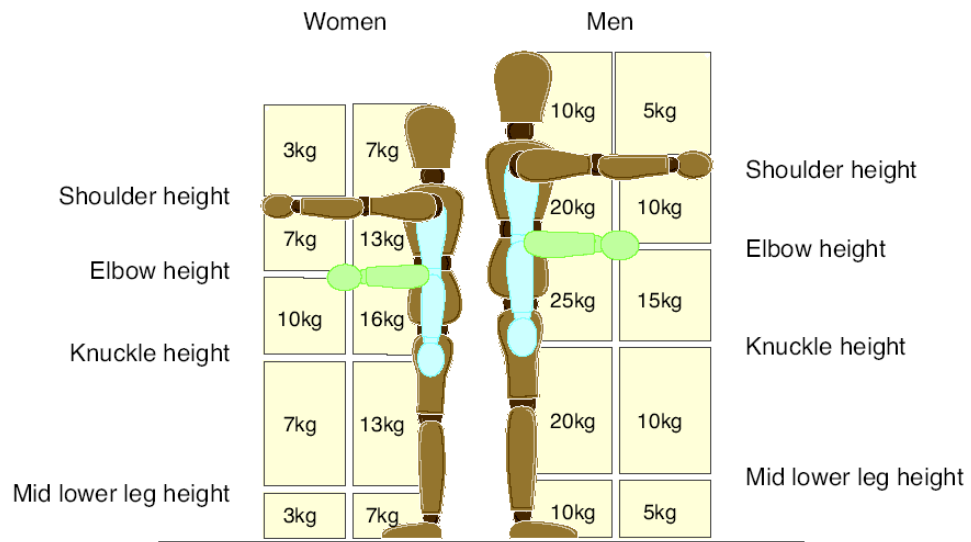
Manual handling accounts for the most injuries suffered by employees across all sections of the work force. Injuries sustained due to manual handling can end careers, damage future employment prospects and can impact a person's life outside of work. All St Helen's Bay Golf Club employees will be trained in safe manual handling techniques. Employees will be provided with all necessary information required for assessing manual handling risks Mechanical

equipment will be used to reduce the level of manual handling carried out by employees where possible.

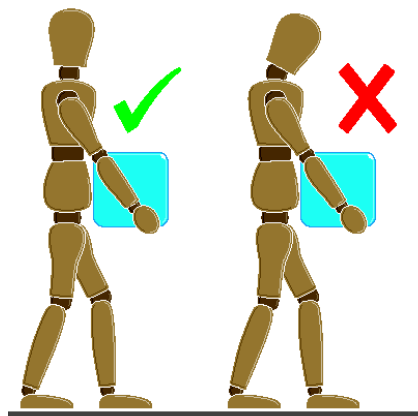
St Helen's Bay Golf Club employees will not attempt to lift loads beyond their physical capacity. The following guidelines should be used by all St Helen's Bay Golf Club employees when undertaking manual handling operations.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Avoid lifting from above chest height. When storing items, store heavier items closer to ground level and midriff height to reduce the risk of back injury



Carry items at midriff height and keep your back straight

- ❑ Avoid sudden and awkward movements while lifting.
- ❑ Check that the item is within your capacity to lift safely
- ❑ Check for rough surfaces, sharp or jagged edges, splinters etc. and use the appropriate protective clothing at all times.
- ❑ Do not allow the object being lifted impede your line of vision.
- ❑ Avoid slippery, uneven, steep or any other unsafe surfaces.
- ❑ All lifting will be carried out using the 8 principles of lifting:
 - Size up the load, make certain of good balance
 - Keep the back as straight as possible avoid twisting and bending.
 - Use the strong leg muscles rather than the weaker back muscles
 - Carry the load close to the body
 - Watch where you are going
 - Make sure the hands and feet are clear in placing loads
 - Always ask for help when needed
 - Use mechanical equipment where possible.

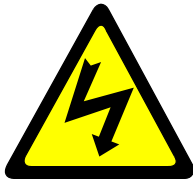
Manual handling tasks are never so important that they cannot be carried out safely, if an employee requires assistance of another employee or a mechanical aid to complete a manual handling task and finds that none is available at the time, they must not proceed until the means of assistance becomes available.

Shelving and Racking

Where shelving and racking forms a key component of the storage systems utilised by St Helen's Bay Golf Club the following safety measures shall be adhered to at all times by employees;

- ❑ A competent person shall be appointed to carry out an annual detailed inspection of all shelving and racking.
- ❑ Simple visual inspections of shelving will be carried out on a regular basis
- ❑ All shelves and racking bays will be marked clearly with their Safe Working Load (SWL) maximum capacity.
- ❑ All racking damage must be reported to the Safety Officers immediately.
- ❑ All damage to racking and shelving shall be repaired by a competent person at the earliest opportunity. Staff must not attempt to fix damaged sections on their own.
- ❑ Climbing on shelving racking is not allowed. Proper access procedures, i.e. the use of stepladders must be used.
- ❑ Heavy items must be stored on low shelves to reduce manual handling risks and the risk associated with a shelf or rack collapsing.

General Electrical Safety



St Helen's Bay Golf Club shall obtain the services of a qualified Electrician to carry out Electrical maintenance and repair when required. All electrical work carried out at St Helen's Bay Golf Club will be completed to I.E.E. Regulations and the Electro-Technical Council of Ireland Standards.

All persons carrying out electrical works at St Helen's Bay Golf Club must adhere to the following safety guidelines

Maintenance and Repair

- ❑ When working with electrical equipment, i.e. Control panels, Motors etc., isolation must be achieved, locking off where appropriate.
- ❑ Where it is not possible to or practical to isolate the system, a second person will be in attendance to act as a watchman, to prevent accidental use while work is in progress.
- ❑ Unused or redundant cables should be identified and terminated in suitable enclosures at both ends.
- ❑ When isolating electrical equipment always ensure the following:
 - The correct identification of equipment, do not depend on labels/tags as they are not always correct.
 - Remove mains and control circuit fuses or switch off circuit breakers.
 - Lock isolator, circuit breaker or any other type of isolation device in the off position at both source and field.
 - Attach appropriate labels to isolated equipment (lockout/danger tags).



- Always double check that equipment is totally isolated with volt meter at both source and field.
- Never rely on automatic isolation systems such as photocells interlocks etc for isolation, isolation should be physical not automatic.
- Live electrical equipment must always be protected by appropriate doors, panel covers or other devices- live equipment must never be left unattended while exposed.

General Usage of Electrical Equipment

The following precautions will be taken with regards to the general usage of electrical equipment.

- Only electrical equipment possessing a CE mark will be purchased by the company, these will be sourced from reputable suppliers.
- Sockets and electrical equipment will be inspected for damage prior to use and at regular intervals. All damaged electrical equipment will be withdrawn from use to be repaired or disposed of safely.
- Any electrical equipment showing signs of overheating such as the generation of excessive heat, discolouration or generation of smoke or a burning smell will be switched off at the mains and removed from use to be repaired or disposed of safely.
- Any electrical equipment which is sparking or buzzing will be switched off at the mains and removed from use to be repaired or disposed of safely.
- Any broken or damaged electrical equipment awaiting disposal or repair will be labelled as such.
- Sockets will not be overloaded with multi-adaptors, and multi-adaptors will not be "slaved" to one another. Where necessary the services a qualified electrician should be obtained to install additional sockets as needed.

Fire Safety

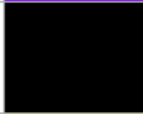
Fire extinguishers will be provided and correctly sited to meet safety requirements where required e.g. a Water based extinguisher will not be the only extinguisher available in an area where an electrical fire is likely to occur. These appliances are provided to deal with incipient fires. Trained personnel using these appliances should not attempt to fight fires which are spreading rapidly. The firefighting equipment has been chosen based on the advice of our fire consultant/fire safety company and reflects the fire risks in each location of the premises.

St Helen's Bay Golf Club firefighting equipment is tested and serviced annually by certified contractors.

- ❑ St Helen's Bay Golf Club employees are made aware of the potential of fire hazards when carrying out their work activities. All employees will take reasonable care in their work activities to ensure they do not generate any potential fire hazards on company property.
- ❑ Combustible materials will not be allowed to build up on the company worksites and will be removed to bins or a skip on a regular basis.
- ❑ Any waste which is highly flammable will be kept in appropriate containers away from any heat sources and removed for appropriate disposal.
- ❑ Any flammable liquids used on site will be stored away from heat sources in suitable containers which will be kept sealed to avoid build-up of flammable vapours in the atmosphere.
- ❑ Smoking will be limited to approved areas, and is prohibited at all times indoors.

- ❑ Where hot work is carried out, firefighting equipment will be maintained on site and in the vicinity of the hot works at all times.
- ❑ Where a *gas fire* occurs the gas must be switched off at the mains to extinguish the main fire, only then will it be safe to tackle any secondary fires as to do otherwise may allow gas flow leading to an explosion.
- ❑ All firefighting used by St Helen's Bay Golf Club will be in accordance with the requirements of the area that it is being located, as well as meet the required classification for that area based on the classifications as per I.S. 290: 1986 standard.

The chart on the following page outlines the correct use of the most commonly available fire extinguishers. Please note that CO₂ extinguishers should not be used on paper or light material as they may spread burning fuel causing the fire to further spread.

	Colours						
Type:		Fires involving wood, paper, textiles etc.	Fires involving Flammable Liquids, petrol oil etc.	Fires involving Flammable gases, butane, propane etc.	Fires involving burning metals eg magnesium	Fires involving electrical equipment	Fires involving cooking oils and fats.
Water		✓	✗	✗	✗	✗	✗
Foam		✓	✓	✗	✗	✗	✗
Dry Powder		✓	✓	✓	✗	✓*	✗
M28 / L2		✗	✗	✗	✓	✗	✗
Co2		✗	✓	✗	✗	✓	✗
Wet Chemical		✓	✗	✗	✗	✗	✓

* May damage sensitive electrical equipment

Chemical Controls

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments employees are exposed to hazardous substances used in a controlled manner and circumstances.

Companies using chemicals must adhere to Safety Health and Welfare at Work (Chemical Agents) Regulation 2001 and its 2011 codes of practices. These regulations make it necessary to follow REACH guidelines. REACH is a European Union regulation concerning the registration, evaluation, authorisation and restriction of chemicals. It came into force on 1st June 2007 and replaced a number of European Directives and Regulations with a single system for registering dangerous chemicals and the provision of guidance in safe use for consumers. Management will refer to this guidance information while carrying out chemical risk assessment and where such information is unavailable the manufacturer or supplier will be contact so that a copy of the information may be obtained.

St Helen's Bay Golf Club makes use of, general house hold cleaning chemicals and various hazardous substances used in the maintenance of equipment. These chemicals are centrally purchases from management approved sources. Under no circumstances are staff allowed to bring onto the premises, any hazardous chemicals without the authorisation of management. Where contractors require the use of hazardous chemical for the purpose of completing their work, they must first inform the Safety Officers and conduct a risk assessment before bringing any chemicals on site. Contractors will be held liable for any injury or damage caused by hazardous substances brought on site without the approval of management.

In addition to the administrative controls previously outlined, the following control measures are put in to ensure no harm comes to employees making use of chemicals;

- Safety Data Sheets are obtained for all chemicals used on the premises, these are retained for consultation by all members of staff at the chemical storage area and at the Technical Manager's office,
- Staff are made aware of the hazards associated with the use of hazardous substances and are instructed in their correct use,
- Staff are provided with all necessary PPE listed in the SDSs,
- Spill control procedures are put in place and spill control kits are readily available,
- All chemical waste and waste containers are removed from site in a timely manner, in line with the Waste Management (Hazardous Waste) Regulations 1998.

Chemical Hazard information is conveyed to staff through 1. Hazard Labels and 2. Safety Data Sheets.

1. Hazard Labels

Hazard labels are present on all chemical containers; they contain all the necessary information to allow a person to make the safe use of the product.

The Basic Parts of A GHS-Compliant Label

1 → **n-Propyl Alcohol**

UN No. 1274
CAS No. 71-23-8

2 → **DANGER**

3 → Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness.

4 → Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapours/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.

Fill Weight: 18.65 lbs. Lot Number: B56754434
Gross Weight: 20 lbs. Fill Date: 6/21/2013
Expiration Date: 6/21/2020 See SDS for further information.

5 → Acme Chemical Company • 711 Roadrunner St. • Chicago, IL 60601 USA • www.acmechem.com • 123-444-5567

6 → (Pictogram: Flame, Exclamation mark)

1. **Product Identifier** - Should match the product identifier on the Safety Data Sheet.
2. **Signal Word** - Either use "Danger" (severe) or "Warning" (less severe)
3. **Hazard Statements** - A phrase assigned to a hazard class that describes the nature of the product's hazards
4. **Precautionary Statements** - Describes recommended measures to minimize or prevent adverse effects resulting from exposure.
5. **Supplier Identification** - The name, address and telephone number of the manufacturer or supplier.
6. **Pictograms** - Graphical symbols intended to convey specific hazard information visually.

Sample label courtesy of Weber Packaging Solutions • www.weberpackaging.com

Hazard Pictograms (Pre 2010)



Hazard Pictograms (Current)



Hazard Pictograms, are designed to alert persons to the potential risks associated with the use of a particular substance. As of 2010 red, white and black symbols have been appearing on chemical packaging and Safety Data Sheets in accordance with EC 1272/2008. However, older packaging may still feature the old Orange/Yellow and Black labels, which will be gradually phased out by 2015.

2. Safety Data Sheets

Safety Data Sheets provide more detailed safety information on hazardous substances than could be put on a safety label. Chemical manufacturers and suppliers are required to provide comprehensive Safety Data Sheets to their customers;

Safety Data Sheets must contain the following 16 sections;

SECTION 1: Identification of the substance/mixture and of the company/undertaking

- 1.1. Product identifier
- 1.2. Relevant identified uses of the substance or mixture and uses advised against
- 1.3. Details of the supplier of the safety data sheet
- 1.4. Emergency telephone number

SECTION 2: Hazards identification

- 2.1. Classification of the substance or mixture
- 2.2. Label elements
- 2.3. Other hazards

SECTION 3: Composition/information on ingredients

- 3.1. Substances
- 3.2. Mixtures

SECTION 4: First aid measures

- 4.1. Description of first aid measures
- 4.2. Most important symptoms and effects, both acute and delayed
- 4.3. Indication of any immediate medical attention and special treatment needed

SECTION 5: Firefighting measures

- 5.1. Extinguishing media
- 5.2. Special hazards arising from the substance or mixture
- 5.3. Advice for firefighters

SECTION 6: Accidental release measures

- 6.1. Personal precautions, protective equipment and emergency procedures
- 6.2. Environmental precautions
- 6.3. Methods and material for containment and cleaning up
- 6.4. Reference to other sections

SECTION 7: Handling and storage

- 7.1. Precautions for safe handling
- 7.2. Conditions for safe storage, including any incompatibilities
- 7.3. Specific end use(s)

SECTION 8: Exposure controls/personal protection

- 8.1. Control parameters
- 8.2. Exposure controls

SECTION 9: Physical and chemical properties

- 9.1. Information on basic physical and chemical properties

9.2. Other information

SECTION 10: Stability and reactivity

- 10.1. Reactivity
- 10.2. Chemical stability
- 10.3. Possibility of hazardous reactions
- 10.4. Conditions to avoid
- 10.5. Incompatible materials
- 10.6. Hazardous decomposition products

SECTION 11: Toxicological information

- 11.1. Information on toxicological effects

SECTION 12: Ecological information

- 12.1. Toxicity
- 12.2. Persistence and degradability
- 12.3. Bioaccumulative potential
- 12.4. Mobility in soil
- 12.5. Results of PBT and vPvB assessment
- 12.6. Other adverse effects

SECTION 13: Disposal considerations

- 13.1. Waste treatment methods

SECTION 14: Transport information

- 14.1. UN number
- 14.2. UN proper shipping name
- 14.3. Transport hazard class(es)
- 14.4. Packing group hazards
- 14.5. Environmental
- 14.6. Special precautions for user
- 14.7. Transport in bulk according to Annex II of MARPOL73/78 and the IBC Code

SECTION 15: Regulatory information

- 15.1. Safety, health and environmental regulations/legislation specific for the substance or mixture
- 15.2. Chemical safety assessment

SECTION 16: Other information

MATERIAL SAFETY DATA SHEET

LEAD ACID BATTERY WET, FILLED WITH ACID

(US, CN, EU Version for International Trade)

SECTION 1: PRODUCT AND COMPANY IDENTIFICATION

PRODUCT NAME: Lead Acid Battery Wet, Filled With Acid
OTHER PRODUCT NAMES: Electric Storage Battery, SLI or Industrial Battery, UN2794

MANUFACTURER: East Penn Manufacturing Company, Inc.
DIVISION: Deka Road
ADDRESS: Lyon Station, PA 19536 USA

EMERGENCY TELEPHONE NUMBERS: US: CHEMTREC 1-800-424-9300
 CN: CHEMTREC 1-800-424-9300
 Outside US: 1-703-527-3887

NON-EMERGENCY HEALTH/SAFETY INFORMATION: 1-610-682-6361

CHEMICAL FAMILY: This product is a wet lead acid storage battery. May also include gel/absorbed electrolyte type lead acid battery types.

PRODUCT USE: Industrial/Commercial electrical storage batteries.

This product is considered a Hazardous Substance, Preparation or Article that is regulated under US-OSHA; CAN-WHMIS; IOSH; ISO; UK-CHIP; or EU Directives (67/548/EEC-Dangerous Substance Labelling, 98/24/EC-Chemical Agents at Work, 99/45/EC-Preparation Labelling, 2001/58/EC-MSDS Content, and 1907/2006/EC-REACH), and an MSDS/SDS is required for this product considering that when used as recommended or intended, or under ordinary conditions, it may present a health and safety exposure or other hazard.

Additional Information

This product may not be compatible with all environments, such as those containing liquid solvents or extreme temperature or pressure. Please request information if considering use under extreme conditions or use beyond current product labelling.

SECTION 2: HAZARDS IDENTIFICATION

GHS Classification:

Health	Environmental	Physical
Acute Toxicity – Not listed (NL) Eye Corrosion – Corrosive* Skin Corrosion – Corrosive* Skin Sensitization – NL Mutagenicity/Carcinogenicity – NL Reproductive/Developmental – NL Target Organ Toxicity (Repeated) – NL	Aquatic Toxicity – NL	NFPA – Flammable gas, hydrogen (during charging) CN - NL EU - NL

*as sulfuric acid

GHS Label: Lead Acid Battery, Wet

Symbols: C (Corrosive)



Hazard Statements

Contact with internal components may cause irritation of severe burns. Irritating to eyes, respiratory system, and skin.

Precautionary Statements

Keep out of reach of children. Keep containers tightly closed. Avoid heat, sparks, and open flame while charging batteries. Avoid contact with internal acid.

EMERGENCY OVERVIEW: May form explosive air/gas mixture during charging. Contact with internal components may cause irritation or severe burns. Irritating to eyes, respiratory system, and skin. Prolonged

Safety on the Course

There is a risk that persons may be struck in the head with golf balls leading to serious injury. While it is not possible to eliminate this risk completely the following precautions are put in place.

- ❑ The course has been arranged in such a way that the play flows in a clockwise fashion members are required to follow this flow of play
- ❑ Players must not take shots in the direction of the club house
- ❑ Players must spend excessively long periods of time at single holes as this backs up play and increases the risk that someone may be hit
- ❑ Players must use best judgement and call a warning if they believe there is a risk that someone may be struck
- ❑ Major grounds keeping activities will be limited to off peak times and times when the course is closed to limit the risk posed to staff

Legionella

Legionnaires' disease is a potentially fatal pneumonia caused by legionella bacteria. Legionella bacteria occurs naturally in watercourses and can also propagate in manmade systems. The conditions needed for multiplication of legionella include stagnation (lack of water flow), a temperature range of 20-45 degrees Celsius, and a nutrient source such as algae, sludge, or rust and limescale.

Everyone is potentially susceptible to infection but some people are at higher risk, these include persons over 45 years of age, smokers and heavy drinkers, persons suffering from chronic respiratory or kidney disease, and people whose immune system is impaired. The disease cannot be passed from one person to another; but is caused by breathing in small droplets of water contaminated by the bacteria. In a hotel environment such conditions can arise in showers, steam rooms and saunas, and the cooling tower components of air-conditioning systems.

To prevent multiplication of Legionella the following preventative procedures should be implemented.

- ❑ Cold water systems must be kept at a temperature below 20 degrees Celsius. A monthly check should be carried out at the sentinel taps after running the water for 2 minutes to ensure that this temperature is being maintained.
- ❑ Hot water systems must be heated to a temperature above 60 degrees Celsius. A monthly check should be carried out at the sentinel taps over a period of one minute to ensure that this temperature is being maintained.
- ❑ Annual tests should be carried out on samples taken from hot water calorifiers.
- ❑ An annual inspection for scale and sludge should be carried out on the internal surfaces of hot water calorifiers, and any other remedial action should be taken where necessary.
- ❑ An annual visual inspection of cold water storage tanks should be carried out and remedial action should be taken where necessary.

- ❑ All toilets must be flushed weekly and all taps and showers must be run weekly regardless of whether or not the rooms and facilities are in use to ensure that stagnation does not occur.
- ❑ All showerheads and hoses should be dismantled cleaned and descaled quarterly or as necessary.
- ❑ Cooling towers should be located as far away as possible from air-conditioning systems.
- ❑ Cooling tower systems should be run once a week when not in regular use.
- ❑ Microbiological activity in cooling towers should be tested once a week as it may indicate potential Legionella proliferation.
- ❑ Cooling towers should be tested for Legionella quarterly
- ❑ Cooling towers and their associated systems must be cleaned and disinfected every six months.

9.2 Maintenance Hazards

House Keeping

Poor housekeeping leads to tripping and fire hazards in order to control these hazards St Helen's Bay Golf Club staff shall ensure good housekeeping on site by adopting the following protocol:

- ❑ The immediate work area must be kept tidy.
- ❑ All work material must be stacked and secured in a safe place, so as not to become a trip hazard for other site personnel.
- ❑ All struts, reels and cable trays must be stacked and secured in a safe place, so as not to become a trip hazard for other site personnel.
- ❑ A regular clean-up of the work area should be carried out.
- ❑ All off-cuts and packaging should be removed from the work area and disposed of in the site rubbish bins.
- ❑ When working at heights all tools and equipment must be secured to reduce the risk of injury to other site personnel working below the work area.
- ❑ Extension leads and power cables should be positioned so as not to present a trip hazard in the work area.
- ❑ All spillages must be mopped up immediately

Dusts



Dusts are hazardous substances, when they gain access to the human body they can cause short term irritation or serious damage following repeated long term exposure. Repeated exposure to sensitising substances can cause allergic reactions such as contact dermatitis and asthma, while flying particles can irritate or injury eyes. Long term exposure to certain substances can lead to serious conditions such as fibrosis or cancer. If an item is coated in a toxic substance any dust it produces will be coated in the same toxic agent and it can act as a vehicle for it to gain access to the human body.

In order to control exposure to dust St Helen's Bay Golf Club will put the following procedures in place.

- ❑ Where work processes create excessive levels of dust control methods such as dampening will be put in place.
- ❑ Good housekeeping practices shall be employed to prevent the build-up of excessive amounts of dust in the work place.
- ❑ Employees will be provided with all necessary PPE such as, dust mask, safety glasses, gloves and overalls
- ❑ Where required, health surveillance shall be employed.

Vibration

Prolonged exposure to vibration can have a devastating effect on the human body. Hand- arm vibration from tools can cause problems with circulation and nerve damage while full- body vibration from vehicles can cause damage to joints and lead to lower back pain. The following steps will be taken to protect against such injuries:

- ❑ Management will assess the amount of vibration caused by tools and vehicles to ensure that Exposure Limit Values of 0.5 m/s² A(8) will not be exceeded.
- ❑ Employees' shifts and work will be organized in such a way as to reduce exposure to vibration.
- ❑ Tools and machinery with built in dampening systems will be sourced.
- ❑ Employees will be issued with gloves to help dampen the vibrations of hand tools

Noise



St Helen's Bay Golf Club will take all practical measures to physically reduce noise on site. Where any of our activities generate a noise level above 85 dB(A), staff will be informed immediately, as to the possible danger and given suitable hearing protection which they will be required to wear at all times.

Where contractor activities generate a noise level at or above 85 dB(A) in areas where hearing protection would not normally be required, staff will be supplied with appropriate hearing protection, contractors will be required to also wear hearing protection on site.

- ❑ Warning signs will be posted in areas where noise above 85dB(A) is being generated advising persons to our operations generates 85 dB(A) or over, St Helen's Bay Golf Club employees will post blue and white warning signs on the need for mandatory hearing protection.
- ❑ Where any clients or visitors to the site are entering an area where noise levels are above 85 dB(A) they will be advised of the danger and issued with PPE if they are expected to be there for a prolonged period of time.

Continuous dB	Permissible Exposure Time
85 dB	8 Hours
88 dB	4 hours
91 dB	2 hours
94 dB	1 hour
97 dB	30 minutes
100 dB	15 minutes
103 dB	7.5 minutes
106 dB	3.75 minutes (< 4 min)
109 dB	1.875 minutes (< 2 min)
112 dB	.9375 min (~ 1 min)
115 dB	.46875 min (~ 30 sec)

Hand Tools

Most injuries resulting from the use of hand tools are minor and only require first aid. However, there is still the potential for injuries requiring hospital treatment to occur these can include deep cuts requiring stitches and injuries resulting from flying particles. In order to prevent such injuries from occurring the following precautions should be adhered to;

- ☐ Staff must maintain hand tools in good working condition.
- ☐ Staff must check hand tools for signs of damage before use.
- ☐ Staff must wear suitable gloves and eye protection when working with sharp tool or carrying out operations which may produce flying particles
- ☐ Staff must cut away from themselves when using blades
- ☐ Staff must use insulated tools when working on or near electrical equipment

Power Tools

Improper use of power tools and failure to maintain them in good working condition can result in injuries ranging from minor injuries such as cuts to more severe ones such as severed digits or electric shock. The following steps shall be put in place to protect against the possibility of such events occurring:

- ☐ Staff shall undergo training in the correct use and maintenance of power tools on induction.
- ☐ All power tools must be maintained to a safe working condition.
- ☐ Power tools must be checked for obvious defects before use.
- ☐ All power tools must undergo annual Portable Appliance Testing (PAT).
- ☐ Any power tool which becomes defective must be taken out of service until the defect has been fixed.
- ☐ Any power tool with defective wiring or where wiring is showing signs of wear must be removed from service until the wiring has been replaced or repaired by a competent trained electrician.
- ☐ All power tools must be properly guarded as per the regulations and the manufacturers specifications.
- ☐ The guards on any power tools must not be removed for any reason other than a maintenance check or servicing.
- ☐ Any power tool on which the guard is found to be defective or faulty, must be removed from service until the guard has been repaired or replaced.
- ☐ Operators of power tools must use protective eyewear and gloves.
- ☐ Operators must keep long hair tied back and avoid wearing loose or dangling clothes which may become entangled

- ❑ If using power tools when standing on a ladder be sure of the level, balance and security of ladder before starting work.
- ❑ When not in use all power tools must be unplugged even if only for a short time.
- ❑ Never leave a power tool on automatic power unattended, always turn off power and wait until the power tool has stopped turning before putting it down.

Abrasive Wheels

Abrasive Wheels pose a risk of severe injury should someone come into contact with the wheel while it is in motion, there is also a risk of flying debris in the event of a wheel burst, dusts and fibers produced by cutting actions and fire occurring due to sparks produced during operation. The following safety procedures must be adhered to at all times

- ❑ All manufactures instructions must be followed.
- ❑ Wheels must be stored correctly so that they do not become damaged or mixed up
- ❑ The operator must be fully trained in the use of the machine and the intended work, in the correct way to mount the grinding wheel on to the machine and in the correct operation of the machine.
- ❑ The operator must not wear any loose or dangling clothing which may become entangled in the wheel.
- ❑ The operator must not stand directly behind the wheel while in operation.
- ❑ The machine must be fitted with the proper guard as supplied with the machine.
- ❑ The operator must not use a machine equipped with a damaged guard or wheel.
- ❑ The operator must ensure that they are using the correct wheel for the task.
- ❑ The operator must ensure that the wheel is free from damage.
- ❑ The operator must report all defects in machinery to his or her supervisor and must dispose of damaged wheels properly.
- ❑ The operator must wear appropriate protective equipment such as;
 - Safety glasses
 - Face Shield
 - Overalls
 - Helmet
 - Gloves
 - Foot protection
 - Fire retardant overalls
- ❑ The operator must take such precautions as are necessary to ensure the safety of all personal in the vicinity of the operation.
- ❑ Before starting grinding operation remove all flammable material or objects from the work area, if this is not possible they should be covered in a fire retardant

cover or screens should be erected around the area where the tool will be in operation.

- ❑ When grinding or cutting metal, fire-fighting equipment must be near at hand.
- ❑ A fire watch must be put in place for a minimum of a half hour after hot working has finished

Lathes

Lathes are used to rotate a material such as wood or metal at high speed so that it can be carved into required a shape. These machines pose a risk of flying particles which may injure eyes, and may cause serious entanglement injuries due to exposed rotating shafts which can lead to broken limbs or amputation.

- ❑ The lathe must be switched off and plugged out when not in use,
- ❑ The chuck should be checked for defects before use,
- ❑ Employees must wear suitable PPE such as eye protection and dust masks,
- ❑ All tools except for files must be kept on the tool rest, applied to the work piece,
- ❑ Stand erect while using the lathe never lean over it,
- ❑ Never attempt to touch the shaft or make adjustments to the settings while the machine is running
- ❑ Employees must not wear loose or dangling clothing, gloves or jewellery and must keep long hair tied back when working with the lathe.

Bench Grinders

Bench grinders are used wear down and shape pieces of metal and other material. They pose a risk of entanglement due to the fact that the grinding wheels are rotating. Additionally the produce sparks and hot surfaces on the work piece which can lead to burns or fire. In order to ensure that these this piece of equipment is used safely, the following precautions should be taken.

- ❑ Employees must wear suitable PPE such as eye protection or a face shield.
- ❑ Employees must not wear loose or dangling clothing, gloves or jewellery and must keep long hair tied back when working with the grinder.
- ❑ Make sure the wheel guards are in place to protect from sparks. Ensure that there are no flammable items/liquids in the vicinity of the grinder.
- ❑ Grinding creates heat; don't touch any portion of the work piece until you are sure it has cooled.
- ❑ Adjust the spark guards to be close to the wheel, and re-adjust these spark guards as the wheels wear down to a smaller diameter
- ❑ Be sure blotters and wheel flanges are used to mount the grinding wheels onto the shaft of the grinder.
- ❑ Stand to one side of the wheel when turning on power

- ❑ Tool rests should be adjusted close to the wheels and thoroughly tightened in place so they cannot shift position while in use
- ❑ Inspect the wheels before turning on the power. Never use wheels that have been chipped or cracked.
- ❑ When grinding, use the face of the wheel only.
- ❑ Dress the wheel on the face only. Dressing the side of the wheel could cause it to become too thin for safe use.
- ❑ DO NOT use a wheel that vibrates. Dress wheel, replace the wheel, or replace the bearings of the shaft if these are worn.

Confined Spaces

A confined space is defined as any place with conditions which give rise to a likelihood of accident, harm or injury of such a nature as to require emergency action due to:-

- (a) the presence of or the reasonably foreseeable presence of
 - (i) flammable or explosive atmospheres,
 - (ii) harmful gas, fume, or vapour,
 - (iii) free flowing solid or an increasing level of liquid
 - (iv) excess of oxygen
 - (v) excessively high temperature

- (b) lack or reasonably foreseeable lack of oxygen

Cellars, tanks, silos, pits, trenches and poorly ventilated rooms are all examples of confined spaces. A number of people are killed each year while working in confined spaces these include both the people carrying out the work and those who attempt to rescue them. Therefore only employees trained to work in confined spaces are allowed to do so. Work in confined spaces will only be carried out by competent persons provided that;

- It is not possible to move the work being carried out to a well-ventilated area
- It is not possible to modify the confined space to improve ventilation

The following precautions are taken when persons must work in a confined space;

- ❑ Confined space safety training will be given to all employees who may be required to enter a confined space.
- ❑ Oxygen levels must be checked prior to entering a confined space.
- ❑ All gas vessels must be inspected for defects.
- ❑ A strict permit to work system will apply to any confined space entry. Safe methods of work and a rescue plan must be agreed on during application for a permit. Supervisor must sign off on the task prior to commencement and following completion.
- ❑ Employees must not release oxygen into the confined space to "sweeten" the air.
- ❑ A rescue plan must be put in place before commencing work in confined spaces
- ❑ No employee should be allowed to enter a confined space alone.

- ❑ An employee must be posted outside the confined space to monitor the oxygen levels and to raise the alarm if necessary.

Ladders

Many people are injured while using ladders at their workplace and more than half of those occur because ladders are not securely placed and tied, and often when the work is of short duration. Other causes include, climbing ladders while carrying loads, overreaching and over balancing. Risk assessments must be carried out for all ladder work of a long duration taking into account all the hazards and environmental conditions prevailing at the time. Ladders should be suitable for the task and be tagged (stress weighted/working load plated) and be to BS 2037 (Aluminium) or BS 1129 (Wood) standard. All staff required to use ladders should be trained in their safe use and a visual inspection should be undertaken before every use. Although it is not a legal requirement to document this process on a daily basis it is strongly recommended that process be documented.

In order to control the hazards posed by ladder use, supervisors shall ensure the following;

- ❑ Suitable methods for footing are in place. A second person standing at the foot to prevent slipping is effective only with ladders less than 5m long.
- ❑ Only 1 person is allowed on a ladder at any one time.
- ❑ Ladders are inspected before use and faulty ladders are never used. Damaged ladders are tagged "Do Not Use".
- ❑ Ladders are secured from slipping preferably by tying them securely at the top. Alternatively secure at the sides or with stop blocks at the foot.
- ❑ Ladders extend an adequate distance or 1m above the landing place or the highest rung in use, unless there is a suitable handhold to provide equivalent support.
- ❑ Methods exist to carry tools and materials up and down so that both hands are free to grip the ladder.
- ❑ Ladder stays or similar devices are used to avoid placing ladders against a fragile surface.
- ❑ Ladders are never placed where there is danger from moving vehicles, overhead cranes or electricity lines.
- ❑ Ladders have level and firm footings, and other items are never used to provide greater heights such as blocks, drums etc.
- ❑ Ladders are not supported on their rungs.
- ❑ Extension ladders have an overlap of at least three rungs.
- ❑ Ladders are set at the most stable angle, a slope of four units up to each one out from the base, 75 degrees.
- ❑ Short ladders are never spliced together to make a longer ladder or placed against movable objects.
- ❑ The area around the base and top of ladders is free of tripping hazards such as loose materials, rubbish and electric cable.

- ❑ Ladders that project into passageways or doorways where they could be struck by personnel, moving equipment or materials being handled, are protected by barricades.
- ❑ Users face the ladder at all times when ascending or descending and make sure their footwear is free of mud, grease or other substances that could cause a slip or fall.
- ❑ Ladders are moved to avoid overreaching.

A-frame and Step Ladders

Many of the principles outlined above are applicable to A-frame and Step Ladders but the following precautions must also be adhered to;

- ❑ Ladders must have cords, stays or chains fitted to prevent them from spreading. These cords should be of sufficient and equal length.
- ❑ Ladders in use must be spread to their fullest extent and placed at right angles to the work area whenever possible.
- ❑ The top thread of a pair of steps on an A-frame ladder or the top plate on a step ladder must not be used as a work platform unless a proper extension for handholds is provided. The rear part of the steps should not be used for foot support.

Maintenance and Storage of Ladders

It is an important safety factor that equipment is maintained in good condition for as long as possible and remains safe. To achieve this, the following precautions are necessary;

- ❑ All timber ladders in use must be inspected regularly to ensure that they are free of splits, cracks and similar weakening defects. No filler is used to mask defects, and on no account are timber ladders painted, however a clear varnish may be used to protect the wood.
- ❑ All ladders must be kept clean of dirt, mud grease or any other substances which may cause slipping.
- ❑ All ladders must be stored flat to avoid twisting or warping.
- ❑ If a ladder is defective, it must be destroyed or repaired immediately before someone can use it by mistake.

Diesel

Diesel is difficult to ignite but once it starts burning it can be difficult to extinguish because it reignites easily. Diesel also poses risks to the environment and is known to cause skin irritation and has been linked to organ toxicity and cancer. To reduce the risk associated with diesel the following precautions are put in place.

- ❑ The diesel pump must be kept locked and powered down when not in use.
- ❑ Only competent persons trained in the safe use of the pump and spill control procedures may use it.

- ☐ Flammable materials and heat sources will not be stored in close proximity to the diesel pump.
- ☐ Employees must not smoke or use mobile phones while the pump is in operation.
- ☐ Employees must wear suitable gloves while pumping diesel and must wear suitable eye protection where there may be a risk of splashing or spraying.
- ☐ Bulk quantities of diesel must be stored in a bunded tank situated over a properly lined pit to reduce the risk of spillage
- ☐ Small quantities diesel must be dispensed into suitable containers and must never be stored in drinks bottles etc. These containers must be sealed stored in cool, well ventilated areas.
- ☐ Suitable material must be provided for use in the event of spills these include; sand or another suitable agent for soaking up oil based substances, shovels sweeping brushes and dust pans, and a suitable container to store the diesel-substrate mix until it can be disposed of properly.

Oil

Oil is a highly flammable material which creates slipping hazards and has the potential to cause skin irritation and cancer

- ☐ Flammable materials and heat sources will not be stored in close proximity to oil.
- ☐ Employees must not smoke in areas where oil is stored.
- ☐ Employees must wear suitable gloves while working with oil and must wear suitable eye protection where there may be a risk of splashing occurring.
- ☐ Oil must be stored in suitable sealed containers and must never be stored in drinks bottles etc. These containers must be stored in cool, well ventilated areas.
- ☐ Waste oil must not be allowed to accumulate on site, it must be disposed of in an environmentally safe manner.
- ☐ Suitable material must be provided for use in the event of spills these include; sand or another suitable agent for soaking up oil based substances, shovels sweeping brushes and dust pans, and a suitable container to store the oil-substrate mix until it can be disposed of properly.

Petrol

Petrol, which is used to fuel many items of landscaping equipment, poses a serious risk of fire or explosion if its storage and use is not managed properly. In order to ensure that no serious incidents occur as a result of the presence of petrol on site, the following precautions must be put in place;

- ☐ Petrol must be stored in containers specifically designed for this purpose.
- ☐ Fuel containers must be stored in well ventilated areas away from heat sources and other sources of ignition.
- ☐ Tools must be refueling outdoors only.
- ☐ Employees are strictly forbidden from smoking while handling petrol.

- ❑ Employees must wait until refueling is completed before starting the engine.
- ❑ Never remove the cap of the fuel tank or add petrol while the engine is running or when the engine is hot. Allow the engine to cool for 2-3 minutes before refueling.
- ❑ If petrol is spilled, do not attempt to start the engine of any equipment in the vicinity, move the machine away from the area of spillage and avoid creating any source of ignition until the petrol vapors have dissipated.

Vehicle Safety

In order to control risks associated with vehicles the following rules must be adhered to for company vehicles and personal vehicles used for the purpose of carrying out work activities.

- ❑ All company vehicles will be inspected regularly for damage, all necessary repairs will be implemented immediately.
- ❑ All vehicles will undergo annual servicing and will undergo all statutory inspections and testing as required.
- ❑ Only staff who are in possession of a valid driving license may drive company vehicles on public roads
- ❑ Only staff have under gone all relevant driver safety courses will be permitted to drive vehicles while carrying out company work on company premises.
- ❑ Drivers are required to drive safely and obey all safety rules drivers found to have committed have breached these rules may have their authorization to drive company vehicles revoked.
- ❑ Drivers must drive at a low speed and stay clear of designated pedestrian walkways and uneven/unstable surfaces. When driving on inclines drivers must not drive up or down but never across
- ❑ Drivers must ensure that vehicles are not over loaded and that all loads are secure and unlikely to shift.
- ❑ When parking, drivers must ensure that they are not blocking any entrances, emergency exits, fire hydrants or emergency equipment.
- ❑ Drivers should obtain help when attempting to reverse or maneuver in tight spaces.
- ❑ Drivers must secure their vehicles by switching off the engine, engaging the parking breaks and removing the keys from the ignition before leaving their vehicles.
- ❑ When carrying out work at or near pedestrian zones exclusion zones will be established using signs, cones and/or barriers.
- ❑ Employees working near moving vehicles must wear hi-vis vests and stick to pedestrian zones or maintain a safe distance away from the driver's blind spots.

Mowers

A mower is a cutting machine designed to trim grass but has the potential to cut anything that is placed in its path. The cutting edge of the mower blade travels at speeds of up to 200 miles per hour. Even a dull blade at that speed can slice fingers and toes. Other materials, such as, stones, sticks, and equipment parts, can become projectiles when struck by the blade. These items too can travel up to 200 miles per hour as they leave the discharge chute. Items discharged from mowers can cause serious injury to other people in the area and/or to the

operator when there is no guard in place. Property damage can also occur from items thrown by mowers.

Mowers can also cause burns. The moving parts and the engine can remain hot for some time after the engine has been turned off. The fuel is another hazard; most mowers have petrol powered engines. Petrol is a highly explosive and flammable substance and thus should be treated with respect. Overturning can occur primarily when ride-on mowers are used on steep slopes or embankments. The operator or a persons in close proximity to the accident may be pinned under the mower or come into contact with the blade.

Even though mowers come with safety features, the machine is still dangerous and should be treated as such. Improper use could result in personal injury and even death. Most accidents occur when people do not know how to operate the mower correctly. In order to use a mower safely the following precautions must be adhered to;

- ❑ Prepare area for mowing by picking up sticks, stones, and other objects before getting started
- ❑ Be sure that all protective devices are in place before starting the mower. Shields and guards will prevent numerous injuries if used.
- ❑ Do not fill the petrol tank while the engine is running. Let it cool first. Refuel outdoors, then wipe up all spills.
- ❑ Wear close-fitting clothes and closed toe sturdy shoes.
- ❑ Ensure that the area is free from guests and other employees as objects thrown with force can seriously injure or kill.
- ❑ There should be no passengers on ride-on mowers. Passengers can be thrown from the mower and run over. Passengers also distract the operator.
- ❑ Do not use rise on mowers on steep slopes, if a ride-on mower overturns it can cause serious injury. Mow across the slope using a walk behind mower.
- ❑ Always turn off the engine and wait a few seconds for the blades to stop rotating before unclogging the discharge chute.
- ❑ Never leave a running mower unattended, when the operator leaves the operators position the mower should be turned off.

Mechanical Equipment

All mechanical equipment used by employees of St Helen's Bay Golf Club will be maintained in good condition. Only staff trained and signed off as competent users are permitted to use any specialised equipment. Under no circumstances should persons under the age of 18 be permitted to use any equipment unsupervised.

Where an employee is undergoing training he/she will be supervised by a competent person at all times. This will form an integral part of training along with formal training (if applicable). Under no circumstances should any piece of machinery be operated without the necessary guards in place (where applicable). Where a piece of mechanical equipment has to be serviced or must have any protective guards removed this must be done by a competent person and where necessary the "lock out tag out" (LOTO) system should be used. It is an offence to remove any guard on a piece of equipment or machinery that is intended to safeguard the user.

St Helen's Bay Golf Club uses various machines which pose risks of from live currents, moving parts, sharp surfaces and hydraulic pressure.

- ❑ All machinery will undergo annual servicing and preventative maintenance from a competent person as per the manufacturer's guidelines.
- ❑ All electrical circuits shall be enclosed and only exposed for the purpose of completing maintenance.
- ❑ All protective mechanisms such as guards and interlocks must be in place and must not be removed or bypassed.
- ❑ All machinery must be fitted with emergency stop buttons.
- ❑ Machines may only be operated by trained individuals.
- ❑ Machinery must be powered down and made safe to prevent accidental activation, while making any adjustments or carrying out any cleaning activities.
- ❑ Machinery must be monitored while it is in use and must not be left unattended.
- ❑ The area around the machine must be large enough to accommodate free movement.
- ❑ All wires and cables must be managed properly and all rubbish must be removed to from the work area to prevent tripping hazards.

9.3 Kitchen and Bar Hazards

Food Hygiene

Poor food hygiene has the potential to have a devastating effect on those who visit St Helen's Bay Golf Club. In order to protect the health of patrons, staff working in the kitchens will adhere to HACCP guidelines. These include implementing the following work practices.

- ☐ All staff will practice good personal hygiene and wear clean uniforms.
- ☐ The areas where food is prepared and served will be cleaned with food safe chemicals, these chemical will be stored away from food and drink in a secure location.
- ☐ Staff will clean all equipment and utensils between uses.
- ☐ Upon delivery, stock will be examined before for signs of tampering or damage before being accepted.
- ☐ Raw foods and cooked foods will be segregated and stored in the correct manner
- ☐ Foods will be stored and cooked to the correct temperatures (Chilled 0-5°C, Hot Holding 63°C+, Cooking 75°C+).
- ☐ The temperatures above will be check 3 times daily to ensure that proper temperatures are reached and maintained consistently.
- ☐ Food Storage areas will be segregated to keep raw and cooked food, meat and vegetables separate and prevent cross contamination.
- ☐ No items of food will be stored on the ground, shelves or suitable pallets will be used to keep them elevated.
- ☐ Correct date rotation of stock and regular date checks will be carried out.
- ☐ All opened food items will be dated and disposed of as appropriate.
- ☐ Food preparation areas will be segregated into areas for cooked food, raw food, meat and vegetables.
- ☐ Staff will wash their hands and utensils after working with raw food to avoid cross contamination.
- ☐ Staff will implement a clean as you go policy to prevent the build-up of dirt and contamination of food.
- ☐ Staff will conduct a weekly deep cleaning of the food preparation areas kitchens and equipment.
- ☐ All food waste will be removed to suitable bins for disposal, these bins will be stored away from the entrance to the kitchen
- ☐ All necessary pest control measures will be put in place and doors and window in the kitchen must be kept closed at all times unless a suitable screen to guard against pests is put in place.

- ❑ If a glass vessel containing a food item is damaged in anyway both it and its contents will be disposed of.
- ❑ Where glass breaks in the kitchen any uncovered food item in the vicinity will be disposed of in case a flying shard may have landed in it.
- ❑ Cleaning activities, temperature checks and the removal and disposal of broken glass will be recorded in daily due diligence sheets which must be signed by the person carrying out the action along with a record of the time it was carried out at, management must review these sheets daily and sign off on them, they must be stored on file for a period of several years.

Knives

When used improperly, knives have the potential to cause severe injury such as cuts puncture wounds, and severed digits. To ensure that this does not happen, staff will be provided with knife training, the correct types of knives for the tasks at hand all necessary safety equipment and instruction in the proper use of knives.

- ❑ Staff must always carry knives at their sides with the tip pointing towards the ground and the blade edge pointing away from them.
- ❑ Staff are reminded to concentrate on what they're doing when using a knife and must not engage in conversation when using knives.
- ❑ Staff must always use a cutting board and never cut an item held in their hand. Use color-coded plastic or glass cutting boards for different types of food. Avoid using wooden cutting boards because they can retain harmful bacteria. Where a cutting board is liable to shift place it on a towel.
- ❑ Knives will be maintained in good working condition and sharpened regularly by the head chef. Dull blades cause more accidents because they are harder to work with and require more pressure. Sharp knives do not slip as easily and cut easier.
- ❑ Staff must use the correct size knife and appropriate blade for the job.
- ❑ Knives must be cleaned between each use to ensure that cross contamination does not occur and that handles are kept free from dirt or grease which may cause them to slip while in use.
- ❑ Knives must not be left unattended in areas where they may be unobserved, e.g. under clutter, in a sink full of soapy water or in drawers which are not assigned for knife storage.
- ❑ Staff are advised to step out of the way if a knife is dropped and to never try to catch a falling knife or blade.
- ❑ Knives must never be left lying around, when not in use, they must be placed in a knife rack, block, sheath or a designated labelled knife drawer.

Bain Marries/ Chafing Trays

Chafing trays are used to keep food hot at buffets, while there is a risk of scalds and burns posed from contact with hot surfaces, the fuel used to heat these units presents a more significant risk. However; these risks can be controlled as long as the following precautions are adhered to;

- ❑ Set up the chafing tray on a stable surface which is free from flammable materials, and away from flammable upholstery such as curtains
- ❑ Ensure that the water tray is filled to the correct level and that the correct food trays are used.
- ❑ Staff and customers should be provided with suitable utensils for ladling out food.
- ❑ A member of staff should be on hand at all times to supervise the use of chafing trays.
- ❑ Chafing fuel should be stored in a well-ventilated area away from any heat sources or oxygenating chemicals until required.
- ❑ Staff should select fuel cans which burn for the amount time required for the function to avoid the need to change and handle hot cans.
- ❑ Chafing cans should be opened with a suitable tool to avoid spillage or damage to the can.
- ❑ Chafing fuel should be put in place before it is lit, staff should not carry lit fuel cans under any circumstances.
- ❑ Chafing fuel must be lit using a long reach lighter. Matches rolled up paper and other lit fuel cans should not be used.
- ❑ Chafing fuel must be extinguished using a suitable tool to smother the flame.
- ❑ All equipment must be allowed to cool before being cleared away.
- ❑ Empty fuel cans must be disposed safely as per the manufacturer's instructions or the SDS

Hot Holding Display

These are used to keep the food at a temperature above 63 degrees. The main hazard associated with them are burns from the heat generated of the bulbs. There is also a risk of glass getting into the food due to a bulb blowing. To avoid these hazards from occurring, the following procedures should be taken into account:

- ❑ Diffusers or shatter proof bulbs should be in place to prevent broken glass falling into food items in the event of a bulb blowing.
- ❑ Ensure the bulb is allowed to cool and the unit is switched off before changing the bulb.
- ❑ Utensils should not be left underneath the heat lamps.
- ❑ When removing trays either for cleaning or restocking, oven gloves should be worn.
- ❑ Before commencing cleaning the hot holding display should be allowed to cool.

Gas Ovens

The main hazards posed by the use of gas ovens are hot surfaces which may cause burns. In order to prevent this from happening employees are required to take the following precautions;

- ❑ Staff must be made aware of all emergency isolation devices, these must be activated to shut off the gas in the event of fire in the kitchen or if the fire alarm is activated.
- ❑ The burner head should be lit immediately after the gas has been turned on and should be kept under constant supervision. When employees are finished with the gas range it should be turned off.
- ❑ Gas oven should be ignited using the. Lighters matches and rolled up paper should not be used as they pose a risk of burning or explosion
- ❑ When opening a hot oven or placing items in or removing them from a hot oven, employees must ensure that their forearms and wrists are well covered and use suitable oven gloves. These must be in good working condition and free from any holes or fraying.
- ❑ Staff must stand to one side while opening the oven to avoid steam burns and heat wash.
- ❑ If the oven is fan assisted and the interlock system does not deactivate the fan when the oven is opened, management must be notified so that suitable repairs can be made. If the guard for the fan is damaged or missing the oven must not be used as there is a risk of serious injury should an employee come into contact with the blades.
- ❑ The oven must be equipped with a flame failure device to prevent the build-up of natural gas should the flame go out
- ❑ Metal objects should not be stored adjacent to the oven during use as they may become hot.
- ❑ Trays must not be removed from the oven without the use of oven gloves until they have adequately cooled.
- ❑ The oven must be cleaned regularly to prevent the build-up of grease and flammable material.
- ❑ Before an oven is cleaned or undergoes maintenance work, it must be switched off isolated from the mains and allowed to cool.
- ❑ The following checks should be made by a qualified person
 - The burner must be checked for proper combustion indicated by a blue flame.
 - The burner holes must be checked for clogging.
 - The system must be checked for loose/ faulty connections, leaking pipes frayed wires loose door handles, faulty controls and faulty indicator lights
- ❑ An annual servicing must be implemented

Gas Ranges

Ranges are used for the heating of pots and pans. They are relatively safe when used correctly however due to the presence of hot surfaces and flames they can pose a risk of burns scalds or fires. In order to prevent such accidents from occurring, the following safety precautions must be adhered to;

- ❑ Staff must be made aware of all emergency isolation devices, these must be activated to shut off the gas in the event of fire in the kitchen or if the fire alarm is activated.
- ❑ The burner head should be lit immediately after the gas has been turned on and should be kept under constant supervision. When employees are finished with the gas range it should be turned off.
- ❑ The range should be ignited using the sparker or a long lighter. Short lighters should not be used as they pose a risk of burning for the users and matches and rolled up paper should not be used as it poses a fire risk.
- ❑ Burner heads must be equipped with flame failure devices to shut off the gas when the flame goes out
- ❑ Ensure the gas range is cleaned regularly to prevent the build-up of flammable materials. Before commencing cleaning the range should be allowed to cool. Staff
- ❑ All pots/pans should have their handles turned in over the counter to prevent them from being knocked off range, handles should not be left over burner heads as this can lead to serious burns.
- ❑ Items should be stored away from the gas range rather than above the gas range to avoid providing fuel for a fire to occur and to prevent staff reaching over the naked flames and getting burned.
- ❑ All flammable materials should be stored at a safe distance away from the gas range.
- ❑ When spillages occur they should be cleaned up immediately to avoid slips and trips happening.
- ❑ The following checks should be made by a qualified person
 - The burner must be checked for proper combustion indicated by a blue flame and contact with the surface of the item being heated.
 - The burner holes must be checked for clogging.
 - The system must be checked for loose/ faulty connections, leaking pipes frayed wires loose door handles, faulty controls and faulty indicator lights
- ❑ An annual servicing must be implemented

Grills

Grills pose a risk of burns due to hot surfaces. It is easy to forget that a grill has been left switched on and as a result fires can occur. In order to protect against any accidents involving grills the following precautions must be implemented;

- ☐ To prevent burns to the face and eyes never look directly into a grill, instead remove the tray to inspect food.
- ☐ Never leave grills unattended and ensure that they are turned off after use.
- ☐ Always wear oven gloves and use correct utensils such as tongs, when removing trays and food from grills.
- ☐ Clean grills and grill trays regularly to prevent the build-up of grease and other flammable material.
- ☐ Always allow grills to cool before conducting cleaning.

Extractor Hood

Extractor hoods are used to draw away steam and smoke during cooking processes. They generally don't pose a serious hazard but when grease is allowed to build up it could cause a fire to occur, to prevent this from happening, the following should be done:

- ☐ Clean the extractor hood regularly, the filter and outside surfaces should be cleaned weekly and the entire system should be cleaned every 6 months.
- ☐ When carrying out cleaning ensure that the system is powered off and isolated from the mains before commencing cleaning.
- ☐ Ensure that any appliances underneath the hood have been switched off and allowed to cool to eliminate the risk of burns occurring.

Mixing Machines

Mixing Machines have the potential to cause broken bones or amputation should a person come in contact with moving parts, in order to prevent such accidents from occurring the following procedures should be adhered to;

- ☐ Only trained staff are permitted to use a food mixer.
- ☐ Staff must use correct manual handling techniques when loading and unloading mixing bowls
- ☐ When operating a mixer, ensure that there is enough room to work safely, and that that another member of staff cannot accidentally bump you.
- ☐ Never operate a food mixer if any guards are removed
- ☐ Never put hands into the bowl while the machine is running.
- ☐ Never attempt to scrape food down the side of the bowl while the machine is running.
- ☐ Always switch the mixer off and lower the bowl before scraping.
- ☐ Never use this equipment until the bowl extension ring is in position.

- ❑ Long hair should be kept tied back and no loose or dangling items of clothing should be worn while operating this machine.
- ❑ Before commencing any cleaning operation, ensure that you unplug the mixer.

Deep Fat Frying

Deep frying involves fully immersing food in hot oil. It is an extremely fast cooking method, and is reasonably safe, but hot cooking oil is intrinsically dangerous, and great care should be taken to avoid fires and severe burns. To avoid and dangers associated with the use of deep frying the following safety measures must be adhered to;

- ❑ Never leave a fryer unattended.
- ❑ Always wear thick long sleeved and tight fitting clothing when deep frying.
- ❑ Chip pans must never be used, they are inherently more dangerous being more likely to spill or splash, and are a leading cause of house fires.
- ❑ Water must never be added to oil and all items must be dry before being immersed in it. Water is heavier than oil it sinks to the bottom where it evaporates causing the oil to spit and splash as the vapour rises out of it. When oil catches fire the addition of water can cause it to splash on people and the surrounding area causing severe injury and fire spread, flaming oil can will also float on water spreading the fire further, **in the event of a fire see below.**
- ❑ In the event of a fire, the flames should be smothered with a heavy fire blanket or a wet chemical extinguisher (class F). If neither of these pieces of equipment are available, baking soda can be added to quench the flames but only if the fire is small and contained, adding other ingredients such as flour will simply add fuel to burn.
- ❑ Only refined safflower oil, refined sunflower oils, refined peanut oil, coconut oil, or rice bran oil should be used for deep frying, other oils are not suitable as they smoke and burn at frying temperatures.
- ❑ Oil must be kept at between 175 and 190 °C when cooking. When oil is overheating it will give off smoke before igniting, this should be taken as a warning to turn off the heat and allow the oil to cool.
- ❑ Deep frying should take place under a metal range hood as oil fires can fire ball upwards setting fire to the ceiling or any shelving over the fryer.
- ❑ The fryer must never be over filled as this may cause oil to overflow leading to fire or injury. To allow space for food to be added safely, never fill oil above the recommended level. Likewise do not over fill the fryer with food as this can make it more difficult to remove food safely.
- ❑ Always use utensils to manipulate food in the fryer a wire basket should be your primary tool, a long tongs can be used in tandem with the basket
- ❑ After cooking, the oil should be allowed 2 hours to cool before attempting to handle it.

Oil must be changed regularly as it degrades while being heated, going from a light colour to a dark colour, it may also start to smell rancid. Oils should be filtered regularly and should not be exposed to light when being stored. Frying meat degrades oil faster than frying vegetables, oil used to fry meat should be changed weekly and oil used only to fry vegetables should be changed every two weeks. Ideally meat and vegetables should not be fried in the same oil. Oil should never be disposed of in drains as it can block pipes and interfere with sewage processing.

Dishwasher

Dishwashers are generally safe pieces of equipment, the main hazards to be aware of when using a dishwasher are, musculoskeletal injury due to bad manual handling techniques, slips due to spillages and burns/scalds from the hot water and items. To help prevent any of these injuries from occurring the following steps should be followed:

- ❑ Always use the correct manual handling technique, all new employees will undergo training in safe manual handling before commencing work activities which require lifting
- ❑ Only fill the trays to a manageable weight for the individual and never overload the trays.
- ❑ Use shift rotation to reduce the amount of time spent carrying out repetitive movements by any one employee.
- ❑ Clean up any spills that occur and place a non-slip mat underneath the dishwasher.
- ❑ When emptying the dishwasher allow the items to cool before removing them.
- ❑ Always allow the dishwasher to finish and never open it while its running.
- ❑ Avoid sticking hands into the water to retrieve an item, allow it to drain first.
- ❑ The SDSs for the cleaning detergents used will be consulted prior to use and any risks posed to staff will be communicated.
- ❑ Managers or supervisors must be notified of any defects so that any necessary repairs can be implemented in a timely fashion.

Espresso Machine

This machine uses hot water and steam under high pressure which can present serious risk of scalding and burns. The espresso machine should be serviced regularly to avoid seals failing or an explosion due to faulty pipes, hoses or gas cylinders. The following precautions should be taken to carry out safe use of the espresso machine:

- ❑ To avoid a burn/scald employees should wait until the flow of water has stopped and the cup should always be grabbed by its handles and not by the base.
- ❑ Ensure employees are provided with thick cloths to insulate hands when cleaning wands.
- ❑ Ensure that the steamer is turned off before retrieving milk jugs from under it.

- ❑ The machine should be serviced and repaired regularly by a competent person to ensure that pipes/hosing or the gas cylinder are not damaged.
- ❑ Before commencing maintenance work the machine should be switched off and isolated before any of the panels are removed.
- ❑ The espresso machine should not be used if any panels are missing or loose.
- ❑ Any spillages that occur should be cleaned immediately after they happen.

Water Boilers

Water boilers have the potential to cause burns and scalds. If dry boiled there is a risk that the inside can become corroded leading to rust and metal leeching into the water. In order to prevent these incidents from occurring the following precautions must be taken;

- ❑ Ensure the boiler is securely located on a stable surface.
- ❑ Exercise care as the outer surface of the boiler can become very hot.
- ❑ If boiler is available for customer use, display relevant guidelines and safety information adjacent to the boiler.
- ❑ Ensure that the cold water supply is fully on before you switch on the boiler.
- ❑ Never interfere with or alter the water supply or heating control settings.
- ❑ When dispensing boiling water from the boiler, place the cup, etc. right up under the draw-off tap in order to minimise the risk of boiling water splashes.
- ❑ Keep a drip tray under the draw-off tap at all times. In the case of a bulk water boiler, take care not to overfill it as it may boil over causing scalding.
- ❑ Before cleaning, turn off boiler and if electrically heated, isolate it.
- ❑ NEVER remove safety fittings on pressure boilers.
- ❑ Warning signs should be posted while descaling so that any cleaning chemicals are removed and rinsed out before use.

Broken Glass

Broken glass and crockery pose a risk of slipping hazards and cuts. Plastic bins are located in specific areas of the operation, which are used solely for the disposal of broken glass/chipped crockery and are labelled accordingly. All staff members have been instructed not to pick up glass with bare hands – they are to use a sweeping brush and dust pan

All light fittings in food preparation areas are fitted with shatterproof bulbs and diffusers. In the event of a glass/crockery breakage in any area serving food or beverages – uncovered food items and beverages are discarded immediately. If any glass vessels of containing food items are found to be cracked or chipped both they and their contents must be disposed of.

All empty bottles waiting disposal shall be stored in crates or bottle bins they will not be allowed to accumulate in the loading yard where they may create a tripping hazard.

Keg Room

A confined space is defined as any place with conditions which give rise to a likelihood of accident, harm or injury of such a nature as to require emergency action due to:

(a) The presence of or the reasonably foreseeable presence of:

- (i) Flammable or explosive atmospheres,
- (ii) Harmful gas, fumes, or vapours,
- (iii) Free flowing solid or an increasing level of liquid
- (iv) Excess of oxygen
- (v) Excessively high temperature

(b) Lack or reasonably foreseeable lack of oxygen

The Keg Room at St Helen's Bay Golf Club comes under this definition due to the use of compressed gases for the purpose of dispensing drinks. Wherever such gases are found in confined environments, there is a risk of a serious accident involving asphyxiation occurring. This can be caused due to a combination of poor ventilation and large gas leaks or slow gas leaks displacing oxygen over time.

St Helen's Bay Golf Club is committed to fulfilling its responsibilities in regards to the *Safety, Health & Welfare at Work (Confined Spaces) Regulations, 2001*. In order to achieve this, the following precautions shall be taken:

- ☐ Suitable gas detection systems are installed; these are connected to the main alarm system.
- ☐ Compressed gas vessels and piping shall be inspected regularly for damage and wear and tear; damaged items shall be repaired or replaced immediately. Damaged components will not be replaced with ones which were not designed for the system in place.
- ☐ Only staff who has received adequate training, may carry out work in the keg room.
- ☐ Staff must check the gas detection systems before entering the keg room and must not close the door behind themselves.

Gas Leak

If the gas detection system's alarm sounds the person entering the room must ensure that there is an observer present outside to raise the alarm if an emergency arises. The following precautionary measures should be taken to ensure no incidents occur:

If Alarm 1 sounds:

1. Enter the keg room and isolate the CO₂ supply.
2. Keep the door open and ventilate the room by keeping windows and doors open and activating an extractor fan if one is present.
3. Wait outside the keg room until the alarm returns to safe mode.
4. Ensure that CO₂ leaks are checked and repaired by a competent person.

If Alarms 1 and 2 sound:

1. **Do not** under any circumstances enter the keg room, or by using methods such as holding your breath.
2. If possible ventilate the keg room by operating an extractor fan, or opening windows or doors **from the outside**.
3. Call the system's maintenance company.
4. Do not enter the keg room until the alarm has returned to safe mode.

5. Do not dispense drinks until the maintenance company has inspected the system and repaired the fault.

Kegs and Gas Cylinders

Kegs and gas cylinders pose manual handling risks, risks of crush injuries, risks of staff being struck by components of the system under pressure and a build-up of CO₂ occurring due discharges of gas. In order to ensure safety of staff members, the following precautions must be adhered to.

- ☐ The keg room must be kept in a tidy condition and the floor must be kept dry.
- ☐ Kegs may not be stored more than two high.
- ☐ Staff must use safe manual handling procedures when moving kegs and gas cylinders, if they cannot move the load they must obtain assistance of another employees and use manual handling aids such as trollies.
- ☐ Cylinders must be stored in a cool place out of direct sunlight they stood upright and secured with a chain, if they must be stored horizontally they must be secured with chocks to prevent them from moving.
- ☐ Only those who have received training may work with gas system.
- ☐ Before connecting the gas to the system ensure that the bottle is upright and secured.
- ☐ Never alter or tamper with the valve settings or the setting of associated equipment.
- ☐ Never attempt to repair or service equipment report the incident to a manager so that the service provider may conduct the work properly.

Beer Line Cleaning

Beer line cleaning poses a risks of chemical agents entering peoples drinks, risks of staff being struck by components of the system under pressure and a build-up of CO₂ occurring due discharges from the system. In order to prevent these incidents from occurring, the following should be adhered to.

- ☐ Follow the instructions provided by the supplier.
- ☐ Only use the cleaning chemical provided specifically for use in line cleaning.
- ☐ Cleaning chemicals must be kept in their original containers.
- ☐ Always release pressure before removing the cleaning head or cap from the bottle.
- ☐ Always release the pressure from an empty bottle after use.
- ☐ Do not use bottles after their recommended use by date.
- ☐ Ensure that all cleaning materials are flushed from the system after cleaning.
- ☐ If a CO₂ leak is suspected, or if the alarm sounds follow the gas leak procedures outlined above.

10 Provision of Personal Protective Equipment

It is the policy of St Helen's Bay Golf Club to provide the required protective equipment and to replace worn or defective items on presentation to management. A Personal Protective Equipment (PPE) register shall be kept by St Helen's Bay Golf Club of all PPE issued to its employees. A copy of the register form is attached in Appendix 5. The respective Manager(s) shall identify the appropriate protective equipment for tasks, which cannot be made safe by any other practicable means.

Responsibility for ensuring that the equipment is used properly rests with the managers/supervisors who will ensure that all employees within their area of responsibility are properly instructed in the maintenance and use of protective clothing and safety equipment.

PPE Training

St Helen's Bay Golf Club is committed to providing all its employees with the necessary training with respect to the PPE required for use in the workplace. Prior to beginning work in an area that utilizes PPE, all new employees shall receive training by the manager or a nominated person.

It is the responsibility of the Safety Officers to provide safety training specific to the job and the area in which any employee new to the area must work. Information regarding the use of new PPE shall be communicated to all affected employees by the supervisor/manager prior to introducing the PPE into the area.

Footwear

Certain staff employed in St Helen's Bay Golf Club will be issued with safety footwear to protect them against injury to feet and/or toes resulting from their work. The issue of safety shoes (PPE) to staff is determined by the risk assessment carried out in the business. Safety shoes are fitted with steel toe caps and are supplied by the company. All staff issued with safety footwear are expected to wear them in designated areas and this will be rigidly enforced by management in St Helen's Bay Golf Club.

Gloves

Gloves should be worn wherever possible to prevent injury from contact with hot, cold or rough/sharp surfaces and chemical contact. Various types of gloves are available and must be selected carefully to ensure the type used is suitable for the task, particularly if working with chemical products. Gloves that are no longer in use should be disposed of properly into rubbish bins, do not leave them lying around the workplace. Safety Data Sheets should always be referred to in order to ensure appropriate gloves are being worn when handling chemicals.

Eye Protection

Aerosols or splashes from harmful or irritating liquids along with dusts can irritate and damage eyes, it is important that St Helen's Bay Golf Club employees wear correct eye protection while decanting harmful liquids or carrying out work which produces dust or flying particles.

Respiratory Protection

Inhalation of dust can have serious consequences for a person's health these can range from occupational asthma to more serious conditions such as Pneumoconiosis or cancer of the throat and sinus. It is therefore important that employees are provided with and wear suitable respiratory protection. Management will ensure that employees have access to dust masks which are suitable for the size of the dust particles they are likely to encounter during the course of their work.

Hi-Vis Vests

Where there is a risk of employees being struck by vehicles they will be provided with Hi-Vis vests which must be worn in designated areas

Hard Hats

Hard Hats serve to protect persons from serious injury caused by falling objects. When working around tall scaffolds or in situations where there is a risk of tools or other items being dropped from a height, staff must wear Hard Hats provided to them. Any hard hats which have been struck by a falling object or have suffered any form of damage must be handed over to the person responsible for issuing PPE in exchange for a new one.

11 Welfare Facilities

All necessary welfare facilities required by legislation will be provided in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

Rest Rooms, and Eating and Drinking Facilities

Employees will be supplied with safe drinking water at easily accessible locations, where drinking fountains are used the faucets will be equipped with guards to prevent users making direct contact with their mouths. All employees will be provided with necessary facilities to allow them to prepare and consume food. This area must be located away from work processes which may cause contamination of food and must include equipment such as a kettle for boiling water, a refrigeration unit to store food and a means for heating food. Employees will also be provided with tables equipped with a surface which is easily cleanable and suitable seating. Where staff members are undertaking strenuous work or work which involves standing for prolonged periods of time and do not possess offices or work stations where they may relax, the eating facilities shall be equipped with chairs possessing backs.

Toilet Facilities

Employees will be provided with adequate toilet facilities, these facilities shall be segregated by gender where more than one person may enter the facility at once and the door cannot be locked from the inside. Employees shall be provided with adequate amounts of soap and hot and cold water with which to wash their hands, the temperature of the water shall be moderated to prevent accidental scalding. Employees will be supplied with appropriate apparatus with which to dry their hands and practices such as using one towel per bathroom will not be used. In addition, bathrooms shall be equipped with hooks that staff may hang their clothes on. Female toilets will be equipped with proper bins for the disposal of sanitary towels, and the urinals in Male toilets shall be positioned where they cannot be seen from the doorway. Toilets will not open directly onto the store floor unless there is adequate ventilation nor will they open directly into an eating area under any circumstances.

Cloak Rooms and Changing Facilities

Employees will be provided with a secure place to store their coats bags and other valuables. All employees who are required to wear uniforms or specialized work clothing will be provided with a secure area to change and lockers to store their clothes. As with toilet facilities, the changing rooms will be segregated by gender where the facility accommodates more than one person and cannot be secured from the inside.

Cleaning and Maintenance

Management at St Helen's Bay Golf Club will ensure that all staff welfare facilities are kept clean and tidy, and that any damage is repaired immediately. Employees reminded that they must not abuse any facility provided and that they are required to clean up after themselves and leave the facilities as they found them.

12 Junior Member's Policy

St Helen's Bay Golf Club is fully committed to safeguarding the well being of its members. The St Helens Bay Golf Management Committee is responsible for the oversight and implementation of the club's Junior Golf Policy. The management committee will establish a Junior subcommittee to be chaired by a Junior Convener. A member of the management committee will be a member of the Junior subcommittee.

Every individual in golf should at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport & Code of Ethics for Golf for Young People.

In working with young people in golf our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

St Helen's Bay Golf Club management committee will take all reasonable steps to ensure that adults working with young people are suitable and appropriately qualified. Recruitment and/or supervision procedures will apply to all persons with substantial access to young people, whether paid or unpaid. A decision to appoint a JO(s) is the responsibility of the management committee and not of any one individual within it.

For further information on the procedures in place to protect Junior Member please consult the St Helen's Bay Golf Club Safe Guarding Policy Document 2015

13 Harassment / Bullying Policy

In accordance with the general duties in *Part 2 General Duties*, of the *Safety, Health and Welfare at Work Act, 2005*, and *Section 12* of the *Employment and Equality Act 1989* and the Report of the Task Force on the Prevention of Workplace Bullying, H.S.A., 2001 an anti-bullying/harassment policy is in place.

St Helen's Bay Golf Club is committed to providing a work environment free of any kind of bullying or harassment. This bullying and harassment policy applies to all persons involved in the operations of St Helen's Bay Golf Club and prohibits bullying or harassment by any employee of the company, including supervisors, managers, co-workers and visitors, as well as by any person doing business with or for the company.

Harassment - occurs if any person feels intimidated, humiliated, patronised 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 unwanted behaviour of a sexual nature by one employee towards another. Sexual harassment can be defined as conduct towards another person that is sexual in nature. Examples of sexual harassment include:

- Sexual gestures;
- Displaying sexually suggestive material, such as pictures or sending suggestive or sexually explicit correspondence;
- Unwelcome sexual comments or jokes;
- Unwelcome physical conduct, such as unnecessary touching, pinching etc.

Racial harassment - is unwanted behaviour of a racial nature by one employee towards another. Examples may include:

- Abusive language, mockery or racist jokes
- Display or circulation of racially offensive material
- Racial name calling
- Intrusive or persistent questioning about a person's racial or ethnic origin, culture or religion
- Exclusion from normal workplace conversation or social events

Bullying - Is defined as repeated verbal, psychological or physical aggression by an individual or group against others that could be regarded as offensive, humiliating or intimidating. Any such activity is viewed as an act of misconduct. Examples may include:

- Manipulating the victim's reputation by rumour, gossip and ridicule;

- Social exclusion or isolation;
- Preventing the victim from speaking by voicing loud criticisms or obscenities;
- Manipulating the nature of their work or the ability of the victim to perform their work, e.g. by overloading, withholding information or setting meaningless tasks; thus ensuring that work cannot be completed

It is important to remember that an isolated incident does not amount to bullying; bullying is a sustained effort on the part of the perpetrator(s).

St Helen's Bay Golf Club deplores all forms of harassment and seeks to ensure that the working environment is comfortable and secure for all its employees. The person responsible for this Policy is the Manager responsible for HR, but all employees share a responsibility in ensuring the day-to-day practical application of the policies.

Where informal methods fail and harassment or bullying persists, employees are advised to bring a formal complaint and should do so in writing.

Employees are advised to remember to;

- Always give an accurate account of what happened and clearly state your grievance.
- At all stages in the grievance procedure the employee should be aware that they have the right to be accompanied by another member of the company.
- Every attempt will be made to resolve the grievance issue speedily and appropriately.
- The employee has a right to copies of meeting minutes taken at all stages of the procedure. It is recommended that the form attached should be used at all stages.
- The time limits are only a guide; they can be changed if all parties agree to it.
- The Manager will remain neutral throughout the grievance procedure and is available to any party who needs advice.
- Although grievances are often solved verbally, it is advisable to keep some form of written record of minutes taken if a case is ever appealed or referred to a third party.

St Helen's Bay Golf Club will immediately undertake an effective, thorough and objective investigation of the harassment allegations. Once the investigation is completed and determination is made regarding the alleged harassment/bullying, the result is communicated to the employee as soon as possible. Any employee who brings a complaint of harassment will not suffer for having brought the complaint; however, disciplinary action will be taken against employees whose allegations of harassment are found to have been malicious.

14 Stress Policy

St Helen's Bay Golf Club adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against ALL risks to safety and health, including stress.

The effects of stress depends on the person, some people find a small amount of stress to be beneficial, providing them with energy and motivation this type of stress is known as eustress, while others cope poorly with stress or any kind, stress which has a negative effect on a person is known as distress. When the demands placed upon a person by their job or working environment exceeds their capacity to cope, they can suffer from distress. This type of stress can have varied effects depending on the person's individual coping methods. These can include depression, aggravation, nervous breakdown, muscle tension, substance abuse, sleep deprivation, and high blood pressure leading to heart attack. The outcomes of stress in the workplace not only affect the employee it can impact their colleagues and persons involved in their life outside work.

Causes of stress in the workplace:

- Poorly organised shift work
- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of violence

Safeguarding safety and health 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.

St Helen's Bay Golf Club will utilise the following methods to deal with issues of stress:

- Ensure that Supervisors/Managers are 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 measures taken.

- Where Supervisors/Managers are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

Vigilance is a key component to stress management; many people suffering from stress choose to suffer in silence fearing that coming forward to ask for help will be seen as a sign of weakness which may put their jobs at risk. It is imperative that managers and supervisors take appropriate action when they notice signs of stress.

15 Smoking Policy

No smoking is allowed in any enclosed area of the workplace. This policy is in accordance with *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

It is the objective of St Helen's Bay Golf Club to take as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all employees and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective St Helen's Bay Golf Club will protect all employees, contractors and visitors from the discomfort and health risks associated with passive smoking.

Smoking shall not be permitted in any enclosed area of the workplace as defined by *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

All **NO SMOKING** signs are to be observed at all times. It is an offence to smoke in non-designated smoking areas or at or near exits and fire exit points.

Any employee found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.

Smoking is not permitted at or near areas where waste, paper, cardboard, oils or any other flammable materials are stored as this presents a fire hazard.

16 Alcohol and Drugs Policy

The *Safety, Health & Welfare at Work Act, 2005*: Requires all employers to provide safe places of work and safe systems of work. This covers the management of staff to ensure that they are not unable to carry out their work without risk to others due to consumption of drugs or alcohol

- Employees are not allowed to attend their workplace to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary procedures.
- Any employee who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs, may be required to leave St Helen's Bay Golf Club premises immediately and may be asked to attend a nominated medical doctor for a drug and alcohol test.
- Employees required to leave the premises will forfeit payment for the remainder of the shift / day.

In the interest of Safety and Health, St Helen's Bay Golf Club reserves the right to carry out random Drug and Alcohol tests on any of its employees at any time.

Any person under medical supervision, or on prescribed medication who has been certified fit for work, should notify the Safety Officers or their supervisor 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. Management will arrange to assign appropriate tasks for that person to carry out in the interim.

17 Pregnant Employees

St Helen's Bay Golf Club adheres to the provision of the *Safety, Health and Welfare at Work (General Applications) Regulations, 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.
- 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 safety and health.

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 conditions change or else the pregnant employee becomes eligible for paid maternity leave.

Pregnant women and nursing mothers will have the facility to a rest area if necessary. All pregnancy risk assessments in St Helen's Bay Golf Club will be conducted by the Manager in charge of HR and Safety Officers. The scope of the assessment reflects the current legislation under the Safety, Health and Welfare (General application) Regulations 2007.

18 First Aid

The provision of first aid equipment required by legislation will be provided in accordance with *General Application Regulations 2007*. St Helen's Bay Golf Club is committed to having an adequate number of persons who are qualified to administer first aid.

First aid kits are located in designated areas in St Helen's Bay Golf Club premises. The location of these first aid kits will be communicated to all employees premises and will be signposted in accordance with current legislation. The names and contact numbers of employees trained in occupational first aid will be available beside the first aid box.

First aid kits are to be used for the treatment of minor injuries sustained at our premises. Management will ensure that first aid kits are fully stocked up with the required contents as outlined by the HSA (**See Appendix 2**) through regular inspection and replenishment. If a first aid kit requires replenishment between inspections management must be notified.

Under no circumstances will medicines of any description be stored in first aid boxes.

Following an accident requiring first aid treatment, even if it is considered to be a minor accident, an accident report form must be completed. In the event of a serious injury requiring medical treatment from a doctor or hospital, ambulance service must be called, the Manager must be notified and a full accident investigation must be carried out.

Trained First Aider Responsibilities

St Helen's Bay Golf Club is committed to ensuring that there are sufficient numbers of trained first aiders on site to at any one time to meet the first aid requirements of the company. The responsibilities of the first aiders are as follows;

- To assess a situation quickly and safely, and summon appropriate help.
- To Assess as far as is possible within their level of competency, the injury or the nature of the illness affecting the casualty,
- To give appropriate and adequate treatment in a sensible order or priority with their level of competency,
- To advise their manager or supervisor immediately of any first aid treatment they administer,
- To liaises with the manager for the appropriate removal of the casualty to hospital, the care of a doctor or home if appropriate,
- To record incidents requiring first aid in the first aid treatment book and any relevant section of the accident report form,
- To maintain their own competence by attending first aid courses at appropriate intervals,
- To maintain confidentiality between themselves and the patient when treating or attending to any medical condition.

First Aiders are trained to provide accepted first aid practices at the time of their training and must not carry out any treatments outside their level of competence.

The following practices must not be carried out by First Aiders;

1. The use of tourniquets,
2. The administration of any medication including paracetamol,
3. The removal of foreign bodies from the casualty's body. This includes glass and splinters,
4. The use of antiseptic creams or other ointments/lotions

19 Emergency / Fire Procedures

Evacuation drills (limited to staff areas) will take place at St Helen's Bay Golf Club annually as required. After each drill a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Employees are reminded to familiarise themselves with evacuation procedures and their nearest evacuation route so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

The *Fire Services Act, 1981* states that a fire register should be retained on the premises which notes the regular inspection and maintenance of all fire extinguishing systems, date of fire evacuation drill, testing of the emergency lighting and automatic detection systems.

A Fire Register is kept by St Helen's Bay Golf Club and it is the responsibility of the Safety Officers or a designated person responsible for Fire Safety (Fire Warden) to ensure that this register is retained for inspection by a statutory body. The fire register will include company details, specific duties for employees in the event of a fire, a log of fire procedure, notices and fire drills, an inventory of firefighting equipment held by St Helen's Bay Golf Club and a record of employee instruction/training and a maintenance/test/inspection schedule.

In the event of a fire, the register should be removed to the fire assembly point.

List of Emergency phone numbers

Ambulance	999 / 112
Gardai	999 / 112
Fire	999 / 112
Health and Safety Authority (HSA)	01 662 0400



Fire Prevention Policy

The risks of a fire occurring on St Helen's Bay Golf Club premises is considered low taking into account the following preventive procedures:

- There will be proper waste receptacles and these will be emptied on a daily basis
- All electrical equipment conforms to ETCI guidance and is certified and maintained as such.
- All employees have received basic training on fire prevention.
- Fire doors/fire extinguishers are serviced and inspected annually.
- Fire detection systems and emergency lighting throughout premises will be tested regularly.

General Emergency Procedure**On Hearing the Alarm;**

1. Deactivate any work equipment if it is safe to do so,
2. Leave the building by the nearest safe exit route,
3. Close all doors behind all you,
4. Report to your designated assemble point and remain there until you are told that it is safe to re-enter the building,
5. Do not return to the building for any reason.

On Discovering a Fire;

1. On discovering a fire, the employee should immediately raise the fire alarm,
2. Attempts to extinguish the fire should only be made after the fire alarm has been raised and if the person feels confident enough and has been trained to use the firefighting equipment correctly. At all times the persons attempting to extinguish the fire should place themselves between the fire and the exit route,
3. Leave the building by the nearest safe exit route,
4. Close all doors behind all you,
5. Report to your designated assemble point and remain there until you are told that it is safe to re-enter the building,
6. Do not return to the building for any reason.

Emergency Procedures for Visitors and Contractors

Upon arrival to the company all visitors and contractors will be made aware of emergency evacuation procedure, and the area which they are required to assemble at. A record of all visitors and contractors entering the premises should be maintained in the form of a signing in log book. This book records;

- The name of the visitor or contractor,
- The company that they work for,
- The time and date that they entered the premises,
- The time and date that they left the premises,

In the event of an emergency evacuation the log book must be removed assembly point, where a roll call of all visitors and contractors will be carried out.

Evacuation Procedure for Visitors and Contractors

1. All visitors and contractors are required to check in and out with a member of staff when entering and leaving the premises,
2. Upon hearing the fire alarm all visitors and contractors must leave by the nearest safe exit route,

3. Visitors and contractors must assemble at their designated assembly point and await further instruction from the receptionist,
4. Visitors and contractors must not re-enter the building for any reason until told that it is safe to do so.

20 Accident/Incident Reporting and Investigation

All notifiable accidents and dangerous occurrences will be reported to the Health and Safety Authority (HSA). This only applies to *3 day accidents* (excluding the day of the accident) and prescribed dangerous occurrences listed in schedule 12 of the Safety Health and Welfare at Work (General Application) Regulations 1993.

If an employee is absent from work for more than three calendar days due to an industrial injury or illness, it is a statutory requirement that formal notice is given to the Health & Safety Authority on the appropriate form 'IR.1' (available on www.hsa.ie). Similarly, dangerous occurrences will be reported on the appropriate form 'IR.3'

All notification of accidents or dangerous occurrences to the enforcement authority of the HSA will be completed by the Safety Officers.

All accidents involving a person, whether or not in the employment of the company, resulting in injury, however slight, must be reported to and recorded by the manager or Supervisor responsible for the area in which it took place on the appropriate accident reporting form and a copy should be sent to the Safety Officers within 24 hours.

An Accident Report form is available for this purpose (shown in Appendix 6) and must be completed by the immediate superior/Manager of the person(s) involved in the accident. 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 re-occurring.

Where an accident investigation is necessary, all employees are obliged to co-operate fully with the investigators and to provide any information which may be useful in establishing the circumstances leading up to the accident. All accident investigations will be carried out by the Safety Officers and a written report shall be prepared.

Reporting Procedure — Visitors/Contractors

Any non-employee who is involved in an accident or near-miss incident whilst on company premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries, however minor, must be recorded. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf.

Contractors should also notify their own employer where applicable.

Reporting Procedure — Members of the Public

If an injury occurs to a member of the public on St Helen's Bay Golf Club premises which results in their removal from site for hospital treatment, then this is notifiable to the HSA immediately and a form IR1 must be sent within 10 days.

Investigation Technique and Approach

The person carrying out the investigation will establish the bare essential facts: what happened, how and where, in the correct time sequence; also establish who experienced or did what at what time.

The person carrying out the investigation will address more fully how the event happened and why. The objective is to build up an accurate picture of the causation complex, remember there could be more than one. From this information a causative chain, backward in time, for each factor shall be developed.

The level of detail required from an investigation should be sufficient to provide a report which can be used to make significant improvements in health and safety management to prevent recurrence of similar or related accidents or incidents.

In deciding on the amount of resources to commit to any investigation report, it is helpful at an early stage to review the relevant risk assessments in the light of the accident or incident.

Management Investigation Report

The manager or supervisor of the area where the incident took place shall conduct the investigation as soon as possible and shall forward their report to the Safety Officers.

21 Disciplinary Action

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of St Helen's Bay Golf Club to take disciplinary action on the matter.

The following basic procedure will be followed:

- Apart from any case of gross negligence of the Safety Regulations, which may warrant instant dismissal, the employee shall be warned of any shortcomings and given a reasonable opportunity to put them right.
- Should it be necessary to take formal action a number of verbal warnings will be given. This warning will indicate the Specific Regulation or rule which has been breached, how it is to be rectified and the time limit in which it is to be achieved.
- A further warning will be given in writing, should the required improvement not be implemented within the stated period.
- Failure to adhere safety rules following a written warning will result in full disciplinary action as outlined in employees terms of employment and/or the employee being required to undergo training again.
- In any instances of alleged wilful serious breaches of the Safety Regulation, resulting in an accident or not, the case will be investigated rapidly and fully. Depending on the results of the investigation, the employee will face full disciplinary action as outlined in their terms of employment and/or the employee being required to undergo training again.
- All warnings for breaches of Safety Regulations will be noted in the employee's file.
- St Helen's Bay Golf Club may also implement other initiatives to enhance safety performance, from time to time. Such initiatives will be communicated to employees by the Health and Safety Manager or a designated person.

22 Visitors and Contractors

St Helen's Bay Golf Club will ensure, as far as is reasonably practicable, the safety of contractors and visitors while on our premises. This also applies to customers attending our Premises.

When entering our premises for the purpose of a business visit or to carry out work, all visitors and contractors shall first check in with a member of staff or management.

Visitors

Visitors are defined as persons entering the premises for business other than as customers. They will be required to check in with a member of staff before conducting their business. Visitors will be notified of all relevant hazards and safety rules which they must comply with. Visitors will be escorted through building by a member of staff and will be required to wear PPE or special clothing where required

Contractors

Contractors are persons who enter a company for the purpose of providing a service. Unlike visitors contractors do not require constant supervision while on the premises and will be granted short term or long term access based upon the nature of their work which may include;

- Cleaning,
- Maintenance and civil engineering work,
- Installation of plant, machinery, services and systems,
- Maintenance of buildings and facilities,
- Provision of technical services

Contractors will not be allowed to carry out work until the Company has checked and is satisfied that the contractor's Health and Safety procedures are in order. St Helen's Bay Golf Club will check the insurance and contractor's health and safety statements at the procurement stage and this will be verified by way of audit by St Helen's Bay Golf Club. Failure to supply this information will constitute breach of contract and as such, the contract may be terminated.

The contractors must liaise with St Helen's Bay Golf Club Management and discuss and agree the safety precautions deemed necessary by either party to ensure safety on our site. All contractors are required to supply specific information and documentation as requested by St Helen's Bay Golf Club. This information is obtained through the following series of questions developed in line with guidance provided by the HSA.

A. Experience

1. Do the contractors and their employees have an appropriate level of experience?
2. Are the contractors and their employees familiar with the types of hazards present in St Helen's Bay Golf Club?
3. Are they capable of assessing the risks posed by these hazards?
4. Do they have sufficient knowledge of their statutory duties under health and safety legislation?
5. Can they provide references from other clients who have hired them for similar jobs?

B. Safety

1. Do they have a current, up to date Safety Statement?
2. Have they ever been prosecuted by the HSA?
3. What procedures do they have in place with regards to managing safety?
4. Has their equipment been service and where necessary, certified?
5. Do they carry out on site risk assessments and prepare method statements?
6. How do they address changes to work processes or other unforeseen hazards/problems?

7. Do they have a policy in place for ensuring that any subcontractors under them are competent and manage their own health and safety to a high standard?

C. Training

1. Do contractors and their employees possess the necessary safety training?
2. Can they provide evidence of their training and is it up to date?
3. How do they ensure that any contractors working under them have all necessary safety training?
4. What mechanisms are in place to allow them to communicate safety information to their employees and sub-contractors?

D. Supervision

1. What level of supervision will be used?
2. Who will be responsible?
3. How will they interface with St Helen's Bay Golf Club staff/management?
4. What is their accident reporting procedure?

Failure to supply this information will constitute breach of contract and as such, the contract may be terminated.

Contractors will be made aware of areas where the wearing of PPE is mandatory before they commence work. St Helen's Bay Golf Club will endeavour at all times to ensure that Sections 8-12 (General duties of employers to persons other than their employees) and 15 (General duties of persons in control of places of work) *Safety Health and Welfare at Work Act 2005* are fully complied with at all times. This is in addition to the contractor's own obligations under the *Safety Health and Welfare at Work Act 2005*, *General Application Regulations 2007* and the *Construction Regulations 2013*.

Hot Work

All contractors engaged in Hot Work must be issued with a Hot Work Permit prior to any commencement of work and must follow and adhere to all guidelines outlined in the permit.

23 Hazard Identification and Risk Assessments

Hazards

A hazard is any object, condition or practice with the potential to cause injury, harm or loss. Hazards are broken down into various types these include;

- Physical – e.g. dangerous objects, hot or cold temperatures etc.
- Chemical – e.g. irritating and corrosive liquids, flammable substances, vapours and gases, etc.
- Biological – e.g. various agents which can cause infection to spread such as bacteria, viruses and bodily fluids.
- Human factors – varying personal conditions which could pose a hazard to individuals or those around them, e.g. lack of experience, alcoholism, stress, etc.

While hazards which pose an immediate threat such as sharp objects and wet floors are easily recognisable, other hazards may not be recognised until their effects become apparent examples of which include back injury resulting from sustained poor manual handling practice and psychological harm caused by stress. In order to identify these hazards and the necessary controls to protect workers from harm, a risk assessment needs to be carried out.

Risks

A risk is the probability of an incident such as an accident involving a hazard occurring. The level of risk depends on the level of exposure to a hazard and the frequency with which it occurs. For example, one person lifting heavy box once a day presents less risk of back injury occurring in comparison to five persons required to lift ten heavy boxes each every day.

Risk Assessment Process

Risk assessments have been conducted for St Helen's Bay Golf Club work activities and are attached to this Safety Statement. The risk assessment process involved the following:

- Identifying the hazards (articles, substances or activities likely to cause harm) present within the workplace.
- Identifying what risks are associated with each of the hazards identified.
- Recording the probability and severity of injury/illness associated with the hazard and calculating the risk rating. The risk rating is arrived at by multiplying the probability of injury by the severity of injury. The probability of an injury occurring is based on the amount of persons exposed to the hazard and the frequency and duration at which they are exposed e.g. a situation where a person is exposed to loud noise for an hour a day has lower probability for an injury occurring than a situation where ten persons are exposed to loud noise for 10 hours a day. Severity is broken down into 4 categories; Minor e.g. cuts and bruises, Serious e.g. broken bones, Severe e.g. disability or loss of a limb, and Fatal.
- Actions are suggested to reduce the risk (control options), in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The hazards identified with a 'High' or 'Very High' risk rating should receive immediate attention.

Risk assessments should be reviewed annually and any necessary amendments should be made. They should also be reviewed if there is a change in circumstances e.g. new equipment,

processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

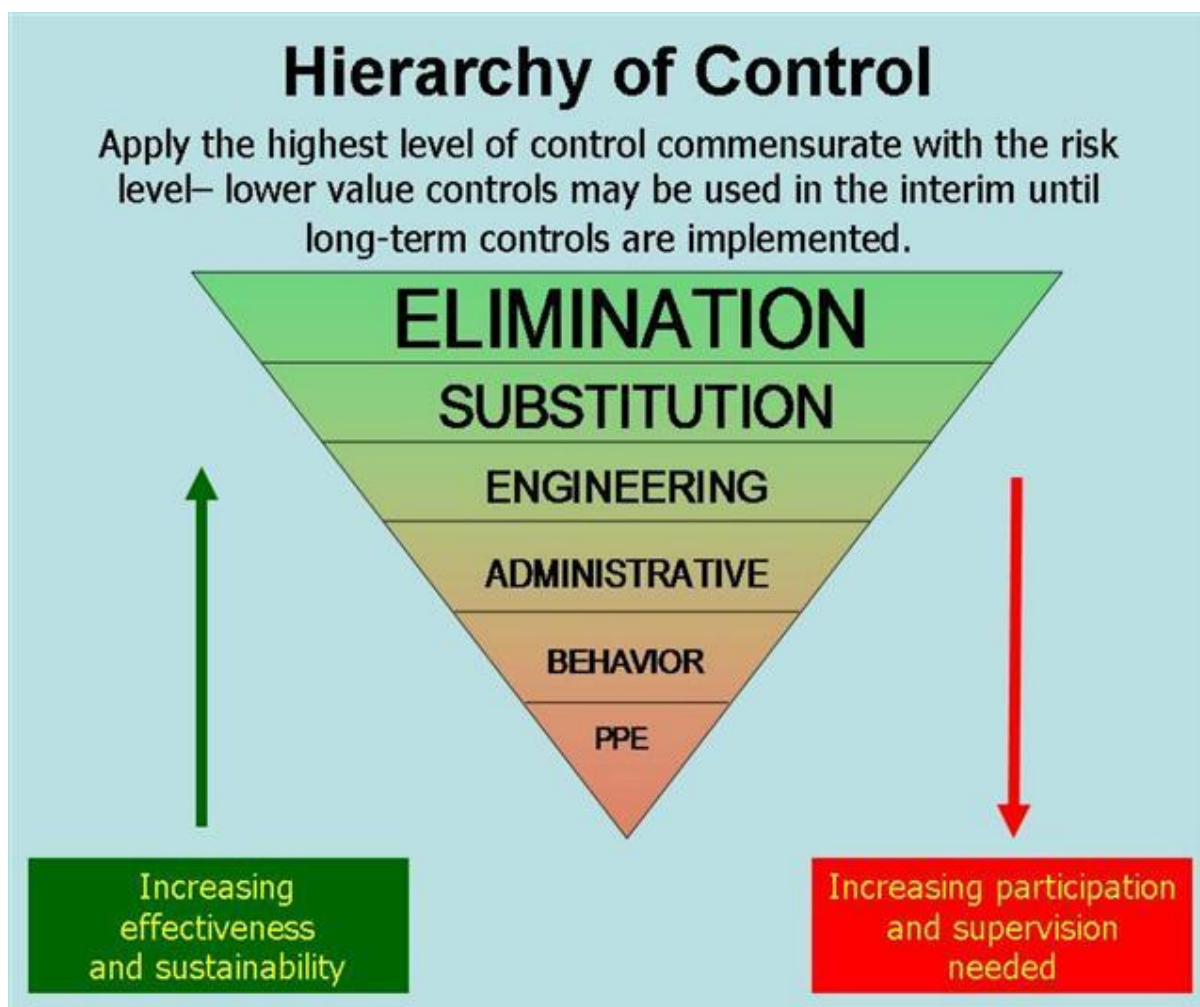
Risk Rating Matrix

(Probability) x (Severity) = Risk Rating (RR)

SEVERITY	PROBABILITY			
	4 Very Probable	3 Probable	2 Possible	1 Remote
4 Fatality	16	12	8	4
3 Severe Injuries	12	9	6	3
2 Serious Injuries	8	6	4	2
1 Minor Injuries	4	3	2	1

Risk Rating	Priority	Action Required
Low = 1 - 3	Non-Urgent	No Action Needed No Additional Controls
Medium = 4 - 6	Action Needed	Monitoring Required Assessment Recorded Controls Required as soon as practical
High = 7 - 11	Action Needed Urgently	Controls Required Controls Documented Assessment Recorded
Very High = 12 - 16	Immediate Urgent Action Required	Work Prohibited / Ceased Controls Required Immediately Assessment Recorded Controls Documented Work Stoppage Documented

Hierarchy of Control



The crucial part of the risk assessment process is selecting the most appropriate method of risk or hazard control. The following 'hierarchy of controls' should be used when deciding on control measures, starting with the first in the list and working down to the last control measure 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.

Example: provide a trolley to move around boxes which eliminates the need to carry out manual handling.

- 2) **Substitution:** If it is not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner.

Example: 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. Separate or Isolate the hazard from people. This method has its problems in that the hazard has not been removed. The guard or separation device is always at risk of being removed or circumvented.

Examples:

- a. enclosure (enclose in a way that eliminates or controls the risk)
- b. guarding/segregation of people
- c. interlocks and cut-off switches
- d. exhaust fans

4) Administrative Solutions:

These are the management strategies which can be introduced such as training, job rotation, limitation of exposure time, provision of written work procedures.

Example:

- a. Safe systems of work that reduce the risk to an acceptable level
- b. Written procedures that are known and understood by those affected
- c. Adequate supervision
- d. Identification of training needs and provision of appropriate training
- e. 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 in combination with other measures to reduce exposure to a hazard.

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 hierarchy of control list the less effective the methods become.

Health & Safety Organisational Measures in St Helen's Bay Golf Club

Training

All new employees recruited to St Helen's Bay Golf Club are given Health and safety training on induction into the company. This process will be documented in their HR records and retained on file.

Safety Statement

The Safety Statement is available to all St Helen's Bay Golf Club staff and to interested stakeholders on request. A copy of the statement is held in our main office.

Accident Investigation & Reporting

All accidents involving St Helen's Bay Golf Club staff are investigated fully by the Health and Safety Officers and reported to the HSA if applicable.

Site Emergency Procedures

Employees are made aware of the emergency procedures in St Helen's Bay Golf Club at induction. Procedures, including the location of Assembly Points etc. are prominently displayed in all locations throughout premises.

First Aid

Emergency first aid kits are provided in St Helen's Bay Golf Club for the treatment of minor injuries.

Hygiene facilities

There are facilities in St Helen's Bay Golf Club for staff to wash. This includes hot, cold water, and soap.

Facilities for Eating Food

St Helen's Bay Golf Club provides facilities for staff for refreshments on site.

Personal Protective Equipment

All necessary Personal Protective Equipment (PPE) is provided to respective St Helen's Bay Golf Club employees as required.

24 Safety Inspections

Regular safety inspections will take place on the premises as part of St Helen's Bay Golf Club internal auditing of the performance of the health and safety management system. Safety inspections will be carried out by Safety Officers.

The inspections will be carried out with the use of check lists which shall record the items inspected, corrective actions needed or taken, the name of the inspector and the date of the inspection. Where issues can be resolved immediately, corrective action shall be implemented during the course of the inspection. Where more complicated corrective action is required, interim measures shall be put in place until the issue has been properly addressed internally, or with an external advisor.

Sample Check Lists

1. Access and Egress

- Are all exit routes unobstructed and ready for use? (unlocked and free from stored items)
- Are all exit routes clearly marked and in good repair?
- Do all doors open outwards and close freely?
- Are the exit routes and corridors well lit?
- Is the emergency lighting in good working order?
- Are stairways unobstructed and in good repair?

2. Fire Safety Equipment

- Is the fire alarm working and tested at least weekly?
- Is the fire alarm audible in all areas of the building?
- Are all fire points marked?
- Are fire points clear of obstruction?
- Are fire extinguishers present and mounted on wall brackets or suitable stands?
- Are fire extinguishers free from obvious signs of damage?
- Are fire extinguishers correctly pressurised?
- Are instructions for the use of fire extinguishers present and clearly visible?
- Are all break-glass units intact / undamaged?
- Are fire doors free from damage and self-closing?

3. First Aid Kits

- Are all first aid kits located in their designated areas?
- Are first aid kits easily accessible?
- Are first aid kits fully stocked?
- Are first aid kits free from medications and other items not in the recommended list of contents?

4. General Working Environment

- Are all corridors and walkways unobstructed and in good condition?
- Is there adequate space to allow employees to work safely with machines and other pieces of equipment?
- Is there a good level of housekeeping maintained in all work areas?
- Are walkways clear of unprotected running cables and other tripping hazards?
- Are shelves stacked in a safe manner and not over loaded?
- Are all pieces of equipment in good working order?
- Are plug sockets over loaded with multi adaptors?
- Are multi-adaptors plugged into one another?
- Is non-essential electrical equipment turned off and plugged out when not in use?
- Is there adequate lighting throughout the premises?
- Is there sufficient ventilation and good air quality in all work areas?
- Is there a comfortable ambient temperature within the workplace?

- Are all pieces of furniture in a good state of repair?
- Are disused and broken pieces of equipment disposed of in a timely manner as to prevent a build-up of clutter and obstructions in the workplace?

Where the Safety Officers is unable to address safety issues on the premises they shall obtain help from an external health and safety advisor who will conduct a Health and Safety inspection. The purpose of such an inspection is to;

1. Assist St Helen's Bay Golf Club with meeting their statutory obligations,
2. Identify previously unnoticed hazards in the workplace,
3. Assess the risks posed by hazards and prioritising necessary corrective actions required,
4. Identify Health and Safety training needs,
5. Assist in the development of safe work procedures,
6. Provide support and assistance in the control and management of in house safety and related documentation,
7. Identify safety objectives and set targets,
8. Assist in the consultation and communication process,
9. Audit the complete safety management programme and provide a critical review of each of its components and determine any corrective actions required and the decide on the direction the safety management programme will take in the following year,
10. Address any further issues as appropriate.

25 Annual Review

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

A report will be generated at the end of St Helen's Bay Golf Club financial year and may 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

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.

St Helen's Bay Golf Club welcomes any comments/queries or suggested initiative from any of its employees.

26 Summary

St Helen's Bay Golf Club aims to provide a safe and healthy working environment for its employees, staff, contractors and visitors. All requirements under the *Safety, Health and Welfare at Work Act, 2005* will be adhered to and where reasonably practicable implemented. This can be achieved with the help and assistance of all employees by:

- Observing the general rules of safety and health. It is the duty of every St Helen's Bay Golf Club employee to fully comply with all safety rules and regulations. All St Helen's Bay Golf Club employees should report any unsafe condition.
- Using all equipment in a safe and proper manner. Notify any persons likely to be affected by work that you are doing.
- All injuries sustained by St Helen's Bay Golf Club employees, however slight being reported.
- Wearing the appropriate PPE for all tasks undertaken. 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.
- Making sure all corridors and passageways particularly those leading to escape routes, are kept free of obstructions at all times. Do not litter, use the bins provided.
- Taking care that fire points are not blocked or covered up in any way and that access in the event of an emergency is un-hindered and that fire extinguishers are ready for use if the need arises.
- Following all safety signs, and familiarise yourself with the Emergency Procedures.
- Reporting any defects to your Supervisor/Manager immediately.

This Safety Statement has been prepared based on conditions existing in the fabric of the workplace of St Helen's Bay Golf Club at the time of the audit. It must be altered, revised or updated periodically in order to comply with any changes in conditions.

27 List of Appendices

- Appendix 1: Inspection and Testing of Fire Prevention Equipment, Annual Fire Precautions.**
- Appendix 2: First Aid Box Contents, Locations of first aid boxes & Names of First Aiders.**
- Appendix 3: VDU User Checklist, VDU Workstation Set-up Diagrams.**
- Appendix 4: Inspection and Testing Schedule for Electrical Equipment.**
- Appendix 5: Personal Protective Equipment Register.**
- Appendix 6: Accident / Incident Form.**
- Appendix 7: Staff Declaration.**
- Appendix 8: Risk Assessments.**

Appendix 1 – Inspection and Testing of Fire Prevention Equipment (Where Applicable)**Summary of inspections and testing for Fire Prevention Equipment**

	Equipment Type	Inspection Frequency
1.	Smoke detectors and fire alarm systems	Regular, ideally weekly. Supplemented by quarterly inspections and certifications by a competent person (typically part of arrangements under a Service Agreement)
2.	Control panel of fire alarm system	Fire Warden or Manager should check daily. Servicing should be carried out according to the supplier's recommendations.
3.	Fire Extinguishers	Annual maintenance check and test discharged as per requirement I.S 291.1998. User to check monthly to ensure they have not been accidentally discharged seal is intact, they are correctly mounted (no higher than 5ft and no less than 4 inches from the floor), they are easily accessible, and are not overdue for inspection by a competent person.
4.	Hose Reels	Checked monthly for valve leaks. Fully run out and tested annually.
5.	Sprinklers	Weekly checks on pressures, alarm connections, trace heating arrangements. Tests required quarterly, half yearly, yearly and 3 yearly (details should form part of a service agreement).
6.	Emergency lighting for exit routes	Inspected every week and fully tested for a min. of ½ hour every 3 months. Annual complete test and inspection where all batteries are completely discharged
7.	Automatically closing fire doors (on alarm)	Checked every 3 months when alarm test is carried out.

Note: Records to be kept of all inspections, tests, defects and action taken

Appendix 2 – First Aid Box Contents, Location of First Aid Boxes, First Aiders**Recommended First Aid Box Contents**

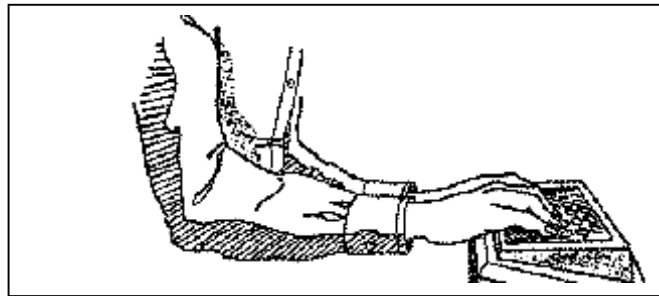
MATERIAL	FIRST-AID TRAVEL KIT CONTENTS	FIRST-AID BOX CONTENTS		
		1-5 Persons	6-25 Persons	26-50(a) Persons*1
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No.16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Medium Individually Wrapped Sterile Unmediated Wound (No. 8) Dressing (approx. 10 x 8 cm)	1	2	2	4
Large Individually Wrapped Sterile Unmediated Wound (No.9) Dressing (approx. 13 x 9 cm)	1	2	6	8
Extra Large Individually Wrapped Sterile Unmediated Wound Dressing (approx. 28 x 17.5 cm)	-	2	3	4
Individually Wrapped Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pair Latex Gloves	3	5	10	10
Pocket Face Mask	1	1	1	1
Additionally, where there is no clear running water, Sterile Eye Wash **2	2x20ml	1x500ml	2x500ml	2x500ml
Water based Burns Dressing Small (10x10cms) ***3	1	1	1	1
Water based Burns Dressing Large ***3	1	1	1	1
Crepe Bandages	1	2	2	3
Notes: * Note 1: Where more than 50 persons are employed, pro rata provision should be made. ** Note 2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked. *** Note 3: Where mains tap water is not readily available for cooling burnt area. Eye bath / eye cups / refillable containers should not be used for eye irrigation.				

Location of first aid boxes in St Helen's Bay Golf Club:**Location**

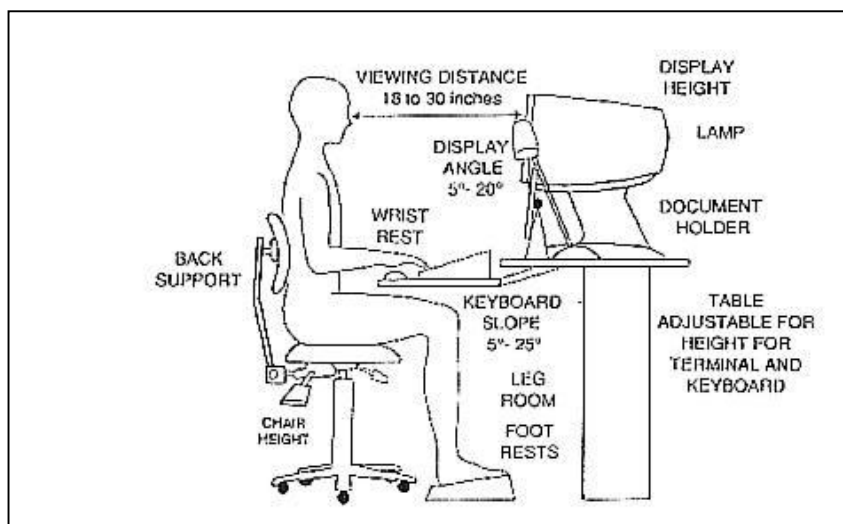
Trained first Aiders in St Helen's Bay Golf Club:**Name****Department**

Appendix 3 – VDU User Checklist & VDU WORKSTATION SETUP DIAGRAMS

- The following guidelines are intended to help employees and supervisors understand and reduce health risks associated with computer workstations. Since no two bodies are identical, different styles, models, and sizes of furniture and accessories may be needed. Since a wide variety of products are available to suit individual and departmental needs, no specific product recommendations are made here. The best results are usually achieved when the individual is involved in the selection process.
- The work surface should be of sufficient area to accommodate the computer and all associated materials. There should be adequate space beneath this surface for the operator's legs and feet.
- The keyboard and mouse should be directly in front of the operator at a height that favours a neutral posture (23 to 28 inches). When placed at standard desk height of 30 inches, they are too high for most people. Raising the chair solves this problem for some individuals. An adjustable keyboard holder with mouse deck is usually the best solution. The objective is a posture with upper arms relaxed and wrists straight in line with the forearm. Wrist rests may also help and are built into most keyboard holders. For some people alternative keyboard and mouse designs may need to be considered.



- The monitor should be positioned at a distance of approximately arm's length and directly in front of or slightly to one side of the operator. The top of the screen should be no higher than eye level. A monitor placed on top of the computer can easily be lowered by relocating the computer. Stackable monitor blocks can be used to achieve the desired height. Adjustable monitor arms enable easy height adjustment for workstations with multiple users.

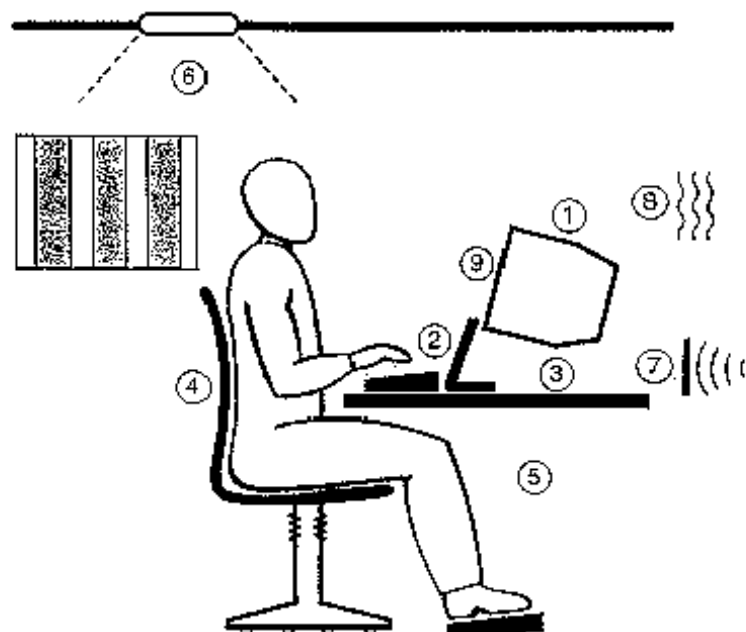
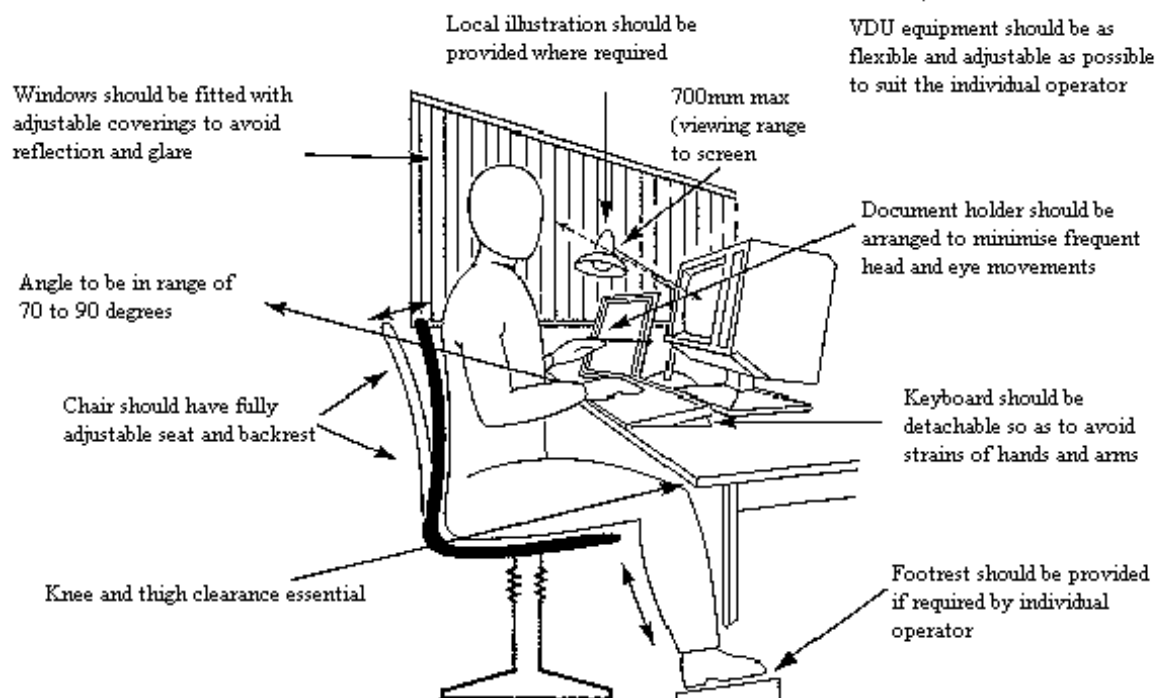


- A well designed chair will favourably affect posture, circulation, the amount of effort required to maintain good posture, and the amount of strain on the back. An adjustable seat back is best for support in the lumbar region. The user should be able to adjust seat height and seat pan angle from a seated position. Armrests are optional.
- Additional accessories can improve operator comfort. Document holders can minimize eye, neck and shoulder strain by positioning the document close to the monitor. A footrest should be used where the feet cannot be placed firmly on the floor. Task lamps will illuminate source documents when room lighting is reduced.
- Glare should be eliminated through methods that include reduction of room lighting; shielding windows with shades, curtains or blinds; positioning the terminal at a right angle to windows; and tilting the monitor to avoid reflection from overhead lighting. Glare screens are not normally necessary. Training All computer users should receive basic training in potential health effects that may result from poor posture and work habits, early warning symptoms, workstation adjustment, and other self-help protective measures. Supervisors should receive similar training to easily recognize problems and know what corrective measures to take.

VDU USER CHECKLIST

1. Adjust seat height so that lower arms are horizontal and wrists straight when operating keyboard.
2. Use footrest if feet can't touch floor.
3. Adjust height and tilt of backrest so that upper back is supported. This will help maintain natural curve in lower back.
4. Avoid slouching/leaning over by removing obstacles from under desk.
5. Adjust height of display screen so that angle of viewing is 15-20°.
6. Place document holder at equal distance and height to screen.
7. Adjust screen angle and window coverings to avoid unwanted reflections.

8. Adjust brightness/contrast controls.
9. Vary distance of display viewing distance during day.
10. Break up the day with regular changes of activity – away from the screen and keyboard.
11. Clean your screen.
12. Have regular eyesight tests for VDU work.



1. Screen: Readable and stable, image adjustable, glare free.
2. Keyboard: Usable, adjustable, key tops legible.
3. Work Surface: Allow flexible arrangement, spacious, glare free, document holder as appropriate.
4. Work chair: Appropriate adjustability plus foot rest.
5. Leg room and clearances: To facilitate postural change.
6. Lighting: Provision of adequate contrast, no direct or indirect glare or reflections.
7. Distracting noise minimised.
8. No excessive heat, adequate humidity.
9. Software: Appropriate to the task and adapted to user capabilities, provide feedback on system status, no clandestine monitoring.

Appendix 4 – Inspection and Testing Schedule for Electrical Equipment (Where Applicable)

Recommended electrical inspection and testing schedule¹ for offices			
Equipment/ Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology; e.g. desktop computers, VDU screens	No	Yes Every 2-4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines; NOT hand held. Rarely moved	No	Yes Every 2-4 years	No if double insulated – otherwise up to 5 years
NOT hand held. Moved occasionally, e.g. fans, table lamps, slide projectors.	No	Yes Every 2-4 years	No
Double insulated equipment: HAND HELD e.g. Some floor cleaners Power tools	Yes	Yes 6 months-1 year	No
Earthed Equipment (Class 1): e.g. Electric kettles, toasters, some floor cleaners	Yes	Yes 6 months-1 year	Yes 1-2 years
Cables (leads) and plugs connected to the above	Yes	Yes 6 months-4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

- 1 Experience of operating the inspection and testing schedule outlined in the table over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test. This may be reviewed and decided upon either by a manager, with guidance from the relevant competent person, or by the team carrying out the electrical inspections.
2. "No" means no formal, recorded checks, but users should always visually inspect equipment to be used, and respond to any evidence of fault or damage.

Appendix 5 – Personal Protective Equipment Register**Personal Protective Equipment
Register of Personal Issue.**

Contract No:	Employee No:	Form No:
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Employee Name

Description of Item	Issue Date	Qty	Code	Insp. Date	Re-issue	Signature

Issued By	Received by
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1. Top Copy to be Held By HR Manager/ Second Copy Held by Employee/Third Copy placed in PPE Register
2. Reissue will only be granted when old item is exchanged or inspected
3. PPE will be periodically checked by the Person responsible for Health & Safety
4. Any defects in PPE must be notified to the supervisor
5. Employees responsibilities. Under Section 13 & 14 Safety Health & Welfare at Work Act 2005

Employees may not interfere with, damage or misuse any PPE issued to them.

Employees are responsible for the care and maintenance of their own PPE

Appendix 6 – Accident / Incident Form

St Helen's Bay Golf Club		Accident / Incident Report	
<i>Incident reports must be submitted to HR within 24 hours.</i>			
St Helen's Bay Golf Club /Contractor:		Incident Date :	
		Incident Time :	
Location of Incident:		Date of report:	
Name of Injured:	Occupation of injured:	Date of Birth of injured Party:	
Witnesses:			
Please attach signed witness statements for all incidents involving personal injury			
Supervisor:			
Description of Incident (add additional documentation and sketches for, IR 1 incidents):			

Injury Management (TO BE COMPLETED BY FIRST AIDER).			
Body Part Affected:	Head ☐ . Neck ☐ . Trunk ☐ . Arm ☐ . Hand ☐ . Fingers ☐ . Leg ☐ . Ankle ☐ . Foot ☐ . Eye ☐ . Back ☐ . Chest ☐ . Multiple ☐ . Others:(Define)		
Nature of Injury / Disease:	Fracture of Spine ☐ . Other Fracture ☐ . Dislocation ☐ . Sprain / Strain ☐ . Amputation ☐ . Laceration ☐ . Bruising ☐ . Abrasion ☐ . Burn ☐ . Puncture Wound ☐ . Poisoning / Toxic Effect ☐ . F/Body ☐ . Internal Injuries ☐ . Other.....		
Signs & Symptoms & Treatment:			
Injury Status:	First Aid ☐ .	Site First Aid ☐ .	Doctor ☐ .
Hospital ☐ .	Full Duties ☐ .	Alt Duties ☐ .	Lost Time ☐ .
Date of resumption of Work:		Object/equipment/substance inflicting harm:	
Anticipated absence if not back:			

Immediate causes: (What substandard actions & conditions caused the event)

Basic Causes: (What personal action or fundamental job factors caused the event)			
Remedial Action to Prevent Reoccurrence:	By Whom	When By	Sign when completed
Employee's Comments:			
Employee's Name: _____ Signature: _____ Date: _____			
Supervisor's/Managers Comments:			
Supervisor's Name: _____ Signature: _____ Date: _____			
St Helen's Bay Golf Club – Safety Officers comments:			
Manager's Name: _____ Signature: _____ Date: _____			

Appendix 7 – Staff Declaration

I have read the safety statement and understand my obligations and duties therein. I understand that these obligations and duties are legal requirements under The Safety, Health & Welfare at Work Act, 2005.

NAME	DATE	NAME	DATE

NAME	DATE	NAME	DATE

Appendix 8 – Risk Assessments