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PART 1:
DUBLIN CITY COUNCIL SAFETY POLICY

1.1 INTRODUCTION

The purpose of the Safety, Health and Welfare at Work Act 2005 and Regulations made there under is to ensure the safety, health and welfare of all employees in the workplace. The legislation applies to employers, employees and contractors in all types of work and embraces all the activities of Dublin City Council.

The Act requires Dublin City Council to prepare a written Safety Statement describing the City Council's arrangements and the employee co-operation necessary to achieve this purpose.

In response to this requirement Dublin City Council first prepared an overall Parent Safety Statement in 1994 describing management’s safety programme. The Parent Safety Statement was updated in 1999 and renamed the Corporate Safety Statement. This document is the fourth review of the City Council’s Corporate Safety Statement, dated September 2008.

The diversity of functions of the organisation requires an Ancillary Safety Statement for each Area/Department/Division/Section. Every employer shall prepare, or cause to be prepared a written safety statement based on the identification of the hazards and the risk assessments carried out, specifying the manner in which the safety, health and welfare at work of his/her employees shall be secured and managed. The Ancillary Safety Statement must address the safety, health and welfare risks generated by workplace activities. Ancillary Safety Statements must detail the workplace safety management system and be prepared in consultation with staff. On completion, the Ancillary Safety Statement must be endorsed by the relevant Executive Manager/Senior Professional Officer and forwarded to the Corporate Health and Safety Office, prior to endorsement by the City Manager.

In addition, depending on the nature of the work activity, it may be necessary to produce a condensed version of the Ancillary Safety Statement for specific groups of workers. The condensed version of the Ancillary Safety Statement will be known as a Local Safety Statement and will be tailored to suit the requirements of groups of workers faced with specific tasks. The Local Safety Statement will be authorized by the Manager in charge of the particular section or work area.

A copy of this Corporate Safety Statement and Ancillary Statements are available on DubNet/Human Resources/Health and Safety/...
1.2 CIRCULATION LIST

A copy of this Corporate Safety Statement will be circulated to all Dublin City Council employees.

1.3 DOCUMENT CONTROL

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<tr>
<td>Prepared By:</td>
<td>Ms Aoife Williams: Health and Safety Officer, Corporate Health and Safety Office</td>
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<tr>
<td>Reviewed By:</td>
<td>Mr Pádraig Coghlan: SEO, Corporate Health and Safety Office</td>
</tr>
<tr>
<td></td>
<td>Mr Kevin Mc Connell: Health and Safety Officer, Corporate Health and Safety Office</td>
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<td>Ms Kathleen Dooley: Administrative Officer, Corporate Health and Safety Office</td>
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Amendment Procedure

In order to ensure that each copy of the Corporate Safety Statement contains a record of all changes and amendments, the Corporate Health and Safety Office will record the change or amendment on an amendment list. The amendment list, along with any revised or new pages, will then be circulated to all on the Corporate Safety Statement Circulation List.

Corporate Safety Statement Circulation List

City Manager
Assistant City Managers/Head of Finance
Executive Managers
Senior Professional Officers
Health and Safety Officers
Safety Representatives

The Corporate Health and Safety Office will maintain on file a master copy of the Corporate Safety Statement incorporating all amendments and updates for reference.
The Corporate Health and Safety Office may be contacted by the following means:

<table>
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<tr>
<th>Address:</th>
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<td>Telephone:</td>
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<tr>
<td>Fax:</td>
<td>01-222-5206</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:Padraig.coghlan@dublincity.ie">Padraig.coghlan@dublincity.ie</a></td>
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1.4 HEALTH and SAFETY POLICY

The Dublin City Council Health and Safety Policy has been established to ensure that insofar as is reasonably practicable, everyone who works for and on behalf of Dublin City Council does so in the safest and healthiest conditions possible.

The ultimate goal of the City Council is to improve its health and safety performance so that accidents and ill health are reduced to the minimum practicably achievable.

To achieve this goal, the City Council has a number of corporate aims for occupational health and safety management. Those aims are:

- To develop and maintain a culture supportive of health and safety
- To ensure that an effective safety management structure is in place to implement and maintain health and safety requirements
- That managers will promote health and safety by implementing best practice
- That arrangements are in place to ensure a systematic approach to the assessment and control of risks
- To ensure that all employees are competent in the work they are doing, aware of their personal responsibility, the standard to be achieved, and working methods to be followed and are appropriately supervised to identify shortfalls in these standards
- That employees actively participate in identifying hazards and maintaining and improving health and safety performance
- To minimise hazards entering the organisation
- To ensure all contractors undertaking work for the City Council are competent in terms of health and safety and that their performance is monitored and remedial action taken where required
- To monitor performance and regularly review management systems and working practices

This Dublin City Council Corporate Health and Safety Policy Statement will be communicated to all employees. It will be reviewed regularly and amended as circumstances require.
1.5 MONITORING and REVISION of the CORPORATE SAFETY STATEMENT

The Corporate Safety Statement will be reviewed and updated periodically by the Corporate Health and Safety Office to take account of all relevant changes in risks, legislation or responsible persons.

Written representations regarding the Corporate Safety Statement may be made to the Corporate Health and Safety Office. All written representations received will be fully taken into account during the subsequent review and revision of the Corporate Safety Statement.

The organisation commits itself to undertake on an ongoing basis arrangements for monitoring health and safety performance. These include:

- Executive Managers/Senior Professional Officers, Line Managers and Supervisors will as part of their normal daily duties, manage the safety of their area of responsibility
- Regular safety inspection tours
- Quarterly review of corporate accident statistics by the Corporate Health and Safety Office
- Use of external safety consultants as the need arises
1.6 IMPLEMENTATION of the HEALTH and SAFETY POLICY

There are over 6500 employees in Dublin City Council. Their health and safety is the ultimate responsibility of the Dublin City Manager.

The Dublin City Manager has delegated to the Personnel Officer the overall management of the provisions of the Safety, Health and Welfare at Work Act 2005 and associated Statutory Regulations in relation to the activities and operations of Dublin City Council.

Importantly however, each senior manager in all areas/departments/divisions/sections must accept their individual responsibility and role in providing health and safety leadership for Dublin City Council. This leadership is vital in delivering effective health and safety risk controls and continuous improvement.

The Personnel Officer will as part of the organisational arrangements for health and safety, provide through the Corporate Health and Safety Office a health, safety information and advisory service to Dublin City Council. In addition, the Corporate Health and Safety Office will lead and co-ordinate common areas of health and safety policy across Dublin City Council.

The City Council has established a Corporate Safety Steering Group at senior management level. This group is jointly chaired by the Executive Manager, HR Department and a nominee of the Union Representatives and consists of the CEO Corporate Health and Safety Office, senior managers, union nominees, staff representatives and Safety Representatives. The members of the Corporate Safety Steering Group are listed in Appendix 5. The function of this group is the formation and review of health and safety policy and to inform the City Council’s health and safety programme.

Health and safety organisational arrangements, specific responsibilities of managers and employees, work practices and procedures which must be adhered to, are set out in this document, in Ancillary Safety Statements and in Local Safety Statements.

The day-to-day responsibility for implementation of health and safety policies, procedures, instructions and practices rests with Area/Department/Division and Section Heads and Line Managers. It is the duty of Area/Department/Division and Section Heads and Line Managers to ensure that the employees for whom they are responsible are informed about safe work practices and procedures. Furthermore each Head of Area/Department/Division/Section and Line Manager is responsible for monitoring the effectiveness of Health and Safety arrangements. Each Head of Area/Department/Division/Section Head shall produce an Ancillary Safety Statement, Local Safety Statement to detail individual responsibilities and arrangements for implementing this policy. Local health and safety policies to supplement the Corporate Safety Statement shall also be produced.

All employees are required to co-operate fully with the provisions made for ensuring the health, safety and welfare of themselves and fellow employees.

A copy of the Corporate Safety Statement and appropriate Ancillary Safety Statements will be available locally and are also available on DubNet/Human Resources/Health and Safety/……

John Tierney
City Manager
Dated: 15 September 2008
2.1 CITY MANAGER

The City Manager has overall responsibility for safety, health and welfare at work in Dublin City Council.

2.2 PERSONNEL OFFICER

The Personnel Officer has a specific responsibility on behalf of the Corporate Safety Steering Group for the co-ordination of arrangements for managing health and safety. In this capacity, the Personnel Officer has responsibility for preparing proposals for updating the policy for consideration by the Corporate Safety Steering Group, for monitoring the implementation of policy and informing the Steering Group of the results. In carrying out these tasks, the Personnel Officer employs specialist safety staff to assist him.

The Personnel Officer has specific responsibility for ensuring that:

- Responsibility for health and safety is assigned at all levels
- The duties of line managers/departmental heads include the management of Health and Safety in their respective areas
- Adequate resources are made available for the implementation of the Corporate Safety Statement
- Arrangements are in place for keeping the Corporate Safety Statement up to date and ensuring that any revisions are effectively communicated to relevant personnel
- Training needs of senior management staff are identified and the appropriate training programmes implemented
- Unusual absenteeism patterns which may be related to occupational health problems are investigated
2.4 CORPORATE HEALTH AND SAFETY OFFICE

The Corporate Health and Safety Office reports directly to the Personnel Officer and is responsible for:

- Advising on safety, health and welfare at the workplace of Dublin City Council personnel
- Liaising with Executive Managers/Senior Professional Officers, Line Managers, Local Safety Officers, Safety Reps, expert and third party agencies as required
- Monitoring and assessing the implementation of the Corporate and Ancillary Safety Statements
- Interpreting legislation and advising the Corporate Safety Steering Group accordingly
- Arranging for specialist advice and investigation where necessary
- Recommending ways of improving the safety performance
- Carrying out safety, health and welfare audits of departments
- Maintaining a Safety Awareness Programme
- Producing guidelines for health and safety training
- Maintaining technical safety library
- The designing and distribution standard incident/accident report forms
- Maintaining accident/incident databases
- Reviewing quarterly corporate accident statistics and communicate information to the Corporate Safety Steering Group. An annual report will be prepared with a detailed analysis of all accidents
2.5 SENIOR MANAGEMENT TEAM
- Will give active and continued commitment to health and safety at a senior level
- Ensure the provision of adequate resources.
- Ongoing review of safety, health and welfare in Dublin City Council

2.6 ASSISTANT CITY MANAGERS/HEAD OF FINANCE
The individual responsibilities of the Assistant City Managers are:
- To monitor safety performance and implementation of the Corporate and Ancillary Safety Statements and Local Safety Statements where they exist
- To submit progress report to Personnel Officer and the Corporate Health and Safety Office

2.7 HEADS of AREAS/DEPARTMENTS/DIVISIONS/SECTIONS
The Heads of Areas/Departments/Divisions and Sections are responsible for the health and safety management of all staff and workplaces under their control. The responsibilities include:
- Ensuring that an up-to-date Ancillary Safety Statement(s), and Local Safety Statement(s) in the prescribed format, are in place in the workplace
- Ensuring that adequate resources are made available for the implementation of the Corporate Safety Statement, Ancillary Safety Statements and Local Safety Statements
- Ensuring that responsibility for health and safety is assigned at all levels in the Area/Department/Division/Section
- The review of Ancillary Safety Statements and Local Safety Statements
- The development of systems, policies and procedures to ensure implementation of high health and safety standards and best practice
- Submitting an annual progress report to the Personnel Officer for each calendar year. This report to be submitted before the end of January in the succeeding year
2.8 LINE MANAGERS

The responsibilities of Line Managers are to:

- Integrate health and safety into all aspects of line management
- Ensure health and safety responsibilities are clearly identified
- Develop policies, procedures and systems that set high health and safety standards and implement best practice
- Undertake risk assessments for all work activities
- Consult with employees and Safety representatives in all health and safety issues
- Co-operate with relevant safety committees
- Implement remedial programmes for high risk areas
- Take appropriate action on identification of hazards
- Conduct systematic inspections of premises, plant and equipment
- Report accidents and incidents/near misses and investigate as appropriate (refer to Section 3.2)
- Ensure accident investigations are completed
- Ensure that health and safety implications of any new initiatives, systems and methods of work are assessed at the early stage of the decision making process
- Ensure health and safety implications are evaluated prior to purchase of any item and assess needs of staff before introduction
- Ensure that personal protective equipment (PPE) is provided and used where necessary and that all staff are adequately trained in the correct use of such equipment
- Ensure prompt referral of staff to Staff Support Services in the event of serious accident, trauma or other incidents, which may adversely effect their health and welfare
- Ensure that all health and safety training for each staff member is recorded on a training database
- Co-operate with all safety inspections and audits and the implementation of their recommendation
2.9 HEALTH and SAFETY OFFICERS

2.9.1 Divisional/Departmental Health and Safety Officers

Executive Managers or Senior Professional Officers may appoint qualified Health and Safety Officers for their Department or Division. These full time appointments will be made by HR in conjunction and consultation with the Corporate Health and Safety Office.

2.9.2 Local Health and Safety Officers

Each Executive Manager/Senior Professional Officer will nominate persons in his/her staff as a Local Health and Safety Officer. At least one such Officer must be nominated in each Area/Department/Division/Section and suitable training be provided. The function of these Health and Safety Officers is to co-ordinate health safety and welfare on behalf of Area/Department/Division and Section heads. A detailed list of functions of Local, Departmental or Divisional Health and Safety Officers is included in all Ancillary Safety Statements.

2.10 EMPLOYEES

Each employee has the following responsibilities with regard to health and safety:

- To fully co-operate with the provisions made for ensuring the health, safety and welfare of themselves and fellow employees and non-Dublin City Council personnel
- To discharge their work in a safe manner so as to avoid injury to themselves/other employees and avoid damage to equipment and property
- To adhere to safe systems of work, and use any safety equipment provided. Employees are also responsible for reporting damage to equipment and property to their supervisor or person in charge at the time
- To report immediately all accidents, dangerous occurrences, unsafe conditions and unsafe acts and any near misses to their immediate supervisor or person in charge at the time
- To fully co-operate with Health and Safety Training Programmes
- To attend briefing sessions on safety statements and confirm attendance by signature
- To ensure that he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his/her own safety, health or welfare at work or that of any other person
- To report any medical condition to their supervisor or manager that may compromise their own or other health and safety
- To co-operate with management in enabling Dublin City Council to comply with legal obligations

Any employee failing to observe their health and safety responsibilities will be liable to disciplinary action.
2.11 SAFETY CONSULTATION

There is a general duty on employers to consult with their employees on matters relating to health and safety matters made by their employees. The Safety Health and Welfare at Work Act 2005 also empowers employees to appoint Safety Representatives to make representations on their behalf to the employer.

2.11.1 Safety Representatives

The Heads of Areas/Departments/Divisions and Sections will facilitate the election and appointment of Safety Representatives by the staff. The number of Safety Representatives will be dependent on a number of factors, including:

- The number of locations – at least one safety representative per location
- The number of employees per location – two Safety Representatives where there are more than 100 employees
- The range of grades at the location (general operative, craft, supervisory, etc)

The safety representative in the work location will participate with management in the Local Safety Committee. Each safety representative will have specific entitlements, including:

- Access to information that pertains to the Safety, Health and Welfare of employees
- Access to appropriate training (in accordance with Dublin City Council training guidelines)
- Being informed when a Health and Safety Authority Inspector visits
- The right to investigate accidents and dangerous occurrences
- Make representations to the appropriate persons on matters relating to the safety, health and welfare at the place of work

2.11.2 Safety Committees

To assist in the consultation process, safety committees have been operating in several Areas/Departments/Division/Sections throughout the organisation. It is intended to expand this feature of consultation by encouraging further safety committees.
2.12 LOCAL SAFETY ARRANGEMENTS and PROCEDURES

Each Area/Department/Division/Section and Management Unit will establish its own safety arrangements and document these in the respective Ancillary Safety Statement taking full account of Corporate policy standards and procedures. These will include:

- Ancillary and Local Safety Statement in the prescribed format and including hazard identification, risk assessment and control measures
- Health and safety responsibilities of key personnel (and their deputies) within the Area/Department/Division/Section
- Health and Safety Training Programme
- Accident reporting, investigation and recording
- Arrangements and structures for employee representation and consultation
- Fire emergency and evacuation procedures
- First Aid Arrangements
- Management and control of contractors
- Safety Inspection Programme to monitor safety performance
- Corporate Safety Standards – Written Safe Work Practice Sheets are available for the majority of Dublin City Council activities.
- Management of hazardous substances and agents (physical, biological, chemical)
- Safety Data Sheets to be provided, maintained and accessible at the appropriate locations
- Permits to Work procedures where appropriate
- Personal protective equipment arrangements, which will include the provision, maintenance and information regarding the level of protection afforded
- Staff welfare arrangements to comply with the Safety Health and Welfare at Work (General Application) Regulations 2007
3.1 HEALTH and SAFETY TRAINING

All staff employed by Dublin City Council will receive the appropriate training to ensure:

- That they understand the hazards and risks of their workplace
- That they are able to implement safe systems of work, and contribute to the maintenance of a safe place of work
- The specific safety precautions and emergency procedures required to protect their safety

Health and Safety training will be provided:

- On commencement of employment
- In the event of the transfer of an employee or change of task assigned to an employee
- On the introduction of new work equipment, new systems of work, or changes in existing work equipment or systems of work
- On the introduction of new technology

Training will be adapted to take account of new or changed risks and should take into account staff with special needs. Each Area/Division is responsible for maintaining full up-to-date and complete training records for each member of staff.
3.1.1 Identification of Training Needs

A training needs analysis will be undertaken annually so that organizational needs can be identified and resources allocated. This will satisfy the statutory and mandatory responsibilities of Dublin City Council.

Each Dublin City Council Manager responsible for an Area/Department/Division/Section will produce a Health and Safety Training Plan, which will be based on a training needs analysis. These plans will be included in the Ancillary Safety Statement.

3.1.2 Corporate Induction Training

New Staff will receive Corporate Health and Safety Induction Training within two weeks of commencing employment with Dublin City Council. This training will include the following areas:

- Introduction to the Corporate Safety Statement
- Health and safety legislation, policies and guidelines
- Employer’s and employee’s duties
- Health and Safety Management arrangements in Dublin City Council
- Safety consultation (safety representatives and safety committees)
- Accident, incident and near miss reporting

The objective is to impress on new employees the importance of good Health and Safety practice and culture in Dublin City Council. It is the responsibility of each Head of Area/Department/Division/Section to ensure that all new staff receives their departmental induction training.

3.1.3 Management Training

Dublin City Council Managers have the responsibility for the safety, health and welfare of their staff. Training for managers will concentrate on the procedures required to be in place to protect staff, including:

- Organisational goals in safety, health and welfare
- Legal requirements: Compliance with and demonstration of compliance with Occupational Health and Safety legislation
- Organisational procedures e.g. Dublin City Council’s policy on the management and control of contractors
- Risk identification and control including emergency and evacuation procedures
3.1.4 Local Health and Safety Officers

Each Dublin City Council Manager responsible for an Area/Department/Division/Section will be required to appoint a Local Health and Safety Officer(s) to co-ordinate the duties detailed in the Ancillary Safety Statement. They will also ensure that the Local Health and Safety Officer(s) receive or hold the appropriate training so that they can carry out their duties in a competent manner.

Local (part-time) Health and Safety Officers will be offered training/education appropriate to the levels of risk to staff in their respective areas. The training provided includes:

- Level 1: A ten-day in-house Certificate course.
- Level 2: A part-time one-year University Certificate.
- Level 3: A part-time two-year University Diploma.
- Level 4: A part-time two-year Degree course.

3.1.5 Safety Representatives

Dublin City Council has a legal duty to consult with their staff on matters relating to health and safety. This is done through safety representatives who are elected by their colleagues to represent them on these matters. A specific, three-day Safety Representatives training course is to be provided to staff elected into these positions. Safety Representative training is arranged by the Corporate Health and Safety Office on request.

3.1.6 Departmental Induction

Additional health and safety induction training specific to the employee’s respective department will be delivered locally at a departmental level after the Corporate Induction Training. This training will include the following areas:

- Introduction to the Ancillary Safety Statement including the local risk assessment
- Health and safety legislation, policies and guidelines
- Arrangements for consultation (safety committee)
- Fire and Emergency and evacuation procedures
- Location of fire assembly point
- Name of appointed Fire Warden(s)
- Location of welfare facilities
- First aid facilities
- Name of appointed first aiders
- Local accident reporting and investigation procedures
- PPE policies and requirements, use and maintenance
- Training required: Manual Handling
- Name of Local Safety Representative and Health and Safety Officers
3.1.7 Job Specific Safety Training

Specific job related safety training will be organised at a local level by each Area/Department/Division/Section Head when identified by job specific training needs analysis. Job safety and skills training as required, could include the following areas and may involve using an external training provider:

- Safe use and storage of chemicals
- Safe use of electricity
- Woodworking equipment and plant
- Safe use of scaffolds
- Safe use of chainsaws
- Work vehicles, tools and plant, forklift trucks, kango hammers, dumpers, etc
- Working at heights – fall prevention and protection techniques
- Abrasive wheels
- Confined spaces
- Breathing apparatus
- Hazardous working activities e.g. excavation
- Deep trenching
- Safe pass

3.2 ACCIDENT and INCIDENTS/NEAR MISS REPORTING, RECORDING and INVESTIGATION

3.2.1 Definitions

**Accident:** An accident is an unexpected, unplanned event, in a sequence of events that results in physical harm, injury or disease to an individual and includes personal injuries, exposure to toxic substances or dust, occupational illnesses, violence, damage to property or any combination of these effects.

**Incident:** An incident/near miss is an unplanned event that does not result in injury or damage but had the potential to do so.

3.2.2 Procedures

All accidents, incidents and near misses are to be reported, recorded and investigated, as set out in Appendix 3, on the correct Dublin City Council accident or incident report forms. Forms are to be completed by the Dublin City Council supervisor as soon as possible after any accident and forwarded to the Corporate Health and Safety Office, 9 Merchants Quay, Dublin 8, within 4hrs. The Corporate Health and Safety Office must also be advised immediately of any serious accident (fatality, loss of limb, serious burns etc). All appropriate forms are available on [DubNet](#)/Human Resources/Health and Safety/Accident Reporting Procedure and Forms/…
3.2.3 Accident/Dangerous Occurrence Reporting to the Health and Safety Authority

The Health and Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1 (www.hsa.ie) must be notified on the prescribed forms of certain accidents and dangerous occurrences. Responsibility to ensure that notification to the Health and Safety Authority, of reportable accidents and dangerous occurrences rests with the responsible manager in charge of the Area/Department/Division/Section.

3.2.4 Claims, Insurance and Risk Management Unit

In the event of an accident involving Dublin City Council owned, hired or leased vehicle, an Accident Report Form for Vehicles must be completed and forwarded to the Claims, Insurance and Risk Management Unit, Finance Department, Block 1, Floor 6, Civic Offices.

3.2.5 Accident Investigation Requirements

The Dublin City Council manager in charge of the Area/Department/Division/Section or a nominated person usually the Local or Departmental/Divisional Health and Safety Officer, must carry out an investigation into all serious reported accidents, incidents/ near misses as per the appropriate accident investigation forms. These are:

- Accident Investigation Form (Members of the Public)
- Accident Investigation Form (City Council Employees)

All Dublin City Council Accident Investigation Forms must be completed and forwarded to the Corporate Health and Safety Office. In addition a more detailed report will be required for serious accidents.

3.2.6 Staff Accident Statistical Report

This report is produced by the Corporate Health and Safety Office which provides statistical information based on reported staff accidents in Dublin City Council.

3.2.7 Health and Safety DubNet Site

A more detailed description of the Accident Reporting, Recording and Investigation procedures and all the required forms, are available on DubNet/Human Resources/ Health and Safety/Accident Reporting Procedure and Forms/… or directly from the Corporate Health and Safety Office, 9 Merchants Quay, Dublin 8. Refer also to Appendix 3 for detailed Accident Reporting Tables.

The DubNet/Human Resources/Health and Safety/Legislation/… site also includes all policies, guidelines, procedures, legislation, annual reports and other information on safety, health and welfare generally, and is updated regularly.
3.3 ALCOHOL, DRUGS and SMOKING
It is not permitted for any employee to attend work while under the influence of any intoxicants. Smoking is illegal in any place of work and this includes offices, depots and council vehicles.

3.4 PREGNANT, POSTNATAL and BREASTFEEDING EMPLOYEES
The Safety Health and Welfare at Work (General Application) Regulations 2007 apply to employees that are pregnant, have just had a baby or are breastfeeding (within the first 26 weeks after birth). If the local Manager is notified of any of the above, then an assessment of any hazardous activities relating to the employee will be carried out.

An employer shall assess any risk to the safety or health of employees and any possible effect on the pregnancy of, or breastfeeding by, employees, resulting from any activity likely to involve a risk of exposure to any agent, process or working condition as referred to in Part A of Schedule 8 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and for that purpose determine the nature, degree and duration of any employee’s exposure to any agent, process or working conditions.

An employer shall, where the risk assessment carried out under Regulation 149 reveals a risk to an employee’s safety or health or any possible adverse effect on the pregnancy or breastfeeding of an employee and it is not practicable to ensure the safety or health of such employee, through protective or preventative measures, adjust temporarily the working conditions or the working hours, or both, of the employee concerned so that exposure to such risk is avoided.

If these safeguards are not technically or objectively feasible, the necessary measures must be taken to provide the employee concerned with other work which does not present a risk to safety or health of, or any possible adverse effect on the pregnancy or breastfeeding by the employee.

3.5 OCCUPATIONAL HEALTH
Dublin City Council is committed to pursuing a positive policy towards occupational health matters. Health surveillance/screening appropriate to the workplace risks identified in the specific risk assessment will be provided.

Dublin City Council has engaged external medical professionals to provide occupational health services for the organisation. These services include occupational health assessments and vaccination programmes against infectious diseases and other services as required.
3.6 DIGNITY at WORK

Dublin City Council recognises the right of all staff to be treated with dignity and respect at work in accordance with *Dignity at Work Policy* available on *DubNet/Human Resources/Equality/Dignity at Work*. This policy covers the areas of bullying, harassment and sexual harassment in the workplace.

The City Council is committed to ensuring that its employees are free to do their work in a safe environment, which is free from sexual harassment, harassment or bullying. Dublin City Council considers sexual harassment, harassment and bullying to be harmful to individual employees and to the working environment.

Employees of Dublin City Council have the right to work in an environment free from any form of harassing, bullying or intimidating behaviour, whether it is carried out by a member of staff, a customer, or business contact of the organisation.

Every employee has a responsibility to treat their colleagues with dignity and respect. Every employee, whether they have supervisory responsibility or not, has a responsibility to ensure that harassment and bullying is not tolerated. Employees with a supervisory responsibility have an additional responsibility to implement the provisions of this policy in their work location.

This covers, but is not limited to, any such behaviour based on:

- Gender
- Family status
- Marital status
- Age
- Race/ethnic origin
- Sexual orientation
- Disability
- Religion
- Membership of the travelling community

3.7 VIOLENCE and AGGRESSION

Violence at work occurs where persons are verbally abused, threatened or assaulted in circumstances related to their work. Dublin City Council has developed a *Personal Safety at Work Programme*, which includes a *Personal Safety at Work Policy Statement*, and *General Procedures and Guidelines* documents. The Personal Safety at Work Policy is intended to counter violence and aggression in the workplace.

The aim of the policy is to develop best practice in respect of the personal safety of all staff. The Procedures and Guidelines are the means by which the policy is implemented.

The Procedures are the minimum steps to be taken to protect staff from violence and aggression and to reduce risks of exposure to such behaviour. The Guidelines will assist managers to introduce practical measures, particular to their own area of work, to reduce risks for staff. Policy, Guidelines and Procedures are available on *DubNet/Human Resources/Health and Safety/Policies/…….*
3.8 STAFF SUPPORT SERVICES

Staff Support Services provide a free, readily accessible and professional counselling and information service to all employees. Staff Support Services also provide information and training on work related issues such as stress and contribute to policies and procedures, which have direct impact on employee well being.

Dublin City Council employees can access the support service themselves or can be referred to the service by their managers or by the Personnel Officer, Human Resources Department.

Issues covered by Staff Support include:
- Personal/family: relationships, parenting, bereavement, and financial.
- Psychological: depression, anxiety, and addiction.
- Work related: bullying, harassment, stress, critical incident debriefing, and staff affected directly/indirectly by work related accidents/incidents

3.9 MANAGEMENT and CONTROL of CONSTRUCTION, CONTRACTORS, SERVICE PROVIDERS and SUPPLIERS

Dublin City Council is committed to ensuring that all contractors, service providers and suppliers engaged by the Council operate to the required safety standards.

All contractors, service providers and suppliers and their respective employees shall comply at all times with the provisions of the Safety, Health and Welfare at Work Act 2005, all regulations made there under, and all other relevant legislation, regulations and approved Codes of Practice.

All Construction activities whether carried out directly by Dublin City Council employees and/or by contractors must comply with the Safety, Health and Welfare at Work Act 2005, and the Safety, Health and Welfare at Work (Construction) Regulations 2006.

All contractors, service providers and suppliers who wish to tender for City Council contracts must be able to demonstrate an understanding of health and safety and their legal duties there under, have an ability to manage their work safely and provide sufficient resources to ensure the safety, health and welfare of their employees, and all others who may be affected by their work.

Policies, Procedures, Guidance Documents, Templates and Checklists relating to the above are available on DubNet/Human Resources/Health and Safety/Construction… or direct from the Corporate Health and Safety Office.
3.10 STAFF WELFARE FACILITIES

Dublin City Council will provide adequate and appropriate welfare facilities for all employees. Dublin City Council will ensure that the physical environment of the place of work is adequate. This includes general stability, ventilation and fresh air temperature and lighting. Toilet, washing, drinking water and welfare facilities will be provided. In addition, rest rooms, changing rooms and sanitary facilities, facilities for pregnant women, nursing mothers and employees with disabilities will be provided if required. Each Area/Department/Division/Section manager will be responsible for ensuring that adequate welfare facilities are in place in all work areas including remote workplaces, depots, and temporary worksites.

3.11 PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is defined as ‘all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him/her against one or more risks to his/her health or safety, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses’. Dublin City Council will provide suitable PPE where the risks at a place of work cannot be avoided or sufficiently limited by technical means of collective protection or by measures, methods or procedures of work organisation.

Where there are risks to the safety, health and welfare of employees, Dublin City Council will avoid or limit such risks whenever possible by other methods of prevention or control such as, engineering controls or safe systems of work before resorting to the use of PPE.

To allow the right type of PPE to be selected each Area/Department/Division/Section will consider the different hazards in the workplace. This will enable an assessment to be made of which types of PPE are suitable to protect against the hazard and for the job to be done. Ergonomic, PPE standards, training, fit testing, maintenance and use, physical and health factors will be taken into account during this assessment. All such completed assessments will be placed in the work location’s Ancillary Safety Statement and reviewed when required.

All high visibility clothing must contain the following inscription in order to comply with Corporate policy:

- Safety message: WORKING SAFELY FOR DUBLIN CITY
- Corporate Logo
- Name of Area/Department/Division/Section office

Further details of this policy and format for above requirements are available on DubNet/HR/Health and Safety/……
3.12 STRESS AT WORK.

Stress is a collection of symptoms and responses (physical, psychological and behavioural) which occur when an individual experiences demands as beyond their capacity to cope. It is Dublin City Council policy to prevent stress in the workplace as far as reasonably practicable.

The City Council operates a number of human resource initiatives to assist staff to reduce personal stress levels. These include flexitime, term time arrangements etc. Employees who may be suffering from work-related stress can be referred or can voluntarily contact the Staff Support Service of the Human Resources Department for professional assistance and advice.

Each manager is required to undertake a risk assessment. Workplace stress must be considered as part of this assessment. Where stress levels are found to be high appropriate actions must be taken by managers to control stress in the workplace.

Employees who feel they may be suffering from work related stress are required to inform their supervisors.
APPENDIX 2

Organisation Chart for Dublin City Council

City Manager
John Tierney

Personnel Officer
F. Kelly

Finance & Tax
K. Quinn

Corporate Services
P. Maguire

Environment & Engineering
M. Twomey

Manager of Traffic & City Eng
M. Phillips

Human Resources

Area North

Area South

Area East

Area Central & South Central

HR

FO&T

ACM

ACM

ACM

ACM

FO&T

FO&T

FO&T

FO&T

FO&T

Area North

Area South

Area Central & South Central

SPC

SPC

SPC

SPC

SPC

Finance, Development & General

Arts, Culture, Leisure & Youth Affairs

Environment & Engineering

Transportation & Traffic

Housing, Social & Community Affairs

Economic Development, Planning & European Affairs

City Arch
A. Grehan

City Plan
D. Gleeson

Director of Traffic & City Eng
M. Phillips

Roads & Traffic Dept

Planning & Development Dept

Ballymun Regen Ltd.

Law Agent, Legal Affairs
T. O’Keeffe

Manager of Transportation & Traffic
M. Phillips

Area North

Area South

Area Central & South Central

SPC

SPC

SPC

SPC

Economic Development, Planning & European Affairs

Corporate Safety Statement | 7
### ACCIDENT REPORTING TABLE

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>EVENT</th>
<th>REQUIREMENT</th>
<th>FORMS</th>
<th>TO BE USED FOR</th>
<th>ALL FORMS TO BE SENT TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTING</td>
<td>ACCIDENTS</td>
<td>DUBLIN CITY COUNCIL</td>
<td>Dublin City Council Accident Report Form (City Council Employees)</td>
<td>Any accident which involves Dublin City Council staff or City Council property.</td>
<td>• Corporate Health and Safety Office (Original)</td>
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<tr>
<td></td>
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<td></td>
<td>Dublin City Council Accident Report Form (Members of the Public)</td>
<td>Any accident which involves members of the Public or their property.</td>
<td>• Manager in charge (Copy)</td>
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<td>Accident Report Form for Vehicles</td>
<td>Any accident involving a Dublin City Council vehicle which is owned, hired or</td>
<td>• Departmental Health and Safety Officer (Copy)</td>
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<td>leased. It should accompany one of the above forms.</td>
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<tr>
<td>ACCIDENTS &amp;</td>
<td>DANGEROUS OCCURANCES</td>
<td>HEALTH AND SAFETY</td>
<td>HSA Accident Report form (IR1)</td>
<td>• Any accident which occurs at a workplace and where the employee involved</td>
<td>• Claims, Insurance and Risk Unit (Form 4 only)</td>
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<tr>
<td>DANGEROUS OCCURANCES</td>
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<td>AUTHORITY</td>
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<td>in the accident is prevented from performing his/her normal work for more than</td>
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<td>• Any accident which occurs at a workplace and where the person involved</td>
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<td>in the accident dies or suffers injury and requires medical treatment.</td>
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<td>HSA (Original)</td>
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<td>Corporate Health and Safety Office (Copy)</td>
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<td>Manager in charge (Copy)</td>
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<td>Departmental Health and Safety Officer (Copy)</td>
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<td>HSA form of Notice of Dangerous Occurrence (IR3)</td>
<td>Dangerous occurrences as listed on the reverse of the HSA IR3 form or any</td>
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<td>subsequent revisions.</td>
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## ACCIDENT INVESTIGATION TABLE

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<th>REQUIREMENTS</th>
<th>FORMS</th>
<th>TO BE USED WHEN</th>
<th>FORMS TO BE SENT TO</th>
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<tbody>
<tr>
<td>Investigation</td>
<td>Accidents</td>
<td>Dublin City Council</td>
<td>Dublin City Council Accident Investigation Form (City Council Employees)</td>
<td>Investigations are carried out into accidents involving Dublin City Council staff</td>
<td>• Corporate Health and Safety Office (Original Form and Report)</td>
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<td>Dublin City Council Accident Investigation Form (Members of the Public)</td>
<td>Investigations are carried out into accidents involving members of the public or any other accident investigations not involving City Council staff</td>
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<tr>
<td>ACTIVITY</td>
<td>EVENT</td>
<td>REQUIREMENTS</td>
<td>FORMS AND RECORDS</td>
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<tr>
<td>RECORDING</td>
<td>ACCIDENTS</td>
<td>DUBLIN CITY COUNCIL</td>
<td>Dublin City Council Accident Report Form (City Council Employees)</td>
<td>• Each Area/Department/Division/Section must keep records of all reported accidents and accident investigations, for a period of ten years. Records of employees exposed to toxic substances e.g. asbestos, or any other accident with long-term implications, must be kept indefinitely. Responsibility for safe keeping of all accident records rests with the Dublin City Council Manager in charge of the Area/Department/Division/or Section.</td>
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<td>Dublin City Council Accident Report Form (Work Related Violence)</td>
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<td>Accident Report Form for Vehicles</td>
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<td>Dublin City Council Accident Investigation Form (City Council Employees)</td>
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<td>Dublin City Council Accident Investigation Form (Members of the Public)</td>
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<td>ACCIDENTS AND DANGEROUS</td>
<td>Health and Safety</td>
<td>HSA Accident Report</td>
<td>HSA Accident Report Form (IR1)</td>
<td>• Copies of records of any accidents or dangerous occurrences, which are notified to the Health and Safety Authority, must be kept for a period of ten years from the date of the accident or dangerous occurrence, by the Area/Department/Division or Section. Copies of records of employees exposed to toxic substances e.g. asbestos, or any other accident with long-term implications, must be kept indefinitely. Where accidents and dangerous occurrences are notified to the Health and Safety Authority on Forms IR1 and IR3 respectively, the Corporate Health and Safety Office will maintain records of copies of these reports for as long as necessary.</td>
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<td>OCCURRENCES</td>
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<td>Form (IR1)</td>
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<td>HSA Form of Notice of</td>
<td>HSA Form of Notice of Dangerous Occurrences (IR3)</td>
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<td>Occurrences (IR3)</td>
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Glossary of Terms

Safety Statement
The Corporate Safety Statement is a written document, in accordance with the Safety, Health and Welfare at Work Act 2005, describing the employers organisational arrangements to secure the safety, health and welfare of employees. The Corporate Safety Statement describes management’s safety programme and details the level of employee co-operation required to ensure safety, health and welfare in the workplace.

Corporate Safety Statement/Ancillary Safety Statement
Due to the diverse working activities of Dublin City Council it is necessary to prepare an overall Safety Statement to be known as the Corporate Safety Statement and Departmental based Safety Statements to be known as Ancillary Safety Statements.

Local Safety Statement
In work areas with large numbers of staff and/or significant risks it will be necessary to produce a condensed version of the Ancillary Safety Statement. The condensed version of the Ancillary Safety Statement is to be known as a Local Safety Statement. The Local Safety Statement must be tailored to suit the individual requirements of groups of workers with similar needs. Local managers must ensure that Local Safety Statements are brought to the attention of staff by way of a short safety seminar/toolbox talks. The short safety seminar/toolbox talks must take place within three months of the Ancillary Safety Statement becoming operational. Each staff member must be given a copy of the Local Safety Statement and sign a register stating that they have received the Local Safety Statement and attended a short safety seminar/toolbox. The Local Safety Statements must include the following: Principal risks and control measures, emergency and evacuation procedures including a list of fire wardens, first aid facilities including a list of first aiders, consultation procedures including a list of Safety Representatives, safety training plan, safety inspection procedure and accident reporting requirements.

Safety Inspection
Safety Inspections are inspections organised and executed departmentally to assess the effectiveness of the workplace safety management programme. The Safety Inspections are recorded in the prescribed format and kept on file. The Departmental records relating to Safety Inspectors will be subject to an audit by the Corporate Health and Safety Office, as required.

Safety Audit
A safety audit is a documented systematic and critical examination of the workplace for the purpose of identifying hazards, assessing the risks and recommending controls of the hazard where appropriate. The Corporate Health and Safety Office will undertake where required an independent systemic and critical examination of each workplace to assess the effectiveness of the Corporate and local safety management programme. The results of each Safety Audit will be published and an overall analysis will be prepared to establish the effectiveness of the organisations Health and Safety Policies.
Hazard
A hazard is any object, condition or practice which can cause an injury or loss. There is general recognition of many common hazards, e.g. an unguarded sawblade, an unfenced opening or an untidy floor. There is a need to recognize that unsafe working is equally hazardous and can cause serious injury and loss, e.g., poor lifting, mishandling of tools, careless driving, failure to wear personnel protective equipment.

Hazard Identification
This is the process of recognizing that a hazard exists and defining its characteristics. It is the duty of all those who have responsibility for resources and staff to ensure hazards arising in the workplace which may give rise to risk for the safety, health and welfare of employees and those affected by the organisation's activities are identified and eliminated or managed to the lowest level possible.

Written records of all stages of the hazard identification and risk assessment process must be retained. Identifying workplace hazards (including work practices) must be a systematic and continuous process done in consultation with employees.

Risk
Risk means the likelihood that a specified undesired event will occur due to the realization of a hazard by, or during work activities, or by the products and services created by work activities. A risk always has two elements: the likelihood that a hazard may occur and the consequences of the hazardous event. The number of people exposed as well as how often also determines risk.

Risk Assessment
When hazards in the workplace are identified it is necessary to rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. Other factors, such as the frequency and duration of exposures to the hazard, and the number of staff who are exposed to the hazard, as well as the effectiveness of the current controls should be considered.

Dangerous Occurrence
An occurrence which occurs at any place of work and which is listed on Health and Safety Authority Form of Notice of Dangerous Occurrence IR3.

Safety Data Sheet
A Safety Data Sheet (SDS) must be made available by the manufacturer/supplier of a dangerous substance or preparation to any professional user. The SDS contains prescribed and detailed information relating to a chemical product.
APPENDIX 5

CORPORATE SAFETY STEERING GROUP (as of 12 September 2008)

A list of personnel will be kept updated and can be found on DubNet/Human Resources/Health and Safety/Corporate Safety Steering Group/List of Members

Management
1) Executive Manager, Human Resources Dept.: Ms Mary Pyne (Joint Chair)
2) Finance Officer and Treasurer, Claims Unit, Finance Department: Ms Kathy Quinn.
3) Assistant City Manager, Culture, Recreation and Amenity Dept.: Mr Philip Maguire
4) City Architect, City Architect’s Dept.: Ms Ali Grehan
5) City Engineer, Environment and Engineering Dept.: Mr Michael Phillips
6) Assistant City Manager, Environment and Engineering Dept.: Mr Matt Twomey.
7) Assistant City Manager, Housing and Residential Services Dept.: Mr Ciaran McNamara
8) SEO, Corporate Health and Safety Office, HR Dept.: Mr Pádraig Coghlan
9) Parks Superintendent, Culture, Recreation and Amenity Dept.: Mr Gerry Barry
10) Executive Manager (Engineering), Environment and Engineering Dept.: Mr Brian Smyth
11) Assistant Chief Fire Officer, DFB: Mr Colm Traynor
12) Head of Waste Management Services, Environment and Engineering Dept.: Mr Pat Cronin
13) Executive Manager (Engineering), Roads and Traffic Dept.: Mr John McDaid
14) Executive Manager (Engineering), Roads and Traffic Department: Mr Kieran O’Sullivan

Unions
1) IMPACT (Local Government): Mr Noel Eble
2) IMPACT (D.F.B.): Mr Christy Finnerty
3) Craft Group of Unions: Mr Austin O’Leary (Joint Chair)
4) SIPTU: Mr Patrick McCormack
5) LAPO: Mr Paul Dunne

Safety Representatives
1) Road Safety Development Officer, Roads and Traffic Dept.: Mr Michael J. Byrne
2) Waste Management Services, Environment and Engineering Dept.: Mr Ray Bowe

Staff
1) District Parks Supervisor, Culture Recreation and Amenity Dept.: Mr Vincent Hughes
2) Assistant Staff Officer, City Architects: Mr Gregory Friston
Confirmation

I wish to confirm that I have received, read and understood the revised Dublin City Council Safety Statement 2008, which incorporates

☐ Corporate Safety Statement
☐ Area/Department/Division/Section Ancillary Safety Statement
☐ Local Safety Statement (as appropriate)

Name (Block Capitals): ________________________________

Signed: __________________________________________

Department: _______________________________________

Section: ___________________________________________

Date: _____________________________________________

• This completed form must be given to your Local/Departmental Health and Safety Officer for record purposes.
• If you do not understand any section of the Safety Statement please ask your manager for clarification.