



# 2017 Safety Statement



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## **1 Introduction**

### **1.1 General Information**

In this document, Treysta Building Services will also be referred to as “the Company.”

It is the policy of the Company to conduct all operations with the greatest regard for safety, health and welfare of its employees, clients, subordinates and the general public.

In our efforts to ensure we continue with an excellent safety record, this document is a revision of our Company’s Health and Safety Statement. This allows us to help identify all risks associated with our business and more clearly documents our procedures and controls for all personnel concerned.

Health and Safety is a collective effort demanding that all employees willingly work together to adhere to current safety procedures and practices, and to notify Management of any deficiencies or improvements that are considered necessary.

The purpose of this Statement is to set out the Company’s intention to ensure all work is completed, as far as is reasonably practicable, in the safest manner possible for employees, clients and the general public.

This Safety Statement must be brought to the attention of all employees, to ensure that best practice is demonstrated at all times. Employees are obliged to read the safety statement. A copy is made available to them upon request.

## 1.2 Health and Safety Policy

It is the policy of Treysta Building Services Ltd to comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and other applicable legislation and code of practice to ensure the safety, health and welfare of all employees in the workplace. We are committed to the prevention of injury and ill health to all our staff and we are committed to ensuring the safety of visitors and clients at our place of work.

All employees must take reasonable care for their own safety and other persons affected by their acts or omissions, co-operate with their employer and to use the protective equipment provided.

The Safety Policy of our organisation is:

- The standards of Safety, Health and Welfare will be maintained at the highest level.
- Treysta Building Services Ltd aims for continual improvement through setting and reviewing Health and Safety objectives annually.
- An integral part of effective management in our operations is an awareness that high standards of Safety, Health & Welfare are required.
- If any employee is found to have been culpably negligent in any matter of health and safety, or contributed to an accident through personal neglect, then that person will be subject to Disciplinary Action.
- Employees at all levels, wherever employed, will receive sufficient training in the safety, health and welfare aspects of their work to ensure that they are aware of potential hazards and the action required to overcome them.
- All employees will co-operate together and with the employer to prevent injury to themselves and to others. It is only with the active co-operation of all employees that good health and safety conditions may be attained.

The policy is communicated to all employees and is available to all interested parties on request from the managing director. The policy will be reviewed annually to ensure it remains relevant and in line with the companies objectives & targets.

Signed: 

**Managing Director**

**Treysta Building Services Ltd**

**Dated: 03.01.2017**

### **1.3 Smoking Policy**

With the introduction of the Tobacco Smoking (Prohibition) Regulations 2003 (SI 481/03), smoking will be banned in all places of work.

Smoking will not be permitted in any enclosed areas on the site – this includes site offices, canteens, toilets or drying rooms. Smoking will be permitted in designated areas.

Smoking will be restricted in any confined space where there may be a requirement for a site operative to enter.

### **1.4 Drug & Alcohol Policy**

Treysta Building Services will not tolerate the consumption of drugs or alcohol before or during the working period. Any employee found to be taking drugs or alcohol will be subject to severe disciplinary proceedings.

Any employee who is taking prescription drugs which may interfere with their work or possibly endanger their own or their colleagues' Health & Safety should inform their supervisor and Company Safety Officer.

TREYSTA BUILDING SERVICES would advise that any persons taking prescription drugs get a note from either their GP or Pharmacist stating that it is safe for them to take the medicine during working hours especially if they are operating plant or machinery.



## 1.5 Sexual Harassment & Harassment- Prevention Policy

It is the policy of Treysta Building Services to ensure that the workplace will be free of sexual harassment and harassment. The company understand, agree and promotes that all employees have a right to be treated with dignity and respect and any complaints will be treated with fairness, sensitivity and in as confidential manner as possible. It is the policy of the company to ensure that the employees have the authority to decide what behaviour is unwelcome irrespective of the attitude of others.

Sexual harassment and harassment by a person in a position of authority, by a work colleague, a client, contractor, customer or other business contact of the employer will not be tolerated and may lead disciplinary action (in the case of employees) and other sanctions for example the suspensions of contracts or services or exclusion from premises (in the case of non-employees). No employee will be victimised as a result of a complaint made or evidence given in relation to a sexual harassment or harassment case.

The company policy extended to protect its employees beyond the workplace to such areas as training and conference centres, work related social events. The protection extends to where the employee is treated differently in the workplace because he/she has rejected or accepted the sexual harassment or harassment for example in relation to decisions concerning access to training, promotion or salary.

Each employee / sub contractor who works under the remit of Treysta Building Services must acknowledge his /her responsibility to safe guard their own safety, health and welfare as well as that of their colleagues who may be affected by his/her acts or omissions while at work. Therefore employees must be aware of their duty not to place the safety, health and welfare of colleagues at risk by engaging in any form of harassment.

It is the policy of Treysta Building Services to provide good example by treating all those in the workplace with dignity and respect. The management will endeavour to

ensure that all employees are aware of the policy, procedures and are committed to training in relation to sexual harassment and harassment and procedures including the monitoring and follow up of the situation after a complaint is made, are in place so that the sexual harassment or harassment does not recur.

Signed:  \_\_\_\_\_

Date: 03.01.2017

Managing Director

## 1.6 Bullying Prevention Policy

‘Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could be reasonably regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.’ (As defined in the Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work).

Bullying can be perpetrated by a person in a position of authority or by a work colleague against a person at any level in the workplace and it can be carried out by an individual or a group. Bullying can also be perpetrated against an employee by the client, contractor, customer or other business contact of the employer. Management must take appropriate steps to deal with the complaint in line with this procedure, which could lead to disciplinary procedures being applied. Bullying at work by non-employees will not be tolerated and may result in termination of contracts or exclusion from the premises or other sanctions as appropriate.

Treysta Building Services is committed to ensuring that the place of work is free from bullying and that the work environment is aimed at providing a high quality service in an atmosphere of respect, collaboration, openness, safety and equality. Human Resource management policies and practices will strive to prevent bullying at work.

All employees have the right to be treated with dignity and respect at work.

The risk of bullying has been assessed and preventive measures included where necessary in the Safety Statement. Consultation with employees has taken place as regards the risk of bullying at work and preventive measures.

Complaints of bullying at work will be handled with fairness, sensitivity, respect and confidentiality and will not be victimised. The person or persons alleged to have bullied will be afforded natural justice and treated with fairness, sensitivity and respecting the need for confidentiality with all parties concerned.

A contact person will be nominated by Treysta Building Services for staff to make informal and formal complaints to regards any perceived bullying. This contact person will assist any complaints in resolving the issue.

Where circumstances dictate that bullying has occurred, management, so far as is reasonably practicable, will take reasonable steps to prevent it.

Where it is found that a complaint of bullying is vexatious in nature, the appropriate disciplinary procedures will be enacted.

Each employee / sub contractor who works under the remit of the Treysta Building Services must acknowledge his / her responsibility to safe guard their own safety, health and welfare as well as that of their colleagues who may be affected by his / her acts or omissions while at work. Therefore employees must be aware of their duty in creating and contributing to the creation of a work environment free from bullying or conduct that is likely to contribute to bullying at work and off site at work related social events.

The policy will be updated to reflect any relevant changes in the workplace or external factors.

Signed:  \_\_\_\_\_

Date: 03.01.2017

Managing Director

## 1.7 Document Control

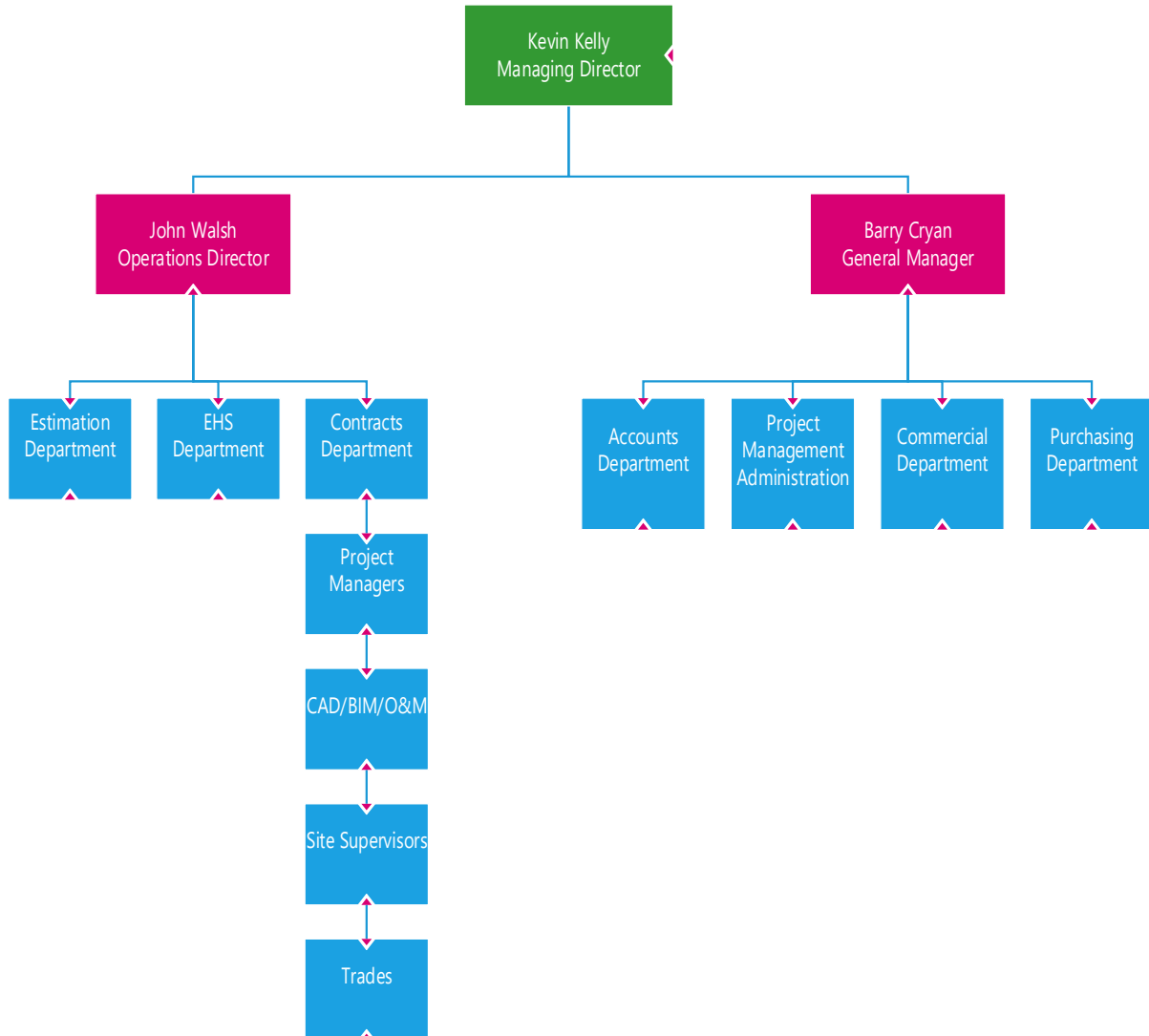
The master copy of the Safety Statement is maintained in soft copy on the company server. All employees will have availability to the Safety Statement at all times. It is company policy

that all employees have access to those sections of the safety statement that are relevant to them.

Please ref SOP 101 - Document Records Electronic Data Control for document approval, issue and review.

## 2 Organisational Structure & Responsibilities

### 2.1 Organisation Structure



## 2.2 Duties and Responsibilities

### 2.2.1 Managing Director – Kevin Kelly

- The Managing Director is accountable for the overall health and safety performance of the Company and for ensuring cordial and effective working relationships with statutory enforcing authorities responsible for health and safety.
- He is committed to managing work activities by planning; organising, implementing and reviewing all systems in the context of the provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant Acts or Regulations. He is committed to developing a culture that promotes the company's health and safety policy.
- The Managing Director bears financial responsibility for ensuring adequate allocation of resources to meet health and safety requirements both present and future.
- Responsibility lies with the Managing Director for guiding the Company in the direction, which will maximise health and safety standards consistent with Company growth. Input from others will be expected to ensure that balanced judgments are made in this respect.
- The Managing Director must ensure the organisation's Safety Statement is prepared, implemented and reviewed in accordance with the Company Policy and that relevant sections of the Safety Statement are available to whom the Safety Statement applies.
- Ensure by providing appropriate and relevant training and supervision that each person is aware of their responsibilities and the procedures for carrying them out. The company is committed to making available, as much as is reasonable practicable, specific training provisions, if required, for specific tasks and individuals, to ensure their specific needs.
- Provide to those who carry out work for or on behalf of the Company, the relevant information pertaining to any risks to health and safety and welfare, health surveillance, special skills and/or qualifications required for the task. Ensure that if Employment Agencies are used that the qualifications and special features of the job are given and relayed to the employee.
- Ensure that tenders are adequate to allow for safe working methods and equipment to avoid injury, damage and wastage and that competency, health and safety factors are considered in the selection of sub-contractors.

- Ensure that there is liaison on health and safety matters between the Company and others working within the working environment. Instigate liaison with external accident prevention organisations, encourage the distribution of safety literature throughout the Company.
  
- Ensure the employee's right to make representation to the company in relation to safety, health and welfare matters and that representation is considered and so far as reasonable practicable, action is taken which is considered necessary and appropriate.
  
- Reprimand any member of employees who intentionally or recklessly fail to discharge satisfactorily their responsibilities for health and safety.
  
- Make certain that Agents, Engineers, Foremen etc understand that injuries, equipment damage and wastage will all be taken into account when bonus, salary review and promotion are being decided.
  
- Ensure that in the context of the provisions of Safety, Health and Welfare at Work Act 2005 that workplace design, structure, maintenance, equipment or articles pose no physical, chemical or biological risk to safety, health and welfare of employees and non-employees who may be exposed to risk due to work being carried out.
  
- Appoint a Safety Officer who is deemed 'competent' to ensure safety, health and welfare at work of all employees. Ensure that resources, authority and information are given to fulfil this function. Ensure meetings are held on a regular basis with the Safety officer to discuss safety issues and determine that the Safety Statement is operating as designed.
  
- Provide appropriate personnel, procedures, resources, training and contracts deemed necessary to protect employees and non-employees in the case of an emergency or serious danger. Ensure all those who may be at risk are aware of all procedures, equipment and personnel provided to control operations in the event of an emergency.
  
- Ensure adequate reporting and investigation of accidents and incidents and costing of injury, damage and loss to the company and those who are affected. There must be analysis and reports of investigations to discover trends and eliminate hazards. Ensure that the Authority is notified as is necessary.
  
- Ensure hazardous substances are assessed, monitored and controlled with adequate records kept, and where possible, are substituted by less hazardous substances. Safety Data Sheets are readily available when and where required.

- Any hazardous or dangerous substances are used, stored and handled correctly in accordance with established rules and procedures.
- Employees are supplied with appropriate personal protective equipment. Sub-contractors are monitored to ensure they wear the correct Personal Protective Equipment / Respiratory Protective Equipment.
- Adequate first aid provisions are available and maintained under the control of a qualified first aid person.
  
- Know the appropriate statutory requirements affecting the Company's operations. {N.B. Safety, Health and Welfare at Work Act 2005, Safety, Health and Welfare at Work (Construction) Regulations 2013}
- Set a personal example to all by promoting and adhering to the company's Safety, Health and Welfare Policy.
- Ensure sufficient co-ordination of temporary works contractors to ascertain that temporary works designs and design risk assessments are obtained and are contained within Safety Management System.



## 2.2.2 Director Responsible for Health and Safety – Project Manager

- Responsibility for the co-ordination of health and safety in the Company rests with the Director responsible for Health and Safety.
- The Director Responsible for Health and Safety must ensure that health and safety is an integral part of the management process and must be proactive in the development of a positive safety and health culture for the company. The Director must set a personal example by adhering to and complying with the company's Safety, Health and Welfare Policy.
- Know the appropriate statutory requirements affecting the company's operations including the;
  - Safety, Health and Welfare at Work Act 2005
  - Safety, Health and Welfare at Work (Construction) Regulations 2013.
  - Safety, Health and Welfare at Work (General Application) Regulations 2007.
- Prepare or arrange for the preparation of the company Safety Management System in compliance with the Safety, Health and Welfare at Work Act 2005, Safety, Health and Welfare at Work Construction Regulations 2013 and other relevant Acts or Regulations.
- Ensure that the company's Safety Statement and specific risk assessments are prepared, implemented and reviewed as required. The Safety Director is responsible for ensuring that the Safety Statement and risk assessments are conveyed to all employees and those to whom they apply, and that relevant training will be provided to ensure that each person is aware of their roles and responsibilities and specific work tasks under the legislation. Ensure that the company is proactive in regards to Health and Safety and that risk assessments are undertaken as required for all existing and new tasks and that corrective action is put in place where non-conformances are found.
- Ensure that health and safety issues are addressed at senior levels and throughout the company.
- Ensure that the necessary organisational structures are in place to guaranty that Health and Safety is properly managed.
- Monitor health and safety performance on an on-going basis on ground level by consultation with the operatives, safety representatives and visits to sites.

- Ensure an adequate communication system is in place within the company.
- Comply with health and safety and site rules by wearing the appropriate personal protective equipment.
- The Safety Director must ensure that appropriate training is given to the employees on specific tasks as required and information regarding health and safety risks, any other special skills/qualifications that are required, is provided to those working for and on behalf of the company.
- Ensure that procedures are in place for the reporting of accidents and incidents and that the Health and Safety Authority is notified when required.
- Ensure that the company employs competent personnel in relation to health and safety and if required competent personnel will be sourced externally.
- Adequate emergency plans for dealing with emergencies, e.g. fire or accidents and ensure that the plans have been conveyed to operatives and all those required.

### 2.2.3 Company Directors

- Prepare or arrange for the preparation of the company Safety Management System and keep up to date.
- Prepare instructions for the organisation and methods for carrying out the Safety Management System, to make sure that each person is aware of their responsibilities and the means by which they can carry them out.
- Issue the Safety Management System throughout the company by appointing an individual responsible.
- Be familiar with the appropriate statutory requirements affecting the company's activities i.e. Safety, Health and Welfare at Work Act 2005, Safety, Health and Welfare at Work (Construction) Regulations 2013, along with all other relevant statutory legislation and Approved Codes of Practice.
- Ensure that all staff have received adequate training where necessary. Training is provided to instruct staff in the requirements of the Safety Statement and in the safe systems of work relevant to their work activity.

- Insist that sound working practices are adhered to and that work is carried out in accordance with relevant statutory legislation.
- Ensure that tenders allow for adequate welfare facilities, safe systems of work and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors, plant and materials.
- Adequate communication channels are maintained so that information concerning safety matters, including the results of risk assessments, which may affect any or all staff, is communicated to them and any matters concerning safety raised by any employee is investigated so that action can be taken.
- Participate in the reporting, investigations and costing of injury, damage and loss to promote analysis of investigations to discover causes and trends in a bid to minimise or eliminate a reoccurrence of such an events arising again.
- Apply sufficient disciplinary procedures to any member of staff failing to comply with safe work practices and procedures as specified in the Safety Management System.
- Instigate liaison with external accident prevention organisations, encourage the distribution of safety literature throughout the company.
- Arrange for adequate funds and facilities to meet the requirements of policies and procedures detailed in the Safety Management System.
- Ensure that Agents, Engineers, Foremen etc. understand that injuries, equipment damage and wastage will all be taken into account when bonus, salary review and promotion are being decided, on an equal basis to production and quality.
- Set a personal example when visiting sites by wearing the appropriate PPE and abiding by the site rules.
- Arrange for regular meetings with the Company Safety Officer to discuss company accident prevention, performance, corrective action etc.
- Adequate first aid provisions are available and maintained under the control of a qualified first aid person.

#### 2.2.4 Financial Controller

Ensures that all risks are insured especially in relation to injuries to operatives, sub-contractors' employees, members of the public and loss or damage to Treysta Building Services / 3rd parties property

The Financial Controller must ensure that sub-contractors submit evidence of:

- Employers Liability
- Public Liability

And where professional consultants are used that Professional Indemnity cover is in place

The Financial Controller must liaise with Insurers in order to ascertain that Indemnity Cover is sufficient for works to be undertaken.

Review accident/incident reports and ensure that the correct conclusions are formed and that the Insurance Company is notified without unreasonable delay.

Regularly review claims to ascertain all necessary information is available and identify trends so that corrective actions can be developed and implemented.

Provide a review on health and safety for consideration at the Treysta Building Services Safety Meeting.

Set a personal example when using or wearing appropriate personal protective equipment or clothing and abide with Treysta Building Services Policy on drink and drugs.

### 2.2.5 Safety Officer

- A contractor who has normally more than 20 employees on a site, or more than 30 engaged in construction on various sites, must appoint a competent Safety Officer to advise and supervise adherence to safety and health requirements.
- Under the Safety, Health and Welfare at Work Act 2005 and Regulation 26 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 the Safety Officer:
  - Must be competent, adequately qualified and experienced to carry out his / her role on site.
  - Must advise the contractor as to the requirements of the relevant statutory provisions.
  - Must exercise general supervision of the observance of legislative requirements and promote a safe work environment.
  - Co-operate with any safety adviser appointed under Regulation 18 in relation to safety, health and welfare at work on the project.
- The Safety Officer must operate an effective safety management system in accordance with Safety, Health and Welfare at Work Act 2005 and the Company's safety policy, to ensure the safety, health and welfare of employees and non-employees who are affected by company work. He/She must endeavour to establish at all levels within the company, an understanding that compliance with statutory provisions and prevention of injury and damage to plant and equipment is a profitable and essential part of business.
- Ensure that in the context of the provisions of Safety, Health and Welfare at Work Act 2005 that workplace design, structure, maintenance, equipment or articles pose no physical, chemical or biological risk to safety, health and welfare of employees and non-employees who may be exposed to risk due to work being carried out.
- Ensure the provision of appropriate personnel, procedures, resources, equipment, training and contracts deemed necessary to protect employees and non-employees in the case of an emergency or serious danger. Ensure all those who may be at risk are aware of all procedures, equipment and personnel provided to control operations in the event of an emergency.
- Ensure that all equipment and materials purchased by the company meet the required standards. Ensure that all equipment is safe, fully efficient and is maintained and serviced in accordance with the manufacturers' instructions.

- Ensure that Material Safety Data Sheets are available and analysed for all chemicals/hazardous materials used by the company.
- In order for the Safety Officer to carry out his / her duties effectively, regular site inspections must be undertaken. This is to ensure that Site Managers are complying with the company's safety management system in relation to safe systems of work, statutory compliance and the requirements outlined in method statements for high-risk activities.
- The site inspections should also place emphasis on how effective the implementation of the emergency plan has been i.e. in relation to first aid boxes/rooms and fire fighting equipment.
- Ensure access to risk assessment, information relating to accidents, dangerous occurrences and any other relevant information for the purpose of fulfilling duties.
- Plan and co-ordinate safety training in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007. Arrange health surveillance for employees as required.
- The Safety Officer must ensure that all new employees are inducted and instructions and training is communicated in such way that their understanding is assured (as is reasonable to expect).
- Conduct regular toolbox talks on certain aspects of the production and construction process, and ensure that this communication is documented.
- Provide assistance to employees in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- Where work is of a nature not normally carried out by the company, then identify hazards and, if necessary, arrange for written instructions to be issued regarding safe sequence, method of work and precautions to be taken, to the person in charge of the work.
- Ensure all emergency procedures and plans are prepared and revised. Ensure employees are trained and understand all relevant sections and all non-employees and visitors are aware and are trained as required. Ensure emergency officer(s) has current and sufficient training to carry out their duties in the event of an emergency.
- Ensure adequate reporting and investigation of accidents and incidents and costing of injury, damage and loss to the company and those who are affected. There must be

analysis and reports of investigations to discover trends and eliminate hazards. Ensure that the Authority is notified as is necessary.

- The Safety Officer must ensure that the client and the project supervisor for the construction stage notify the Health and Safety Authority of all new sites by an AF1 Form and AF2 Form.
- Where a member of the Inspectorate requires any information in relation to the Company's dealing, the Safety Officer must provide assistance.
- Where the Safety Officer finds that operations are contravening the Company's Policy in relation to Safety, Health and Welfare, stop work.
- Keep up to date the risk control standards.
- Advise and present him / her in an independent manner.
- Ensure that the necessary protective clothing and equipment is available as required, and used in the manner prescribed by all personnel.
- Carry out risk assessments to ensure that safe operating procedures are prevailing. Report and action any non-conformances. Amend the Safety Statement as required.
- Ensure that the employees and visitors know the fire and evacuation procedures.
- Have a sound knowledge of Health and Safety legislative requirements, which affect the industry.
- Set a personal example to all by promoting and adhering to the company's Safety, Health and Welfare Policy.
- Ensure that all sub-contractors and their employees follow the same Safe Operating Procedures as would be expected of employees. Ensure any sub-contractor whose safety standards fall short of those normally expected and who persistently disobeys safety procedures, are exclude from the Company's approved suppliers list.
- Co-operate with site management on issues regarding Safety, Health and Welfare of all employees. Undergo any additional training as defined necessary by the Company. Enforce statutory regulations taking due care to co-operate with site management in doing so. Carry out any duties assigned to him / her by management.
- Liaise with a member of the site management in the preparation of the project specific safety documentation.

- Liaise with a member of site management in implementing corrective action following all audits / site inspections.
- Promote attendance to site safety meetings.
- Ensure that temporary works designs and design risk assessments are obtained and are contained within Safety Management System.

### 2.2.6 Contracts Manager

Understand the Company Policy for Health and Safety and ensure that it is readily available on each site. Plan all work in accordance with the safe system of work procedures documented in the Safety Plan for Construction Stage.

Determine at planning stage:

- The most appropriate order and method of working
- Provision of adequate lighting and safe method of electrical distribution
- Allocation of responsibilities between this Company and others on site
- Hazards arising from underground and overhead services
- Welfare facilities required
- Fire precautions
- Any particular training or instruction required for site personnel, i.e. Safe Pass or CSCS certification.
- Temporary works provision
- Provide written instruction in unusual situations not covered by the Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. Obtain Method Statements from sub-contractors carrying out high-risk activities such as demolition, steel erection, asbestos removal etc.



- Ensure so far as is reasonably practicable, that once work starts that it is:
  - a) Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
  - b) Carried out in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 and all other statutory requirements.
  - c) Reprimand any member of site supervisory staff and operatives for failing to discharge safety responsibilities satisfactorily.
  - d) Check over working methods and precautions with site management and the Safety Officer before work starts at the pre-contract meeting.
  - e) Take appropriate action when notified of disregard on site of the Safety Officers advice.
  - f) Set a personal example when visiting site by wearing Personal Protective Equipment and abiding by the drink and drugs policy.
  - g) Ensure that the Company Safety Officer is notified of all new sites giving as much notice as possible
  - h) Carry out any necessary notifications to the Health and Safety Authority, local authorities, Gardaí etc. as required by Company Policy.
  - i) Ensure that where there are more than 20 operatives on site, a safety representative is appointed.
  - j) Ensure sufficient co-ordination of temporary works contractors to ensure that temporary works designs and design risk assessments are obtained and are contained within Safety Management System.

### 2.2.7 Quantity Surveyor

- Company Quantity Surveyors must fully understand his/her responsibilities.
- They must be proactive with respect to health and safety.
- Set a personal example by wearing appropriate personal protective equipment when visiting sites.

- Carefully consider the design, selection and purchase of plant and substances with the intention of eliminating hazards and risks entering a particular site.
- Ensure that sub-contractors have received a copy of their responsibilities under the company Safety Management System.
- Ensure that the following are received from all sub-contractors:
  - (a) a copy of their insurance cover,
  - (b) a safety statement,
  - (c) and appropriate method statements if required for the tasks they are performing.
  
- Ensure that where hazardous plant or substances are purchased, Material Hazard Data Sheets are forwarded with the plant/substances by the suppliers/vendors to the supervisor on the site.
- Ensure that the safe working loads of plant on site are carefully considered and that suitable size loads are delivered for safe handling.
- Ensure that lifting appliances have been thoroughly examined by a competent person and the result made available before the appliance is used.
- Ensure that all lifting gear purchased have the necessary Test Certificates with them and that these are entered on the approved forms.

### 2.2.8 Plant Manager

The Plant Managers duties are divided in to sub-categories:

1. TREYSTA BUILDING SERVICES Own plant,
2. Hired Plant and Tools.

#### **TREYSTA BUILDING SERVICES Plant:**

- TREYSTA BUILDING SERVICES Own Plant is to be under continuous monitoring by the Plant Manager. In particular attention should be directed towards the larger pieces of plant e.g. Excavators, Atlas Machines and Teleporters for break downs. All machines must be regularly maintained and be checked for hydraulic oil, engine oil, and supplies of grease and to be topped up when necessary.

- The Plant Manager is to control the location of all its plant and tools and the transportation of each machine from site to site, this to also include all buckets, rock breakers etc.
- All machinery to be taxed and insured, and annually renewed.
- Machines are to be serviced on a regular basis and the Plant Manager is to monitor the costs of running plant and machinery.
  
- Certification is required for all plant and machinery; this is also to include block grabs, concrete skips, chains, web slings etc. The company Health and Safety Officer will liaise with the Plant Manager to ensure that plant and machinery are adequately certified.
- All new machines and trade-in's to be discussed in conjunction with the Health and Safety Officer.
- TREYSTA BUILDING SERVICES insurance broker is to be notified of any new plant / machinery being introduced to the company.

#### **Hired Plant and Tools:**

- The Plant Manager is to control hiring and off hiring of all plant and machinery on site, including larger plant that may require drivers.
- The changeover of any item of plant which may be faulty, broken down or damaged on site.
- Weekly checks must be carried out to all sites to establish what plant is on hire on site, reasons for having the plant and who is using it.
- All small plant and tools to be controlled on site each day, i.e. sign-out / sign-in procedure to be devised.
- Any items being used by sub- contractors to be recorded and details to be passed on to the Quantity Surveyor Department for contra charging.
- Any items on site long term which may cause for their certification to expire to either be changed over or re-certified.
- All items of plant hired whether large or small to have all relevant certificates and documentation before been signed for and used.
- On-going negotiations with plant hire companies to keep hire rates at a minimum.
- Any plant or tools stolen from site has to be notified to the Garda Siochana and Insurance Company.

### 2.2.9 Site Manager

- Carry out all work in accordance with the policies and procedures outlined in the Safety Plan Construction Stage and all other related safety documentation. Bring to the notice of the Managing Director improvements or additions, which you feel necessary. Organise site activities so that work is carried out to the required standard with the minimum risk to employees, sub-contractors and the public.
- Know the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013 and Safety, Health and Welfare at Work Act 2005 plus all other legislation that affects the construction sector. Ensure that these statutory provisions are followed on site.
- Keep all statutory registers, records and reports up to date and properly completed. They must be maintained as part of the Site Safety Filing System.
- Ensure that statutory notices are prominently displayed.
- Ensure that competent persons are appointed to make the necessary inspections of scaffolding, excavations, plant and lifting gear.
- Ensure that forepersons and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Plan and maintain a tidy site.
- Implement arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for safety, health and welfare.
- Arrange delivery and stacking to avoid double handling and ensure that offloading and stacking is carried out in a safe manner.
- Ensure that all electricity supplies are installed in compliance with ETCI rules and maintained in a safe manner.
- Ensure all underground apparatus information is on site before commencement of excavation work and that all services have been located and marked.
- Do not allow excavators within the limits of underground or overhead services.
- Erect warning poles where overhead power lines are located.
- Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical installations are 110 volts.

- Ensure 220 volts is not on site unless with express permission from site management and armoured cable, residual current device and a permit to work.
- Ensure that adequate supplies of Personal Protective Equipment (PPE) are maintained on site and are suitable.
- Ensure that PPE is issued when required and records maintained of distribution.
- Ensure that adequate first aid facilities are on site and that all persons are aware of its location and procedure for receiving treatment.
- Ensure that the emergency response procedure is followed in the event of an emergency situation.
- Accompany Health and Safety Inspectors on site visits and act on their recommendations. Where an Improvement Notice or Prohibition Notice has been issued contact the Managing Director and Safety Officer immediately.
- Co-operate with the company's safety representative.
- Ensure that adequate fire precautions are provided for site offices, welfare facilities and areas where a fire risk may prevail. Flammable liquids, gases must be stored in a ventilated, safe, secure area.
- Set a personal example by wearing appropriate PPE on site and by abiding by the drink and drugs code.
- Ensure that any accident on site, which results in an injury to any person, not just employees and/or damage to plant or equipment, is reported in accordance with the Company Policy.
- Ensure that AF1 and AF2 Notification have been made to the Health and Safety Authority prior to site works.
- Ensure that all accidents / dangerous occurrences have been reported even if they do not involve Treysta Building Services Ltd, but involves its' sub-contractors.
- Ensure that all operatives have Safe Pass training or its equivalent and Construction Skills cards where applicable.
- Ensure that where there are more than 20 people on one site, that a safety representative is nominated / appointed.

### 2.2.10 Site Engineers

- Read and understand the Company's Safety Statement and ensure that it is brought to the notice of any employee under your control.
- Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the Site Manager, in particular:
  - Underground services
  - Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc.)
- Ensure that records are maintained of any underground services laid on site and that, wherever possible, these are defined by marker posts and signs during the construction period.
- Ensure that all precautions are taken with laser surveying equipment as required by Company Policy.
- Provide eye protection to operatives required to use masonry nails for setting out purposes.
- Ensure that any design calculations for unusual scaffolds, falsework, etc. are independently checked.
- Co-ordination of temporary works designs from temporary works contractors ensuring that they are adequately signed off.

### 2.2.11 Safety Representative

- Treysta Building Services is committed to promoting Health and Safety at Work. The purpose of the Safety Representative is to ensure consultation takes place between the management and employees with a view to establishing and maintaining adequate arrangements for safety, health and welfare at work.
- Due regard will be paid to the terms of reference of the Safety Representative or delegate.
- Site Safety Representatives are entitled to time off work, without loss of remuneration to enable them to acquire the knowledge to act as a safety representative and to discharge the function of the safety representative.
- The PSCS must make reasonable efforts to inform the site safety representative if an inspector enters a site to carry out an inspection.
- Treysta Building Services will, under section 25 of the Safety, Health & Welfare at Work Act 2005 and Regulation 23 of the Safety Health and Welfare at Work (Construction) Regulations 2013 arrange for the Safety Representative to take responsibility for the following functions:
  1. Acquired on on-going basis the knowledge and training necessary to discharge the function of the safety representative e.g. the study of accidents, notifiable diseases, dangerous occurrences, statistics and trends.
  2. Work in conjunction with the Safety Officer and other safety representatives to undertake and examine safety audit reports.
  3. Accompany an inspector who is carrying out an inspection, other than an accident investigation, of the place of work.
  4. If agreed by the inspector, accompany inspector carrying out an inspection and accompany any employee who may be interviewed by an inspector in relation to an accident investigation.
  5. Consideration of reports provided by Inspectors of the Health and Safety Authority and in turn communicate to the inspector any matter relating to health, safety and welfare at work including any accidents or dangerous occurrences. Receive advice from inspector relating to safety, health and welfare.
  6. Consideration of reports, which outside Safety Consultants may submit.
  7. Assistance in the development of works safety rules and safe systems of work.
  8. Monitor the effectiveness of the safety content of employee training.

9. Assess the adequacy of safety and health communication and publicity in the work place.
10. Meetings and representations made by a Safety Representative for safety, health and welfare will be arranged at a time, which is compatible with the efficiency of the work place.
11. Inspect place of work subject to providing reasonable notice to Treysta Building Services or immediately in the event of an accident, dangerous occurrence or risk to safety, health or welfare of any person.
12. Inspect accidents or dangerous occurrences provided he/she does not interfere with or obstruct any statutory obligation performed by persons under the relevant statutory provisions.
13. After giving reasonable notice to Treysta Building Services Ltd, investigate employee's complaints relating to safety, health and welfare at work.
14. The name of Safety Representative/s to be kept in the General Register of Accidents.
15. Arising from the discharge of his/her functions, the Safety Representative shall not be placed at any disadvantage in relation to his/her employment.



### 2.2.12 Operatives

- Operatives must carry out their work in accordance with the requirements outlined in their instructions and procedures. They must co-operate in order for their employer and others to comply with the statutory provisions.
- Do not use any piece of plant or equipment, which you have not received training for at induction stage and never use a machine for an activity it is not designed for. Ensure that all training, which is provided, is understood and applied.
- Operatives must familiarise themselves with the locations of all emergency stop buttons on equipment, fire exit locations in the area they are working, fire extinguisher action points and first aid locations.
- Wear protective clothing and safety equipment when required as stipulated in the Safe Operating Procedures, which are located in close proximity to operatives' workstations.
- Tools and equipment, which are to secure your safety, health and welfare while at work, should be kept in good condition.
- **Do not** remove machinery guarding which is put in place to eradicate hazards posed by rotating mechanical elements.
- Report immediately to supervisors any defects or risks in plant or equipment, of which they may not be aware.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger you or others. If possible, **remove hazards** yourself, even if they are not in your areas.
- Warn new operatives of particular known hazards of the workplace.
- Do not engage in improper conduct or behaviour, which may endanger you or others.
- Do not take alcohol or mind altering substances, which could affect your ability to work, operate a machine in a safe manner or endanger the safety, health or welfare of yourself or others. If you have been prescribed drugs of any nature ensure either the Company Doctor, you're Supervisor or the Safety Officer has been notified
- Machine operators should ensure that when manoeuvring or reversing a bank/flag person is present.
- Check prior to starting work with Site Management, the location of overhead and underground services.

- Ensure that if your machine is being used for lifting purposes it is sited on firm, level, and a well consolidated base with suitable bearing timbers used under extended outriggers.
- Attend and make use of training provided by the company. Submit to the Company any health tests or health surveillance checks requested.
- Machine operators should ensure that inspection on their lifting gear and appliances have been undertaken in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2013. Where applicable operatives must complete a lifting appliances and a lifting gear inspection on a weekly basis and keep a written record of the inspection, by the person/s that carried out the inspection.
- All machine operators must retain their CSCS card for inspection by an external consultant or Health and Safety Authority Inspector. Operatives are not permitted to work onsite unless they have a valid Safe Pass card, which has been presented to the Company who must keep a record of it at each site.
- Drivers of machines that must travel on a public highway may not do so unless the machines are roadworthy and taxed.
- Report to the management any person seen abusing the welfare facilities provided.
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working. It is a legal requirement that all accidents in the workplace regardless of how minor they are must be reported to management.
- Accidents must be reported to the Supervisor and Safety Officer.
- Suggest safer methods of working through the channel of the safety committee.

### 2.2.13 Sub-Contractors

- All sub-contractors will be expected to comply with the Company policy for Safety, Health and Welfare and must ensure their own Company Safety Statement 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.
- All plant or equipment brought onto site by sub-contractors must be safe and in good working condition. 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 our Site Management before work commences.

- Any material or substance brought on site, which has health, fire or explosion risks must be used and stored in accordance with Regulations and manufacturer's instructions and that information must be provided to any other person who may be affected on site.
- Ensure that equipment has undergone appropriate levels of testing and examination.
- The sub-contractor must provide the Supervisor or Safety Officer with current revisions of information and any information in respect of Plant and Machinery, which becomes known, which may give rise to a risk to health and safety implications. The necessary operation and safety instruction, fitted guards and safety devices, with the relevant certificates must be made available for review.
- Scaffolding used by sub-contractor's employees (even when scaffolding is erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- Sub-contractor's employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on site unless authorised.
- Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our company's Site Representative before work commences.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest standards for industrial use, and in good condition.
- Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
- Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.
- The Company's Safety Officer will 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 Company's Site Representative with the name of the person they have appointed as Safety Officer.

- Sub-contractor must provide suitable welfare facilities and first aid equipment in accordance with the Regulations his/her employees unless arrangements have been made for the sub-contractor's employees to have the use of this Company's facilities.
- All operatives, sub-contractors, visitor's etc. on the Company's sites will wear safety helmets at all times. Sub-contractors personnel must comply with signs erected in relation to mandatory requirement to wear safety helmets.
- A detailed Method Statement will be required from sub-contractors carrying out high risk activities, e.g. steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statement must be agreed with our Company Site Representative/Safety Officer before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained.
- All sub-contractors with 20 or more persons under his direct control at anyone time on a Construction site or 30 persons employed at anyone time in construction must appoint in writing, a person as a Safety Officer.
- All sub-contractors operatives and supervisory staff must abide by the companies site rules and wear the appropriate Personal Protective Equipment when working on or visiting the site.
- Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to the Supervisor.
- Sub-contractor's employees must be aware and comply with any safety instructions given by the Supervisor, Management or Safety Officer.
- Suitable welfare facilities and emergency equipment in accordance with the Regulations must be available to contractors.
- All sub-contractors must ensure that their liability insurance cover is in order and is checked by a manager before commencement of work.
- Sub-contractors are particularly asked to adopt good housekeeping practices and note that all debris, waste materials, etc. is cleared as work proceeds.

#### 2.2.14 Apprentices / Young Persons

- The following must apply in every case where an apprentice, trainee or young person (16 – 18 years of age) is on a site.
- Apprentices, trainees and other young persons under 18 years of age are not permitted to work on any site unless a high level of supervision is available.
- With high risk operations like roof work there should be no apprentices/young persons involved in work at height or lifting operations.
- Apprentices must be made aware of the statutory provisions governing restrictions on the work activities that apprentices/young persons may undertake. These include no work on plant or machinery, except where the activity is for training purposes and there is close and constant supervision by a suitably experienced and responsible supervisor.
- Apprentice carpenters and roofers, etc are prohibited from any work at or near leading edges.
- Apprentices/young persons are not permitted to work alone – with the possible exception of undertaking housekeeping duties in secured areas.
- Apprentices/young persons are not permitted to work in any activity, which requires dependence on a safety harness.
- All work must be within the hours of 08.00 to 18.00.
- The ratio of young persons to senior colleagues should never exceed 2:1, with a maximum of 1 young person per squad for all medium risk trades.
- Apprentices/young persons are prohibited from taking part in activities, which involve any hot work, live electrical work and work, which involves the use of cartridge, pneumatic, and gas operated tools.
- It is the policy of this company to decline all requests for school pupils to attend sites for work experience/awareness projects.

#### 2.2.15 Company Secretary

- The Company Secretary will be held accountable for health and safety performance and standards in respect of those activities, which are within his/her control.

- Compliance with Treysta Building Services Safety Management System will be expected and the Company Secretary must bring to the attention of the Health and Safety Officer any incidence where conflicts in health, safety, welfare or food hygiene could occur.
- Incorporate safety instructions in the daily work schedule and ensure their implementation.
- Ensure that operatives do not take unnecessary risks.
- Suggest ways of minimising hazards and any improvements or additions that can be made to the company's Safety Management System and overall Policy.
- Ensure that accidents and near misses are reported and that the internal accident report form is completed in its entirety as soon after the event as possible. Ensure all completed forms are passed to the Health & Safety Officer.
- Attend Safety Committee Meetings and ensure that health and safety issues affecting your area are discussed. Ensure that agreed corrective actions are implemented within a reasonable timeframe.
- Ensure that staff do not exceed their personal lifting capacity and are instructed in proper and correct lifting techniques.
- Ensure information is obtained regarding safe use and risks associated with Display Screen Equipment. Principal Regulations relating to DSEs are made under Chapter 5 (Display Screen Equipment) of Part 2 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.
- Report immediately any defects in plant or equipment – do not authorise use of any piece of machinery or equipment if it is defective. Notify the Health and Safety Co-ordinator who will then refer the matter to maintenance.
- Observe and apply the rules given in personal hygiene and safety notices, and instructions in hygiene and safety manuals.

#### 2.2.16 Administration Staff

- All staff have responsibility for ensuring that they:

- Read and understand the Company's Safety Policy and carry out their work in accordance with its requirements.
- Wear suitable clothing and particularly footwear for work from a safety viewpoint. Do not run along corridors, aisles or open plan office areas.
- Ensure information is obtained regarding safe use and risks associated with Display Screen Equipment. Principal Regulations relating to DSEs are made under Chapter 5 (Display Screen Equipment) of Part 2 of the *Safety, Health and Welfare at Work (General Application) Regulations, 2007*.
- Do not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training.
- Report any defects in office equipment or machinery immediately to their Supervisor.
- Find out from the Supervisor the position of the First Aid Box.
- Understand the procedures to be followed in the event of an emergency situation.
- Report any accident, incident, near miss or damage to plant, equipment or property, however minor, to the relevant Supervisor.
- Keep corridors, office floors, doorways etc. clear and free from obstruction.
- Do not attempt to lift or move articles or materials for which you require manual handling training.
- Do not attempt to reach high shelves unless using steps or a properly designed hop-up; do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods.
- Be extra cautious if moving about the office with hot tea/coffee cups.
- Co-operate in the investigation of accidents, incidents or near misses.
- Do not interfere with or misuse any item of safety equipment or any safety device.
- Take care of your own health and safety and do not endanger others who may be affected by your acts or omissions.
- Attend and make use of training provided by the company. Submit to any health tests or health surveillance checks.
  
- Be aware if you are found guilty of wilful unsafe acts you may be liable to disciplinary action in accordance with the Company's procedure.

- No employee is permitted to smoke within the confines of the internal environment of the facility. Employees are only allowed to smoke in designated external areas, which are not to be enclosed.
- Set a personal example when using or wearing appropriate personal protective equipment or clothing and abide with the Company's Policy on drink and drugs.
- Do not take alcohol or mind altering substances, which could affect your ability to work or endanger the safety, health or welfare of yourself or others. If you have been prescribed drugs of any nature ensure the Company Doctor, you're Manager or the Safety officer has been notified. Submit to any health tests or health surveillance checks.



### **3 Communication, Co-Operation and Resources**

#### **3.1. Health and Safety Meetings**

Site Safety meetings must be held on a monthly basis or as determined by site management. An appointed person from each sub-contractor on site will attend this meeting, as will Treysta Building Services Safety Officer and the Site Safety Representative. The Safety Officer shall chair the meeting. The Health and Safety topics may include:

- Previous minutes and issues noted
- Non-conformances to Health and Safety Procedures
- Upcoming programmed work that will require a Method Statement
- Matters arising from inspections
- Accidents & incidents
- H.S.A visits – where applicable
- Certification and weekly statutory registers
- Co-ordination and access issues
- Plant
- Training, information and supervision

Meetings shall be minuted as outlined in Treysta Building Services Safety Management System.

Additional meetings will be arranged as necessary for issues such as the preparation of key Health and Safety documentation i.e. Health & Safety Files, Method Statements, Risk Assessments etc.

### 3.1 Training

Treysta Building Services recognises the importance of maintaining high levels of competency among operatives and sub-contractors. As a result operatives will be adequately trained in their specific fields. The company will so far as reasonable practicable, ensure that the training given is appropriate, sufficient and conveyed in a manner, which is understood by the trainee.

Sub-contractors will have sufficient information, instruction and training to undertake their work in a safe and healthy manner. Their duties include ensuring that all their employees are suitably trained for tasks and can work in a manner, which will not cause risk to safety, health and welfare of other in workplace.

Site Safety Training will include but is not limited to the following:

- Site Specific Safety Induction
- Safe Pass
- Construction Skills Certification- CSCS e.g. for specific occupations – scaffolding, crane operation etc
- Safety Representatives
- Manual Handling – where applicable i.e. in occupations where a risk assessment has determined the need for training in safe manual handling techniques
- Personal Protective Equipment – in specific cases e.g. use of certain Respiratory Protective Equipment (RPE's), dust masks etc.
- Toolbox Talks – for all operatives, carried out on a regular basis to coincide with works being carried out on site
- First Aid training
- Method Statements – communicated to operatives involved in a high risk activity for which the risk assessment has been compiled
- Fire Warden – training as outlined in the Fire Evacuation register and in the use of firefighting equipment

Safe Pass Training is required for all construction operatives as set out in the Safety, Health and Welfare at Work (Construction) Regulations S.I. No. 291 of 2013/ (Fourth Schedule).

Construction Skills Certification is required for specific categories of operatives as set out in the fifth schedule of the Safety, Health and Welfare at Work (Construction) Regulations, S.I. No. 291 of 2013.

A Safety Representative is required on all sites with more than 20 personnel as set out in Regulation 23 and the sixth schedule of S.I. No. 291 of 2013 of the Safety, Health and Welfare at Work (Construction) Regulations.

First Aiders are required on all sites in accordance with Chapter 2 (First Aid) of Part 7 of the Safety, Health and Welfare at Work (General Applications) Regulations 2007.

Each site will set out and implement a Tool Box Talk Programme. The programme will be tailored to reflect the current works being carried out on site.

### 3.1.1 Procedure for New Employee or Operatives Transferred to a New Site

Treysta Building Services understand the importance of ensuring that all employees, in particular new employees, are fully briefed on matters relating to Health and Safety prior to commencement of works on site. The following procedure will be carried out by a member of Treysta Building Services site management team where the new employee will be required to work:

- A Safe Pass/Construction Skills Card will be obtained from the employee, where applicable, to establish competence, experience and training.
- Attend a Safety Induction talk, which will cover hazards specific to the site.
- Notified of who his/her direct supervisor is and to whom he/she has a responsibility.
- Briefed on the sites Safety Management System.
- The induction procedure shall be used to establish any special needs or disabilities the employee may have.
- Made aware of the disciplinary procedures for failure to comply with the company's policies and procedures in relation to safety, health and welfare at work.
- Issued with and trained in the use of the Personal Protective Equipment.
- The location of all welfare facilities, first aid box, fire extinguishers etc. will be explained to all new employees.

- The procedure for reporting of accidents, incidents and dangerous occurrences will be explained to all employees.

### **3.2 Welfare Facilities**

Onsite welfare facilities should include a canteen, drying room and toilet blocks for males and females. These facilities should be maintained in good working order, if this is not the case, the Safety Representative should notify Site Management who will take the matter seriously.

Treysta Building Services will ensure that:

- adequate welfare facilities are provided on the premises and sites for all staff;
- adequate toilet facilities are provided and maintained in a good clean hygienic condition;
- adequate washing facilities are provided and maintained;
- a canteen is provided for staff; and
- an adequate supply of drinking water is provided on the premises.

### **3.2. Resources**

The Management of Treysta Building Services recognises that for the effective implementation of the safety procedures and policies laid down in the Company Policy for Health and Safety that adequate resources and funding must be made available.

The company endeavours to ensure that adequate numbers of suitably trained and competent employees and sub-contractors are available to undertake all work activities.

Health and safety considerations will be made in all annual budgetary estimates.

Resources will be provided for:

- the on-going monitoring of health and safety;
- the provision of information and training of all staff in health and safety;
- provision of adequate levels of suitable emergency, safety and protective equipment and clothing.

### **3.3. Third Parties Affected by Company's Activities**

Treysta Building Services applies the same level of health, safety and welfare standards to visitors as it does to employees.

All short-term visitors are the responsibility of the person they are visiting. In an emergency situation, they will take instructions from that employee as necessary.

All contractors working on the premises must report to the Site Management initially for instructions. When they are working unaccompanied, they must establish their designated emergency marshalling point before commencing work on site.

In order that they may be accounted for in an emergency, the names of all persons on site will be recorded at the site entrance as will times of entry and exit. In an emergency, the visitor's book will be taken to the designated assembly area.

## 4 Procedures

### 4.1 Emergency Preparedness

Emergencies and disasters can happen at any moment and they usually occur without warning. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness amongst our staff.

Each employee has an important role to play in maintaining the company's emergency preparedness and safety.

This Emergency Preparedness and Response Plan has been compiled for your safety and also to minimise the environmental impacts which may be associated with an emergency situation.

The Emergency Preparedness and Response Plan provide information on how to respond to various types of emergencies including:

Fuel, Oil, Chemical Spillages/Flooding:

Fires or Explosions

Electrical Emergencies

Water leakage/Contamination of Ground Water

Gas Leakages

Accident whereby a person is trapped or hit by an object

Emergency Evacuation

Asbestos Exposure

Collapse of structure

Trench collapse

Falls of persons from working place

Contact with overhead and underground power lines/cables

Extended power or utility outages

Hazardous Materials Releases

Falling into a safety harness

Materials in this manual provide guidance for any emergency level. The guidelines will help all staff to identify key emergency roles and responsibilities, plan ahead for safe building evacuations and effective emergency communications, and develop strategies for resuming normal functions after emergency conditions subside.

Reference QEHS MS 03 Site Emergency Response Manual

## 4.2 Reporting of Accidents, Incidents and Dangerous Occurrences

If an accident either at the place of work or related to a place of work or work activity, causes loss of life to a person or disables any person for more than three calendar days not including the day of the incident from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority. Forms IR1 and IR3 for notification of accidents and dangerous occurrences respectively, are available from the Site Manager / Safety Officer for this purpose.

The Site Manager in conjunction with the Safety Officer may complete the IR1 and IR3 as required to the Health and Safety Authority website ([www.hsa.ie](http://www.hsa.ie)).

If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice to the inspectorate has been given, other than for rescue purposes.

### 4.2.1 All Accidents, Near Misses and Dangerous Occurrences

All accidents and injuries, however small that occur in and around your workplace must be reported to the Site Management or whoever is in charge in his/her absence. Incidents that may be brought to your attention i.e. an employee trips but appears not to be hurt, must be reported in the same way. The Site Manager will enter the details of any accident in the Accident Book. The accident reporting procedure is outlined in the company's Safety Management System.

The Site Manager, in consultation with the First Aid person, Safety Officer or Safety Representative, will decide upon the immediate action required in the event of an accident causing personal injury.

## 4.3 Harassment/Sexual Harassment

### 4.3.1 Definitions

**Sexual Harassment can be defined to include any:**

- act of physical intimacy
- request for sexual favours
- other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating.

**Harassment can be defined to include any:**

- act or conduct including spoken words,
- gestures or the production,
- display or circulation of written words,
- pictures or other material
- if the action or conduct is unwelcome to the employee and could reasonably be regarded as offensive, humiliating or intimidating.

### 4.3.2 Legal Considerations

- Employment Equality Act 1998
- Safety, Health and Welfare at Work Act 2005.

#### **The Law and Employers' Responsibilities**

The Employment Equality Act prohibits discrimination on the nine specific grounds set out below in all aspects of a person's employment from:

- Access to employment
- Conditions of employment
- Training or experience



- Promotion or re-grading
- Classification of posts
- Vocational training
- Equal Pay
- (It may also apply in certain circumstances when the relationship has ended for example to references).

The Act applies to employers, employment agencies, trade unions, employer bodies and professional and trade organisations.

An employer must not treat an employee less favourably due to their:

- Gender - man, woman, (this also includes transgender).
- Marital Status - single, married, separated, divorced or widowed.
- Family Status - responsibility as a parent or as a person in loco parentis in relation to a person under 18, or as a parent or the resident primary carer of a person over 18 with a disability which is of such a nature as to give rise to the need for care or support on a continuing, regular or frequent basis.
- Sexual Orientation - heterosexual, bisexual or homosexual.
- Disability - this is very broadly defined in the Act and will include the vast majority of disabilities.

"Disability" means – the total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body.

- the presence in the body of organisms causing, or likely to cause, chronic disease or illness,
- the malfunction, malformation or disfigurement of a part of a person's body,
- a condition or malfunction which results in a person learning differently from a person without the condition or malfunction, or a condition, disease or illness which affects a person's thought processes, perception of reality, emotions or judgment or which results in disturbed behaviour.
- Age - between the ages of 18 and 65 (or from 15 in relation to vocational training).
- Race - race, colour, nationality or ethnic or national origins.

- Religious Belief - includes different religious background or outlook, (including absence of religious belief).
- Membership of the Traveller Community - "Traveller community" means the community of people who are commonly called Travellers and who are identified (both by themselves and others) as people with a shared history, culture and traditions including, historically, a nomadic way of life on the island of Ireland.

### 4.3.3 Framework for Dealing with Sexual Harassment & Harassment

#### **Identify the Hazard**

Sexual Harassment Hazards listed below can be used as a guideline.

- Physical conduct of a sexual nature - This may include unwanted physical contact such as unnecessary touching, patting or pinching or brushing against another employee's body, assault and coercive sexual intercourse.
- Verbal conduct of a sexual nature - This includes unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the work place after it has been made clear that such suggestions are unwelcome, unwanted or offensive flirtations, suggestive remarks, innuendos or lewd comments.
- Non-verbal conduct of a sexual nature - This may include the display of pornographic or sexually suggestive pictures, objects, written materials, emails, text-messages or faxes. It may also include leering, whistling or making sexually suggestive gestures.
- Sex-based conduct - This would include conduct that denigrates or ridicules or is intimidator or physically abusive of an employee because of his or her sex such as derogatory or degrading abuse or insults which are gender-related.

Hazards listed below can be used as a guideline. Many forms of behaviour may constitute harassment including:

- Verbal harassment - jokes, comments, ridicule or songs
- Written harassment - including faxes, text messages, emails or notices
- Physical harassment - jostling, shoving or any form of assault

- Intimidator harassment - gestures, posturing or threatening pose
- Visual displays such as posters, emblems or badges
- Isolation or exclusion from social activities
- Pressure to behave in a manner that the employee thinks is inappropriate, for example being required to dress in a manner unsuited to a person's ethnic or religious background.

### **Assess the hazards and Risk**

A risk assessment of harassment in the workplace occurs when inappropriate behaviour as noted above occurs and is repeated and targeted at one person or a group.

Certain aspects of the organisation must be considered when assessing the risk; the following are used as guidelines:

- employment tenure: - a person who harasses may regard new, casual and temporary/contract staff as easier targets than permanent colleagues,
- size of employment/enterprise: - it may be easier for harassing to go unchecked in a larger organisation,
- organisational change in the workplace: - organisational change in the workplace can increase the risk of harassment. These include new managers or supervisors, change in ownership, re-organisation of the company, the introduction of new technology,
- management of relationships in the workplace: - harassment is more likely to occur in workplaces lacking an effective human resource management system that respects each person individually and monitors and supports work relationships,
- gender imbalance/ age imbalance: - bullying may be more likely to occur where there is an age or gender imbalance in the workplace,
- the nature of a person's position/ role profile: - precautions can be taken to reduce the incidence of bullying occurring through job design. An employee's position and role must be defined as clear as possible.

### **Develop Adequate Precautions:**

- The Management of Treysta Building Services will ensure that an effective Anti- Harassment Policy has been formulated. This Policy is communicated to all employees and located in key areas within the organisation for employees and non-employees to access.
- Senior management will ensure that employees are provided with such information, instruction, training and supervision as is necessary to prevent harassment in the workplace. This includes:
  - Ø provision of information on the appropriate behaviour required to comply with the terms of the Policy,
  - Ø training if needed in order to comply with the Policy,
  - Ø assistance if necessary to overcome a Harassment incident, as well as adequate and informed supervision of the work environment,
  - Ø increase awareness amongst managers, supervisors and employees in relation to dealing with bullying complaints.
  - Ø Record the Significant Findings.
- Records are updated and retained of all the findings that have been collated as a result of the risk assessment.
- Review the Assessment if there is Significant Change or Evidence Initial Measures are Inadequate
- Senior management will review the Sexual Harassment & Harassment Prevention Policy on an annual basis. If there is significant change in the work environment, organisational characteristics or it has proven that this Policy was not effective then a comprehensive review of procedures will be undertaken.

## 5 Risk Assessments Methodology

### 5.1 Definitions:

Hazard; is defined as the source, situation, or act with a potential for harm in terms of human injury or ill health

Risk; is defined as the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by an event or an exposure

### 5.2 Procedure for conducting and documenting a Risk Assessment

Each risk assessment that TREYSTA BUILDING SERVICES Group conducts is given the follow identification information to ensure it is unique:

Activity / Hazard – a brief description of the activity and hazard being assessed

The organisation then documents the associated risks that are appropriate to the identified hazard making sure not to confuse the hazard and the risk i.e. Electricity is the hazard, electrocution is the associated risk.

A risk rating is then determined using the scoring matrix in the risk assessment. The user must apply a rating for the severity of the hazard / activity if the risk was to happen and then also apply a score for the probability for this to happen. See Likelihood and Severity Tables below.

A calculation is then completed using the matrix by multiplying the likelihood by the severity and a rating entered onto the risk rating area indicating the level of risk determined.

$(\text{Likelihood (L)} \times \text{Severity (S)}) = \text{Risk Rating (RR)}$

The scoring mechanism is based on three possible outcomes as indicated by the chart below:




### Likelihood (L) Categories

Category	Definition
1	Almost Impossible
2	Very unlikely
3	Unlikely
4	Likely
5	Almost Certain

### Severity Categories

Category	Definitions
1	Minor Injury
2	Lost time injury
3	Long Term Absence
4	Major Permanent Incapacity
5	Fatality

### Risk Matrix

		Severity						
		→						
		1	2	3	4	5	Risk= Likelihood x Severity	
Likelihood	1	1	2	3	4	5	1-3 Tolerable 	
	2	2	4	6	8	10		
	3	3	6	9	12	15	4-6 Apply Judgement 	
	4	4	8	12	16	20		
	5	5	10	15	20	25	8-25 Reduce Risk 	

Category	Definitions
1-3 Low	Acceptable level of risk. Risk is controlled as far as reasonably practicable. Existing Controls to be continuously monitored.
4-6 Medium	Control Measures should be implemented to reduce risk further to <b>As Low As is Reasonably Practicable</b> . (ALARP)
8-25 High	Unacceptable level of risk. Hazard <b>MUST</b> be avoided or control measures must be implemented to reduce the level of Risk significantly.

The user now has a risk rating and an action that must be completed if the rating is Medium or High. In each case additional control measures should be added to the activity and the assessment completed again until control measures are deemed adequate or return to a risk rating of low which will allow the work to proceed.

## 6 Risk Assessments

### 6.1 Traffic Movement

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Traffic Movement</b>	Injury or death of workers due to being struck by plant on site	4	5	<b>High</b>	<p>A traffic management plan must be devised and implemented which will separate site traffic and take into account pedestrian traffic especially near the entrance to the site.</p> <p>The contractor shall implement an appropriate booking in and out system for all site operatives and visitors.</p> <p>Adequate signage / pictograms must be displayed to warn drivers of the vehicular and pedestrian traffic entering / exiting the site and hazards associated with construction activities.</p> <p>Drivers of vehicles entering / exiting the site will at all times take due care of pedestrian traffic at the access points.</p> <p>Reversing on to the public highways or onto site will be</p>	1	2	<b>Low</b>



				<p>strictly prohibited throughout the duration of the project.</p> <p>The main contractor must ensure that the adjoining roads / streets will be kept clean and free of debris, soil or other materials. A wheel wash will be located at the exit from the site to facilitate this. If adjoining roads need to be cleaned, this will be carried out at the expense of the developer.</p> <p>Pedestrian and vehicular traffic will be segregated with different site access points. Separate vehicle and pedestrian routes will be used where possible on site also.</p> <p>A site-wide speed limit of 5mph will be enforced.</p> <p>Only authorised, trained, certificated and experienced operators over 18 years will be permitted to operate plant or act as banksman.</p> <p>A planned plant preventative maintenance programme to be designed and implemented.</p> <p>Appropriate Personal Protective Equipment must be provided and used by all persons on site. All personnel will wear high visibility clothing.</p> <p>Vehicles will have reversing audible sounders and flashing beacons</p> <p>All personnel on site will be made aware of the risks of children entering the site and to ensure work areas are left safe and plant / machinery is left immobilised.</p>			
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## 6.2 Security, Security Personnel and Site Visitors

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Security, Security Personnel and Site Visitors</b>	<p>Slips, trips and falls</p> <p>Injury or death to same resulting from construction hazards</p> <p>Misuse of plant/appliances</p> <p>Asphyxiation</p>	4	3	<b>High</b>	<p>All security personnel must receive an induction talk and have a valid safe pass card.</p> <p>Security men must have a base to work from which houses a line of communication to the security company's headquarters.</p> <p>Whilst travelling through the site on routine inspections, two-way radio communication must be on the guard's person.</p> <p>There must be adequate lighting and safe access/egress around the primary access routes of the site.</p> <p>Emergency contact details and equipment must be readily available in case of emergency.</p> <p>Where a generator is used to provide heat and light it must never be used inside a container, room or hut due to the high risk of asphyxiation.</p> <p>Where visitors enter the construction site, they must report to the site office to receive an induction talk. It is necessary that the visitor be accompanied at all times by a member of the site management team.</p>	1	1	<b>Low</b>

					<p>During working hours site check-in and out system to be operated with a security presence at the site access points.</p> <p>A method of controlling pedestrian access to the site will be developed prior to the commencement of works.</p> <p>All site personnel are to be instructed to challenge people who should obviously not be on site.</p> <p>Access points to be well secured out of working hours.</p> <p>Secure perimeter to be erected and maintained.</p> <p>Both security persons and visitors must wear the correct Personal Protective Equipment: Hard hats, steel toe capped safety boots and hi-visibility boots.</p>			
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### 6.3 Signage and Hoarding

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Signage and Hoarding</b>	<p>Falling from height (personnel)</p> <p>Falling from</p>	3	3	<b>High</b>	<p>The PSCS will ensure that all appropriate signage is displayed on site, and that adequate numbers of these are present.</p> <p>Access route signs must be clear and visible at night also.</p> <p>These must act as deterrents to members of the public</p>	1	2	<b>Low</b>

	<p>height (components)</p> <p>Collapse of structure, permanent or temporary</p> <p>Injury to public</p> <p>Injury to third parties and site visitors</p>			<p>attempting to access the site.</p> <p>Any structures which are unsafe to enter must be marked as so with clear signage, and cordoned off to all access.</p> <p>If scaffold is not available for use, unfinished or unsafe it must be clearly marked with warning signs; in accordance Part 7 Chapter 1 of with the Safety Health and Welfare at Work (General Application) Regulations 2007, and have access blocked.</p> <p>Hoarding around the site must be maintained in good condition throughout the duration of the project. The PSCS must ensure that this is checked on a regular basis, and that any defects are remedied immediately.</p> <p>Adequate resources will be provided by the main contractor to facilitate the upkeep of the hoarding.</p> <p>The drop in level in the completed complex must be adequately protected. Protection to prevent the fall of persons at these points must be put in place.</p> <p>Warning sings must be displayed at this point on completion of the project.</p>			
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## 6.4 Noise and Vibration

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Noise	<p>Excessive noise can cause permanent damage to hearing in the form of deafness or tinnitus</p> <p>Short-term exposures result in temporary losses</p> <p>Noise is a source of annoyance and</p>	4	3	High	<p>Site management must keep noise to the minimum possible. Strict controls are to be placed on this, and the working hours on site.</p> <p>The purpose of the noise regulations is to protect workers' from exposure to noise. The regulations set exposure limit values and action values. Noise exposures are set at three levels.</p> <p><b>Exposure limit values</b></p> <p>Exposure limit value means the level of daily noise exposure or peak sound pressure, which must not be exceeded, for any employee. The exposure limit value is: <math>L_{ex, 8h} = 87\text{dB (A)}</math> and <math>p_{peak} = 140\text{dB (C)}</math> in relation to <math>20, \mu\text{ Pa}</math>.</p> <p><b>Exposure action values</b></p> <p>Exposure action value means the daily noise exposure level or peak sound pressure level, which, if exceeded for any employee, requires specified action to be taken. There are two exposure action values.</p> <p>The upper exposure action value is:</p>	2	2	Medium

	<p>disruption</p> <p>Noise may directly or indirectly increase the risk of accidents</p> <p>Affects concentration and efficiency.</p>			<p>Lex, 8h = 85dB (A) and ppeak = 137dB (C) in relation to 20, <math>\mu</math> Pa. The lower exposure action value is: Lex, 8h = 80dB (A) and ppeak = 135dB (C) in relation to 20, <math>\mu</math> Pa.</p> <p><b>Calculating exposure</b></p> <p>Exposure is calculated by reference to a nominal eight-hour time-weighted average working day as defined by ISO 1999:1990. In relation to exposure limit values, an employer shall take account of the attenuation provided by individual hearing protectors worn by employees, but shall not take account of such protectors in relation to the exposure action values. Where daily noise exposure varies markedly from day to day, an employer may measure the exposure level over a period of a week.</p> <p>Where employees are liable to be exposed to noise above the lower action value, employers must carry out a risk assessment. In carrying out the risk assessment the employer must measure the noise levels to which employees are exposed.</p> <p>Risk assessments, should be recorded in safety statements and must be carried out by a competent person at suitable intervals. Sampling shall be representative of an employee's daily personal exposure.</p> <p>The risk assessment shall also take account of the level, type and duration of exposure (including impulsive noise), the</p>			
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				<p>effect on employees at particular risk, interactions between noise and work related ototoxic substances and noise and vibration, interactions between noise and warning signals, information provided by manufacturers and the availability of alternative equipment designed to reduce noise emissions, information from health surveillance, and the availability of hearing protectors with adequate attenuation.</p> <p>Employers are obliged take measures to eliminate or reduce exposure. These may involve design and layout of work places and equipment, reducing noise by technical means and/or the organisation of work, and warning signs (where employees are likely to be exposed to levels above 85aB(A), the provision of personal protection.</p> <p>Employers are also required to consult and provide information and training. Health surveillance must be made available to employees who are revealed by a risk assessment to be at risk.</p> <p>Ear protection must be issued to operatives at this level, it is at their own discretion whether they wear it or not. Records of all PPE issued must be kept by management as part of the Safety Management System.</p>			
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## 6.5 Vibration

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Vibration	Hand arm vibration Whole body vibration	4	3	High	<p>The purpose of the Regulations is to protect workers' from exposure to hand-arm and whole body vibration. The Regulations set exposure limit values and action values.</p> <p><b>Hand-Arm Vibration</b></p> <p>The daily exposure limit value standardised to an eight-hour reference period shall be 5m/s<sup>2</sup> and the daily exposure action value standardised to an eight-hour reference period shall be 2.5m/s<sup>2</sup>.</p> <p><b>Whole Body Vibration</b></p> <p>The daily exposure limit value standardised to an eight-hour reference period shall be 1.15m/s<sup>2</sup>. The daily exposure action value standardised to an eight-hour reference period shall be 0.5ms<sup>2</sup>.</p> <p>Where employees are exposed to mechanical vibration,</p>	2	1	Low



				<p>employers are required to carry out a risk assessment by observing work practices, referencing information (including that provided by the manufacturer of equipment) on the probable level of vibration corresponding to equipment or types of equipment used in particular working conditions and if necessary measuring the magnitude of mechanical vibration to which employees are liable to be exposed.</p> <p>The methods for carrying out measures and assessments are set out in the Schedule to the Regulations.</p> <p>Among the other factors to be considered when carrying out a risk assessment are:</p> <ul style="list-style-type: none"> <li>• the level,</li> <li>• type and duration of exposure;</li> <li>• the effects of exposure on employees who are at particular risk;</li> <li>• indirect effects resulting from interactions between mechanical vibration and</li> <li>• the place of work or other work equipment;</li> <li>• the existence of replacement equipment designed to reduce exposure and specific working conditions, such as low temperatures.</li> </ul> <p>Employers shall record the risk assessment findings in their safety statement and the measures taken to comply with the Regulations.</p> <p>Employers are required to: take measures to avoid or reduce</p>			
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					exposure; provide information and training; make health surveillance available where the risk assessment reveals a risk to employees' health.			
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## 6.6 Lighting

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Lighting	<p>Eye Strain caused by poor lighting</p> <p>Slips, trips and falls</p> <p>Injuries to third parties</p>	4	3	High	<p>Adequate lighting must be provided throughout the site for the duration of the works. Lighting must be checked by site management on a regular basis in order to ensure that the level provided is adequate.</p> <p>Work involving high accuracy or requiring attention to detail will need better lighting than more menial tasks.</p> <p>Sufficient lighting must be provided at all access points to the site, so that vehicles and pedestrians exiting the site are clearly visible.</p> <p>The main contractor will ensure that the footpath along the site is adequately lit at all times. This may be narrowed or otherwise impaired during construction and extra lighting to supplement street lighting may be required.</p> <p>Hoarding and signage restricting access will be clearly visible</p>	1	1	Low

					at all times.			
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## 6.7 Fire

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Fire</b>	Fire. Electric shock, Death. Burns. Fumes. Asphyxiation. Explosion	4	5	<b>High</b>	Assembly points delegated and marked at the main yard entrance to the front of the building. Firefighting equipment provided in the work place and in work vehicles. Firefighting equipment serviced on minimum annual basis or as soon as possible in the event of usage. Emergency vehicles will have clear access and/or egress routes around the company building and at all places of work. Emergency lighting available within buildings Only competent and authorised to operate firefighting equipment. Appropriate personal protective clothing for the task at hand particularly hot works. Ensure good ventilation during work operations. Company inductions cover all aspects of emergency	2	2	<b>Medium</b>

				<p>procedures</p> <p>The PSCS will ensure that risk of fire is reduced to a minimum throughout the duration of works on the site. The Emergency Plan will be communicated to all operatives and Sub – Contractor’s personnel on site. Roles and responsibilities, in addition to the procedures, which must be followed in the event of an emergency situation, will be understood and followed by all operatives on site.</p> <p>An adequate quantity and sufficient type of fire fighting equipment will be available for use on site. This fire equipment will be inspected and maintained on a regular basis. A fire drill will be carried out at least twice a year. All fire points on site will be clearly sign posted and easy to identify.</p> <p>Training in the use of fire equipment will be provided to the appointed fire wardens on site.</p> <p>All waste (combustible, flammable etc) will be removed from site as soon as possible to minimise the risk of fire.</p> <p>Site Management and operatives will ensure that all materials are stored correctly e.g. gas bottles (oxyacetylene sets) will be stored in a well-ventilated area in an upright position.</p> <p>A ‘Permit to Work’ system will be put in place for all hot works on site.</p> <p>All hot work’s equipment (e.g. welding materials) will be kept in good condition and inspected regularly. Any defects will be</p>			
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					reported immediately to site management. Bonfires are prohibited on site.			
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## 6.8 Electricity

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Electricity	<p>Arcing causing death / damage to property</p> <p>Arc Eye</p> <p>Unprotected cables resulting in electric shock or death</p> <p>Tripping hazard</p>	4	5	High	<p><b>Existing Buildings</b></p> <p>The main contractor must ensure there is compliance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 by any persons who design, install, maintain, use or are in control of relevant electrical equipment.</p> <p>Wiring installations on the premises shall be checked by a competent qualified electrician.</p> <p>Any person carrying out any work on the electrical installation or any accessories or equipment connected should isolate</p>	2	2	Medium

	<p>Unmarked cables resulting in electric shock or death</p> <p>Damage to property or persons as a result of fire or explosion due to badly maintained equipment or an electrical short circuit</p>			<p>the equipment first by removing the main fuse or locking off the isolator. Live working is not allowed.</p> <p>The main contractor must ensure that any electrical feeds are disconnected before any demolition work begins.</p> <p>If in doubt, the circuit must be tested using safe equipment to prove that it is dead.</p> <p>Areas where works are being carried out</p> <p>All cable connections must be properly made. Under no circumstances will insulation tape alone be used to protect any repair or join in extension cables. Work on equipment will only be done by an authorised person.</p> <p>Only 110v equipment (or less) will be used in external locations.</p> <p>The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of an adequate number of socket outlets. Extension cables, when used, will be routed so as not to cause tripping or similar hazards.</p> <p>Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.</p> <p>All portable tools, cables etc should be identified and regularly inspected and maintained by a competent electrician. Check equipment before use for any sign of damage and report defects immediately.</p> <p>Portable generators should be regularly inspected and</p>			
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				<p>tested. If fitted with an earth rod, then the connections must be maintained in good condition.</p> <p>If anything goes wrong, switch the equipment off and disconnect from the power supply.</p> <p>Do not lift or pull equipment by the cable, the connections may become broken and create a hazard</p> <p>Cables will be routed so as to be protected from damage.</p> <p>The electrician will ensure that the temporary electrical supply is installed and tested as planned.</p> <p>The PSCS will ensure that all contractors' equipment is in good condition and is in accordance with the relevant ETCI standards before it is permitted to be used on site. Site Management will ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod connected and connection maintained in good condition.</p> <p>Only authorised persons are permitted to alter electrical equipment. Any defects noted in electrical equipment must be reported to management so that immediate steps can be taken to have defects remedied by a site electrician or hire company.</p> <p><b>Portable Tools</b></p> <p>All portable tools will be thoroughly checked prior to use. Persons carrying out testing of portable electrical equipment should be trained for the work they are to undertake. It is the duty of the PSCS to ensure that the person is competent for</p>			
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					the work they are to carry out.			
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## 6.9 Housekeeping

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Housekeeping</b>	Slips, trips and falls Material falling from a height Obstruction of Fire Exits Poor storage of hazardous	4	3	<b>High</b>	<p>Prior to commencement of work the Site Management will ensure that arrangements are in place for the safe removal of waste from the site. This must include the provision of facilities for storage, segregation and collection of waste, in particular recyclable materials.</p> <p>The main contractors housekeeping policy will be communicated to all sub-contractors and direct employees on the site before commencement of works.</p> <p>Sub-contractors must adhere to the housekeeping policy and ensure their work areas are kept clean.</p>	1	2	<b>Low</b>



	material Obstruction of primary and secondary access routes				<p>All areas on site will be kept clean and tidy so far as is reasonably practicable.</p> <p>All primary and secondary access routes must be kept clear at all times.</p> <p>Any spillages that occur will be cleaned up immediately.</p> <p>All waste material will be cleared away on a daily basis.</p> <p>A chute (or other method of controlled disposal) will be provided for the disposal of waste materials from scaffolds or buildings. Waste material will not be thrown or dropped from a height.</p> <p>Loose materials e.g. bricks / blocks, will be stacked no more than 2 bundles high on a level base. Banded bricks / blocks will not be stored more than 3 blocks high. Arrangements will be put in place for the storage of materials to ensure that access routes are kept free from obstruction.</p> <p>Welfare facilities shall be kept clean and tidy. Refuse bins will be provided and rubbish disposed of on a regular basis.</p>			
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## 6.10 Temporary Services

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
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<b>Temporary Services</b>	Poor welfare facilities leading to temporary health hazards	4	2	<b>High</b>	All sites will be provided with temporary electricity water supplies and sewage facilities. All services will be properly maintained for the duration of the project. They will be upgraded to the best practicable standards at the earliest opportunity.	2	1	<b>Low</b>
	Poorly maintained electrical services leading to electric shock				The PSCS will provide adequate temporary facilities, which will include a canteen, male/female toilet and a drying room. These will be maintained in good condition at all times. The canteen area will be cleaned after every break and all tables will be covered with a washable cover.			

### 6.11 Drain Modification

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Drain Modification</b>	Possible blockage to drainage in system during works  Explosion by	4	5	<b>High</b>	Measures must be taken to prevent influx of drainage into working areas during operations by temporary seal to pipes and / or disconnection of system. All pipe-work must be sealed with approved jointing materials. A safe working procedure must be devised by site	2	2	<b>Medium</b>

	gas build up inadequate ventilated areas				<p>management and the contractor responsible for the modifications prior to commencement of work and communicated to all operatives involved.</p> <p>Suitable access / egress to the working area must be provided throughout the duration of the work.</p> <p>Work must only be undertaken by suitably qualified and experienced personnel.</p> <p>All pipes below ground level must be protected with concrete encasement / flexible fill in accordance with design locations</p>			
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## 6.12 Hazardous Substances

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Hazardous Substances</b>	Burns Irritation Sensitisation	4	4	<b>High</b>	<p>The PSCS must carry out an assessment of health risks created by work involving substances hazardous to health.</p> <p>The PSCS must either prevent exposure of employees to substances hazardous to health or, where this is not reasonably practicable, adequately control exposure.</p>	1	2	<b>Low</b>

	<p>Respiratory problems</p> <p>In severe cases cancer</p>			<p>Control measures must be developed and properly implemented and maintained by the PSCS's Safety Officer.</p> <p>Where engineering controls are introduced there must be regularly maintained and tested by a competent person.</p> <p>The atmosphere must be maintained in certain circumstances to ensure operatives are not being subjected to above the recommended OEL (Occupational Exposure Limits) for certain hazardous substances.</p> <p>Health surveillance, where it is appropriate for the protection of the health of employees, must be carried out and recorded.</p> <p>Information, instruction and training must be provided for persons who may be exposed to substances hazardous to health.</p> <p>A Material Safety Data Sheet must accompany all substances hazardous to health, which is permitted on site. This must be issued to site management and held within the safety management system.</p>			
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### 6.13 Lifting Operations

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Lifting Operations	<p>Incompetent Persons operating the lifting appliance or banking</p> <p>Incorrect use of lifting gear</p> <p>Failure to attach load correctly</p> <p>Defective lifting equipment</p> <p>Exceeding Safe Working Load of Lifting gear or appliance</p> <p>Contact with overhead</p>	4	5	High	<p>All lifting operations must be properly planned and supervised by competent persons. The level of planning required should be relevant to the activity.</p> <p>Site Management will ensure that all relevant documentation for lifting operations is in place prior to works commencing on site. The erection crew must liaise with site management to establish the location of hazards, which may affect the set up, and operation of the crane.</p> <p>A method statement for the erection and dismantling of cranes must be provided to site management with evidence that this safe system of work has been communicated to the relevant personnel.</p> <p>A banksman with a valid CSCS card must oversee slinging and lifting operations at all times.</p> <p>Each crane / mobile crane must have a current thorough test certificate copies of which will be kept in the site office.</p> <p>Site Management will ensure that each crane / mobile crane is inspected on a weekly basis. Results of such an inspection will be recorded in a GA2 statutory register.</p> <p>Prior to commencing operation of the crane for the first time</p>	2	2	Medium

	<p>cables</p> <p>Use of lifting appliance in adverse weather conditions – particularly in high windsEquipment becoming live</p> <p>Contact with other cranes</p> <p>Unsuitable lifting gear being used</p> <p>Contact with members of the public or property</p> <p>Not using quick hitch mechanism</p> <p>Collapse of</p>			<p>the crane driver should be satisfied all the controls, safe load indicators and load radius indicators function correctly.</p> <p>All lifting gear (e.g. shackles, chains, clamps, slings) will have a 6-month certificate detailing results of a thorough examination. A lifting appliance register will be kept on site detailing when lifting gear and appliances must undergo re-certification.</p> <p>Lifting accessories must be stored in such a way that ensures they will not become damaged or degraded.</p> <p>Safe Working Loads shall be marked clearly on all lifting gear. Safe Working Loads must be adhered to at all times.</p> <p>Where overhead power lines traverse the site the operator of the lifting appliance must be aware of the location of this hazard and operate with caution. As a matter of course the operator must check for visible hazards prior to starting the work and also the invisible hazards such as vats / pits.</p> <p>It is essential that the electrical power supply to the crane is of the correct voltage and phase and adequate for the requirements of the crane. Earthing electrodes capable of dealing with all contingencies should be provided for.</p> <p>Metal waste skips must be accompanied with a 6-month certificate as they are deemed to be lifting gear. Skips must never be overfilled and netting will be used to prevent any material or debris falling during a lift.</p> <p>All lifts will be within the operating limits of the lifting</p>			
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	ground due to underground vats / pits			<p>appliance and gear used. Operators and banksmen will comply with safe working procedures at all times. On no occasion will any safety devices be ignored or over-ridden. Defective cranes or lifting gear will not be used under any circumstances.</p> <p>The operator will ensure that the weight of individual loads is known before each lift. Operators of lifting appliances must have clear communication with the banksman at all times. Where more than one crane is in operation on site operators and banksmen must ensure that interference does not arise when instructions are being communicated. Where other cranes are located in close proximity care must be taken to ensure contact does not occur between working parts and that sufficient radius for both cranes is available to ensure safe lifting operations.</p> <p>The crane banksman and driver will ensure that the crane is not operated in adverse weather conditions, in particular in high winds. A wind speed indicator will be available on site. The manufactures maximum wind speed for safe operating should never be ignored at any time -otherwise 35 m.p.h. is the wind speed that all operations will cease for tower cranes and 30 m.p.h. for mobile cranes.</p> <p>Where possible loads should not be lifted over persons or public areas.</p> <p>Self-erecting cranes must be accompanied with the relevant</p>			
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				<p>documentation and the user must have adequate training.</p> <p>Where excavators are used for lifting, they will be treated as cranes and must be certified as such. Weekly inspections must also be undertaken.</p> <p>Machines fitted with a quick hitch mechanism must have the safety pin / bar in place at all times.</p> <p>Loads will be landed in a designated area, the landing surface will be clear and of suitable strength for the load. In addition to this materials will be stacked safely.</p> <p>Where lifting gear is being used the area must be free from hot works, chemicals, sharp edges, grit, UV light etc. as all of which can cause damage to chains, slings etc.</p>			
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#### 6.14 Plant and Equipment

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
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<p><b>Plant and Equipment</b></p>	<p>Untrained driver or plant operator</p> <p>Defective or poorly maintained plant and machinery</p> <p>Incorrect use</p> <p>Poor or no banking available for reversing plant or site vehicles</p>	<p>4</p>	<p>4</p>	<p><b>High</b></p>	<p>The Site Manager must ensure that only competent, authorised personnel will operate plant and machinery. Proof of competence i.e. training certification shall be submitted to site management prior to works being carried out.</p> <p>The safe use of plant and equipment shall be communicated to all on site prior to works commencing.</p> <p>All plant and equipment must be checked / tested / certified prior to use.</p> <p>All weekly Statutory Registers must be kept up to date. Defects will be reported to Site Management immediately. These should be repaired as soon as possible. Plant or equipment shall not be used until the defect has been rectified.</p> <p>Regular checks shall be carried out on hand tools and other equipment to ensure that it is in good condition.</p> <p>Appropriate Personal Protective Equipment must be worn at all times.</p> <p>Site traffic rules and speed limits must be adhered to all times. Clear signage shall be put in place highlighting restricted areas. Disregard of such rules will not be tolerated.</p> <p>Plant will never be overloaded or overstressed at any time.</p> <p>Passengers will not be carried on plant, which is not designed for carrying purposes.</p> <p>Plant / machinery must not be left operational and unattended.</p>	<p>1</p>	<p>2</p>	<p><b>Low</b></p>
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					<p>Quick hitch pins on Quick Hitch Mechanisms will be in place on excavator plant.</p> <p>A banksman with the relevant training shall be available for assisting the safe movement of plant and site vehicles.</p>			
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### 6.15 Manual Handling

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Manual Handling</b>	Back Injuries caused by poor manual handling techniques	4	5	<b>High</b>	Manual handling is deemed to be any transporting or supporting of a load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, which by reason of its characteristics or of unfavourable ergonomic conditions involves risk, particularly of back injury to employees.	1	1	<b>Low</b>
	Back Strain				The Safety, Health and Welfare at Work (General Application) Regulations 2007 stipulate that an employer must take appropriate organisational measures, or use the appropriate means, in particular mechanical equipment to avoid the need for manual handling of loads by employees.			
	Slipped disc				The Regulations require employers to avoid, or assess the risk of injury from any hazardous manual handling that			
	Hernias							
	Lacerations							
	Injuries to body - Hands,							

	fingers, toes, feet etc. from falling loads			<p>cannot be avoided and reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.</p> <p>The employer is obliged to consider the risks to the health and safety of employees and to assess the employees' capabilities when carrying out manual handling, with particular emphasis on sensitive groups.</p> <p>Employees have duties in that they must:-</p> <ul style="list-style-type: none"> <li>• follow appropriate systems of work laid down for their safety</li> <li>• make proper use of equipment provided for their safety</li> <li>• co-operate with their employer on health and safety matters</li> <li>• inform the employer if they identify hazardous handling activities</li> <li>• take care to ensure that their activities do not put others at risk.</li> </ul> <p>Management must always ensure when carrying out health surveillance in relation to manual handling of loads that they take into consideration the risk factors outlined in Schedule 3 of the Safety Health and Welfare at work (General Application) Regulations 2007, along with the physical fitness of employees undertaking manual handling techniques, if those persons have had previous injuries, their age, the load which has to be transferred, the environment and the task prior to undertaking a risk assessment.</p> <p>Avoiding Manual Handling:</p>			
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					<ul style="list-style-type: none"> <li>• Check whether you need to move at all.</li> <li>• Consider automation particularly for new processes but beware of new hazards generated from automation.</li> </ul> <p>Think about mechanisation and using handling aids</p>			
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### 6.16 Abrasive Wheels

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Abrasive Wheels</b>	<p>Eye or body injuries from flying fragments or particles</p> <p>Defective wheel</p> <p>Cuts to arms, legs or other body parts</p> <p>Respiratory injuries from excessive inhalation of</p>	4	4	<b>High</b>	<p>The Site Manager must ensure that any hired or purchased machinery used on site is in good condition and free from defects. Defective tools or machinery will not be used -they must be repaired, replaced or removed from site.</p> <p>Only competent persons with adequate training and experience will be allowed to operate an abrasive wheel.</p> <p>The following guidelines will be adhered to when using abrasive wheel tools:</p> <ol style="list-style-type: none"> <li>The correct type of blade shall be used</li> <li>The disc matches the R.P.M. of the abrasive wheel and therefore will not explode</li> <li>The disc is inspected for defects prior to its use</li> <li>The guard is kept in position at all times during its use</li> </ol>	1	2	<b>Low</b>

	dusts or fibres Noise Electric shock Fire and Explosion				e. Personal Protective Equipment is worn at all times during its use e.g. goggles, earplugs, respiratory mask etc. f. Operatives must never stand directly behind the disc when the abrasive wheel is in action g. Operatives will only use a back to front cutting action			
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### 6.17 Ladders and Stepladders

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Ladders and Stepladders</b>	Falls of persons from height due to unsafe use by overreaching or sliding down Fall of persons from height due to ladder not being adequately	4	4	<b>High</b>	Work shall only be carried out at height where there is no other way of doing the work. Management will assess the risk from work at height and select the appropriate work equipment. It is essential that no work at height be permitted until a competent person has carried out a risk assessment on this activity.  Ladders should only be used as work equipment, either for access and egress or as a place from which to work, where a risk assessment has been completed and demonstrates that the use of other work equipment is not justified because of	2	2	<b>Medium</b>

	<p>ties/footed</p> <p>Falls of materials from height</p> <p>Defective ladder</p> <p>Using makeshift ladders</p> <p>Using inappropriate ladder for the task</p> <p>Using the ladder as a working platform</p>			<p>the low risk and the short duration of the job or unalterable features of the work site.</p> <p>If work at height is to be completed, a risk assessment must be undertaken. It must be ascertained what do you need the ladder for? Is there a safer way of completing the task?</p> <p>Part 4 of The Safety, Health and Welfare at Work (General Application) Regulations states that employers ladders should only be considered where the use of other more suitable work equipment such as towers, mobile platforms, scaffolds or temporary stairs are not appropriate.</p> <p>When an employer is selecting the most appropriate work equipment for a particular work activity, the following hierarchy of control should be taken into consideration:</p> <ul style="list-style-type: none"> <li>• First avoid work at height where possible;</li> <li>• Then prevent falls from height; and failing that,</li> <li>• Reduce the consequence of a fall.</li> </ul> <p>Stepladders and/or ladders will only be used in the following circumstances:</p> <ul style="list-style-type: none"> <li>• For short duration works – not suitable where they are in one position for 30 minutes or more.</li> <li>• Where the risk is low, e.g. because the nature of the work makes a fall unlikely or where there is a fall that the nature of the fall would be unlikely to cause an injury.</li> <li>• For light work.</li> <li>• For work that does not involve carrying heavy or awkward</li> </ul>			
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				<p>tools or equipment.</p> <ul style="list-style-type: none"> <li>• Where a handhold is available both for climbing the ladder and in the working position.</li> <li>• Where you can maintain three points of contact (hand and feet) at the working position. On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practicable, a risk assessment will have to justify whether it is safe or not.</li> </ul> <p>A Ladder Register must be maintained on site. Only ladders on the register may be used on site. Any ladders on site that are not on the register must be removed from site. A ga3 Form may be used for this purpose.</p> <p>When a ladder is requested it must be signed out and signed in when returned.</p> <p>Site management will ensure that the quality of ladders available for work on the site are in good order and free from defects. Any defects found on the ladder will be clearly marked and ladder removed from the site.</p> <p>Ladders must be the correct equipment for that particular job. If this is not the case then another safe means of access must be provided.</p> <p>The correct and safe use of ladders must be communicated to all operatives and subcontractors on site</p>			
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				<p>The safe use of ladders will be adhered to at all times. The following principles will be followed:</p> <ul style="list-style-type: none"><li>a) The ladder shall be adequately secured or tied. In the event where the ladder cannot be tied then a second person will be standing at the foot of the ladder to prevent slippage occurring.</li><li>b) Only one person is allowed on the ladder at any one time</li><li>c) Ensure that ladders extend sufficiently above the place of landing place to which it provides access, unless other measures have been taken to ensure a firm handhold.</li><li>d) Ensure that ladders are not painted as this will hide defects. Any ladders that have been painted should be removed from site</li><li>e) Only industrial heavy duty ladders are to be used, "home made" ladders and domestic ladders will not be permitted for use on site.</li><li>f) Portable ladders must be placed at the correct angles of 75 degrees – roughly one metre out for every four metres up.</li><li>g) The ladder shall only be used on a suitable level base. Persons should also avoid leaning ladders against fragile surfaces.</li><li>h) The ladder must be positioned so as to ensure its stability during use.</li></ul>			
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				<p>i) A secure handhold and secure support must always be available to the user.</p> <p>j) Ladders should have a sufficient foothold at each rung</p> <p>k) The use of ladders near unprotected edges (including lift shaft opes and stair landings will not be permitted unless suitable precautions are put in place to prevent a fall.</p> <p>l) The use of aluminium ladders near overhead electric cables or crane contacts will not be permitted.</p> <p>m) Extension ladders must have an overlap of at least 3 rungs</p> <p>n) Extension or interlocking ladders will not be used unless the sections are prevented from moving relative to each other when in use.</p> <p>o) Ensure that short ladders are never spliced together to make a larger ladder or placed against a moving object</p> <p>p) Ladders that project into doorways or other access routes must be clearly marked and protected</p> <p>q) The user must face the ladder at all times when ascending and descending and be sure footwear is free from mud, grease or other substances which would cause a slip or fall</p> <p>r) When using stepladders (A- frame ladders) operatives must ensure that both stiles are open completely</p>			
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				<p>and that it is prevented from moving before being used. Operatives must ensure not to straddle the ladder at any time.</p> <p>s) Portable ladders must be prevented from slipping by being secured at or near their upper or lower ends or fitted with anti slip/stability devices, or any other measures that will effectively stabilise the ladder.</p> <p>t) Operatives must ensure not to stand on the top two rungs of a stepladder at any time as this impairs its stability.</p> <p>u) Where a ladder, or run of ladders, rises to a vertical distance of 9 m or more above its base, sufficient safe landing areas or rest platforms are provided at suitable intervals.</p> <p>All operatives will ensure that the areas around the base and top of ladders will be kept clear from any trip hazards such as loose materials, equipment or poor housekeeping</p> <p>A safe means of lifting tools and material up and down the ladder so that both hands are free to grip the ladder will be devised e.g. tools can be carried in a belt or materials can be transported to working area using a hoist</p> <p>With regards to landing places the following points will be adhered to:</p> <p>a) All landing places must be of adequate dimensions</p> <p>b) If there is a risk of a fall, landing places must be provided with a suitable guard-rail guard-rails of adequate</p>			
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				<p>strength to a height neither greater than 1200mm nor less than 950 mm, an intermediate guard-rail, a toe-board which is at least 150mm high and the space between the toe-board or barrier and the lowest guard-rail above it shall not exceed 800mm.</p> <p>With regards to storage of ladders the following points will be adhered to:</p> <ul style="list-style-type: none"> <li>a) Ladders to be chained up on site</li> <li>b) Ladder Register must be maintained on site</li> <li>c) Defective ladders will not be stored but removed from the site immediately</li> <li>d) All ladders will be cleaned from dirt, mud and grease before storage.</li> <li>e) All ladders will be stored flat to avoid twisting and warping</li> <li>f) All ladders will be stored in a clean dry environment</li> <li>g) At the end of a working day access ladders should be removed or a flat board attached to the base of a ladder to prevent unauthorised access - in particular by children or other third parties</li> <li>h) Site Management will regularly inspect ladders to ensure that they are in good working order.</li> </ul>			
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## 6.18 Safety Harnesses and Belts

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Safety Harnesse s and Belts</b>	Free fall	4	4	<b>High</b>	<p>The main reason for the use of safety belts and harnesses is to limit the distance of any fall and thereby minimise the risk of injury. They provide valuable protection but they are not a substitute for the use of proper safeguards such as guardrails. Where practicable, proper working platforms with guardrails and toeboards must be provided before safety belts or harnesses are considered as an alternative or additional measure. Where the provision of working platforms or the use of safety nets is impracticable, safety harnesses or belts must be provided and used.</p> <p>In choosing a belt or harness for a particular application, care should be taken to ensure that it will give the user as far as is compatible with safety, maximum comfort, freedom of movement and in the event of a fall, every possible protection to the body from the shock of sudden arrest. Proper fitting and adjustment are essential to achieve these aims.</p> <p>An anchorage point is a secure point on a structure to which a fall arrest device or lanyard assembly or restraint line may</p>	2	2	<b>Medium</b>
	Incorrect anchorage point							
	Defective 'D' rings							
	Webbing							
	Broken or worn stitching							

				<p>be secured. It should be positioned as vertical and practical above shoulder level and attached to dorsal position on harness to:</p> <ul style="list-style-type: none"> <li>(a) Minimise the amount of freefall.</li> <li>(b) Reduce the amount of swing back into obstacles or structures.</li> <li>(c) Reduce the amount of swing down to centre (pendulum effect).</li> </ul> <p>Harnesses and belts should be inspected before each and every wear. Regular inspections should be carried out systematically and appropriate records kept. Tagging of the equipment adds to the effectiveness of the inspection system. A competent person will complete the Fall Arrest System Inspection booklet on a weekly basis or a GA3 Form. If safety belts, harnesses or lanyards have been subjected to fall forces, they must be withdrawn from service. If a fall arrest system or device has been used to arrest a fall it must be withdrawn from service immediately and inspected by a competent person prior to further use.</p> <p>Check for cuts, tears and abrasion damage, especially around buckles, adjusters or 'D' rings. Also check for damage due to contact with heat, corrosives, solvents and exposure to weather.</p> <p>Check that there is no distortion or vertical movement of the 'D' ring at its attachment points, as this could allow snap</p>			
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				<p>hooks to become caught behind the straight portion of the 'D' – if this occurs the snap hook could accidentally 'roll-out' of the 'D' under load.</p> <p>If soiled by dirt or grit, sponge down the safety harnesses and belts with luke warm tap water using a mild biodegradable soap solution.</p> <p>Any operation employing safety harnesses or safety belts should fully comply with manufacturer's instructions, including testing and maintenance. All persons should be trained by a competent person and made aware of its limitations.</p> <p>Where a fall arrest system is used, a method statement for this activity must be compiled, detailing the type, use, location of anchor points and emergency procedures to be executed in the event where the fall arrest system is utilized. This must be conveyed to all operatives and records of training retained as part of the site safety management system.</p>			
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## 6.19 Scaffolding

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Scaffolding</b>	Unstable scaffold Collapse of scaffold Incompetent scaffold erection crew Persons falling from a height Falls of material from a height Unauthorised access onto scaffold by third parties Poorly maintained	4	5	<b>High</b>	<p>Site Management must ensure that a competent person or specialist company is engaged to erect, dismantle and alter scaffold. Proof of competence e.g. training certification in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 must be issued to the Project Supervisor Construction Stage prior to commencement of works.</p> <p>The employer must ensure that every scaffold and every part of a scaffold is of good design and construction, composed of suitable and sound material and is of adequate strength for the purpose for which it is used or intended to be used.</p> <p>Site Management must ensure that the ground on which the scaffold is to be erected has been prepared, levelled and consolidated.</p> <p>A member of Site Management and the scaffolder must ensure that scaffold is erected in accordance with the applicable Scaffold Manual and the Code of Practice for Access and Working Scaffolds issued by the Health and Safety Authority. Once scaffold is complete and a handover certificate has been issued then Site Management must</p>	1	2	<b>Low</b>

	<p>scaffold</p> <p>Inadequate signage when erecting / dismantling scaffold</p>			<p>appoint a competent person to inspect scaffold on a weekly basis and record the results of such an inspection on a GA3 Form.</p> <p>In the event of adverse weather conditions in particular - high winds or if the scaffold has been altered in any way or a collision has occurred between the scaffold and plant / machinery then a similar inspection must be carried out and the results recorded on the GA 3 Form.</p> <p>Where the scaffold is being erected or altered signage should be clearly displayed e.g." incomplete scaffold - do not use". Signage should also be placed on each loading bay clearly indicating the Safe Working Load (SWL).</p> <p>Workers erecting scaffolding must look out for voids such as basements or drains, or patches of soft ground, which could give way when loads are placed upon them. This should be considered regardless of loading. Scaffolds should be correctly braced and tied onto a permanent structure or otherwise stabilised.</p> <p>All scaffolds will be checked at the end of each working day to ensure that unauthorised access cannot be permitted - in particular by children or any other third parties.</p> <p>Most scaffolds can be erected following a generally recognised standard configuration, such as those given in the National Access and Scaffolding Contractors (NASC) guide to EN 12811 or in British Standard BS 5973, or used in</p>			
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					<p>accordance with the manufacturer's guidance for system scaffolds.</p> <p>Where scaffolds due to their complexity or size cannot be erected to these established configurations they should be designed according to the principals given in EN12811, BS 5973 or based on fundamental engineering principals. In these cases a temporary works design will be required.</p> <p>Competent scaffolders should always erect tube and fitting, or system scaffolds and a safe system of work should be followed, for example, as described in NASC's guidance note SG4.</p>			
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## 6.20 Hand Tools

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Hand Tools	<ul style="list-style-type: none"> <li>• Sharp edges.</li> <li>• Flying objects.</li> <li>• Defective tools.</li> <li>• Cuts and</li> </ul>	3	4	High	<ul style="list-style-type: none"> <li>• All personnel using hand tools must be adequately trained in their safe use.</li> <li>• When selecting the tool for the job in hand, the correct type, size and weight of the tool should be considered.</li> <li>• The cutting edges of tools should be kept sharp and when not in use they should be protected by a</li> </ul>	1	2	Low

	Lacerations.			<p>suitable cover.</p> <ul style="list-style-type: none"> <li>• All hand tools must be maintained in a safe condition.</li> <li>• All defects must be reported to the management and repaired before use.</li> <li>• Tool handles should be of a smooth finish and free from patent defect.</li> <li>• Tools should be kept clean and free from grease and dirt.</li> <li>• When tools are not in use they should be stored in an appropriate toolbox.</li> <li>• All employees using hand tools must have an understanding of the associated hazards and take necessary precautions to avoid risks.</li> <li>• Suitable and adequate personal protective equipment must be worn to protect from the hazards associated with each individual tool being used.</li> </ul>			
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## 6.21 Dust and Fumes

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Dust and Fumes</b>	<ul style="list-style-type: none"> <li>• Eye Injury.</li> <li>• Skin Infection.</li> <li>• Inhalation.</li> <li>• Ingestion with Food.</li> <li>• Fire and Explosions.</li> </ul>	3	3	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Housekeeping to be maintained at a high standard to keep dust to a minimum.</li> <li>• Adequate ventilation shall be provided.</li> <li>• Suitable dust respirators provided if necessary.</li> <li>• Appropriate personal protective equipment (PPE) to be worn: Eyes must be protected. Glasses, goggles, face shields, screen masks and helmets provided, as necessary.</li> <li>• No smoking unless in designated areas.</li> <li>• Avoid naked flames and sparks where there is a build-up of dust, fumes and gases.</li> </ul>	1	2	<b>Low</b>

## 6.22 Acetylene and Oxygen

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Acetylene and Oxygen</b>	Asphyxia	4	5	<b>High</b>	<p>Use adequate ventilation when using oxygen and acetylene gas.</p> <p>Avoid inhalation of oxygen and acetylene gas.</p> <p>Ensure gas cylinders are fitted with flash back arrestors onto the pressure regulators.</p> <p>Ensure flash back arrestors are fitted on both the blow pipe and the regulator for long lengths of hose.</p> <p>Ensure that operatives using oxygen / acetylene cylinders have been trained in their use. Use appropriate lighting up procedures i.e. before lighting up the blow pipe, purge the hoses by opening the gas supply to each hose for a few seconds, to flush out any flammable mixtures of gas in the hose. Purge one hose at a time and close the blowpipe valve after purging. Use in a well-ventilated area.</p> <p>Use a spark ignitor to light the gas.</p> <p>Use the correct gas pressures and nozzle sizes for the job.</p> <p>Keep oxygen and acetylene cylinders in an upright position.</p> <p>Provide general room ventilation to prevent the accumulation of Acetylene above the exposure limit of 95.0 to 99.6 and to maintain oxygen levels above 19.5%. Mechanical ventilation</p>	2	2	<b>Medium</b>
	Highly Flammable							
	Formation of an explosive mixture with air or oxygen							
	Eye Irritation with liquid acetylene							
	Poor ventilation							
	Defective equipment							
	Skin Irritation with liquid acetylene							
	Oxygen							

	enrichment			<p>should be designed in accordance with electrical codes.</p> <p>Safety goggles or glasses should be worn whilst using oxygen or acetylene gas.</p> <p>Self-contained breathing apparatus should be available for emergency use.</p> <p>Fuse plugs in the tops and bottoms of all Acetylene cylinders be thoroughly inspected whenever handled. Remove and quarantine any defective cylinders to a safe location. Store in a cool, dry, well-ventilated area away from heavily trafficked areas and emergency exits.</p> <p>There should be no sources of ignition in the storage or the work area.</p> <p>Oxygen cylinders should be stored at 3 meters away from Acetylene.</p> <p>Acetylene cylinders should be kept on a hard standing in a safe place, in the open air. Acetylene whether full or empty should always be stored and used in the upright position. If they are allowed to lie horizontally, acetone will be withdrawn from the cylinders with the gas, and safety devices such as bursting discs, temperature sensitive fusible plugs and relief valves will be rendered ineffective.</p> <p>Where an Acetylene cylinder becomes accidentally heated or gets hot due to internal decomposition, the operator should, if possible</p> <ul style="list-style-type: none"> <li>• raise the alarm</li> </ul>			
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				<ul style="list-style-type: none"> <li>• remove any external source of heat</li> <li>• close cylinder valves, if possible</li> <li>• evacuate the area</li> <li>• liaise with the fire brigade on arrival.</li> </ul> <p>Use storage containers, piping, valves and fittings designed for storage and distribution of gaseous oxygen and acetylene.</p> <p>Store in a cool, dry, well-ventilated fireproof area, and away from direct heat, ignition sources and direct sunlight.</p> <p>Prevent oxygen enrichment by ensuring that equipment is leak tight and in good working order.</p> <p>Always open oxygen cylinders valve slowly.</p>			
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### 6.23 Mobile Elevating Work Platforms

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Mobile Elevating Work Platforms</b>	Falls of person from height Falls of material	4	4	<b>High</b>	The Contracts Manager and Site Manager will only accept the use of Mobile Elevated Working Platforms if there is no other means possible by which the work can be carried out e.g. Scaffolding.	2	2	<b>Medium</b>

	<p>from height</p> <p>Untrained plant operators</p> <p>Use of MEWP on uneven, unstable or rough terrain</p> <p>Using MEWP in adverse weather conditions, in particular, high winds</p>			<p>All MEWPs will be in good condition and have a valid 6-month test and examination certificate.</p> <p>All operatives involved in the use and control of MEWPs must be competent and trained in safe operating techniques as outlined in the manufacturers' instructions.</p> <p>The Site Management will carry out a visual inspection on the MEWP is carried out to ensure it is safe to operate prior to work commencing. This procedure should also be adopted at the start and end of each working day.</p> <p>Good practice suggests that results of this inspection shall be recorded in a GA2. This is a statutory register, which has to be updated every 7 days.</p> <p>Site Management must ensure that safety harnesses are used at all times when inside an MEWP cage. The safety harness must be visually inspected before use, have been tested in the last 12 months or within 6 months depending on the level of usage and the extent of wear and tear it May experience. The operative must be trained on how to wear and use the safety harness. The safety harness must be attached to the inside of the MEWP cage.</p> <p>The following rules will be adhered to with regards to MEWPs</p> <ul style="list-style-type: none"> <li>a)Ensure that an inspection is carried out on a daily basis</li> <li>b)Safety harnesses and helmets will be worn at all times while operating MEWPs</li> <li>c)MEWPs shall not be used in excessive wind conditions.</li> </ul>			
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				<p>This can affect the stability of the plant. MEWPs shall not be operated in wind speed greater than 24 mph.</p> <p>d) Adequate signage and barriers will be erected to highlight the working areas</p> <p>e) Only competent authorised persons will be permitted to operate the MEWP</p> <p>f) The Safe Working Load is not exceeded at any time</p> <p>g) MEWP's shall not be used unless the ground conditions are satisfactory</p> <p>h) Outriggers and stabilisers will be safely deployed</p> <p>i) Ensure that overhead power lines are identified prior to work</p> <p>j) Ensure so far as is reasonably practicable that there are no cellars/drains/pits beneath the area where the MEWP will be in place.</p> <p>k) Operatives will ensure that all tools and materials are secure when in the cage</p> <p>l) Operatives will ensure that the platform within the cage is not slippery or obstructed</p> <p>m) Operatives must ensure that all works are only carried out within the specified reach of the unit</p> <p>n) If movement is planned make sure that the route is clear and safe</p> <p>o) Ensure that there is no restricted or confined space hazards</p> <p>p) Ensure that the middle bar in the gate of the platform is not</p>			
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					tied up.			
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## 6.24 Mobile Tower Scaffold

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Mobile Tower Scaffold</b>	<p>Falls of persons from height</p> <p>Falls of materials from height</p> <p>Collapse of mobile scaffold to overloading</p> <p>Contact with overhead power lines</p> <p>Overturning of platform due to uneven ground, adverse weather</p>	4	5	<b>High</b>	<p>Employers hiring a tower scaffold should ensure that they are provided with the manufacturer's manual or instructions.</p> <p>Tower scaffolds must be secure when in use so any wheels should be locked and stabilisers in place.</p> <p>In certain circumstances, e.g. if over the manufacturer's recommended base to height ratio or if being used to carry out grit blasting or water jetting, they will also need to be tied to the structure.</p> <p>While moving a tower scaffold ensure that no one is on it, beware of any overhead obstructions or power lines, check there are no unsecured tools on the platform and ensure that there are no depressions or holes in the floor surface.</p> <p>Those erecting tower scaffolds for construction work must be in possession of a CSCS card.</p> <p>Make sure the tower is resting on firm, level ground with the locked castors or base plates properly supported. Never use bricks or building blocks to take the weight of any part of the tower.</p>	2	2	<b>Medium</b>

	<p>conditions, or excess horizontal force e.g. use of jack hammer against a wall while on a mobile</p>			<p>Always check the safe working height by referring to the instruction manual. Towers should never be erected to heights above those recommended by the manufacturer.</p> <p>Always install stabilisers or outriggers when advised to do so in the instruction manual.</p> <p>Unless the tower has been specifically designed for such use, activities such as those listed below should never be carried out:</p> <ul style="list-style-type: none"> <li>• sheeting or exposure to strong winds;</li> <li>• loading with heavy equipment; and</li> <li>• using the tower to hoist materials or support rubbish chutes.</li> </ul> <p>There must be a safe way to get to and from the work platform. This must be on the inside of the tower by an appropriately designed built-in ladder. It is not safe to climb up the rungs on the end frames unless the rungs have been specifically designed for the purpose of getting to and from the working platform.</p> <p>The working platform must be provided with suitable edge protection and toe boards. Guard rails should be at least 950 mm high and an intermediate guard rail should be provided so the unprotected gap does not exceed 470 mm.</p> <p>When moving a tower:</p> <ul style="list-style-type: none"> <li>○ reduce the height to a maximum of 4 m;</li> <li>○ check that there are no power lines or other obstructions overhead; check that the ground is firm, level and free from</li> </ul>			
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				<p>potholes;</p> <ul style="list-style-type: none"> <li>○ push or pull using manual effort from the base only – never use powered vehicles;</li> <li>○ never move it while there are people or materials on the tower;</li> <li>○ never move it in windy conditions.</li> </ul> <p>Never use a tower:</p> <ul style="list-style-type: none"> <li>○ as a support for ladders, trestles or other access equipment; o in weather conditions which are likely to make it unstable;</li> <li>○ with broken or missing parts;</li> <li>○ with incompatible components.</li> </ul> <p>All Mobile Scaffold Towers must be visually checked prior to use by the user to ensure there are no defects present. A GA3 Form must be completed on a weekly basis by a competent person.</p> <p>The Site Manager must ensure that the safe use and movement of mobile scaffold towers is communicated to all operatives who will be involved in the use of mobile scaffold towers on site.</p> <p>Protecting the public</p> <p>When towers are used in public places, extra precautions are required:</p>			
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					<ul style="list-style-type: none"> <li>• erect barriers at ground level to prevent people from walking into the tower or work area;</li> <li>• minimise the storage of materials and equipment on the working platform;</li> </ul> <p>remove or board over access ladders to prevent unauthorised access if it is to remain in position unattended.</p>			
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## 6.25 Asbestos

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Asbestos</b>	Health Hazards Inhalation or swallowing of asbestos dust causing asbestosis, lung cancer Mesothelioma, Lung dysfunction	4	5	<b>High</b>	<p>The Main Contractor must ensure that a competent person or specialist sub-contractor is appointed prior to demolition to survey the building or structure to ascertain if asbestos is present.</p> <p>Types of Asbestos Chrysotile (white asbestos), Crocidolite (blue asbestos), Amosite (brown asbestos), Tremolite, Actinolite, Anthophyllite. White asbestos (Chrysotile) is considered the least hazardous.</p> <p>Forms Asbestos may be found in Lagging of pipes, Fire Protection for steelwork, Insulation</p>	2	2	<b>Medium</b>

	<p>Other body cancers</p> <p>Pleural change</p>			<p>Boards, Ceiling Tiles, Brake Linings, Gaskets, Flash Guards on fuses, Ropes Seals, Stipple Coatings e.g. Artex, Roof and Cladding Sheets, Drainage Pipes etc.</p> <p>In the event that asbestos is present in the working area then the Contracts Manager and Site Management must ensure that a competent person or specialist sub-contractor is appointed for its removal. The sub-contractor appointed shall have sufficient experience in the asbestos removal field and use trained operatives working to an agreed method statement.</p> <p>The Contracts Manager must ensure that the H.S.A are notified prior to removal of asbestos taking place.</p> <p>The area will be securely cordoned off so that no unauthorised personnel will gain access.</p> <p>All works shall be carried out in accordance with the Safety Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 (S.I. No. 386 of 2006).</p> <p>A method statement detailing safe systems of work shall be submitted for the approval of site management. All work shall be carried out in accordance with the safe systems of work and health and hygiene requirements.</p> <p>Supervision is essential during all stages of work. The Site Manager will be responsible for ensuring that work is carried out in accordance with these standards.</p>			
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## 6.26 Demolition

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Demolition</b>	<p>Collapse of structure/building due to supports being removed</p> <p>Collapse of structure building because of vibration of machinery</p> <p>Person being struck by falling materials</p> <p>Machinery/persons coming into contact with live services e.g.</p>	4	5	<b>High</b>	<p>The Contracts Manager must ensure that a competent person(s) or company are appointed to carry out the demolition works.</p> <p>The Contracts Manager must ensure that the structure/building is adequately surveyed by a competent person e.g. engineer - to ascertain the structures properties e.g. supporting columns/ walls, existing services, presence of hazardous materials etc. before commencement of works.</p> <p>In the event where the structure/building contains unusual or possibly dangerous features, or is in a structurally dangerous condition, e.g. pre-stressed or post tensioned concrete, fire damaged building, cantilevered balcony etc, then the advice will be obtained from a qualified consultant structural engineer.</p> <p>A Method Statement must be completed for demolition and communicated to all operatives involved.</p> <p>In the event of particular hazardous substance being present e.g. asbestos, lead painted steel work - a competent contractor will be appointed for the safe removal of such substances.</p>	1	2	<b>Low</b>

	<p>electric cables, gas mains etc</p> <p>Persons coming into contact with hazardous material e.g. asbestos, lead, dust etc.</p> <p>Disposal of waste materials</p> <p>Use of demolition machinery</p>				<p>The area where demolition is to be undertaken will be adequately cordoned off with signage erected clearly stipulating the area is restricted access and only authorised personnel are permitted to enter the demolition zone.</p> <p>Site Supervisors must police access / egress in relation to the demolition zone.</p> <p>All machinery used in the demolition works must be in good working condition - with relevant certificates available. Training certification must be available for operative's using machinery.</p> <p>Arrangements will be put in place for the safe removal of waste material from site.</p> <p>Arrangements will be put in place for the safe access of persons and vehicles to the demolition area.</p> <p>Adequate Personal Protective Equipment will be provided and used throughout the demolition works.</p>			
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## 6.27 Excavations

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
	Collapse of	4	5	High	The contracts manager will ensure that work is planned	2	2	Medium

<p><b>Excavations</b></p>	<p>walls of excavation due to inadequate support.</p> <p>Persons falling into excavations</p> <p>Unsafe access to excavations</p> <p>Materials/Plant falling into excavations</p> <p>Flooding</p> <p>Asphyxiation or poisoning due to ground conditions or excess fumes from plant</p> <p>Contact with underground services</p>			<p>safely before commencement of excavating. Details of ground conditions, nearby structures/buildings affected by the excavation will be surveyed by persons deemed competent to do so. E.g. structural engineer will be obtained prior to works.</p> <p>The contracts manager and supervisory staff will ensure that all plant, machinery, equipment and materials are in adequate condition prior to the commencement of works.</p> <p>The contracts manager will ensure (with the aid of a competent person) the location of all underground services with the aid of the service authorities. These include gas, electricity, telephone, telecommunications, water and any other local building underground services</p> <p>The contracts manager and supervisory staff will ensure that all methods and procedures are communicated to all operatives and sub-contractors prior to the work.</p> <p>The excavations area will be adequately cordoned off (with the use of barriers) and signage clearly displayed. Access into the excavation by unauthorised persons, especially children will be prevented so far as is reasonably practicable.</p> <p>No person will be authorised to enter an excavation more than 1.25 metres deep unless it is adequately supported or battered back. In areas where soil is weak adequate support may need to be put in place regardless of the depth of the excavation.</p>			
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	<p>Failure to use quick hitch mechanism</p>			<p>Shoring of excavations where possible shall be done from ground level downwards.</p> <p>All trench boxes shall be in good condition and inspected prior to use. Ladders used for access and egress in and out of the excavation shall be maintained in good condition.</p> <p>A thorough examination must be carried out on any excavation, which requires support. A thorough examination must also be carried out after poor weather conditions, especially rain or frost. The results of these inspections must be recorded in the AF3 certificate. This must be updated at least every seven days. As a measure of good practice the excavation will be inspected on a daily basis, at the commencement and completion of works.</p> <p>Where excavators are working near or in an excavation the Quick Hitch Mechanism must be applied and the operator must ensure that the quick hitch pin is in place either manually or mechanically. The excavator operator must possess a CSCS card or its equivalent. In the event were the excavator is used for lifting then the operator will complete a GA2 statutory register. This will be completed on a weekly basis</p> <p>The provision of lighting at the excavation and on site should be adequate to prevent persons or plant/materials being falling into the excavation after dark.</p> <p>Where excavators are working near or in the excavation the</p>			
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					<p>quick hitch mechanism must be applied and the operator must ensure that the quick hitch pin is in place either manually or mechanically.</p> <p>The excavator operator must possess an adequate training certificate.</p> <p>In the event where the excavator is used for lifting the operator must complete a GA2 statutory register. This will be completed on a weekly basis and kept in the site office.</p> <p>Where health hazards may be encountered, e.g. landfill sites, industrial sites, sewers, methane gas, carbon dioxide from limestone etc. adequate measures will be put in place by site management to monitor these gases.</p> <p>All operatives shall wear full personal protective equipment, in particular hard hats.</p>			
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## 6.28 Underground Services

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Underground	Persons coming in	4	4	High	The Contracts Manager in conjunction with the Site Manager will ensure that full details of all underground services in the	1	2	Low

<p><b>Services</b></p>	<p>contact with live underground services</p> <p>Plant or machinery coming in contact with live underground service</p> <p>Collapse of sides of excavations</p> <p>Collapse of underground power cables</p> <p>Poor ground conditions</p> <p>Flooding</p> <p>Asphyxiation or poisoning due to ground conditions or excessive</p>				<p>area are obtained from the local service authorities prior to any works commencing on site.</p> <p>Information regarding the location of such services must be communicated to all operatives involved in work activities, which may impinge upon underground services. Areas where services are located will be clearly marked.</p> <p>Full contact must be maintained between the contractor and a representative from the various service providers to agree necessary precautions.</p> <p>All operatives will wear the correct and appropriate Personal Protective Equipment throughout the duration of the work.</p>			
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	fumes from plant/machinery							
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### 6.29 Overhead Power lines

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Overhead Power lines</b>	Plant or machinery coming into contact with overhead power cables	4	5	<b>High</b>	<p>Site Management will inform the ESB prior to construction work commencing, that plant or machinery will be operating in close proximity to overhead power lines.</p> <p>Site management must ensure that adequate hazard identification measures have been erected and are maintained in accordance with ESB Guidelines and the HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Power Lines".</p> <p><b>The following procedures will be</b></p>	1	2	<b>Low</b>

				<p><b>implemented to prevent danger from overhead power lines:</b></p> <p><b>a-</b> In the event that overhead power cables cannot be disconnected or diverted, suitable precautions will be taken to prevent danger.</p> <p><b>b -</b> Adequate, suitable barriers will be put in place.</p> <p><b>c -</b> If access is possible only from one side, then a barrier, on one side only is sufficient. If the overhead line crosses the site barriers will be required on both sides of it.</p> <p><b>d-</b> Machine operators will be warned of the hazards associated with the overhead powerlines and the jibs of machines. Scaffold / aluminium ladders or other conductors of electricity will not be stored in close proximity to the overhead cables due to arcing.</p> <p><b>Ground level barriers should consist of:</b> <b>a -</b> A stout post and rail fence, or</p> <p><b>b -</b> A tension wire fence, earthed at both ends, having flags on the wire. The fence being earthed in consultation with the electricity company, or</p> <p><b>c -</b> Large steel drums (e.g. 200 litre oil drums) filled with rubble or concrete, and placed at</p>			
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				<p>frequent intervals, or</p> <p><b>d</b> -An earth bank, not less than 1 m high and marked by posts to stop vehicles, or</p> <p><b>e</b> - Substantial timber baulks, to act as wheel stops</p> <p><b>f</b> - Fences, posts, oil drums etc. should be made as distinctive as possible by being painted with red and white stripes. As an alternative, red and white plastic warning flags or hazard bunting should be used on wire fences</p> <p><b>g</b> -Bunting, barrels and goal posts will be placed at a distance of 6m minimum from the line of the overhead power lines</p> <p>The width of the goal post crossing points will be 10m or of a sufficient width to allow safe Passage of plant, machinery and operatives.</p> <p>Bunting on goal posts shall be placed at a height of 3 - 6 metres approximately</p>			
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### 6.30 Weils Disease

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Weils Disease	Illness	4	5	High	<p>Weil's disease causes serious damage to the body organs and causes jaundice. Tens of thousands of people contract the infection every year, and most recover completely with treatment. The onset of symptoms is rapid, and in severe cases decline is equally rapid therefore all patients should be identified and treated as soon as possible.</p> <p>An infection of leptospirosis resembles a cold or influenza infection at the initial stages. The incubation period is from 4-10 days, depending on the method of infection and your susceptibility. Not all exposed persons catch the disease.</p> <p>Early symptoms are: Fever Chills Muscular aches and pains Loss of appetite Nausea when lying down</p> <p>These can be easily be mistaken for influenza, meningitis or fever of unknown origin. So it is important that any operative working near potentially stagnant water or infected areas inform the doctor.</p> <p>Weil's Disease is caused by contact with rats' urine, or water contaminated by rats. The infection may enter the body via damaged skin or by accidental ingestion through the nose or mouth.</p>	1	2	Low

					<p>Areas, which may pose a risk, are any puddles or other water, drains, basements or other places where rats may be found.</p> <p>Personnel working in likely contaminated areas should ensure that any cuts or scratches are carefully cleaned and covered.</p> <p>After contact with raw water, the hands and forearms should be thoroughly washed especially before eating; drinking or smoking and persons should avoid rubbing their nose, eyes or mouth during work.</p> <p>Wherever possible, protective clothing such as gloves should be worn to avoid contact with infected areas. Persons should avoid touching (live or dead) rats.</p>			
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### 6.31 Needlestick Injuries/Biological Fluids

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Needlestick Injuries/Biological Fluids</b>	Puncture wounds Hepatitis B and C	4	4	<b>High</b>	Needle stick injuries are wounds caused by needles that accidentally puncture the skin. Needle stick injuries transmit infectious diseases especially blood borne viruses; they can also transmit hazardous fluids into the body. Infectious fluids	2	2	<b>Medium</b>



	<p>Tetanus</p> <p>H.I.V.</p> <p>AIDS</p>			<p>are by far of greater concern.</p> <p>Proper disposal of needles is essential in reducing exposure and puncture wounds.</p> <p>It is of paramount importance that if an employee receives a needle stick injury, that this is reported immediately to the employer so that the correct medical treatment can be given.</p> <p>A dedicated sharps bin will be brought to the site if a needle stick is discovered. If needles are found the following procedures will be initiated:</p> <ul style="list-style-type: none"> <li>• Access to the area must be restricted</li> <li>• The only person permitted to remove the needle is a competent person who has been trained in the removal procedures</li> <li>• The company who provides the sharps bin should show the purchaser how to use the kit provided</li> </ul> <p>The person removing the needle must wear protective gloves and bring the container to the area where the needle stick is located. The needle must then be placed in a wide mouthed puncture proof container and sealed. The bin will then be removed to a secure location until collected for disposal in accordance with the Regulations governing biomedical waste.</p> <p>The same hazards exist for biological hazards. Gloves must be worn at all times when cleaning, and cuts and grazes should be covered.</p>			
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### 6.32 Work at Height

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Work at Height</b>	Fall of persons from height Fall of materials from height Collapse of scaffold causing serious injury and property damage Collapse of structure causing serious injury and property damage Unsecured ladders,	4	5	<b>High</b>	Avoid work at height where possible. Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur Collective protection prioritised over individual Ladders for short duration low risk work Hand-rails erected on trench boxes Barriers in place around excavations –public separated from excavation works A mid-rail is required where there is a handrail. Inspections are required for work equipment such as guardrails, working platforms every 7 days; after bad weather etc... Ladders in good condition; tied or footed Ladders installed at the correct slope Scaffold erected by competent scaffolder's in accordance with the code of practice Appropriate safety equipment will be used when	2	2	<b>Medium</b>

	slipping and falling causing injury				<p>necessary i.e. harnesses, fall arrest devices etc.</p> <p>Material secured against falling</p> <p>Toe-boards in place where necessary</p> <p>Redundant materials and debris must not be thrown off the roof [bombing] - a debris chute to be used or materials and debris lowered in suitable containers</p> <p>Debris netting where necessary</p> <p>Fencing protecting works with signage indicating men working overhead</p> <p>The safety of other workers, the public, and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.</p> <p>Mandatory PPE worn</p>			
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Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
		4	5	High		2	2	Medium





