



Mevagh FRC

Employee Safety Handbook

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Mevagh FRC



Employee Safety Handbook

This handbook has been prepared to provide you with information about our Safety Statement, procedures and arrangements. It also includes information about your duties as an employee and will help you to understand Health and Safety issues which affect you at work.

What The Law Requires

We are required to have a written Safety Statement for the protection of our employees and others who may be affected by our work activities. Our Safety Statement reflects our commitment to the provision of a safe working environment. We are legally required to identify the duties and responsibilities for employees who have a specific role in managing health and safety in our business.

We also have a responsibility and duty to ensure that you are:

- Aware of and understand the Safety Statement;
- Aware of and understand the health and safety rules relating to your work;
- Aware of and understand our policy and procedures for the prevention and resolution of bullying at work
- Provided with adequate information, instruction, training and supervision;
- Made aware of the significant risks associated with your work activities and how they may affect others;
- Provided with Safe Systems of Work; and
- Provided with a safe and healthy working environment.

The Statement is reviewed at regular intervals.

We ask you to acknowledge that you have read and understood the rules set out in this handbook, that you will obey them and any other rules or changes that are drawn to your attention. We will also provide, as appropriate, additional documents, training, and instruction to help you to carry out your work safely and without risk to your health.

Health & Safety General Policy Statement



Mevagh FRC recognises that it has responsibilities under the Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Applications) Regulations 2007 to 2023 (as amended) for the health, safety and welfare of our direct employees and contractors when at work and for the health and safety of service users and other people who could be affected by our work activity. We will assess the hazards and risks they face and take action to minimise hazards and control risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce, service users and others who might be affected by our business activity.

We will meet our legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and adequate control of identified health and safety risks.
- Consulting with our employees on matters affecting their health and safety.
- Ensuring safe access to safe premises, safe plant and safe equipment.
- Ensuring the safe handling and use of substances.
- Maintaining safe and healthy working conditions.
- Having appropriate infection control policies and procedures.
- Providing personal protective equipment.
- The management of stress and employee well-being.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees are competent to do their work and giving them appropriate training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- Having access to competent advice.
- Developing emergency procedures in case of fire or other significant incident.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise our duty to co-operate and work with designers, contractors and others when they come onto our premises to work and ensure the health and safety of everyone present.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others. These duties are explained on first employment on induction. A Safety Handbook setting out their duties and specific health and safety rules is given to each worker.

This policy and our procedures and arrangements are reviewed annually.

Signature Date

Position

Bullying Prevention & Resolution Policy

PURPOSE

We are dedicated to ensuring an atmosphere of respect, collaboration, openness, safety and equality in the workplace. As part of our commitment to the fairness, dignity and respect of each employee, any form of bullying will not be tolerated by this Company. The aim of this Policy is to indicate what constitutes bullying and what action the Company will take if it becomes necessary to deal with an offence of this nature.

SCOPE

This Policy is applicable to all employees (temporary and permanent) irrespective of length of service and the protection extends to;

- Bullying at work by management, fellow employees, subordinates, clients, customers and other business contacts; and
- Beyond the place of work to off-site and to work-related social events.

POLICY

The Company acknowledges the right of all employees to a workplace and environment free from any form of bullying. Every member of staff has an obligation to be aware of the effects of their own behaviour on others. All complaints of bullying will be taken seriously and will be followed through to resolution and employees who make a complaint will not be penalised. Any complaints of bullying will be dealt with in an effective and efficient manner.

In cases where the behaviour is established on the balance of probabilities to be repeated and consistent, causing unnecessary stress and anxiety, this may be considered gross misconduct. The Company reserves the right to use the disciplinary procedure up to and including summary dismissal. Equally, if it is found that there are facts which evidence a vexatious complaint, this may also be dealt with through the disciplinary procedure.

As part of this Company's code of conduct, it is imperative that all staff and suppliers respect the dignity of every colleague. Please consider your colleagues regarding your code of conduct, with particular reference to remarks, dress code, posters, e-mails and anything which may cause offence.

DEFINITION

The Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work defines bullying as:

"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".

The following are examples of the types of behaviour that may be considered as bullying and are prohibited:

1. Exclusion with negative consequences
2. Verbal abuse and insults
3. Being treated less favourably than colleagues in similar roles
4. Belittling a person's opinion
5. Disseminating malicious rumours, gossip or innuendo
6. Socially excluding or isolating a person within the work sphere
7. Intrusion - pestering, spying or stalking
8. Intimidation and aggressive interactions

9. Excessive monitoring of work
10. Withholding information necessary for proper performance of a person's job
11. Repeatedly manipulating a person's job content and targets
12. Blaming a person for things beyond their control
13. Use of aggressive and obscene language
14. Other menacing behaviour

The above list is not exhaustive and only serves as a guideline to employees. Each case will be taken in isolation and dealt with in the appropriate manner. For behaviour to be considered to be bullying, it must be behaviour which can be described as outrageous, unacceptable, and exceeding all bounds tolerated by decent society.

From time to time, disciplinary and corrective action may be taken against an employee and, where such action is taken in respect of an employee in good faith, this will not be considered to be bullying behaviour. Furthermore, where actions are taken which can be justified on the basis of protecting the safety, health and welfare of employees then such actions will not be considered to be bullying behaviour.

PROCEDURES FOR DEALING WITH BULLYING

Informal Procedure

An informal approach can often resolve difficult situations with the minimum of conflict and stress for the individuals involved and may effectively address the unwanted behaviour without recourse to any other action. This in no way diminishes the issue of the effects on the individual.

If you feel you have been subjected to behaviour that may be deemed bullying, you should attempt to explain to the alleged perpetrator(s) that their behaviour is unacceptable. If you find it difficult to approach the alleged perpetrator(s) alone then you may seek help and advice from an appropriate person (e.g. a fellow employee, a manager, etc.). Such a person may be able to assist you with raising the issue with the alleged perpetrator(s) in a confidential, non-confrontational discussion to try to resolve the matter in a low-key manner.

Secondary Informal Procedure

If the above informal procedure is unsuccessful or if it is deemed inappropriate for the seriousness of the issues, this extended, yet still informal procedure can be put in place. Complaints at this stage of the procedure may be verbal or written. However, if verbal, a written note of what is complained of will be taken by a nominated person and a copy given to you.

If the complaint concerns alleged bullying as defined above, and includes concrete examples of inappropriate behaviour, the person complained against will be presented with the complaint and their response established.

Thereafter, a method will be agreed to progress the issue to resolution so that both parties can return to a harmonious working environment without bullying being a factor.

Formal Procedure

It is good practice that all informal resolution avenues (as set out above) are contemplated and where appropriate, exhausted before a formal process is invoked.

A formal written complaint must be given to the Owner, Managing Director or the nominated person in your management structure. The complaint should contain precise details of actual incidents of bullying, including the dates, and names of witnesses, where possible.

A letter will be sent to the person complained against as notification that a formal complaint has been made against them. A copy of the complaint will be given, and the individual will be given the opportunity to respond to the allegations.

Statements from all parties, including witnesses, will be obtained and recorded in writing. All parties to the process have a responsibility to participate without undue delay in any investigation initiated in response to an allegation of bullying. Confidentiality of the process will be emphasised to all concerned.

An investigation will be carried out by a designated member of the Management team or, if necessary, in the case of any possible conflict of interest, an impartial third party. In either case, the person nominated will have had appropriate training and be familiar with the procedures involved. The investigation will be conducted thoroughly, objectively, with sensitivity, utmost confidentiality, and with due respect for the rights of both the complainant and the person complained of.

The objective of an investigation is to ascertain whether the alleged behaviours come within the description of workplace bullying. The designated investigator will meet with the complainant, the person the allegations are against, and any witnesses or other relevant persons individually..

The person investigating the complaints will make every effort to carry out and complete the investigation as quickly as possible. The investigation will consider all material and evidence before it and a decision will be made on balance of probabilities, as to whether the complaint is valid.

If the investigator concludes that the accused employee has a case to answer on the balance of probability, then the investigator may recommend an appropriate course of action, to include whether or not the employer should invoke the disciplinary procedure. Management will inform the complainant and the alleged perpetrator, in writing, about the findings of the investigation.

APPEALS

If either the complainant or the person complained against wish to appeal the outcome, they should apply, in writing, to a member of the Management team, within 5 days, or nominated person if deemed more appropriate. Should it be deemed necessary to engage an external person to hear an appeal, all such hearings carried out will be in accordance with our company procedures. You agree to permit us to share any relevant special categories of data where it is necessary for the purposes of that hearing.

The outcome of the appeal shall be final.

Health and Safety Organisation

In support of our Health and Safety Policy the Management Board and Project Manager have identified key personnel for its implementation and allocated specific responsibilities as set out here and in the following pages.



People Who Have Been Allocated Responsibilities for Health and Safety

We have a duty to name managers and supervisors with responsibility for specific workplace functions. Those details are shown here. The table will be updated whenever functions are reassigned or transferred.

Responsibility Table	
Location	Áras Ros Goill, Crocknamurleog, Donegal, F92 RX8CÃ
Date Completed	24.04.2024
Individual Responsibilities	
Safety Statements	Management Board, Grainne Sheils
Finance and Purchasing	Management Board, Grainne Sheils
Management of Contractors	Management Board, Grainne Sheils
Anti-Bullying Policy Contact	Management Board
Management of Health and Safety	Grainne Sheils
Operational Procedures (Writing and Preparation)	Grainne Sheils
Appointed Competent Person(s) for Occupational Safety, Maintenance and Chemical Agents	Grainne Sheils
All Risk Assessments	Grainne Sheils
Emergencies (Fire, Flood, First Aid), Plans and Procedures	Grainne Sheils
Utilities (Electric, Water)	Grainne Sheils
Gas	Grainne Sheils
Personal Protective Equipment	Grainne Sheils
Training	Grainne Sheils
Maintenance	Grainne Sheils
Equipment and Machinery (Guarding, Maintenance and Statutory Tests)	Grainne Sheils
Welfare Facilities	Grainne Sheils

Responsibilities

This Responsibility Table shows how we have allocated responsibility for the management of particular health and safety issues to named people or positions.

Key

MB - Management Board

PM - Project Manager

AD - Administrator

Es - Employees

Safety arrangements	MB	PM	AD	Es
Managing Safety And Health At Work	✓	✓		
Accident, Incident, Dangerous Occurrence Reporting And Investigation		✓	✓	✓
Workplace Health And Safety Consultation		✓		
Risk Assessment And Hazard Reporting		✓	✓	✓
Substance And Alcohol Abuse	✓	✓		
Purchasing		✓	✓	
Protection Of Pregnant, Post-Natal And Breastfeeding Employees		✓		
Employing Children And Young Persons		✓		
Lone Working		✓	✓	✓
Health And Safety Training		✓		
Health And Safety Of Visitors		✓	✓	✓
Personal Protective Equipment		✓	✓	✓
Safe Systems Of Work		✓		
Action On Enforcing Authority Reports	✓	✓		
Equality And Disability Discrimination Compliance	✓	✓		
Health And Safety Information For Employees	✓	✓		
Fire Safety - Arrangements And Procedures		✓	✓	✓
First Aid		✓	✓	✓
Welfare, Staff Amenities, Rest Rooms And The Working Environment		✓	✓	✓
Housekeeping And Cleaning		✓	✓	✓
Building Services	✓	✓		
Control Of Hazardous And Non-Hazardous Waste		✓	✓	✓
Access, Egress, Stairs And Floors		✓	✓	✓
Windows, Glass And Glazing In The Workplace	✓	✓		
Workplace Signs		✓		
Water Temperature Control		✓		
Premises	✓	✓		

Safety arrangements	MB	PM	AD	Es
Electrical Safety	✓	✓		
The Provision, Use And Maintenance Of Work Equipment		✓		
Office Equipment		✓	✓	✓
Storage Of Chemical Substances And Agents		✓		
Slips, Trips And Falls		✓	✓	✓
Lifts And Hoists		✓		
Work At Height		✓		
Access Equipment		✓		
Workplace Transport Management And Pedestrian Control	✓	✓		
Occupational Road Safety		✓	✓	✓
Safety In Food Preparation Environments		✓		
Infection Control		✓		
Manual Handling		✓	✓	✓
Display Screen Equipment		✓	✓	✓
Radon		✓		
Stress In The Workplace		✓		
Aggression And Violence		✓		
Contractor Control And Management	✓	✓		

Mevagh FRC

Key Health and Safety Responsibilities

Introduction

Health and safety legislation places specific duties on employers to make arrangements to protect the health, safety, and welfare of their employees whilst at work and anyone else (visitors, contractors, etc) who might be affected by their business activity.

To help us comply with these duties we have assigned specific health and safety responsibilities to Key Personnel as shown on the previous page.

In addition, we have a health and safety management system that includes:

- Our Health and Safety Statement.
- Safety responsibilities for key personnel.
- Safety arrangements to deal with health and safety issues in the course of our business.
- Risk assessments.
- Procedures to deal with emergencies.
- Employee safety rules.
- Additional information such as documented Safe Systems of Work, specific safety rules and fire precautions, are also provided.

Other health and safety information provided to employees includes:

- Health and safety booklets and information sheets.
- Information about significant findings from risk assessments and action to be taken.
- Information relating to Safe Systems of Work and work procedures.

Employees' Legal Responsibilities

All employees have a legal duty to take reasonable care for themselves and others and to co-operate with management on all aspects of health and safety.

You must co-operate with and follow all emergency arrangements.

You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with accident or incident investigations when asked.

You must not interfere with or deliberately damage anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alteration or repair of equipment.

You must carry out your tasks in a safe manner and follow any instructions, procedures or Safe Systems of Work given to you by the Registered Manager or your line manager. If you identify a hazard or hazardous situation, you must immediately, or as soon as possible report, it to the person managing the work.

You also have a duty to ensure that all personal protective equipment provided for you is worn as directed, kept clean, maintained and stored in the correct manner.

Remember, these are legal obligations under the Safety Health & Welfare at Work Act 2005 (Part 2, Section 13). The Enforcing Authorities can prosecute individual employees who fail to comply. Prosecution can result in heavy penalties - fines and or imprisonment.

Safety Rules

This section outlines some of the general health and safety rules that apply while you are working for us. There may be other more specific procedures where particular working practices apply and for which training, and instruction will be provided.

Accident Procedures

- All work-related injuries, however minor, must be reported to your manager at the earliest opportunity and recorded in the Accident Book.
- Report all injuries, incidents, near misses, dangerous occurrences and damage to property or equipment to your manager at the earliest opportunity.

Working Practices

- You may only use your mobile phone at designated break times.
- Our Child Protection and Safeguarding policy and procedures must be considered alongside all health and safety issues. There may also be implications from accident, incident or near miss investigations.
- Our Safeguarding policy and procedures must be considered alongside all health and safety issues. There may also be implications from accident, incident or near miss investigations.
- Do not operate any equipment or use hazardous and dangerous substances unless you have been trained and authorised.
- Use all work equipment in accordance with your training and instruction. Before use check that it is safe and in full working order.
- Report faulty, damaged, defective or malfunctioning equipment to your manager without delay. Do not attempt repairs unless you have been trained and authorised.
- When cleaning work equipment you must use the correct procedure as instructed.
- Work equipment must not be left switched on without someone in control of it.
- If you are under 18 years old you must not operate or clean dangerous machinery without direct supervision and instruction.
- Use all hazardous substances in accordance with written assessments, procedures and instructions.

- Hazardous, flammable or explosive substances that are not in immediate use must be stored correctly in their designated safe storage areas.
- Always follow safe working procedures and the training and instructions you have been given on handling glassware.
- When lifting or moving a service user you must consult and follow the instructions set out in their Care Plan.
- Always follow our Drugs and Alcohol Policy.
- Carry out manual handling tasks as instructed and according to your training.
- You must comply with all of our safe working procedures.
- When at work you must always wear suitable footwear.

Working Conditions and Working Environment

- Always use the correct tools provided for your work.
- Clear up spillages as soon as possible, clean as you go. If the spillage is of a hazardous substance report it to a manager.
- All hazardous waste must be disposed of in a safe and approved manner.
- Do not allow hazardous substances to enter drains or sewers.
- Keep floors and other work areas free from obstruction and all other areas clean and tidy. Clean as you go.
- Dispose of all rubbish and waste materials as instructed.
- Disinfection procedures must be followed as instructed.
- You must report any hazardous conditions to management.

Fire Precautions

- Do not obstruct any fire escape route, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.
- You must comply with all established emergency procedures.
- You must report any use of firefighting equipment to management.
- Do not attempt to fight fires unless you have been trained how to do so.
- You must not interfere with or misuse any fire equipment provided.
- Fire doors must be kept closed at all times unless they are fitted with an automatic closing device linked to the fire alarm.

Hygiene

- You must maintain high standards of personal hygiene at all times when at work.
- You must protect all open wounds with a suitable dressing.
- You must not consume food or drinks in a place where it may become contaminated.
- Use and treat the toilets, washing and welfare facilities with care and respect, keep them clean and tidy so that the risk of contamination and cross-infection are minimised.

Health

- Report early signs of work related dermatitis (red, cracking, dry, sore skin) to your manager.
- Report any medical condition, symptoms or use of medication which could affect your safety or the safety of others to management. Failure to do so could result in disciplinary action.
- You must inform your manager, as soon as possible, if you are pregnant.
- You must inform management of any infections or illness immediately. Decisions to keep you away from work, due to illness, will only be taken after careful consideration.
- You must not attend work under the influence of either alcohol or illegal drugs.
- You must not eat, drink or smoke where there is a risk from biological or viral agents or harmful substances.

Hazard Warning Signs, Signals and Notices

- You must comply with all workplace warning signs, signals and notices displayed.

Vehicles

- You must tell us, without delay, about endorsements or changes to your driving licence.
- You must tell us immediately about any medical condition likely to affect your ability to drive.
- Regular safety checks must be carried out on all work vehicles.
- Do not drive or operate any work vehicles without approval.
- You must not allow unauthorised passengers in work vehicles.
- You must not use work vehicles for unauthorised purposes.
- You must not overload work vehicles.
- You must not use a handheld mobile phone whilst driving.
- Smoking is not permitted in work vehicles.

Protective Clothing and Equipment

- Use all personal protective equipment as instructed.
- You must not damage or misuse personal protective equipment.
- After use personal protective equipment must be properly cleaned and stored correctly.
- You must inform your manager about damaged, defective or lost personal protective equipment.

Drugs and Medicines

- Where you are authorised to administer medication you must obey the established procedures.
- Do not administer medication unless you have been specifically authorised.
- You must not misuse drugs or medicines intended for our clients - this is a disciplinary offence.
- All drugs and medicines that are not needed must be disposed in the authorised manner.
- Any medication administered to our clients and service users must be carefully recorded.

Gross Misconduct

- You will be liable to summary dismissal if you are found to have acted in either of the following ways:
 - Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
 - Interference with or misuse of any equipment for use at work, such that it may cause harm.

Hazard Reporting

If you have concerns about health or safety hazards in the workplace you should raise them with your supervisor or manager so that they do not go unnoticed and remedial action can be taken.

Recognising that some people can feel uncomfortable about raising hazard issues we also have a system which allows you to report your concerns in writing and (should you choose) anonymously. Complete the Hazard Log form at the back of this handbook, put it in an envelope and place it in the mailbox.

Should you need additional Hazard Log forms or would rather not use the one in this booklet you can get additional copies by asking your line manager.

We encourage your participation in reporting hazards, so that defects or hazards can be quickly identified and remedied before they can cause injury or ill-health to you or your colleagues.

Consultation

To promote your involvement in the health and safety of the organisation we provide various formal opportunities for staff consultation. Between those opportunities you should raise any general concerns about health and safety at work with your supervisor or manager.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- Risk assessments and subsequent safe systems of work.
- Workplace hazards.
- Emergency procedures.
- New working practices and new work equipment.
- Workplace welfare issues.

Occupational Health

Hazards that have the potential to harm your health, or anyone connected with our activities are identified in our risk assessments.

It is our policy that we only use substances hazardous to health where there is no alternative safe substance that could be used. Where we have to use hazardous substances we always try to use those that present the lowest level of risk to people who use them.

Where risk assessment identifies the presence of occupational health hazards and risks we will always implement suitable control measures. Where occupational health surveillance is recognised as being able to recognise and protect against ill-health appropriate systems will be implemented. You will be told if you need to be involved.

We anticipate that you will cooperate and take part in health monitoring which will be for your benefit. The specific results of any monitoring carried out by a registered occupational health practitioner will always be confidential.

We also expect you to follow our rules for managing and controlling the spread of societal illnesses whilst at work.

Risk Assessments

We carry out the process of risk assessment to reduce the risk of injury and ill health, and identify:

- The significant hazards that you may be exposed to.
- Who could be harmed and how.
- The likelihood of anyone being harmed by the hazard.
- Existing control measures.
- What (if any) further actions are required.
- Appropriate safe systems of work and necessary training.

For further information on risk assessment and to view those relevant to your work you should speak to your supervisor or manager.

General Safety Rules

Applicable to all Employees, Visitors and Contractors

1. Obey all rules, signs, and instructions.
2. Attend health and safety training or induction as instructed.
3. Treat all service users with dignity and respect.
4. Do not administer any medication unless you have been specifically trained and authorised.
5. Do not carry out a work activity or attempt an activity for which you have not been trained.
6. Check all equipment before use to ensure that it is in a safe condition.
7. Wear Personal Protective Equipment as instructed.
8. Do not enter any areas for which you are unauthorised.
9. Report all accidents, incidents, hazards and near misses to you your manager or the Registered Manager as soon as possible after the incident.
10. Do not smoke any form of cigarette in the workplace.
11. Maintain good housekeeping at all times.
12. Keep pedestrian and vehicle traffic routes clear at all times.

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HAZARD REPORTING FORM

Use this form to report workplace hazards unsafe working conditions or practices that you are not able to correct for yourself or are not within your area of responsibility. If you have a suggested solution or remedy, please let us know about it. To report a hazard please follow the procedure explained in your Safety Handbook. Should you need additional copies of this form or would rather not use the one from this booklet you can get additional copies by asking your line manager.

Report date: _____

Hazard location: _____

Hazard description: _____



Suggested solution: _____

What is your name? (not compulsory): _____

For employer's use

Action identified as necessary: _____

Action allocated to: _____

Target date for completion: _____

Employers should copy basic details of this hazard report to form HL, Hazard Log, which will act as a running record and give an oversight of all hazards reported.

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Form ESH1

Mevagh FRC

**EMPLOYEE CONFIRMATION OF RECEIPT AND CONTENT OF EMPLOYEE
SAFETY HANDBOOK**

Please read the notes below, then sign and date this form

Part 1

Mevagh FRC has prepared a Health and Safety Statement. This form is to let you know that the sections of the Statement affecting you, as an employee, are contained in the Employee Safety Handbook. Should you wish to see the complete Health and Safety Statement this can be arranged; ask your line manager. They will arrange for it to be made available. Please read the Employee Safety Handbook and take time to understand it. Raise any questions about the content with your manager. Then read and sign part 2 and return it to your manager.

Part 2

I have read my Employee Safety Handbook. I understand, accept and will comply with the contents. I understand that compliance with the rules and conditions set out forms part of my contract of employment. I will keep myself aware of its contents and any updates I am told about.

Signature: _____

Date: _____

Name: _____

Department: _____

Note: Note: By law, employers must give employees relevant information about their health and safety policies, procedures, and safe working systems. The same legislation requires employees to follow safety rules, procedures and instructions set by their employer. Employees should confirm that they understand these matters. Should you refuse to sign this document, the contents will be read to you and this will be recorded by your manager.

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