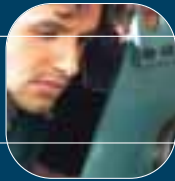
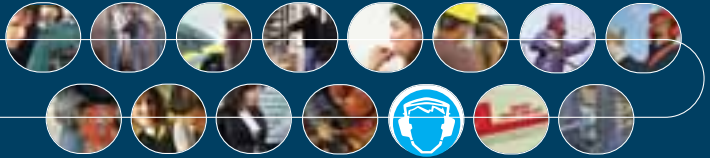


Safety Toolkit and Short Guide to General Application Regulations 2007
Workplace Section



Workplace

Introduction



Safety Toolkit

The objective of the Toolkit is to provide guidance on the prevention of accidents or ill health at work and to provide a practical tool towards a safer workplace. It covers requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 as amended and is aimed specifically at small and micro businesses. It is not intended as a legal interpretation of the legislation. Legal advice should be sought where required.

Checklists provided are non-exhaustive and in no particular order

How do I use the Toolkit?

The Toolkit is intended to assist you to monitor and improve standards of safety, health and welfare. It will assist you towards complying with the law.

1. Use the checklists to monitor how you're doing.
2. Make any required improvements.
3. If necessary, investigate further to find out what you need to do and set a timescale for achieving it.
4. Use the Action Date column to show when action taken.

Checklists provided are non-exhaustive and in no particular order.

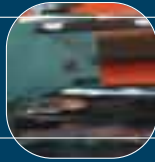
At the end of each point in the check list reference is made to the corresponding part of the Regulations, for example (r51) indicates Regulation 51.

Where can I get further advice?

The Health and Safety Authority's website www.hsa.ie contains a large amount of additional information. Most of the information on the website can be accessed free-of-charge. The website has detailed guides on each section of these Regulations. Each guide contains advice on where to find further information.

The Health and Safety Authority's Workplace Contact Unit (WCU) is a helpdesk resource for employers, employees and the public. You can contact the WCU through

- ▲ Locall: 1890 289 389 (Monday to Friday, 9am to 5pm)
- ▲ Fax: 01 614 7125
- ▲ Email: wcu@hsa.ie
- ▲ Write to: Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1



Workplace

What does this section deal with?

This section deals with the physical environment at the place of work and sets out the welfare facilities that should be provided.

The employer must ensure that the physical environment is adequate. Work areas should be large enough to be safe and healthy and be adequate with regard to stability, ventilation, fresh air, temperature and lighting.

Pedestrians and vehicles must be able to circulate safely. Traffic routes, entrances and exits must be kept clear. Floors, walls, ceilings, roofs, doors and gates, loading bays and ramps must be safe.

Adequate toilet, washing and welfare facilities must be provided. Employees working outdoors should be protected against bad weather, slippery conditions etc. Arrangements for pregnant and breastfeeding employees to lie down must be available. Where necessary, the workplace must be organised to take account of workers with disabilities.

Does this section apply to all workplaces?

This section **does not apply** to

- ▲ means of transport used outside the undertaking
- ▲ construction sites
- ▲ extractive industries
- ▲ fishing boats
- ▲ fields or forestry undertakings away from buildings

Some Important Points

- ▲ Emergency exits must be kept clear
- ▲ Appropriate fire fighting equipment must be provided
- ▲ Adequate cleaning arrangements must be in place
- ▲ Drinking water must be provided
- ▲ Minimum temperature must be 17.5 degrees for office type work



Workplace Checklist

Interpretation	Yes	No	N/A	Action Date
Is the workplace				
▲ a means of transport used outside the undertaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a construction site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ an extractive industry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a fishing boat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a field or forestry undertaking away from buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<i>If YES, do not continue as these workplaces are exempt</i>				

Requirement	Yes	No	N/A	Action Date
Solid place of work with structure appropriate to use (r5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sufficient fresh air provided in enclosed places of work (r6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Air-conditioning or mechanical ventilation draught free (r6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate temperature in rooms containing workstations (r7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
For sedentary office work, a minimum temperature of 17.5°C after the first hour's work (r7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sufficient natural light with adequate artificial lighting (r8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency lighting of adequate intensity where employees are especially exposed to risks if normal lighting fails (r8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Floors have no dangerous bumps, holes or slopes and are fixed, stable and not slippery (r9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Floors, walls and ceilings can be cleaned or refurbished (r9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Access to roofs and suspended ceilings of insufficient strength only permitted if equipment to ensure work can be carried out in a safe manner, and appropriate warning signs are provided (r9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Transparent and translucent walls, in particular all-glass partitions, clearly indicated, made of safety material or shielded from places or traffic routes (r9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Windows and skylights can be cleaned without risk by design, by being fitted with devices, or in conjunction with the use of equipment (r10)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The position, number, construction and dimensions of doors and gates are appropriate (r11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Swing doors and swing gates are transparent or have see-through panels (r11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Transparent doors are appropriately marked at a conspicuous level (r11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
There are doors or gates for pedestrian traffic in the immediate vicinity of gates for vehicle traffic, unless it is safe for pedestrians to pass through and such doors or gates are clearly marked and kept unobstructed (r11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mechanical doors and gates function with no risk of accident, are fitted with easily identifiable and accessible emergency shut-down devices, and can be opened manually in an emergency, unless they open automatically in the event of a power failure (r11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency Exits				
Emergency routes and emergency exits themselves are kept clear and lead as directly as possible to the open air or to a safe area (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency exit doors open outwards (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sliding or revolving doors are not used, or intended to be used, as emergency exits (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Emergency doors and gates are not locked or fastened so that they cannot be easily and immediately opened in an emergency (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Specific emergency routes and exits are indicated by signs placed at appropriate points (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency routes and exits, and the traffic routes and doors giving access to them, are free from obstruction (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity (r12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fire Fighting and Detection				
The place of work is equipped with appropriate fire-fighting equipment and, as necessary, fire detectors and an alarm system (r13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Non-automatic fire-fighting equipment is easily accessible and simple to use, and indicated by signs (r13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fire detection equipment and fire-fighting equipment is inspected and maintained as frequently as necessary and serviced by a competent person as frequently as necessary (r13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Pedestrian and vehicle movements				
Outdoor and indoor places of work are organised so that pedestrians and vehicles can circulate in a safe manner (r14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Traffic routes are designed, located and dimensioned to ensure safe and appropriate access for pedestrians or vehicles (r14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Pedestrian routes and traffic routes are clearly identified where the use and equipment so require (r14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Escalators and travelators function safely, are equipped with any necessary safety devices, and are fitted with easily identifiable and accessible emergency shutdown devices (r15)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Loading bays and ramps are suitable for the dimensions of the loads (r16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Loading ramps are as far as possible safe enough to prevent employees from falling off (r16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Loading bays have at least one exit point (r16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Loading bays longer than the width of 5 vehicles have an exit point at each end or an appropriate refuge (r16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Workrooms have sufficient surface area, height and air space (r17)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The free unoccupied area at a workstation allows employees sufficient freedom of movement to perform their work and, where not possible, the employee is provided with sufficient freedom of movement near his or her workstation (r17)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Welfare				
Place of work is kept clean and accumulations of rubbish removed at suitable intervals (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Floor cleaned as frequently as necessary (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where employees have reasonable opportunities for sitting or a substantial proportion can properly be done sitting, suitable facilities for sitting are provided and maintained, or they are otherwise ergonomically supported (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
An adequate supply of potable drinking water is provided and maintained at suitable points (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Suitable and adequate facilities for boiling water and taking meals are provided (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Taking of meals is prohibited where there is likely to be a risk (r18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where the type of activity or the number of employees so requires, employees are provided with an easily accessible rest room or appropriate rest area, except where the employees are employed in offices or similar workrooms providing relaxation during breaks (r19)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Rest rooms are large enough and equipped with tables with easily cleaned surfaces and seats with backs, adequate for the number of employees (r19)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If working hours regularly and frequently interrupted and no rest room, other rooms provided in which employees can stay during such interruptions, wherever required for safety, health or welfare (r19)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate and suitable sanitary and washing facilities (r20)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate lavatories and washbasins, with hot and cold running water (r20)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Separate use of lavatories or washbasins for men and women, when so required (r20)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate and suitable showers if required by the nature of the work (r20)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate changing rooms if they have to wear special work clothes and if they cannot change in another area (r21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Separate changing rooms or separate use of changing rooms for men and women (r21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate provision for drying wet or damp work clothes (r21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If circumstances so require facilities in changing rooms to enable working clothes to be kept in a place separate from personal clothing (r21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If changing rooms are not required, ensure every person is provided with a place to store clothes (r21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fixed living accommodation areas are safe and without risk to health (r22)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Outdoor workstations are arranged so that employees are protected against inclement weather and are not exposed to gases, vapours or dusts and cannot slip or fall (r23)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Pregnant, postnatal and breastfeeding employees are able to lie down to rest in appropriate conditions (r24)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Places of work are organised to take account of persons at work with disabilities (r25)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at www.hsa.ie