

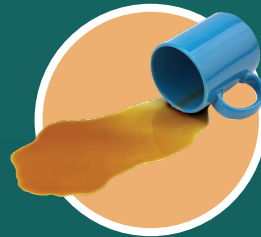
10 KEY TIPS TO KEEP YOUR BUSINESS SAFE

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1. BACK INJURIES

Try not to lift anything. Use hand trucks, trolleys, break down boxes. Provide manual handling training



2. SLIPS TRIPS AND FALLS

Tidy, well-lit floors, no leaks or spillages, spills cleaned up quickly and employees wearing suitable shoes



3. USE OF EQUIPMENT

Buy safe, install safe, maintain safe and train employee how to use the equipment. Must be CE marked. Buy in Ireland or if you have to source it outside the country no longer buy in UK, look to Holland, France, Germany and Spain.



4. FIRE

Minimise flammables and combustibles. Keep moving the rubbish out. No blocked walkways, staircases or locked doors. Have suitable fire extinguishers in place and train staff to use them. Do bell tests and fire drills.



5. COMPUTER SET UP

Do not use laptop all day, it should not replace a desktop. Have a good supportive chair, get workstation properly set up, take frequent breaks, have window at side of screen if possible and use blinds for bright sun.



6. CHEMICALS YOU USE

Get SDS for all substances, know how to store, use and dispose of them safely. Provide gloves and/or glasses if necessary. Use only what is necessary and use the safest, least harmful version of the product.



7. DRIVING FOR WORK

Plan the journey, have the right vehicle for the right job, well maintained (e.g. good tyres, brakes, regularly serviced etc.). Secure any loads you carry in boxes/crates etc. Stop loads shifting and hitting driver if you have to brake suddenly. Long journeys may need an overnight.



8. STRESS

Being overwhelmed and unable to cope. It happens. Stop, slow down and do what is necessary, prioritise the work, delegate if you can. Take time off, get enough sleep and eat sensibly. Go for professional help if needed.



9. USING CONTRACTORS

Vet them all before hiring them. Are they competent to do the job? Demand a Safety Statement, evidence of insurance which indemnifies you, ask about the training they have given their staff, ask about how they will do the job if it is a big one and share nothing with them.



10. PAPERWORK AND RECORDS

Everyone needs a Safety Statement (legally required since 1989) even if a sole trader. Records must be kept of: training given, maintenance of equipment, fire extinguishers serviced, fire drills and bell tests, hours worked, contracts and contractor paperwork.

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I have experience in the following sectors: SMEs, manufacturing, hospitality, services, offices, warehouses and not for profit organisations. I always agree fees with the client before work begins

CALL MARY DARLINGTON ON 086 2437677