



Rabobank



RaboDirect.ie
The straight talking online bank 

Rabobank in Ireland

Health and Safety Essentials

Contact Details:

The Health & Safety Advisor resides in the Purchasing and Property Department on the Ground Floor Block A, near the Security Office / Post Room.

Direct Phone: Ext. 4064

E-mail: fm.ie.Dublin.Safety Safety@rabobank.com

Alternatively you may raise any issues via the Facilities Help Desk Ext. 4600 or Rabobank.facilities@acuman.ie

The main document outlining the Banks Health and Safety Management System and Arrangements is the Safety Statement. It is available on the H&S Sharepoint Section and it is important that you read and understand the document, particularly all sections relevant to you and your role / activities within the bank.

The Safety Statement contains:

- The Banks Safety, Health & Welfare at Work Policy
- Planning
- Organisation and Responsibilities
- Hazard and Operational Controls
- Hazard identification, Risk Assessment & Control

The Safety Statement is reviewed regularly and updated from time to time. The latest version of the Document is available on the Health and Safety Department's Sharepoint site.

Health and Safety Information & Communication

The screenshot shows a SharePoint site titled 'Health & Safety' with a navigation menu including 'Rabobank In Ireland', 'IT Systems Links', 'Dept Links', 'Useful Links', 'RI Meetingpoint', and 'RI Meetingpoint Europe'. The main content area features several news items, each with a callout box:

- Forms such as Incident Report Form**: Points to the 'Forms' section in the left-hand navigation menu.
- First Aid / Fire Warden Information**: Points to the 'Fire Wardens' and 'First Aiders' sections in the left-hand navigation menu.
- Safety Statement**: Points to the 'Safety Statements' section in the left-hand navigation menu.
- Announcements**: Points to the 'Announcements' section in the left-hand navigation menu.

Other visible content includes 'Latest News' with a post titled 'Host Responsibilities for Visitors', 'About Us' information, and 'External Links'.

Content will change on an ongoing basis and this will be announced via weekly Communications roundup. The Department also issues regular Awareness Communications and Notices.

Some Health and Safety related policies are available on the HR Sharepoint site, such as

- Policies relating to company cars, bike scheme etc.
- Bullying & Harassment and related policies
- Stress at Work and Counselling policies
- Smoking Policy
- Etc.

Safety Management Structure / Safety Committee

One of the sections in the Safety Statement outlines the various roles and responsibilities, including those of Senior Management, Specific Functions or functional managers, Contractors etc – but also your responsibilities as an Employee. Please ensure that you are familiar with the Safety Statement. The Bank also has a Safety Committee which meets on a quarterly basis.

Health and Safety Training

There is a variety of Health and Safety Training , but in general the main element of Health and Safety Training are:

- Induction Training – following this initial 1:1 introduction to the key arrangements around Health and Safety, HR will arrange for you to participate in class room based induction as soon as possible
- On line H&S Module – shortly you will be asked to complete a number of online training modules, including one on Health and Safety. This module will outline essential Health and Safety knowledge required for working in the Bank. This module will have to be completed on an annual basis.
- Role specific Training e.g. First Aider / Fire Warden or Manual Handling Training for those where a Risk Assessment has identified the need for this training.

Emergencies

Fire & Evacuation – Key Points

The most likely cause for an Evacuation is a Fire (or Fire Drill), however there may be other circumstances – such as a Gas Leak or Bomb Threat– where an Evacuation will be required. An Evacuation is generally called by setting off the Fire Alarm, but may also be made by other means of communication. There is only one stage alarm – when alarm sounds, evacuate promptly via your nearest emergency exit. Don't use the Lift. Further Details on the **Fire Action Notices** posted throughout the Building. The bank will typically carry out 2 Fire Drills per year and in some locations will also test the Fire Alarm Sounders. A Drill will normally be unannounced, but Alarm Sounder Tests will be preceded by an announcement that this is a Test only. **If you hear a sounder without an announcement that this is a test just prior to it, you must evacuate promptly.**

Ensure that you are familiar with the **Fire Action Notice** posted throughout your building and **any Emergency Response Arrangements** made for your location. Your local Fire Warden will be able to assist you in this. Alternatively – contact Ext 4064 or safety@rabobank.com

If you are receiving any **Visitors** to the premises, ensure that they sign in and out of the premises, accompany them at all times and assist them in evacuation. Once outside the Building, locate the Senior Fire Warden or Receptionist and report that your visitor(s) have safely evacuated the building.

If you have a permanent or temporary **mobility impairment** or other requirements for assistance, please notify your HR contact to arrange for a Personal Emergency Evacuation Plan (PEEP) to be arranged to ensure that you can evacuate in a safe and timely manner.

First Aid

All Rabobank in Ireland premises have and maintain First Aid Boxes (in Kitchens / Tea stations) and have occupational First Aiders trained to provide First Aid. In Business Units, ensure that you are made aware of who the First Aiders are, for Head Quarters, posters are available on notice boards near copiers. Lists are also available on the H&S Sharepoint site.

If you cannot alert a First Aider directly (none nearby / on the floor) call the nearest First Aider or in Headquarters you can also call Security who will call for you.

For more detail, see the Safety Statement.

Incident Reporting

It is important that all incidents, no matter how trivial must be reported immediately to a manager, a first aider or the Health and Safety Department, including incidents involving visitors or contractors.

Apart from accidents ranging from minor to more severe, near miss incidents must also be reported, i.e. anything that could have resulted in injury or caused property damage. If in doubt, report it. Any investigation will be proportionate to each incident with the aim of taking appropriate steps to prevent similar incidents or accidents from happening.

Unless the H&S Department feels a formal report is not needed, the accident report form on the H&S SharePoint site should be completed as soon as possible and sent to safety@rabobank.com

For more detail, see the Safety Statement.

Key Health and Safety Hazards, Risks and Risk Controls

A hazard is anything that has the potential to cause harm. Risk is how it is quantified based on the likelihood of the harm occurring and the potential severity. The higher the risk the more control measures are needed, many of which involve you and your safe behaviour.

The online e-learning Health and Safety Module the Bank requires you to complete every year addresses the most common hazards everyone is likely to encounter in an office work environment in a generic form. Depending on your specific role, additional hazards may arise and must be managed. The Safety Statement's Risk Assessment section gives information on the site specific arrangements, i.e. as they apply to your building. The following are some common risks you must be aware of.

Housekeeping / Slip, Trips & Falls

Slips, Trips and Falls are the most common accident trigger in this sector and in workplaces in general. The e-learning module sets out some basic controls, others are listed in the Safety Statement. Good Housekeeping Practices by everyone is the main preventative action.

Cables, bags, umbrellas, files or folders on the floor are some common items that can pose Trip Hazards and must be kept in a proper place rather than on the floor.

If you spill any liquid on a solid surface, warn others and clean it straight away. Report any leaks or spills that you cannot handle yourself immediately.

As you can imagine particularly walkways and most importantly escape routes must always be clear – report any obstructions along stairwells or corridors.

Work Station Ergonomics

The online learning module gives basic instruction on workstation setup and in general all workstations in the Bank are set up to comply with requirements of an average person. If you have any problems that you think may be caused or exacerbated by your workplace, please contact your Line Manager, HR or the Health and Safety Department for an individual workstation assessment.

Such a workstation assessment along with a specific Pregnancy Risk Assessment will always be carried out when a Pregnancy is notified to the Bank.

Electrical / Fire Safety

Again the online learning module has a lot of information on these topics. It is important that all **damaged electrical equipment**, broken plugs, sockets, frayed or damaged cables or overloaded sockets, over heating appliances etc. are **reported to the Facilities Helpdesk**. Particularly if close to an ignition source (e.g. paper or bag).

Fire needs Fuel (paper or other combustible material), Oxygen (all around us) and an ignition source (electrical, heat, flame, spark, cigarettes etc.). Please **notify the Facilities Helpdesk of any Fire Hazards** you see and don't assume someone else already has.

Again good Housekeeping helps to prevent Fires along with managing any potential ignition sources.

Fire Doors and Walls as well as early detection (all areas have appropriate detectors fitted) all work to alert all employees speedily, reduce the spread of fire and smoke to permit everyone to escape safely. It is important that Fire Doors are kept closed at all times and that exit routes are not obstructed.

If you are mobility impaired on a temporary or permanent basis, please report this to the HR or H&S Department and a Personal Emergency Evacuation Plan will be arranged.

Manual Handling

Incorrect manual handling can cause back and other injuries. As manual handling is not a common activity for most employees – other than occasional – the Bank provides some basic information to all employees via the e-learning. Some specific employees who as part of their work carry out Manual Handling regularly are provided with further training and mechanical aids such as trolleys. If a task arises that require Manual Handling (i.e. lifting, carrying, pulling, pushing) out of the norm (e.g. arranging furniture), log a request at the Facilities Helpdesk for assistance by a trained person, e.g. member of the facilities team.

All employees must take reasonable care of their own safety and the safety of any other person who may be affected by their actions or omissions while at work.