

Work injuries and illnesses  
cost employers millions of  
euros each year



## Employers' Responsibilities

- 1 Provide and maintain a safe workplace, machinery and equipment.
- 2 Manage work to ensure the safety, health and welfare of employees.
- 3 Assess risks and put a safety statement in place.
- 4 Provide and maintain facilities for your employees, such as clean toilets and washing facilities. They may need other welfare facilities depending on the type of workplace.
- 5 Prepare and update emergency procedures.
- 6 Provide appropriate training and information.
- 7 Report serious incidents to the Health and Safety Authority.

## Employees' Responsibilities

- 1 Co-operate with your employer and others.
- 2 Do not take chances with your life or your colleagues.
- 3 Tell your employer if you think something is dangerous.
- 4 Do not interfere with or misuse safety equipment.
- 5 Use equipment correctly.
- 6 Attend training.
- 7 Use protective equipment and clothing provided



A safety  
statement is  
simply a tool  
to improve  
safety



## Safety Statement

- 1 Employers, you must prepare a written safety statement.
- 2 The safety statement must be specific to your workplace.
- 3 Identify risks and controls in the safety statement. Controls means safeguards that must be taken.
- 4 Include emergency plans.
- 5 Involve all employees.
- 6 Update it regularly.
- 7 Make sure everyone knows about it. Bring it to their attention at least once a year.

## Incident Follow-up

- 1 Identify dangers and make them safe.
- 2 Get medical help if needed.
- 3 Preserve the scene of the incident as best you can.
- 4 Report the incident. See [www.hsa.ie](http://www.hsa.ie) for details.
- 5 Carry out your own investigation and draw up a report.
- 6 You will need to make sketches and take photographs of the scene. Label them carefully and keep them as records.
- 7 Talk to any victims or witnesses of the incident and write down what they say about it.

After an incident  
you need to act  
quickly

