

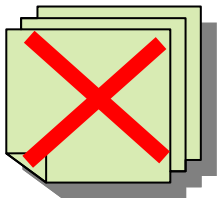
SAFETY STATEMENTS

FAST FACT, REF:FF001:00, AUGUST 2016

What is a safety statement



- It is a **PLAN** that clearly identifies how health and safety is being managed
- It must be easy to read and be easy to get hold of (not hidden in a filing cabinet)
- It must be in writing but can be on the computer



- Not just a paper exercise to comply with legislation
- Not prepared for the Health and Safety Authority (HSA) but they will want to see it when they visit



Preparing your Safety Statement

Your Safety Statement must be based on Hazard Identification and Risk Assessment

1. Identify the hazards in the workplaces under their control
2. Assess the risks presented by these hazards
3. Identify current controls that are in place to manage the risk
4. Evaluate the risk using the HSE Risk Assessment Tool to assist in prioritising subsequent additional controls required
5. Identify what additional controls are required to eliminate the risk or reduce it to as low as is reasonably practicable
6. Identify and assign a person who has responsibility for ensuring these additional controls are implemented and agree a timeframe for implementation
7. Review the risk assessment and make appropriate changes when necessary
8. Escalate risks that can not be controlled locally to senior management for entry on to the service risk register



Preparing your Safety Statement - Ensure Appropriate Control Measures

Think about the health and safety arrangements you intend to implement and consider how they will work in practice; **will they really work?**

Consider the ultimate goal; how will you ensure that your employees and others are kept healthy and safe at work?

Writing a Safety Statement

To assist managers in the preparation of Safety Statements the National Health and Safety Function has developed a [guidance document](#) that is available on www.hse.ie/safetyandwellbeing that includes suggested wording to guide managers and should be amended as appropriate to reflect local practice.

Contents of a Safety Statement :

- 1 Safety Policy
- 2 Declaration of Intent
- 3 Organisational Responsibilities
- 4 Hazard Control Service Arrangements
- 5 Risk Management Process
- 6 Consultation & Information
- 7 Resources
- 8 Distribution of the Site Specific Safety Statement
- 9 Revision of the Site Specific Safety Statement
- 10 Performance Measurement
- 11 Departmental / Unit Risk Assessments

Essentially, every service and /or site will require a specific safety statement inclusive of risk assessment.



SAFETY IS A CULTURE OF CARING—REMEMBER!

Everyone is responsible for their own safety and that of others in the workplace.

Commitment, Consultation and Communication are essential ingredients of an effective Health and Safety Management Programme.