



Newcastle West & Depots
SAFETY STATEMENT
& OHS MANUAL

SAFETY STATEMENT HISTORICAL REVIEW

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1.0 INTRODUCTION

Pallas Foods is part of Sysco since March 2009. It has a team of over 890 people dedicated to provide excellent quality product and services to its customers.

We currently service over nine thousand customers from our 2015 portfolio of more than eleven thousand products. We are unique in that we offer fresh, frozen, and ambient food products as well as a wide range of non-food products.

We offer next day delivery, island wide in our own delivery fleet to ensure that the product arrives as expected by the customer. We operate from two central warehouses in Newcastle West and Dublin. There are six regional distribution and delivery (cross dock) Centre's across the island of Ireland.

We are committed to helping our customers succeed in the foodservice industry and satisfy consumers' appetites.

We are equally committed to provide a safe and healthy working environment for our employees, customers, contractors and visitors. All requirements under applicable legislation, including the *Safety, Health and Welfare at Work Act, 2005* and the *Safety Health and Welfare at Work Act (General Application) Regulations, 2007* are implemented. This is achieved with the help and assistance of all by implementing our Health and Safety Management System to the requirements of OHSAS 18001, as outlined in this manual, and by the co-operation of all employees.

2.0 SCOPE OF THE OHS MANAGEMENT SYSTEM

This Safety Statement outlines the OHS Management System at the Pallas Foods Newcastle West depot and associated cross docking facilities. It is also applicable to employees working at Keelings Farm Fresh sites and Crossgar Pallas. It meets with the requirements of OHSAS 18001:2007. It will be reviewed at least annually and updated when there have been significant organisational change(s), when it is no longer valid or fit for purpose.

The Safety Statement will be brought to employees' attention on commencement of employment, following any amendments and at least annually - and it will be brought to the attention of other people at the place of work who may be exposed to risks to which it applies, such as contractors and owners of premises we occupy.

The OHS management system applies to the direct and indirect occupational health and safety of Pallas Foods operations and activities in the sites. This Safety Statement is available to all personnel on request.

3.0 TERMS AND DEFINITIONS

3.1 Acceptable Risk:

Risk that has been reduced to a level that can be endured by the organisation having regard to its legal obligations and its Health & Safety policy.

3.2 Accident:

Unplanned, undesired event giving rise to death, ill health, injury.

3.3 Audit:

Systematic, independent and documented process for obtaining “audit evidence” and evaluating it objectively to determine the extent to which “audit criteria” are fulfilled.

3.4 Continual Improvement:

Process of enhancing the OHS management system to achieve improvements in overall OHS performance in line with Pallas Foods health and safety policies.

NOTE: The process need not take place in all areas of activity simultaneously.

3.5 Hazard:

Source, situation, or act with a potential for harm in terms of human injury or ill health, or a combination of these.

3.6 Hazard Identification:

Process of recognising that a hazard exists and defining its characteristics.

3.7 Health and safety:

Conditions and factors that affect the well-being of employees, temporary workers, contractor personnel, visitors and any other person in the workplace.

3.8 Health and Safety Authority (H.S.A.)/H.S.A Reportable accidents

The Health and Safety Authority is the national statutory body with responsibility for enforcing occupational safety and health law, promoting and encouraging accident prevention, and providing information and advice to all companies, organisations and individuals.

H.S.A. reportable accidents are accidents resulting in more than three days lost time, or in a fatality, or resulting in medical treatment to a person not employed by the company.

3.9 Interested Party:

Individual or group concerned with or affected by the OHS performance of an organisation.

3.10 Incident:

A hazardous event where no harm occurs and that has the potential to lead to an accident.

NOTE: An incident where no ill health, injury, damage, or other loss occurs is also referred to as a "near-miss". The term "incident" includes "near-misses".

3.11 Ill health

Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to factors associated with employment.

3.12 Occupational Safety and Health Administration (OSHA)/OSHA recordable

OSHA is the main United States federal agency charged with the enforcement of safety and health legislation.

OSHA recordable accidents are accidents which result in medical treatment or lost time from work, as defined by OSHA, and as recorded by Pallas Foods as an indicator of performance comparable with its U.S. operations.

3.13 OHSAS:

Occupational Health and Safety Assessment Series

NOTE: OHSAS 18001 is not an International Standard Organisation (ISO) standard.

3.14 OHS Management System:

The part of the overall management system that includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the health and safety policy.

3.15 OHS Management System Audit:

A systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organisation's OHS management system conforms to the OHS management system audit criteria set by the organisation, and for communication of the results of this process to management.

3.16 OHS Objective:

Overall OHS goal, arising from the health & safety policy, that an organisation sets itself to achieve, and which is quantified where practicable.

3.17 OHS Performance:

Measurable results of the OHS management system, related to an organisation's control of its environmental aspects and OHS risks, based

on its environmental and health & safety policies, OHS objectives and targets.

3.18 OHS Policy:

Statement by the organisation of its intentions and principles in relation to its overall health and safety performance, which provides a framework for action and for the setting of its health and safety objectives and targets.

3.19 OHS Target:

Detailed performance requirement, quantified where practicable, applicable to the organisation or parts thereof, that arises from the OHS objectives and that needs to be set and met in order to achieve those objectives.

3.20 Organisation:

Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

NOTE: For organisations with more than one operating unit, a single operating unit may be defined as an organisation.

3.21 Reasonably Practicable:

Means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where “putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work.”

Note: This is defined in guidelines to the Safety Health and Welfare at Work Act 2005

3.16 Risk:

Combination of the likelihood and consequence(s) of a specified hazardous event occurring.

3.17 Risk assessment:

Process of evaluating the risk arising from a hazard, taking into account the adequacy of any existing controls, and deciding whether or not the risk is acceptable.

3.18 Safety:

Freedom from unacceptable risk of harm [ISO/IEC Guide 2].

3.19 Workplace

Any physical location in which work related activities are performed under the control of the organisation.

3.20 OHS / OH & S

Occupational Health & safety.

3.21 EHS / EH & S

Environmental Health & safety.

3.22 SSOW

Safe System of Work.

4.0 OHS MANAGEMENT SYSTEM REQUIREMENTS

4.1 General Requirements

Pallas Foods has implemented an OHS management system in order to improve its health & safety performance. Improvements in the OHS management system are intended to translate into improved occupational health and safety performance. The requirements of the OHS management system are described throughout this document. A description of the main duties and responsibilities of the site management representative and other key personnel are outlined in Section 4.4.1 of this Safety Statement.

The OHS management system is supported by top-level management. This commitment to the OHS Management System is demonstrated by the provision of adequate resources for the effective implementation and maintenance of the OHS management system and by the participation of top-level management in setting of the Health & Safety Policy, OHS objectives and targets and in management reviews of the OHS Management System.

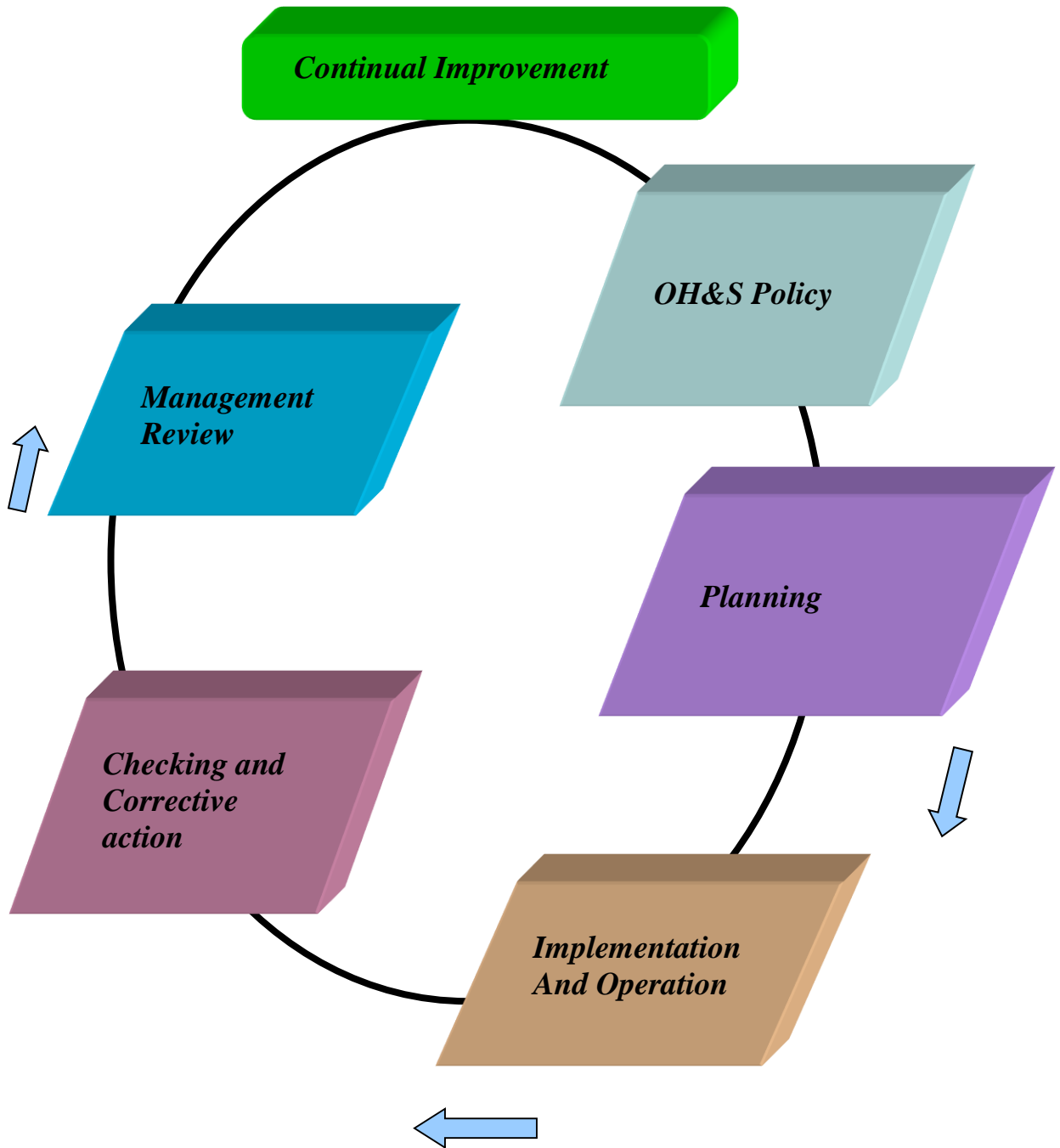


Figure 1 — Elements of successful OH&S management

Note: The OHSAS standard is based on the methodology known as Plan-Do-Check-Act (PDCA) which can be briefly described as follows:

- **Plan:** establish objectives and processes necessary to deliver results in accordance with the organization's OH&S policy.
- **Do:** implement the processes.
- **Check:** monitor and measure processes against OH&S policy, objectives, legal and other requirements, and report the results.

- **Act:** take actions to continually improve OH&S performance.

4.2 OH&S Policy Statement

Pallas Foods has produced an Environmental, Health & Safety Policy statement. This was devised by senior management in respect of occupational health and safety risks of Pallas Foods's activities, products and services.

The Environmental, Health and Safety Policy is endorsed by Pallas Foods Senior Management.

This policy is communicated to all employees through induction and awareness training and posting in prominent locations, on notice boards and through the intranet. It is also visible to visitors through posting at the reception area.

This Policy shall be reviewed on an annual basis as part of the OHS Management Review to ensure that it continues to provide direction to the activities of the organisation and that these remain relevant.

Environment and Safety Policy

It is the policy of Pallas Foods to provide a nationwide next day delivery service of top quality products to the food service industry without risk to the environment or to the safety, health or welfare of employees, contractors, visitors and members of the public. Our key safety objective is to provide a safe place of work for our employees, visitors and contractors. Our key environmental objective is to minimise our negative impacts. We will manage our environmental, health and safety hazards and risks in compliance with all legal and other requirements. We will strive to continually improve our environmental, health and safety performance. Pallas Foods is committed to the prevention of pollution, accidents, injuries and ill health by identifying and eliminating the causes and potential causes of hazards to health, safety and the environment.

We will achieve this by:

- Providing appropriate information, instruction and supervision necessary to ensure the safety, health and welfare of our employees and others while at work, and to protect the environment. All employees shall receive adequate health and safety training and will only be allocated tasks suitable to their skill level and level of training.
- Appropriate equipment will be provided for work activities. All equipment will be appropriately maintained while in use.
- A safe place of work will be provided for all employees and others, so they may complete their work without risk of injury.
- All EH&S accidents, near misses or safety observations highlighted to Pallas Foods will be investigated and appropriate control measures implemented to prevent a recurrence.
- Adequate resources will be provided by Pallas Foods to ensure a safe and healthy working environment. Where necessary, the services of a competent person will be obtained for the purpose of ensuring the safety of its employees while at work.
- The Company will identify and comply with all EH&S legislative requirements and appropriate guidelines, in order to maintain a healthy and safe working environment.
- Risk assessments will be completed for all tasks and hazards which pose a significant risk due to our activities. Control measures identified will be appropriate for the hazard identified and will be communicated to the relevant employees.
- Environmental aspects and impacts will be assessed and appropriate controls maintained.
- The Company will prevent accidents, ill health and pollution. We will continuously improve our environmental, health and safety performance through setting objectives and targets and implementing improvement programmes. These objectives and programmes will be linked to the most significant EH&S hazards and risks where possible.
- Appropriate plans will be provided and communicated, in the event of an emergency in Pallas Foods. In addition, adequate fire detection and prevention systems will be installed and maintained.

This Policy will be communicated to employees and contractors and is available to the public on request at our premises.

Signed: _____
Dan Geary - **President**

Date: 20th April 2015

4.3 Planning

4.3.1 Planning for Hazard Identification, Risk Assessment and Determining Control

Pallas Foods has established and maintains a method for identification of hazards and assessment of the associated levels of risk and this is detailed in procedure EHS-011 Hazard Identification and Risk Assessment.

Risk Assessments have been conducted of all Pallas Foods work activities. As they form part of this Safety Statement, they are available as required to all employees, contractors and customers. The risk assessment process involves the following:

- Identifying the hazards associated with our activities.
- Identifying what risks are associated with each of the hazards identified.
- Recording the probability and severity of injury/illness associated with the hazard.
- Calculating the risk rating based on probability and severity (the risk rating is arrived at by multiplying the probability of injury x severity of injury - see SOP EHS-011).
- Actions are suggested to reduce the risk (control options) in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The hazards identified with a 'High' risk rating should be those that receive immediate attention. The implementation of the actions to reduce the risk should have a high priority.

Risk assessments are reviewed periodically and any necessary amendments made. They are also reviewed if there is a change in circumstances e.g. new

equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

Risk assessments carried out include the following:

- General Task Based Risk Assessments (e.g. delivery, warehouse etc..)
- Specialised Risk Assessments (e.g. VDU workstations, pregnant employees, chemical risk assessments, Manual Handling etc..)
- Incident investigations

The hierarchy of control is applied, as described in the Safety Health and Welfare at Work Act 2005.

Subcontractors and other third parties performing work on behalf of Pallas Foods are controlled. Pallas Foods examines relevant safety statements and method statements of contractors.

The results of risk assessments are documented and referenced in the Safety Statement and relevant assessments are issued to all employees and contractors of Pallas Foods. This Safety Statement and risk assessments are reviewed regularly and updated as required.

The results of risk assessments are considered in setting the OHS policy and objectives and targets for the year.

The company's management of risk reflects the principle of elimination of hazards where practicable, followed by risk reduction and then the adoption of personal protective equipment (PPE) as a last resort.

Pallas Foods encourages all staff to report hazards to their immediate supervisor in the first instance. It is the local supervisors, frontline and operational manager's responsibility to ensure that the reported hazards, accidents or incidents are addressed or escalated in a timely manner.

The entire Health & Safety Management System is based on continual hazard identification, risk assessment and risk control carried out on a proactive basis.

Related Documents

- Clause 4.3.1 OHSAS 18001
- EHS-011 Hazard Identification and Risk Assessment
- Pallas Foods Risk Assessment Form
- Completed risk assessments (Appendix 1)

4.3.2 Legal and Other Requirements

Pallas Foods identifies its legal and other requirements (e.g. corporate OHS requirements, licences etc.) through periodic reviews of compliance with legislation, in consultation with external bodies where appropriate. An external consultancy provides the company with an online register of legislation, which is continuously updated and facilitates compliance assessment.

Pallas Foods subscribes to OHS periodicals and information sources, including NISO and IBEC, in order to keep up to date with forthcoming H&S legislative changes which may be applicable to the organisation. Such information sources include:

- HSA and HSE websites

The requirements of new legislation or obligations are communicated to relevant levels and functions within Pallas Foods.

Related Documents

- EHS-012 Legal and Other Requirements and Compliance Evaluation
- Clause 4.3.2 OHSAS 18001

4.3.3 Objectives and Programmes

Pallas Foods has established and maintains documented OHS objectives and targets.

In setting and reviewing OHS objectives and targets the following are considered:

- legal and other requirements
- risk assessment results and the Risk Register
- technological options
- financial, operational and business requirements
- views of interested parties
- Codes of Practice

The objectives and targets are designed to be consistent with the Pallas Foods Health & Safety Policy including the commitment to comply with legal and other requirements and to continual improvement.

The relevant managers or supervisors are nominated as having overall responsibility for individual objectives and targets. Objectives and targets shall be reviewed on a regular basis by the EHS Manager to ensure that sufficient progress towards achievement of these objectives is being made. Where it is identified that targets are not being achieved, a root cause analysis shall be carried out to identify the reasons for the lack of progress and if necessary, the issue shall be escalated to Senior Management for their consideration.

Related Documents

- Objectives and Targets
- Minutes of Management Reviews
- Clause 4.3.3 OHSAS 18001

4.4 Implementation and Operation

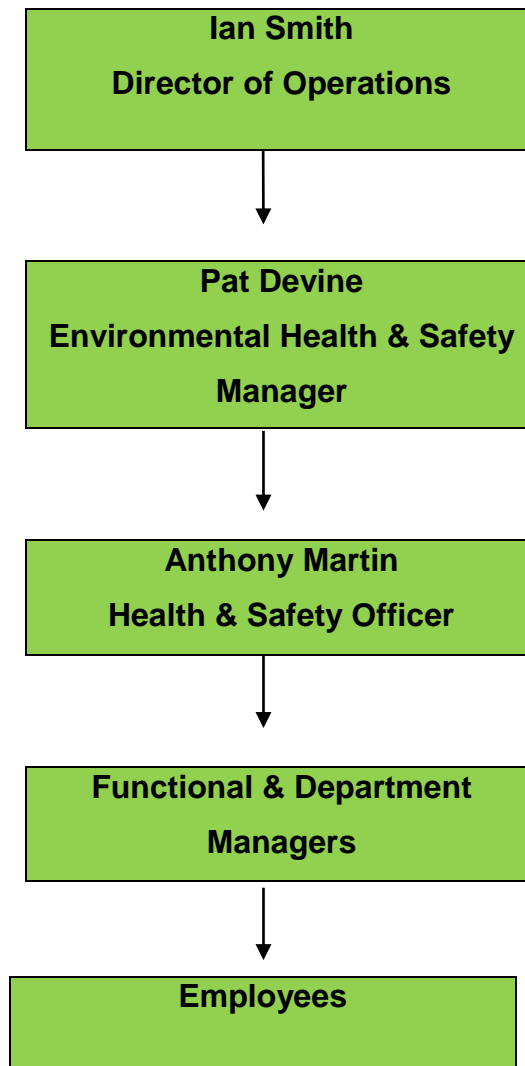
4.4.1 Resources, Roles, Responsibility, Accountability and Authority

Safety Management Structure

The persons or titles listed below, within the company safety management structure are responsible directly or by formal delegation for:

- The effective implementation of the safety policy ensuring that their areas of responsibility are run in accordance with the policy.
- Ensuring that all employees are trained to manage the implementation and ongoing monitoring of this safety policy.

Safety Management Structure in Pallas Foods



Responsibilities

Activities and Responsibilities for Health & Safety under the *Safety, Health and Welfare at Work Act, 2005*.

Directors

Dan and Tadgh Geary (Directors) are the individuals within the company with ultimate accountability for the activities and results of the business. Safety begins at management level and the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work is vested with the Directors.

The **Director of Operations** Ian Smith has delegated day to day responsibility for Health and Safety within this company. Acceptable health and safety practice will be achieved through the effective operation of a safety management system, safe systems of work, procedures and full employee co-operation.

The Director of Operations shall:

- Demonstrate a commitment to safety, health and welfare by taking active steps to be aware of the safety record of the business and shall issue any necessary reasonable directives in the interest of the safety, health and welfare of all employees and third parties.
- The Director of Operations will endeavour to ensure that there are sufficient financial resources and facilities available to sustain the Safety, Health and Welfare programmes.
- On an annual basis, appraise the effectiveness of the safety statement and the safety management system operated by Pallas Foods.
- Ensure that the responsibility for safety, health and welfare is properly assigned, understood and accepted at all levels of the management team.

- Procure advice and assistance from consultants whenever necessary and take heed, together with remedial action, on any matters brought to his attention in relation to safety, health and welfare.
- Know the appropriate statutory requirements affecting the Company's operations.
- Ensure that appropriate training is given to all staff as necessary.
- Insist that sound working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.
- Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors.
- Institute reporting, investigations and costing of injury, damage and loss, promote analysis of investigations to discover trends and eliminate hazards.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for health and safety.
- Instigate liaison with external accident prevention organizations, encourage the distribution of safety literature throughout the Company.
- Take prompt corrective action where unsafe conditions and/or unsafe acts are noted, or identified through accident/incident investigations.
- Ensure that all relevant health, safety and welfare information regarding new methods of accident prevention, new legislative requirements and codes of practice are acted upon in so far as is reasonably practical.
- Ensure that any member of staff failing to comply with the safety policy is subject to the company disciplinary process.

Managers and Supervisors

Pallas Foods Managers are directly accountable to their respective Directors and assume the role of devolved responsibility as direct representatives of Pallas Foods as the employer. Safety is a line management responsibility under statute and common law. In this role they are also required to assume all of the obligations inherent in the legislation referring to the duties of the employer and reinforce Pallas Foods compliance with regard to health and safety as detailed by the Director of Operations and the Board of Directors.

The following Duties are common to all Pallas Foods Managers.

- Communicate Health and Safety at work by personal example.
- Ensure that the Company Safety Statement and other safety guidance is communicated, observed, understood and implemented.
- Ensure that all processes and procedures are completed safely and free from ill health.
- Ensure activities are planned so that they may be carried out safely.
- Ensure that only competent personnel adjust, operate and maintain machinery or equipment.
- Ensure that the safety of lesser-experienced employees is never in jeopardy, from the work they are doing.
- Where personal protective equipment (P.P.E.) is provided, that it is worn, used & maintained.
- Ensure that adequate safety training is provided if necessary and availed of by employees.

- Ensure that employees are aware of actions to be taken in case of an emergency.
- Ensure good housekeeping standards are maintained and in particular access / exit routes as well as fire exits and fire points are never obstructed.
- Ensure all incidents, accidents and dangerous occurrences are thoroughly investigated and remedial actions implemented.
- Ensure that changes in processes, procedures or equipment by way of new purchases, maintenance or addition of new plant, takes full account of health and safety and does not endanger the safety and health of any employee.
- Considering and supporting any representation regarding Health and Safety from employees.
- Provide effective supervision throughout all working practices in this Company.
- Take direct interest in the Health and Safety of the employees.
- Ensure that all mandatory and relevant training in Health and Safety is carried out at all levels, and that all staff are fully aware of their responsibilities.

EHS Manager and Safety Management Representative

The EHS Manager is the Management Safety Representative for the Safety Management System and communicates regularly with senior management on health and safety performance and resources. The EHS Manager advises the company on requirements for ensuring that the Safety Policy is implemented.

Specific activities and responsibilities are outlined below:

- Co-ordinate the organisations health and safety management system.
- Advise management on Health & Safety Regulations and Codes of Practice

- Ensure that the Safety Statement including risk assessments is periodically evaluated and revised.
- Ensure that all employees have access to the Safety Statement and have read and understood it.
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Monitor the performance of safe systems of work and current safe operating procedures. Implement improvements as required.
- Ensure that induction and safety training of all employees is carried out.
- Ensure that sufficient numbers of staff are trained and hold the positions of first aider and fire warden.
- Develop a proactive approach to accident/incident prevention.
- Ensure that an accident report form is completed for all accidents and that all accidents are investigated.
- Report all relevant accidents and dangerous occurrences to the HSA (Health & Safety Authority).
- Monitor the systems for ensuring that fire precautions are adequate.
- Ensure that a minimum of two emergency evacuation exercises are carried out on an annual basis.
- Promote safety awareness and positive safety behaviours in all groups

Employees

Employees have general statutory obligations under the *Safety, Health and Welfare at Work Act, 2005, Chapter 2 Section 13*, which includes the following:

Employees must:

- Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- If reasonably required by his or her employer, submit to any reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
- Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- Must not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- Having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
- Report to his or her employer or to any other appropriate person, as soon as practicable:
 - any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,

- any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
- any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

A person shall not intentionally, recklessly or without reasonable cause:

- misuse, damage or interfere with anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- place at risk the safety, health or welfare of persons in connection with work activities.

In addition, employees are reminded:

- Only carry out duties you are trained to perform.
- Keep work areas clean and uncluttered.
- Be careful when moving items.
- Do not run.
- Any form of dangerous pranks or unauthorised hazardous activities is totally prohibited on company premises.

4.4.2 Competence, Training and Awareness

Pallas Foods is committed to providing appropriate health and safety training for all employees, which will be sufficient to meet the company's obligations

under the *Safety, Health and Welfare at Work Act, 2005* and other relevant legislation. The primary responsibilities for this rests with management in co-operation with specialists as appropriate and the Company expects that all employees will co-operate in any training provided.

All employees employed by Pallas Foods will receive induction training to ensure that they fully understand the hazards of the environment and what safety precautions and emergency procedures are required. The training shall involve an introduction to the company's Safety Statement.

The Safety Representative(s) will receive the necessary training as recommended by the HSA to carry out his/her role effectively. Training will be given, as necessary, to Management to ensure that they have the necessary skills and knowledge to organize the work safely and without risk to health;

Training records will be maintained and will contain the following information:

- Date of training instruction or exercise,
- Duration of the training course,
- Name of Instructor delivering the training,
- Name of person's undertaking the training,
- Nature and content of the training course.

Additional training courses will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency. All employees are required to co-operate with the company in the implementation of its training programme.

Related Documents:

- OHS Training Records
- Safety Training Matrix

4.4.3 Communication, Participation and Consultation

Pallas Foods has a strong focus on internal health and safety communications within the organisation and where required will also engage in any external communications with community groups, regulatory authorities, stakeholders and interested parties.

Pallas Foods is committed to meeting its obligations under Part 4, Section 25, of the Safety, Health and Welfare at Work Act 2005 on consultation. The Company is committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members including anonymous, ref safety suggestion box.

Consultation will be by Safety Committee Meetings, which will be held in accordance with the guidance set down by the Health and Safety Authority and these meetings will be chaired by Pat Devine, the person responsible for Health & Safety.

Health and Safety will also be an integral part of all management meetings occurring on a periodic basis. In addition, the Operations Management Team (Safety Steering Group) holds regular Health and Safety meetings to review progress in the implementation of the safety management system and to establish whether change management has integrated safety. The agenda for these meetings has been changed since last revision to allow a more proactive approach (inclusion of current risk load, legal compliance and change management) and more active participation by the operations management team including feedback and concerns from depot managers.

The safety representative(s), on appointment, will be given the opportunity to receive appropriate on-going training. In this respect, they will undertake a safety representative course, and will be given the option of undertaking further training if necessary. Safety representatives will be given access to information as is necessary to fulfil their function and will be notified of any visit by a Health and Safety Authority Inspector. The safety representative will be expected to assist the HSA Inspector in order for them to discharge all of their functions

under Part 4, Section 25(1), of the Safety, Health and Welfare at Work Act, 2005. Safety representatives will not be placed at any disadvantage as result of fulfilling their role.

The Health & Safety Manager will be responsible for co-ordinating consultation with the work force and providing appropriate information to the work force and their nominated safety representatives on all matters pertaining to safety, health and welfare.

The effectiveness of the consultation arrangements will be reviewed at regular intervals. Pallas Foods recognizes the statutory rights of a safety representative as set out in Part 4, Section 25 (1), of the Safety Health and Welfare at Work Act, 2005, and is committed to co-operating with that person selected. Pallas Foods also considers any external communications each year at the Management Review. Any related decisions are recorded in the minutes of the review meeting. Employees are encouraged to participate in health and safety improvement through a number of mechanisms:

- Reporting of incidents including hazards, near misses and all accidents
- Participating in risk assessments
- Attendance at Safety Meetings
- Training and participation as First Aiders, Fire Wardens, Fire Team

Appendix 2. contains the Safety Representative Brief for Pallas Foods

Related Documents

- OHS Management Review Meeting Minutes
- Safety Committee Meeting Minutes
- Safety Representative Brief (Appendix 2)
- Employee Handbook

4.4.4 OHS Management System Documentation

The Structure of Health & Safety Documentation relating to the management system in Pallas Foods is as follows:

Tier 1	Legislation - European, National and Industry specific, approved Codes of Practice, industry Guidelines, Corporate requirements
Tier 2	Health & Safety Policy, Safety Statement and OHS Manual
Tier 3	Pallas Foods Internal Health & Safety Procedures; EHS Management Programme
Tier 4	Inspection Checklists, Risk Assessment Templates, Accident / Incident Report Forms, Auditing Templates / Schedules
Tier 5	Records: Training, accidents / incidents, risk assessment, inspections, corrective actions etc.

The OHS Management System is adequately and systematically documented as outlined above.

This Safety Statement is an integral part of the Pallas Foods overall management system. It describes the procedures for operating and maintaining the company's OHS Management System.

The Safety Management System clauses and documentation interact in the following way:

This Health and Safety Statement and the Pallas Foods EH&S Policy are the core documents for which purpose the Occupational Health and Safety (OHS) Management System is maintained. The Safety Statement and Policy are aimed at managing the significant occupational safety hazards and legal/other requirements of the company as a priority. Occupational health & safety

hazards are identified and risk assessed and recorded in the Safety Statement. Significant legal requirements apply to these and indeed the Safety Statement is a document required by law. Once identified, significant occupational hazards are managed through Operational Control Procedures and are improved through objectives set out in the OHS Management Programme. System Procedures ensure supporting functions such as auditing, monitoring, compliance evaluation, training, corrective actions and reviews are implemented. The entire system and its documentation are described in this OHS Manual.

Documentation related to the health and safety management system is set-out throughout this OHS Manual.

4.4.5 Document Control

Documentation and Distribution of the Safety Statement

The Health & safety Manager shall hold the master copy of the Safety Statement on the company premises and ensure that a copy of the Safety Statement will be available to all employees and contractors in hard copy and soft copy format.

Dan Geary, Director is responsible for the issue of revised Safety Statements. To ensure that each copy of the Safety Statement contains a record of all changes, the person responsible for Health & Safety will record changes as per Document Control Procedure EHS-06.

Once signed off, this document is a public document and will be made available, upon request to Pat Devine.

4.4.6 Operational Control

At Pallas Foods we determine what activities associated with our operations present the hazards and risks. We implement and maintain procedures and controls to combat these hazards and risks. All activities associated with high level risk are managed by means of operational control procedures and/or by the setting of an OHS improvement objective.

Documented procedures and Safe Systems of Work (SSOWs) exist which encompass Pallas Foods activities and processes which significantly affect or have the potential to significantly affect occupational health and safety.

It is the policy of Pallas Foods to ensure that tasks are within the competence and capacity of each employee and the systems of work will be designed with that purpose in mind. They will include consideration for the safety and health of visitors/contractors.

Operational controls have been implemented in line with our principle activities and operational areas, as identified in the hazard identification and risk assessment process. Personal Protective Equipment is provided and used where there is a residual risk. PPE includes:

- Protective clothing (for example in the freezer and chill environments of the warehouse)
- Safety shoes
- Hi-vis clothing
- Hard hats (for external work at height)
- Hearing protection for specific tasks
- Eye protection for maintenance work
- Hand protection when using sharp tools or equipment (e.g. in the butchery)
- Harnesses and lanyards for work at height
- Mobile phones, radios, lone work alarms
- Vehicle personal safety devices such as seat belts

Where applicable the PPE must be certified to the relevant Euro-norm standard (EN) and carry the CE mark, for example:

- Disposable face masks to comply with EN 149
- Eye protection (e.g. safety glasses) to comply with EN166
- Head protection (e.g. bump hat) to comply with EN 812
- Safety footwear to comply with EN ISO 20345, 20346, 20347
- Hi-visibility vest and jackets to comply with EN 471.
- Ear muffs to comply with EN 352-1 and ear plugs to comply with EN 352-2
- Specific safety gloves must comply with EN 388 (Mechanical hazard protection), EN 407 (Temperature protection) and EN 374 (Chemical hazard protection)
- Safety harnesses to comply with EN 361 and associated lanyards with EN 355.

4.4.6.1 Transport and Driving

Pallas Foods operates a fleet of delivery trucks and sales vehicles all around Ireland. Driving poses significant hazards with regard to the potential for collisions or loss of control of the vehicles. Specific training for each group is provided biannually. Delivery Drivers are exposed to the hazards of manual handling and potential slips, trips or falls while loading and unloading their vehicles and while making deliveries. Chemicals are carried on the vehicles for many customers in the retail and hospitality sectors and a DGSA has been engaged to identify improvements in controls. Delivery drivers are also lone workers once they leave the depot and commence work on their delivery routes.

Pallas Foods has implemented the following controls in order to minimise the risk during transport and driving:

- Tachographs installed in each vehicle and use is monitored and controlled. Drivers must take breaks as required.
- Driver's seat is specially designed to reduce vibration.
- Mobile phones must not be used while driving.
- All drivers are trained, competent and qualified to drive vehicles.
- Vehicles are regularly maintained by an approved and competent contractor.
- Speed limiter on the delivery vehicles is set to 85 km/hour.
- Some vehicles have sensors or cameras to assist with parking and tight spaces.
- Combis which are used for carrying products on delivery vehicles are maintained and repaired as necessary.
- All drivers trained in manual handling.
- Maximum weight of an individual item is 25 kg.
- All drivers receive specific transport related chemical training.
- All trucks are equipped with spill kits.
- Drivers are lone workers (ref. Pallas Foods Lone Work procedure EHS-03) and communications is important in managing lone work. Drivers have mobile phones and hand-free sets which can be used in the event of accident, illness or emergency.
- Drivers must protect their own safety as the priority in any conflict situations.
- Maintenance and repair of Tail Lifts and doors as required.
- Drivers are familiar with routes and avoid overloading trolleys as necessary applicable to the route.
- Safety footwear is mandatory and gloves are worn as necessary.
- Drivers are responsible for parking legally.

4.4.6.2 Safe Access and Egress

Employees (non-maintenance), contractors (unauthorised) and visitors are strictly forbidden from entering the Pallas Foods Restricted Access Areas

– Maintenance Workshop, Waste Water Treatment Plant, the roof, the underground treated effluent tank, the water storage tanks, the water pump control room, the attic/void spaces. A meeting with the Maintenance Manager is required for any query related, ref company procedure EHS-016 Permit to Work.

In order to ensure that employees have a safe access and egress to and from their place of work at all times, the following controls will be maintained while working on company premises:

- Pallas Foods materials and equipment storage will not obstruct any fire or safety appliance, firefighting equipment or emergency exits on the company premises where work is being conducted.
- The following shall be maintained:
 - Good housekeeping standards will be maintained at all times and all tools and equipment will be stored away safely. Particular focus is placed on warehousing, especially the Butchery, general storage of chemicals, products and materials, Maintenance workshop and Battery charging areas. A high standard of housekeeping must be maintained in all areas, including depots and vehicles.
 - Access routes and aisle ways will be marked on all floors where work is being conducted and will be kept clear of all stored materials at all times.
 - Cables and other trip hazards will not be run across work areas and spills will be cleaned up immediately.
 - Adequate lighting will be provided during the winter months where employees are working to allow for safe access and egress if required.
 - Traffic routes in and out of Pallas Foods are kept clear and that parked vehicles do not obstruct free flow of traffic.
 - The warehouse and yard are strictly official business only areas.

4.4.6.3 Chilled/Frozen Warehouses and Food Safety

Work in Food Storage and Loading areas:

Legislation for food hygiene results in work at low temperatures at Pallas Foods. This applies to both the freezer and chill warehouses. Pallas Foods is committed to minimising such exposures as far as reasonably practicable. The nature of work in the Butchery requires the use of hands for food preparation and handling and thus the temperature in the Butchery is controlled at approximately 9 degrees C. The chill warehouse in general is at a temperature of 5 degrees C and the freezer warehouse is at -18 degrees C. The Health and Safety Authority Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 1 of Part 2:Workplace states that the employer must conduct a risk assessment to determine what is necessary for employee protection. Issues for consideration include degree of exposure, task rotation, local heating, heated rest facilities, insulation from cold surfaces, personal protective clothing and equipment. Pallas Foods provides heated canteen and rest room facilities. Personal protective clothing is provided and worn by exposed employees. Gloves are provided for handling of cold/frozen goods. Task rotation is not generally practicable as the majority of operational activities are in the chill or frozen warehouses and there is limited availability of work in the ambient warehouse.

Food Safety

Pallas Foods receives, stores and delivers cooked and uncooked food to customers. It operates demonstration kitchens in its Newcastle West and Dublin premises. Demonstration kitchen and food preparation staff (in particular Butchery personnel) will continually apply the training received to ensure that all persons consuming any food that is prepared on the premises will not be adversely affected. Pallas Foods has implemented and maintains the international food safety standard, ISO 22000:2005 to ensure the control and continuous improvement of its food and drink management processes. Food is occasionally prepared and served at off site catering events.

Food Preparation Areas

- All food preparation and serving surfaces should be smooth, impervious and capable of easy cleaning
- All other parts of the areas must be capable of easy and frequent cleaning
- Wood is not recommended but where unavoidable must be smooth and finished with an easily cleanable surface
- All equipment must be capable of easy and frequent cleaning
- Any surface coming into contact with food must be capable of being sanitised

Related documents:

- ISO 22000 Food Safety Management System

4.4.6.4 Welfare Facilities

The provision of welfare facilities required by legislation will be provided in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 2 Workplace and Work Equipment, Chapter 1 - Workplace and Amendment Regulations 2007*

Employees are reminded that any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify the manager or supervisor of any known side effects or temporary physical disabilities, which could hinder their work performance and which may be a danger to either themselves or their fellow workers. Management will arrange to assign appropriate tasks for that person to carry out in the interim. Employees must complete a medical questionnaire every three years as part of their manual handling training. This confidential information will be maintained by HR.

The following personal hygiene and general welfare facilities are provided where necessary.

- First aid boxes are located in each area with the names of the first aiders in those areas.
- There is also a dedicated first aid facility at the NCW depot.
- When interacting with hazardous materials or in potentially dirty areas, staff will wash their hands before eating, drinking, smoking or leaving the site.
- A dining area is provided in the Newcastle West depot for employee breaks.

The *Safety, Health & Welfare at Work Act, 2005*: requires all employers to provide safe places of work and safe systems of work. This covers the management of staff such that they are not incapacitated by drugs or alcohol consumption to carry out their work without risk to others. The Road Traffic Act also renders it a criminal offence for a driver to be unfit through drugs and/or alcohol. Pallas Foods is committed to assisting with the welfare of its employees, including those who may have a chronic alcohol or drug problem, in so far as it is reasonably practicable.

The following rules apply:

- Illicit drugs and alcohol - employees are not allowed to attend their workplace to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be subject to disciplinary procedures.
- Any employee who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs will be required to leave the Company premises immediately. The employee will be requested to relinquish the keys to their vehicle and transport will be arranged for them.

- At least one member of management will accompany the employee to attend the local company nominated medical doctor for a drug & alcohol test.
- The employee will forfeit payment for the remainder of the shift / day.

4.4.6.5 Installation, maintenance and use of storage racking

Warehouse racking is in use at Newcastle West and at the Dublin depot for the storage of products. Racking is designed to allow the safe, secure and efficient storage and retrieval of materials on site. 4.4.6.2 Access and egress, 4.4.6.7 Manual handling, 4.4.6.8 On site vehicles and equipment and 4.4.6.6/4.4.6.10 Chemical information and management and 4.4.6.11 Work at height, are also relevant to the use of racking and storage areas.

Racking poses risks of collapse or falling materials if incorrectly installed, maintained or used. The following controls have been implemented at Pallas Foods:

- Racking installed and maintained to BS EN 15512:2009 “Steel static storage systems. Adjustable pallet racking systems. Principles for structural design” and BS EN 15620:2008 “Steel static storage systems. Adjustable pallet racking. Tolerances, deformations and clearances.
- Trained and experienced maintenance personnel erect and maintain racking.
- Annual inspection & certification by competent approved consultants who advise of safe working loads and provide signage.
- Inspection by management. Reporting and corrective action for any incidents or damage.
- Pallets checked by Replenishers prior to placement in racking.
- Suppliers instructed by purchasing regarding pallet requirements.

- Forklift drivers trained to the required standard and experienced in loading and unloading racking.
- Areas where walkways go under storage locations are provided with the following protections to protect employees: No heavy items permitted on these locations; Additional support provided by meshing under the product location.

4.4.6.6 Information on Chemical Substances

All employees receive induction training which includes chemical safety awareness. Delivery drivers receive specific training related to the safe storage and handling of chemical products supplied to customers. Safety data sheets are available for all such products on the company server in the K:\Shared\Quality Assurance\MSDS Sheets folder.

Chemical substances and materials used in Pallas Foods are supplied in marked containers. The manufacturers or suppliers must show clearly the hazards, if any, of the contents of the container and must supply a Material Safety Data Sheet (MSDS) for the product.

Employees are encouraged to read the container labeling, become familiar with the hazards of the chemical, if any, and refer any queries to their supervisor, manager or the EHS Manager, Pat Devine, who will advise them.

As a further safeguard, and to ensure that Employees have full information on the potential hazards of working with any of the chemical substances used on site, the appropriate manager and/or the EHS Manager, Pat Devine, will obtain and file Safety Data Sheets describing the composition and hazards of all the chemicals used.

Any employee who requires information on any of the substances in use in Pallas Foods can review copies of the relevant MSDS by requesting through their Supervisor / Manager.

Related documents:

- Safety Data Sheets

- Chemical Risk Assessments

4.4.6.7 Manual Handling

All Pallas Foods employees are trained in safe manual handling techniques. Mechanical equipment will be used to reduce the level of manual handling on site by Pallas Foods employees where possible.

- Pallas Foods employees will not attempt to lift loads beyond their physical capacity.
- Avoid sudden and awkward movements while lifting.
- Check for rough surfaces, sharp or jagged edges, splinters etc. and use the appropriate protective clothing at all times.
- Do not allow the object being lifted impede your line of vision.
- Avoid slippery or other unsafe surfaces.
- All lifting will be carried out using the 8 principles of lifting:
 - Size up the load, make certain of good balance
 - Keep the back as straight as possible, tuck in the chin
 - Use the strong leg muscles rather than weaker back muscles
 - Carry the load close to the body
 - Watch where you are going
 - Make sure the hands and feet are clear in placing loads
 - Always ask for help when needed
 - Use mechanical equipment where possible.

4.4.6.8 On Site Vehicles, Tools and Equipment

Pallas Foods uses powered pallet trucks, Fork lift trucks and Reach trucks at Newcastle West and the Dublin Depot. Other locations may also use pallet trucks. Powered pallet trucks are favoured over Fork Lift or Reach trucks. All such equipment is maintained by an external competent contractor. Battery

charging is conducted on site and related equipment is also maintained by a contractor.

Operational controls for Powered Pallet Trucks and Fork Lift Trucks include:

- Trained and competent drivers.
- Regular monitoring and supervision of driver performance.
- Medical questionnaire completed by drivers upon hire and at three year intervals.
- P.M. (Preventative maintenance) programme implemented for vehicles.
- Statutory inspections completed as required by the Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Workplace and Work Equipment, Chapter 2 - Use of Work Equipment and Amendment Regulations 2007.
- Pre-use checks are conducted by user and Safety Observation form by management.
- Drivers trained to avoid distractions and focus on direction of travel.
- All employees and other personnel in warehousing areas must wear high visibility clothing.
- Keys removed from vehicles when not in use.
- Housekeeping.
- Aisles kept free.
- Not used for loading or unloading vehicles.

Machinery and equipment used on site include refrigeration plant, Effluent Treatment Plant, Electricity Generator, Truck wash and associated water recycling equipment, packaging compactors, pallet wrapper, dock levellers, bay doors, butchery equipment and demonstration kitchen equipment. Risk assessments and operating procedures have been documented as appropriate. Machinery is CE marked and interlocked and fixed guards are installed, maintained and used where appropriate.

The Maintenance Department manage the servicing, maintenance and repair of machinery and equipment and ensure that statutory inspections are conducted as applicable.

All tools and equipment used by Pallas Foods employees are be maintained in good condition and only operated by trained and competent employees. Maintenance tools include pedestal drill, welding equipment (MIG, TIG and oxyacetylene), grinders, soldering equipment and hand tools. Knives are used in the Butchery.

Equipment and machinery controls include:

- Safe System of Work documented for use of loading bay doors and dock levellers.
- Clear instructions at the point of use for warehouse equipment.
- No items of equipment or machinery will be operated without suitable guards.
- All portable electric tools will be disconnected when not in use.
- Power tools will not be used for applications other than those specified in the operating instructions of the power tool.
- All portable power tools will be maintained in good working condition and inspected on a regular basis.
- All operators of portable power tools will operate them at a rate for which they are intended, no power tool will be operated under excessive force for which it was never intended.
- No power tools will be modified, have guards removed or be used, except in a manner that complies with the manufactures instructions.
- Power cords on all portable equipment will be checked on a regular basis and every effort will be made to avoid contact with heat, oil and sharp edges as part of PAT requirements.
- All portable tools will be operated at the reduced rate voltage (110v)

Related documents:

- Risk Assessments
- Equipment Manuals.

4.4.6.9 Electrical Safety

All electrical work carried out on Pallas Foods property will be completed by a qualified and experienced electrician or contractor, and in compliance with I.E.E. Regulations and the Electro-Technical Council of Ireland.

When working with electrical equipment, i.e. Control panels, Motors etc., isolation must be achieved, locking off where appropriate.

- Where it is not possible to or practical to isolate the system, a second person will be in attendance to act as a watchman, to prevent accidental use while work is in progress.
- Unused or redundant cables should be identified and terminated in suitable enclosures at both ends.
- When isolating electrical equipment always ensure the following:
 - The correct identification of equipment does not depend on labels/tags as they are not always correct.
 - Remove mains and control circuit fuses or switch off circuit breakers.
 - Lock isolator, circuit breaker or any other type of isolation device in the off position at both source and field.
 - Attach appropriate labels to isolated equipment (lockout/danger tags).
 - Always double check that equipment is totally isolated with volt meter at both source and field.
 - Never rely on automatic isolation systems such as photocells interlocks etc. for isolation, isolation should be physical not automatic.
 - Live electrical equipment must always be protected by appropriate doors, panel covers or other devices- live equipment must never be left unattended while exposed.

- A Permit to Work system will be in operation for work on electrical equipment. Higher risk equipment PAT annually.

Related documents:

- EHS-04 Control of Hazardous Energies

4.4.6.10 Chemical Controls

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments, we are exposed to hazardous substances, however this can be done safely if used in a controlled manner and circumstances.

The following control measures are put into place in all circumstances where hazardous substances are in use:

- Awareness training communicated to the relevant staff
- Specific hazardous chemical and transport of chemical training for delivery drivers
- All goods supplied must have a corresponding Safety Data Sheet (SDS) maintained on the Quality Assurance folder of the server.
- Substances used by the maintenance and hygiene departments require extra attention and awareness training for the relevant staff
- All safety controls advised, such as the use of PPE or spill control procedures, must be obeyed;
- Suppliers of hazardous substances are obliged to provide an SDS for each substance – where one has not been received it should be possible to request an SDS for an existing substance;
- Any emergency response procedures – such as spill control are addressed and practiced as necessary. Spill kits are available in each delivery vehicle.
- Pallas Foods employees will be aware of the inherent hazards associated with any hazardous materials brought into the business.

- Suitable personal protective equipment applicable to the hazardous material will be supplied and worn by our staff when handling at all times.
- Pallas Foods employees will make themselves aware of any hazardous materials used on the premises. This is included in the chemical awareness training at induction.
- There is no Asbestos present at the NCW depot or at its associated distribution and delivery centres.
- All hazardous materials brought on site will be stored in suitable chemical containers.
- All chemical containers will be fitted with an appropriate label providing the necessary information and symbol on the hazardous material.
- A safety data sheet will be available on site for every hazardous material.

Related documents:

- Safety Data Sheets
- Chemical Risk Assessments
- EHS-016 Chemical Control procedure

4.4.6.11 Working at Height

All work from heights will be carried out in accordance with the requirements of *Safety, Health and Welfare (General Applications) 2007 Part 4 Work at Height and Amendment Regulations 2007*.

Work at height at Pallas Foods will generally be implemented through the use of a Mobile Elevated Work Platform where a more permanent scaffold or structure is not practicable. Only personnel trained and qualified to operate MEWPs are permitted to do so. Trained personnel must use appropriate safeguards, including safety harness and lanyard attached to the MEWP structure, hi-visibility clothing, safety shoes and other PPE as required by the

specific task. Work conducted externally using a MEWP also requires the use of a hard hat.

Work from ladders will only be conducted on the basis that the work has demonstrated that the use of ladders is suitable for the work being performed because of the low risk and –

- Short duration of use,
- Existing features on site that he or she cannot alter.

This assessment is in accordance with the requirements of Part 4 of the *Safety, Health and Welfare (General Applications) Regulations 2007*, and in particular Section 95.

Ensure that the ladder is in good condition and is positioned securely against a solid structure at a safe angle (approximately 75 degrees with the horizontal).

- Clean any mud or greasy substances from your footwear before climbing the ladder.
- Securely lash the top of the ladder to the structure to prevent movement, before commencing work.
- Always face the ladder and use both hands when climbing or descending. Three out of the four body contacts should be in contact with the ladder when climbing or descending. Carry your tools in special pockets or a shoulder bag, or raise and lower them with a hoist/rope.
- Always work facing the ladder and hold on with one hand. If both hands are required for working, use a safety belt.
- It is dangerous to reach out too far in any direction from a ladder. If necessary, move the ladder across.
- Only one person is allowed on a ladder at any one time.
- Never work above the second top rung of a ladder. Do not straddle a ladder.

DO NOT use metal ladders or wire reinforced wooden ladders near electrical wires, circuits, fixtures or power lines.

- If necessary, have an assistant hold the bottom of the ladder to prevent movement and to warn any personnel and drivers of vehicles in the area.
- A safety harness and lanyard shall be used at all times while carrying out work at height from an MEWP, or other non-permanent structure.

4.4.6.12 Policy On Preventing And Dealing With Bullying / Harassment At Work.

Pallas Foods is committed to providing all of its employees with an environment free from bullying and harassment. All employees must be treated with dignity and respect at work. All employees will be expected to comply with this policy and management will take appropriate measures to ensure as far as possible that bullying/harassment does not occur. Appropriate disciplinary action, including dismissal, will be taken against any employee who violates this policy including the making of a vexatious complaint of bullying.

Pallas Foods will strive to handle complaints in a manner which is fair and sensitive to the parties involved. In so far as practicable, confidentiality will be maintained. An employee will not be victimized for making a complaint of bullying.

The policy applies to employees both in the workplace and at work associated events such as meetings, conferences and work related social events, whether on the premises or off site.

The policy applies to bullying/harassment not only by fellow employees but also by a client, customer or other business contact to which an employee might reasonably expect to come into contact with in the course of their employment. Bullying from external sources (for example in a telesales situation or on a delivery to a client) must be reported to the supervisor or manager of the person being bullied. Management must take appropriate action to address such issues.

DEFINITION OF BULLYING

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.

Bullying includes conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material or conduct which threatens or intimidates.

Other examples of bullying behaviour include patterns or repeated incidences of:

- Personal insults and name calling
- Persistent unjustified criticism and sarcasm
- Inappropriate communication with other employees including shouting
- Unfair delegation of duties and responsibilities
- Setting unreasonable deadlines
- Unnecessary work interference
- Making it unnecessarily difficult for staff to have access to necessary information
- Excessive and unjustified monitoring of work
- Aggression
- Continuously refusing reasonable requests without good reasons
- Intimidation and threats in general.

Reasonable and necessary performance management is not bullying.

DEFINITION OF HARASSMENT

Harassment means any unwanted conduct related to the employee's age, gender, sexual orientation, religion (or absence of religious belief), race, colour,

nationality or ethnic or national origins, disability, marital status, family status or membership of the traveller community which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

In either case, the unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Examples of harassment include:

- Jokes
- Comments
- Physical harassment
- Visual displays
- Isolation
- Pressure to behave in a manner which the employee believes to be inappropriate by reference to one of the discriminatory characteristics.

Examples of sexual harassment include:

- Sexual gestures
- Displaying sexually suggestive objects, pictures, calendars
- Sending, displaying or creating inappropriate correspondence including faxes, text messages or e-mails
- Unwelcome sexual comments and jokes
- Unwelcome physical conduct such as pinching, unnecessary touching, etc.

Inappropriate or repeated unwelcome requests for social contact;

The above examples are indicative of the type of conduct which is considered to be bullying or harassment by Pallas Foods and the above list is not exhaustive. Each case will be decided on its own facts and circumstances.

COMPLAINTS PROCEDURE

There is both an informal and formal procedure to deal with the issue of bullying/harassment at work. For practical purposes it is important to make the complaint as soon as possible after the incident. Any investigation will be completed as quickly as possible. Pallas Foods is committed to ensuring a fair, impartial, confidential and prompt investigation of complaints.

The nature of a complaint may depending on the circumstances require a tailored approach to investigation and decision making. Pallas Foods therefore reserves the right to decide in each particular circumstance on the appropriate investigative person or personnel, the decision maker, the timescale, the manner of the investigation of the complaint, the decision making, the appeal and any post complaint action. Any such deviation shall not be a breach of this policy or invalidate any decision made providing such deviation is not material and does not impact on the rights of the employee or essential fairness of the policy.

Informal Procedure

Complaints of bullying or harassment can be dealt with informally where possible. An employee who is the recipient of unwanted conduct should in the first instance ask the perpetrator to stop immediately. It may be the case that the perpetrator does not realize that the conduct is unwelcome and this may resolve the matter. It is important that unwanted actions are not allowed to continue; therefore an employee should make it known to the perpetrator at an early stage that the conduct is unwelcome.

The informal approach may produce solutions that are speedy and effective. If a person finds it difficult to approach the alleged perpetrator directly then a person should seek assistance from:

A work colleague; or A manager; or A member of human resources (if appropriate in the circumstances) who will be a contact person on a confidential basis with a view to approaching the alleged perpetrator.

In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner. A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure will not reflect negatively on a complainant in the formal procedure.

[Alternatively, the employee can refer the matter to the Ombudsperson who will decide on the most appropriate action.]

It is recognised that it may not always be practical to use the informal procedure particularly where the bullying or harassment is serious or where the people involved are at different levels in the organisation. In such instances the employee should use the formal mechanism set out below.

Formal Procedure

The first step in making a formal complaint is to refer the matter in writing to the employee's HR Manager as soon as possible. The complainant should be identifiable.

Pallas Foods cannot resolve anonymous complaints. All complaints received will be treated seriously, confidentially and dealt with as soon as is practicable. The alleged perpetrator will then be notified of the nature of the complaint as soon as practicable.

After reviewing the initial complaint and after making the initial notification to the alleged perpetrator, Pallas Foods will then issue a proposed timescale in relation to the investigation. Pallas Foods will also notify the parties who the investigator or investigators (if there is more than one) is/are, who the decision maker is and to whom an appeal will lie. The investigator(s), the decision maker

and the person to whom an appeal will lie will be members of management who are the appropriate persons in the opinion of Pallas Foods in the circumstances.

The complainant must be prepared to give full details of the complaint and the complainant will be interviewed in relation to the complaint. The perpetrator will be given a full opportunity to respond to the allegations. The complainant may be accompanied by another employee to any meeting in which he/she is being interviewed. The alleged perpetrator may be accompanied by another employee to any meeting in which he/she is being interviewed.

If it becomes apparent during the investigation that other witnesses need to be interviewed, they will be interviewed and witness statements will be taken. Any employee who is interviewed as a witness has a duty to co-operate in the investigation, to deal honestly and to respect the confidentiality of the investigation.

Witness statements can play an important role in the investigation and determination of a complaint. Statements given by witnesses will be circulated to the complainant and the alleged perpetrator for their comments.

When the investigation has been completed in the opinion of the investigator(s), both the complainant and the alleged perpetrator will be given a copy of the investigator's findings arising out of the investigation. Both parties will be given the opportunity to submit their comments in writing to the investigator on the investigator's findings.

After the comments have been submitted, the investigator will pass the findings and the comments on the findings to the decision maker. The role of the decision maker is to decide what action Pallas Foods will take. The decision maker will decide within a reasonable period, such period to be decided by Pallas Foods, what action, if any, needs to be taken. Both parties will be informed of the decision maker's decision within a reasonable period.

Both parties will have the right to appeal the decision of the decision maker within a reasonable period. Pallas Foods will notify the parties of the person to whom the appeal should be directed and the procedure for appealing.

Action Post Investigation

Where a complaint is upheld a disciplinary hearing will take place. The disciplinary action to be taken will be in line with the company's disciplinary policy. Should a case of bullying/harassment be proven then appropriate disciplinary action will be taken.

This can include a warning, transfer, demotion or other appropriate action up to and including dismissal. Records of any warnings for bullying/harassment will remain in the employee's file and will be used in determining disciplinary action to be taken if any further offences of the same or similar nature occur in the future.

Integrity of this Policy

Retaliation of any kind against an employee for complaining or taking part in an investigation concerning bullying/harassment at work is a serious disciplinary offence. Any employee who feels that he/she has been victimized should refer the matter immediately to their Human Resources Manager.

Malicious Complaints

If a complaint is found to be malicious, then the appropriate disciplinary action up to and including dismissal will be imposed.

Further Information

All questions relating to the execution or interpretation of this policy should be referred to Human Resources

4.4.6.13 Pallas Foods Workplace Violence Policy

I. Purpose and Objective

Pallas Foods is committed to providing a safe workplace for all employees, customers, suppliers, vendors, and guests. Accordingly, threats and acts of violence in the workplace will not be tolerated, and will be quickly investigated and addressed when they occur. This Policy applies to acts of violence, threats or other conduct that occur on Company Premises, occur during the course of Company business, occur through the use of Company property, and/or affect Pallas Foods's business interests. This Work Place Policy achieves these goals by:

- A.** Establishing an effective process for identifying, preventing and handling threats or violence in the workplace;
- B.** Creating awareness of actions that can reduce the likelihood of threats that escalate into violent behaviour; and
- C.** Creating accountability and responsibility for these actions.

II. Definitions

Protected Persons: These guidelines are designed to cover employees, visitors, customers, vendors, contractors, and other people assigned to work on Company Premises, as well as people engaging in Pallas Foods business off-site.

Company Premises: Company Premises includes any property that Pallas Foods owns, leases or otherwise controls or occupies, including parking lots.

Workplace Violence: Workplace violence is defined as any conduct on Company premises; while conducting company business; or while otherwise representing the Company, that is intended to cause physical harm to a person

or property or otherwise intended to have a negative impact on the safety and/or security interests of the Company.

Threat: A threat is any action taken or intent communicated to another individual that would arouse fear, hostility, intimidation or the apprehension of harm in another person for his/her personal safety, or for the safety of his/her family, friends, co-workers, clients, employer or property. A threat can be communicated in writing, verbally, or by gesture, or by any combination thereof. If sufficiently egregious, a threat can constitute a criminal act. Examples of threats include menacing gestures, flashing of a concealed weapon, stalking, or statements of dire consequences if certain actions are or are not taken.

Examples of Prohibited Conduct:

The following are examples of conduct that constitute prohibited, violent or threatening behaviour:

- Fighting or engaging in any violent or threatening physical contact (e.g. hitting, punching, slapping, shoving, kicking, biting, etc.);
- Stalking, harassing, threatening or intimidating others with violence;
- Unauthorized possession or use of firearms, ammunition, explosives, knives, caustic chemicals or other weapons, or use of any tool or other object as a weapon; bringing a weapon, including a concealed weapon, onto Company Premises whether in a personal vehicle or otherwise, and whether or not a license or permit to carry such a weapon has been obtained;
- Engaging in arson, vandalism, acts of sabotage, or other activity which causes damage to the property of Pallas Foods;
- Promoting violence or threats as an appropriate manner in which to solve workplace disputes;
- Engaging in any action outside of work which reasonably has an adverse impact on the safety and security of other employees, the workplace or the Company's interests

- Any other act(s) which a reasonable person would consider as inappropriate and/or posing a danger or threat of danger/violence in the workplace. Such behaviour includes, but is not limited to, oral, written or email statements, gestures or expressions that communicate a direct or indirect threat of physical harm;
- Making offensive comments regarding violent events and/or behaviours.

III. Responsibilities

Employee:

Each employee is responsible for

- Maintaining a safe working environment;
- Abiding by these Guidelines
- Promptly reporting any threat or act of violence in the workplace in accordance with the process outlined by the Company when the employee
- Witnesses or is aware of an act of workplace violence;
- Witnesses or is aware of a threat of violence or intimidating conduct in the workplace, or
- Believes in good faith that an employee or others on site may commit workplace violence or threats or may become a victim of workplace violence or threats; and
- Cooperating in the Company's investigation of threats or acts of violence in the workplace.
- Supervisors/Managers:
- Supervisors and Managers are responsible for:
- Reporting all incidents of violence or threats in the workplace to the security manager.

- Assessing the need for additional training of employees in (i) understanding potential warning signs that an employee may become violent in the workplace, and (ii) conflict resolution; and
- In conjunction with HR, determining and implementing, where appropriate, disciplinary actions.

IV. Confidentiality and No Retaliation

Confidentiality will be maintained to the extent practicable any time information is given concerning threats or acts of violence in the workplace. Information will be shared only on a “need to know” basis. In addition, retaliation against anyone reporting threats or acts of violence is strictly prohibited.

V. Discipline

Any employee who commits acts of violence, engages in threats or other intimidating conduct, or otherwise engages in prohibited conduct as stated in these Guidelines will be subject to discipline up to and including dismissal.

4.4.6.14 Pregnant Employees

The company adheres to all the provisions of the *Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 6 Sensitive Risk Groups, Chapter 2 – Protection of Pregnant, Post Natal and Breastfeeding Employees and Amendment Regulations 2007* and all leave entitlements adhere to the *Maternity Protection Acts 1994 and 2004*, as outlined in the Pallas Foods Leave Policy.

These regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, a risk assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: (In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents).

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. Adequate control means:

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present they must either be eliminated or safeguards put in place to protect the employee's health and safety.

These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the employee to other safe work.
- Allowing pregnant employees to use the visitor parking area during adverse weather conditions.

If these safeguards are not possible then the employee must be granted safety and health leave. This is leave which is paid for by the employer for a period of 21 days. If the Health and Safety leave extends beyond 21 days the woman may be entitled to a social welfare benefit, subject to her P.R.S.I. contributions.

Pregnant women and nursing mothers will have the facility of a rest area if necessary.

4.4.6.15 Stress Policy

Pallas Foods adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against **ALL** risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace:

- Poorly organized shift work
- Faulty work organization
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

Pallas Foods will utilize the following methods of managing stress:

- Ensure that employees are aware of the potential causes of stress and the early warning signs
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Where employers are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

- Ensure employee supports are implemented, including policies and procedures to adequately support employees, including management, colleague supports and constructive feedback;
- Employees know how to access the required resources to do their job;
- Ensure that, as far as possible, the different job related requirements on employees are clear and compatible;
- Enable employees to raise concerns about any uncertainties or conflicts they have in their role and responsibilities.
- Ensure adequate employee consultation on changes which could affect their role or responsibilities, and provide opportunities for employees to influence proposals;
- Pallas Foods employee assistance scheme, which offers confidential and individual counselling and other advice to employees who may need it

4.4.6.16 Smoking Policy

No smoking is allowed in any enclosed area of the workplace. This policy is in accordance with *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions.*

It is the objective of Pallas Foods to take as far as is reasonably practicable, all reasonable steps to safeguard the health, safety and welfare of all employees and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective Pallas Foods will protect all employees, contractors and visitors from the discomfort and health risks associated with passive smoking. Smoking anywhere indoor within the Pallas

Foods Facility is not permitted under Irish law **ref** Smoking shall not be permitted in any enclosed area of the workplace as defined by *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*

There is a smoking break location outside at each depot. Smoking is not permitted in a company vehicle or at a customer site.

All NO SMOKING signs are to be observed at all times.

4.4.6.17 First Aid

The provision of first aid equipment required by legislation will be provided in accordance with *the Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 7 Safety Signs and First-Aid, Chapter 2 – First-Aid and Amendment Regulations 2007*. Pallas Foods is committed to having an adequate number of persons who are qualified to administer first aid.

The location of the first aid kits and AED device will be communicated to all employees working on the premises. The names of trained first aid employees in each area are displayed on each first aid box and on notice boards.

The first aid box is to be used for First Aid purposes - '**use it but do not abuse it**'. If you see that certain items are missing, in short supply or 'out-of-date', inform the owner so that they can arrange for replenishment.

All injuries must be reported, if you use the First Aid box for any reason, record the usage and make sure you report the injury to the owner.

Following an accident requiring first aid treatment, an accident report form must be completed as required by procedure EHS 002 Accident and Incident Reporting and Investigation. In the event of a serious injury the ambulance service must be called, the EHS Manager, Pat Devine, must be notified and a full accident investigation carried out.

A check will be carried out regularly to identify any replacement stocks needed. Following this check, a list of stock required will be purchased. The restocking

of the first aid boxes will be the responsibility of the person responsible for Health & Safety.

Related documents:

- EHS-02 Accident and Incident Reporting and Investigation

4.4.6.18 Members of Public, Contractors, Visitors and Suppliers

a. Visitors

It is recognized that members of the public are more susceptible to our occupational hazards due to unfamiliarity of the site and the materials being stored within the site. Therefore, all employees must be aware to the dangers of having the members of the public on the site and take all reasonably practicable measures to ensure that no member of the public is injured in any way while visiting the company premises.

The following procedures have been put in place to eliminate or minimize risk to the public and these procedures must be strictly enforced:

- All areas must be kept clear and free from slip-trip-fall hazards – any liquid spillages must be cleared up immediately and trailing cables and excess stock must be avoided where possible.
- The car park and main pedestrian walkway areas should can be treated during frosty weather to help minimize the risk of injury caused by slipping. The Newcastle West depot warehouse maintains a supply of salt/grit and details can be had from the maintenance department.
- All vehicles must be driven within the specified speed limit.
- The car parking areas must be kept in a tidy condition – all excess materials, must be placed in proper receptacles and not discarded elsewhere.

- No members of the public are permitted to use Pallas Foods machinery or equipment, hand or power tools on the premises.
- All parking should be controlled and not create additional hazards.

b. Contractors

Contractor's staff must complete the Pallas Foods Contractor Induction training prior to any work commencing.

Contractors are required to supply specific information and documentation as requested by Pallas Foods. Failure to supply this information will constitute breach of contract and as such, the contract may be terminated.

The specific information required includes proof of insurances, copy of safety statement, a method statement/risk assessment and training certification where appropriate.

Contractors must liaise with their Pallas Foods contact and discuss and agree the safety precautions deemed necessary by either party. Contractors must receive approval from Pallas Foods for any chemicals brought onto the premises, provide a SDS and must take responsibility for removing any waste generated by their activities while on site.

Contractors and suppliers must adhere to site safety rules. Contractors and suppliers are obliged to be aware of the terms and conditions of their contract or purchase order from Pallas Foods which has specific safety requirements and defines consequences which include monetary fines for violations of these requirements.

Related documents:

- EHS-05 Control of Contractors

4.4.6.19 Lone Work

Pallas Foods are aware of the need to manage the hazards associated with lone working. Lone work at Pallas Foods is conducted by delivery drivers, sales reps and maintenance personnel on a routine basis, and by other personnel in specific circumstances, for example if working late or at weekends. Lone workers should take sensible personnel precautions when working alone. EHS-03 Lone Work procedure describes the process for lone worker protection at Pallas Foods.

Lone workers must be supervised by one of the following means, appropriate to the work situation concerned:

- Periodic supervisory or security checks
- Periodic contact by telephone
- Informing colleagues that you plan to be working alone

Lone workers must not put themselves at risk. If these workers do not feel safe they should discuss the situation with their direct manager.

Lone workers must be familiar with the company emergency procedures. They should also have access to adequate first-aid kits suitable for treating minor injuries.

If there is a risk of violence to the lone worker then the worker should be issued with a personal attack alarm, radio or other suitable device.

Accidents, dangerous occurrences and near misses experienced by those working alone must be properly reported, recorded, investigated and monitored. Lone working by warehouse staff is not permitted.

Related documents:

- EHS-03 Lone Work Procedure

4.4.6.20 Occupational Exposure to Noise

Noise surveys have been carried out by an external consultant to determine what the occupational noise levels are in the facility. These surveys were carried out in conformance with the Safety Health & Welfare at Work (General Application) Regulations 2007, Part 5 Physical Agents, Chapter 1 – Control of Noise at Work and Amendment Regulations 2007. At present, the plant compressor rooms and maintenance workshop are the principle areas of concern. PPE in the form of appropriate ear muffs has been provided and the required warning signs are posted in these areas.

4.4.6.21 Personal Protective Equipment

Personal Protective Equipment (PPE) is managed as required by the Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 2 Workplace and Work Equipment, Chapter 3 - Personal Protective Equipment and Amendment Regulations 2007. PPE is supplied based on the output from risk assessments where a residual risk remains after the implementation of higher priorities on the hierarchy of control. PPE is provided free of charge by the company and on an individual basis. Employees are expected to take care of their PPE and to report any defects. Mandatory PPE must be worn in the relevant areas and where prescribed by risk assessment, procedure or Safe System of Work (SSOW). The following PPE is provided and must be used:

- Protective thermal clothing (for example in environments such as the chill and freezer areas of the warehouses)
- Safety footwear
- Hi-vis clothing
- Hard hats (for external work at height)
- Hearing protection for specific tasks
- Eye protection for maintenance work
- Hand protection when using sharp tools or equipment (e.g. in the butchery)

- Harnesses and lanyards for work at height
- Mobile phones, radios
- Vehicle personal safety devices such as seat belts and emergency alert GPS beacon

Where applicable the PPE must be certified to the relevant Euro-norm standard (EN) and carry the CE mark, for example:

- Disposable face masks to comply with EN 149
- Eye protection (e.g. safety glasses) to comply with EN166
- Head protection (e.g. bump hat) to comply with EN 812
- Safety footwear to comply with EN ISO 20345, 20346, 20347
- Hi-visibility vest and jackets to comply with EN 471.
- Ear muffs to comply with EN 352-1 and ear plugs to comply with EN 352-2
- Specific safety gloves must comply with EN 388 (Mechanical hazard protection), EN 407 (Temperature protection) and EN 374 (Chemical hazard protection)
- Safety harnesses to comply with EN 361 and associated lanyards with EN 355.

4.4.6.22 Ergonomics, VDUs /Computer Work-stations

Ergonomics is a science concerned between the “fit” for people and their work. It aims to make sure that tasks, equipment, information and the environment fit each worker. It takes into consideration a range of factors including the job/task being done, the individual’s physical and psychological characteristics, the organisational and social environment.

Pallas Foods has a significant number of VDU users in the Telesales, Administrative and other office areas. Our goal is to comply with the Safety Health and Welfare at Work (General Application) Regulations 2007, Part 2 Workplace and Work Equipment, Chapter 5 - Display Screen Equipment and

Amendment Regulations 2007. The company provides training for VDU risk assessors, predominantly in the Telesales/Administrative Areas. The trained VDU assessors conduct assessments as required under the Regulations. Work stations are designed to comply with the requirements for lighting, equipment, furniture and layout. Tasks are designed to ensure that employees can take breaks away from direct use of the VDU screen. Employees are also provided with the opportunity to have VDU related eye sight tests and where applicable corrective lenses and frames are provided.

4.4.6.23 Biological hazards

Pallas Foods has identified the potential for exposure to incidental biological hazards in certain areas of its operations. These are inherent in the Butchery section of the Chill Warehouse which involves the handling of raw meat and use of knives. Biological hazards may also be posed from staff administering First Aid (blood borne pathogens - BBPs). Maintenance staff may be exposed while working on the effluent treatment plant system. There is potential exposure from the activities required in handling and disposing of our waste which contains contaminated food and rodent waste.

By practising good personal hygiene (washing hands regularly with warm soapy running water and applying anti-bacteria hand gel) and applying food safety protocols consistently, the risk of exposure is greatly reduced. Any cuts or abrasions must be treated immediately, and workers must ensure good hygiene practices before and after exposure to raw meat.

First Aiders are trained to protect themselves from BBPs, principally by good hygiene practice and wearing the approved medical glove.

Good hygiene must also be practiced by Maintenance and other employees who may work externally. Always wash hands prior to eating, smoking, using the bathroom and at the finish of shift. Applying hand sanitizer (available throughout the site) is encouraged. Legionella is an issue we are aware of, but we do not operate water cooling tower type of air conditioning and refrigerant plant equipment.

4.4.7 Emergency Preparedness and Response

Emergency / Fire Procedures

Evacuation drills will take place at Pallas Foods as required, generally once every six months. Employees are reminded to familiarize themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. After each evacuation a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. A Fire Register will be kept by Pallas Foods and is the responsibility of the EHS Manager. The fire register will include company details, specific duties for employees in the event of a fire, a log of fire procedure notices and fire drills, an inventory of firefighting equipment held by Pallas Foods a record of employee instruction/training and a maintenance/test/inspection schedule. In the event of a fire, the register must be removed to the fire assembly point.

List of Emergency phone numbers

Ambulance	999 / 112
Gardaí	999 / 112
Fire	999 / 112
ESB	1850-372-999
Shannon Doc	1850 212 999
Limerick Co. Co. Environment Section	061 49 62 64



a. Fire Prevention Policy

The risks of a fire occurring is considered low taking into account the following preventive procedures:

- Proper control is maintained in regard to persons observing the safety procedures on site.
- A fire detection and alarm system installed at the depots.
- There will be proper waste receptacles and these will be emptied on a daily basis.
- All electrical equipment conforms to ETCI guidance and is certified and maintained as such. Thermal imaging checks of electrical panels is carried out on a regular basis.
- No combustible material within one metre of an electrical storage heater.
- Some employees have received training as Fire Wardens.

b. *Emergency Plan*

- On discovering a fire, the employee, contractor or visitor must immediately raise the fire alarm by activating a BGU.
- Attempts should not be made to extinguish the fire unless the person feels confident enough and has been trained to use the fire extinguisher/hose. At all times the persons attempting to extinguish the fire should place themselves between the fire and the exit route.
- On hearing the fire alarm all persons, with the exception of the fire team members, should immediately stop what they are doing and leave the premises, assembling at their designated fire assembly points.
- The fire warden/s (supervisors) shall ensure that the correct numbers of persons are assembled at their assembly point and that all missing persons are accounted for.

c. *Bomb Threat*

If you receive a bomb threat take the following action:

- Do not open any post or packages
- If it is a telephone threat write down the callers exact message
- Dial 999 / 112 and ask for the Gardai
- Activate the Fire Emergency Alarm System
- Evacuate the premises immediately and do not allow anybody to enter the premises

NB All Bomb Threats to be taken very seriously at all times.

Fire Safety

Fire extinguishers, fire hose reels and gas extinguishant are provided and correctly sited to meet safety requirements where required. These appliances are provided to deal with incipient fires. Trained personnel using these appliances should only tackle small fires.

All of Pallas Foods firefighting equipment is tested and serviced annually by certified contractors. In accordance with the recommendation of the appropriate *Irish Standard I.S. 291.1998* for fire equipment, 30% of extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment.

- Pallas Foods employees are very aware of the potential of fire hazards as a result of their activities or smoking on site. All our employees will take all reasonable care in our work activities to ensure we do not generate any potential fire hazards on site.
- Combustible materials will not be allowed to build up on the company premises and will be removed to bins or skips on a regular basis.
- Smoking will only be permitted in approved areas.
- It is strictly forbidden to bring any personal electrical equipment on site.

- Hot work permit is required where hot work is carried out, with regards to maintenance and or construction/alteration of premises. Appropriate firefighting equipment will be maintained on site and in the vicinity of the hot works at all times.
- All firefighting equipment located on the premises of Pallas Foods will be in accordance with the requirements of the area that it is being located, as well as meeting the required classification for that area based on the classifications as per I.S. 290: 1986 standard.
- All employees must finger scan on arrival at work and scan again when leaving the site.

Related documents:

- Procedure EHS-015 Emergency Response/Evacuation & Fire.

4.5 Checking

4.5.1 Performance Measurement and Monitoring

OHS Monitoring

Examples of activities which relate to the OHS Management System that are monitored and measured include:

- Hazards and Risks
- Occupational Exposure to workplace noise and chemicals
- Training
- Accidents and Incidents, and associated lost time recorded
- Health and safety training requirements
- Near miss incidents
- OHS Performance of contractors

Progress towards meeting objectives and targets is monitored by means of management meetings. All other OHS functions are reviewed/monitored by the Health & Safety Manager.

Calibration

Whenever occupational exposure monitoring is carried out by external third parties Pallas Foods requests that monitoring reports include evidence of the use of calibrated equipment.

Related Documents

- Accident/Incident Reports
- Calibration records
- Training records
- Risk Assessments

4.5.2 Evaluation of Compliance

Pallas Foods ensures that it evaluates compliance with legal and other requirements on an ongoing basis using the Pegasus Legal Register (www.Pegasuslegalregister.com) as described in EHS – 12 Legal and Compliance Procedure. An evaluation of compliance with legal and other requirements is also carried out as part of the annual management review of the safety management system.

Related documents:

- EHS – 12 Legal and Compliance Procedure

4.5.3 Incident Investigation, Non-Conformity, Corrective Action and Preventive Action

4.5.3.1 Accident and Incident Notification and Investigation

All accidents and dangerous occurrences will be notifiable under Regulation 59 of S.I. No.44, 1993 to the Health and Safety Authority (HSA) by the owner on the Accident Report Form and Dangerous Occurrences Form respectively. Procedure EHS-002 Accident and Incident Reporting and Investigation details the requirements implemented by Pallas Foods.

If an employee is absent from work for more than three calendar days due to an industrial injury or illness, it is a statutory requirement (S.I. No. 44. 1993) that formal notice is given to the Health & Safety Authority on the appropriate form 'IR1' (available on www.hsa.ie).

All notification of accidents or dangerous occurrences to the enforcement authority of the HSA will be completed by the person responsible for Health and Safety.

Pallas Foods must also report on OSHA and DART accidents to Sysco on a weekly basis. Accident and incident key performance indicators are maintained at Pallas Foods and Sysco review and set KPI standards at corporate level.

All accidents to a person, whether or not in the employment of the company, resulting in injury, however slight, must be reported to and recorded by the

owner and the appropriate accident reporting form filled out. All accidents must be investigated by the supervisor or manager of the employee and functional area involved, and supported by the EHS Manager as necessary. Accident Investigation Training has been provided to Depot Managers by the H&S Manager.

Related documents:

- EHS-002 Accident and Incident Reporting and Investigation

4.5.3.2 Non-conformity, corrective action and preventive action

Reportable Corrective and Preventive actions in response to OHS non-conformance are carried out as appropriate under the management of Pat Devine, and by the appropriate Pallas Foods personnel or contracted person. This process is described in Procedure EHS-013 Non-conformity, corrective and preventive action. Changes to procedures resulting from an action are recorded as for all document changes.

Disciplinary Action

Where coaching, advice, persuasion and informal contravention fail to achieve compliance with safety and health rules; it is the policy of Pallas Foods to take disciplinary action on the matter. The process is outlined in the company disciplinary policy & procedure.

Related Documents:

- EHS-02 Procedure for Safety Incident Reporting and Investigating
- Associated EHS-02 forms – reporting person, injured person
- Witness person, first aid person
- Checklist for safety incident investigating

4.5.4 Records

A list of OHS Records is maintained which stipulates the location, period of retention, type of information and responsibility, including for each type of record forming part of the OHS Management System.

All Pallas Foods employees responsible for the keeping of records associated with the OHS Management System must ensure that these are stored and maintained in such a way that they are readily retrievable and protected against damage deterioration or loss.

Related Documents

- Procedure EHS-014 Control of EH&S Records.

4.5.5 Internal Audit

Internal OHS management system audits will be carried out in accordance with the process outlined in the international standard ISO 19011 and Pallas Foods procedure EHS-010 Internal Audit. An audit schedule is generated by the H&S Manager who will ensure that all elements of the OHS Management system are audited at least once per year.

The schedule is reviewed and the frequency of audits is adjusted in view of:

- Results of previous audits
- Results of Risk Assessments

Regular site housekeeping audits are carried out in all areas.

Corrective/Preventive actions in response to audit findings are carried out by the appropriate personnel and monitored by the H&S Manager.

Related Documents

- EHS-010 Internal Audit
- Annual OHS Audit Schedules
- Audit Reports

4.6 Management Review

- A review of the OHS Management System as described in the procedure EHS-009 chaired by the Director of Operations takes place at least annually. This annual meeting will be supported by the regular Safety Steering Group meetings and other meetings during the year (quarterly review) which cover legal compliance, current risk load and resources. There must be a clear link between the OHS management system goals & objectives and the higher Risk Load activities.

Related documents:

- Procedure EHS-009 describes the process for OHS management review.
- Section 6.3 of the EHS-009 procedure outlines the meeting agenda requirement.

Appendix 1: Risk Assessments

1. *Butchery Risk Assessments*
2. *Ambient Warehouse Risk Assessments*
3. *Chilled Warehouse Risk Assessments*
4. *Freezer Warehouse Risk Assessments*
5. *Commercial Offsite Risk Assessments*
6. *Delivery Risk Assessments*
7. *Demonstration Kitchen Risk Assessments*
8. *Office and Call Centre Risk Assessments*
9. *Common Warehouse Risk Assessments*
10. *Lone Working Risk Assessments*
11. *NCW Picking Loading Dispatch Risk Assessments*
12. *NCW Transport Risk Assessments*
13. *Shift Work Risk Assessment*
14. *Station Road Warehouse Risk Assessment*

Hard Copy Risk Assessments area available in each operational area and on the company server.

Butchery Risk Assessment

<u>Location:</u> Newcastle West		<u>Area:</u> Chill	<u>Activitie(s):</u> Butchery	<u>Risk Assessors:</u> Name: P.Devine J.Mcloughlin	<u>Date:</u> 10/09/2013	<u>Reviewed by:</u>	<u>Date:</u>		
No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S = (RR)	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating L X S = (RRR)
1	Physical Moving parts on machinery	Impact, entanglement, amputation, lacerations: Scanvaegt Marel Food System Portion cutter "Stirfry" machine (cuts to stirfry sized pieces) Roscher VacPac machine Scales Small Vac Pac Poultry 2 Steralisers	Butchery personnel	1. Each machine is CE marked and very well designed to BS EN 62061 and the Machinery Directive. 2. Fixed guarding in place 3. Interlocked guarding in place 4. Interlocks checked by 5 Butchery personnel every morning 6.E-stops located at appropriate points 7. Preventative maintenance provided 8. Lighting is very good 9. Training is provided on induction to Butchery section	1 x 4 1 x 4 1 x 4 1 x 4 1 x 4 1 x 4	Refresher training to be given to Butchery staff	P.Devine	Feb 2015	1 x 4 1 x 4 1 x 4 1 x 4 1 x 4 1 x 4
2	Physical Use of knives	Cuts and lacerations	Butchery personnel	1.Temperature in the room maintained at 9 degrees C to allow hand dexterity 2.Steel mesh gloves worn when using knives	1 x 3				

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				3.Knives maintained and sharpened using safety device (plastic “steels”) 4.Good housekeeping and storage of knives 5.Training is provided on induction to Butchery section					
3	Physical Exposure to low temperatures	Reduced resistance to illness Hypothermia	Butchery personnel	1. Temperature in the Butchery is controlled at 9 degrees C. 2. Protective clothing available and worn as necessary.	2 x 3				
	Physical Wet floor	Slips and falls causing physical impact or strain	Butchery personnel	1. Floor is designed to be non-slip when wet.	1 x 4				
	Physical Electricity	Electric shock from machinery or portable appliances/radio (in potentially wet environment)	Butchery personnel	1. Machinery is CE marked and effectively earthed and insulated. Machinery and appliances maintained. National Rules for Electrical Installations (ET101). PAT Testing annually	1 x 5				
	Physical/Psychosocial Lone work	Physical injury or illness undetected and delay in treatment	Butchery personnel	1.Lone work occurs only during lunch break cover in the Butchery	2 x 5	Installation of phone in Butchery.	PD	March 2014	1x5
	Physical Poultry Room Steriliser	Hot water, possible scalds	Butchery personnel	1.Temperature set at 84 degrees C 2. Steriliser is relatively small and used for small appliances/knives etc.	1 x 3				

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				3.Very limited exposure of personnel to hot water					
	Biological Use of knives on raw meat	Infection of cuts or lacerations	Butchery personnel	1.Good hygiene practice 2.Cuts avoided as far as practicable, and treated when necessary. Specific Plaster given to worn worn if a cut occurs 3.Trained and equipped first aiders available at all times	1 x 4				
	Chemical Exposure to cleaning chemicals – corrosive Butchery is: <ul style="list-style-type: none"> • Hosed • Power hosed • Foam cleaned (chemical used to generate foam Top Maxx 314) • Power hose 	Eye or skin injury/burn	Butchery personnel	1. Chemical is diluted for use. 2. Care taken when diluting the chemical. 3. Goggles/safety glasses to EN 166, protective gloves available and worn. 4. First Aid available at all times.	2 x 3	1. Training for relevant staff is required on end of shift cleaning butchery risk assessment. 2, Step ladder required for cleaning top of machines.	JO'B JO'B	Jan 2014 Feb 15	1 x 3

Ambient Warehouse Risk Assessment

Location: Newcastle West		Area: Ambient Warehouse	Activities: Loading, unloading, storage	Risk Assessors: Pat Devine James McLoughlin	Date: 21/9/2013	Reviewed by: P.Devine J.McLoughlin	Date: 12/01/15		
No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating
Chilled warehouse A. Delivery Area/Goods Inwards									
1	Pedestrian walkways	Congested aisleways and movement of Combis and pallet trucks could lead to physical injury	WH personnel Drivers	1.Housekeeping 2.Aisle markings 3.Barriers near entrances 4. Workplace Transport Plan 2014 introduced with amended layouts 5.All WH staff aware of staff/visitor movement 6. Only necessary warehouse entry is authorized 7. Access points from office areas protected by barriers and relocated. 2. All staff in office understand and aware that mechanical lifting equipment in operation. 3. High Viz vest used at all times	2 x 3	1. Warehouse management ensure all pedestrians stay on identified walkways 2. No products permitted to be stored on walkways. They must remain free	WH Mgr.	Jan 15	1 x 3

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2	Designated drop locations	Congestion and movement of Combis and pallet trucks could lead to physical injury.	WH personnel Drivers	1.Good Housekeeping adhered to 2.Clearly marked locations	2 x 3	1.Drop location have been identified for pallets and WH Mgt must ensure this is been adhere to 2.Training giving to WH staff	WH Mgr.	Jan 15	1 x 3
3	Emergency egress	Possible delay in exiting the building in emergency	WH personnel Other personnel Visitors	1. Emergency exits available, clearly marked and must be maintained and kept clear. 2. Emergency lighting in place and maintained. 3. Fire Training and Fire Marshall training given to staff 4. Alarm can be heard in all areas	1 x 5	1. WH Mgt to ensure all walkways and emergency doors are free and in good condition	WH Mgr.	Jan 15	1 x 3
4	Bay doors	1.Physical injury due to being struck by door. 2.Damage to door due to striking an object.	WH personnel Drivers	1. Annual maintenance contract. 2. Bay doors will not close without continuous pressure on the control button. 3. Safe System of Work (SSOW) documented for use of the bay doors and dock levelers.	1 x 3 1 x 3				
4	Dock levelers	Physical injury due to striking raised leveler. Slip/trip over edge, impact from rising or falling d.l., collapse of d.l.	WH personnel Drivers	1. Annual maintenance contract for dock levelers. 2. Safe System of Work (SSOW) documented for use of the bay doors and dock levelers. 3. Dock leveler maintained to high standard. 4. Instructions for use of dock leveler posted at each bay.	1 x 3	1. Dropping pallets on areas marked n yellow to be stopped 2. Stop use of trucks with tailgate at dock leveller unless tailgate can	WH Mgr.	Feb 15	1 x 3

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				5. Warehouse safety rules posted and understood by all staff.		be dropped and not used.			
5	Use of hand pallet trucks to unload trucks	Physical injury due to manual handling strain, excessive weight on trolley, slip/trip, collision with pedestrian or vehicle.	Contractors Drivers WH personnel	1. Manual handling training. 2. Hi visibility vests and safety shoes worn. 3. Unloading area is for unloading only (not aisleway)	2 x 3				
6	Work in a low temperature environment	Chilled warehouse at 5 degrees C - Reduced resistance to illness. Reduced dexterity. Hypothermia	WH personnel Drivers and contractors	1. Pre-employment health screening questionnaire. 2. Warehouse personnel are provided with suitable protective clothing. Thermal Wear 3. Heated rest and eating areas are provided. 4. Authorised staff only in this area. Non authorised staff to be supervised by staff member	1 x 4	1. Consider pre-employment medicals and regular health monitoring. Refer any employees whose health may be effected by working in the chill warehouse to a physician.	P. Devine HR	Dec 13	1 x 4
7	Supplier/ Contractor control	Contractor activity can lead to physical injury due to failure to comply with contractor rules, including: 1. PPE 2. Avoiding hazardous behaviours (e.g. standing on dock levelers while in motion) 3. Traffic light system	Contractors Drivers WH personnel	1. Contractors and contract drivers instructed to: 2. Wear hi-vis clothing and safety shoes. 3. Comply with safety requirements around pallet trucks, bay doors and dock levelers. 4. Report all hazards and accidents to Pallas Foods.	2 x 4	1. Communicate warehouse SSOW to contractors and external drivers. 2. Power off of Hazardous Energies to be roled out to contractors			

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		4. Overloading trollies or pallets		5. SSOW documented and posted for work in the warehouse.					
8	Abnormal conditions – Busy Days/Christmas	Congested aisleways and movement of Combis and pallet trucks could lead to physical injury.	Contractors Drivers WH personnel	1. Voice system has improved efficiency and throughout. 2. Personnel trained and experienced. 3. Supervisors particularly vigilant and spend more time in the area. 4. All staff receive training during induction and ongoing in safe working practices in this area.	3 x 3	1. Review available space and time and if practicable increase the time window for collections and deliveries and increase space available.	WH Mgr.	Jan 14	2 x 3
9	Abnormal conditions – Damaged or insecure load	Loads supplied on incorrectly sized pallets or pallets of insufficient strength for stability may cause physical injury due to direct impact or Damage to loads and equipment.	WH personnel	1. Pallets checked by Replenishers prior to placement in racking. 2. Suppliers instructed by purchasing regarding pallet requirements. 3. Forklift drivers trained to the required standard and experienced in loading and unloading racking. 4. All incidents with regards to insecure loads or damaged pallets logged and raised to be investigated.	2 x 5 2 x 5	1. Each incident of incorrect pallet supply to be investigated as a near miss by Warehouse Management. 2. Suppliers to be warned regarding continued use of incorrect pallets by Purchasing. 3. Include Health and Safety criteria in supplier approval and monitoring process. (incorporate into ISO 22000 procedure). 4. Return all damaged or incorrect pallets to suppliers and charge suppliers for any	WH Mgr. Purch. Mgr. Purch. Mgr. Purch. Mgr	Dec 13	1 x 5 2 x 5

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						consequential damage or rework required. 5. Consider locating hard hats at the entrance to aisleways and requiring pedestrians. 6. PPT drivers to wear them in the aisles.	WH Mgr WH Mgr		
10.	Emergency conditions – Failure of traffic control on trucks – truck movement while unloading	Possible severe physical injury due to truck movement while a pallet truck and/or person is loading or unloading. (Fall from height/impact with vehicle/pallet truck)	WH personnel	1. Traffic light is interlocked with the bay door such that it is RED when the door is opened (even slightly). 2. Drivers unload the vehicles. 3. Trailer brakes engaged. 4. Manual Handling training given to all staff and refresher training rolled out when required	1 x 5	1. Consider requiring keys to be deposited with Warehouse while loading/unloading.	WH Mgr.	Feb 15	1 x 5
11	Powered Pallet truck operation,	1. Collisions causing physical injury and/or damage to property. 2. Impact with racking causing product to fall from height.	Drivers, Warehouse personnel, Visitors, contractors, Racking,	1. Operators trained and competent. RTITB 2. Pre-employment (and three year thereafter) medical questionnaire completed by operators. Eye sight tests 3. P.M. (Preventative maintenance) programme implemented for vehicles.	3 x 4 3 x 4	1. Operators involved in incidents are taken off duties pending investigation 2. Supervisors are observing and documenting operator behavior.	WH mgmt. WH mgmt. H&S	Aug 14 Aug 14 Jul 14	2 x 4 2 x 4

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				<p>4.Pre-use checks conducted incl statutory checks</p> <p>5. All employees and other personnel in warehousing areas must wear high visibility clothing. vehicles disabled (off) when not in use.</p> <p>6. Avoid stacking pallets on yellow marked areas, aisles kept free after receiving process or loading or unloading vehicles.</p>		<p>3. Traffic management plan 2014 introduced.</p> <p>4. Relayout of warehouse traffic routes to reduce likelihood of collision,</p>	<p>Snr Mgmt</p>	<p>Jul 17</p>	
12	Fork Lift Truck operation,	<p>1.Collisions causing physical injury and/or damage to property.</p> <p>2.Impact with racking causing product to fall from height.</p>	<p>Drivers, Warehouse personnel Visitors, contractors, racking,</p>	<p>1. Fork Lift Truck use mostly confined to put away (day)shift and not the busier picking shift.</p> <p>2. Operators trained and competent.</p> <p>3. Pre-employment (and three year thereafter) medical questionnaire.</p> <p>4. (Preventative maintenance) programme implemented for vehicles.</p> <p>5. Statutory inspections completed,2007.</p> <p>6. Pre-use checks conducted.</p> <p>7. Drivers trained to avoid distractions and focus on direction of travel.</p> <p>8. All employees and other personnel in warehousing areas must wear high visibility clothing.</p>	<p>3 x 4</p> <p>3 x 4</p>	<p>1. Operators involved in incidents are taken off duties pending investigation,</p> <p>2. Supervisors are observing and documenting operator behaviour,</p> <p>3. Traffic management plan 2014,</p> <p>4.Relayout of warehouse traffic routes to reduce likelihood of collision,,</p>	<p>WH Mgmt</p> <p>WH Mgmt</p> <p>H&S</p> <p>Snr Mgmt</p>	<p>Aug 14</p> <p>Aug 14</p> <p>Jul 14</p> <p>Jul 17</p>	<p>2 x 4</p> <p>2 x 4</p>

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				<p>9. Keys removed from vehicles when not in use. 10. Aisles kept free. 11. Not used for loading or unloading vehicles. 12. SWL info on the equipment,</p>					
13	<p>Use of MEWP for cycle count Ref: Cycle Count Risk Assessment</p>	<p>1. Fall from height. 2. Collision with other vehicles or with personnel in the area. 3. Potential for significant movement of vehicles in the area where the count is conducted.</p>	<p>WH personnel.</p>	<p>1. Trained and competent in MEWP use, including use of harness. 2. MEWP maintained and subject to statutory inspection. 3. Personnel wearing high visibility clothing. 4. Management to ensure aiseways are not overloaded and cycle count not completed at busy period</p>	<p>2x 5 2x 3 2x 3</p>	<p>1. Avoid use of MEWP in warehouse areas during busy times.</p>	<p>WH Mgmt.</p>	<p>Jan 15</p>	<p>2x 5 2x 3 2x 3</p>
14	<p>Racking integrity and maintenance</p>	<p>Risk of fatality or serious injury from – Collapse of racking.</p>	<p>WH personnel, Office staff Visitors, Contractor,</p>	<p>1. Racking installed and maintained to BS EN 15512:2009 “Steel static storage systems. 2. Adjustable pallet racking systems. 3. Principles for structural design” and BS EN 15620:2008 “Steel static storage systems. 4. Adjustable pallet racking. 5. Tolerances, deformations and clearances adhered to.</p>	<p>2x 5</p>	<p>1. Warehouse staff to report damage to maintenance for repairs.</p>	<p>WH Mgr. All staff</p>	<p>Ongoing March 15</p>	<p>1 X 5</p>

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				<p>6. Trained and experienced maintenance personnel erect and maintain racking.</p> <p>7. Annual inspection and certification by an approved consultant.</p> <p>8. Inspection by management during walkabouts</p> <p>9. Reporting and corrective action for any incidents or damage.</p> <p>10. Staff report all damage and incidents on report form</p>					
15	Product stability and storage on pallets at height	Risk of fatality or serious injury from – fall of product or pallet from height.	WH personnel, Visitors, Contractor, Office staff	<p>1. Suppliers instructed by purchasing regarding pallet requirements i.e max weight of pallet.</p> <p>2. Pallets at goods in are checked at to ensure correct type, dimensions and of good quality.</p> <p>3. Prior to placement in racking the replen employees check pallets for stable load and wrapped.</p> <p>4. Forklift drivers trained to the required standard and experienced in loading and unloading racking.</p> <p>5. Tool box talks on pallet put away safety.</p> <p>6. REACH operators eye test completed.</p> <p>7. Ensure obstructions are identified in inspections and</p>	3x5	<p>1. Each incident of incorrect pallet supply to be investigated as a near miss by Warehouse Management.</p> <p>2. Suppliers to be warned regarding continued use of incorrect pallets by Purchasing.</p> <p>3. Return all damaged or incorrect pallets to suppliers and charge suppliers for any consequential damage or rework required.</p> <p>4. Include Health and Safety criteria in supplier approval and monitoring process.</p>	<p>WH Mgr.</p> <p>Purch. Mgr.</p> <p>Purch. Mgr.</p> <p>Purch Mgr</p> <p>WH Mgr</p>	<p>March 14</p> <p>April 14</p> <p>April 14</p> <p>April 15</p> <p>Jan 15</p>	2 x 5

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				<p>inappropriate storage is prevented.</p> <p>8. Storage locations over walkways have additional mesh support and lighter products placed as a rule.</p>		<p>5. Replen ops training and tool box talks given to staff in vicinity.</p> <p>6. Use SWMS to ensure only lighter products stored at top tiers of racking. All pallets wrapped on top tier</p> <p>7. Install mesh or racking cross support for all locations above pick level.</p> <p>8. Toolbox talk planned to ensure increase awareness by operators in warehouse when removing pallets from a height. Staff and other pedestrians in area, must be kept from range of falling product</p>	<p>WH Mgr</p> <p>Dir Ops</p> <p>P.Devine</p>	<p>June 15</p> <p>Mar 15</p> <p>Mar 15</p>	
16	Manual handling Picking from storage	Possible strains, over-reaching, twisting movement, physical injury.	Pickers	<p>1. Manual handling training.</p> <p>2. Employees instructed to avoid overreaching or unstable surfaces while accessing product.</p> <p>3. Mechanical aids to be used where necessary.</p>	2x 3	1.WH Staff to use mechanical aid if product is too far in on pallet	WH Mgmt	Ongoing Feb 15	2x3

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Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.	1. Minor injury not requiring first aid, or no apparent injury.	1 – 2 Acceptable	No Action
2 - Unlikely: The event would be expected to occur annually	2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.	3 – 5 Low	Prioritise after medium risk actions complete
3 - Possible: This could occur monthly, as such it has a reasonable chance of occurring.	3. An injury requiring hospital treatment and reportable to HSA	6 – 10 Medium	Prioritise after high risk actions complete
4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical
5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent

Chilled Warehouse Risk Assessment

Location: Newcastle West		Area: Chilled Warehouse		Activities: Loading, unloading, storage		Risk Assessors: Pat Devine James McLoughlin		Date: 21/9/2013		Reviewed by: P.Devine J.McLoughlin		Date: 12/01/15	
No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating				
Chilled warehouse B. Delivery Area/Goods Inwards													
1	Pedestrian walkways	Congested aisleways and movement of Combis and pallet trucks could lead to physical injury	WH personnel Drivers	1.Housekeeping 2.Aisle markings 3.Barriers near entrances 4. Workplace Transport Plan 2014 introduced with amended layouts 5.All WH staff aware of staff/visitor movement 6. Only necessary warehouse entry is authorised	2 x 3	1.Warehouse management ensure all pedestrians stay on identified walkways 2.No products permitted to be stored on walkways. They must remain free	WH Mgr.	Jan 15	1 x 3				
2	Designated drop locations	Congestion and movement of Combis and pallet trucks could lead to physical injury.	WH personnel Drivers	1.Good Housekeeping adhered to 2.Clearly marked locations	2 x 3	1.Drop location have been identified for pallets and WH Mgt must ensure this is been adhere to	WH Mgr.	Jan 15	1 x 3				

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						2.Training giving to WH staff			
3	Bay doors	Physical injury due to being struck by door. Damage to door due to striking an object.	WH personnel Drivers	1. Annual maintenance contract. 2. Bay doors will not close without continuous pressure on the control button. 3. Safe System of Work (SSOW) documented for use of the bay doors and dock levelers.	1 x 3 1 x 3				
4	Dock levelers	Physical injury due to striking raised leveler. Slip/trip over edge, impact from rising or falling d.l., collapse of d.l.	WH personnel Drivers	1. Annual maintenance contract for dock levelers. 2. Safe System of Work (SSOW) documented for use of the bay doors and dock levelers.	1 x 3				
5	Use of hand pallet trucks to unload trucks	Physical injury due to manual handling strain, excessive weight on trolley, slip/trip, collision with pedestrian or vehicle.	Contractors Drivers WH personnel	1. Manual handling training. 2. Hi visibility vests and safety shoes worn. 3. Unloading area is for unloading only (not aisleway)	2 x 3				
6	Work in a low temperature environment	Chilled warehouse at 5 degrees C - Reduced resistance to illness. Reduced dexterity. Hypothermia	WH personnel Drivers and contractors	1. Pre-employment health screening questionnaire. 2. Warehouse personnel are provided with suitable protective clothing. Thermal Wear 3. Heated rest and eating areas are provided.	1 x 4	1. Consider pre-employment medicals and regular health monitoring. Refer any employees whose health may be effected by working in the chill warehouse to a physician.	P. Devine HR	Dec 13	1 x 4

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				4. Authorised staff only in this area. Non authorised staff to be supervised by staff member					
7	Supplier/ Contractor control	Contractor activity can lead to physical injury due to failure to comply with contractor rules, including: <ul style="list-style-type: none"> 5. PPE 6. Avoiding hazardous behaviours (e.g. standing on dock levelers while in motion) 7. Traffic light system 8. Overloading trollies or pallets 	Contractors Drivers WH personnel	1. Contractors and contract drivers instructed to: 2. Wear hi-vis clothing and safety shoes. 3. Comply with safety requirements around pallet trucks, bay doors and dock levelers. 4. Report all hazards and accidents to Pallas Foods. 5. SSOW documented and posted for work in the warehouse.	2 x 4	1. Communicate warehouse SSOW to contractors and external drivers. 2. Power off of Hazardous Energies to be roled out to contractors			
8	Abnormal conditions – Busy Days/Christmas	Congested aisleways and movement of Combis and pallet trucks could lead to physical injury.	Contractors Drivers WH personnel	1. Voice system has improved efficiency and throughout. 2. Personnel trained and experienced. 3. Supervisors particularly vigilant and spend more time in the area. 4. All staff receive training during induction and ongoing in safe working practices in this area.	3 x 3	1. Review available space and time and if practicable increase the time window for collections and deliveries and increase space available.	WH Mgr.	Jan 14	2 x 3

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9	Abnormal conditions – Damaged or insecure load	<p>Loads supplied on incorrectly sized pallets or pallets of insufficient strength for stability may cause physical injury due to direct impact or</p> <p>Damage to loads and equipment.</p>	WH personnel	<p>1. Pallets checked by Replenishers prior to placement in racking.</p> <p>2. Suppliers instructed by purchasing regarding pallet requirements.</p> <p>3. Forklift drivers trained to the required standard and experienced in loading and unloading racking.</p> <p>4. All incidents with regards to insecure loads or damaged pallets logged and raised to be investigated.</p>	<p>2 x 5</p> <p>2 x 5</p>	<p>1. Each incident of incorrect pallet supply to be investigated as a near miss by Warehouse Management.</p> <p>2. Suppliers to be warned regarding continued use of incorrect pallets by Purchasing.</p> <p>3. Include Health and Safety criteria in supplier approval and monitoring process. (incorporate into ISO 22000 procedure).</p> <p>4. Return all damaged or incorrect pallets to suppliers and charge suppliers for any consequential damage or rework required.</p> <p>5. Consider locating hard hats at the entrance to aisleways and requiring pedestrians.</p> <p>6. PPT drivers to wear them in the aisles.</p>	<p>WH Mgr.</p> <p>Purch. Mgr.</p> <p>Purch. Mgr.</p> <p>Purch. Mgr.</p> <p>WH Mgr.</p> <p>WH Mgr.</p>	Dec 13	<p>1 x 5</p> <p>2 x 5</p>
10.	Emergency conditions – Failure of traffic control on trucks – truck movement while unloading	Possible severe physical injury due to truck movement while a pallet truck and/or person is loading or unloading. (Fall from height/impact with vehicle/pallet truck)	WH personnel	<p>1. Traffic light is interlocked with the bay door such that it is RED when the door is opened (even slightly).</p> <p>2. Drivers unload the vehicles.</p> <p>3. Trailer brakes engaged.</p> <p>4. Manual Handling training given to all staff and refresher</p>	1x 5	1. Consider requiring keys to be deposited with Warehouse while loading/unloading.	WH Mgr.	Feb 15	1 x 5

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				training rolled out when required					
Chilled warehouse C. Loading Area/Bays									
11.	Bay doors	Physical injury due to being struck by door. Damage to door due to striking an object.	WH personnel Drivers	1. Annual maintenance contract. 2. Bay doors will not close without continuous pressure on the control button. 3. Safe System of Work (SSOW) documented for use of the bay doors and dock levelers.	1 x 3 1 x 3				
12.	Loading Combis onto trucks – manual handling	Possible physical injury due to manually handling overloaded or damaged wheels.	WH personnel	1. Combis are purchased from approved suppliers to an agreed specification. 2. Combis are regularly inspected and maintained during use. 3. Maintenance perform required repairs. 4. Manual Handling training given to all staff and refresher training rolled out when required. 5. Manual Handling assessments carried out. 6. All defective combis removed from operation and fixed by maintenance.	2 x 3				

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13.	Loading Combis – possible damage to combi and physical impact	Possible physical injury due to combi collapse or overturning. There has been one incident in which a combi overturned, most likely cause was striking an obstacle when being removed from a PPT.	WH personnel	1. Combis are purchased from approved suppliers to an agreed specification. 2. Combis are regularly inspected and maintained during use. 3. Maintenance perform required repairs. 4. Housekeeping and clean as you go policy. 5. Staff receive training in safe procedures in the warehouse. 6.All defects and incidents are reported.	2	1. Ensure all combi related incidents are reported and investigated immediately.	WH Staff WH Mgr P. Devine	Nov 13	
Chilled warehouse D. Quarantine Area/Q.A.									
14.	Waste food	Waste food may pose biological hazard to employees or pose housekeeping issues if spilled on the floor.	WH personnel	1. Waste food regularly removed from the warehouse for disposal by an approved and certified food waste management company. 2. All waste food is cleaned up immediately if spilled. 3. Temperature in waste food storage area controlled at approximately 4 degrees.	1 x 4				
15	Powered Pallet truck operation,	1.Collisions causing physical injury and/or damage to property.	Drivers, Warehouse personnel, Visitors, contractors, Racking,	1. Operators trained and competent. RTITB 2. Pre-employment (and three year thereafter) medical questionnaire completed by operators. Eye sight tests	3 x 4 3 x 4	1.Operators involved in incidents are taken off duties pending investigation	WH mgmt.	Aug 14 Aug 14	2 x 4 2 x 4

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		2.Impact with racking causing product to fall from height.		3. P.M. (Preventative maintenance) programme implemented for vehicles. 4.Pre-use checks conducted incl statutory checks 5. All employees and other personnel in warehousing areas must wear high visibility clothing. Vehicles disabled (off) when not in use. 6. Avoid stacking pallets on yellow marked areas, aisles kept free after receiving process or loading or unloading vehicles.		2. Supervisors are observing and documenting operator behavior. 3. Traffic management plan 2014 introduced. 4. Relayout of warehouse traffic routes to reduce likelihood of collision,	WH mgmt. H&S Snr Mgmt	Jul 14 Jul 17	
16	Fork Lift Truck operation,	1.Collisions causing physical injury and/or damage to property. 2.Impact with racking causing product to fall from height.	Drivers, Warehouse personnel Visitors, contractors, racking,	1. Fork Lift Truck use mostly confined to put away (day) shift and not the busier picking shift. 2. Operators trained and competent. 3. Pre-employment (and three year thereafter) medical questionnaire. 4. (Preventative maintenance) programme implemented for vehicles. 5. Statutory inspections completed,2007. 6. Pre-use checks conducted. 7. Drivers trained to avoid distractions and focus on direction of travel. 8. All employees and other personnel in warehousing	3 x 4 3 x 4	1. Operators involved in incidents are taken off duties pending investigation, 2. Supervisors are observing and documenting operator behaviour, 3. Traffic management plan 2014, 4.Relayout of warehouse traffic routes to reduce likelihood of collision,,	WH Mgmt WH Mgmt H&S Snr Mgmt	Aug 14 Aug 14 Jul 14 Jul 17	3 x 4 3 x 4

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				<p>areas must wear high visibility clothing.</p> <p>9. Keys removed from vehicles when not in use.</p> <p>10. Aisles kept free.</p> <p>11. Not used for loading or unloading vehicles.</p> <p>12. SWL info on the equipment,</p>					
17	<p>Use of MEWP for cycle count</p> <p>Ref: Cycle Count Risk Assessment</p>	<p>1. Fall from height.</p> <p>2. Collision with other vehicles or with personnel in the area.</p> <p>3. Potential for significant movement of vehicles in the area where the count is conducted.</p>	<p>WH personnel.</p>	<p>1. Trained and competent in MEWP use, including use of harness.</p> <p>2. MEWP maintained and subject to statutory inspection.</p> <p>3. Personnel wearing high visibility clothing.</p> <p>4. Management to ensure aiseways are not overloaded and cycle count not completed at busy period</p>	<p>2x 5</p> <p>2x 3</p> <p>2x 3</p>	<p>1. Avoid use of MEWP in warehouse areas during busy times.</p>	<p>WH Mgmt.</p>	<p>Jan 15</p>	<p>2x 5</p> <p>2x 3</p> <p>2x 3</p>
18	<p>Racking integrity and maintenance</p>	<p>Risk of fatality or serious injury from – Collapse of racking.</p>	<p>WH personnel, Office staff Visitors, Contractor,</p>	<p>1. Racking installed and maintained to BS EN 15512:2009 “Steel static storage systems.</p> <p>2. Adjustable pallet racking systems.</p> <p>3. Principles for structural design” and BS EN 15620:2008 “Steel static storage systems.</p> <p>4. Adjustable pallet racking.</p>	<p>2x 5</p>	<p>1. Warehouse staff to report damage to maintenance for repairs.</p>	<p>WH Mgr. All staff</p>	<p>Ongoing March 15</p>	<p>1 X 5</p>

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				<p>5. Tolerances, deformations and clearances adhered to.</p> <p>6. Trained and experienced maintenance personnel erect and maintain racking.</p> <p>7. Annual inspection and certification by an approved consultant.</p> <p>8. Inspection by management during walkabouts</p> <p>9. Reporting and corrective action for any incidents or damage.</p> <p>10. Staff report all damage and incidents on report form</p>					
19	Product stability and storage on pallets at height	Risk of fatality or serious injury from – fall of product or pallet from height.	WH personnel, Visitors, Contractor, Office staff	<p>1. Suppliers instructed by purchasing regarding pallet requirements i.e max weight of pallet.</p> <p>2. Pallets at goods in are checked at to ensure correct type, dimensions and of good quality.</p> <p>3. Prior to placement in racking the replen employees check pallets for stable load and wrapped.</p> <p>4. Forklift drivers trained to the required standard and experienced in loading and unloading racking.</p> <p>5. Tool box talks on pallet put away safety.</p> <p>6. REACH operators eye test completed.</p>	3x5	<p>1. Each incident of incorrect pallet supply to be investigated as a near miss by Warehouse Management.</p> <p>2. Suppliers to be warned regarding continued use of incorrect pallets by Purchasing.</p> <p>3. Return all damaged or incorrect pallets to suppliers and charge suppliers for any consequential damage or rework required.</p> <p>4. Include Health and Safety criteria in supplier</p>	<p>WH Mgr.</p> <p>Purch. Mgr.</p> <p>Purch. Mgr.</p> <p>Purch Mgr</p>	<p>March 14</p> <p>April 14</p> <p>April 14</p> <p>April 15</p>	2 x 5

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				<p>7. Ensure obstructions are identified in inspections and inappropriate storage is prevented.</p> <p>8. Storage locations over walkways have additional mesh support and lighter products placed as a rule.</p>		<p>approval and monitoring process.</p> <p>5. Replen ops training and tool box talks given to staff in vicinity.</p> <p>6. Use SWMS to ensure only lighter products stored at top tiers of racking. All pallets wrapped on top tier</p> <p>7. Install mesh or racking cross support for all locations above pick level.</p> <p>8. Toolbox talk planned to ensure increase awareness by operators in warehouse when removing pallets from a height. Staff and other pedestrians in area, must be kept from range of falling product</p>	<p>WH Mgr</p> <p>WH Mgr</p> <p>Dir Ops</p> <p>P.Devine</p>	<p>Jan 15</p> <p>June 15</p> <p>Mar 15</p> <p>Mar 15</p>	
20	Office Stations located at various chilled locations	Operative interaction with computer and office area in chilled area	WH Ops Visitors Contractors All Staff	<ol style="list-style-type: none"> All compute termals have a barrier around them to prevent injury Workstations are located away from busy areas and 	2x 2		WH Mgr. All staff	Ongoing March 15	1 X 5

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				usually backing onto a wall. 3. PPE worn at all times 4. Housekeeping policy adhered to					
21	Manual handling Picking from storage	Possible strains, over-reaching, twisting movement, physical injury.	Pickers	1. Manual handling training. 2. Employees instructed to avoid overreaching or unstable surfaces while accessing product. 3. Mechanical aids to be used where necessary.	2x 3	1.WH Staff to use mechanical aid if product is too far in on pallet	WH Mgmt	Ongoing Feb 15	2x3

Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.	1. Minor injury not requiring first aid, or no apparent injury.	1 – 2 Acceptable	No Action
2 - Unlikely: The event would be expected to occur annually	2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.	3 – 5 Low	Prioritise after medium risk actions complete
3 - Possible: This could occur monthly, as such it has a reasonable chance of occurring.	3. An injury requiring hospital treatment and reportable to HSA	6 – 10 Medium	Prioritise after high risk actions complete

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4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical
5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent

Freezer Warehouse Risk Assessment

Location: Newcastle West,		Area: Freezer Warehouse		Activities: Loading, unloading, storage		Risk Assessors: P.Devine J.McLoughlin		Date: 13/9/2013		Reviewed by: J.McLoughlin		Date: 12/01/2015	
No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating				
1	Pedestrian walkways	Walkways shared with FLT's and PPT's – possible collisions and physical injury. Cold conditions may reduce awareness and reaction time.	WH personnel, visitors, contractors,	1. Hi Vis clothing mandatory, 2. Separate entrance for vehicles and pedestrians. 3. Aisle ways sufficiently wide for FLT's to pass. 4. FLT's warning beacons, alarms, Horn blown when near pedestrians	2x 3	1.Tool box talk and training to be arranged for machine operators with regards to pedestrians in the area	WH Mgt	Feb 15	1x3				

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				5. Warehouse SOP training required for employees and contractors in freezer, 5. In house transport equipment operators trained,					
2	Ice on floors	Ice develops from leaks. Ice forms on the floor causing slip hazards for pedestrians and vehicles.	WH personnel, visitors, contractors,	1. Insulation is maintained as securely as reasonably practicable. 2. Separation "airlock" provided between the freezer and chill warehouses. 3. Staff aware that the entry point for vehicles is where a buildup of ice likely to occur. 4. Salt containers provided at entrance to the warehouse for use on floors. 5. Freezer staff report all ice on floors. 6. Maintenance programme in place	1 x 4	1. Signage to be erected at entry for vehicles and pedestrians to alert of potential icy floor.	Dept Supv	Feb 15	1x4
3	Access and egress	Possible collision or physical injury due to obstacles or obstructions	WH personnel, visitors	1. Pedestrian separate access to equipment, Under normal conditions there is one point of access for pedestrians and one for vehicles. 2. Lifting equipment drivers trained and aware that there is one entry and exit point.	1 x 4	1. Repair the interior door handles and make all luminous,	Maint	Feb 15	1 x 4
4	Exposure to very low temperatures (-20 degrees C)	1. Hypothermia Frostbite 2. Health impairment due to pre-existing health condition	WH personnel, visitors, contractors,	1. Pre-employment health screening questionnaire. 2. Appropriate Personal protective clothing is provided and worn.	2 x 4	1. Staff training in risks of freezer work and to recognise symptoms of cold stress.	H&S Mgr.	Jan 15	2 x 4

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		Impaired mental and/or physical functions Impaired manual dexterity		3. Heated rest and eating areas provided. 4. No lone working in freezer allowed,		2. Consider periodic health screening for all employees routinely working on the freezer. 3. Refer any employees showing symptoms to an Occupational Health Physician. 4. Visitors, to sign in/out at warehouse office, 5. Visitors to collect and return PPE at warehouse office, 6. Walk through by two freezer staff at eos, 7. Update safety induction training to include information for all on freezer hazards & controls,	H&S Mgr. HR Mgr. H&S Mgr. H&S Mgr. WH Mgr. WH Mgr.		
5	Abnormal conditions: Possible leakage of refrigerant gases	Exposure to R22, R410, R404 and reduced oxygen levels with possible dizziness, disorientation, asphyxia in extreme cases.	WH personnel, visitors, contractors,	1. Maintenance of all refrigerant systems by approved and certified contractor. 2. Regular inspection by maintenance. 3. Refrigerating units located in the ceiling area and very unlikely to have an effect where personnel are working.	1 x 4				
6	Abnormal conditions: Lone work in the freezer	Access to the freezer for lone work such as inspection or inventory counting on out of hours basis. Injury or illness	WH personnel, visitors, contractors,	1. Infrequent occurrence. 2. Staff notify other staff if this is being completed. 3. Whereabouts known	2 x 5	1. Avoid lone working situations in the freezer. 2. Implement a lone working procedure with	P. Devine	Feb 15	1 x 5

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		could remain undetected for a period of time.		4. Reference to Lone working RA		secure means of communications and alarm.			
7	Abnormal conditions: Locked into the freezer	Employees and others may suffer death or serious injury from prolonged exposure to temperatures of -20 degrees if accidentally locked in the cold store.	WH personnel, visitors, contractors,	1. Access to the store restricted to authorised, persons only. 2. Freezer is never locked to internal exits and personnel and vehicle entries and exits are provided. 3. 6 emergency exits doors are provided. 4. Emergency lighting provided (mains powered, with UPS). 5. Emergency lighting regularly tested/maintained by competent person.	1 x 5				
8	Emergency egress	Possible delay in exiting the building in emergency	WH personnel, visitors, contractors,	1. 6 emergency exits for pedestrians in the warehouse. 2. Good housekeeping. 3. Alarm system in place and regularly tested. 4. Periodic evacuation drills.	1 x 5				
9	Picking of products	Physical injury due to manual handling strain,	Contractors Drivers WH personnel	1. Manual handling training. 2. Signage located on principles of manual handling	2 x 3	1. Ensure manual handling training refreshed and kept up to date	P.Devine	Feb 2015	2x 3
10	Visitors and contractors	Visitors or contractors unfamiliar with the hazards of the freezer and unprepared.	Visitors & Contractors	Visitors to the freezer must be given appropriate PPE and accompanied by an authorised person.	1 x 5	1. PPE cabinet at warehouse office and sign in/out required for visitors,			

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				All work on site by contractors is done under the supervision of maintenance. All visitors and contractors briefed on conditions inside freezer area. Safety procedures signed off		2. No lone working, 3. PPE required 4. Sign in/out required for contractors			
11.	Loading Combis	Possible physical injury due to manually handling overloaded or damaged wheels.	WH personnel	1. Combis are purchased from approved suppliers to an agreed specification. 2. Combis are regularly inspected and maintained during use. 3. Maintenance perform required repairs. 4. Manual Handling training given to all staff and refresher training rolled out when required. 5. Manual Handling assessments carried out. 6. All defective combis removed from operation and fixed by maintenance.	2 x 3				
12	Powered Pallet truck operation,	1.Collisions causing physical injury and/or damage to property. 2.Impact with racking causing product to fall from height.	Drivers, Warehouse personnel, Visitors, contractors, Racking,	1. Operators trained and competent. RTITB 2. Pre-employment (and three year thereafter) medical questionnaire completed by operators. Eye sight tests 3. P.M. (Preventative maintenance) programme implemented for vehicles.	3 x 4 3 x 4	1.Operators involved in incidents are taken off duties pending investigation 2. Supervisors are observing and documenting operator behavior.	WH mgmt. WH mgmt.	Aug 14 Aug 14	2 x 4 2 x 4

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				<p>4.Pre-use checks conducted incl statutory checks</p> <p>5. All employees and other personnel in warehousing areas must wear high visibility clothing. vehicles disabled (off) when not in use.</p> <p>6. Avoid stacking pallets on yellow marked areas, aisles kept free after receiving process or loading or unloading vehicles.</p>		<p>3. Traffic management plan 2014 introduced.</p> <p>4. Relayout of warehouse traffic routes to reduce likelihood of collision,</p>	<p>H&S</p> <p>Snr Mgmt</p>	<p>Jul 14</p> <p>Jul 17</p>	
11	Fork Lift Truck operation,	<p>1.Collisions causing physical injury and/or damage to property.</p> <p>2.Impact with racking causing product to fall from height.</p>	<p>Drivers, Warehouse personnel Visitors, contractors, racking,</p>	<p>1. Fork Lift Truck use mostly confined to put away (day)shift and not the busier picking shift.</p> <p>2. Operators trained and competent.</p> <p>3. Pre-employment (and three year thereafter) medical questionnaire.</p> <p>4. (Preventative maintenance) programme implemented for vehicles.</p> <p>5. Statutory inspections completed,2007.</p> <p>6. Pre-use checks conducted.</p> <p>7. Drivers trained to avoid distractions and focus on direction of travel.</p> <p>8. All employees and other personnel in warehousing areas must wear high visibility clothing.</p>	<p>3 x 4</p> <p>3 x 4</p>	<p>1. Operators involved in incidents are taken off duties pending investigation,</p> <p>2. Supervisors are observing and documenting operator behaviour,</p> <p>3. Traffic management plan 2014,</p> <p>4.Relayout of warehouse traffic routes to reduce likelihood of collision,,</p>	<p>WH Mgmt</p> <p>WH Mgmt</p> <p>H&S</p> <p>Snr Mgmt</p>	<p>Aug 14</p> <p>Aug 14</p> <p>Jul 14</p> <p>Jul 17</p>	<p>2 x 4</p> <p>2 x 4</p>

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				<p>9. Keys removed from vehicles when not in use.</p> <p>10. Aisles kept free.</p> <p>11. Not used for loading or unloading vehicles.</p> <p>12. SWL info on the equipment,</p>					
12	Racking integrity and maintenance	Risk of fatality or serious injury from – Collapse of racking.	WH personnel, Office staff Visitors, Contractor,	<p>1. Racking installed and maintained to BS EN 15512:2009 “Steel static storage systems.</p> <p>2. Adjustable pallet racking systems.</p> <p>3. Principles for structural design” and BS EN 15620:2008 “Steel static storage systems.</p> <p>4. Adjustable pallet racking.</p> <p>5. Tolerances, deformations and clearances adhered to.</p> <p>6. Trained and experienced maintenance personnel erect and maintain racking.</p> <p>7. Annual inspection and certification by an approved consultant.</p> <p>8. Inspection by management during walkabouts</p> <p>9. Reporting and corrective action for any incidents or damage.</p> <p>10. Staff report all damage and incidents on report form</p>	2x 5	1. Warehouse staff to report damage to maintenance for repairs.	WH Mgr. All staff	Ongoing March 15	1 X 5

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13	Use of MEWP for cycle count Ref: Cycle Count Risk Assessment	1. Fall from height. 2. Collision with other vehicles or with personnel in the area. 3. Potential for significant movement of vehicles in the area where the count is conducted.	WH personnel.	1. Trained and competent in MEWP use, including use of harness. 2. MEWP maintained and subject to statutory inspection. 3. Personnel wearing high visibility clothing. 4. Management to ensure aiseways are not overloaded and cycle count not completed at busy period	2x 5 2X3 2X3	1. Avoid use of MEWP in warehouse areas during busy times	2x 5 2X3 2X3	WH Mgmt.	Jan 15
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Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.	1. Minor injury not requiring first aid, or no apparent injury.	1 – 2 Acceptable	No Action
2 - Unlikely: The event would be expected to occur annually	2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.	3 – 5 Low	Prioritise after medium risk actions complete
3 - Possible: This could occur monthly, as such it has a reasonable chance of occurring.	3. An injury requiring hospital treatment and reportable to HSA	6 – 10 Medium	Prioritise after high risk actions complete

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4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical
5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent

Commercial Offsite Risk Assessment

<u>Location:</u> All depots,		<u>Area:</u> Off site commercial activities		<u>Activities:</u> Driving, Meetings,		<u>Risk Assessors:</u> P Devine		<u>Date:</u> 15/07/2013		<u>Reviewed by:</u>		<u>Date:</u>	
No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating				
1	Driving	Musculo-Skeletal problems, Time Pressure leading to Mental Stress, Tiredness, Distraction possibly leading to collision. Physical injury, possible fatality.	Commercial staff	Breaks taken as required. Mobile phones not used while driving. Driving ability evaluated at induction for competency, relevant licence to drive vehicles. Specific competency training at regular intervals,	1 x 5	n/a							

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2	Driving	Vehicle breakdown, excessive speed, vehicle malfunction.	Commercial staff	Vehicles are regularly maintained by an approved and competent contractor.	2 x 3	n/a			
3	Driving	Parking and maneuvering trucks in tight spaces in towns, villages and in customer yards. Damage to vehicle or property, minor physical injury to driver, serious physical injury to pedestrian.	Commercial staff	Some vehicles have sensors or cameras to assist with parking and tight spaces. Competent and experienced drivers.	2 x 4	n/a.			
4	Collision	Possible fatality or multiple serious injuries.	Commercial staff, other drivers, pedestrians	Possibility of a crash is minimized by driver safety, competence and licensing. Drivers aware to call emergency services immediately in the event of a collision.		Employees to complete ARF and take photos in the event of a collision.	Employee		
5	Physical or verbal assault	Staff may be exposed to abuse or assault from customers or the general public while conducting off site activities. Possible This can cause physical injury or mental stress.	Commercial staff, other drivers, Pedestrians	Drivers are aware that they must protect their own safety as the priority in any conflict situations. Unresolved issues with individual customers raised with management and addressed at a management level if necessary. Train to deal with threat of violence & handling cash. Ref H&S presentation (induction) section handling cash. Dealing with violence.	1 x 4	n/a			

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7	Lone work,	Physical injury or illness Mental stress	Commercial staff,	Communications is important in managing lone work. Have a charged mobile phone at all times to use in the event of accident, illness or emergency. Keep diary/outlook up to date with client meeting details – who, where, when,	2 x 5	Verify client has contactable land-line prior to meeting, consider scheduling a brief call or text to manager/office after meeting client for first time, at end of day.	Employee		1 x 5
8	Vehicle washing and refuel,	Possible exposure to harmful substances, DERV, industrial vehicle cleaning substance,	Commercial staff,	Disposable gloves at depot fuel pumps, safety goggles and gloves at the vehicle wash area,					
8	Pre-existing medical conditions,	Pre-existing medical conditions may increase the likelihood of injury or illness,	Small proportion of staff	Pre-employment medical questionnaire	2 x 5	Eye test required every two years,	HR/H&S		1 x 3
9	Exposure of pregnant employees,	Pregnant employees may be more susceptible to harm from manual handling,	Pregnant staff	An employee must notify management of her condition as soon as practicable by means of providing a medical certificate confirming her condition. A risk assessment of the employees' work place and work activities will be completed by the health & safety manager with the employee in order to determine whether any changes are required to current activities.	1 x 4				

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Emergency Conditions									
14	Fire or explosion in the vehicle	Possible multiple fatalities	Drivers	Vehicles are very well maintained and checked.	1 x 5	Consider providing briefing guideline for drivers on what to do in the event of a fire on board the vehicle.	Transport Mgr.		1 x 5

Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.	1. Minor injury not requiring first aid, or no apparent injury.	1 - 2 Acceptable	No Action
2 - Unlikely: The event would be expected to occur annually	2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.	3 - 5 Low	Prioritise after medium risk actions complete

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3 - Possible: This could occur monthly, as such it has a reasonable chance of occurring.	3. An injury requiring hospital treatment and reportable to HSA	6 – 10 Medium	Prioritise after high risk actions complete
4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical
5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent

Delivery Risk Assessment

Location: All Depots,		Area: Delivery		Activities: Loading, unloading, driving trucks, delivering to premises		Risk Assessors: Nick Smyth		Date: 15/11/2012		Reviewed by: P Devine, P Prendiville,		Date: 15 Jan 2013 29 Nov 2013	
No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating				

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1	Driving	Musculo-Skeletal problems, Time Pressure leading to Mental Stress, Tiredness, Distraction possibly leading to collision. Physical injury, possible fatality.	Delivery drivers	Tachograph installed and controlled. Breaks taken as required. Driver's seat specially designed to reduce vibration. Mobile phones not used while driving. Drivers competent and qualified to drive vehicles.	1 x 5				
2	Driving	Vehicle breakdown, excessive speed, vehicle malfunction.	Delivery drivers	Vehicles are regularly maintained by an approved and competent contractor. Speed is governed on the vehicle to 80 km/hour.	2 x 3				
3	Driving	Parking and maneuvering trucks in tight spaces in towns, villages and in customer yards. Damage to trucks or property, minor physical injury to driver, serious physical injury to pedestrian.	Delivery drivers Personnel at location	Some vehicles have sensors or cameras to assist with parking and tight spaces. Competent and experienced drivers.	2 x 4	Sales personnel to conduct risk assessment of delivery location and route to delivery point. Drivers should report changes to routes which may affect safety. Ref delivery safety assessment form,			1 x 4
4	Loading trucks with combis / cages	Physical injury - Slip/trips or falls, manual handling strains.	Delivery drivers, loaders,	Combis/ Cages inspected and repaired. Drivers trained in manual handling.	2 x 3	Load securing equipment – holding bars/cups, Ensure combis / cages are stable and Not top heavy before moving. Formal PM programme for cages / combis required	WH Manag	01 Jan 2014	1 X 3
5	Unloading trucks	Physical injury – Slips, trips or falls, manual handling strains. Over-reaching to take objects from the back of the top	Drivers	Combis / Cages loaded by route. Manual handling training provided to all drivers. Steps used for accessing and egressing the	3 x 4	Consider providing drivers with a device to assist in pulling heavy objects from the rear of combis.	Dept Mgr.		1 x 4

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		shelf of the combi. Additional manual handling required finding and access items stored under or behind other items.		back of the truck are non-slip design. Maximum weight of an individual item is 25 kg. Gloves provided.					
6	Unloading of Combis / Cages using tail lift	Physical injury as Combi could fall from the lift or strike the driver, particularly if unloading two at a time.	Drivers	Combis / Cages not require for most deliveries. Manual handling training. Maintenance and repair of Combis/Cages and Tail Lifts. Ensure cage/combi is stable and undamaged. Check area on the ground for obstacles & pedestrians. Ensure trolley stops are in upright position once tail lift is open. Use centre of gravity on tail lift platform. Check area again before lowering tail lift.	2 x 4	Drivers to unload one Combi at a time from the truck using the tail-lift. Updated truck MH access egress training module required.	Driver Trnsp Mgr	31 Jan 2014	1 x 4 1 X 4
7	Delivering from the truck to the customer premises.	Pushing hand cart, cages and combis can cause manual handling injuries, muscle or other soft tissue injuries. This can be made worse by delivery routes with steep inclines, steps/stairways, stairways with turns, slippery or wet surfaces, poor lighting, obstacles, uneven or pot-holed surfaces. Slips, Trips and Falls	Drivers	Drivers trained MH, use of combis/cages and trolleys. Drivers familiar with routes and avoid overloading trolleys as necessary applicable to the route. Safety boots and gloves worn as necessary. Use lift where available.	3 x 4	Consider providing additional (spot) lighting for the trucks. Provide portable lamps for drivers. Conduct safety assessments for new and higher risk customers. Customers understand their liability for accidents which may occur as a result of their negligence.	Trnsp Mgr. Trnsp Mgr Sales Mgr. Custo mers		2 x 4

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		Impact with obstacle Minor / Serious Physical Injury				Pallas Foods are reliant on the customer to provide a safe means of access to the premises. Drivers aware that they should not put themselves at risk if they identify an unsafe access situation. Drivers should conduct assessments on existing routes, looking for such issues as poor visibility, uneven, slippery or excessively sloped routes.	Drivers Drivers		
8	Parking	Parking trucks may cause an obstruction or increase the likelihood of an accident if space is curtailed and visibility impacted.	Drivers Other drivers Pedestrians	Drivers trained and experienced. Many locations have off road parking (hotels, nursing homes etc.). Drivers responsible for parking legally. Parking lights, hazard warning lights.	2 x 4	Drivers to highlight issues with parking so that a safe alternative may be identified where necessary. Include in the customer safety assessments.	Drivers Sales		1 x 5
9	Physical or verbal assault	Drivers may be exposed to abuse or assault from customers or the general public while conducting their deliveries. This can cause physical injury or mental stress.	Drivers	Drivers are aware that they must protect their own safety as the priority in any conflict situations. Unresolved issues with individual customers raised with management and addressed at a management level if necessary.	2 x 4	Improve driver awareness of how to deal with conflict situations. Training to deal with threat of violence & handling cash. Ref H&S presentation (induction) section handling cash. Dealing with violence.	H&S, LP Mgr,		1 x 4

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10	Lone work	Physical injury or illness Mental stress	Drivers	Communications is important in managing lone work. Drivers have mobile phones and hand-free sets which can be used in the event of accident, illness or emergency. Depot management aware of routes and approximate times and can contact the driver if they believe there may be an issue. First Aid kits are provided in each truck.	2 x 5	Consider scheduling a brief call or text to head office or depot when on a break.			1 x 5
11	Pre-existing medical conditions	Pre-existing medical conditions may increase the likelihood of injury or illness, particularly in the case of: Manual work Exposure to chemicals	Small proportion of drivers	Pre-employment medical questionnaire. Medical questionnaire at three year intervals(MH refresher training)	2 x 4	Pre-employment medical examination	HR/ H&S		1 x 3
12	Exposure of pregnant employees to certain types of work in the warehouse	Pregnant employees may be more susceptible to harm from manual handling, exposure to chemicals, standing for long periods, and certain other activities or environmental conditions.	Pregnant drivers	No female delivery driver staff	1 x 1				
13	Handling of chemical product	Possible exposure to harmful chemicals if containers are unsecured or damaged. Risk of injury to	Drivers	Small quantities of relatively low risk chemicals handled by Pallas Foods drivers. Chemicals are stored and handled in secured containers. Safety data sheets are	1 x 3	Provide easier access to SDS for drivers in case of incident.	HS Mgr	01 Feb 2014	1 x 3

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		skin, eyes or respiratory system.		available. Exposure is not foreseen in normal use. Spill kits in delivery vehicles.					
A. Emergency Conditions									
14	Collision	Possible fatality or multiple serious injuries.	Drivers, other drivers, pedestrians	Possibility of a crash is minimized by driver safety, competence and licensing. Tachographs installed and used. RSA guidelines for HGV drivers on working hours issued. Trucks are very well maintained and checked. Drivers aware to call emergency services immediately in the event of a collision. Eye test every two years.	1 x 5	Consider providing briefing guideline for drivers on what to do in the event of a collision.	Transp Mgr.		1 x 5
15	Fire or explosion in the vehicle	Possible multiple fatalities	Drivers	Trucks are very well maintained and checked.	1 x 5	Consider providing briefing guideline for drivers on what to do in the event of a fire on board the vehicle.	Transport Mgr.		1 x 5
16	Vehicle Washing & re-fuelling	Possible exposure to harmful substances, cleaning soap, DERV,	Drivers	PPE goggles, gloves at wash stations, gloves at fuel pumps,	1 x 2				

Pallas Foods Safety Statement

Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
<p>1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.</p>	<p>1. Minor injury not requiring first aid, or no apparent injury.</p>	<p>1 – 2 Acceptable</p>	<p>No Action</p>
<p>2 - Unlikely: The event would be expected to occur annually</p>	<p>2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.</p>	<p>3 – 5 Low</p>	<p>Prioritise after medium risk actions complete</p>

Pallas Foods Safety Statement

3 - Possible: This could occur monthly; as such it has a reasonable chance of occurring.	3. An injury requiring hospital treatment and reportable to HSA	6 – 10 Medium	Prioritise after high risk actions complete
4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical
5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent

Demonstration Kitchen Risk Assessment

Location: Newcastle West		Area: Demonstration kitchen		Activities: Food prepn., cooking, cleaning		Risk Assessors: Nick Smyth		Date: 8/1/2013		Reviewed by:		Date:	
No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating				

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1	Kitchen area	Physical injury due to slips, trips and falls, contact with hot surfaces or substances, manual handling. Possible soft tissue or limb injury, burns or scalds, impact injuries.	Kitchen personnel Visitors	Housekeeping and cleaning. Staff training in food hygiene and safety pre-requisites. Manual handling training. Maintenance and safety controls on equipment.	1 x 4				
2	Cookers, ovens, hot plates	Possible burns or scalds from direct contact with hot surfaces or hot substances (oils, fats, other foods)	Kitchen personnel	Maintenance and safety controls on equipment. Trained kitchen staff/chef. Protective clothing and gloves/cloths. Protective implements. Cleaning of gas burners, hot plates, ovens. Regular servicing of gas installations and equipment by qualified contractors.	1 x 3				
3	Cookers, ovens, hot plates, deep fat fryers, microwaves	Fire	Kitchen personnel	Emergency procedures in place and evacuation drills implemented. Emergency routes and exits kept clear and unobstructed. Fire extinguishers and fire blankets in place.	1 x 5				
4	Knives and other sharp kitchen implements.	Cuts and abrasions	Kitchen staff	Safe sharpening implements used. Knives kept safe when not in use. Kitchen staff trained and experienced. First Aid provisions and trained first aiders available.	2 x 3				

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5	Hot water, oil, food, plates, cooking utensils	Burns and scalds	Kitchen staff/chef	Trained and experienced personnel. First Aid provisions and trained first aiders available. Eye wash available.	2 x 3				
6	Biological waste (food and contaminated packaging)	Viruses, bacterial infections	Kitchen staff/chef	Dedicated food waste containers. Segregation of contaminated waste. Food safety training and practice. HACCP and food hygiene pre-requisites identified and controlled as required by ISO 22000. Waste stored, handled and removed appropriately. Only approved and licensed/permitted contractors used for waste collection and management.	1 x 5				
7	Microwave oven	Electrocution, burns or scalds to skin, fire, explosion.	Kitchen staff/chef	Microwave installed and used as per manufacturer's instructions. Inspection of electrical installation. Trained and experienced staff who identify and report any defects or incidents. Protective guards and covers remain in place.	1 x 4				
8	Dishwasher	Scalds and burns. Electric shock. Manual handling injury. Exposure to detergents and cleaners.	Kitchen staff/chef	Manual handling training. Trained and experienced staff. Equipment and detergent used in accordance with manufacturer's instructions. PPE provided and used as necessary.	1 x 5				

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				Cleaning conducted by use of appropriate cleaning chemicals and without direct contact with the dishwasher.					
9	Fridges and freezers/freezer compartments	Electrocution	Kitchen staff/chef	Trained and experienced staff. PPE provided and used as necessary. Staff unplug equipment prior to cleaning. Electrical inspections conducted by electrical maintenance.	1 x 5				
10	Food consumption/tasting	Possible serious illness from unsafe or contaminated food	Chef/Customers	HACCP and Food Safety Pre-requisites identified and controlled. ISO 2000 Food Safety Management System implemented. Staff trained and experienced.	1 x 4				
11	Exposure to rodents or other animals	Rodents may be attracted by food and can spread disease, including leptospirosis.	WH personnel	Effective pest control system in place and maintained.	1 x 5				
13	Exposure of pregnant employees to certain types of work in the kitchen	Pregnant employees may be more susceptible to harm from manual handling, exposure to chemicals, standing for long periods, and certain other activities or environmental conditions.	Pregnant employees	An employee must notify management of her condition as soon as practicable by means of providing a medical certificate confirming her condition. A risk assessment of the employees' work place and work activities will be completed by the health &	1 x 4				

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				<p>safety manager with the employee in order to determine whether any changes are required to current activities.</p> <p>Where a work activity or work place presents a hazard to the pregnant, breastfeeding or post natal employee, recommendations will be made to remove the hazard or to temporarily relocate the employee to a less hazardous environment / task.</p> <p>All completed risk assessments will be filed in the employees personnel file by HR.</p>					
14	Lone work	Lone work may lead to a delay in identifying and treating an injury or incident of ill health	Lone workers	Lone work is minimized at Pallas Foods. The H&S Manager should be consulted prior to any lone work in order to provide a safe system of work.	1 x 5				
15	First Aid provision	First aid may expose first aiders to biological hazards such as blood borne pathogens.	First Aid personnel	All first aiders trained in the prevention of exposure to infection. Suitable PPE is provided.	1 x 4				

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Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
<p>1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.</p>	<p>1. Minor injury not requiring first aid, or no apparent injury.</p>	<p>1 – 2 Acceptable</p>	<p>No Action</p>
<p>2 - Unlikely: The event would be expected to occur annually</p>	<p>2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.</p>	<p>3 – 5 Low</p>	<p>Prioritise after medium risk actions complete</p>
<p>3 - Possible: This could occur monthly, as such it has a reasonable chance of occurring.</p>	<p>3. An injury requiring hospital treatment and reportable to HSA</p>	<p>6 – 10 Medium</p>	<p>Prioritise after high risk actions complete</p>

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4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical
5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent

Office and Call Centre Risk Assessment

Project Title :							Hazard Identification & Risk Assessment		Revision No.		002
Date :							21/9/2012		Page No.		1 of 1
Cost Centre/Location :				Newcastle West Offices							
Description of Process/Activity											
Responsible Person(s) carrying out assessment											
No	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating		

Hazards common to office areas.

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1	Computer work station VDUs	Eyestrain, Musculo-Skeletal problems, Mental Stress	Office personnel	<p>Trained VDU assessors available. VDU assessments conducted for office personnel. Identified hazards addressed.</p> <p>Chairs fully adjustable in height, backrest and angle. Screens are adjustable</p> <p>Monitor risers available</p> <p>Adequate space at work desk.</p> <p>Document holders and foot rests provided if requested by employees.</p> <p>Employees to ensure they take regular breaks at least every hour if working full time on a VDU's terminal.</p> <p>Eye testing policy in place for employees.</p> <p>Lighting, temperature and general work environment is comfortable.</p>	1 x 3				
2	Photocopiers ozone generation (Ozone produced during electrical	Photocopying machines - Exposure to ozone, nitrogen oxide, carbon monoxide at relatively low levels, may cause eye, throat or respiratory	Office personnel	Rooms are adequate in size and ventilation to prevent build-up of ozone or other contaminants	1 x 3				

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	<p>discharge in photocopiers and laser printers. Nitrogen oxide may be produced when there is a spark in photocopiers. Carbon monoxide is produced when toner (containing carbon black) is heated in an inadequate air supply)</p>	<p>tract irritation or skin irritation.</p>							
	<p>Changing photocopier cartridge</p>	<p>Minor physical injury</p>	<p>Office personnel</p>	<p>Follow instructions as required by the copier manufacturer, read all safety instructions. Ensure proper cartridge for the copier is being inserted Do not attempt to place hands in any area of the</p>	<p>1 x 4</p>				

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				photocopier not described in the instructions. RCD units on all circuit breakers controlling power sockets that photocopiers are connected to.					
3	Housekeeping	Slip/trips or falls.	Office personnel	Work areas are kept neat and tidy Unused equipment, i.e. old computers, equipment and combustible material to be stored safely when not in use. All areas of access, hallways, stairs, corridors to be kept clear of equipment and materials. Cable management must be maintained in every office location.	1 x 3				
4	Telephone use - with headset	Continuous use of headset for long periods during the working day could expose personnel to significant levels of noise if inadequately controlled	Call centre personnel	Head sets are for one ear only and sound levels are at normal conversational level.	1 x 2				

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5	Manual handling: Copier paper Office equipment Laptops	Possible physical injury due to improper lifting.	Office personnel	Weights are not excessive. Lighting and housekeeping very good. Employees aware and trained	1 x 3				
6	Electrical equipment (including photocopiers, printers)	Electrocution Burns Fire Death, Serious Physical Injury	Office personnel	Follow safety instructions as for all electrical equipment. RCD units on all circuit breakers controlling power sockets for all electrical equipment that is connected. Seek assistance from the maintenance department if required for electrical faults. All electrical equipment to be checked on a regular basis. Remove any damaged equipment from area. Repair / replace any damaged equipment	1 x 5	Portable Appliance Testing programme.			

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7	Floor condition, spills or leaks, damage	Slips, Trips and Falls Minor / Serious Physical Injury	Office personnel	Clean all spillages of material on floors as and when they happen. Ensure that all electrical cables are secure and do not represent a trip hazard. Replace or Repair all torn and/or damaged carpets, floor coverings of tiles.	1 x 4				
8	Lighting	Slips, Trips and Falls Minor / Serious Physical Injury	Office personnel	All stairs and emergency access ways are well lit and emergency lighting is in place There is ample natural and artificial lighting. Employees to report damaged lighting Blinds fitted to windows. Provision of anti-glare screens for VDU users who request same. Training of all employees in the safe use and design of a workstation layout to take advantage of natural light.	1 x 4				

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9	Stress	Stress may be caused by lack of clarity concerning roles and responsibilities; work pressure at busy times (particularly Christmas period); Goods may be delivered faster than the replenishers can clear the delivery area. Working to time constraints on the night shift when all picks must be ready for collection in the morning.	All personnel.	<p>Clear job descriptions. Training. Supervision. Good communications processes. Effective allocation and distribution of work. Page 15 of the Safety Statement states to employees:</p> <p>"If an employee believes that an element of their job is causing them excessive stress they should inform management. All reports of stress will be fully investigated in a timely manner to ensure that the root cause of their stress is identified and that an appropriate resolution is implemented."</p>	2 x 4	Consider health promotion activities - exercise, smoking cessation, etc. which reduce stress and improve capacity.			1 x 4
10	Bullying and harassment	Bullying and harassment can cause high levels of stress and potentially violence in the workplace	All personnel	The employee handbook is provided to all employees and outlines a comprehensive policy and	2 x 4				

Pallas Foods Safety Statement

		if not dealt with effectively.		procedure for preventing and dealing with bullying and / or harassment in the workplace.					
11	Violence	Violence may be caused by employees, visitors, contractors or customers and can cause significant mental as well as physical impact.	All personnel	Pallas Foods aims to prevent violence by identifying potential causes at a supervisory level and dealing with them proactively. This includes possible drug or alcohol abuse, problems of communication or interpersonal relationships, or issues related to customers. Office staff meet external people less frequently than delivery drivers or sales staff. The Safety Statement states: "Violence will not be tolerated at Pallas Foods. All incidents of verbal or physical violence must be reported immediately to management who will address the situation with urgency. This includes any	1 x 5				

Pallas Foods Safety Statement

				incidents from external sources such as customers".					
13	Exposure of pregnant employees to certain types of work	Pregnant employees may be more susceptible to harm from manual handling, exposure to chemicals, standing for long periods, and certain other activities or environmental conditions.	Pregnant employees	An employee must notify management of her condition as soon as practicable by means of providing a medical certificate confirming her condition. A risk assessment of the employees' work place and work activities will be completed by the health & safety manager with the employee in order to determine whether any changes are required to current activities. Where a work activity or work place presents a hazard to the pregnant, breastfeeding or post natal employee, recommendations will be made to remove the hazard or to temporarily relocate the employee to a	1 x 4				

Pallas Foods Safety Statement

				less hazardous environment / task. All completed risk assessments will be filed in the employees personnel file by HR.					
14	Lone work	Lone work may lead to a delay in identifying and treating an injury or incident of ill health	Lone workers	Lone work is minimized for office personnel but may occur from time to time.	2 x 5	Document a lone work procedure. Consider procuring a lone worker alarm system and make this available for all lone work.			1 x 5
15	First Aid provision	First aid may expose first aiders to biological hazards such as blood borne pathogens.	First Aid personnel	All first aiders trained in the prevention of exposure to infection. Suitable PPE is provided.	1 x 4				
16	Failure of electrical supply	Electrical failure could lead to loss of vital services such as lighting	All personnel	Back up generator in place which provides lighting. Emergency lighting in place on UPS. Generator also available for fire pump.	1 x 5				
A. Emergency Conditions									

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17	Fire or explosion	Possible multiple fatalities		Emergency alarm and fire and smoke detection system in place and maintained and subject to statutory inspection. Evacuation procedure in place and drills held regularly. Reference detailed fire and explosion risk assessment 29/10/2011	2 x 5	Appoint fire wardens and fire team and document Emergency Preparation and Response Manual.			1 x 5
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Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable

Pallas Foods Safety Statement

1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.	1. Minor injury not requiring first aid, or no apparent injury.	1 – 2 Acceptable	No Action
2 - Unlikely: The event would be expected to occur annually	2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.	3 – 5 Low	Prioritise after medium risk actions complete
3 - Possible: This could occur monthly, as such it has a reasonable chance of occurring.	3. An injury requiring hospital treatment and reportable to HSA	6 – 10 Medium	Prioritise after high risk actions complete
4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical
5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent

Common Warehouse Risk Assessment

Location: Newcastle West, Dublin,	Area: Common Warehouse	Activitie(s): All activities	Risk Assessors: Name: P.Devine J.McLoughlin	Date: 13/10/2014	Reviewed by: 12/01/ 2015	Date: P Devine
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No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S = (RR)	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating L X S = (RRR)
1	Racking integrity and maintenance	Risk of fatality or serious injury from – Collapse of racking.	WH personnel, Office staff Visitors, Contractor,	<ol style="list-style-type: none"> 1. Racking installed and maintained to BS EN 15512:2009 “Steel static storage systems. 2. Adjustable pallet racking systems. 3. Principles for structural design” and BS EN 15620:2008 “Steel static storage systems. 4. Adjustable pallet racking. 5. Tolerances, deformations and clearances adhered to. 6. Trained and experienced maintenance personnel erect and maintain racking. 7. Annual inspection and certification by an approved consultant. 8. Inspection by management during walkabouts 9. Reporting and corrective action for any incidents or damage. 10. Staff report all damage and incidents on report form 	2x 5	1. Warehouse staff to report damage to maintenance for repairs.	WH Mgr. All staff	Ongoing March 15	1 X 5

Pallas Foods Safety Statement

2	Product stability and storage on pallets at height	Risk of fatality or serious injury from – fall of product or pallet from height.	WH personnel, Visitors, Contractor, Office staff	<ol style="list-style-type: none"> 1. Suppliers instructed by purchasing regarding pallet requirements i.e max weight of pallet. 2. Pallets at goods in are checked at to ensure correct type, dimensions and of good quality. 3. Prior to placement in racking the replen employees check pallets for stable load and wrapped. 4. Forklift drivers trained to the required standard and experienced in loading and unloading racking. 5. Tool box talks on pallet put away safety. 6. REACH operators eye test completed. 7. Ensure obstructions are identified in inspections and inappropriate storage is prevented. 8. Storage locations over walkways have additional mesh support and lighter products placed as a rule. 	3x5	<ol style="list-style-type: none"> 1. Each incident of incorrect pallet supply to be investigated as a near miss by Warehouse Management. 2. Suppliers to be warned regarding continued use of incorrect pallets by Purchasing. 3. Return all damaged or incorrect pallets to suppliers and charge suppliers for any consequential damage or rework required. 4. Include Health and Safety criteria in supplier approval and monitoring process. 5. Replen ops training and tool box talks given to staff in vicinity. 6. Use SWMS to ensure only lighter products stored at top tiers of racking. All pallets wrapped on top tier 7. Install mesh or racking cross support for all locations above pick level. 8. Toolbox talk planned to ensure increase awareness by operators in warehouse 	<p>WH Mgr.</p> <p>Purch. Mgr.</p> <p>Purch. Mgr.</p> <p>Purch Mgr</p> <p>WH Mgr</p> <p>WH Mgr</p> <p>Dir Ops</p>	<p>March 14</p> <p>April 14</p> <p>April 14</p> <p>April 15</p> <p>Jan 15</p> <p>June 15</p> <p>Mar 15</p>	2 x 5
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Pallas Foods Safety Statement

						when removing pallets from a height. Staff and other pedestrians in area, must be kept from range of falling product	P.Devine	Mar 15	
3	Aisleways – markings and signage	Potential for vehicle on vehicle collision or vehicle pedestrian collision resulting in physical injury or damage to property	WH personnel Visitors Contractors All staff	1. Floors marked to show pedestrian walkways. 2. One way vehicle flow system in the picking/storage zones, 3. Traffic management plan introduced and layout changed. 4. Access restricted to non-warehouse staff	2x3	1. Renew floor markings and signage and renew floor markings where worn away. 2. Management to ensure all unnecessary entry to warehouse is avoided.	WH Mgmt.	June 2015	1x4
7	Powered Pallet truck operation,	1.Collisions causing physical injury and/or damage to property. 2.Impact with racking causing product to fall from height.	Drivers, Warehouse personnel, Visitors, contractors, Racking,	1. Operators trained and competent. RTITB 2. Pre-employment (and three year thereafter) medical questionnaire completed by operators. Eye sight tests 3. P.M. (Preventative maintenance) programme implemented for vehicles. 4.Pre-use checks conducted incl statutory checks 5. All employees and other personnel in warehousing areas must wear high visibility	3 x 4 3 x 4	1.Operators involved in incidents are taken off duties pending investigation 2. Supervisors are observing and documenting operator behavior. 3. Traffic management plan 2014 introduced. 4. Relayout of warehouse traffic routes to reduce likelihood of collision,	WH mgmt. WH mgmt. H&S Snr Mgmt	Aug 14 Aug 14 Jul 14 Jul 17	2 x 4 2 x 4

Pallas Foods Safety Statement

				clothing. vehicles disabled (off) when not in use. 6. Avoid stacking pallets on yellow marked areas, aisles kept free after receiving process or loading or unloading vehicles.					
8	Fork Lift Truck operation,	1.Collisions causing physical injury and/or damage to property.	Drivers, Warehouse personnel Visitors, contractors, racking,	1. Fork Lift Truck use mostly confined to put away (day)shift and not the busier picking shift. 2. Operators trained and competent. 3. Pre-employment (and three year thereafter) medical questionnaire. 4. (Preventative maintenance) programme implemented for vehicles. 5. Statutory inspections completed,2007. 6. Pre-use checks conducted. 7. Drivers trained to avoid distractions and focus on direction of travel. 8. All employees and other personnel in warehousing areas must wear high visibility clothing. 9. Keys removed from vehicles when not in use. 10. Aisles kept free. 11. Not used for loading or unloading vehicles.	3 x 4	1. Operators involved in incidents are taken off duties pending investigation, 2. Supervisors are observing and documenting operator behaviour, 3. Traffic management plan 2014, 4.Relayout of warehouse traffic routes to reduce likelihood of collision,,	WH Mgmt	Aug 14	3 x 4
		2.Impact with racking causing product to fall from height.			3 x 4		WH Mgmt	Aug 14	3 x 4
							H&S	Jul 14	
							Snr Mgmt	Jul 17	

Pallas Foods Safety Statement

				12. SWL info on the equipment,					
	Hand trucks	Manual handling injury. Collision with pedestrians or vehicles causing physical injury.	Hand truck users. Other WH personnel. Delivery drivers.	1. Users are trained in manual handling and in operation of the hand trucks.	2x 2	1. Provide suppliers with a copy of the WH SOP. 2. Ensure that drivers for suppliers wear PPE and comply with warehouse rules (Warehouse SOP).	Purch.	Feb 15	1 x 2
	Segregation of pedestrians and warehouse vehicles	Pedestrians and vehicles use the same routes for access and egress with potential for collision and physical injury. SHW at Work (General App) Regs 2007, Part 2 Workplace and Work Equipment, Chapter 1 - Workplace and Amendment Regulations 2007, Regulation 14 - Movement of pedestrians and vehicles in danger areas requires provisions to be in place to allow this to be done safely.		1. As recommended by Regulation 14, barriers have been placed outside doorways giving access to routes used by vehicles in the warehouse. 2. Vehicles are provided with flashing lights, reversing alarms etc. as an effective means of warning pedestrians of their approach where the driver's view is restricted. 3. High visibility clothing is worn by all personnel in the warehouse.	2X3	1. Suitable pedestrian crossings are marked out. 2. Tool box talks given to WH operators re speed and safety while on PPT's/FL. 3. Workplace transport Plan 2014 implemented	WH Mgmt.	Feb 15	1 x 3
	Use of the Voice System	Voice system provides information to drivers loading product to racking or picking from racking. There is the potential to distract drivers and increase the likelihood of collisions or other incidents.	WH personnel	1. Drivers report that the system is effective and efficient. 2. Drivers are trained and competent in using the system.	2x 2	1. Instruct drivers not to interact with the system while driving and supervise this to ensure compliance.	WH Mgmt.	Jan 15	2 x 2

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		(Noise related risk associated with the Voice System is covered below under Noise.)							
Use of MEWP for cycle count	1.Fall from height. 2. Collision with other vehicles or with personnel in the area. 3. Potential for significant movement of vehicles in the area where the count is conducted.	WH personnel.	1. Trained and competent in MEWP use, including use of harness. 2. MEWP maintained and subject to statutory inspection. 3. Personnel wearing high visibility clothing. 4. Management to ensure aiseways are not overloaded and cycle count not completed at busy period	2x 5 2x 3 2x 3	1. Avoid use of MEWP in warehouse areas during busy times.	WH Mgmt.	Jan 15	2x 5 2x 3 2x 3	
Hazards common to warehouse areas B. Manual handling									
Manual handling Loading and handling Combis	Combis can carry up to 500kgs with possible strain or impact during handling, or if combi moves unexpectedly, e.g. due to damage to wheels.	WH personnel involved in loading or moving combis.	1. A reactive maintenance programme is in place by the Maintenance Team. 2. Combis returned to NCW in case of damage. 3. Maintenance team experience is that most damage is to the metal structure. 4. Wheels robust and generally in good condition.	2x3	1. Instruct personnel in loading combis to avoid heavy objects on the top or bottom shelf. Current practice is to load in order of the pick list from the Voice System.	WH mgmt.	Ongoing Feb 15	1 x 3	

Pallas Foods Safety Statement

				<p>5. All WH personnel are trained in manual handling and those involved are experienced in loading combis.</p> <p>6. Manual handling training given to all staff and refreshed</p> <p>7. Manual handling signage posted in the loading area.</p>					
Manual handling Picking from storage	Possible strains, over-reaching, twisting movement, physical injury.	Pickers	<p>1. Manual handling training.</p> <p>2. Employees instructed to avoid overreaching or unstable surfaces while accessing product.</p> <p>3. Mechanical aids to be used where necessary.</p>	2x 3	1.WH Staff to use mechanical aid if product is too far in on pallet	WH Mgmt	Ongoing Feb 15	2x3	
Manual handling Waste management	Possible manual handling injury while picking up, carrying or placing waste into bins located in the warehouse bays.	WH personnel	<p>1. Manual handling training.</p> <p>2. Weights involved generally low.</p>	1 x 3					
Manual handling Housekeeping, cleaning	Possible manual injury during cleaning or moving objects for housekeeping.	WH personnel, Cleaners.	<p>1. Manual handling training.</p> <p>2. Suitable tools and equipment are available.</p>	1 x 3		WH Mgmt P.Devine	Ongoing Feb 15	1x3	
Manual handling Repalletising product from damaged pallets	Possible physical injury from handling broken pallets, sharp edges, loose nails, or from loading product onto a fresh pallet.	WH personnel.	1. Manual handling training.	3 x 3	<p>1.Each incident of incorrect pallet supply to be investigated as a near miss by Warehouse Management.</p> <p>2. Suppliers to be warned regarding continued use of</p>	WH Mgmt. Purch.	April 15	1 x 4	

Pallas Foods Safety Statement

						incorrect pallets by Purchasing. 3. Include Health and Safety criteria in supplier approval and monitoring process. (incorporate into ISO 22000 procedure). 4. Return all damaged or incorrect pallets to suppliers and charge suppliers for any consequential damage or rework required.			
	Hazards common to warehouse areas C. Electricity								
	Use of electrical equipment	1.Electric shock 2.Burns 3.Fire	WH personnel	1. Trained electrician on site who manages the electrical installations. 2. Machinery is CE marked and effectively earthed and insulated. 3. Machinery and appliances maintained. Electrical isolation implemented for machinery (Lock Out Tag Out process). 4. Annual thermography programme for electrical equipment.	2 x 5 1X 3 1X 3	1. PAT programme to be put in place.	P. Devine	Date to be assigned	1 x 5 1X 3 1X 3

Pallas Foods Safety Statement

				5. Fire alarm and detection system in place based on air sampling for smoke.					
	Hazards common to warehouse areas D. Exposure to chemicals and physical agents								
	Storage and handling of chemical product	Possible exposure to harmful chemicals if containers are unsecured or damaged. Risk of injury to skin, eyes or respiratory system. Risk of legal non-compliance with respect to provision of Safety Data Sheets to customers, and compliance with REACH regulations.	Cleaning staff	1.Small quantities of relatively low risk chemicals stored and handled at Pallas Foods. 2. Chemicals are stored and handled in secured containers. Safety data sheets are available. 3. Exposure is not foreseen in normal use. 4.PPE issued to staff who handling chemicals	1x4	1. Provision of spill kits in case of damaged or leaking container. 2. Provide easy access to MSDS in case of incident. 3. REACH and CLP requirements to be further investigated. 4.Safety Data Sheets to be provided to customers.	P. Devine	Feb 15	1x4
	Use of cleaning chemicals	Cleaning chemicals for general use around the site pose risk to skin or eyes.	Cleaning staff	1. Safety data sheets available. 2. Chemicals used for general cleaning generally low risk and used in small quantities.	2 x 3				
	Exposure to noise – Voice System	Voice system in prolonged use during the working day for WH personnel involved in replenishing or picking. Possible noise induced	WH drivers	1. Voice system has been developed to recognize voice inputs from operators at normal speech levels, even in noisy environments.	2 x 3	1. Supplier to provide information to EHS Manager on noise levels and whether noise limits	P. Devine	March 15	1 x 3

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		hearing loss and/or tinnitus if levels are elevated.		2. Hearing is most sensitive at speech frequencies and does not require significant amplification.		can or need to be set for the equipment. 2. Noise levels above an Laeq of 80 dB(A) will require attenuation as PPE is not feasible.			
	Exposure to noise	Possible noise induced hearing loss and/or tinnitus if levels are elevated.		1. Noise levels in the warehouse are relatively low and are not expected to exceed 80 dB(A) under normal conditions. 2. The sound level setting on the "Voice" system is set based on background sound levels. Samples of user levels in the warehouse during the risk assessment process demonstrated that sound levels are at or below normal speech levels. 3. Periodic noise surveys are carried out by an external consultant to determine what the occupational noise levels are in the facility. 4. These surveys are carried out in conformance with the Safety Health & Welfare at Work (General Application) Regulations 2007, Part 5 Physical Agents, Chapter 1 – Control of Noise at Work and Amendment Regulations 2007.	1 x 3				

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	Hazards common to warehouse areas E. Biological hazards								
	Exposure to raw meat	Bacteria or viruses can cause a variety of infections and diseases.	WH personnel who handle packaged meat	1. Exposure to raw meat is unlikely in the main warehouse areas as meat is packaged and sealed.	1 x 4	All employees to be advised about correct hand washing and hygiene, and requirement to wear the correct protective gloves when handling raw and spoilt food.			
	Exposure to rodents or other animals	Rodents may be attracted by food and can spread disease, including leptospirosis (Weill's disease)	WH personnel	1. Effective pest control system in place and maintained. No reports of rodents on site.	1 x 5				
	Hazards common to warehouse areas F. Human factors								
	Stress	1.Stress may be caused by lack of clarity concerning roles and responsibilities; work pressure at busy times (particularly Christmas period); 2.Goods may be delivered faster than the replenishers can clear the delivery area. 3.Working to time constraints on the night shift	All personnel.	1. Clear job descriptions. 2. Training. 3. Supervision. 4. Good communications processes. 5. Effective allocation and distribution of work. Page 15 of the Safety Statement states to employees: "If an employee believes that an element of their job is	2 x 4 2 x 4 2 x 4	1. Consider health promotion activities – exercise, smoking cessation, etc. which reduce stress and improve capacity. 2. Consider options for expanding the Despatch Goods-In Area.	P. Devine	Ongoing	2 x 4 2 x 4 2 x 4

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		when all picks must be ready for collection in the morning.		causing them excessive stress they should inform management. 6. All reports of stress will be fully investigated in a timely manner to ensure that the root cause of their stress is identified and that an appropriate resolution is implemented.”					
	Bullying and harassment	Bullying and harassment can cause high levels of stress and potentially violence in the workplace if not dealt with effectively.	All personnel	1. The employee handbook is provided to all employees and outlines a comprehensive policy and procedure for preventing and dealing with bullying and / or harassment in the workplace.	2 x 4				
	Violence	Violence may be caused by employees, visitors, contractors or customers and can cause significant mental as well as physical impact.	All personnel	1. Pallas Foods aims to prevent violence by identifying potential causes at a supervisory level and dealing with them proactively. This includes possible drug or alcohol abuse, problems of communication or interpersonal relationships, or issues related to customers. 2. The Safety Statement states: “Violence will not be tolerated at Pallas Foods. All incidents of verbal or physical violence must be reported immediately to management who will	2 x 5	1. On site security presence should be considered in the light of cash deliveries by some drivers. 2.Dignity at work poster and policy to be printed from HSA website and rolled out to all locations at Pallas Foods	P. Devine HR	Feb 15	1 x 4

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				address the situation with urgency. This includes any incidents from external sources such as customers".					
	Language and communications issues	Instructions and communications may be misunderstood, or warnings in the event of incidents or emergencies	Personnel who do not understand English	1. Policy of ensuring a good level of English language skills prior to employment. 2. Clear signage without words (e.g. exit signs) or translated into appropriate languages.	2 x 4				
	Shift work	Night work and shift work may cause mental or physical ailments in some personnel SHW at Work (General App) Regs 2007, Part 6 Sensitive Risk Groups, Chapter 3 - Night Work and Shift Work and Amendment Regulations 2007 applies and requires that night shift workers are provided with medical assessment prior to commencing work. The company must transfer an employee to day work if he/she manifests symptoms of ill health, which are connected to the night/shift work	Night/shift workers	1. A pre-employment medical is completed by employees prior to commencing work.	2 x 5		P. Devine	Jan 13	1 x 4

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		The company should provide health assessments to night workers (not shift workers, unless they are defined as night workers) prior to commencing such work and at regular intervals thereafter							
	Pre-existing medical conditions	Pre-existing medical conditions may increase the likelihood of injury or illness, particularly in the case of: Manual work Exposure to chemicals Exposure to noise	Small proportion of WH employees	1. Pre-employment medical questionnaire	2 x 5	1.Pre-employment medical examination 2. Ongoing medical examination for drivers, forklift and PPT drivers, workers in the Freezer section.	HR/EHS	Feb 15	1 x 3
	Exposure of pregnant employees to certain types of work in the warehouse	Pregnant employees may be more susceptible to harm from manual handling, exposure to chemicals, standing for long periods, and certain other activities or environmental conditions.	Pregnant employees	1. An employee must notify management of her condition as soon as practicable by means of providing a medical certificate confirming her condition. 2. A risk assessment of the employees' work place and work activities will be completed by the health & safety manager with the employee in order to determine whether any changes are required to current activities.	1 x 4				

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				<p>3. Where a work activity or work place presents a hazard to the pregnant, breastfeeding or post natal employee, recommendations will be made to remove the hazard or to temporarily relocate the employee to a less hazardous environment / task.</p> <p>4. All completed risk assessments will be filed in the employees personnel file by HR.</p>					
	<p>Hazards common to warehouse areas</p> <p>G. Abnormal conditions</p>								
	Lone work	Lone work may lead to a delay in identifying and treating an injury or incident of ill health	Lone workers	<p>1.Lone work is minimized as Pallas Foods warehouses.</p> <p>2.This may occur, however, in the Butchery during break times, or in other areas in off-hours for maintenance or inspections.</p> <p>3. The HSE manager should be consulted prior to any lone work in order to provide a safe system of work.</p>	2 x 5	<p>1. Lone work should be prevented in high risk areas such as the Freezer.</p> <p>2. Ensure compliance with the requirement to consult the HSE Manager prior to lone working.</p> <p>3. Document a lone work procedure.</p> <p>4. Consider procuring a lone worker alarm system and make this available for all lone work.</p>	P. Devine	Feb 15	1 x 5

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	First Aid provision	First aid may expose first aiders to biological hazards such as blood borne pathogens.	First Aid personnel	1. All first aiders trained in the prevention of exposure to infection. 2. Suitable PPE is provided.	1 x 4				
	Failure of electrical supply	Electrical failure could lead to loss of vital services such as lighting	All personnel	1. Back up generator in place which provides lighting. Emergency lighting in place on UPS. 2. Generator also available for fire pump.	1 x 5				
	H. Emergency Conditions								
	Collapse of a line of racking	Possible fatality or multiple serious injury.	WH personnel or visitors	1.Racking is maintained and erected by trained and qualified personnel in the maintenance department. 2.Racking is purchased to the highest available standard and is inspected to best practice by a competent body on an annual basis. 3.First Aid available. Nearest hospital is Limerick regional hospital	1 x 5				
	Fire or explosion	Possible multiple fatalities		4.Emergency alarm and fire and smoke detection system in place and maintained and subject to statutory inspection. 5.Evacuation procedure in place and drills held regularly.	2 x 5	1. Appoint fire wardens and fire team and document Emergency Preparation and Response Manual.	P. Devine	Jan 15	1 x 5

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				6.Reference detailed fire and explosion risk assessment 29/10/2011					
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Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.	1. Minor injury not requiring first aid, or no apparent injury.	1 – 2 Acceptable	No Action
2 - Unlikely: The event would be expected to occur annually	2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.	3 – 5 Low	Prioritise after medium risk actions complete
3 - Possible: This could occur monthly, as such it has a reasonable chance of occurring.	3. An injury requiring hospital treatment and reportable to HSA	6 – 10 Medium	Prioritise after high risk actions complete
4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical

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5 - Certain: Expected to occur almost daily, it is more likely to occur than not	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent
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Lone Working Risk Assessment

Location: Newcastle West		Area: All areas	Activitie(s): Lone working	Risk Assessors: Name: P.Devine J.McLoughlin	Date: 13/09/2014	Reviewed by: 12/01/2015	Date: J.McLoughlin		
No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S = (RR)	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating L X S = (R RR)
	Violence	Physical injury, stress,	All staff Visitors Contractor	1.Ensure main gate is locked and intruder alarm is operating correctly. 2.Determine if any delivery drivers are on site. Contact the Gardai 999 for assistance if necessary. Phone 087-9679067 at start and end of shift. End of shift is leaving the plant with gate closed.	1x4	1. Contact 087-2943114 if the weekend on call phone is not answered. Training on the Intruder alarm is required.	D Sheehan	Jan 15	1x4
	Fire	Physical injury, fatality, Fire explosion, plant equipment damage,	Office admin work only. Butchery		1x5	1. If fire alarm activates contact 087-9679067 and exit to main gate.	P. Devine	Jan 15	1x5
	Ill health	Illness, fatality	Office Staff	1.Employee must be in good general health without underlying medical conditions, e.g. heart condition, epilepsy or a disability.	1x3				

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	Manual work,	Physical injury, no first aid	Office staff	1.The work is office based, employee will not be operating machinery, equipment or in-house transport alone,	1x3				

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Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.	1. Minor injury not requiring first aid, or no apparent injury.	1 – 2 Acceptable	No Action
2 - Unlikely: The event would be expected to occur annually	2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.	3 – 5 Low	Prioritise after medium risk actions complete
3 - Possible: This could occur monthly, as such it has a reasonable chance of occurring.	3. An injury requiring hospital treatment and reportable to HSA	6 – 10 Medium	Prioritise after high risk actions complete
4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical
5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent

Newcastle West Picking Loading Dispatch Risk Assessment

Location: Newcastle West Depot		Area: Warehouse, Yard		Activity: Picking, Loading, dispatch shift,		Risk Assessors: Name: P.Devine J.McLoughlin		Date: 28/03/2013		Reviewed by: P Devine, D Sheehan,		Date: 07 May 2014	
No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S = (RR)	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating L X S = (RR)				
	A. Workplace layout												
1	Poor aisle surface condition,	Slip/trips or falls. Vehicle slips and/or collisions. Physical injury to personnel. Damage to property.	WH personnel Visitors Contractors	Housekeeping inspections and clean as you go policy. Clean up at end of shift. Waste receptacles in all warehouse aisle ways.	2 x 3	Specific resources assigned to clean up during shift.	WH Mgmt.	Dec 13	1 x 3				
2	Aisles too narrow	Collisions resulting in physical injury or damage to property.	WH personnel Visitors Contractors	One way flow system in operation, trained operators, racking removed in congested areas, (aisle 4, DG),	2 x 3	Approval for proposal for further structural renovations to improve traffic flow in the chill and ambient sections, Change pedestrian routes from office area,	WH Mgmt, WH Mgmt,	Jul 15 May 14	1 X 3 1 X 3				

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3	Inadequate aisle floor markings and signage	Collisions resulting in physical injury or damage to property.	WH personnel Visitors Contractors	Floors marked to show pedestrian walkways.	2 x 3	Review floor markings and signage and remake floor markings where worn away.	WH Mgmt.	Jul 14	1 x 3
4	Warehouse: Inadequate pedestrian/equipment segregation inside	Collisions resulting in physical injury or damage to property.	WH personnel Visitors Contractors	Some pedestrian walkways identified, new barriers have been placed outside doorways giving access to busy equipment routes, mirrors at some corners, Equipment approach alarms fitted in high pedestrian area, FL provided with flashing lights, reversing alarms to warn pedestrians, high-vis vest rule for all personnel in the warehouse.	2 X 3	Change pedestrian routes from office area, Specific assessment and corrective action for specific dangerous areas brought o attention, New depot being built to facilitate business capacity requirement,	WH mgmt.	May 14	1 x 3
							H&S		1 X 3
							Snr mgmt	April 15	1 x 3
5	Yard: Inadequate pedestrian vehicle segregation out in yard	Collisions resulting in damage to property, physical injury or death.	WH personnel Visitors Contractors	Closed the yard pedestrian gate, some pedestrian walkways identified, some barriers have been placed outside doorways giving access to congested areas, reversing alarms on vehicles to warn pedestrians, high-vis vest rule for all personnel in the yard, good external lighting.	3 X 5	Monitoring contractor (OCT) controls, New depot being built to facilitate business capacity requirement,	Trans Mgmt,	May 14	2 x 5
							Snr mgmt	April 15	2 x 5

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	B. Product stored at height in racking.								
1	High storage locations – approx. half of the Freezer, Chill and ambient sections,	Physical injury or fatality due to falling items due to obstructions, difficult access points, REACH equipment not suitable for higher locations,, loose items stored at height or unsafe behavior,	WH personnel Visitors Contractors	Correct undamaged pallet rule and pallets not wrapped above pick level, Ensure obstructions are identified in inspections and inappropriate storage is prevented. REACH truck specified for purpose (height & weight) required,	2 x 5	REACH operators to report storage areas of concern for action, Unsafe behavior / actions require consistent coaching. REACH operators eye test programme,	REACH ops WH mgmt. WH mgmt.	May 14 May 14 May 14	1 x 5 1 x 5 1 x 5
2	Higher risk storage locations (over travel routes)	Items falling with a high likelihood of striking a pedestrian, driver or vehicle	WH personnel Visitors Contractors	Correct undamaged pallet rule and pallets wrapped above pick locations, Areas where walkways go under storage locations were designated “no heavy items” zones, additional support provided by meshing under these product locations.	2 x 5	Enforce the <1 tonne per section rule, These locations require product storage approval Adjusting racking to allow only small pallets where possible,	WH mgmt. WH mgmt. Slotting Co-ord	May 14 May 14 May 14	 1 x 5

Pallas Foods Safety Statement

	C. Equipment common to warehouse areas								
1	Powered Pallet trucks	Collision with pedestrians or other equipment operators causing physical injury, and/or damage to property. Impact with racking causing product to fall from height,	Drivers Warehouse personnel Visitors or contractors	Only trained and competent operators allowed operate PPT, Medical questionnaire completed at hire and three year intervals, P.M. (Preventative maintenance) programme implemented for vehicles. Statutory inspections completed as required, Pre-use checks conducted. Drivers trained to avoid distractions and focus on direction of travel along one-way aisles, Hi-visibility clothing required, PPT switched off when not in use. Housekeeping- avoid stacking pallets on yellow marked areas, around blind corners, Employees aware to operate in reverse where possible, report all damage and faults to management,	2 x 3	Add more signage for one way flow system in operation, Install back protection guards on PPTs,	WH mgmt. WH mgmt	May 14 May 14	1 x 3

Pallas Foods Safety Statement

		Fire or explosion.		Standard battery type CE equipment,					
2	Cage / Combi	Physical injury from lowering raising ramp door, assembling combis/shelves, Physical injury from damaged, faulty equipment	Warehouse personnel, contractors	Maintenance programme, MH training, employees aware to report damage for repair,	2 x 2	n/a			
3	Fork Lift Trucks	Collisions causing physical injury and/or damage to property. Impact with racking causing product to fall from height. Fire or explosion.	Drivers Warehouse personnel Visitors, contractors	Fork Lift Truck use minimized in favour of powered pallet trucks. Drivers trained and competent. All personnel complete a pre-employment medical questionnaire. P.M. (Preventative maintenance) programme implemented for vehicles. Statutory inspections completed as required by the SHWW GARs 2007. Pre-use checks conducted. Drivers trained to avoid distractions and focus on direction of travel. Use reverse when possible, hi- vis clothing. Keys removed from vehicles when not in use, Housekeeping, Aisles kept free. Not used for loading or unloading vehicles. Majority of FL operations on day shift,	2 x 3	Drivers to be provided with pre-employment and ongoing medical to ensure fitness for work, particularly for those working in chill and freezer warehouses. Eye test requirement for REACH FL operators Supervisors to monitor driving behavior and record	P. Devine WH mgmt. WH mgmt	Jan 13 April 14 Jan 14	1 x 5

Pallas Foods Safety Statement

4	MWEP	Fall from height, collisions causing physical injury and/or damage to property. Impact with racking causing product to fall from height. Fire or explosion.	Drivers Warehouse personnel Visitors, contractors	Only trained operators allowed use, harness & lanyard required, equipment statutory inspected,	2 x 5	n/a			
5	Trailer/Fridge	Physical injury from loading combis, contact with other combis, slippery trailer surface, faulty internal dividing door, trip hazards around the loading bay area such as cargo poles/bars, premature truck departure,	Loaders, pickers, drivers,	Team moving for heavier combis, OCT trailer cleaning procedure, loaders trained on SOP, non-slip safety footwear issued, cargo pole/bar holders,	2 x 4	Regular communications with loading staff for awareness on PPT/cage/FL risks, Lighting required for loading bay areas to illuminate the trailer interior, SSOW-02 for loaders, drivers,	WH mgmt. WH mgmt. WH mgmt	Jan 14 Jul 14 May 14	1 x 4
6	Hand trucks	Manual handling injury. Collision with pedestrians or vehicles causing physical injury.	Hand truck users. Other WH personnel. Delivery drivers.	Users are trained in manual handling and in operation of the hand trucks.	2 x 3	Provide suppliers with a copy of the WH SOP. Ensure that drivers for suppliers wear PPE and comply with warehouse rules (Warehouse SOP).	Purch.	Nov 13	1 x 3
7	Voice System equipment - system provides information to drivers loading product to	Potential to distract drivers and increase the likelihood of collisions or other incidents.	WH personnel,	Drivers report that the system is effective and efficient. Drivers are trained and competent in using the system.	2 x 3 2 x 3	Instruct operators not to interact with the system while driving and supervise this to ensure compliance.	WH mgmt.	Oct 2013	1 X 3

Pallas Foods Safety Statement

	racking or picking from racking	Noise related risk associated with the Voice System is covered below under Noise.)		Volume adjustable, CE equipment,		Operators to report any abnormal hearing issues,			1 x 3
	D. Physical Requirements								
1	Manual handling Loading and handling Combis	Combis can carry up to 500kgs with possible strain or impact during handling, or if combi moves unexpectedly, e.g. due to damage to wheels.	WH personnel involved in loading or moving combis.	All WH personnel are trained in manual handling and those involved are experienced in loading combis. Manual handling signage posted in the loading area. Maintenance programme for combis, wheels robust and generally in good condition.	2 x 3	Instruct personnel in loading combis to avoid heavy objects on the top or bottom shelf. Current practice is to load in order of the pick list from the Voice System.	WH mgmt.	Nov13	1 x 4
2	Manual handling Picking from racking	Possible strains, over-reaching, twisting movement, physical injury.	Pickers	Manual handling training. Employees instructed to avoid overreaching or unstable surfaces while accessing product.					
	High Pick locations	Possible strains, over-reaching, twisting movement, physical injury.	Pickers	Mobile steps, step ladders, MH training, specific risk assessment,	2 x 3	Tool box talk on step ladder safety	WH mgmt.	May 14	1 x 3
			Pickers						

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	Low Pick locations Placing into combis	Possible strains, over-reaching, twisting movement, physical injury. Possible strains, over-reaching, twisting movement, physical injury.	Pickers / Loaders	Manual handling training, specific risk assessment, Instructed to place heavier items in middle and bottom shelf of combi,					
3	Manual handling Housekeeping, cleaning	Possible manual injury during cleaning or moving objects for housekeeping.	WH personnel, Cleaners.	Manual handling training. Suitable tools and equipment are available.	1 x 3				
4	Manual handling Cage Ramp/door	Cage door ramp can weigh up to 15Kg. Possible strain from raising and lowering to floor many times during shift	WH personnel	All WH personnel are trained in manual handling, Maintenance programme for cages, management inspect for good condition.	2 x 3	Instruct personnel to do warm up/stretch exercises before shift start and after breaks, Include correct technique for task in in MH training	WH mgmt. P Devine	May 2014 May 14	1 x 2 1 x 2
5	Exposure to noise – Voice System	Voice system in prolonged use during the shift for WH personnel involved in replenishing or picking. Possible noise induced hearing loss and/or tinnitus if levels are elevated.	WH drivers	Voice system has been developed to recognize voice inputs from operators at normal speech levels, even in noisy environments. Hearing is most sensitive at speech frequencies and does not require significant amplification. Volume adjustable, The sound level setting on the “Voice” system is set based on background sound levels. Samples of user	1 x 4	Supplier to provide information to EHS Manager on noise levels and whether noise limits can or need to be set for the equipment. Noise levels above an Laeq of 80 dB(A) will require attenuation as PPE is not feasible.	P. Devine	Dec 14	1 x 3

Pallas Foods Safety Statement

				levels in the warehouse during the risk assessment process by Antaris demonstrated that sound levels are at or below normal speech levels. Periodic noise surveys are carried out by an external consultant to determine what the occupational noise levels are in the facility.					
6	Exposure to noise General background	Possible noise induced hearing loss and/or tinnitus if levels are elevated.		Last report indicated noise levels in the warehouse are relatively low and do not exceed 80 dB(A) under normal conditions.	1 x 4	Reassess if any change in process introduces new sources of noise,	P. Devine	Dec 14	1 x 4
	E. Exposure to chemicals								
1	Storage and handling of chemical product	Possible exposure to harmful chemicals if containers are unsecured or damaged. Risk of injury to skin, eyes or respiratory system. Risk of legal non-compliance with respect to provision of Safety Data Sheets to customers, and compliance with REACH regulations.	Pickers	Small quantities of relatively low risk chemicals stored and handled at Pallas Foods. Chemicals are stored and handled in secured containers. Safety data sheets are available. Exposure is not foreseen in normal use. PPE issued to staff who handling chemicals	2 x 3	Provision of spill kits in case of damaged or leaking container. Provide easy access to MSDS in case of incident.	P. Devine	Dec 13	1x4

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	F. Biological hazards								
1	Exposure to spoilt food	Bacteria or infectious micro-organisms can cause a variety of infections and diseases.	WH personnel, QA, Hygiene,		1 x 3	All employees to be advised about correct hand washing and hygiene, and requirement to wear the correct protective gloves when handling spoilt food.			
2	Exposure to raw meat,		Butchery, QA, Specialists. Hygiene,	Exposure to raw meat is unlikely in the main warehouse areas as meat is packaged and sealed.					
	G. Human factors								
1	Stress	Stress may be caused by lack of clarity concerning roles and responsibilities; work pressure at busy times (particularly Christmas period); Goods may be delivered faster than the replenishers can clear the	All personnel.	Clear job descriptions. Training. Supervision. Good communications processes. Effective allocation and distribution of work. Page 15	2 x 4	Consider health promotion activities – exercise, smoking cessation, etc. which reduce stress and improve capacity.	P. Devine	Jul 14	1 x 4

Pallas Foods Safety Statement

		delivery area. Working to time constraints on the night shift when all picks must be ready for collection in the morning.		of the Safety Statement states to employees: "If an employee believes that an element of their job is causing them excessive stress they should inform management. All reports of stress will be fully investigated in a timely manner to ensure that the root cause of their stress is identified and that an appropriate resolution is implemented."					
2	Bullying and harassment	Bullying and harassment can cause high levels of stress and potentially violence in the workplace if not dealt with effectively.	All personnel	The employee handbook is provided to all employees and outlines a comprehensive policy and procedure for preventing and dealing with bullying and / or harassment in the workplace.	2 x 3				
3	Violence, threat of violence	Violence may be caused by employees, visitors, contractors or customers and can cause significant mental as well as physical impact.	All personnel	Pallas Foods aims to prevent violence by identifying potential causes at a supervisory level and dealing with them proactively. This includes possible drug or alcohol abuse, problems of communication or interpersonal relationships, or issues related to customers. The Safety Statement states:	2 x 3	Loss prevention manager to be made aware of related incidents. Dignity at work poster and policy to be printed from HSA website and rolled out	WH mgmt HR	May 2014 May 2014	1 x 4 1 X 4

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				“Violence will not be tolerated at Pallas Foods. All incidents of verbal or physical violence must be reported immediately to management who will address the situation with urgency.		to all locations at Pallas Foods			
4	Language and communications issues	Instructions and communications may be misunderstood, or warnings in the event of incidents or emergencies	Personnel who do not understand English	Policy of ensuring a good level of English language skills prior to employment. Clear signage without words (e.g. exit signs) or translated into appropriate languages.	2 x 3	n/a			
5	Shift work	Night work and shift work may cause mental or physical ailments in some personnel	Night/shift workers	NO night workers as defined by GAR 2007, medical questionnaire completed by employees prior to commencing work and at three year intervals.	2 x 3	GP, occupational health specialist available upon request for work related concerns. Review for night workers annually,	WH mgmt	May 14	1 x 4
6	Pre-existing medical conditions	Pre-existing medical conditions may increase the likelihood of injury or illness, particularly in the case of: Manual work Exposure to chemicals Exposure to noise	Small proportion of WH employees	medical questionnaire at hire and three year intervals,	2 x 3	Review those HR are concerned with	HR/EHS	Dec 14	1 x 3
7	Exposure of pregnant warehouse employees	Pregnant employees may be more susceptible to harm from the manual handling, exposure to chemicals,	Pregnant employees,	An employee must notify management of her condition as soon as practicable by means of providing a medical	1 x 4	Pregnant, breastfeeding or post natal picker, put away employees will be moved			

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		standing for long periods, and certain other activities or environmental conditions.		certificate confirming her condition. A risk assessment of the employees' work place and work activities will be completed by the health & safety manager with the employee in order to determine whether any changes are required to current activities. environment / task. Completed risk assessments will be filed in the employees personnel file by HR.		temporarily to less hazardous work,			
	H. Abnormal hazards or Condition								
1	Failure of racking integrity	Collapse of racking, fall of materials or product from height with possible serious injury or fatality,	WH personnel Visitors, Contractor	Racking installed and maintained to BS EN 15512:2009 "Steel static storage systems, adjustable pallet racking systems. Principles for structural design" and BS EN 15620:2008 "Steel static storage systems, adjustable pallet racking, tolerances, deformations and clearances	2 x 5	Monitor the regular area inspection reports forms to ensure the racking is being inspected,	WH mgmt.	Jul 14	1 x 5

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				<p>Trained and experienced maintenance personnel erect and maintain racking. Annual inspection and certification by an approved external consultant. Employees trained to report faulty/damaged racking,</p> <p>Reporting and corrective action for any incidents or damage.</p> <p>Regular visual Inspection by management. Reporting and corrective action for any incidents or damage.</p>					
2	Failure of electrical supply	Electrical failure could lead to loss of vital services such as lighting resulting in physical injury from trip, fall or collisions,	All personnel	<p>Back-up generator in place which provides lighting. Emergency lighting in place on UPS.</p>	2 x 3	Repair emergency lighting throughout the warehouse,	Maint Mgr	Jul 14	1 x 3

Pallas Foods Safety Statement

Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
<p>1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.</p>	<p>1. Minor injury not requiring first aid, or no apparent injury.</p>	<p>1 – 2 Acceptable</p>	<p>No Action</p>
<p>2 - Unlikely: The event would be expected to occur annually</p>	<p>2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.</p>	<p>3 – 5 Low</p>	<p>Prioritise after medium risk actions complete</p>
<p>3 - Possible: This could occur monthly; as such it has a reasonable chance of occurring.</p>	<p>3. An injury requiring hospital treatment and reportable to HSA</p>	<p>6 – 10 Medium</p>	<p>Prioritise after high risk actions complete</p>
<p>4 - Likely: Expected to occur at least weekly, the event will occur in most situations</p>	<p>4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability</p>	<p>11 – 15 High</p>	<p>Prioritise Action as soon as Practical</p>

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5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent
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Newcastle West Transport Risk Assessment

COMPANY / SITE: PALLAS FOODS, NCW DEPOT		AREA INCLUDED IN RISK ASSESSMENT: WAREHOUSE			RISK ASSESSMENT REF NO:	
HAZARD No.	HAZARD INDICATOR	COMMENTS / EXISTING CONTROLS	Yes / No / N/A	PERSONS & NO'S AFFECTED >100	RISK RATING H/M/L	
1.	Workplace					
1.1	Layout of Routes for Vehicles and Pedestrians					
1.1.1	Are vehicles and pedestrians kept safely apart (barriers, separate doors) wherever possible?	Walkways identified. Barriers erected where appropriate	N, ref action plan 1.1.1	All staff/visitors	H	
1.1.2	Are pedestrian routes clearly defined by highly visible markings?	Routes clearly defined	N, ref action plan 1.1.2.	All staff/visitors		
1.1.3	Are there suitable pedestrian crossing points on vehicle routes that are conspicuously marked and adequate visibility?	Suitable pedestrian crossing points. Pedestrian crossing required to South car park	N, ref action plan 1.1.3.	All staff/visitors	H	
1.1.4	Are there barriers and warnings where pedestrian exits open directly onto traffic routes?	There are barriers and warnings signs at exits	Y	All staff/visitors	H	
1.1.5	Have you considered time bans to separate people and vehicles?	Two shift split in warehouse where majority (120 out of 190) of operators are on evening shift where 20% of Forklift activity takes place.	Yes	All staff/visitors	H	

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1.2	Suitability of Traffic Routes				
1.2.1	Are traffic routes wide enough for all vehicles & MHE, including any gateways/doorways?	Aisle width an issue. Insufficient pedestrian walkways. Review	N, ref action plan 1.2.1.	All staff/visitors	H

COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT: WAREHOUSE		RISK ASSESSMENT REF No:	
HAZARD No.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	YES / NO / N/A	PERSONS & No'S AFFECTED >100	RISK RATING H/M/L
1.2.2	Do traffic routes avoid sharp or blind bends?	Controls in place where there are blind spots. Signage reviewed including floor markings. Mirrors to be introduced	N, ref action plan 1.2.2.	All staff/visitors/contractors	H
1.2.3	Are traffic routes well constructed e.g. firm even surfaces, free from slippery areas and provided with adequate drainage?	Very good ground surface	Y	All staff/visitors/contractors	M
1.2.4	Are they well maintained e.g. free from potholes and damaged areas?	Very good floor surfaces	Y	All staff/visitors/contractors	H
1.2.5	Are they free from excessive gradients or other characteristics, which may increase the risk of overturning?	Yes	Y	All staff/visitors/contractors	M
1.2.6	Is headroom adequate and any restricted headroom clearly marked?	Yes	Y	All staff/visitors/contractors	M
1.2.7	Are routes free from obstructions and other hazards?	At times product /pallets left on aisles	N. ref action plan 1.2.7.	All staff/visitors/contractors	M
1.2.8	Are routes adequately lit (consider inside, outside and additional lighting at points of access)?	Good lighting throughout	Y	All staff/visitors/contractors	M

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1.2.9	Are there suitable and adequately marked one-way systems on traffic routes within the workplace to reduce the risk of collisions?	Internal warehouse requires arrows and more end of aisle signage. Good external signage	N, ref action plan 1.2.9.	All staff/visitors/contractors	M
1.2.10	Are there suitable parking areas for all parking needs?	Employee, contractor and visitor parking capacity is an issue to be reviewed	N, ref action 1.2.10.	All staff/visitors/contractors	M
1.2.11	Do parking and fire assembly points permit adequate access for fire and ambulance vehicles?	Clear access	Y	All staff/visitors/contractors	M
1.2.12	Are responsibilities assigned to staff for dealing with adverse weather conditions e.g. snow, ice?	Maintenance team spread rock salt and deal with ice and spills.	Y	All staff/visitors/contractors	M
1.3	Suitability of Safety Features				
1.3.1	Are roadways marked where necessary e.g. indicating right of way at road junctions etc.?	Work completed externally, Long term plan for second site entry/exit.	Y	All staff/visitors/contractors	M
1.3.2	Are direction signs, speed limits, warning signs, height restriction signs, gradient signs and where appropriate, signs such as 'Give Way', 'No Entry', 'Sound Horn' in place?	10kmh externally and limiters on certain trucks. 6.5 – 7.0 Km/hr for internal equipment (MHE),	N, ref action plan 1.3.2.	All staff/visitors/contractors	M
1.3.3	Are signs clear, conspicuous and where necessary illuminated?	Good signage. Additional signage needed on aisle ways.	Y	All staff/visitors/contractors	M
1.3.4	Are speed limits set and are they realistic?	Speed limiters on equipment and speed limit set, see 1.3.2.	Y	All staff/visitors/contractors	M
1.3.5	Where required are road humps to reduce speeds?	Yes , externally	Y	All staff/visitors/contractors	M

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COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT: WAREHOUSE / YARD		RISK ASSESSMENT REF No:	
HAZARD NO.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	Yes / No / N/A	PERSONS & No's AFFECTED >100	RISK RATING H/M/L
1.3.6	Where required are fixed mirrors fitted to provide greater vision on blind bends?	Additional mirrors required	N, ref action plan 1.3.6.	All staff/visitors/contractors	H
1.3.7	Vulnerable installations, bulk LPG, diesel tanks, pipes, etc. are positioned away from roads or provided with suitable vehicular protection?	Barriers to be erected around diesel tanks	N, ref action plan 1.3.7.	All staff/visitors/contractors	H
2	Vehicles, Mechanical Handling Equipment Plant & Other Equipment				
2.1	Vehicle Suitability and Safety				
2.1.1	Are vehicles and MHE suitable for the purpose for which they are used?	Yes	Y	All staff/visitors/contractors	M
2.1.2	Do they have suitable and effective service and parking brakes?	Yes	Y	All staff/visitors/contractors	M

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2.1.3	Do they have windscreens with wipers and suitable external mirrors to provide optimum visibility?	Yes.	Y	All staff/visitors/ contractors	M
2.1.4	Are they provided with horns, lights, reflectors, reversing lights (and alarms where appropriate) and other safety features?	Yes.	Y	All staff/visitors/ contractors	M
COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT: YARD		RISK ASSESSMENT REF NO:	
HAZARD NO.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	Yes / No / N/A	PERSONS & NO'S AFFECTED >100	RISK RATING H/M/L
2.1.5	Are there guards on dangerous parts of the vehicles e.g. power take-offs, chain drives, exposed exhaust pipes?	Yes	Y	All staff/visitors/ contractors	M
2.1.6	If applicable, are drivers protected against bad weather or against unpleasant working environment e.g. the cold, dirt, dust, fumes, noise or vibration?	Yes	Y	All staff/visitors/ contractors	M
2.1.7	Is there a safe means of access to and exit from cabs and other parts that need to be reached?	Yes	Y	All staff/visitors/ contractors	M
2.1.8	Is driver protection against injury in the event of overturn or falling objects provided?	Authorised staff receive training on the MHE used.	Y	All staff/visitors/ contractors	M

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2.1.9	Safety jacks or suitable alternatives are used to support uncoupled semi-trailers to ensure their stability when loading / unloading?	No.	Y	All staff/visitors/ contractors	M
2.1.10	The handbrakes on semi-trailers are applied and the wheels chocked before being uncoupled from the tractor unit?	Rules and procedures must be adhered to by all truck drivers	Y	All staff/visitors/ contractors	M

COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT: YARD		RISK ASSESSMENT REF No:	
HAZARD NO.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	YES / NO / N/A	PERSONS & No's AFFECTED >100	RISK RATING H/M/L
2.2	Dock / Leveller / Dock Plate Suitability & Safety				
2.2.1	Toe guards are provided, e.g. fencing at the sides of the leveller, that prevent feet or toes being caught under as the platform descends?	Operators to ensure all staff/visitors are safe when lowering dock leveller	Y	All staff/visitors/ contractors	H
2.2.2	A mechanism is provided which prevents the springs from pulling back the platform to its raised position during loading / unloading on mechanical dock levellers (to prevent the risk of	Yes. Training given to all relevant staff,	Y	All staff/visitors/ contractors	H

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	FLTs reversing into a raised platform when leaving the trailer)?				
2.2.4	Are dock plates the correct width?	Yes	Y	All staff/visitors/contractors	H
2.2.5	Dock plates and levellers extend onto the vehicle a suitable distance to ensure safe use and account for movement during loading?	Serviced regularly	Y	All staff/visitors/contractors	H

COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT: YARD		RISK ASSESSMENT REF No:	
HAZARD No.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	Yes / No / N/A	PERSONS & No's AFFECTED >100	RISK RATING H/M/L
2.2.6	A skirt or similar encloses the trapping hazard below the platform?	Yes	Y	All staff/visitors/contractors	H
2.2.7	A mechanism is provided which prevents the platform free falling in the event of an emergency e.g. premature departure of a vehicle?	Procedures in place. Additional training to be given to relevant staff	N	All staff/visitors/contractors	H
2.3	Maintenance of Vehicles / MHE / Tail Lifts / Dock Levellers / Dock Plates			All staff/visitors/contractors	

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2.3.1	Do drivers carry out adequate basic safety checks before using vehicles and MHE?	Pre start checks completed	Y	All staff/visitors/contractors	M
2.3.2	Is there a regular preventative planned maintenance/inspection programme for each vehicle, carried out at pre-determined intervals of time or mileage?	By contractors which is inspected and internal	Y	All staff/visitors/contractors	M
2.3.3	Are vehicle tail lifts subject to correct inspection/maintenance regimes?	Inspected and Tested	Y	All staff/visitors/contractors	H
2.3.4	Is there a regular preventative planned maintenance/inspection programme for MHE?	Yes.	Y	All staff/visitors	H

COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT: YARD		RISK ASSESSMENT REF No:	
HAZARD NO.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	YES / NO / N/A	PERSONS & No's AFFECTED >100	RISK RATING H/M/L
2.3.5	A programme of routine planned inspection/maintenance is in place for dock levellers and dock plates?	Inspected regularly by external service company	Y	All staff/visitors/contractors	H
2.3.6	An effective system for reporting defects, carrying out remedial repairs exists?	Defect reporting procedure in use.	Y	All staff/visitors/contractors	H
3	Loading and Unloading				
3.1	Loading Bays				

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3.1.1	Are loading bays provided with at least one exit (wide bays with at least two exit points with one at each end)? (Where this is not possible e.g. older warehouses a refuge should be provided where a person will not be liable to be struck or crushed by a vehicle).	Yes.	N/A	All staff/visitors/ contractors	H
3.1.2	Are the edges of loading bays clearly marked?	Yes. Trucks reverse into the loading bay so there are no openings	Y	All staff/visitors/ contractors	H
3.1.3	Are measures in place to reduce the risk of people falling off loading bays (fencing with secure guardrails or traffic lights with a suitable procedure)?	No openings	Y	All staff/visitors/ contractors	H

COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT: YARD	RISK ASSESSMENT REF NO:		
HAZARD No.	HAZARD INDICATOR	COMMENTS / EXISTING CONTROLS	YES / NO / N/A	PERSONS & No's AFFECTED >100	RISK RATING H/M/L
3.1.4	Has protection against adverse weather conditions been provided?	Yes. Loading completed inside. There is a slight chance of rain falling on the ground due to the connection between the loading bay and truck	Y	All staff/visitors/ contractors	M
3.1.5	Have dock seals been considered as a means of preventing access between the dock and vehicle?	No	Y	All staff/visitors/ contractors	H
3.1.6	Are dock bump stops in place, of appropriate size to prevent trapping	No	Y	All staff/visitors/ contractors	H

Pallas Foods Safety Statement

	between the vehicle and side of the loading bays and in good condition?				
3.2	Reversing Procedures				
3.2.1	Is there scope for introducing one-way systems or similar to reduce the need for reversing man oeuvres?	Internally, one way systems being introduced. No one way systems externally	Y	All staff/visitors/contractors	H
3.2.2	Have you identified all reversing operations?	No	N, ref action plan 3.2.2.		H
3.2.3	Have you minimized reversing distances?	No	N, ref action plan		H
3.2.4	Can you exclude non-essential personnel from areas where reversing is common?	Yes	Y		H
3.2.5	Are reversing areas clearly identified and marked so as to be clear to both drivers and pedestrians?	Additional road marking to be introduced	N, ref action plan 3.2.5.	All staff/visitors/contractors	H
3.2.6	Have bump stops or barriers been provided to prevent reversing too far?	No	Y	All staff/visitors/contractors	H
3.2.7	Where required, is a signaller (banksman) always available to direct reversing vehicles?	N/A	N/A	All staff/visitors/contractors	
3.2.8	If it is not possible to guide vehicles backwards and the driver does not have adequate rear vision, is the area behind the vehicle checked to ensure it is a safe before reversing?	Drivers spoken to with regards transport and reversing	Y	All staff/visitors/contractors	H
3.2.9	Are there external side-mounted and rear-view mirrors on the vehicles to provide optimum all-round visibility?	Yes	Y	All staff/visitors/contractors	H
3.2.10	Do trucks have reversing alarms?	Yes	Y	All staff/visitors/contractors	H
3.2.11	Have trucks proximity devices been fitted?	Yes	Y	All staff/visitors/	H

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				contractors	
3.2.12	If required, CCTVs have been installed onto vehicles - in order to aid reversing?	On a portion of newer vehicles	Y	All staff/visitors/contractors	H

COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT:		RISK ASSESSMENT REF No:	
HAZARD No.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	YES / No / N/A	PERSONS & No'S AFFECTED >100	RISK RATING H/M/L
3.2.13	Have any other reversing aids been fitted?	Review of reversing aids will take place in March 2015	N	All staff/visitors/contractors	H
3.2.14	Does a written procedure exist to cover reversing?	Reversing in external areas by drivers. During induction this is covered. No specific reversing procedure	N, action plan 3.2.14.	All staff/visitors/contractors	H
3.3	Loading & Unloading Procedures				

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3.3.2	The floors of vehicles are checked regularly to ensure they are safe to load?	Checked regularly	Y	All staff/visitors/contractors	H
3.3.3	Loads are properly secured or arranged so that they are safe both during transportation and unloading?	Responsibility of driver	Y	All staff/visitors/contractors	H
3.3.4	Loading / unloading is carried out so as to maintain, as far as possible, a uniform distribution of the load?	Procedure to be adhered to	Y	All staff/visitors/contractors	H
3.3.5	When loading vehicles from the side, the opposite curtain or side is retained in position to prevent pallets/loads being disturbed and falling off?	Vehicles not loaded from the side	N/A	All staff/visitors/contractors	H

COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT:		RISK ASSESSMENT REF NO:	
HAZARD No.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	Yes / No / N/A	PERSONS & NO'S AFFECTED >100	RISK RATING H/M/L
3.3.6	The vehicle and its load are carefully inspected before ropes, tarpaulins and curtains are removed to ensure no material or any goods will fall?	Responsibility of driver	Y	All staff/visitors/contractors	H
3.3.7	Do vehicles/trailers have shutter doors to allow the vehicle to be closed off before departure (with	Yes. Hinged doors on trucks. Secured prior to set off	N/A	All staff/visitors/contractors	H

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	hinged doors, the vehicle has to be moved forward)?				
3.3.8	Are drivers instructed to wait in safe areas, away from their cabs, if there is a risk of goods or materials damaging the cab?	Yes	N, ref action plan 3.3.8.	All staff/visitors/contractors	H
3.3.9	All dock levellers are returned to a horizontal position, flush with the loading dock as soon as loading / unloading is complete?	Procedure completed prior to leaving facility	Y	All staff/visitors/contractors	H
3.3.10	Are members of the public and non-essential employees excluded from areas where vehicles are moving or being loaded / unloaded?	Very good segregation of the public and non-essential employees	Y	All staff/visitors/contractors	H

COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT:		RISK ASSESSMENT REF NO:	
HAZARD No.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	Yes / No / N/A	PERSONS & No's AFFECTED >100	RISK RATING H/M/L
3.4	Vehicle Departure				
3.4.1	Have all essential employees been instructed to stand clear when vehicles are moving or being loaded / unloaded?	Guidance and training provided for employees to ensure they are safe. This includes all visitors.	Y, ref action plan 3.4.1.	All staff/visitors/contractors	H
3.4.2	Have safe systems been established to ensure that vehicles are not driven away during loading /	Yes	N, ref action	All staff/visitors/	H

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	unloading? Examples of these include (normally a combination of):		plan 3.4.2.	contractors	
	<ul style="list-style-type: none"> A properly managed and supervised procedure e.g. where the keys to vehicles are not given to the driver until it is confirmed that the vehicle is ready for departure 	Yes,	N	All staff/visitors/contractors	H
	<ul style="list-style-type: none"> The use of suitable vehicle / trailer restraints, whereby these are firmly held to the dock by a hook or other suitable device, which is effectively secured to the dock or other fixed structure 	No,	N	All staff/visitors/contractors	H
	<ul style="list-style-type: none"> The provision of a traffic light system interlocked with the dock leveller/shutter door 	Yes,	Y	All staff/visitors/contractors	H

COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT:			RISK ASSESSMENT REF No:	
HAZARD No.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	YES / NO / N/A	PERSONS & NO'S AFFECTED >100	RISK RATING H/M/L	
	<ul style="list-style-type: none"> Competent supervisory controls including the use of a marshalling person 	No,	N, ref action plan 3.4.2.	All staff/visitors/contractors	H	
3.4.3	Are the lines of communication between the dock and driver clearly defined and understood?	Yes	N, ref action plan 3.4.3.	All staff/visitors/contractors	H	

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4	Drivers, Warehousemen and Other Employees				
4.1.	Selection and Training Procedures				
4.1.1	Do you check the previous experience of all your drivers and test them to ensure they are competent?	Ongoing assessment completed including training	Y	All staff/visitors/contractors	H
4.1.2	Are there appropriate procedures in place to carry out initial and routine health supervision of all drivers?	Eye test policy every two years, medical questionnaire every three years with manual handling training,	Y	All staff/visitors/contractors	H
4.1.3	Do you provide training on how to perform jobs, and information about particular hazards, speed limits, the appropriate parking and loading areas, reversing, signalling & communication etc?	Yes	Y	All staff/visitors/contractors	H

COMPANY / SITE:		AREA INCLUDED IN RISK ASSESSMENT:			RISK ASSESSMENT REF NO:	
HAZARD No.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	Yes / No / N/A	PERSONS & No's AFFECTED >100	RISK RATING H/M/L	
4.1.4	Has all the necessary training been carried out and suitably recorded?	Yes. Ongoing training to be provided and documented	Y	All staff/visitors/contractors	H	
4.2	Driver / Employee Behaviours					

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4.2.1	Do you have a planned programme of refresher training for drivers and other employees to ensure their continued competence?	Driver Competency Training on-going	Y	All staff/visitors/contractors	H
4.2.2	Do your drivers drive with care e.g. use correct routes, drive within the speed limits, park safely and in safe locations, reverse safely, follow the one-way system, follow other site rules etc? Are employees using safe working practices e.g. when loading/unloading, securing loads, carrying out maintenance, crossing traffic routes, using pedestrian routes/doorways?	Yes	Y	All staff/visitors/contractors	H
4.2.3	Can your drivers and other employees avoid having to rush to complete their work on time and are working hours reasonable in avoiding fatigue?	Employee assistance programme available. There are time constraints but manageable	Y	All staff/visitors/contractors	H

COMPANY / SITE: PALLAS FOODS		AREA INCLUDED IN RISK ASSESSMENT:		RISK ASSESSMENT REF NO:	
HAZARD No.	HAZARD INDICATOR	<u>Comments / Existing Controls</u>	YES / No / N/A	PERSONS & No's AFFECTED >100	RISK RATING H/M/L
4.3	Management Control and Supervision				
4.3.1	Are supervisors, drivers and other employees, including contractors and visiting drivers aware of	Induction procedure completed for all supervisors, drivers and other employees, including contractors and visiting drivers This includes site rules and	Y	All staff/visitors/contractors	H

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	the site rules and their responsibilities in terms of maintaining a safe workplace and safe working practices?	their responsibilities in terms of maintaining a safe workplace and safe working practices			
4.3.2	Is everyone in the workplace supervised and held accountable for their responsibilities, and is a clear system of penalties enforced when employees etc fail to maintain standards?	Yes	Y	All staff/visitors/contractors	H
4.3.3	Have all employees been provided and instructed to wear appropriate safety footwear and where there is a foreseeable risk of head injury from falling objects, safety helmets?	As per induction for all	Y	All staff/visitors/contractors	H
4.3.4	Where required, have areas with vehicle movements been designated as requiring high visibility clothing and the appropriate issues been made and enforced?	High vis vest required in warehouse and external depot yard.	Y	All staff/visitors/contractors	H

RISK EVALUATION AND ACTION PLAN

HAZARD No	ACTION PLAN/ RECOMMENDATIONS	PERSONS & Nos. AFFECTED	RISK H/M/L	ACTION PLANNED:	BY WHOM	TARGET DATE	COMPLETION DATE
1.1.1	Review hazards associated with keeping vehicles and pedestrians apart	All staff and visitors 100+	H	New access introduced to warehouse. One way systems in place. Re training of staff ongoing	P Devine	July 2014	May 2014
1.1.2	Clearly define pedestrian routes		H	Routes defined Crossing point introduced.	P Devine	July 2014	Ongoing May 2014
1.1.3	Identify crossing point for pedestrians		H H	Pedestrian routes defined. New paint of routes ongoing by maintenance	P Devine	July 2014	May 2014

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1.2.1	Review width of aisle ways		H	Blind spots identified and signs, training and mirrors placed to reduce likelihood of accident Pallet holding areas identified Additional parking identified and introduced Ground markings for pedestrians identified to identify one way crossing Additional signage introduced in warehouse. Signage will be introduced as risk identified Mirrors added to areas where blind spots Barrier to be erected Reversing operations around removing pallets from shelving, locating products, coming out of trailers have been identified.	P Devine	July 2014	Ongoing	
1.2.2	Identify blind spots / sharp bends and control		H		P Devine	July 2014	May 2014	
1.2.7	Ensure aisle ways free from products and pallets		H		P Devine	July 2014	May 2014	
1.2.10	Review parking for staff		H		P Devine	July 2014	Jul 2014	
1.3.1	Marking identified on ground to highlight one ways and crossings		H		P Devine	July 2014	Jul 2014	
1.3.2	Additional signage required throughout warehouse		H		P Devine	July 2014	Jul 2014	
1.3.6	Additional mirrors added to ensure dangers of blind spots reduced		H		P Devine	July 2014	Ongoing	
1.3.7	Barriers to be erected around diesel tank		H		P Devine	Jul 2014	Ongoing	
3.2.2	All reversing operations identified		H		P Devine	Jul 2014	ongoing	
3.2.5	All reversing areas to be clearly marked and identified					Jul 2014	open	
3.2.14 & 3.4.1 & 3.4.2 & 3.4.3	SSOW-02 developed for the process of delivery and loading of products, communications to staff and visitors, information on dock levellers and control of driver driving truck off prior to loading completion		H			Feb 2014	Jul 2104	
						01 May 2014	May 2014	
ASSESSMENT COMPLETED BY:		P.DEVINE & J MCLOUGHLIN			REVIEW COMPLETED BY:		P DEVINE	
DATE COMPLETED:		28 TH MARCH 2014			DATE COMPLETED:		16 JAN 2015	
NEXT REVIEW DATE:		28 TH OCT 2014		NEXT REVIEW DATE:		16 JUNE 2015		

Note* 21 equipment related incidents in FY14, 7 ytd FY15

Shift Work Risk Assessment

Location: All Depots		Area: All areas	Activitie(s): Shift/Night working	Risk Assessors: Name: P.Devine J.McLoughlin	Date: 23/09/2013	Reviewed by: J.McLoughlin	Date: 12/01/2015		
No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S = (RR)	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating L X S = (R RR)
	Violence	Physical injury, stress,	All shift Staff	Supervisor on duty. Ensure main gate is locked and intruder alarm is operating correctly. Determine if any delivery drivers	1x4		Ware House Mgr	Nov 13	1x 4

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				are on site. Contact the Gardai 999 for assistance if necessary.					
	Fire	Physical injury, fatality, Fire explosion, plant equipment damage,	All shift Staff	All staff aware of fire assembly. Fire fighting equipment serviced. Drills completed every 6 months	1x5				
	Ill health	Illness, impaired cognition associated with long term (>10 yrs) shift work,	All shift Staff	Employee must be in good general health without underlying medical conditions, e.g. heart condition, epilepsy or a disability.	1x4	Sensitive Risk Groups to be looked at, the company must transfer an employee to day work if he/she manifests symptoms of ill health, which are connected to the night/shift work The company will provide health assessments for those identified as night workers prior to commencing such work and at regular intervals thereafter.	Ware House Mgr	Dec 14	1x4
	Manual work,	Physical injury,	All shift staff	Staff work packing and loading/Unloading goods. Manual handling training provided	1x4	Manual handling activities to be risk assessed	P. Devine	Nov 14	1x4

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Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.	1. Minor injury not requiring first aid, or no apparent injury.	1 - 2 Acceptable	No Action

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2 - Unlikely: The event would be expected to occur annually	2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.	3 – 5 Low	Prioritise after medium risk actions complete
3 - Possible: This could occur monthly, as such it has a reasonable chance of occurring.	3. An injury requiring hospital treatment and reportable to HSA	6 – 10 Medium	Prioritise after high risk actions complete
4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical
5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent

Station Road Warehouse Risk Assessment

<u>Location:</u> Newcastle West	<u>Area:</u> Station Rd.	<u>Activities:</u> Loading, unloading, storage, picking	<u>Risk Assessors:</u> P Devine	<u>Date:</u> 21/05/13	<u>Reviewed by:</u> P.Devine J.McLoughlin	<u>Date:</u> 23/01/15
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No.	Hazard	Risk	People at Risk	Existing Controls Identified	Risk Rating L X S	Addition Controls Required	Action by Whom	Action taken/ Date	Residual Risk Rating
Hazards common to warehouse areas. Note: All personnel working in the warehouse areas must wear safety footwear and high visibility clothing and safety gloves when handling chemicals. Visitors must wear a hi-vis vest.									
I. Storage Racking									
1	Racking integrity and maintenance	Fall of materials or product from height with possible serious injury or fatality	WH personnel Visitors Contractor	1.Racking installed and maintained to BS EN 15512:2009 "Steel static storage systems. 2.Adjustable pallet racking systems. Principles for structural design" and BS EN 15620:2008 "Steel static storage systems. 3.Adjustable pallet racking. 4. Tolerances, deformations and clearances 5. Trained and experienced maintenance personnel erect and maintain racking. 6. Annual inspection and certification by an approved consultant. 7. Inspection by management. 8. Reporting and corrective action for any incidents or damage.	2x 5	1. Warehouse staff to report damage to maintenance for repairs.	WH Mgr. All staff	Ongoing March 15	1 X 5
2	Product stability and storage	1. Pallets of product received with incorrect dimensions or insufficient strength. Fall of materials or	WH personnel Visitors Contractor	1. Suppliers instructed by purchasing regarding pallet requirements i.e max weight of pallet.	3x5	1. Each incident of incorrect pallet supply to be investigated as a near miss by Warehouse Management.	WH Mgr.	March 14	2x5

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		<p>product from height with possible serious injury or fatality.</p> <p>2. Individual items on racking without wrapping may be dislodged and fall.</p>		<p>2. Pallets at goods in are checked at to ensure correct type, dimensions and of good quality.</p> <p>3. Prior to placement in racking the replen employees check pallets for stable load and wrapped.</p> <p>4. Forklift drivers trained to the required standard and experienced in loading and unloading racking.</p> <p>5. Tool box talks on pallet put away safety.</p> <p>6. REACH operators eye test completed.</p> <p>7. Ensure obstructions are identified in inspections and inappropriate storage is prevented.</p> <p>8. Storage locations over walkways have additional mesh support and lighter products placed as a rule.</p>	3x5	<p>2. Suppliers to be warned regarding continued use of incorrect pallets by Purchasing.</p> <p>3. Return all damaged or incorrect pallets to suppliers and charge suppliers for any consequential damage or rework required.</p> <p>4. Include Health and Safety criteria in supplier approval and monitoring process.</p> <p>5. Replen ops training and tool box talks given to staff in vicinity.</p> <p>6. Use SWMS to ensure only lighter products stored at top tiers of racking. All pallets wrapped on top tier</p> <p>7. Install mesh or racking cross support for all locations above pick level.</p> <p>8. Toolbox talk planned to ensure increase awareness by operators in warehouse when removing pallets from a height. Staff and other pedestrians in area, must be kept from range of falling product</p>	<p>Purch. Mgr.</p> <p>Purch. Mgr.</p> <p>Purch Mgr</p> <p>WH Mgr</p> <p>WH Mgr</p> <p>Dir Ops</p> <p>P.Devine</p>	<p>April 14</p> <p>April 14</p> <p>April 15</p> <p>Jan 15</p> <p>June 15</p> <p>Mar 15</p> <p>Mar 15</p>	2 x 5
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3	Aisleways – condition	Slip/trips or falls. Vehicle slips and/or collisions. Physical injury to personnel. Damage to property.	WH personnel Visitors Contractors	1. Clean as you go policy. 2. Daily clean up at start and end of shifts by designated staff. 3. Waste receptacles in warehouse aisleways. 4. External waste contractor on site.	2 x 4	1. Resources allocated for specific clean up during busy times and spillages.	WH Mgmt.	Ongoing Feb 2015	1x3
4	Aisleways – markings and signage	Collisions resulting in physical injury or damage to property.	WH personnel Visitors Contractors	1. Floors marked to show pedestrian walkways in some areas. 2. One way flow system in operation.	1 x 4	1. Review floor markings and signage and remake floor markings where worn away. 2. Signage for one way flow and training required	WH Mgmt.	Ongoing Feb 2015	1x3
5	Storage locations	Items falling due to obstructions, difficult access points or loose items stored at height	WH personnel Visitors Contractors	1. Ensure obstructions are identified in inspections and inappropriate storage is prevented. 2. Training & awareness for replenishing staff.	2	1. Wrapping all pallets stored above second level of racking.	WH mgmt.	Ongoing Feb 2015	1 x 5
6	Higher risk storage locations (over travel routes)	Items falling with a high likelihood of striking a pedestrian, driver or vehicle	WH personnel Visitors Contractors	1. Areas where walkways go under storage locations are provided with the following protections to protect employees: 2. No heavy items permitted on these locations.	1 x 5	1. Review of racking to see if other safety features could be added to all racking	P.Devine	Ongoing Feb 2015	1 x 5

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				3. Additional support provided by meshing under the product location.					
Hazards common to warehouse areas J. Warehouse Vehicles									
8	Fork Lift Trucks	Collisions causing physical injury and/or damage to property. Impact with racking causing product to fall from height. Fire or explosion.	Drivers Warehouse personnel Visitors or contractors	1. Fork Lift Truck use minimized in favour of powered pallet trucks. 2. Drivers trained and competent. 3. All personnel complete a pre-employment and three year medical questionnaire. 4. P.M. (Preventative maintenance) programme implemented for vehicles. 5. Statutory inspections completed by external engineer. 6. Pre-use checks conducted. 7. Drivers trained to avoid distractions and focus on direction of travel. 8. All employees and other personnel in warehousing areas must wear high visibility clothing. 9. Keys removed from vehicles when not in use. 10. Good Housekeeping. 11. Aisles kept free.	2 x 4	1. Consider medical assessment and eye test requirement for FL operators. 2. End of shift check of charging equipment for housekeeping and normal operation.	WH mgmt	Ongoing Feb 2015	2 X 3

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				12. Annual PAT of charging equipment.					
9	Hand trucks	Manual handling injury. Collision with pedestrians or vehicles causing physical injury.	Users. Other personnel. Delivery drivers.	1.Users are trained in manual handling and in operation of the hand trucks.	2x 4	1. Provide suppliers with a copy of the WH SOP. 2. Ensure that supplier drivers wear PPE and comply with warehouse rules (Warehouse SOP).	Purch. WM mgmt	Ongoing Feb 2015	1 x 4
10	Segregation of pedestrians and warehouse vehicles	Pedestrians and vehicles use the same routes for access and egress with potential for collision and physical injury. SHW at Work (General App) Regs 2007, Part 2 Workplace and Work Equipment, Chapter 1 - Workplace and Amendment Regulations 2007, Regulation 14 - Movement of pedestrians and vehicles in danger areas requires provisions to be in place to allow this to be done safely.		1.As recommended by Regulation 14, barriers have been placed outside doorways giving access to routes used by vehicles in the warehouse. 2.Vehicles are provided with flashing lights, reversing alarms etc. as an effective means of warning pedestrians of their approach where the driver's view is restricted. 3.High visibility clothing is worn by all personnel in the warehouse.	2 x 5	1. Suitable pedestrian crossings should be marked out. 2. Specific risk assessments where there is increased risk should be actioned, for example where unloading vehicles directly across an aisleway.	WH Mgmt.	Ongoing Feb 2015	1 x 5
11	Use of MEWP for cycle count	Fall from height. Collision with other vehicles or with personnel in the area. Potential for significant movement of vehicles in the area where the count is conducted.	WH personnel.	Trained and competent in MEWP use, including use of harness. MEWP maintained and subject to statutory inspection. Personnel wearing high visibility clothing.	3x 5	1. Avoid use of MEWP in warehouse areas during busy times.			2 x 5

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Hazards common to warehouse areas									
K. Manual handling									
13	Manual handling Picking from storage	Possible strains, over-reaching, twisting movement, physical injury.	Pickers	1.Manual handling training. 2.Employees instructed to avoid overreaching or unstable surfaces while accessing product. 3.Mechanical aids to be used where necessary.	2 x 4	1.WH Staff to use mechanical aid if product is too far in on pallet	WH Mgmt	Ongoing Feb 15	2x3
14	Manual handling Waste management	Possible manual handling injury while picking up, carrying or placing waste into bins located in the warehouse bays.	WH personnel	1.Manual handling training. 2.Weights involved generally low.	1 x 3				
15	Manual handling Housekeeping, cleaning	Possible manual injury during cleaning or moving objects for housekeeping.	WH personnel, Cleaners.	1.Manual handling training. 2.Suitable tools and equipment are available.	1 x 3				

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16	Manual handling Repalletising product from damaged pallets	Possible physical injury from handling broken pallets, sharp edges, loose nails, or from loading product onto a fresh pallet.	WH personnel.	Manual handling training.	3 x 4	1. Each incident of incorrect pallet supply to be investigated as a near miss by Warehouse Management. 2. Suppliers to be warned regarding continued use of incorrect pallets by Purchasing. 3. Include Health and Safety criteria in supplier approval and monitoring process. (incorporate into ISO 22000 procedure). 4. Return all damaged or incorrect pallets to suppliers and charge suppliers for any consequential damage or rework required.	WH Mgmt. Purch.	April 15	1 x 4
Hazards common to warehouse areas L. Electricity									
17	Use of electrical equipment	Electric shock Burns Fire	WH personnel	1.Trained electrician on site who manages the electrical installations. 2.Machinery is CE marked and effectively earthed and insulated. 3.Machinery and appliances maintained. Electrical isolation implemented for	2x 5 1x 3 1x 5	1. Formal PAT programme recommended.	Maint Mgmt.	March 2015	1 x 5 1x 3 1x 5

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				<p>machinery (Lock Out Tag Out process).</p> <p>4. Annual thermography programme for electrical equipment.</p> <p>5. Fire alarm and detection system in place</p>					
18	Fire or explosion	Possible multiple fatalities		<p>1. Fire detection and alarm system installed through the plant.</p> <p>2. Maintained and subject to statutory inspection.</p> <p>3. Evacuation procedure in place and drills held annually.</p> <p>4. Reference detailed fire and explosion risk assessment 29/10/2011</p>	2 x 5	<p>1. Refresher training for appointed responsibilities such as fire wardens and fire team.</p> <p>2. Document Emergency Preparation and Response Manual.</p> <p>3. FL/PPT charging stations 1.5M rule for combustible and 6Kg auto powder bottle each station.</p>			1 x 5
<p>Hazards common to warehouse areas</p> <p>M. Human factors</p>									
19	Stress	<p>1. Stress may be caused by lack of clarity concerning roles and responsibilities; work pressure at busy times (particularly Christmas period);</p> <p>2. Goods may be delivered faster than the replenishers can clear the delivery area.</p> <p>3. Working to time</p>	All personnel.	<p>1. Clear job descriptions.</p> <p>2. Training. Supervision. Good communications processes.</p> <p>3. Effective allocation and distribution of work. Ref section 4.4.6.15. of the Safety Statement, stress policy.</p>	<p>2 x 4</p> <p>2 x 4</p> <p>2 x 4</p>	<p>1. Consider health promotion activities – exercise, smoking cessation, etc. which reduce stress and improve capacity.</p>			<p>1 x 4</p> <p>1 x 4</p> <p>1 x 4</p>

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		constraints on the night shift when all picks must be ready for collection in the morning.							
20	Bullying and harassment	Bullying and harassment can cause high levels of stress and potentially violence in the workplace if not dealt with effectively.	All personnel	1.The employee handbook is provided to all employees and outlines a comprehensive policy and procedure for preventing and dealing with bullying and / or harassment in the workplace.	2 x 4				
21	Violence	Violence may be caused by employees, visitors, contractors or customers and can cause significant mental as well as physical impact.	All personnel	1.Pallas Foods aims to prevent violence by identifying potential causes at a supervisory level and dealing with them proactively. This includes possible drug or alcohol abuse, problems of communication or interpersonal relationships, or issues related to customers. Ref the safety statement section 4.4.6.13.	2 x 5	1. Employees are provided with keys to get enter the building.	P.Devine	Maech 2015	1 x 4
22	Language and communications issues	Instructions and communications may be misunderstood, or warnings in the event of incidents or emergencies	Personnel who do not understand English	1.Policy of ensuring a good level of English language skills prior to employment. 2.Clear signage without words (e.g. exit signs) or translated into appropriate languages.	2 x 4				

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23	Shift work	Night work and shift work may cause mental or physical ailments in some personnel	Night/shift workers	SHW at Work (General App) Regs 2007, Part 6 Sensitive Risk Groups, Chapter 3 – Night Work and Shift Work and Amendment Regulations 2007 do not apply.	2 x5				
24	Pre-existing medical conditions	Pre-existing medical conditions may increase the likelihood of injury or illness, particularly in the case of: Manual work Exposure to chemicals Exposure to noise	Small proportion of WH employees	1.Pre-employment medical questionnaire. Three year interval questionnaire.	2 x 5	1.Consider a Pre-employment medical examination 2. Consider on-going medical examination for drivers, forklift and PPT drivers, and workers in the Freezer section.	HR/EH S	March 2015	1 x 3
Hazards common to warehouse areas N. Abnormal conditions									
25	Lone work	Lone work may lead to a delay in identifying and treating an injury or incident of ill health	Lone workers	1.Lone work is minimized at Pallas Foods warehouses. This may occur occasionally. 2.The H&S manager has been consulted prior to any lone work in order to provide a safe system of work. 3. Contact the Gardai 999 for assistance if necessary. Phone 087-9679067 at start and end of shift. End of shift is leaving the plant with gate closed.	2 x 5	1. Lone work should be prevented in high risk areas such as the Freezer. 2. Ensure compliance with the requirement to consult the H&S Manager prior to lone working. 3. Document a lone work procedure. 4. Consider procuring a lone worker alarm system and make this available for all lone work.	HR/EH S	March 2015	1 x 3

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				4. If fire alarm activates contact 087-9679067 and exit to main gate.		5. Contact 087-2943114 if the weekend on call phone is not answered. 2. Training on the Intruder alarm is required.			
26	First Aid provision	First aid may expose first aiders to biological hazards such as blood borne pathogens.	First Aid personnel	1.All first aiders trained in the prevention of exposure to infection. 2.Suitable PPE is provided.	1 x 4				
27	Failure of electrical supply	Electrical failure could lead to loss of vital services such as lighting	All personnel	1.Backup generator in place which provides lighting. 2.Emergency lighting in place on UPS. 3.Generator also available for fire pump.	1 x 5				
O. Emergency Conditions									
28	Racking integrity and maintenance	Risk of fatality or serious injury from – Collapse of racking.	WH personnel, Office staff Visitors, Contractor,	1. Racking installed and maintained to BS EN 15512:2009 “Steel static storage systems. 2. Adjustable pallet racking systems. 3. Principles for structural design” and BS EN 15620:2008 “Steel static storage systems. 4. Adjustable pallet racking.	2x 5	1. Warehouse staff to report damage to maintenance for repairs.	WH Mgr. All staff	Ongoing March 15	1 X 5

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				<p>5. Tolerances, deformations and clearances adhered to.</p> <p>6. Trained and experienced maintenance personnel erect and maintain racking.</p> <p>7. Annual inspection and certification by an approved consultant.</p> <p>8. Inspection by management during walkabouts</p> <p>9. Reporting and corrective action for any incidents or damage.</p> <p>10. Staff report all damage and incidents on report form</p>					
29	Fire or explosion	Possible multiple fatalities		<p>Fire detection and alarm system installed through the plant. Maintained and subject to statutory inspection. Evacuation procedure in place and drills held annually.</p> <p>Reference detailed fire and explosion risk assessment 29/10/2011</p>	2 x 5	<p>Refresher training for appointed responsibilities such as fire wardens and fire team. Document Emergency Preparation and Response Manual. FL/PPT charging stations 1.5M rule for combustibles and 6Kg auto powder bottle each station.</p>			1 x 5
30	Chemicals	Handling of chemicals	<p>WH personnel</p> <p>Contractors</p> <p>Delivery Drivers</p>	<p>1. PPE including, Gloves, workwear, boots are mandatory when handling chemicals</p> <p>2. MSDS sheets held on file for all chemicals</p> <p>3. Appropriately trained first aiders and fire marshalls</p>	2x 4	<p>1. Chemical register to be drafted</p> <p>2. Awareness training to be given to staff on chemical safety</p>	P.Devine	March 2015	1 x 4

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				4. SOP`s on warehouse safety given to all staff 5. All chemicals are secured 6. All leaks are clean up immediately					
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Likelihood/Potential for an Accident to occur	Severity/Outcome of Accident/Event	Risk Level Calculation L X S	Guideline Action Timetable
1 - Rare: No history of event occurring over period of years. This event may occur but in exceptional circumstances.	1. Minor injury not requiring first aid, or no apparent injury.	1 – 2 Acceptable	No Action
2 - Unlikely: The event would be expected to occur annually	2. Minor injury or illness, first aid treatment required but not requiring a hospital visit.	3 – 5 Low	Prioritise after medium risk actions complete
3 - Possible: This could occur monthly; as such it has a reasonable chance of occurring.	3. An injury requiring hospital treatment and reportable to HSA	6 – 10 Medium	Prioritise after high risk actions complete
4 - Likely: Expected to occur at least weekly, the event will occur in most situations	4. Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	11 – 15 High	Prioritise Action as soon as Practical
5 - Certain: Expected to occur almost daily, it is more likely to occur than not.	5. Major injuries (loss of two or more limbs, total loss of sight) permanent incapacity or severe disability, death	16 – 25 Very High	Action Urgent

Signature: _____ Date: _____ Warehouse Manager

Signature: _____ Date: _____ H&S Manager

Appendix 2: Brief for Safety Representatives

Safety Representatives have duties, responsibilities and rights under the Safety, Health and Welfare at Work Act 2005 and these are highlighted in this briefing document.

1. Consultation on Health and Safety Issues

Safety Representatives may consult with, and make representations to the management on safety, health and welfare matters relating to the employees in the place of work. The management must consider these representations, and act on them if necessary. The intention of these consultations is to prevent accidents and ill health, to highlight problems, and identify means of overcoming them. Consultations would be particularly important when changes are taking place, for example when drawing up safety plans, or introducing new technology or work processes. They also have a part to play in long-established work practices and hazards.

2. Accident/Dangerous Occurrences Investigations

A Safety Representative may investigate accidents and dangerous occurrences in the place of work to find out the causes and help to identify any remedial or preventive measures necessary. However, a Safety Representative must not interfere with anything at the scene of the incident. Nor can the Safety Representative obstruct any person with statutory obligations from doing anything required of them under occupational safety and health legislation.

3. Health and Safety Inspections

A Safety Representative may carry out inspections in the place of work to identify hazards and risks to safety and health. However, the management must be notified before such inspections take place.

The appropriate frequency of inspection will depend on various factors e.g.:

- size of place of work
- nature and range of work activities
- nature and range of hazards and risks
- changing hazards and risks.

The frequency of inspections must be agreed with Pallas Foods management. However, management may not unreasonably withhold agreement.

There is no standard duration for inspections, and the time taken will vary according to the circumstances. A place of work with relatively low-level risks may be inspected competently in a single session, while a place with a high risk level will take longer. There may also be varying risk factors in different locations in the same workplace, which would obviously require inspections of different frequency and duration.

Inspections can take various forms. Some common types of inspection are:

- safety tours: general inspection of the workplace
- safety sampling: systematic sampling of particularly dangerous activities, processes or areas
- safety surveys: general inspections of particularly dangerous activities, processes or areas.

These types of inspection can be used either separately, or in any combination. The Safety Representative may wish to consult the relevant Manager on the most suitable method when deciding on the form of inspection.

On occasions and by agreement a Safety Representative could usefully be accompanied by a member of management or of the EH&S Department during inspections. It might be appropriate, for example, for the EH&S Manager to be present to give advice on technical safety and health matters. The situation

could also arise where it may be necessary to protect the Safety Representative's own safety and health during the inspection.

The Safety Representative should have the opportunity to discuss safety and health matters in confidence with employees he/she represents.

A Safety Representative may investigate situations where there is reasonable fear of risk of personal injury to the employees represented, or where complaints have been made by employees about potential hazards. The management must be notified before such investigations are carried out.

The management is required to inform a Safety Representative when a Health and Safety Inspector arrives to carry out an inspection, if this is practicable. It is very important that the relevant manager should make every effort to meet this requirement.

If the Safety Representative requests it, he/she may accompany an Inspector during an inspection, but not when the Inspector is investigating an accident. (The employer or employer's representative may also accompany the Inspector).

A Safety Representative is entitled to consult a Health and Safety Inspector, either orally or in writing, about any aspect of safety, health and welfare at work. The Representative may receive advice and information from the Inspector on such matters.

4. Entitlement to Information

Safety Representatives are entitled to two types of information. First, employers have a duty under the Act to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the safety and health at work of all their employees.

Second, the Safety Representative has a separate right to information from the employer. Safety Representatives will need to be given information by the employer over and above that necessary for employees in general.

The information made available to Safety Representatives will enable them to fulfil their functions properly and play an informed part in preventing accidents and ill health and promoting safety and health in the workplace. The type of information will vary according to the hazards and risks involved.

In all cases the management will have provided Safety Representatives with their Safety Statement and the Safety Representatives should be fully briefed on the arrangements and organisation for implementing it.

They should also be supplied with any necessary technical information about hazards and precautions connected with articles or substances in the place of work. Examples of such information would include hazard data sheets, instruction manuals, or any other information, including revisions, supplied by a designer, manufacturer, importer or supplier. (Article is defined in the Act as including any plant, machinery, apparatus and equipment for use or operation at work and substance is defined as including any natural or artificial substance, preparation or agent, whether solid, liquid, gas, vapour or micro-organism.)

Safety Representatives should also be given adequate information about the place of work, the system of work and any changes in either that would affect existing hazards or precautions. This would include any reports relating to occupational safety, health and welfare commissioned by Pallas Foods relating to place of work, information on occupational accidents and ill health at the place of work and collective data on the results of any relevant health assessments carried out (without identifying any individual).

In addition, Pallas Foods would be expected to supply any necessary information about appropriate precautions, safeguards (such as permit to work systems), measures to be taken in emergencies, including the names of employees with designated emergency duties, etc. which are currently in place or which should be provided to minimise the risks to safety and health arising from hazards at work.

4.1 Limitation to Information

Since a properly informed Safety Representative can play an important role in preventing accidents and ill-health, it is in the company's interest to ensure that Safety Representatives are supplied with all the relevant information. However, there are limited exceptions:

- any information which he/she could not disclose without contravening a legal prohibition.
- any information relating to an individual without their consent.
- any information which, for reasons other than its effect on safety, health and welfare at work, could cause significant damage to the employer's business.
- any information obtained by the employer which could affect his legal position in taking or defending any legal proceedings.

The Safety Representative can get two kinds of information from Inspectors:

- factual information to do with safety and health in that particular place of work, except any information revealing a trade secret.
- information about any action the Inspector has taken or proposes to take in connection with the place of work.

The Inspector must also give this information to the employer.

Appendix 3 Depot Contact Information

Depot	Address	Contact name / E Mail	Contact Number
Newcastle West	Pallas Foods Ardagh Rd Newcastle West Co.Limerick	Driver Supervisor – 04.30 to 16.00 Eddie McGuinn Eddie-McGuinn@pallasfoods.eu	087 2378670
Galway	C/o Coldmove Oranmore Glenascaul Ind Park Oranmore Co.Galway	Ollie Fahy Rosta Kuruc Ollie-Fahy@pallasfoods.eu Rosta-Kuruc@pallasfoods.eu	087 9946639 087 778 4441
Athlone	C/o Walsh Mushrooms Blyry Ind est Blyry Athlone,Co Westmeath	Andrew Laffan Andrew-Laffan@pallasfoods.eu	087 2339339
Sligo	C/o Sligo Freeze Chill Unit 3 Colooney Commercial Park Union Rd Colooney Co.Sligo	Robert Branley Robert-Branley@pallasfoods.eu	087 2342413
Seaforde	C/o Crossgar Food Service 37 A Farranfadh Rd Seaforde Co Down BT30 8NH	Darren Hughes darren.hughes@crossgar.ie	028 448 12506 0784 1100 999
Dublin	Pallas Foods The Ward Kilamonan Co. Dublin	Cormac Dumin cormac-dumin@pallasfoods.eu	087 144 6168
Kilkenny	Pallas Foods Kyle Kilmoganny Co.Kilkenny	Tom Conry Tom-Conry@pallasfoods.eu	087 2943115
Cork	Pallas Foods C/o CGI Coldstores Knockgriffin, Middleton Co.Cork	Pat Bannon Pat-Bannon@pallasfoods.eu Arthur Poltorak Arthur-Poltorak@pallasfoods.eu	087 9784639 087 2627605