

Document Name: Safety Statement for the Irish Lung Fibrosis Association

Date Effective From: September 2024

1.0 Purpose

The Health and Safety Policy and Safety Statement are designed to assist ILFA in providing a safe working environment for all staff, volunteers, and others engaged in work on ILFA's behalf. We seek to ensure compliance with relevant sections of the Safety, Health and Welfare at Work Act, 2005. This will be in accordance with good practice and any additional relevant statutory provisions where they apply.

2.0 Responsibilities

ILFA accepts its overall responsibility for ensuring adequate resources are made available to achieve this objective and any decisions made will have due regard for it. The CEO has specific responsibility for this policy and its implementation. The CEO and Board will keep health and safety matters under review at appropriate and regular intervals.

ILFA will ensure:

- The standards set out in this Safety Statement are implemented and maintained;
- Where necessary, specialist health and safety assistance is obtained;
- Any reported hazards reported are rectified immediately and actions are taken in a timely manner to prevent recurrence;
- Only competent persons carry out repairs, modifications, inspections and tests;
- All employees are aware of their health and safety responsibilities;
- Adequate precautions are taken as set out in this policy and related risk assessments;
- Adequate information and training is provided for those that need it;
- All accidents are reported in-line with the requirements of this Safety Statement;
- Advice is sought where clarification is necessary on the implementation of this Safety Statement.

It is the duty of each member of staff to exercise personal responsibility for their own safety and that of others.

Employees will:

- Read this Safety Statement and understand what is required of them
- Take any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn others of known hazards

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in ILFA's online document library and made available to others on request.

3.0 Procedure

Where necessary, ILFA will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Our person appointed to assist when necessary is:

Ray Green BSc P.Grad.Dip.FSP ACII DipSHWW CMIOSH
Chartered Insurance Risk Manager & Safety Consultant
Office No3 Ground Floor Block 1
Ballyogan Business Park
Sandyford
Dublin 18

ILFA will complete risk assessments to identify and mitigate physical and mental health risks in compliance with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

ILFA will provide any necessary information and training for our employees in a timely manner. We will keep a record of what is provided. We will also

give relevant information to contractors and self-employed people who may need this to complete their work safely and to volunteers working on our behalf.

ILFA will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements for each event ILFA manages where there aren't other arrangements already in place.

ILFA will keep an accident log and record details therein. We will report accidents to the enforcing authority and keep records of certain accidents to employees, volunteers and others involved in accordance with the Safety, Health & Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016.

ILFA will make periodic checks to ensure that our precautions remain effective and adequate. We will keep records of the checks we make.

Any contractors working on ILFA's behalf will be required to have their own Safety Statement and Public and Employer's Liability Insurance.

4.0 Review

The effectiveness of the Safety Statement will be reviewed annually or more frequently if the need arises on an ad hoc basis to ensure that it is current and applicable.



Maureen O'Donnell

Chief Executive Officer

Irish Lung Fibrosis Association (ILFA)

1 September 2024

Irish Lung Fibrosis Association

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Revision History:

Version	Rev Date	Changes
1	September 2024	Original Version