

Diocese of Elphin – HR Policy Handbook

Document Name: Safety Policy
Document No: 10.1.1 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members/volunteers with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member/volunteer and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on the Safety Statement. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

It is the policy of "the employer", in so far as is "reasonably practicable", to provide members of staff and volunteers with safe premises, safe systems of work, safe means of access and egress, safe plant and equipment, information, training and instruction. It further endeavours to ensure all staff, volunteers, contractors or visitors are not exposed to risks to their safety, health or welfare.

All parishes, and other entities, under the control of the diocese and any constituent parish and/or other office or agency of the diocese, will have in writing, site specific risk assessments and safety statement.

The safety statement is the expression of the diocesan policy on safety, sets out how that policy is to be implemented and specifies the resources - both human and material - that are to be provided to ensure the successful enactment of the policy.

The Safety statement is to be based on:

- an identification of hazards;
- an assessment of risks at the particular place of work to which the statement relates.

The Safety statement must specify:

- safety, health and welfare arrangements;
- resources, both human and material, required;
- cooperation required from staff members/volunteers;
- the names and job titles of persons with specific safety responsibilities.

Safety statement content could fall under the following headings:

- opening statement: sets out commitment - signed by Bishop/Parish Priest/Head of Organisation/Site;
- policy: sets out management intent;
- assignment of responsibilities;
- resources;
- cooperation of staff members/volunteers;
- consultation and information;
- training;
- contractors responsibilities;
- welfare facilities and workplace requirements
- work equipment;
- personal protective equipment;
- fire/emergency plans/first aid;
- safety hazards (specific to workplace).

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All staff members, volunteers, contractors, visitors, are required to fully comply with requirements specified in the safety statement.

For further information on how to create a safety statement see www.besmart.ie or contact:

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