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HEALTH AND SAFETY  
AUTHORITY

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# Simple Safety Series



# Safety Statement



**A safety statement is simply a tool to improve safety**

# Safety statement



A safety statement is simply a tool to improve safety

# Simple Safety Sheet

- 1 Employers, you must prepare a written safety statement.
- 2 The safety statement must be specific to your workplace.
- 3 Identify risks and controls in the safety statement. Controls means safeguards that must be taken.
- 4 Include emergency plans.
- 5 Involve all employees.
- 6 Update it regularly.
- 7 Make sure everyone knows about it. Bring it to their attention at least once a year.



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# How to use sheets?



Ensure that sheet is relevant

Points are listed by priority

go through points in order

Confirm employees understand

Ensure each sheet is signed off

Sheets can be used as posters





# Briefing Aim

- To support Simple Safety sheets
- To outline safety statement
- To provide more information





# 1 Safety Statement

Every employer must prepare a written safety statement

Procedures should include continuous improvement

Safety statement should be implemented

it's just the start of ensuring safety





## 2 Workplace specific

Safety statement must be for the particular workplace

Different workplaces have different risks, e.g.

workplaces near water have risk of drowning,

workplaces with overhead electrical wires,

etc





## 3 Risks & Controls

It must identify risks and controls

A Safety Statement should specify the following

hazards identified & risks assessed

protective & preventative measures to ensure health and safety

duties of employees

names & positions of each person responsible for task assigned by safety statement

arrangements made for appointment of safety representatives





# 4 Emergency Plans

A Safety Statement should specify plans and procedures to be followed and the measures to be taken in the event of an emergency or serious and imminent danger plans should be tested periodically emergency routes must be clearly marked





# 5 Employee Cooperation

Employees must cooperate  
with employer and  
other person

Very important where several  
employers in same workplace





## 6 Regularly Update

Safety statement must be regularly updated, especially when

new equipment,

new product,

new process

accident or ill-health





# 7 Bring to attention

Employers must bring it to attention of  
all people at least yearly  
new employees  
others exposed to risks in it  
must be in appropriate form,  
language and manner likely  
to be understood



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This is the end of the training  
Put the simple steps into use



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Keep records here



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**Remember:  
if it doesn't seem  
safe  
it probably isn't**



# Topics in General series



Employers' Responsibilities

Employees' Responsibilities



Safety Statement



Safety Representatives



Incident Follow Up



**END**

