

小型企业健康与安全

Health & Safety for Micro Business



雇主责任

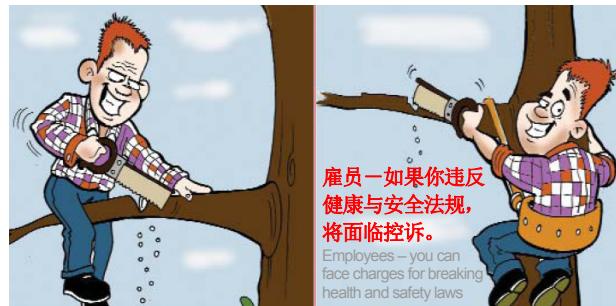
Employers' Responsibilities

- 1 提供并保障安全的工作环境、机器和设备。
Provide and maintain a safe workplace, machinery and equipment.
- 2 管理雇员的工作，保证安全、健康和福利保障。
Manage work to ensure the safety, health and welfare of employees.
- 3 评估风险，事先准备安全说明。
Assess risks and put a safety statement in place.
- 4 为雇员提供并维护设施，比如干净的卫生间和洗涤设施。根据不同的工作环境，他们可能需要其他的福利设施。
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 准备并不断更新紧急事件处理程序。
Prepare and update emergency procedures.
- 6 提供合理的培训和信息。
Provide appropriate training and information.
- 7 严重事件需要通知健康与安全权利机关。
Report serious incidents to the Health and Safety Authority.

员工责任

Employees' Responsibilities

- 1 与你的雇主以及其他工作人员合作。
Co-operate with your employer and others.
- 2 不要使自己或者同事处于危险状态。
Do not take chances with your life or your colleagues.
- 3 如果发现任何可对健康与安全构成危险的状况，请及时告知雇主。
Tell your employer if you think something is dangerous.
- 4 不要干扰或者错误使用安全设施。
Do not interfere with or misuse safety equipment.
- 5 正确使用设备。
Use equipment correctly.
- 6 参加培训。
Attend training.
- 7 雇员应使用所提供的防护设备以及衣物。
Use protective equipment and clothing provided.



安全声明

Safety Statement

- 1 雇主，你必须准备一份书面安全说明。
Employers, you must prepare a written safety statement.
- 2 安全说明必须适用于你所工作的环境。
The safety statement must be specific to your workplace.
- 3 在安全说明中定义危险和控制。控制表示必须采用的安全措施。
Identify risks and controls in the safety statement. Controls means safeguards that must be taken
- 4 包括应急预案。
Include emergency plans
- 5 应用于所有雇员。
Involve all employees
- 6 定期更新完全说明。
Update it regularly
- 7 确保每个雇员都了解这份完全说明。每年至少一次将这份安全说明引起雇员们的注意。
Make sure everyone knows about it. Bring it to their attention at least once a year



事件追踪

Incident Follow-up

- 1 寻找危险所在并解除危险。
Identify dangers and make them safe.
- 2 如果需要，可以要求医疗援助。
Get medical help if needed.
- 3 尽可能保护事发现场。
Preserve the scene of the incident as best you can.
- 4 汇报事故，详情请浏览 www.hsa.ie。
Report the incident. See www.hsa.ie for details.
- 5 自己开展调查并提交一份报告。
Carry out your own investigation and draw up a report.
- 6 你需要勾画事故现场并为其拍照。仔细标示并妥善保存。
You will need to make sketches and take photographs of the scene. Label them carefully and keep them as records.
- 7 与事故受害者或目击者交流并记录他们讲述的内容。
Talk to any victims or witnesses of the incident and write down what they say about it.



Doc No: 07169
(Chinese)

简单
安全

详情请浏览 www.simplesafety.ie
See www.simplesafety.ie for more

