

Applepie Solutions Health & Safety Statement

Applepie Solutions policy on Health & Safety in the workplace complies with the Safety, Health and Welfare at Work Act, 1989 and the Safety, Health and Welfare at Work (General Application) Regulations 1993 and is described in the following Policy statements.

Company Safety Policy

General Statement

It is the Policy of Applepie Solutions to establish, provide and maintain working conditions that are safe, healthy, and conform to the appropriate safe systems of work. Applepie Solutions will provide all necessary information, instruction, training and supervision for all employees and contractors so their work does not put them, their colleagues, contractors, visitors or members of the public, at risk.

Applepie Solutions will take all reasonable and practical steps to ensure the safe selection, use, maintenance, repair or replacement of plant, machinery and equipment. A similar standard of care will be taken to cover all substances for use at the premises, including handling, storage and transport.

Applepie Solutions will take all reasonable and practical measures to ensure safe access and exit to any place of work is provided and maintained.

All Applepie Solutions employees and contractors must take reasonable personal care, and must exercise care with respect to any other persons who may be affected by their actions at work. Employees and contractors must carry out any necessary duty which the law requires in furtherance of this policy and co-operate with Applepie Solutions to allow legal obligations to be met.

Any materials, tools, devices or similar supplies provided for health and safety purposes must not be misused.

Organisation and Arrangements

Although the Safety Policy is the collective responsibility of Applepie Solutions senior management, every employee and contractor has their own personal duty to work safely.

The directors of Applepie Solutions have delegated to Robert Fuller the responsibility of ensuring a safe working environment at Applepie Solutions. This responsibility includes regular monitoring of the main aspects of Health and Safety which come under his control. Accident reporting, fire precautions, work equipment, contractors, first aid and safety training are typical examples, to comply with the Safety, Health and Welfare at Work Act, 1989 and the Safety, Health and Welfare at Work (General Application) Regulations 1993.

Accident Reporting

It is the duty of all employees and contractors to report every accident or incident AT ONCE to Robert Fuller. Accurate and up-to-date records on all accidents will be maintained by Robert Fuller and, where appropriate, accidents will be reported to the [National Health and Safety Authority](#) at 10 Hogan Place, Dublin 2.

Health & Safety Representative

Robert Fuller is responsible for providing information, advice, recommendations and guidance on all aspects of Health and Safety.

Workstation Safety

Applepie solutions employees and contractors need be aware that poor posture or workstation practice over a long period can lead to health problems. All persons should familiarise themselves with the best practices for [workstation safety](#)

Fire Precautions

Effective precautions must be taken to guard against fire. A Fire Plan at the premises will give details of prevention and control, including procedures for alarm and sprinkler tests, extinguisher and hose-reel service, regular inspections, practice drill and emergency evacuation. The Human Resources Manager will liase with the Landlord /Premises Manager to ensure compliance with the statutory Fire Regulations.

Electrical Equipment

To minimise the risk of shock, burns, fire or explosion from the incorrect use of electrical power or equipment, effective precautions will be taken at Applepie Solutions premises. These will include adequate training and instruction for all employees and contractors with regular inspection and maintenance of all equipment.

Only fused extension leads may be used where extension wiring is required to connect computers or other office equipment. Such wiring should be maintained in a tidy manner and careful attention should be made to avoiding tripping hazards.

Office Equipment

All moving machinery must be guarded and effective training provided for all employees and contractors involved, including the safe use of electric and electronic equipment, to comply with the relevant section of the Safety, Health and Welfare at Work (General Application) Regulations 1993. All employees using VDUs will be entitled to eye tests and spectacles if they are needed for their work. These will be paid for by Applepie Solutions, if normal spectacles cannot be used.

Employees and contractors should be familiar with procedures for safe lifting before moving heavy items including computer monitors.

Policy Revision

This document should be reviewed by Applepie Solutions directors and employees. Robert Fuller will revise and re-issue the Policy Statement whenever changes in circumstances make this necessary.

Practical Tips to adjusting your Work Station

(adapted from HSE VDU Guidelines)

Getting Comfortable

Adjust your chair and VDU to find the most comfortable position for your work. As a broad guideline your forearms should be approximately horizontal and your eyes at the same height as the top of the VDU.

Make sure you have enough workspace to take whatever documents or other equipment you need.

Try different arrangements of the keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.

Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be the easiest if neither you nor the screen is directly facing windows or bright light. Adjust curtains or blinds to prevent unwanted light.

Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes, files or equipment.

Using a Keyboard

Adjust your keyboard to get a good keying position. A space in front of the keyboard can be helpful for resting the hands and wrists when not keying.

Try to keep your wrists straight when keying. Key a soft touch on the keys and do not over stretch your fingers. Good keyboard technique is important.

Using a mouse

Position the mouse within easy reach so it can be used with the wrist straight. Sit upright and close to the desk, so you do not have to work with your mouse arm stretched. Move

the keyboard out of the way if not being used.

Support your forearm on the desk and do not grip the mouse too tightly.

Rest your fingers lightly in the buttons and do not press them hard.

Reading the screen

Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.

Make sure the screen surface is clean

In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background or vice-versa)

Individual characters on the screen should be sharply focused and should not flicker or mover. If they do the VDU may need servicing or adjustment.

Posture and Breaks

Do Not sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)

Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. Frequent short breaks are better than fewer long ones.