



SAFETY STATEMENT

SAFETY STATEMENT FOR C.J.K. ENGINEERING

<u>TABLE OF CONTENT</u>		PAGE NO.
1.0	Organisation and Responsibility	4.
1.1	Responsibility of Managing Director	4.
1.2	Responsibility of Company Foreman	5.
1.3	Responsibility of Employees	6.
1.4	Sub-Contractors and Self Employed	7.
2.0	Training	8.
2.1	Training for Safety	8.
2.2	Record of Training	8.
3.0	Consultation	8.
3.1	Violence and Aggression	8.
4.0	Personal Protective Equipment	9.
5.0	Arrangements for Accident Reports and Investigation	10.
6.0	Welfare Facilities	12.
6.1	Canteen Facilities	12.
6.2	Drying Facilities	12.
6.3	Toilet Facilities	12.
6.4	First Aid	12.
7.0	Monitoring and Review	13.
8.0	Projects Administration of Health and Safety Policy	13.
8.1	Sub-contractors	13.
8.2	Duties of Contractors	13.
8.3	Equipment Certification and Inspection	15.
9.0	Hazard Identification & Risk Assessment	16.
9.1	Hazard Identification	16.
9.2	Risk Assessment	16.
9.3	Control Measures	16.
9.4	Classification of Risk	16.
10.0	Site Work – Risk Assessment	17.
10.1	Fire	17.
10.2	Manual Handling	19.
10.3	Hazardous Substances	20.
10.4	Noise & Vibration	21.
10.5	Ladders	22.
10.6	Working at Heights	23.
10.7	Control & Disposal of Waste	24.
10.8	Scaffolding	25.
10.9	Temporary Electrics	26.
10.10	Temporary Lighting	27.
10.11	Hand & Power Tools	28.
10.12	Scissors Lifts (MEWP's)	29.

SAFETY STATEMENT FOR C.J.K. ENGINEERING

10.13	Fall Arrest / Harnesses	30.
10.14	Electricity	31.
10.15	Access / Egress	32.
10.16	Delivery /Storage of Goods	33.
10.17	Bullying	34.
11.0	Emergency Telephone Numbers	36.
12.0	Safety Delegation	37.
12.1	Safety Representation	38.
12.2	First Aid Arrangements	39.
13.0	Additional Hazards Identified on this Particular Project.	40.



10th of Jan 2013

CJK Electrical Ltd. believe that our staff are our greatest asset and their well-being is of the utmost importance to us. Our Health & Safety Policy is to ensure that our staff are provided with a safe place of work.

The aim of this policy is to reduce injuries, ill health and other unnecessary losses and liability and to protect our workforce, subcontractors and the general public from hazards that may be involved in our work.

This policy shall be achieved by ensuring that CJK Electrical Ltd. provides a management system that recognises safety as its primary responsibility. This system shall be implemented through the use of the following:

- Site Specific Method Statements
- Site Specific Risk Assessments
- Weekly Toolbox Talks
- Daily Safe Plan of Actions
- Fortnightly Safety Audits
- Employment of Independent Safety Advisor (Nick Tobin of Nikon Safety) to Audit and Advise CJK Management and Staff on all Safety Related Issues
- Training - Safe Pass, Manual Handling, MEWP etc
- Constant Review of Safety Procedures
- Weekly Update on Status of Plant List

We will as a minimum comply with the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Applications) Regulations 1993 and amendments and The Safety, Health & Welfare at Work (Construction) Regulations 2006.

It is the duty of every employee, whilst at work in the Company premises or carrying out his/her duties external to the Office, in such places as on Construction Sites or other locations, to take care of his/her own safety. Full co-operation with Management to achieve a healthy and safe workplace and to take reasonable care of themselves and others is required.

We recognize the important contribution that employees can make to the implementation of this policy and therefore are committed to maintaining effective communications of Health & Safety matters taking into account any representations made by them.

A copy of the Safety Statement will be held wherever the Company is carrying out work and will be available to all employees, main contractors, sub-contractors and visitors.

Conor Kearney
Managing Director
CJK Engineering

HEALTH & SAFETY BRIEF STATEMENT

1.0 ORGANISATION AND RESPONSIBILITY

1.1. RESPONSIBILITY OF THE MANAGING DIRECTORS

Conor Kearney will:

so far as is reasonably practicable, ensure the safety, health and welfare at work of all of his employees. The duties cover:

- The management and conduct of work activities,
- Prevent improper conduct or behaviour (e.g. violence, bullying or horseplay at work)
- The design, provision and maintenance of (1) safe place of work (11) safe means of access and egress to and from workplaces and (111) safe plant and machinery.
- Ensure safety and prevention of risk from the use of any substances or articles, from noise, vibration, or ionizing or other radiations or any other physical agent at the place of work.
- Provide safe systems of work.
- Provide information, Instruction, Training and Supervision.
- Provide adequate welfare Facilities.
- Protective Clothing and Equipment. (PPE) where risks cannot be eliminated.
- Preparing risk assessments and safety statements as required by Sections 19 and 20 that take into account the general principals of prevention in Schedule 3 to the Act when implementing necessary safety, health and welfare measures.
- Prepare and where necessary revise adequate plans and procedures to be followed and measures to be taken in emergencies.
- Report Accidents and Dangerous Occurrences to the Authority.
- Obtain where necessary the services of a Competent Persons to assist in ensuring the safety, health and welfare of his or her employees
- Provision of Training without loss of Remuneration.
Ensure working conditions protect employees, both fixed term and temporary.
Ensure measures relation to SHWW do not involve financial cost to employees.
- Information in a form, manner and language that can be understood.

1.2 RESPONSIBILITIES OF COMPANY FOREMAN.

Name_____.

The Company Foreman will:

- (a) Acquire a full and accurate knowledge and understanding of the Safety Statement and ensure that all employees, self-employed and sub-contractors are made aware of their responsibilities under it.
- (b) Ensure so far as is reasonably practicable that safe systems of work are in place and adequate supervision is provided at all times.
- (c) Maintain a tidy workplace. Arranges for regular clean-ups.
- (d) Ensure that all access routes; walkways and doorways are clean and free of trip hazards.
- (e) Issue any personal protective equipment such as hard hats, gloves, goggles, dust masks etc. to employees as is necessary.
- (f) Enforce the wearing of such equipment for all on site.
- (g) Prior to using scaffolding, check that the weekly CR8 has been completed.
- (h) Perform a safety check on all electrical equipment, hand tools and other such equipment weekly.
- (i) Identify defects in equipment, plant or machinery and organize their repair.
- (j) Ensure safe disposal of waste material.
- (k) Ensure all accidents are recorded in the Company Accident Book and persons receive proper medical attention and /or first aid.
- (l) Ensure that the First Aid Box is fully stocked.
- (m) Investigate any serious accident and report to insurers.
- (n) Ensure compliance with Site Safety Statement and safety Procedures.
- (o) Instruct all employees in safe use of tools and equipment and general safe work practices.

1.3 RESPONSIBILITIES OF EMPLOYEES

All employees must comply with the requirements of the Company Safety Policy and in particular with the following:

Section 13, Safety, Health and Welfare at Work Act 2005 places a duty of care on all employees.

It shall be the duty of the employees while at work:-

To comply with safety and health legislation, both in the 2005 Act and elsewhere.

To take reasonable care of his or her own safety, health and welfare and that of any other person who may be affected by any of his/her omissions while at work.

Not to be under the influence of an intoxicant

If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests, by or under the supervision of a registered medical practitioner who is a competent person, as may be required by Regulations made under the 2005 Act.

To co-operate with his/her employer and any other person to such an extent as will enable her/her employer or such other person to comply with any of the relevant statutory provisions.

Not to engage in improper conduct or behaviour which could endanger his/her SHWW or that of another person.

Attend Safety Training relating to Safety, Health and Welfare at Work.

Taking account of training and instruction given by an employer, to correctly use for his/her protection, any article or substance, safety clothing, equipment, appliances and conveniences provided for securing health, safety and welfare at work.

Not to intentionally or recklessly interfere with any appliance, protective clothing, convenience or equipment provided for the securing of safety, health and welfare at work.

An employee is required to report to the employer, or other appropriate person, as soon as they become aware of any instance –

- where work being carried on, or likely to be carried on, in a manner which may endanger his or her safety, health or welfare or that of another person.
- of any defect in the place of work, the system of work or in any article or substance likely to endanger him or her or another person, and
- a breach of safety and health legislation likely to endanger him or her or another person which comes to his or her attention.

Supervisors and line managers have an important role in bringing and known deficiencies in health and safety to the attention of senior management.

Employees have a duty to refrain from improper conduct liable to harm the safety, health or welfare of persons at work. Violence, horseplay and bullying at work come within the meaning of improper conduct. Horseplay amongst employees can result in serious consequences, particularly when working with potentially dangerous machinery or hazardous substances. Workplace anti-bullying policies rely on the co-operation of employees for their effectiveness. It should be noted that bullying at work does not always involve a superior/subordinate relationship and may result from unacceptable peer pressure.

Note: Managers have liability under Section 80 of the 2005 Act

1.4 SUB-CONTRACTORS AND SELF EMPLOYED

The self-employed and sub-contractors are controlled by the same Safety, Health and Welfare Legislation, and are legally and morally obliged to safeguard the Health and Safety of themselves and of others affected by their activities.

All sub-contractors whether providing material and labour, or labour-only, are considered to be self-employed and have the following legal and moral responsibilities.

- (a) To take precautions, so far as is reasonably practicable, to avoid any risk to himself or herself or anyone else who may be affected by their acts or omissions.
- (b) Provide full and clear information to those who may be affected by their work activities, so as to minimize their exposure to risk.
- (c) Advise and warn any public persons (third party) who may be exposed to a dangerous situation resulting from their activity.
- (d) Provide their Safety Statement, familiarise themselves and comply with this Safety Statement and co-operate on all Safety, Health and Welfare matters.
- (e) Produce evidence, when requested, showing Employers Liability and Public Liability Insurance appropriate to the scope of work is in place.
- (f) Provide proof of training with regard to FAS Safe Pass Cards and Construction Skills Cards.

2.0 TRAINING.

2.1 Training For Safety.

C.J.K. Electrical Ltd. will provide such training as required by the Safety, Health and Welfare at Work Act, 2005 to safeguard the Safety, Health and Welfare of employees. Employees will be given safety training on various aspects of Construction site safety as required.

2.2 Record of Training.

Training Records will be maintained by Conor Kearney and will contain the following information.

1. Date of instruction or exercise.
2. Duration.
3. Name of instructor.
4. Name of person receiving instruction.
5. Nature and content of instruction.

All employees will undergo site induction training in accordance with site rules. They will also have completed FAS Safe Pass Training and Construction Skills Training. A competent person will carry out toolbox talks regularly.

All new employees will receive instruction on safe working systems and instruction in correct use of tools and equipment.

3.0 CONSULTATION

Conor Kearney will consult with employees on matters of Health and Safety in the event of any new work practices being introduced where health and safety may be affected. He will also be available to all employees at reasonable times to discuss matters of Safety Health and Welfare at Work.

The contents of this Safety Statement will be brought to the attention of all employees.

3.1. Violence and Aggression

Conor Kearney will take all necessary measures to protect employees from acts of violence or aggression during the course of work and will act on any reports or complaints made by employees or other persons affected. Conor Kearney will investigate any reports made.

4.0 PERSONAL PROTECTIVE EQUIPMENT

Supply and Issue

- (a) C.J.K. Electrical Ltd. Ltd. will supply free of charge helmets, gloves, eye protection, ear protection, dust masks as necessary to all employees.
- (b) All employees will wear safety Boots with steel mid sole and steel toecap.
- (c) All sub-contractors will be responsible for supplying their own personnel with PPE.
- (d) All equipment issued will be recorded and the employee's signature obtained.

General Guidelines

- (a) All persons on site will wear a safety helmet at all times.
- (b) All personnel on site will wear safety boots with steel mid-sole and toecap at all times.
- (c) All employees and subcontractors must wear clothing suitable for their work, sufficiently tight fitting to avoid catching in objects or machinery.
- (d) All employees and subcontractors must wear goggles, earmuffs, dust masks, safety harnesses, gloves etc. as required for their particular jobs or tasks.
- (e) No exemptions will be allowed for jobs which take "just a few minutes" always use appropriate protection
- (f) Always ensure that safety equipment is of the right type, of good quality and in good condition and to an approved standard.
- (g) All equipment and clothing is maintained in a hygienic condition, free of any defects and will be the responsibility of the user to ensure this.

5.0 ARRANGEMENTS FOR ACCIDENT REPORTING AND INVESTIGATING.

Accident Reporting Procedures

- (a) All accidents are reported to Conor Kearney immediately or without unreasonable delay.
- (b) All injuries received at work are recorded in the Company Accident Book.

An accident, which disables a person for more than three days, is a reportable accident and will be notified to H.S.A. on the prescribed form. (IR 1)

When a serious accident occurs Conor Kearney or other nominated person takes charge of the proceedings and the procedure is as follows:

1. Observe accident location and status of injured person.
2. If there is a risk of further injury move injured person to safety, otherwise do not move.
3. Call for immediate medical assistance or emergency service.
4. See that first-aid is administered as required.
5. If emergency services are summoned ensure they are given exact locations and ensure they can access the site as near as possible to the injured person.
6. Appoint a suitable person to travel with the injured person and establish location of hospital.
7. Notify family of injured person and if required arrange for them to be transported to the hospital.
8. Ensure that the scene of the accident is not disturbed and if the H.S.A. are to inspect it; do not move anything unless further serious risks have to be avoided.
9. Gather all information immediately about the accident and what led up to it.
10. Take photographs of draw sketches of the scene to include measurements.
11. Notify Conor Kearney immediately.
12. Conor Kearney will complete an Accident Report Form and sent it to his insurers.

SAFETY STATEMENT FOR C.J.K. ENGINEERING

13. Give ever assistance to the H.S.A. Inspector if/when they carry out the investigation.
14. Conor Kearney will notify Insurers and forward copies of reports to them and will also notify the H.S.A. on line at www.hsa.ie

6.0 WELFARE FACILITIES

6.1 Canteen Facilities

Where practicable, taking numbers and duration into consideration, site accommodation will be provided which will include a canteen containing the following;

Suitable tables with a surface than can be washed down, cleaned and maintained in a hygienic state.

Suitable seating arrangements

A hot water boiler or electric kettle.

6.2 Drying Facilities

Clothes hooks will be provided in a separate site hut for hanging up clothes and a heater where necessary to dry clothes.

6.3 Toilet Facilities

A flush toilet will be installed on site with hand washing facilities. If this is not possible a chemical toilet unit will be provided and separate washing facilities set up with running water, cleanser and a means of drying hands.

6.4 First Aid

A stocked first aid kit will be kept on site and maintained and restocked in accordance with General Application Regulations 1993.

Nominated First Aiders

1. _____

2. _____

Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 3 years.

Each first aider will be responsible for the maintenance of appropriate first aid supplies.

Whenever first aid is given a record of the injury must be entered into the accident book, the first aider must maintain details of treatment given.

7.0 MONITORING AND REVIEW

This Safety Statement will be reviewed on a yearly basis and will be changed as names of responsible persons change, as risk changes, or as changes in legislation occur.

8.0 PROJECT ADMINISTRATION OF HEALTH AND SAFETY POLICY.

Conor Kearney will not undertake the role of Project Supervisor Construction or Design Process where there is a main contractor on the project.

Conor Kearney will comply with any Safety and Health Plan prepared for the project by the Project Supervisor Construction Stage.

8.1 Any contractor wishing to be considered for work for Conor Kearney will be assessed of their Health and Safety standards.

8.2 Duties of Contractors

Conor Kearney and all contractors engaged will comply with the following duties:

- ❗ Accept and adhere to established site safety rules.
- ❗ Cooperate with the site management to ensure safety is maintained on site and relevant statutory provisions are met.
- ❗ Provide the site management with information regarding and deaths, injury, condition or dangerous accident, which the contractor is required to report to the Authority.
- ❗ Appoint a safety liaison person on site.
- ❗ Complete all required inspections i.e. scaffolding, lifting equipment etc.
- ❗ Maintain the work area in good order and in a satisfactory state of cleanliness.
- ❗ Provide training and education as necessary to ensure that employees under the contractors control are competent to carry out work safely.
- ❗ Monitor the work site to ensure safety policy is being effectively implemented.
- ❗ Report all accidents to the site supervisor.

SAFETY STATEMENT FOR C.J.K. ENGINEERING

- ❗ All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their Company Policy is made available on site whilst work is carried out.
- ❗ All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- ❗ Assessment of risk associated with any substance, process or work activity on site, which will be hazardous to health and safety, must be provided to site management before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stores in accordance with regulations and current recommendations and that information must be provided to any other person who may be affected on site
- ❗ The sub contractor must inspect scaffolding used by his employees (even when scaffold is erected for other contractors) or a competent person appointed by the sub contractor to ensure that it is erected and maintained in accordance with Regulations and Codes of Practice.
- ❗ Sub-contractors employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorized.
- ❗ All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment of noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to site management before work commences.
- ❗ No power tools or electrical equipment of greater voltage than 110V may be brought onto sites. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition.
- ❗ Any injuries sustained or damage caused by sub-contractor's employees must be reported as soon as possible to site management.
- ❗ Sub-contractors employees must comply with any safety instruction given by main contractor.
- ❗ The main contractor may appoint a Safety Officer to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the main contractors representative with the name of the person they have appointed as Safety Advisor.

SAFETY STATEMENT FOR C.J.K. ENGINEERING

- ❗ Sub-contractors must provide for their employees suitable welfare facilities and first aid equipment in accordance with the Regulations, unless arrangements have been made for sub-contractors employees to have the use of the main contractors facilities in which case a certificate will be issued detailing facilities provided.
- ❗ Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris; waste materials, etc. are cleaned as work proceeds.
- ❗ All operatives, sub-contractors, visitors, etc. on the site will wear hardhats, high viz vests and protective boots at all times other than in areas specifically designed as “no risk” areas by the site management. Sub-contractors employees must comply with signs erected on site that personal protective equipment will be worn.
- ❗ A detailed method statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces etc. The Method Statement must be agreed with the main contractors representative, before works commence and copies made available on site so that compliance with the agreed Method Statement can be maintained.

8.3. Equipment Certification and Inspection

The sub-contractor will ensure that all plant and equipment brought onto the site carries appropriate certification. All contractors will be expected to carry out equipment inspections as required by law.

9.0 HAZARD IDENTIFICATION AND RISK ASSESSMENT

The following section is an assessment of the risks to Safety, Health and Welfare at Work encountered on site as required by the Safety, Health and Welfare at Work Act 2005 and Regulation 10 of the Safety, Health and Welfare at Work (General Application) Regulations 1993.

9.1 Hazard Identification

A hazard is anything with the potential to cause harm. Almost everything in the workplace can be a hazard. All hazards should be systematically identified.

9.2 Risk Assessment

This is the examination of anything at work that could cause harm to people and the precautions taken or need to be taken to prevent harm. The goal is to ensure that no one gets injured or becomes ill.

9.3 Control Measures

These are the rules; procedures and safe systems of work identified and agreed on to eliminate risk or reduce it to an acceptable level.

Where a risk cannot be eliminated or reduced to minimum levels, a process may have to be eliminated or transferred to third parties better equipped to handle high risks.

9.4 Classification of Risk

High	Any hazard with the potential to cause fatal or irreversible injury or serious industrial disease.
Medium	Any hazard with the potential to cause significant but reversible injury, high frequency of minor injury – permanent health effects.
Low	Any hazard with the potential to cause minor injury or transient ill health – health recovers in time.

10.0 SITE WORKS – RISK ASSESSMENTS

10.1 HAZARD

! Fire

Risk

! Severe burns, death

Class

! High

Control Measures

! A fire safety program must be developed to guard against the outbreak of fire on the premises.

! An adequate supply of fire extinguishers must be available.

! Fire escapes are left unobstructed and clearly identifiable.

! All employees must read the “Fire Orders” and be instructed on:

- o How to call the Fire Brigade
- o The correct use of the fire appliances provided.
- o Instruction on the routes of escape provided.
- o Safe emergency procedures.

! Fire Evacuation Procedure.

! If the fire alarm activated – switch off equipment where applicable using emergency buttons and report to the person in charge of your area.

! All persons will go to the designated assembly point(s). These are located at:

and will not return until the all clear has been given.

! Supervisors are responsible for the safe evacuation of contractors’ employees and clients in their area.

! On discovering a fire the following actions must be taken:

- o Activate the alarm system.
- o Call the fire brigade.
- o Alert management and other staff.
- o Inform the public and direct them to the nearest fire escape route.

SAFETY STATEMENT FOR C.J.K. ENGINEERING

- Attack the fire using the nearest and suitable equipment only if it is safe to do so.
- Leave whenever danger threatens.
- Close all doors as areas are vacated, checking that nobody is left behind.
- Assemble at the designated assembly point.
- Assist the fire brigade on arrival.

❗ Fire Extinguishers.

❗ All fire extinguishers to be maintained and maintenance labels completed.

❗ Fire & General reg. Book to be filled in. Records of fire drills etc. to be kept.

10.2 HAZARD

! Manual Handling

Risk

- ! Injury to back, hands, feet.

Class

- ! High

Control Measures

- ! Minimise manual handling by the use of mechanical aids.
- ! Manual Handling training to be provided.
- ! Loads to be broken down to as small a size as is reasonably practicable.
- ! Excessive manual handling to be minimized by rotating trained staff where practical.
- ! All persons involved in manual handling will wear protective footwear and gloves as appropriate.
- ! Walkways will be kept clear and lighting will be adequate.
- ! Secure loose items to prevent load shifting when being carried.
- ! Where possible, sharp edges will be protected.
- ! If possible, provide proper handles, handholds or use carrying devices to avoid the possibility of trapped fingers.
- ! Minimise as far as possible, the need for carrying up and down steps.
- ! All manual handling operations to be considered In Relation To Eight Schedules of General Application Regulations 1993.
- ! No employees to be asked to handle a load alone with which they are not comfortable.

10.3 HAZARD

- ❗ Hazardous substances: - Cements, Acids, Solvent based adhesives, etc.

Risk

Through External Contact:

- ❗ Injury or damage through corrosive action, absorption through the skin, sensitisation, (dermatitis), skin irritation.

By Inhalation:

- ❗ Respiratory disorders, cancer, organ damage.

By Ingestion:

- ❗ Damage to mouth, larynx and stomach.
- ❗ Poisoning and other organ damage.

Class

- ❗ Medium

Control Measures

- ❗ All contractors inform Site Management of any hazardous substances brought on site.
- ❗ Where dust or fumes may be generated during any work activity, a risk assessment must be made and appropriate control measures identified and put in place.
- ❗ A Method Statement may be required for the use of hazardous substances on site after consultation with the site Safety Officer.
- ❗ All substances hazardous to health must be used in accordance with agreed safe working procedures.
- ❗ All personnel must be made aware of the relevant MSDS (material safety data sheet) and control measures in connection with all hazardous substances in use on site.
- ❗ Avoid contact with skin and eyes
- ❗ All spillage to be cleaned immediately. Waste and used containers to be disposed of in accordance with Statutory Requirements.
- ❗ Washing facilities will be available to all personnel.

10.4 HAZARD

! Noise & Vibration

Risk

- ! Noise Induced hearing loss
- ! Vibration Induced White Finger

Class

- ! High

Control Measures

- ! Where possible tools, plant & equipment will be fitted with mufflers, silencers, vibration reduction handles and gloves.
- ! Employees will wear ear protection if they have to work in very noisy surroundings or operate noisy machinery or tools.
- ! Where noise levels reach 80dBA (If you have to shout to be heard at 0.6 metre) personal protective equipment will be made available and warning signs posted.
- ! Where noise levels reach 85dBA (If you have to shout to be heard at 2 metres) the wearing of suitable PPE will be mandatory. The setting up of exclusion zones will restrict access to the area. Appropriate warning signs will be posted.
- ! Take regular breaks.

10.5 HAZARD

! Ladders

Risk

! Death or injury through slipping or falling from heights.

Class

! High

Control Measures

- ! Ladders are a means of access and should not be used to carry out work for any length of time. Scaffolding, mobile towers and MEWP's rather than ladders should be used where appropriate, for working at height.
- ! Where the work is of short duration – ladders are not suitable where they are in one position for 30 minutes or more.
- ! Ladders should only be used where the risk is low, i.e. because the nature of the work makes a fall unlikely or where a fall would be unlikely to cause injury.
- ! Ladders will be in good condition, free from obvious defects. Ladders will not be painted.
- ! Ladders are not suitable for strenuous or heavy work.
- ! Ladders will be checked thoroughly each time before use.
- ! Ladders will be properly positioned for access.
- ! Ladders will be placed at a safe angle. Follow the 4-1 rule. Four metres up – one metre out.
- ! Ladders will rest on a secure flat base and will be tied at the top even when been used for very short periods. The ladder should not be tied at the rungs.
- ! Ladders, which cannot be secured at the top, will be secured near the bottom, weighted or footed to prevent slipping.
- ! Ladders will rise at least one metre above the landing places or the highest rung used.
- ! Always face the ladder when climbing up or down and ensure a three point contact (hands and feet) at the working position.
- ! Ensure that footwear is not slippery from mud, grease, oil, etc. before climbing the ladder.
- ! Metal ladders must not be used when working on or near electrical equipment.
- ! Ladders will only be used where a handhold is available for both climbing the ladder and in the working position.
- ! Use a hand line to raise or lower material.
- ! Stepladders will be fully opened when in use.
- ! Do not straddle stepladders.

10.6 HAZARD

⚠ Working at Height

Risk

- ⚠ Personal injury. Death.
- ⚠ By persons falling from height.
- ⚠ Through materials or articles falling from height.
- ⚠ Falling through openings on slabs, roofs or edges.

Class

- ⚠ High

Control Measures

- ⚠ All work at height must be carried out in accordance with the Safety, Health and Welfare (Construction) Regulations 2006 i.e. will be protected by handrails/ guardrails and toe boards or safety harness attached to a secure anchorage point
- ⚠ All edges, from which it is possible to fall, will be protected with handrails and toe-boards. All handrails will be of a height not greater than 1.2m or less than 950mm with toe-boards not less than 150mm and an intermediate guard rail at no more than 470mm below the upper guard rail.
- ⚠ The Site Manager will ensure that work is planned to ensure that safe access/egress and working places are provided for operatives to work at heights.
- ⚠ Work on roof areas will not be permitted when high winds or gusting is experienced.
- ⚠ The roof surface must be checked at the commencement of work after rain, frost or snow.
- ⚠ Where edge protection is not available safety harnesses must be used and a Method Statement will be prepared.
- ⚠ Materials will not be dropped or thrown down from a height other than by means of a chute or other suitable safe method.
- ⚠ Trestles, stepladders and tower scaffolds will not be positioned near stairwells or floor/roof edges if this places operators at risk of falls.

10.7 HAZARD

! Control and Disposal of Waste.

Risk

Personal injury due to:

- ! Slips, Trips, falls.
- ! Fire
- ! Disease carried by vermin (Weils Disease)

Class

- ! High

Control Measures

- ! Do not throw debris or waste from the edge of a building.
- ! All rubbish/waste will be removed from the works as it accumulates.
- ! Nails will be removed or knocked down from timber before disposal.
- ! Spillage will be cleaned up immediately and the waste shall be disposed of correctly.
- ! Access routes and fire exits will be kept clear of waste debris.
- ! Welfare facilities will be kept clean of rubbish and waste and cleaned at least daily.
- ! Be aware that Weils Disease can gain entry to the body through cuts, wounds, sores and food.

10.8 HAZARD

! Scaffolding

Risk

Death, injury due to:

- ! Falls from scaffold.
- ! Objects falling from scaffold
- ! Collapse due to defective construction
- ! Collapse due to unauthorized interference.
- ! Collapse due to overloading.
- ! Collapse due to defective components.

Class

- ! High

Control Measures

- ! Scaffold will only be erected, altered or dismantled by competent persons in accordance with regulations and approved codes of practice.
- ! There will be proper access to work platforms. Access by climbing uprights, ledgers or braces is not permitted.
- ! Scaffold ladders should be erected inside the scaffolding.
- ! The workers platform will be fully boarded and boards will be free from any obvious defects and will be arranged to avoid tipping or tripping.
- ! Effective barriers and warning notices will be used to prevent people using incomplete scaffold.
- ! Guard rails and toe boards will be fitted at every side where it is possible for a person to fall and in particular where it is possible to fall two metres or more.
- ! Scaffold will not be overloaded and loads will be evenly distributed.
- ! A competent person will inspect the scaffold at least weekly and after bad weather.
- ! On erection of scaffolding a hand-over certificate must be signed over by the scaffolding contractor to the main contractor.
- ! A record of such inspection will be kept on Form WH 1.

10.9 HAZARD

- ⚠ Temporary Electrics.
- ⚠ Live electrical current
- ⚠ Trailing cables across access routes.
- ⚠ Damaged equipment and cables.
- ⚠ Surface water on site.
- ⚠ Overloading sockets and cables

Risk

- ⚠ Risk of serious injury or death from electric shock.
- ⚠ Risk of injury from tripping over training leads.
- ⚠ Risk of mechanical damage to cables trailing across site access ways and roads.
- ⚠ Risk of burns from contact with live electrical equipment.
- ⚠ Risk of fire from overloaded equipment or cables.

Class

- ⚠ High

Control Measures

- ⚠ All temporary electrical distribution cables and equipment must be 110V and wired into and earth leakage circuit breaker. (ELCB)
- ⚠ All sockets are yellow waterproof sockets and are in good condition without any exposed wires and wired by a competent electrician.
- ⚠ All transformers and distribution boards are in good condition with all trip switches working properly.
- ⚠ A competent person does a weekly check on all equipment.
- ⚠ Damaged cables are replaced immediately and no temporary joints used.
- ⚠ Cables do not trail across access walkways, doorways, and stairs etc. causing trip hazards.
- ⚠ Cables crossing site roadways are buried in cable ducting.
- ⚠ Electrical system is wired through miniature circuit breaker (MCB) to prevent current overload.
- ⚠ All power is isolated at finishing time.
- ⚠ Do not work on live power lines unless suitable precautions are taken.

10.10 HAZARD

! Temporary Lighting

- ! Poor lighting to work areas.
- ! Poor site lighting.

Risk

- ! Risk of injury from trips or falls.
- ! Risk of injury from walking into unseen hazards.

Class

- ! High

Control Measures

- ! All work areas must be well lit.
- ! All access walkways must be well lit.
- ! Adequate lighting is provided where necessary for safe access around site.
- ! All temporary lighting is 110 voltages.
- ! All lights and cables are in good condition and prevented from coming in contact with surface water.
- ! All lighting are wired through an E.L.C.B. and M.C.B. (see temporary electrics)

10.11 HAZARD

! Hand and Power Tools

- ! Sharp edges.
- ! Electric power.
- ! Flying materials, dust etc.
- ! Hot surfaces.
- ! Trailing cables.
- ! Rotating chucks or blades.
- ! Noise.

Risk

- ! Risk of injury to hands and other body parts from sharp tools or edges.
- ! Risk of muscular strain to wrists and hands.
- ! Risk of injury to eyes from flying materials such as sparks, filings or dust.
- ! Risk of minor burns from hot surfaces.
- ! Risk of electric shock from unearthed or uninsulated tools.
- ! Risk of tripping over trailing cables.
- ! Risk of noise induced hearing loss from over exposure to noisy equipment.

Class

- ! High

Control Measures

- ! Sharp or pointed tools and equipment are stored and carried safely in toolboxes or tool belts.
- ! Any defective tools or equipment are replaced immediately.
- ! All electrical equipment with metal casing must be properly earthed and all other tools are double insulated.
- ! All cables are kept tidy and away from access routes and walkways.
- ! All personal protective equipment such as safety goggles, earmuffs and gloves are worn appropriate to the equipment used.
- ! All rotating blades or discs are guarded and guards maintained in good condition.
- ! Power supply is disconnected before making any adjustment, changing any disc or blade.
- ! Power tools are all 110 volts
- ! Manufacturers instructions are read and fully understood before operating.
- ! All tools and equipment are immobilized or kept out of reach of children.

10.12 HAZARD.

SCISSORS LIFTS (MEWPS)

Risk: Falls from Height.
MEWP falling.
Coming into contact with overhead power lines.
Harness failing.

Class: High Control

Measures Supervisors

ensure that:

- a. Ensure that all standing instructions pertaining to internal transport are strictly adhered to.
- b. Before using the working platform, the safety rail is secured and always mounts the machine using steps and hand holds.
- c. Operators of MEWP's are trained and appointed.
- d. Never overload the basket or platform.
- e. Ensure that gate is securely locked before raising the MEWP.
- f. Check that all emergency stop levers are effective.
- g. Familiarise yourself with all lever movements before rising and check all operations.
- h. Never over-reach from the basket or out over the platform, or stand outside the safety rail.
- i. Do not move the machine with the basket in the raised position except when carrying out work, e.g. inching along pipe-work.
- j. Be aware of obstacles protruding from roof or sides.
- k. Keep platform tidy and free from tripping hazards and always clear basket completely when job is complete.
- l. Always wear a certified harness attached to a safe anchorage point within the MEWP.
- m. Photocopy and file copy of relevant CR7 provided by plant supplier.
- n. Check to ensure that there are no unprotected overhead power lines.

10.13 FALL ARREST/HARNESSES

HAZARDS

- Falls
- Damaged or sub-standard equipment
- Inadequate anchorages
- Failure to wear harness or attach lanyard when required
- Insufficient clearance
- Slips and trips
- Snagging lanyard – poor housekeeping

RISK ASSESSMENT: High

CONTROL MEASURES

- A harness is a form of Personal Protective Equipment (PPE) and should only be used in exceptional cases when it is reasonably practicable (e.g. on the grounds of short duration).
- Like all PPE it is dependent on the discipline of the user and the level of supervision provided. Only operatives trained in the correct use of fall arrest equipment will be permitted to use harnesses. Site management will monitor conditions closely.
- All fall arrest equipment should be individually inspected before use and a thorough examination carried out by a competent appointed person every 6 months. Operatives and supervisors will monitor colleagues on an ongoing basis. Non-compliance with key procedures will result in the offender being removed from the workplace.
- Every operative is to receive site-specific induction and regular refresher sessions.
- Full body harnesses should be adjusted to suit the user as per the supplier's demonstration. Lanyards and shock absorbers (capable of reducing the deceleration forces to less than 6g) will also be issued. No inertia reels will be used unless Site Management has verified that adequate clearance is available. Lanyards will not be connected in series.
- Storage of fall arrest equipment should be in a clean dry area free of any corrosive chemicals.
- Each item will have an identifiable mark and be subjected to regular inspection as per the supplier's instructions.
- Due regard will be paid to the setting up operation – particularly ensuring that there is no approach within 2m of an unprotected edge before fall arrest is attached. Lanyards will remain connected until safe egress is reached.
- Lines will not run over any sharp objects or edges. A high standard of housekeeping must be maintained in the area.
- Anchorages are to be clearly identified. They should be chest height or above with the amount of slack in the line reduced to the minimum that is reasonable. The aim is to provide a restraint rather than allow free-fall. Any doubt about the capacity of an anchorage to withstand the relevant shock loading should be referred to a competent Engineer.
- The gate of a karabiner should be secured on every occasion it is used.
- Rescue procedures should be detailed during the site-specific induction and refresher sessions. A quick and smooth rescue is required to minimise the extent of injury when a person is suspended by harness. However, rescuers should avoid placing themselves at further risk. Self-rescue should only be attempted when it is safe to do so. Supervisory staff should first ensure that the effects of shock have been taken into account before self-rescue is initiated.

10.14 ELECTRICITY

HAZARDS

Use of faulty electrical equipment
Overloading of electrical circuits
Improperly installed and maintained electrics.

RISKS

Accidents are mainly due to misuse of, badly maintained equipment and an increased risk of electric shock during cleaning operations. Based on the likelihood of an electrical accident and the severity of injury, electricity is thought to present a Medium risk.

CONTROL MEASURES

- Ensure that all wiring installations are checked and repaired by a competent electrician on a regular basis.
- Ensure that all extensions, alterations and repairs to electrical circuits are carried out in accordance with ETCI rules.
- Ensure that all electrical work which involves more than fuse, bulb or plug changing is attended to by qualified personnel.
- Ensure that all electrical work on site is performed using 110volt leads.
- Ensure that damage power leads are shortened to remove the damage section or are replaced - they are never repaired.
- Ensure all electrics are kept under review to ensure that they do not provide sources of ignition.
- Ensure that all electrical equipment is properly marked to indicate its function, particularly at the distribution boards. This is an essential precaution particularly for maintenance work.
- Ensure that flexible cables are adequately protected against external mechanical damage. Flexible cables are not allowed to run across floors or gangways. Where damage at floor level to cables is possible, protection by ramps, conduit or armouring is used.

Unless absolutely necessary, no work is carried out on live electrical equipment. To work on live equipment special precautions are taken by competent electricians. Employees are obliged to report any faulty or defective electrical equipment or installation and are advised to report any loose electrical connections, any electrical shock, any burning smell or blackening of leads or plug pins to management.

10.15 ACCESS/EGRESS

HAZARDS

Improper and inadequate access.
The blocking of access ways with equipment/furniture etc.
Poor housekeeping practices.
Wet slippery or broken flooring along passageways.

RISKS

The main risk associated with poor access and egress arrangements are tripping, slipping and falling. In case of fire, obstructed or inadequate access can result in ineffective emergency evacuation of the premises. The nature of our activities increases the likelihood of accidents occurring where poor access/egress conditions prevail. The risk to employees, contractors and visitors from access and egress hazards is considered to be Medium.

CONTROL MEASURES

Ensure that all doors and access points are kept clear and maintained in good condition.

Ensure that all gangways are kept clear of obstruction.

Ensure that all floor surfaces are kept in a clean undamaged condition, free from tripping/slipping hazards.

Every person working on the premises is responsible for ensuring that his/her work area is kept clear of slip and tripping hazards. Any person causing a spillage or other slip or tripping hazard is responsible for ensuring that it is cleaned/tidied up immediately.

Ensure that the selection of floor covering is based on the type of activity undertaken and should be of a standard which will prevent slips/falls. Where non slip flooring is not provided in areas where there is a safety risk, suitably non-slip footwear shall be provided.

Ensure that good housekeeping practices are strictly adhered to, to minimise any build up of materials along access ways.

The standard of lighting is adequate to ensure that people are not at risk of tripping and falling.

10.16 DELIVERY/STORAGE OF GOODS

HAZARDS

Inadequate access
Lifting of heavy or awkward loads
Obstruction of access ways
Improper storage of goods

RISKS - LOADING/UNLOADING

Accidents can occur if the vision of the driver is obstructed, or if the load shifts or falls from the vehicle, or if the vehicle is unsuitable to carry the load. The risks include back injury when engaged in manual handling, goods falling onto persons or persons tripping over goods.

CONTROL MEASURES

- No vehicle should be loaded beyond its rated capacity or beyond the legal limit of gross weight.
- Loads should be properly secured or arranged so that they are safe for both transportation and unloading e.g. so that they do not slide forward in the event of having to brake suddenly.
- All delivery areas shall be kept free from slipping, tripping hazards. Where there is a risk of tripping, non-slip covering shall be put in place.
- Separate and adequate parking facilities are provided to ensure that there is safe delivery of goods onto the premises.
- All goods shall be removed immediately and placed in suitable storage areas so that they do not present a risk.

RISKS - STORAGE/RACKING

Incorrectly stacked goods may fall, injuring staff below. Overloading shelves/racks may lead to collapse.

Persons climbing on racking may fall and injure themselves.

CONTROL MEASURES

- Racking should be capable of supporting intended loads and be properly fixed, e.g. bolted to the floor.
- Find out the maximum safe working load of all racking systems and mark it on the racking. Protect the racking from mechanical damage from fork lift trucks etc.
- Goods should be properly stacked with the heaviest at the bottom if possible.
- Proper safety ladders should be used and training on their use provided.
- Any staff involved in moving heavy goods/materials shall be instructed in safe manual handling techniques.
- Adequate storage facilities shall be provided on the premises taking account of the materials which must be stored for the type of activity undertaken.

10.17 BULLYING

1. WHAT IS BULLYING:

Bullying in the workplace is repeated aggression, verbal psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggressions or cruelty, viciousness, intimidation or a need to humiliate dominate the relationship. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying. In the workplace environment there can be conflicts and interpersonal difficulties. Many of these are legitimate industrial relations difficulties which should be dealt with through the appropriate industrial channels. Only aggressive behaviour which is systematic and ongoing should be regarded as bullying.

2. EFFECTS OF BULLYING:

The effects of bullying on the person can be manifested by any or all of the following:

- Emotional effects (severe anxiety)
- Cognitive (concentration) effects (making mistakes, having accidents)
- Behaviour effects (smoking, excess drinking, overeating)
- Physiological effects (contributing to raised blood pressure, heart disease)
- Reduced resistance to infection, stomach and bowel problems and
- Skin problems.

The most serious effects remain fear, anxiety and depression, which can (and have) led to suicide. To these may be added severe loss of confidence and low self-esteem. Bullying, like stress generally, has a detrimental effect on the organisation as a whole because people working in a climate of fear and resentment do not give of their best. The effects on the organisation as a whole can include:

- Increases absenteeism
- Low motivation
- Reduced productivity
- Reduced efficiency
- Hasty decision making
- Poor industrial relations.

3. CHARACTERISTICS OF BULLYING:

There are three broad areas of bullying:

1. by supervisors
2. by individual workmates
3. by groups of workmates.

4. **FORMS OF BULLYING:**

The form which any of these kinds of bullying may take are:

1. Physical contact
2. Verbal abuse
3. Implied threats
4. Jokes, offensive language, gossip, slander, offensive songs
5. Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems
6. Isolation of non co-operation or exclusion from social activities
7. Coercion for sexual favour
8. Intrusion by pestering, spying and stalking
9. Repeated requests giving impossible deadlines or impossible tasks
10. Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual.
11. Vandalism of personal property (destroying clothes, scratching paintwork on cars)

5. **ANTI-BULLYING POLICIES**

Some firms, schools, both large and small may already have anti-bullying policies in place. The policy should identify areas of the workplace/school where bullying behaviour has been a problem or where bullying might be a problem.

Management may ensure that the policy:

1. States that senior management will not tolerate bullying behaviour
2. Indicates clearly what behaviour is regarded as bullying
3. Is drawn up in consultation with staff representatives
4. Is made available to all staff
5. Sets out the steps which those who feel they have been bullied may take to avail of the protection and assistance available under the system
6. Specifies the support, counselling and rehabilitation available for those who have been the victims of bullying and likewise for those employees who have been identified as bullies and who are willing to accept training to change their behaviour.
7. States clearly where appropriate the sanctions to be taken against those found to be in breach of the Anti-Bullying Policy.
8. Indicated training which will be undertaken, where appropriate, by:
 - a) Line Managers
 - b) Human Resources staff who are named as those responsible for dealing with bullying complaints.
 - c) All staff.

11.0 EMERGENCY TELEPHONE NUMBERS

Ambulance/Fire Brigade/Garda	999/112
ESB (Emergency)	1850 372999
Bord Gais (Emergency)	1850 205050
Local Authority	_____
Doctor	_____
Hospital	_____
Garda	_____
Health & Safety Authority	01 6147000
The Poison Information Centre (Beaumont)	01 8092566
Local Priest	_____
Church of Ireland	_____

In case of Emergency

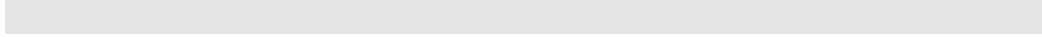
- (1) Clearly state your name, the service you require and where you are calling. Where you require attendance and clear directions on how to get there. When emergency services arrive on site, have somebody at the entrance to direct them to the scene. Ensure the access is clear.
- (2) If you are answered by a voice message stating that a fault has been reported and you have important information i.e. the exact location of the break/fault **STAY ON LINE** you will be answered,
- (3) Don't panic.

Assembly Point is Located at _____

12.0 SAFETY DELEGATION

OVERALL RESPONSIBILITY

Name: **Conor Kearney.** Title: **Director**

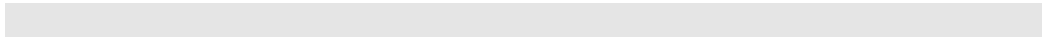


Safety Systems

Fire & Other Emergencies

Name: _____ Name: _____

Title: _____ Title: _____

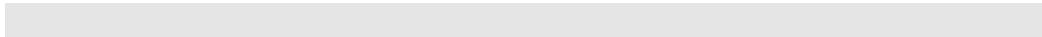


Protective Equipment

Fire Warden

Name: _____ Name: _____

Title: _____ Title: _____

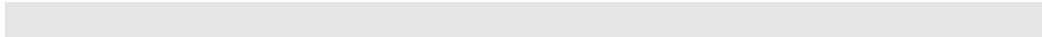


Safety Training

First Aid

Name: _____ Name: _____

Title: _____ Title: _____

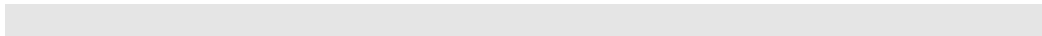


Instruction Training

Stocking of First Aid Box

Name: _____ Name: _____

Title: _____ Title: _____

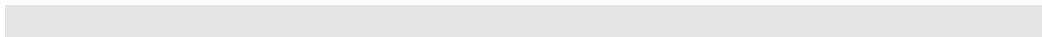


Equipment Hazards

Consultation Arrangement

Name: _____ Name: _____

Title: _____ Title: _____

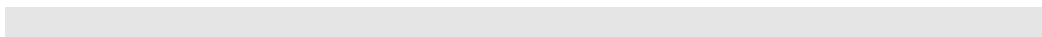


Engagement of Contractors

Purchase of Safety Equipment

Name: _____ Name: _____

Title: _____ Title: _____



12.1 Safety Representative

Name: _____ Title: _____

SAFE SYSTEMS OF WORK

PERSON RESPONSIBLE:

NAME: _____

JOB TITLE: _____

AUTHORISED DEPUTIES ARE:

NAME: _____

JOB TITLE: _____

NAME: _____

JOB TITLE: _____

12.2 First Aid Arrangements

FIRST AID BOX CONTENTS

Location(s) of First Aid Boxes

Person(s) Responsible for First Aid

Safety Consultation Arrangements

Designated Safety Advisor _____

Safety Representative _____

Formal Safety Consultation meeting will be held every 2 months.

The Safety Advisory, Safety Committee, will attend these meetings.

Notice of such meetings will be displayed in _____

Employees with particular safety concerns will be invited to attend.

These meeting will also address safety training needs of employees and will draw up an ongoing program of employee training. The minutes of these meetings will be made available to all employees.

(APPENDIX A)

13.0 ADDITIONAL HAZARDS IDENTIFIED ON THIS PARTICULAR PROJECT.

PROJECT:

HAZARD:

RISKS:

PRECAUTIONS TO SAFEGUARD AGAINST RISKS: