

**GENERAL SAFETY PROCEDURES**

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**MANAGEMENT COMMITTEE'S STATEMENT**

1. **EMERGENCY EVACUATION PROCEDURE**

* On discovery of an emergency situation e.g.: fire, sound the emergency alarm

and alert other personnel in the area.

* On hearing the emergency alarm, employees shall cease work immediately and

shut off equipment and machinery.

* Employees and Club members / visitors should calmly leave the premises

through the nearest exit and make their way to the evacuation assembly point.

**THE EVACUATION ASSEMBLY POINT IS:**

**Front wall beside the assembly point sign**

* At the assembly point, if you think someone has been left behind inside the building inform the Fire Warden or emergency services immediately. Do not return to the premises as you are only placing your own life at risk.
* No one may leave the emergency assembly point until the all clear has been given by the emergency services.

**2.0 EMERGENCY SERVICES INFORMATION**

**Contacting Emergency Services;**

* Dial the emergency number 999 or 112; ask for the emergency services you require.
* Give your NAME and LOCATION to the telephone operator and state the nature of the emergency (e.g.: fire, explosion, accident).
* Do not hang up the phone until the operator tells you to.

**Emergency Contact Numbers;**

Fire Brigade / Ambulance / Gardaí: 999 or 112

ESB Emergency 1850 372 999

Gas Emergency 1850 205 050

Local Doctor:

Local Hospital:

Health & Safety Authority: 1890 289 389

**3.0 PROCEDURE FOR REPORTING OF ACCIDENTS & INCIDENTS**

All accidents, incident and near misses that occur in the Club must be reported to the Bar Steward, and those that occur out in the workshop or on the green must be reported to the Course Superintendent as soon as is reasonably possible on the day of the occurrence. In the absence of the Supervisors from these areas, report to the Club Administrator. If an injury is not reported on the day of the occurrence, then Athy

**Golf Club almll not accept any responsibility *for- the* alleged warkplar-p acci**

* All accidents and incidents involving either staff, Club member's visitors or contractors shall be recorded on safety form no: 002 'Accident / Incident / Hazard Report Form', these forms shall be maintained by the Club Administrator in the safety folder in the main office.
* Accident / Incident / Hazard Report Forms should be filled out on the day of the occurrence by the injured person, or if this is not possible then the area Supervisor shall complete the form in consultation with witnesses and the injured person.
* The Club administrator, Bar Steward, Course Superintendent and the Management Committee or where relevant an independent third party external to the Club, shall investigate accidents, incidents and near misses to avoid similar occurrences in the future.
* If you are injured while at work you must not leave work (unless urgent medical treatment is required) without first advising your supervisor directly.
* If you require medical treatment as a result of a workplace injury, in the first instance your Supervisor shall either bring you or arrange for you to be brought to the Local Doctor or Hospital.
* When you return to work following an accident you must provide your Supervisor with a fit for duties / fit for suitable duties certificate from the doctor.
* All employees have a responsibility to reporting accidents, incidents, near misses, defects in plant or equipment or unsafe behavior.
* **Note:** Accidents, incidents or dangerous occurrences shall be reported to the relevant regulatory authority as required.

**HANDLING PROCEDURE**

Manual handling can be defined as 'the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object'.

Instances where manual handling takes place in our work activities are: lifting and moving crates or kegs in the bar, lifting machinery parts and equipment in the workshop or out on the green, stacking shelves in the bar area, moving around furniture for cleaning etc

When manual handling is required the following procedures are to be used:

* Establish if the weight to be lifted is beyond your capabilities, if assistance or lifting aids are required; do not attempt to lift the load on your own.
* Plan the job before you lift - ensure a route free from tripping and slipping hazards and know where the object will be unloaded.
* Follow the correct lifting/manual handling techniques at all times e.g.:

***4.1 Picking Up and Carrying a Load:***

* good wide stance to keep your balance
* bend your knees; keep your back as straight as possible
* get a good grip on the object, lift it up and keep the load close to your body
* avoid twisting your body, point your feet in the direction you are going
* don't block your vision with the load you are carrying.

***4.2 Unloading:***

* bend your knees, keep your back as straight as possible
* be careful with your fingers
* slide or place the load initially on its edge then push it into place
* make sure the load is secure before you walk away.

***4.3 Pushing:***

* select a trolley of the right height to suit the size of the load about to be placed on

it

* check wheels on the trolleys to make sure they are working okay
* check the area in front of you for leads, cables, boxes etc. on the floor and clear

the area

* ensure loads are placed securely on the trolley
* always start pushing the trolley with one leg in front of the other, pushing forward

with the front leg

Remember, if you are unsure about whether or not a load is too heavy for you to lift or move alone, always take the safe option and ask someone nearby to help you.

**5.0 PROCEDURE FOR SAFE USE OF CLUB VEHICLES**

Club vehicles include the ride on mowers, tractors, golf carts etc.

* 1. ***Pre-start up***
* Drivers of the tractors must hold a full drivers license before operating the vehicle.
* Ensure reversing beepers, overhead flashing lights, front and rear lights and seatbelts, as required, are in good working order on the vehicles, report any defects to Roy Butler immediately.
* Safety inspections shall be conducted on the ride on machinery and golf carts on a weekly basis, Roy Butler shall nominate responsible personnel to conduct the safety inspections. Safety inspections shall be recorded on 'Safety Form 003 - Plant Safety Inspection Checklist'.
* Completed inspection checklists must be forwarded to Roy for filing and corrective action where required.
* Tractors and mowers should be fully serviced as per the manufacturer's instructions. Records of servicing shall be maintained by Roy.
* If you are using a vehicle that you feel is in need of repair e.g.: faulty or broken lights, cracked windshield, tires starting to go bald etc., you must report it to Roy Butler so that he can arrange for repair / servicing of the vehicle.
  1. ***Operating Tractors and Mowers***
* When operating vehicles in the vicinity of the Club House, an 8km/hr

speed limit must be followed.

* When operating vehicles on green areas, always watch out for golfers and golf carts.
* Obey the maximum passenger load and safe working load limit allocated to each vehicle.
* No personnel are to ride on the back of tractors, on the side steps of tractors, the machinery attached to tractors or on the sides of the ride on mowers.
* Never operate company vehicles under the influence of alcohol or drugs.
  1. ***Hiring Out I Operating the Golf Carts***
* Golf carts shall be hired out from the bar area but all maintenance and inspection of the carts shall be coordinated by the Course Superintendent.
* If faulty or damaged carts are reported by members or visitors to staff at the bar, then they shall inform Roy Butler immediately.
* All persons hiring a golf cart must be over 18 and have a provisional drivers licence.
* Golf carts must not be hired out to personnel under the influence of alcohol.
* Club members or visitors hiring out a golf cart shall sign a hire agreement which states that by hiring the cart, the customer is agreeing that they are competent in operating the cart, they take full responsibility for their own safety and the safe operation of the cart for the duration that it is hired out to them.
* Use of private Golf carts / Buggy's on the course. All club members or visitors who wish to use a private golf cart / buggy on the golf course shall sign a disclaimer form prior to commencing play, which states that by operating a private cart or buggy on the course, the member or visitor is agreeing that they are competent in operating the cart, they take full responsibility for their own safety and the safety of others on the course and in the car park and will be responsible of any damage or injury caused to  
  fellow golfers or their property or club property for the duration of their game.

**6.0 PERSONAL PROTECTIVE EQUIPMENT PROCEDURE**

Athy Golf Club shall provide all necessary PPE to its employees. Employees are required to sign off on the PPE register for any PPE that they receive. Once supplied and trained in the use of their PPE, it is the employee's responsibility to ensure that the PPE is worn as and when required, maintained in good, clean condition, fits correctly and suits the purpose that it is intended for.

The following personal protective equipment (PPE) requirements shall be followed by employees at all times:

Club house employees: shoes with non-slip soles

Green-keeping employees: steel toe capped boots, long trousers

In addition, employees, especially those working in the green-keeping area, should always consider what PPE is required for the task that you are about to carry out:

***6.1 Hearing Protection***

When working with or near noisy equipment e.g.: open cab tractors, strimmer’s etc. hearing protection must be worn in the form of either ear plugs or ear muffs.

***6.2. Respiratory Protection***

Respirators should be worn when there is a risk of inhaling dust fragments, vapors, fumes etc. which may cause you harm e.g.: when spraying herbicides or fungicides. The type of respirator required will depend on the work area, ventilation available and time spent working with hazardous material. Read the material safety data sheet for the product which will tell you the type of respirator to be used.

***6.3 Gloves***

Gloves should be worn to protect your hands when handling rough, splintery or sharp objects, when handling hazardous substances, when lifting or moving heavy objects etc.

***6.4 Eye Protection***

Safety goggles or safety glasses should be worn where there is a risk of eye irritation such as dust and dirt fragments, splashes of substances etc getting into your eye.

**Where to get PPE and when to wear it?**

If you require any additional PPE, or require your PPE to be replaced due to wear and tear then approach your Supervisor who will arrange to get it for you. All employees must sign off on the PPE register for any item of PPE that they receive.

**PPE Table:**

In addition to wearing the mandatory PPE, the following table gives examples of what PPE should be worn for carrying out different tasks in the workplace.

|  |  |  |
| --- | --- | --- |
| Task PPE Required | | |
| Using the strimmer | Full face shield, hearing protection, gloves | |
| Using open cab tractor or ride on mower to cut grass | Safety glasses and hearing protection | |
| Working outside in the sun | Sunscreen, sun glasses, broad rimmed hat if required, sleeved shirt, | long |
| Grinding, Cutting, Using saws and power tools in general | Full face shield, hearing protection | |
| Using hazardous substances | Respiratory protection, eye protection, wear PPE as requested on the material safety data sheet | |

**Controlling risks with Personal Protective Equipment**

PPE is last on the list when selecting suitable control options for any hazard. Always try and find an alternative method to conducting the job safely rather than relying on PPE.

**Maintenance of Personal Protective Equipment**

Once an employee has been issued with PPE by the Club and shown how to use it correctly, it is then the employee's responsibility to keep the PPE in good, clean condition. Never leave PPE lying around in the sheds or on floors where it can get dusty and dirty or be damaged.

1. **PROCEDURE FOR SAFE USE OF POWER TOOLS**

This procedure must be followed when operating power tools e.g.: drills, drop saws, skill saws, etc. either in the workshop or out on site.

* 1. ***Operating power tools:***
* All electrical power tools used out in the workshop shall operate at 1l0volts with safety switches in place. Electrical power tools to be connected to an earth leakage box before use.
* Check equipment before use to ensure electrical leads are intact, the equipment is in good condition and all guards are in place. Never remove safety guards from power tool components. If a guard is missing, take the tool out of service and let your Supervisor know immediately.
* Ensure material being cut or grinded is held securely in place with clamps.
* Use the proper power tool for the job and use the correct components to suit that power tool.
* Prior to commencing work with the power tool, ensure you are wearing the proper PPE such as a full face shield or safety goggles, gloves and hearing protection.
* Prior to cutting, drilling, grinding etc, set up the work area by taking into account the surrounding conditions e.g.: other personnel in the work area, flammable substances, electrical leads and cables, where sparks from other work may be landing etc.
* Keep a CO2 or dry powder fire extinguisher in the work area.

\* If using a grinder ensure a good firm grip with both hands is maintained on

the grinder in order to keep it controlled at all times, also if a kick back

occurs you have a firmer grip on the grinder to control it.

* 1. ***Changing power tool components:***
* Switch off power on the tool and then unplug it to prevent the tool accidentally starting up while changing tool components.
* Remove component, cutting blades are sharp, handle with care. Replace components, for cutting blades, rotate by hand (on the flat surface of the blade) to ensure blades are correctly fitted and moving

**8.0 PROCEDURE FOR SAFE USE OF LADDERS**

The following safety procedure should be followed by all employees when using a ladder:

* As a general rule ladders shall only be used as a means of access and not a place of work. When cleaning the high windows on the outside of the restaurant work shall either be conducted off a secure mobile scaffold platform.
* If necessary to work from a ladder for a short period of time e.g.: cleaning individual window panes on the inside, do not climb higher than a position where your shoulders are level with the top of the stiles. Always face the ladder while ascending and descending.
* Always select a suitable ladder for the task i.e.: ensure the ladder is the appropriate height to allow safe access and reach. Ladders should be long enough to provide at least one metre of solid support beyond the height of the task being accessed.
* Always set the ladder at a slope of approximately 4 in 1. That just means, for every metre in height, the base of the ladder should extend out from the vertical surface by about 250mm to ensure a safe slope for climbing.
* Ladders should be placed on a solid footing and firmly secured or tied off. If tied, the ties should be attached to the stiles of the ladder and not the rungs. While the ladder is being secured, make sure it is being held firmly by another person. If it is not practicable to tie off or secure a ladder for whatever reason, the ladder must be firmly held at all times by another person to prevent any movement or overturn of the ladder.
* Always carry your tools in a tool belt, holster or pouch when ascending or descending the ladder to ensure both hands are free at all times. If heavy tools need to be brought up to a work platform, use a pulley system to hoist up the tools, do not carry them up or down the ladder.
* Always work within easy arm's reach from the ladder. Ensure a second person is in the work area with you. Never work alone when working off a ladder.
* Ladders shall be inspected before use to check for any defects or deterioration. Damaged ladders should be taken out of service and disposed of immediately. freely. Reconnect the plug and restart the power tool.

**9.0 PROCEDURE FOR STORAGE, HANDLING AND USE OF HAZARDOUS SUBSTANCE**

A Hazard Substance - is any substance which has the potential to harm the health of persons in the workplace, when used at work. 'Use' includes the production, handling, storage, transport and disposal of the substance in the workplace. Examples of hazardous substances in our workplace are: spraying herbicides and fungicides, use of fuel, using cleaning detergents etc.

**9.1 Information for Employees on Hazardous Substances**

In order to ensure that all employees are aware of the potential harmful effects of hazardous substances, a material safety data sheet shall be obtained for each hazardous substance available in the workplace. Material safety data sheets (MSDS) provide detailed information on a hazardous substance such as:

* list of ingredients in the substance
* associated chronic and acute health effects
* first aid procedures to follow
* personal protective equipment that should be worn when using the substance
* flammability of the substance
* toxicity of the substance

Examples of MSDS and what precautions to look out for when using hazardous substances shall be communicated to employees via their safety meetings.

**9.2 Hazardous Substance Register**

A list of hazardous substances in the workplace and a copy of the MSDS for each shall be maintained in a central register. The original register shall be maintained by the Course Superintendent in his office as the majority of hazardous substances are used in green-keeping work activities. All employees have access to the register and can refer to it prior to using a hazardous substance in order to gain knowledge of the substance they are about to use and what personal protective equipment or special handling procedures should be taken.

**9.3 Storage of Hazardous Substances**

All hazardous substances shall be stored in a well ventilated, non-smoking area with appropriate warning signage in place i.e.: 'hazardous / flammable substances - no smoking, no naked lights'. All hazardous substances shall be stored in containers that have appropriate identification labels; the labels should tell the user everything they need to know about how to use the substance safely. The door to the chemical storage area shall remain locked at all times.

**9.4 Use of Hazardous Substances**

Prior to using a hazardous substance, employees must be trained in its safe and correct use and have knowledge of:

* what personal protective equipment must be worn,
* flammability of the product,
* ventilation requirements in the area where the substance is being used,
* action to be taken in the event that the product gets into their eyes or comes into contact with their skin.

**9.5 Disposal of Hazardous Substances**

Disposal of hazardous substances or the containers in which they are in must be carried out in accordance with environmental legislation. Waste or leftover hazardous substances and empty containers must be disposed of by a certified waste removal contractor. A certificate of disposal must be obtained from the contractor and kept on file.

Note: It is important to note that hazardous substances must be stored, handled and used in accordance with the requirements listed on the MSDS.

**10.0 RISK MANAGEMENT PROCEDURE**

A risk management approach shall be adopted for all our work activities. Risk management includes the identification, assessment, control and monitoring of hazards in our workplace. The following explanation gives an example of how to identify, assess and control a risk.

***10.1 What is a hazard?***

A hazard is anything or activity that has the potential to cause harm to personnel, equipment or property.

***10.2 What is a risk?***

The risk is the chance of something happening as a result of the hazardous activity. Risk is measured in terms of the likelihood that the risk will happen, and the consequences as a result of the risk happening.

***10.3 How is a risk assessed?***

You assess the risk by determining how likely it is the risk could actually occur, and if so what are the consequences if the risk happened, you must consider the worst possible scenario.

***10.4 How to control a risk?***

Controlling a risk means putting in place precautions and procedures that either eliminate the risk or reduce the risk to an acceptable level. An acceptable level is both acceptable to us as a Club and in accordance with health and safety legislation. When deciding on the most effective control measure we must also take into account financial resources, time factors and human resources.

Personal protective equipment is not an effective measure to controlling risk and should be used as a last resort or in conjunction with another control measure.

All employees shall be involved in the risk management process. It is up to each and every employee to ensure that they follow risk control measures once they have been implemented.

**MANAGEMENT COMMITTEE'S STATEMENT**

The Management Committee of Athy Golf Club have coordinated the development of this Safety Statement comprising general safety procedures, safety forms and site-specific risk assessments in an effort to ensure a working environment within our Club in which no person is injured and no plant and equipment is damaged.

Safety begins with a positive and responsible attitude from all employees while at work. It is in your own safety interest and the interest of your co-workers for you to carefully read, understand and follow this Safety Statement. We ask that you follow your responsibilities and Club safety procedures as set out in this document.

Please sign below as having being informed of and agreeing to follow the content of this Safety Statement:

|  |  |  |
| --- | --- | --- |
| **Date** | **Print Name** | **Signature** |
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