



HEALTH AND SAFETY
AUTHORITY

Simple Safety Series



Employers' Responsibilities

Work injuries and illnesses cost employers millions of euros each year



Employers' responsibilities



Work injuries and illnesses cost employers millions of euros each year



Simple Safety Sheet

- 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.



Plain English
Approved by NALA



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Doc No: 07135



How to use sheets?

Ensure that sheet is relevant

Points are listed by priority

go through points in order

Confirm employees understand

Ensure each sheet is signed off

Sheets can be used as posters



Briefing Aim



To support Simple Safety sheets
To outline Employers responsibilities
To provide more information



1 Safe Workplace, etc



Provide and maintain a safe workplace,

includes machinery and equipment

Safe access and egress

Safe design and operation



2 Manage work



Manage work to ensure the safety, health & welfare of employees

Prevent improper conduct or dangerous behaviour

Ensure written procedures, e.g. safety statement

Management is process of continuous improvement



3 Control Risks



Prepare a safety statement and update regularly to take account of changing circumstances and work practices

Ensure risks are assessed and from this implement controls

Ensure risks are assessed

Ensure safety statement in place



3 Control Risks



- Eliminate risk if possible
- Control unavoidable risks
- Ensure work suits individual
- Training and instruction as required
- PPE is last option
 - only after everything else has been exhausted





4 Welfare Facilities

Provide and maintain decent welfare facilities for employees

Applies equally to all workplaces

Include

- drinking water

- clean toilet

- warm/ hot washing water & soap

Somewhere hygienic to eat





5 Emergency Procedures

Prepare and update emergency procedures

Include evacuation plan

Clearly label evacuation routes

Rehearse evacuation plan

evaluate and learn from rehearsals



6 Training & Information



Provide appropriate training & information & supervision to enable employees perform their duties safely

Demonstrate as required, e.g. ear-plugs

Must be appropriate, e.g. language, ability to read

Training comes after other options, e.g. remove need to handle loads





7 Report serious incidents

Report serious incidents to the
Health and Safety Authority

Can be done online at www.hsa.ie

If very serious call 1890 289 389



Also...



Design and maintain a safe means of access and egress

Stay up-to-date on health and safety law

Bring the Safety Statement to employees' attention annually

Require contractors to be in possession of an up-to-date safety statement

Provide and maintain suitable personal protective clothing and equipment

Protect against risks to health and safety from articles and substances



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This is the end of the training
Put the simple steps into use

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Keep records here



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**Remember:
if it doesn't seem
safe
it probably isn't**



Topics in General series



Employers' Responsibilities

Employees' Responsibilities



Safety Statement



Safety Representatives



Incident Follow Up



END

