



Occupational Health and Safety Manual

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1.0 **Introduction**

This Occupational Health & Safety (OHS) Manual provides an overview of the OHS responsibilities of the employer, supervisors, workers, contractors and health & safety representatives. It also aims to familiarize you with the resources available within the organisation and to assist you in fulfilling these responsibilities.

All members of the workplace have legal obligations under the Safety, Health & Welfare at Work Act 2005, with respect to workplace safety and it is to the fulfilling of these legal obligations that this manual is directed.

Specific responsibilities of individual supervisors will depend to a large extent on the type of work being performed and on the size and nature of the work unit. Where specific questions related to health and safety arises, they should first be directed to your immediate supervisor.

2.0 **Occupational Health & Safety Policies**

The safety policy of Ábalta is reviewed by senior management annually. The policy states the organizational commitment to maintaining a safe and healthy environment for work.

2.1 **Company Safety Policy**

The management of Ábalta is committed to protecting the safety, health and welfare of all employees at work, preventing property damage and ensuring its processes will not damage the environment. The organization shall take all the reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities.

All reasonable and practicable steps shall be taken through an occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the organizations safety statement and should ensure that they are familiar with its content.

Management shall provide where necessary suitable equipment and training where hazards cannot be eliminated using all responsible and practicable steps.

All accidents / incidents reported shall be investigated by management to determine the corrective action necessary to prevent recurrence.

This policy shall be communicated throughout the organization by consultation with the employees and be revised as often as necessitated by changes in legislation or the new addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

2.2 **Occupational Health & Safety Policies**

In support of the occupational health and safety policy, Ábalta has developed health & safety policies relevant to specific occupational hazards. Reviewed once every year in consultation with all health & safety representatives, these programs include:

Accident Investigation
First Aid
Workplace Harassment Prevention
Workplace Violence Prevention
Welfare Facilities
Manual Handling
Stress in the Workplace
Pregnant, Post Natal & Breastfeeding Employees
Accommodating Disability at Work
Training
Ergonomics
Fire

3.0 Framework for Occupational Health & Safety

	Communication & Information	Training	Managing Risk	Managing Health & Safety Performance
Employees	Keep up to date with Ábalta policies, processes & procedures	Identify health & safety training needs in conjunction with managing director and attend training	Adhere to policies, processes and procedures	
Line Manager	Facilitate communication regarding health & safety at monthly staff meetings	Identify health & safety training needs in conjunction with staff and facilitate attendance at training and implementation of skills learned	Ensure policies, processes and procedures are adhered to. Request improvements to policies, processes and procedures as relevant to minimize risk	Monitor health & safety measures, report results as required; initiate corrective action where necessary
Health & Safety Rep	Consult with staff and report to and from health & safety reps meetings at monthly staff meetings		Assist principal in carrying out risk analysis when required	
Health & Safety Reps Group	Make recommendations to health & safety committee on common issues			
Managing Director			Improve policy, process and procedures as required to minimize risk	Identify and monitor health & safety performance indicators related to the process

4.0 **Occupational Health & Safety Legislation**

Below is a summary of the Safety, Health and Welfare at Work Act 2005, the main piece of legislation used in relation to Occupational Health and Safety.

The central thrust of the 205 Act can be captured by the 9 General Principles of Prevention:

1. Avoid risks
2. Evaluate unavoidable risks
3. Combat risks at source
4. Adapt work to the individual, especially the design of places of work
5. Adapt the place of work to technical progress
6. Replace dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems
7. Use collective protective measures over individual measures
8. Develop an adequate prevention policy
9. Give appropriate training and instruction to employees

General Duties of Employer

Under the Act the employer's duties include:

- The management and conduct of work activities
- Preventing improper conduct or behavior (violence, bullying or horseplay)
- The design, provision and maintenance of safe workplaces, safe means of access to and egress from the workplace and safe plant machinery
- Preventing risks from the use of any substances or articles, or from exposure to physical agents noise, vibration and ionizing or other radiations
- Providing safe systems of work
- Providing adequate welfare facilities
- Provision of adequate instruction, training and supervision regarding safety and health to employees
- Preparing risk assessments and safety statements
- Provision and maintenance of suitable personal protective equipment where risk cannot be eliminated
- The preparation and the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency
- Ensuring that reportable accidents and dangerous occurrences are reported to the Health & Safety Authority
- To obtain the services of a competent person to assist in ensuring the safety, health and welfare of his/her employees

General Duties of Employee

Employees also have duties under the Act. Section 13 provides for a range of duties as follows:

- Comply with Health & Safety legislation
- Protect his/her own safety, health and welfare and that of any other person who may be affected by their acts or omissions
- Not to be under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work
- Cooperate with their employer on safety, health and welfare at work
- Not engage in any improper conduct which could endanger their safety, or health or that of anyone else
- Participate in safety and health training offered by their employer
- Correctly use any article or substance and personal protective equipment provided for use at work for their protection
- Report any defects in the place of work equipment etc which might endanger safety and health

General Duties of Other Persons

Section 16 of the Act places duties on any person who designs, manufactures, imports or supplies any article at work to ensure that:

- The article is designed and constructed so that it can be used safely and without risk to health at work
- It complies with any relevant legislation which implements a Directive of the European Union
- The article is properly tested and examined so as to meet such requirements

The person must also provide information and any updating of information about the safe use of the article to any person he/she supplies that article to.

Risk Assessment

The Act provides that every employer must identify that hazards at the place of work, assess the risks and have a written risk assessment of those risks as they apply to all employees. The basis for the management of these risks is in the safety statement. In carrying out a risk assessment the following steps should be followed:

Step 1: Identify the Hazards

The first step in safeguarding health and safety is to identify hazards. It is a careful examination of what in your workplace would cause them. A hazard is defined as "something with the potential to cause harm" and the risk is dependant on the likelihood of that harm occurring, the potential severity of that harm and the number of people who might be exposed.

Some typical hazards include manual handling, slips, trips and falls, hazards from machinery and plant, vehicle movement, fire and explosion, noise levels, electricity, unsuitable lighting, working with VDUs, human factors such as stress, violence and bullying. This list is not exhaustive. Notice of hazards are brought to the attention of staff through the health and safety noticeboard in the staff room.

Step 2: Assess the Risks

Risk is the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of the harm suffered. An assessment of the risk is a careful examination of what, in your work, could cause harm to people, so that it can be weighed up whether or not enough precautions have been taken or should more be done.

The risk assessment should:

- Address any significant hazards
- Apply to all aspects of work, including those who work away from the main workplace
- Cover non-routine as well as routine operations

Step 3: Control Measures

If as a result of the risk assessment hazards are identified then measures should be put in place to reduce further the possibility of harm. If something needs to be done then the following questions should be asked:

1. Can I get rid of the hazard?
2. Can I change the way the job is done so as to make it safer?

3. If not, what safety precautions are necessary to control the risk?

Some common methods of controlling the risks are:

- Extraction or containment of the hazard at the source
- Ventilation
- Replacement of dangerous articles, substances or systems with safe or less dangerous articles, substances or systems of work
- Priority should be given to collective protective measures over individual protective measures
- Provide adequate training and supervision
- Ensuring a clean and tidy workplace
- Emergency planning including first-aid
- Adapting to technical developments
- The provision of protective equipment or clothing should only be used as a last resort after all other ways of eliminating the source has been explored
- Accident and ill health reporting and investigation
- Adequate welfare facilities

Step 4: Safety Statement

Section 20 of the Act provides that every employer must have a written Safety Statement based on the hazards identified in the risk assessment and setting out how the safety, health and welfare of employees will be secured and managed.

Safety Statements must be specific to the place of work and state:

- The hazards identified as the risks assessed
- The protective and preventive measures taken and the resources allocated
- The plans and procedures for dealing with emergencies or any serious imminent risk
- The duties of employees including sub-contractors as regards health and safety
- The names and job titles of persons with responsibility for implementing and maintaining the measures
- The arrangements for the appointment of safety representative and safety consultation at the place of work and the names of any safety representative and/or safety committee members

The employer is required to bring the safety statement to the attention of his/her employees and this must be in a manner that can be understood by the employees. This should be done at least annually, on recruitment or when it has been amended.

The aims of the safety statement are:

- To involve management at the highest level by assigning clear responsibilities in the control of safety, health and welfare at the place of work
- To ensure appropriate steps are taken to comply with the relevant statutory provisions and that these provisions are reviewed on a regular basis
- To identify hazards and prioritize risks
- To ensure sufficient resources are allocated to safety management

5.0 **Other Pertinent Occupational Health & Safety Legislation and Regulations**

5.1 **Safety, Health & Welfare at Work (General Application) Regulations 2007**

The Safety, Health & Welfare at Work (General Application) Regulations 2007 are a set of legislative provisions to encourage improvements in the safety and health of workers at work. The regulations place obligations as regards to the safety and health of employers, employees and others. They lay down a basis for managing safety and health and ensure that employers consult with employees on safety and health matters.

5.2 **Organization of Working Time Act 1997**

The Organization of Working Time Act 1997 sets out statutory rights for employees in respect of rest, maximum working time and holidays and provides minimum legally enforceable entitlements for all employees to holidays and public holidays.

In general, the Act applies to any person –

- Working under a contract of employment or apprenticeship
- Employed through an employment agency
- In the service of the State (excluding members of the Garda Síochána and the Defense Forces but including civil servants and employees of any local authority, health board, harbour authority or vocational education committee)

In the case of agency workers, the party who pays the wages (employment agency or client company) is the employer for the purposes of this Act and is responsible for providing the holidays/public holiday entitlement.

6.0 Health & Safety Representatives/Health & Safety Committee

Section 25 of the Safety, Health and Welfare at Work Act 2005, entitles employees to decide on, select and appoint a safety representative or, by agreement with their employer, more than one safety representative to represent them in consultation with the employer on matters of safety, health and welfare at the place of work.

6.1 Health & Safety Representative

There is no set number of safety representative required in an organisation. Section 25 of the Safety Health and Welfare Act 2005 entitles employees to decide on, select and appoint a safety representative or, by agreement with their employer, more than one safety representative. Therefore, in determining a suitable number of safety representatives, the following factors should be considered:

- The number of employees to be represented
- The nature of the work and the relative degree of risk
- The operation of shift systems
- The number of workplaces under the employer's control spread over many locations
- The constituency of the employees to be represented, including variations between different occupations and distinct locations within the place of work.

A safety representative does not have any duties, as opposed to functions, under the 2005 Act, other than those that apply to employees generally, therefore, a safety representative who accepts a management proposal for dealing with a safety or health issues could not be held legally accountable for putting the proposal into effect.

A safety representative may investigate accidents and dangerous occurrences in the place of work to find out the causes and help identify any remedial or preventative measures necessary. However, a safety representative must not interfere with anything at the scene of the accident. Nor can the safety representative obstruct any person with statutory obligation, including a Health and Safety Authority inspector, from doing anything required of them under occupation safety and health legislation. Physical evidence must not be disturbed before an inspector has had the opportunity to see it.

Section 25 (5) of the 2005 Act requires employers to allow safety representative reasonable time off work, without loss of earnings, in order to acquire knowledge that will enable them to function effectively. This also applies to time taken to carry out these functions. Section 27 of the 2005 Act protects employees generally from penalisation for any safety and health issues. This includes any employee who is a safety representative or is involved in the safety consultation and safety committee processes. Section 27 prohibits an employer from penalising or threatening to penalise an

employee with respect to any term or condition of his or her employment to he or her detriment, if the employee is:

- Acting in accordance with safety and health legislation or performing any duty or exercising any right under safety and health legislation
- Making a complaint or a representation about safety, health or welfare at work to his or her safety representative, to their employer or to an inspector of the Health and Safety Authority
- Giving evidence at any prosecutions or other legal proceedings taken by the Authority, or on behalf of the Authority
- A safety representative or is an employee having duties in an emergency, or is a competent person appointed under Section of the Act

6.2 **Health & Safety Committee**

Also, in some situations, a single safety representative may be unable to perform all the functions as listed under the Safety, Health and Welfare at Work Act 2005 effectively. In these cases, the safety committee can also usefully assist in the consultation process. Agree should be reached between the employer and the employees on how many safety representatives are necessary in particular circumstances, however more than one safety representative may be required. In addition to complying with the guidelines set out in Schedule 4 of the Safety, Health and Welfare at Work Act 2005, the following points will help the safety committee and other employee participation programmes to operate more efficiently:

1. The composition and number on the safety committee may comply with those set out in Schedule 4, but will also depend on the range and type of work activities and the nature and the range of hazards and risks. All major activities, especially in a large organisation, should be represented.
2. The committee must keep in mind the key role the safety representative plays in the consultation and employee participation process and at least one safety representative must be a member.
3. The officers (chair and secretary) should have the ability to ensure that the committee can function effectively. Business should be conducted in an ordered and structures fashion. Minutes, reports and submissions should be precise and clear to help decision- making and to enhance the likelihood of having recommendations considered and acted upon more speedily.
4. There should be regular meetings, to include items such as the following:
 - Any representations made to the employer on any matters relating to safety, health and welfare
 - The review of the safety and health audit reports (including feedback from an inspector)

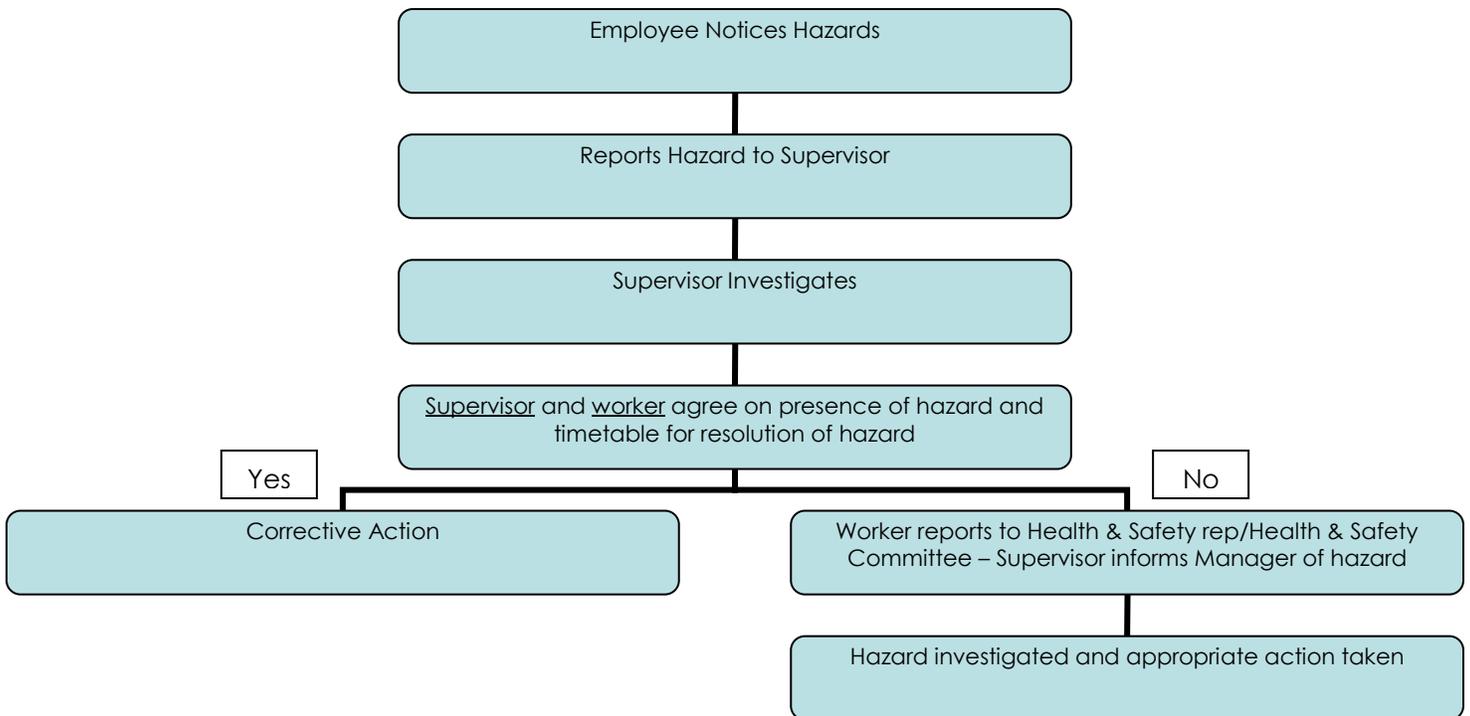
- Seeking solutions to safety and health issues which arise
- The study of information relating to accidents, dangerous occurrences and instances of occupation ill-health at the place of work
- The review of communication and employee training procedures relating to safety and health
- The consideration of reports presented by a safety representative
- Progress report on the implementation of Risk assessments and the Safety statement
- The provisions and use of personal protective clothing and equipment
- Special promotional activities on safety and health at work including general fitness and well-being programmes, stress reduction or 'work positive' initiatives
- Safety and health training needs and reports on safety training course attended by management or employees
- Any of the other items arising under Section 26 (1) (b) of the Safety, Health and Welfare at Work Act 2005.

7.0 **Addressing Occupational Health & Safety Concerns**

The following outlines the general process to follow when an employee notices a hazard or a health and safety concern:

1. The employee reports a hazard or concern to the principal and explains why it is a concern
2. The supervisor promptly investigates the hazard or concern and keeps employees apprised of progress. A response could be either the resolution of the concern, diminution of the hazard or the submission of an action plan to resolve it. For an action plan, the response time should not exceed 21 days.
3. If the employee continues to believe that the concern or hazard remains or if the corrective actions are not being undertaken in a timely fashion, then the worker may seek the assistance of the Safety Committee or a Health and Safety Representative. At this stage, the concern should be documented by using the hazard reporting form.
4. The safety Committee and Safety Representative will investigate the hazard or concern promptly and forward a recommendation to the supervisor for appropriate action.

8.0 Hazard Reporting System



9.0 Hazard Inspection Checklist

Department	
Completed by	
Date	

To be filled in once a month

Requirement	Response			Actions & notes	Date actions completed
	Yes	No	N/A		
A. General Issues					
1. Is a reasonable working temperature maintained in each work space?					
2. Has adequate provision been made for ventilating in each work space?					
3. Are windows able to be accessed and opened safely where appropriate?					
4. Is suitable lighting provided in each work space?					
5. Are toilets and washing facilities suitable and sufficient and are they regularly cleaned?					
6. Are floors, passages and stairs maintained in a good condition and free from obstruction to prevent tripping hazards?					
7. Is housekeeping within the work space satisfactory to remove tripping hazards?					
8. Are handrails to stairs secured?					
9. Is waste materials allowed to accumulate in the workplace?					
10. Is an adequate supply of drinking water provided?					

Requirement	Response			Actions & notes	Date actions completed
	Yes	No	N/A		
C. Workstation Assessment					
11. Are workstations suitable, both for the person using the workstation and for the type of work undertaken?					
12. Is there sufficient circulation space within the office to allow staff to get to/from their workstation safely?					
13. Where required, have adjustable window coverings been supplied and maintained?					
D. Electrical Safety					
14. Are there any trailing cables, which could cause a person to trip and fall?					
15. Has all portable electrical equipment been tested and labeled with the date of the test?					
16. Are there any apparent faults with any electrical equipment, including damage to cables, plugs and sockets?					
17. Are extension leads etc only used for low power equipment?					
E. Manual Handling					
18. Has manual handling been eliminated where possible or minimized so far as is reasonably practicable, i.e. mechanical lifting aids such as trolleys etc?					
19. Are items sorted sensibly with easy access i.e. heavy items used frequently stored on waist level, shelves and heavy items used infrequently stored at low level?					
20. If necessary are properly designated, maintained steps provided for reaching					

heights?			
F. Emergency Procedures			
21. Are all fire exit and escape routes, fire alarm points and items of fire fighting equipment clearly visible, unobstructed and appropriately indicated?			
22. Are all fire doors kept closed when not in use and never wedged open (except when on catches activated by the fire alarm system?)			
23. Are sufficient up to date fire action notices prominently displayed throughout the area?			
24. Is there excessive storage of flammable materials?			
25. Are there any exposed ignition sources?			
26. Are sufficient up to date first-aid notices displayed prominently through the workplace?			
27. Is there a first-aid box readily available and sufficiently stocked?			
28. Is there a trained first aider available?			
G. Equipment			
29. Are items of office equipment e.g. filing cabinets/photocopiers sited with enough room to allow for safe use?			
30. Are items of mechanical cutting equipment (such as paper guillotines or shredders) adequately guarded?			
31. Is sufficient hazard information available on any products in use within the department to allow these to be used safely and without risks to health?			

10.0 **Safety Concern Report Form**

Person(s) making report: _____ Date_____

1. Description of health & safety concern:

2. Cause or other contributing factors:

3. Impact on student and/or staff's health & safety:

4. Has the matter been reported to the Health & Safety rep: (sign) _____

5. Has the matter been reported to the School Principal: (sign) _____

6. Subsequent action(s) to be taken:

7. Principal/person(s) responsible for action:

8. How changes were communicated and by whom:

9. Who were the actions communicated to:

10. Person/person(s) responsible for implementation of changes:

Date of changes: _____

Any additional comments:

11.0 **Accident/Incident Reporting and Investigation**

Staff are required to report all accidents and near misses, whether resulting in injury or not, to management. Under the Safety, health and Welfare at Work General Application Regulations 2007, employers must report certain occurrences to the Health and Safety Authority and ensure records are kept on site for a period of 10 years. The following details are required:

- Date, Time and Place of the incident
- Name, Address, Occupation and Age of the injured person
- Circumstances, including cause and nature of the injury of the arrangements made to its treatment.
- All accidents will be investigated by a member of management and a written report prepared. Corrective action will be taken where necessary to avoid a re-occurrence.
- Accidents involving persons who are not members of staff by are visiting or working on the premises must also be reported.

General injuries involving employees and self-employed accidents, where a person is injured at a place of work and cannot perform their normal work for more than three consecutive days, not including the day of the accident, are reportable to the Health and Safety Authority (HAS). An IR1 form is then filled out and submitted to the HAS. A copy of the IR1 form is contained in the Abalta safety statement.

12.0 Accident/Incident Report Form

Appendix III

Report Form - For accidents in the workplace in relation to staff, substitutions & volunteers

- Name of Employee: _____
- Class: _____

Circumstances in which injury occurred:

- Location: _____
- Date: _____
- Description of Injury: _____

Names of Witnesses: _____

When did you report the incident? _____

Did you require medical assistance? _____

Actions Taken: _____

Signed (Employee): _____

Date: _____

13.0 Emergency Contact Numbers

Contact	Phone Number
Fire/Ambulance/Gardai	999 or 112
Health & Safety Authority	1890 289 389
Gas Networks Ireland	1850 20 50 50
Heating(Boiler) - Tony O Malley	087 2646364
Galway University <i>Hospital</i>	091 524222
Dr Sinead Murphy	091 530054
Electrician - Vincent Greaney	087 2365662
Plumber – Kenneth Gilligan	087 2911551

14.0 Safety Induction Checklist

To be completed during employee orientation:

1. I am aware of the hazard reporting procedure
2. I know where I can obtain a copy of Ábalta's health & safety statement
3. I know who to ask for the location of the closes first aid kit and the name of the qualified first aid person in my work area
4. I know how to obtain PPE (personal protective equipment) (e.g. gloves, safety goggles, protective clothing etc) if I require them
5. I have received a copy of Ábalta's safety policy and I understand it in full
6. I know what to do in an emergency and how to contact emergency services if required
7. I know my responsibilities as an employee and the necessary occupational health & safety training that I have to attend
8. I know my responsibilities as an employer and the necessary occupational health & safety training that I have to attend

Employee Name: _____

Employee Signature: _____

Department supervisor/representative signature: _____

Name of Department: _____

Date: _____

Health & Safety Representative Checklist

This checklist can be used as an aid in assessing and reviewing the management of Health & Safety in your workplace. The checklist is not an exhaustive list of items to be addressed and will not necessarily be comprehensive for all work situations.

Safety Statement	Yes	No	Action Required
Have you got a safety statement which addresses the areas outlined in the Safety, Health & Welfare at Work Act 2005?			
Are roles and responsibilities for particular H&S tasks clearly set out in the safety statement?			
Is the safety statement signed by the person(s) responsible such as the principal?			
Is the safety statement reviewed annually and updates as necessary?			
Has the safety statement been brought to the attention of staff in an understandable format?			
Competence	Yes	No	Action Required
Is there sufficient competence available to ensure safety, health & welfare at work?			
Risk Assessment	Yes	No	Action Required
Has the workplace, activities & tasks been assessed?			
Are risk assessments documented?			
Do the risk assessments take into account the safety of others besides the employees, e.g. students, parents, visitors?			
Are outstanding control measures implemented in a timely manner?			
Are risk assessments reviewed and updated as required?			
Emergency Plans	Yes	No	Action Required
Does Ábalta have plans/procedures in place in the event of an emergency or serious and imminent danger such as: <ul style="list-style-type: none"> • Fire? • Violent/aggressive person? 			

<ul style="list-style-type: none"> • Workplace accident? • Medical emergency? • Road traffic collision? 			
Contractors/Subs	Yes	No	Action Required
Is there a system in the place to manage contractors/subs in the workplace, with a view to ensure the H&S of all in Ábalta?			
Where employers or other people's employees work on the premises is there co-operation and coordination in regards to H&S at work?			
Consultation	Yes	No	Action Required
Is there a system in place for consulting with employees on H&S matters e.g. appointment of an H&S rep/H&S on the agenda at staff meetings?			
Information & Instruction	Yes	No	Action Required
Have you identified the information, skills, knowledge & training required by employees to do their work safely and without risk to their health?			
Are information, instruction and training provided so that work can be carried out safely?			
Is there supervision of work activities to monitor adherence to safe work practices?			
Accidents & Incidents	Yes	No	Action Required
Is there a system in place for reporting, recording & investigating work related accidents/incidents?			
Is there a system in place for reporting notifiable accidents to the H&S authority?			
Are trends in work related incidents and ill health absence reviewed & action taken when required?			
Occupational Health	Yes	No	Action Required
Is there access to occupational health services as required?			
Monitoring H&S performance?			
Is there a system in place for reviewing your management of H&S and identifying areas for improvement?			
Signed:		Date:	

Review date - The start of each school year

Note: Manual received 24/11/2014 by Denise Martin: Health & Safety Representative. The following amendments were added:

- *Ábalta's established accident & safety concern form replaced the forms that were provided in the manual*
- *A classroom organization checklist was adapted to meet Ábalta's safety needs*

Occupational health and safety manual reviewed on:

:

Signed: _____
Laura Delaney, health and safety officer

Signed: _____
Gerry Doherty, Chairperson