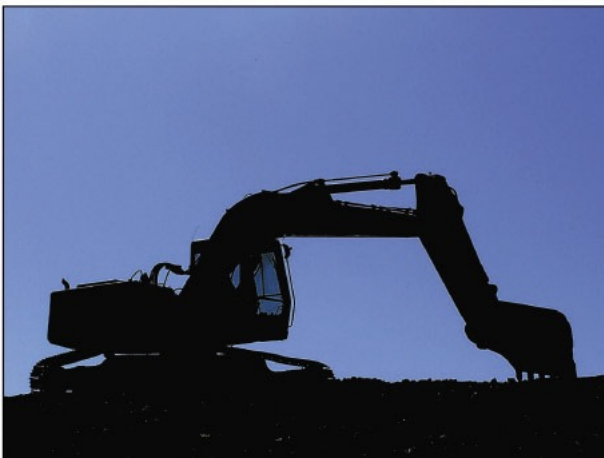


T H CONTRACTORS LTD



SAFETY STATEMENT

21/03/2017

Version number	Description	Description of Change
1	ORIGINAL TOTAL REWRITE 21/03/2017	None –

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Statement of Health and Safety Policy

We at T H Contractors Ltd believe that our people are our greatest asset; and we recognise that the well being of those people is of the utmost importance so that they can enjoy life to the full and contribute their best to the overall business performance of the company.

It is the policy of this company to comply with the Safety, Health and Welfare at Work Act 2005, the General Application Regulations 2007, the Safety, Health and Welfare (Construction) Regulations, 2013 and all other regulations pertaining to the safety of our employees. The standard set should be no less than these requirements.

We believe that the statutory requirements provides for the minimum standard. This company will strive to improve on such standards applicable to our operations wherever reasonably practicable.

We recognise we have a duty of care to each employee and the aim of this policy is to reduce injuries, ill-health and other unnecessary losses and liability to a minimum and to protect our workforce, subcontractors and the general public from the hazards that may be involved in our work.

We accept that Environmental Health and Safety should hold at least equal importance to production and quality. We are committed to high standards in Environmental Safety, Health and Welfare because we believe that this contributes to business performance overall by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

Good environmental, health and safety conditions can only be achieved with the fullest co-operation of all. This will only be possible if everybody understands the important role they have to play. The various responsibilities are set out in the attached document and it is extremely important that these are read and understood by those involved.

This document will be reviewed regularly and amended as necessary taking into consideration changes that will occur from time to time and also any safety suggestions that may be forthcoming. We recognise the important contributions that employees can make to the implementation of this policy and therefore are committed to maintaining effective communications with them; in return we expect full co-operation from all employees.

Employees at every level will often be in the best position to identify new hazards. Please take the time to bring them to the attention of either the Safety Officer or senior management.

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In this way we hope to provide a safer environment, thereby reducing the possibilities of accidents, damage to the ecosystem and consequential suffering, for all.

Signed _____

Date _____

Tom Henry
Managing Director
(NB. A signed copy is available at our offices.)

1. Statement of Personal Responsibility

It is the duty of employees at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in this Document. Please refer to the relevant page for your responsibilities and seek advice or guidance on any area of doubt.

To ensure successful implementation of the Safety Statement members of this organisation will have specific responsibilities. It is of the utmost importance that these functions are properly delegated in their absence and the name of the other person is notified to all concerned.

1.1 Responsibility of the Directors---- Mr Tom Henry (Managing) and Mr John Henry (Company Secretary).

They shall:

- a) Ensure that an effective Safety Statement exists within the Company and take responsibility for its implementation.
- b) Ensure that adequate resources are available for the effective implementation of the Safety Statement.
- c) Make safety a priority and show good example by having it high on the agenda at meetings and when visiting or when supervising work on site.
- d) Make all provisions for safety at planning, estimating and tender stages.
- e) Ensure that there are adequate arrangements for employees to make representations on matters of Safety, Health and Welfare.
- f) Ensure all accidents and dangerous occurrences are thoroughly investigated, cause identified and prevention procedures put in place.
- g) Inform the Health and Safety Authority (HSA) of any accident where an employee is off work for more than three days.
- h) Inform insurance company of any accident likely to lead to a claim.
- i) Obtain, where necessary, the services of a competent person to advise on Safety and Health, if such expertise is not available in the company.
- j) Review the effectiveness of the Company Safety Statement annually and ensure that it is modified as necessary.
- k) Ensure that control is established on all management personnel so that they play their part in enforcing the Safety Statement.
- l) Reviews the Reports from the Safety, Health and Welfare Officer and implements recommendations as deemed necessary.
- m) Ensure that safety is high on the agenda at all Board meetings and that all decisions are made with due regard to the practical requirements of the Safety Statement.
- n) Direct and supports the work of the Safety, Health and Welfare Officer.
- o) Ensure that adequate provision is made for representations from employees, on Safety, Health and Welfare matters, to be heard, considered and acted on as deemed necessary.

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- p) Review the effectiveness of the Company Safety Statement at the Annual General Meeting and ensures that it is modified as necessary subsequently.
- q) Carries out 6 monthly Safety Reviews with the Contracts Manager.
- r) Ensure that on each individual site, hazard identification and risk assessment is carried out that is specific to that site. This should be included in the Safety and Health Plan for that site.

1.2 Responsibilities of Contracts Manager (Mr Vincent Wilson).

- (a) Takes overall responsibility for Safety, Health and Welfare on all projects under his control and has a full knowledge of the contents of the Company Safety Statement.
- (b) Ensures that adequate provision for Safety and Health is made in planning and pricing contracts.
- (c) Ensures that the provisions of the Safety Statement are executed from project inception to completion.
- (d) Ensures that Work Commencement Notice (Form AF 2) is issued to the H.S.A. where the Company is appointed Project Supervisor (Construction Stage)
- (e) Holds a Start-Up Meeting on site with the Site Agent and the Company Safety, Health and Welfare Officer.
- (f) Ensures that all hazards, reasonably foreseeable, are identified and adequate arrangements formulated to safeguard against them before the project commences or any new phase of the Project begins.
- (g) Ensures that all personnel under his control fully understand and accept their responsibilities in matters of Safety, Health and Welfare.
- (h) Takes disciplinary action where co-operation on Health & Safety matters is not forthcoming.
- (i) Gives full support to the Safety Health and Welfare Officer, makes safety a priority and gives good example by showing a personal interest in safety at all times.
- (j) Ensures that training is provided for Supervisors and Foremen to enable them to carry out their safety roles effectively.
- (k) Ensures that plant and machinery allocated to each project is inspected in accordance with the regulations, certificates are to hand and records of Inspections entered in the appropriate forms and retained for inspection.
- (l) Ensures that all personnel recruited for or assigned to each site are suitable for and competent to carry out their duties.
- (m) Ensures that all new employees undergo Safety Induction Course and that other training will be provided for those who need it.

- (n) Ensures that Sub-Contractors and Self Employed Persons are aware of Company Policy and that they will comply with these procedures.
- (o) Ensures that Sub-Contractors have prepared their own Safety Statement and a copy has been received.
- (p) Ensures that adequate protection is provided to protect the public and particular attention is given to ensure children cannot gain access to site as far as reasonably practicable.

1.3 Responsibilities of Site Agent/Manager (Mr David Curran & Mr Kieran McDonagh)

- a) Takes full on-site responsibility for Safety, Health and Welfare and the Environment.
- b) Acquires a full and accurate knowledge and understanding of the Safety Statement and ensures that all sub-ordinates appreciate their responsibilities.
- c) Carries out induction of all new employees in accordance with this Document bringing to their attention and making available to them, the Company Safety Statement and the hazards set out in other Contractor's Statements.
- d) Understands and implements all statutory and Client's specific safety requirements.
- e) The site agent issues permits to work.
- f) Controls the use of Site Services and ensures that all electrical installations, temporary or permanent are installed, used and maintained safely.
- g) Ensures that all necessary Personal Protective Equipment is available, issued, records kept of its issue and used in compliance with statutory regulations and Company rules.
- h) Co-operates with the Company Safety, Health and Welfare Officer, accompanies him on site inspections and reviews and implements the recommendations for improvement.
- i) Ensures that all accidents and dangerous occurrences are entered in the Accident Book and all registers are kept up to-date.
- j) Ensures that all relevant safety publications are on display or available for reference.
- k) Reviews Accident Investigation Reports, satisfies himself that they come to the correct conclusion and where appropriate take corrective action.
- l) Ensures that non-employees and visitors are aware of the Safety, Health and Welfare Statement by drawing their attention to it and making it accessible to them at all times.
- m) Ensures that all machinery and plant is in good condition and has the necessary test certificates before being allowed to work.

- n) Ensure that all safety records are maintained on site, i.e. Accident Book, Excavation Register, GA and AF forms etc., and ensures that competent persons carry out the inspections.

1.4 Responsibilities of Site Foreman: (Mr Kasimir Ivanov)

He shall:

- a) Acquire a full and accurate knowledge and understanding of the Safety Statement and ensure that all employees, self-employed and sub-contractors are aware of their responsibilities under it.
- b) Prior to commencement of work on each site, assess whether the contract can be carried out in a safe and efficient manner, with regard to site conditions, layout and hazardous surroundings.
- c) Ensure all sub-contractors make available a copy of their Safety Statement and agree to operate under the requirements of the company Safety Statement while operating on site.
- d) Ensure so far as reasonably practicable that safe systems of work are in place and adequate supervision is provided at all times.
- e) Maintain a tidy workplace and carry out regular clean-ups.
- f) Ensure all access routes and walkways are clean and free of trip hazards.
- g) Issue any personal protective equipment such as harness, hard hats, safety boots, gloves, earmuffs and dust masks to employees as is necessary.
- h) Ensure their employer issues all sub-contractors personnel with the same personal protective equipment.
- i) Enforce the wearing of such equipment for all on site.
- j) Perform a safety check on scaffolding after it is erected or altered and every day over the duration of the contract.
- k) Perform a safety check on all-electrical equipment, hand tools, and site equipment and machinery on a regular basis and at least once per week.
- l) Report any defects in equipment, plant or machinery to the Manager/ Owner and organise their repair.
- m) Ensure safe disposal of all waste material in accordance with the Waste Management Act 1996

- n) Ensure compliance with the Litter Pollution Act, 1996.
- o) Ensure all accidents are recorded in the company accident book and persons receive proper medical attention and/or First aid.
- p) Ensure that First Aid box is fully stocked. (Appendix A).
- q) Investigate any serious accident and report to the Manager.
- r) Instruct all employees in safe use of tools and equipment and general safe work practices (Appendix B).
- s) Ensure that all visitors (on site) are issued with helmet, high visibility vest and boots
- t) Ensure that all visitors (on site) are accompanied at all times while on site.
- u) Ensure that unauthorised access by children is considered on all sites and that works or equipment is made as safe as reasonably practicable, by keeping all equipment locked away.
- v) Ensure that the location of all underground and overground services is known, in liaison with the client, and take the necessary precautions to avoid contact with them in particular by following the Health and Safety Authorities (H.S.A.) "Code of Practice for Avoiding Danger from Underground Services".

1.4 Responsibilities of Safety Advisor: (Paraic Brennan)

He shall:

- a) Advise Management on the preparation, implementation and review of the Organisation Safety policy for Health, Safety & welfare including the organisation and arrangements for carrying out this policy
- b) Give advice to management as requested regarding:
 - Legal requirements affecting health, safety and welfare
 - Prevention of injury and damage
 - Provision, selection and use of protective clothing and equipment
 - New working methods, equipment or materials which could reduce risks
 - Proposed changes in legislation
 - Potential hazards on new projects before work starts, health and safety factors affecting the selection of plant and equipment, subcontractors etc.

- c) Carrying out regular inspections of sites/workplaces to determine whether work is being carried out in accordance with Organisation Policy, Method statements and the relevant statutory provisions.
- d) Providing an inspection report to relevant Supervisor (Organisation Site Foreman or Workshop Manager) and keep a copy of the report in head office available for review by the Organisation Director or Engineer/ Project Co-Ordinator overseeing the project
- e) Compiling and submit safety documents to Project Supervisor for the Design Process where the organisation is appointed as Project Supervisor Construction Stage prior to commencing a new project- namely Organisation safety statement, site specific method statement, insurance details & safety training completed by Organisation operatives for all sub contractors.
- f) Assisting management in any dealings with the Health & Safety Authority
- g) Carrying out investigations of all accidents, incidents or near misses in accordance with Organisation Policy and prepare and provide statistics
- h) Advising on necessary first aid equipment for Organisation work vans/ site, offices or workshops
- i) Supplying any necessary statutory literature for use or display at sites or in the offices/workshops
- j) Providing advice on training requirements and arrange training courses where required
- k) Co-ordinating the safety management of plant and equipment in the organisation.
- l) Aiming to ensure that all Organisation personnel from Director to site operatives are informed and are aware of their duties in relation to Health & Safety and understand that compliance with health and safety legislation and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency
- m) Authorising that work be stopped if it is their opinion that any activity being carried out may represent a serious risk of personal injury or damage
- n) Maintain adequate information on relevant legislation and be able to interpret it and advise on how it applies to the organisation
- o) Compile information relevant for the Safety file with co-operation from the those directly involved in the project- and submit for the attention of the

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Client, Project Supervisor for the Design Process or the Project Supervisor for the Construction Stage.

- p) Carry out their role in an effective and independent manner

1.5 Responsibilities of Employees:

Every employee is continually trained in the safe procedures to do his job, how to recognise and avert hazards associated with his job and is given adequate supervision to ensure he continues to work safely. Along with 'Safe Pass', T H Contractors Ltd will endeavour to ensure that all employees have Manual Handling and Abrasive Wheels training before coming on site, or at the earliest subsequent opportunity in conjunction with the relevant C.S.C.S. approved Plant Operator tickets. Tool box talks will be carried out by T H Contractors Ltd on a regular basis and will address specific hazards and operations on site as required.

Employees shall:

- (a) Take reasonable care of their own Safety, Health and Welfare and that of any other person that may be affected by their acts or omission while at work.
- (b) Familiarise themselves with and always conform to the Safety, Health and Welfare policy as detailed in the company safety statement.
- (c) Observe all safety rules and co-operate with their employer to comply with any of the relevant statutory regulations and directives.
- (d) Not be under the influence of alcohol or drugs or any combination of alcohol or drugs to the extent that they are likely to endanger their own safety health or welfare or that of others.
- (e) If reasonably requested by their employer submit to any tests by a competent person defined by any regulations which may be made under the Safety, Health and Welfare at Work Act, 2005.
- (f) Use any protective clothing or equipment in such a manner so as to provide the protection intended for securing their Safety, Health and Welfare while at work.
- (g) Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo any reasonable assessment as may be prescribed in Regulations.
- (h) Take account of any training or instruction provided by their employer

- (i) Not engage in any improper conduct or other behaviour such as violence bullying or horseplay, which could endanger another at work or their safety, health or welfare.
- (j) Use only as intended the correct tools and equipment for the jobs, with all appropriate safety devices and keep tools in good condition.
- (k) Report all accidents to the site foreman without delay, whether or not the person is injured.
- (l) Report any instance where work is being carried on in a manner which might endanger their safety, health and welfare or that of another person
- (m) Report any defect in the place of work the systems of work or in any article or substance likely to endanger themselves or any other person.
- (n) Report a breach of safety and health legislation which is likely to endanger themselves or any other person

Employees shall not:

- a) Intentionally or recklessly interfere with, or misuse any appliance, protective clothing, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- b) Carry out any tasks that they feel they are not competent to carry out or which involve unreasonably high risks.

1.6 Responsibilities of Sub-Contractors

General:

The Safety, Health and Welfare at Work (Construction) Regulations, 2013 impose duties on contractors (including Subcontractors). These are based on the Safety, Health and Welfare at Work Act, 2005 requirements but are specific to the construction industry and construction sites.

All contractors acting as subcontractors to T H Contractors Ltd must comply with the Safety, Health and Welfare at Work (Construction) Regulations, 2013. In addition, they must comply with the Safety, Health & Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regulations, 2007

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

CONSTRUCTION SAFETY STATEMENT

- a) It is the responsibility of Subcontractors to make themselves aware of the relevant legislation and to take the necessary steps to comply in all respects.
- b) All sub-contractors, whether providing materials and labour or labour only, are considered to be self-employed and have the following legal and moral responsibilities.
- c) To take all precautions, so far as is reasonably practicable, to avoid any risk to themselves or anyone else who may be affected by their acts or omissions.
- d) Provide full and clear information to those who may be affected by their work activities, so as to minimise their exposure to risk.
- e) Advise and warn any public persons (third party) who may be exposed to a dangerous situation resulting from their activities.
- f) Provide their Safety Statement, familiarise themselves and comply with the Client's Safety Statement and co-operate on all Safety, Health and Welfare matters.
- g) Establish if facilities, such as, welfare storage and fire precautions are shared, and where not these must be provided in compliance with the regulations.
- h) Establish a working relationship with the Main Contractor's Safety Officer and ensure that the Safety Statement is understood and implemented.
- i) Ensure that all their employees receive Safety Induction Training before they commence on the project and provide evidence to that effect to the Main Contractor.
- j) Accept responsibility for their own employees acts or omissions, provide them with sufficient information and training to work safely and instruct, control, organise and employ them in the same way as an employer.
- k) Ensure that all waste, rubbish, etc. from their operation is cleared up on a daily basis and the work area is kept clean and tidy.
- l) Provide adequate personal equipment, and First Aid Facilities. There may be exemptions where agreement has been made between all parties involved.
- m) Where working with plant as its installer, user or hirer, ensure that all relevant regulations and codes of practice are obeyed.
- n) Sub-contractors must only use competent and suitable persons on site and must get the consent of the Main Contractor to engage persons other than their own direct employees.
- o) Sub-contractor's Employees and Self Employed persons must attend any on-site courses prepared for workers on this project.
- p) Sub-contractor's Employees must comply with all Site Safety Rules as laid down by the main Contractor.
- q) Report all accidents and dangerous occurrences to the Main Contractor (Note: This does not alleviate the Sub-contractor from his legal obligations to report such occurrences to the relevant authority and his own Insurers.

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- r) All Sub-contractors and their Employees must wear safety helmets, high visibility vests and safety footwear on Site regardless of stage of job.
- s) Produce evidence, when requested, showing Employers Liability and Public Liability Insurance appropriate to the scope of work in place. Designers will also be required to have Professional Indemnity Insurance in place.

2 General Arrangements for Health and Safety

2.1 Personal Protective Equipment (PPE):

Supply and use:

T H Contractors Ltd accepts that this equipment is often a weak barrier between the workman and the hazard. Therefore, where reasonably practicable, all hazards are eliminated at source rather than relying on personal protective equipment.

Chapter 2 -SECTION 13(g) of the Safety, Health & Welfare At Work Act 2005 states that employees should.....

" having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,"

The necessary clothing, equipment, e.g. helmets, high visibility vests, gloves, eye protection, ear protection, safety footwear etc., is provided free of charge.

This personal protective equipment is signed for when issued and is worn/used where and when directed.

Where this clothing/equipment is not being used or adequately looked after by the person it was issued to, the normal disciplinary procedures apply, with verbal and written warnings that may lead to suspension and dismissal.

The employee is obliged by the above-mentioned Act to take 'reasonable care'. This simple phrase constitutes a moral and legal requirement to wear/use safety helmets and any other safety equipment provided.

General Guidelines:

T H Contractors Ltd will supply safety helmets, gloves, hard toe Wellington boots, hard toe boots, eye protection, ear protection and any other required PPE to all its employees as necessary under the requirements of the 2007-2016 Safety, Health and Welfare at Work (General Applications) Regulations.

- a) All sub- contractors will be responsible for supplying their own personnel with the same..
- b) All persons on site will wear a safety helmet at all times.
- c) All employees and sub-contractors must wear High Vis vest goggles, earmuffs, dust masks, gloves etc. as required for their particular jobs or tasks.
- d) Goggles to be worn using drills angle grinder and con-saw.
- e) No exemptions will be allowed for jobs that take "just a few minutes".
- f) Always use appropriate protection.

- g) Always ensure that safety equipment is of the correct type of good quality and in good condition and to a recognised and approved standard. (particularly for electrical tools).
- h) All equipment and clothing is maintained in a hygienic condition, free of any defects and it will be the responsibility of the user to ensure this.
- i) All employees will be responsible for looking after their own Personal Protective Equipment.
- j) All employees must sign for any Personal Protective Equipment provided.
- k) When personal protective equipment has been specified for certain work assignments or areas, all employees must use it.
- l) All employees, visitors and vendors must wear safety equipment in designated areas.
- m) All employees and contractors must wear clothing suitable for the work they are doing and sufficiently tight fitting to avoid catching in objects or machinery.
- n) Sturdy safety boots with steel mid soles must be worn.
- o) Employees must wear proper eye protection when exposed to flying objects, dust, chemicals or harmful rays.
- p) Hearing protection equipment is available upon request and must be worn in designated areas or for specific jobs.
- q) Gloves must be worn when handling articles or substances that could cut, tear, burn or damage the hands in any way.

2.3 Arrangements for Accident Reporting and Investigation:

General:

An accident is defined as “any unexpected, unforeseen or unplanned occurrence that interrupts or interfaces with the orderly progression of an activity”.

Most accidents are a blend of unsafe acts and unsafe conditions.

The multi-causation theory states that accidents have more than one cause which also demands that an investigation must not only find the trigger cause but the background causes also.

To comply with the requirements of the Safety, Health and Welfare at Work Act 2005, and the Safety, Health and Welfare at Work Act (General Application) Regulations, 2007, we agree that all accidents and dangerous occurrences that may occur on our sites from time to time must be reported to the authority using the appropriate IR1 and IR3 forms (available in site office)

Accident Reporting Procedure:

- (a) All accidents are reported to the site foreman or manager immediately.

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(b) All injuries received at work are recorded in the company accident book.

An accident that disables a person for more than three days is a reportable accident and will be notified to H.S.A on the prescribed form by T H Contractors Ltd.

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

- a) Observe accident location and status of injured person.
- b) If there is a risk of further injury move injured person to safety, otherwise do not move.
- c) Call for immediate medical assistance or emergency service.
- d) See that first aid is administered as required.
- e) If emergency services are summoned ensure that they are given exact location and ensure they can access the site as near as possible to the injured person.
- f) Appoint a suitable person to travel with the injured person and establish location of hospital.
- g) Notify family of injured person.
- h) Ensure that the scene of the accident is not disturbed before an inspection is carried out to investigate the cause.
- i) Gather all information immediately about the accident and what led up to it.
- j) Obtain statements from witnesses and ask them to sign them.
- k) Complete Accident Report Form (IR1) and send it to the H.S.A if worker is absent for more than 3 days.
- l) Accidents must be reported by the employer of the injured or affected person

2.4 Welfare Facilities:

The Safety, Health and Welfare at Work (Construction) Regulations 2013 lay down minimum requirements relating to site amenities. The specific responsibility for provision of Welfare Facilities are clarified at tender stage and the following standards are required:

- a) Where T H Contractors Ltd operates as a sub-contractor, the main contractor or client will provide all welfare facilities.

- b) Where T H Contractors Ltd is the main contractor then T H Contractors Ltd will provide facilities that are at least in accordance with the minimum requirements set out in the Safety, Health and Welfare at Work (Construction Regulations) 2013.
- c) Sufficient and suitable sanitary convenience for both sexes will be provided adequately lit and wherever practical with washing arrangements, (location yet to be determined.)
- d) A convenient supply of drinking water will be provided from the public mains or from some other source approved by the sanitary authorities.
- e) Washing facilities will be provided and will include hot and cold running water, soap and clean towels or other suitable means of cleaning and drying.
- f) Adequate and suitable accommodation for clothing not worn during working hours will be provided and suitable drying facilities for work clothes. Not less than 2sq. ft./person.
- g) Facilities will be constructed of sound, suitable material to exclude draughts, rain and dampness, with floor levels that prevent inflow of water. Walls and floors will be of smooth impervious materials and designed to facilitate thorough and effective cleaning.
- h) Canteen to comfortably accommodate the entire workforce with not less than 10sq. ft. per person will be provided. Sufficient tables of smooth washable material and seating for each person. Facilities will, have adequate windows for daylight, be heated and ventilated and have fluorescent lighting.
- i) Each canteen will be equipped to heat food, however all gas cylinders will be kept outside.
- j) All canteens, toilets, washrooms and drying rooms will be maintained in a serviceable, clean and hygienic condition at all times.
- k) Access to all facilities shall be kept clear and entrance to facilities will be free of mud or water.
- l) Facilities will be used exclusively for the use and welfare of employees and in no circumstances be used for the storage of any materials or tools.

2.5 First Aid:

- a) A person trained in Occupational First Aid will be available on each site while construction work is ongoing
- b) A stocked First Aid kit will be kept on each site, the location will be signed "First Aid". The First Aider will be named and it will be the responsibility of the First Aider that it be stocked at all times to the requirements in Appendix A.

The designated First Aiders are;
David Curran and Kieran McDonagh.

Immediate and proper examination and treatment of injuries may save life and is essential to reduce pain and help injured employees make a quick recovery.

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Neglect or inefficient treatment of an apparently trivial injury may lead to infection and ill health. First Aid Facilities and qualified personnel are available in accordance with the Safety, Health & Welfare at Work (General Applications) Regulations 2007-2016 to render treatment and maintain required records.

First-aid is the approved method of treating a casualty until he is placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to:

- (i) Sustain life.
- (ii) Prevent his condition from becoming worse.
- (iii) Promote his recovery.

Where no further assistance is needed, the First Aider provides the only necessary treatment. Regardless of the level of intensity of first aid required, the person providing First Aid needs to:

- (a) Be fully conversant with first aid procedures dealing with construction injuries.
- (b) Understand the requirements of first aid boxes as defined within the Construction Regulations and maintain all stocks as applicable at the workplace.
- (c) As a minimum requirement, hold a certificate in Occupational First Aid, not older than three years from a H.S.A. recognised society.
- (d) Be available at times as required by legislation.
- (e) Offer advice to all other employees regarding first aid.

RESPONSIBILITY OF A FIRST AIDER:

- (a) To assess the situation.
- (b) To arrive at a diagnosis for each casualty or illness.
- (c) To give immediate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.
- (d) To arrange without delay for the disposal of a casualty to hospital or otherwise according to the seriousness of his condition.

The Regulations Require:

- (a) A sufficient number of suitable first aid boxes or cases, which shall, while work is going on, be reasonably accessible to all persons working on the site.
- (b) A first aid box (transportable) will be available to attend to any injured person who cannot reach the first aid point.
- (c) A first aid box or case provided in pursuance of these Regulations shall be distinctively marked "First Aid" and placed under the charge of a responsible person who:
 - (i) While in charge of the box or case shall be readily available while any persons for whom it is provided are working on the site and whose name shall be plainly indicated in a prominent place on or near the box or case.

Guidelines for First Aid Treatment:

- (a) Report all injuries immediately, no matter how minor, to your Supervisor and to First Aid. Should later medical care be needed, you will have fulfilled your obligations.
- (b) You must notify your Supervisor and First Aid prior to leaving the workplace of injury or illness, whether personal or work-related.
- (c) If you get outside medical treatment (without clearing with your Supervisor) for a work-related injury or illness, you must notify your Supervisor at the start of the next work day. Failure to do so may result in dismissal of all claims.
- (d) Prior to returning to work after a disabling injury or illness, you must present a medical clearance from the attending physician.
- (e) Drugs, tranquillisers and insulin must not be taken on the job unless authorised in writing by your doctor and a copy of the authorisation given to your Supervisor.
- (f) If you have a physical handicap, such as diabetes, impaired eyesight or hearing, back or heart trouble, hernia or aversion to heights, you must tell your Supervisor. You will not be expected to do a job that might result in injury to yourself or others.
- (g) If you have had First Aid or Fire Fighting Training tell your Safety Representative, you may be invited to join the Project First Aid or Fire Fighting Team.
- (h) Never move an injured or seriously ill person unless necessary to prevent further injury. Familiarise yourself with Emergency Action plans and First Aid stations.

2.6 Fire Fighting Equipment:

- a) Adequate fire fighting equipment will be made available at each of our sites.
- b) The company will provide Fire training for all employees.
- c) The company will designate and provide signs for a Fire Assembly Point near each site.
- d) When using blowtorches, welders, angle grinders, oxygen/acetylene sets and other heat producing equipment a permit to work system will be used and a suitable fire extinguisher must be provided.
- e) A visitors log will be provided in case of fire on site.

2.7 Emergency Plans:

Site Agent will ensure emergency plans exist for all reasonably foreseeable incidents and consider the location of employees, risks to the public and distance from and co-ordination of the emergency services. Plans should cover accidents, floods, electrocution, fire, broken bones, etc. They must also:

- (a) Ensure all personnel are aware of hazards and how to put the emergency procedure into operation, e.g. raise the alarm, who calls the emergency services, etc.
- (b) Ensure all personnel know where to go to reach safety, designate an assembly point and where to get emergency equipment, e.g. first-aid, extinguishers, etc.
- (c) Appoint a competent individual to control all incidents.
- (d) Ensure immediate and accurate assessment of the situation, to assess its seriousness and emergency services required.
- (e) Appoint a competent individual to call the emergency services required, to relay adequate information clearly and accurately, e.g. Supervisor, Security or Receptionist.
- (f) Assist the emergency services by clearly marking your premises from the road and have a simple plan indicating the location of hazardous items.
- (g) Clearly label fire fighting equipment and keep any access ways for emergency services and all escape routes clear.
- (h) As far as possible, take care not to destroy the evidence which might be required during the investigation of the incident.

VARIOUS SITES

FIRE EVACUATION PROCEDURE

If you discover a fire, raise the Alarm by:

Shouting “Fire”, “Evacuate the Building”.

Sounding the fire alarm where available

Notify your supervisor, Safety Officer or Safety Services when they arrive.

Follow the instructions below.

If you hear shouts or “Fire”, “Evacuate the Building” or the Alarm:

Leave at once using the nearest available exit or stairway

Close all doors behind you to hold the fire at bay

Do not stop for anything (e.g. tools, clothing, etc)

Go directly to the nominated “Fire Assembly Point”

Do not re-enter the building until the all clear has been given.

Do not leave the Assembly Point until instructed to do so by your Supervisor or Safety Officer.

Follow the marked exit and escape routes from your workplace.

If trained in the use of a Fire Extinguisher and Basic Fire Fighting Techniques.

Only tackle the fire if safe to do so, and if another person is with you and you have already raised the alarm

Make yourself available for Emergency Services

Assist in any way possible being mindful at all times of your personal safety.

Assembly Points

Employees, Sub-Contractors and Visitors must go to their Assembly Point in the event of fire or other major incident.

Site Manager or deputy will liaise with Fire Emergency Services

Assembly Point: is at site offices.

ALL PERSONNEL MUST REMAIN AT ASSEMBLY POINT UNTIL ALL CLEAR OR OTHER INSTRUCTION IS GIVEN BY EMERGENCY SERVICES

Emergency telephone numbers

Where T H Construction Ltd acts as Project Supervisor Construction Stage a Construction Stage Health and Safety Plan will be put in place and will include emergency procedures for that site. Where others act as PSCS their Construction Stage Health and Safety Plan must include Emergency Plans.

Site Location: Various locations in Connacht and Leinster.

Service	<u>NAME</u>	<u>TELEPHONE NO.</u>
Doctors:	Tobin Health Centre	094 9021119 086 8234336
Hospital:	Mayo General	094 9042377 094 9042378
John Henry Head Office		086 8188349 094 9022833
Ambulance:		999 or 112
Fire Brigade:		999 or 112
Garda:	Castlebar Garda Station	999 or 112 or 094 9038200
ESB		1850 372 999
Bord Gais		1850 20 50 50

In Case of Emergency state:

- Your name, the service you require and where you are calling from.
- Where you require attendance and clear directions how to get there!
- If emergency services call have somebody at entrance to direct to scene!
- Make sure access is clear.

ASSEMBLY POINT: At Site Offices

FIRST AID

A fully first stocked first aid-box will be kept available in the site office.

The First Aid Box will be under the control of; David Curran or the First Aider on site

A trained site First Aider must be available on site, whenever personnel are working on site.

The trained First Aiders on site will be;

David Curran Kieran McDonagh or the First Aider on site.

2.8 Training

All staff employed by T H Contractors Ltd, will receive induction training to ensure that they fully understand their responsibilities and the hazards of the processes safety precautions and emergency procedures as appropriate.

Training will also be given where appropriate, in First Aid, Chemical Handling, Abrasive Wheels, Confined Spaces Entry, Working at Heights, Mobile Elevated Work Platforms operation, Slings/Signalling, Manual Handling, Fire Safety, Fire Fighting, Breathing Apparatus, Emergency Procedures, Personal Protective Equipment. Good Housekeeping and Good Hygiene Practices.

Training will also be given, as necessary to all Management and Managers/ Supervisors to ensure that they have adequate knowledge of their responsibilities defined in this safety statement to enable them to organise work safely and without risk to health.

In each instance the trainers, the method of training, frequency of training etc. will be organised and arranged by T H Contractors Ltd

The following training has been or will be given to the following category of employees:

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Training	Employees
Training in Occupational Safety and Health – Managing Safely	Managers/Supervisors
Permit to Work Systems:	Maintenance Personnel. Managers/Supervisors & Relevant Employees.
Emergency Response Plan. Fire Prevention. Basic Fire Extinguishing:	All Employees.
Safe Manual Handling:	All employees.
Mobile Equipment	Relevant Personnel Authorized to Operate Mobile Equipment i.e. Fork Lift Truck (FLT), 360° Excavators with CSCS cards if appropriate.
Machinery Safety Awareness & Hand Protection:	Relevant Employees
Personal Protective Equipment:	Relevant Employees.
First Aid:	Relevant Personnel.
Lockout/Tag out:	Relevant Personnel
Working from Heights:	Relevant Personnel
Safe Pass	All Construction Personnel.
Asbestos Awareness	David Curran, Sean Lisle,
Abrasive Wheels	Relevant Personnel

2.9 Consultation

T H Contractors Ltd will dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of employees.

The following resources will be dedicated:

The Management and if necessary Consultants or competent persons for appropriate safety consultancy, auditing and training input.

Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.

Effort for implementing the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.

Finance to ensure, in so far as is reasonably practicable, the Safety, Health, and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our employees.

The resources to ensure that Health & Safety is taken into account at that planning stage of all new work, where this new work may have effects on employee Health and Safety.

The rules set out in the Construction Regulations 2013 relating to site safety, accident reporting, and the preparation of safety files, will be followed.

Consultation:

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken.

Each employee will be given opportunity to make representations to management as applicable.

The Safety Consultancy Better Safety will maintain a database of new Legislation and subscribes to a Legal Database "The Health & Safety Review" They are also members of IOSH and have access to their database.

Consultation Where the Company is Appointed Project Supervisor Construction Stage

T H Contractors Ltd together with their subcontractors and designers will be available for attendance at and participation in design, review and liaison meetings as deemed necessary throughout the life of the project. The purpose of such meetings may be varied and include public relations, progress, design, liaison, safety or other.

Regular safety meetings will be held with Contractors or their representatives currently on site, or due to come on site.

Changes to design or procedures must be notified by post or email or documented at such meetings.

The safety officer, will conduct safety audits at regular intervals and report in writing with action items outlined with a timescale included.

Addressing deviations from health and safety procedures will be the responsibility of the Project Supervisor Construction Stage (P.S.C.S.).

Suppliers of materials must supply manuals or MSDS sheets to the project with the product at time of delivery or before.

Part 2 Section 21 of the Safety, Health and Welfare at Work Act 2005 require all Contractors and Self Employed persons sharing a place of work to co-ordinate and co-operate to implement Safety Health and Welfare Provisions.

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This will be implemented by discussion at Progress Meetings where all Contractors will be required to advise on what work they have planned, and where arrangements will be agreed for the safe co-ordination of activities.

All Contractors are obliged to provide information on any matters that might affect the Health and Safety of any worker on the Site or any person adjacent to the site. The primary source of this information is the Contractors Safety or Method Statements which must be provided before coming on site.

Contractors must advise the Project Supervisor for Construction in writing of any new information on matters affecting Health and Safety or anything that might justify a review of the Safety Plan.

The Project Supervisor (Construction Stage) will ensure continued liaison with the Project Supervisor (Design Process) on Design Changes, Design Decisions and Time Changes, which may affect the information provided with respect to particular risks as defined under the Construction Regulations or to the nature and scope of the Project so as to enable the Project Supervisors to comply with the Construction Regulations

All communications will be in writing and may be delivered by post or electronically by email.

All site meetings will be documented and minutes must be kept.

3. Hazard Identification, Risk Assessment and Control:

General:

The following list of hazards, risks and controls are a general guide for any construction site which T H Contractors Ltd may be employed to work on. It is important to note that this is only a guide and is non-exhaustive or non-specific.

A "site specific" risk assessment will be carried out additional to this on each site and the results will be included in the Safety and Health Plan for that site.

Other hazards:

These are hazards that cannot be eliminated, but the risk shall be reduced by the introduction of safe working practices. The safe working practices are outlined in Appendix A.

3.1. Demolition

Assessment of Risk:

High

HAZARDS	RISKS
Undermining. Falling or flying debris. Falling from height. Live overhead wires. Machinery Operation Building may contain Asbestos Non compliance With rules	Unexpected collapse of a structure. Risk of serious injury or death. Risk of amputation or laceration. Fire, Explosion, Flooding, Electrocution.

Controls:

When carrying out work of this nature comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (Part XII on Demolition).

All asbestos must be removed from the structure before demolition begins.

Explosives will not be used in this demolition work.

Inspect and Survey site to ascertain structure ground and services.

Secure the site before demolition commences.

Ensure that there is good communication between demolition machine drivers and other operatives on site.

Ensure that the demolition will not affect neighbouring properties.

Ensure that the demolition is under the control of a competent person.

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Suppress dust during the demolition process.

Establish an exclusion zone at a distance from and around the structure to be demolished. Ensure that those outside the exclusion zone are safe from all demolition work and that they remain outside the exclusion zone.

An Exclusion Zone consists of four areas

Plan Area –the area to be demolished.

Designed drop area- where demolished building will drop.

Predicted Debris Area –area where any debris could fall.

Buffer Area- from debris area to exclusion zone perimeter.

All operatives must wear appropriate PPE including approved safety helmets.

Steel framed buildings will be dismantled only after asbestos removal.

Assessment of Risk when Controls are in place:

Medium

3.2 Scaffolding:

Assessment of Risk:

High

HAZARDS	RISKS
Uneven or unstable ground conditions. Poorly constructed scaffold i.e. not level, not braced or secured properly. Missing planks, handrails and toeboards from platforms. Stacked materials on platform. Working at heights. Damaged fittings, tubes and split planks. Overhead Lines. Inadequate Training or Scaffold erected by untrained personnel poor security on site Non compliance With rules	Risk of scaffold collapsing due to unstable ground conditions or poorly constructed scaffold causing serious injury or death. Risk of falling from height causing serious injury or death. Risk of injury from falling materials. Risk of overloading scaffold causing it to collapse and materials to fall resulting in serious injury or death. Risk of plant on site coming in contact with scaffold causing its collapse and employees or materials to fall, resulting in serious injury or death. Risk of children getting onto and falling from the scaffold.

Controls:

- (a) Employ competent persons to erect, maintain and dismantle scaffolds.
- (b) Management of scaffolding is a prime responsibility of site management.
- (c) Ground is level and not unlikely to be undermined by any excavation.

- (d) Timber sole plates are used to spread the weight of the scaffold and prevent sinking when loaded.
- (e) Steel base plates levelling jacks are used to level base at scaffold.
- (f) All scaffold sections, tubes and fittings are in good condition and free from any hardened concrete or other debris.
- (g) Area around base of scaffold is cordoned off, allowing no access to plant or machinery.
- (h) Warning notices are displayed on scaffold relating to “Incomplete” and “No Unauthorised Use”
- (i) No split, notched or damaged planks to be used.
- (j) Scaffolds are firmly braced diagonally in both directions and secured into building every 32 square meters.
- (k) All scaffold platforms are fully boarded.
- (l) All scaffold platforms above 2 meters are toe-boarded and hand-railed.
- (m) Ladders access is provided to all working levels during working hours. Ladders will be removed at the end of each working day or have a scaffold board tied on to prevent children climbing them where the site is not fenced off.
- (n) Ladders are in good condition, on a firm footing, at the correct angle of 1 in 4 (75%), secured at the top and rising above the platform at least 1m (3 ft).
- (o) Any materials stacked above toe-board height are protected from falling under the handrail by fitting brick guards or placing a barrier at handrail height.
- (p) Trestles are in good conditions.
- (q) Planks used in scaffolding trestles are supported properly i.e.
- (r) 32mm planks maximum span 1.0 meters.
- (s) 32mm planks maximum span 1.5 meters.
- (t) 50mm planks maximum span 2.4 meters.
- (u) Trestles are only used on level ground and are a minimum 3 planks wide
- (v) Trestles must have a handrail.
- (w) Scaffolds are inspected regularly and at least once per week by a competent person.

To adhere to at all times the Safety, Health and Welfare at Work (Construction) Regulations 2013 and the HSA “Code of Practice for Access and Working Scaffolds 2009”.

Assessment of Risk when Controls are in place:

Medium

3.3 Workplace

Assessment of Risk:

High

HAZARDS	RISKS
Accidents or Incidents at work Inadequate Training Non compliance With rules	Injury at work Death

Controls

All new employees attend the company induction on commencement of employment

All employees wear and maintain the PPE (personal protective equipment), provided to them

Employees inform their supervisor immediately of any defective equipment noted while at work.

All employees share a responsibility to maintaining good housekeeping standards in their areas of work.

Employees must never store materials in places or positions that may create hazards to other workers.

Employees will be expected to maintain welfare facilities and leave them in a hygienic condition.

Employees attend training courses where provided

Employees report any incidents, or accidents that may occur at work, to their supervisor or person in charge

Assessment of Risk when Controls are in place:

Medium

3.4 Mobile Scaffolding:

Assessment of Risk:

High

HAZARDS	RISKS
Toppling over. Unstable footing and ladders. Improper erection. Loose materials. Moving tower while personnel are on board. Overreaching. Standing on the handrails. Struck by machinery	Risk of falling off tower causing injury or even death. Risk of falling materials causing injury or even death to personnel below. Collapse Tower toppling over

Hazards:

Mobile scaffolds are very hazardous and topple if not erected properly, are too high in relation to the base, if they are used on uneven ground, if material is not secured, if people do not dismount when they are being moved or if they are struck by machinery.

Controls:

- a) The dimensions of the platform must not exceed those of the base.
- b) Ladder access must be provided to all working platform levels.
- c) All scaffold platforms above 2 meters must have toeboards and handrails
- d) The corner standards are not less than 1.2m apart.
- e) Ledgers and transoms fixed at right angles to the standards commence approx. 150mm from the bottom to provide a firm base and clear the wheels.
- f) Lifts do not exceed 2.7m or the dimension of the shortest side, whichever is the smaller.
- g) Ground on which scaffold is used must be cleared of debris and made as even as possible.
- h) Wheels must be securely fixed to prevent dislodgment.
- i) Diagonal bracing is provided horizontally in each vertical plane of the framework on mobile towers built from traditional materials.
- j) The height of the working platform must not be more than 3 times the smaller width at the base (except where outriggers are used).
- k) Mobile scaffolds do not exceed 12 meters in height and if over 8.5m they are tied to the building.
- l) Mobile scaffolds are only used on firm level floors and ground free from obstruction.
- m) The scaffold is not moved when bearing men or materials.
- n) Mobile scaffolds are moved only by pushing or pulling the base.
- o) After erection or movement ensure that the wheels are securely locked before the scaffold is used.

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- p) When any mobile scaffold is used outside in windy conditions it must be securely anchored or tied to the building.
- q) Where ground is totally unsuitable for the erection of a scaffold, a span deck should be used between two scaffolds to bridge the poor ground, allowing safe access to the workplace. This span deck must form part of the scaffold and be securely attached.
- r) To adhere to at all times the Safety, Health and Welfare at Work (Construction) Regulations 2013 and the HSA "Code of Practice for Access and Working Scaffolds.

Assessment of Risk when Controls are in place:

Medium

3.5 Ladders:Assessment of Risk:

High

HAZARDS	RISKS
Unsecured ladders. Unstable footing and ladders. Damaged ladder. Ladder too short. Ladder unsuitable for the work task. Overreaching while on ladder. Ladder at too steep an angle.	Risk of falling off ladder causing injury or even death. Risk of falling materials causing injury or even death to personnel below.

Precautions:

Ensure that:

All ladders in good condition before use. (Ladders with damaged or missing rungs, damaged feet or styles shall not be used).

The ladder is suitable for the work. (Remember only light work may be performed off a ladder. All ladders used on site must be certified to the EN131 standard.

Before beginning work, a dynamic risk assessment is carried out on site to determine the correct form of access and/or egress. All relevant employees briefed on the risk assessment

The ladder is erected to the correct angle 1 in 4 (75%)

The ladder has a level and firm footing, (wedges, blocks etc. must not be used to level footing).

Ladders are never placed where there is danger of moving vehicles, overhead power lines or cranes.

Ladders are secured at all times and where they cannot be secured a second man foots the ladder.

The ladder rises above any platform, floor level or slab at least 1m (3ft).

A safety harness is worn and securely attached when both hands are required for a task whilst working from a ladder.

There is only one person on a ladder at any one time.

Both hands are free when climbing ladder.

Any person footing a ladder wears a helmet at all times.

Ladder stays or similar devices are used to avoid placing ladders against a fragile surface.

The area around the foot and top of the ladder is kept free of all rubble, rubbish materials, trailing cables and any other trip hazards.

Ladders are moved to avoid over reaching.

Users face the ladder at all times when ascending or descending and be sure footwear is free of mud, grease etc. which could cause a slip or fall.

Scaffolding or slab edge does not interfere with your footing when you step on or off the ladder.

If supplies or equipment have to be carried, ensure that a shoulder bag or a tool belt is used, never overload. 3 point contact to be maintained, ladders are not for prolonged use

Ladders are never supported by their rungs and are always secured by both styles.

Stepladders are fully opened to permit the spreader to lock and the top two steps are never used.

Ensure ladder is stored in a safe place when not in use and is not creating a hazard to others.

CONSTRUCTION SAFETY STATEMENT

Painted ladders are not permitted

Do not carry out makeshift repairs to a damaged ladder.

When using metal or metal reinforcement ladders, make sure there are no electrical hazards in the vicinity. Anyone performing Electrical work must **not** use a metal ladder or step ladder.

Ladder rungs must not be used as improvised ramps.

Ladders are removed at finishing time or made safe to prevent climbing by children.

Additional Safety Preventive Measures for Folding Step Ladder

Different grades of stepladders are available; the one chosen must be strong enough for the task it is being used for. The manufacturer or supplier documentation should be observed

At any time there should only be one person on a stepladder and users should never straddle the step ladder

Assessment of Risk when Controls are in place:

Medium

3.6 Housekeeping:

Assessment of Risk before controls:

Medium

HAZARDS	RISKS
Broken blocks and rubble. Tie wire from steel fixers and tie wrapping from bales of sheeting. Materials not stacked or stored safely. Waste materials. Waste timber with nails protruding. Flammable waste materials. Oil spillages.	High risks of slips, trips and falls causing injury. Risks of standing on protruding nails or contact with sharp edges causing serious injury. Risk of fire from flammable waste material. Risk to members of the public where site is beside thoroughfare. Risk of materials being blown around in high winds.

Controls:

Ensure that:

- a) All materials are stored and stacked safely away from access routes or entrances.
- b) All access walkways and roadways around the site are maintained free from any rubble, rubbish or any other trip hazard.
- c) All other work areas are tidied up at the end of each workday.
- d) All timbers are de-nailed immediately.
- e) All rubbish is gathered into piles at central locations for daily removal of skip.
- f) All flammable or combustible rubbish such as wrappings from materials, cardboard etc. is skipped immediately.
- g) Ensure that children cannot knock stacks of materials.
- h) Ensure that children do not have access to any hazardous substance

Assessment of Risk when Controls are in place:

Low

3.7 Mechanical Lifting Devices:

Mechanical lifting devices include winches, slings, pulley blocks, gin wheels, cranes, fork lifts etc.

Assessment of Risk:

High

General:

Accidents with cranes and lifting appliances are caused by abuse, misuse or neglect by those who operate them and by supervisors and others responsible for their operation.

It is people who cause accidents by ignoring or disregarding the regulations provided for safe systems of work.

HAZARDS	RISKS
<p>Lifting tackle may break allowing a heavy load to be dropped on workers. Slings may slip allowing load to fall. Loads may swing causing serious injury. Workers may be struck by mobile crane, jibe or load causing serious injury. Movement of hook or block whilst being lowered or lifted. Safe working load may be exceeded causing equipment to fail. Equipment may come in contact with overhead power lines. Cranes may overturn with tragic outcomes.</p>	<p>Risk of being seriously injured by a heavy load falling. Risk to members of the public where site is beside thoroughfare. Risk of a crane overturning - multiple fatalities. Where there are multiple cranes, collision of crane with another. Workers may be struck by mobile crane, jibe or load causing serious injury.</p>

Risks:

The risks attached to any failure of cranes or other lifting appliances are very high as many people can be seriously injured by a heavy load falling or a crane overturning.

Controls:

- a) The Safety, Health and Welfare at Work (General Applications Regulations) 2007- 2016 applicable to lifting appliances must be adhered to.
- b) Lifting machines must be constructed, installed, protected, worked and maintained so as to prevent damage.
- c) They will be examined and tested by competent persons before being taken into use and after any substantial alterations or repairs.
- d) Test certs will be issued and the results of each examination entered on Form GA1 with the permanent mark of identification and safe working load also recorded.
- e) Competent persons will carry out weekly inspections and records of such inspections entered on Form GA2.
- f) Keep the test certificates for all lifting machinery and tackle showing its safe working load and the annual or six monthly examination reports.

- g) Only use certified lifting equipment, marked with its S.W.L (Safe Working Load), which is not overdue for examination.
- h) Never exceed the S.W.L of machines or tackle. Remember the load in the legs of a sling increases as the angle between the legs increase.
- i) Never lift a load if in doubt of its weight or the inadequacy of the equipment.
- j) Never use makeshift, damaged or badly worn equipment, chains shortened with knots, linked or twisted wire ropes, frayed or rotted fibre ropes.
- k) A wire rope must not be used if more than five percent (one in twenty) of the wires can be seen to be broken in any 10-centimetre length.
- l) All loads, irrespective of their shape or size, are slung so that their centre of gravity falls immediately below the crane hook.
- m) Provide suitable packing to protect slings from damage by sharp edges of loads and do not allow tackle to be damaged by being dropped or dragged from under a load.
- n) Ensure that snatch loading does not take place.
- o) Cranes must have a fully competent slinger or banksman and use a recognised signalling system.
- p) Ensure that people or loads cannot fall from a high level when using lifting machines like lifts, hoists, cranes.
- q) Never allow anyone to be carried with a load.

Assessment of Risk when Controls are in place:

Medium

3.8 Manual Handling:

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Heavy Loads. Awkward Loads. Using improper lifting methods. Sharp or rough edges. Hot or cold surfaces. Carrying loads that obstruct carrier view. Loading onto low platforms. Loading onto high platforms. Overreaching. Repetitive Movements Bending rather than squatting.	Strained back, injuries. Slipped disks. Industrial deformities. Repetitive strain injury, hernias. Injuries to feet and legs from dropping objects. Injury to hands from sharp, rough, hot or cold surfaces.

Controls:

Ensure that:

- a) Mechanical lifting methods are used where possible.
- b) Persons required to perform manual handling tasks are instructed on correct lifting methods.
- c) All manual handling tasks are planned to minimise risks.
- d) Work areas and access routes are free of trip hazards.
- e) Proper personal protective equipment such as safety boots and gloves are used.
- f) Always adhere to Safe Work Practice sheet. (Appendix A)

Assessment of Risk when Controls are in place:

Medium/Low

3.9 Temporary Electric's:

Assessment of Risk:

High

HAZARDS	RISKS
Live electric current. Trailing cables across access routes. Damaged equipment and cables. Surface water on site. Overloaded sockets and cables.	Risk of serious injury or death from electric shock. Risk of injury from tripping over trailing cables. Risk of mechanical damage to cables trailing across site access ways and roads. Risk of burns from contact with live electric equipment. Risk of fire from overloaded equipment or cables.

Controls:

Ensure that:

- a) All temporary electric distribution cables and equipment is 110 volt and wired into an Earth Leakage Circuit Breaker (ELCB) or RCD.
- b) All sockets are waterproof sockets and are in good condition without any exposed wires and wired by a competent electrician.
- c) All transformers and distribution boards are in good condition with all trip switches working properly.
- d) A competent person does a weekly check on all equipment.
- e) Damaged cables are replaced immediately and no temporary joints used.
- f) Cables do not trail across access walkway, doorways, stairs etc causing trip hazards.
- g) Cables crossing site roadways are buried in cable ducting.
- h) Electrical system is wired through Residual Current Circuit Breaker (RCD) to prevent current overload.
- i) Cables are kept clear of sharp edges and from underneath doors where they may be damaged.
- j) All power is isolated at finishing time.

Assessment of Risk when Controls are in place:

Medium

3.10 Hazards from Electricity

General Hazards:

Electricity is a safe and efficient form of energy but if electricity is misused it poses one of the greatest hazards in the workplace. Some knowledge of electricity for all personnel is essential because the injuries are usually more severe than those resulting from other hazards and also because misuse of electricity or poor maintenance, is responsible for a large proportion of fires.

HAZARDS	RISKS
Live electric current. Damaged equipment and cables. Overloaded sockets and cables. Poor or incompetent installations 220 volt or higher voltages	Risk of serious injury or death from electric shock. Risk of burns from contact with live electric equipment. Risk of fire from overloaded equipment or cables.

Assessment of Risk:

High

Risks Involved:

1. From Electric Shocks:

If a person is in contact with earthed metalwork or is inadequately insulated from earth, then because the human body and the earth itself are good conductors of electricity, they form a circuit through which electricity under fault conditions can flow.

As electric shock affects the nervous system and can cause muscular contraction, including the inability to let go, thus increasing the risk of serious consequences. An electric arc dissipates considerable energy in the form of intense heat which can cause extensive and deep seated burns, possibly contaminated with vaporised metal. High frequency currents can cause internal burns if allowed to pass through the body, although little sensation of shock is experienced.

(a) Over 0.01 amps through the heart can be fatal, currents as low as amps maintained over a period can have the same effect.

(b) 0.01-0.015 amps causes muscular spasm which includes inability to let go, thus the shock is prolonged and will convert a minor shock into a major fatal one.

(c) 0.002-0.005 amps is the threshold of feeling.

(d) 0.002 amps is the maximum safe current that may be accidentally momentarily passed through the body.

The amount of current passing through the body depends on the voltage applied to the body and on its resistance. The body's resistance varies with the state of health, moisture on the skin, wet ground conditions and other factors and may be as low as 1500 ohms hand to foot.

2. From fixed, portable and handheld metal clad apparatus:

The risk of shock from fixed apparatus is low provided that maintenance and regular checks are carried out.

However, the use of portable handheld appliances supplied by means of a flexible cable, plug and socket, can increase the risk because they are subject to much greater wear and tear. Wear is concentrated at points where these flexible cables enter appliances and plugs and the flexible cables can be damaged by works transport or while lying on the ground.

The effects of this wear or damage could be to cause an overload fault or an earth fault, which will result in the conductors being made dead and safe. If, however, at the same time damage has caused a concealed open circuit in the earth conductor, the situation becomes dangerous. In the event of an earth fault, no current can flow in the fault circuit because it is broken, therefore, the fuse or MCB will not operate.

The case of the appliance will remain charged. A 110Volt portable tool could be live at 240 volts because of an earth fault in the 240 volt winding and a broken earth wire in the cable supplying the 240/110 volt transformer feeding it.

Precautions:

110V Electrical Systems:

110 Volt systems are always used with tools, temporary lighting and other equipment, with the following exception:

(a) In the case of an appliance comprising a motor which is rated at, or exceeds 2 horse power.

(b) In the case of other appliances whose rated input is at, exceeds 2 kilovolts.

These 110v systems which use transformers at the mains supply to step down the voltage are much safer and the risks of serious electric shock are low. All component parts of the system, plugs, etc. are colour coded yellow for easy identification. The centre point of the lower voltage winding of

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the transformer is tapped and brought out for a permanent connection to earth.

All transformers must be covered with the protection of an "Earth Leakage Circuit Breaker" (E.L.C.B.) or a "Residual Current Device" (R.C.D).

- Double Insulated and all Insulated Tools:

These are safer than ordinary tools because they incorporate layers of protective insulation or its equivalent to prevent any external metal parts from becoming "live" and causing electric shock during normal dry operating conditions.

-Cables:

The type of cable in use must be suitable for the purpose for which it is used. All damaged cables are replaced. If a cable repair is attempted, special connectors are used, as taped joints are not satisfactory to maintain the physical properties of the cable. Cable drums are fully unwound to prevent overheating and subsequent damage.

Controls

- a) Be aware of all buried services and cables and trace the position of the cables as accurately as possible with cable plans and cable location devices. Contact the Electricity Supply Board for assistance.
- b) Display abstracts from the regulations and resuscitation instructions, and ensure all regulations are complied with.
- c) Render all overhead cables harmless where possible or provide warning devices. Avoid flashover by ensuring that no part of any machine, ladder, etc. does within 10m of a power line, unless authorised.
- d) Plan ahead and ensure that all electrical supplies are properly installed and maintained by a competent electrician.
- e) Use 110 volt electrical systems with double insulated and all insulated tools.
- f) Residual current devices are provided where equipment is used at mains voltage and screened cables are also used. These devices operate within 30 milliseconds if the earth leakage exceeds 30 ma.
- g) Ensure the plugs, sockets and all such fittings are of a high standard and sufficiently robust for their proposed use.
- h) Ensure that fuses, circuit breakers, and other devices are correctly rated for the circuit they protect.
- i) Prevent the access to electrical dangers, keep distribution boards covered and closed, and if possible locked, with the key held by a responsible person. implement lock out procedures.
- j) Ensure that main switches are readily accessible and clearly identified, and that everyone knows their location and how to use them in an emergency.

- k) All portable apparatus are listed so that it can be regularly inspected and its condition recorded.
- l) Suspect or faulty apparatus are taken out of use.
- m) Tools and power sockets are switched off before plugging in.
- n) Where the E.S.B. lines Gas lines or Telecom lines on a site are underground, it is of the utmost importance that these lines are clearly marked and that all site personnel are made aware of their whereabouts using clear and permanent markers.
- o) Follow the H.S.A.s "Code of Practice for Avoiding Danger from Underground Services.

Assessment of Risk when Controls are in place:

Medium

3.11 Temporary Lighting:

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Live electric current. Trailing cables across access routes. Poor lighting to work areas. Poor site lighting.	Risk of serious injury or death from electric shock. Risk of injury from trips or falls. Risk of injury from walking into unseen hazards.

Controls:

Ensure that:

All work areas are well lighted.
 Adequate lighting is provided where necessary for safe access around site.
 All temporary lighting is 110 volts.
 All lights and cables are in good condition and suspended properly to prevent causing a trip hazard and from coming in contact with surface water.
 All lighting circuits are wired through an ELCB

Assessment of Risk when Controls are in place:

Medium/Low

3.12 Hand and Power Tools:

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Sharp edges. Electric power. Flying materials, metal filing's, dust etc. Hot surfaces. Trailing cables. Rotating chucks or blades. Noise.	Risk of injury to hands and other body parts from sharp tools or edges. Risk of muscular strain to wrist and hands. Risk of injury to eyes from flying materials such as sparks or dust. Risk of minor burns from hot surfaces. Risk of electric shock from unearthed or uninsulated tools. Risk of tripping over trailing cables. Risk of noise induced hearing loss from over exposure to noisy equipment..

Controls:

Ensure that:

- a) Sharp or pointed tools and equipment are stored and carried safely in tool boxes or tool belts.
- b) Any defective tools or equipment are replaced immediately.
- c) All electrical equipment with metal casing is properly earthed and all other tools are double insulated.
- d) All cables are kept tidy and away from access routes and walkways.
- e) All personal protective equipment such as safety goggles, earmuffs and gloves are worn appropriate to the equipment used.
- f) All rotating blades or discs are guarded. Guards are maintained in good condition and kept in place at all times.
- g) Power supply is disconnected before making any adjustment, changing any discs or blades.
- h) Power tools are worked on 110 Volts (Nothing more).
- i) Steadying handles are kept on equipment at all times.
- j) Manufacturer instructions are read and fully understood before operating.
- k) All tools and equipment are immobilised or kept out of reach of children.

Assessment of Risk when Controls are in place:

Low

3.13 Abrasive Wheels (Angle Grinders and Consaws):Assessment of Risk:

High

HAZARDS	RISKS
Rotating disc or blade. Abrasive disc. Flying sparks, dust or materials. Noise. Disc or blade not correctly fitted. Incorrect disc used. Trailing cables. Electrical power.	Risk of injury to hands or other body parts due to contact with rotating blade or disc. Risk of disc shattering due to incorrect mounting, over speeding or incorrect use of disc. Risk of disc or blade being thrown off due to incorrect mounting. Risk of eye injury from sparks, dust or flying materials. Risk of injury to hands and other parts from hot sparks. Risk of noise induced hearing loss from overexposure to high noise levels. Risk of injury to other persons working in the area close to noise, sparks, dust or other materials. Risk of fire from hot sparks. Risk of tripping over trailing cables. Risk of electric shock from exposed wires.

Controls:

Ensure that:

All persons operating angle grinders/consaws are fully instructed in safe mounting of blades and discs and safe operating of machine.

All persons mounting blades or discs should have completed an "Abrasive Wheels" course.

Those who have completed the "Abrasive Wheels" course and passed the assessments must be authorised have their name entered on the Company Safety Statement.

Only 110 volt supplied tools are permitted on site.

Equipment is in good repair; any defects are repaired and faulty equipment replaced.

All guards are fitted, kept in position and maintained in good condition.

All personal protective equipment such as goggles, face shields, boots, gloves and overalls are worn when necessary.

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The correct disc is used for whatever type of material is being cut or worked on. For Diamond discs “Dry” Discs may be used wet or dry “Wet” Discs may only be used wet - using water to cool and suppress dust)

The disc or blades are mounted correctly and follow all manufacturer instructions.

The disc or blades are mounted by a trained person

The mounting nuts are not damaged and in good condition; replace if necessary.

The correct mounting tool or spanner is used and never over tightened, as the wheel will tighten itself as it spins.

The spindle speed on the machine and disc are clearly marked and matched up with each other.

A grinding disc is never used for cutting or vice versa.

The grinder is used at the correct angle and does not get choked causing excessive stress to the blade.

Care is taken to where hot sparks or flying materials will go. Move any combustible materials away and warn other workers in the area.

Any trailing cables are kept tidy and away from access routes and walkways.

A ‘Hot work Permit’ may be needed for any Grinding operations

Assessment of Risk when Controls are in place:

Medium

3.14 Burning and Welding:

Assessment of Risk:

High

HAZARDS	RISKS
Welding and burning operations have a high potential for personnel injuries and fires. Electrical power. Gasses and Gas cylinders Ultra Violet light	Exposure to ultra violet radiation. Exposure to extreme heat causing burns. Inhalation of metal oxide dust causing irritation and infection of the upper respiratory tract. Leakage of gas cylinders or hoses causing fire or explosion. Risk of dangerous chemical reaction when gases come in contact with substances such as oil and copper. Risk of fire from sparks or welding slag. Injury from handling or being struck by cylinders. Risk of electric shock from exposed wires.

Controls:

Ensure that:

- a) Trained personnel who are fully aware of all the precautions required will only operate equipment.
- b) Adequate storage facilities are provided for quantities of cylinders on site and they must be stored in an upright position and tied securely.
- c) Precautions are taken to prevent fire and explosion through the provision of good working conditions and adequate fire fighting equipment.
- d) Work place is inspected to ensure that sparks or molten material will not fall on combustible materials.
- e) Fixed and immovable material is protected with a non-combustible material.
- f) Apparatus is not left alight when unattended.
- g) Adequate fire fighting equipment is in place prior to lighting apparatus.
- h) Check that each cylinder is labelled and the gas is what you require.
- i) Appropriate eye and clothing protection is worn when handling gases.
- j) Equipment is disconnected before transporting on vehicles or being put in store.
- k) Cylinders are checked for leaks prior to placing them in enclosed areas whilst also ensuring that there is adequate ventilation.
- l) Good quality hose, free from hardening, cracking and similar defects is used.
- m) Cylinders are positioned as close to the workplace as practicable where cylinders are on a different level. Long hoses are to be avoided if at all possible.
- n) Suspected leaks are checked with caution and work is disconnected until they are required or passed okay.
- o) All cylinders are kept upright and chained when in use and when stored.

Assessment of Risk when Controls are in place:

Medium

3.15 Electric Arc Welding:

Assessment of Risk:

High

Many of the hazards of oxy-acetylene welding apply to electric arc welding, however it is generally less hazardous.

HAZARDS	RISKS
<p>Welding and burning operations have a high potential for personnel injuries and fires. Electrical power. Ultra Violet light</p>	<p>Exposure to ultra violet radiation. Exposure to extreme heat causing burns. Inhalation of metal oxide dust causing irritation and infection of the upper respiratory tract. Leakage of gas cylinders or hoses causing fire or explosion. Risk of fire from sparks or welding slag. Injury from handling or being struck by cylinders. Risk of electric shock from exposed wires.</p>

Controls:

Ensure that:

- a) All cables and couplings are of adequate construction for the welding operation.
- b) All terminals and live components are adequately protected.
- c) All joints are completed with suitable insulated cable couplings.
- d) Work is never done without a suitable efficient earth connection.
- e) All connections, equipment and cables are checked prior to use.
- f) Operator uses appropriate protective equipment mask gloves welding apron and screens are put in place to protect others from "Arc Eye/ Welding flash" or similar dangers.
- g) Welding operations will require a "Hot Work Permit"

Assessment of Risk when Controls are in place:

Medium

3.16 Compressors and Breakers:

Assessment of Risk:

High

HAZARDS	RISKS
Pressure vessel. Compressed Air. Flying materials and dust. Excessive noise. Unsecured or uncontrolled hoses. Poorly maintained fittings. Hot surfaces on engine Flammable fuel. Mechanical moving parts in engine. Vibration.	Risk of air receiver or pressure vessel bursting or exploding causing serious injury or death. Risk of serious foot injury due to contact with breaker or hammer. Risk of serious injury from flying materials, unsecured fittings flying off or uncontrolled hose whipping up under pressure. Risk of noise induced hearing loss from excessive noise. Risk of injury to hands and forearms from excessive vibration. Risk of burns from hot surfaces on engine. Risk of entanglement from unguarded engine parts. Risk of fire from refuelling operation. Risk of injury from blown dust or materials. Risk of injury from compressed air entering the body through cuts or broken skin.

Controls:

Ensure that:

- a) When a compressor is hired a valid test certificate accompanies it. The certificate is issued to prove a thorough examination was carried out and that it was in good condition. The certificate is valid for 2 years from the date of inspection.
- b) The automatic drain valve is operating properly and checked weekly.
- c) All fittings and hoses are in good condition.
- d) Anybody operating a breaker is instructed in its safe use.
- e) Personal protective equipment such as safety footwear, gloves, earmuffs and goggles are used where necessary.
- f) Pressure reduction nozzles are fitted to all hand tools and breakers.
- g) All hand tools, hammers and breakers are in good condition.
- h) All gauges and pressure indicators are operating properly and never allow the machine to exceed the safe working pressure marked on the gauge.
- i) Any tools, hammers, breakers or hoses are never left unattached while lines are pressurised.
- j) The engine is switched off and allowed to cool before refuelling. Funnels are used when refuelling.

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- k) All moving engine parts are properly guarded.
- l) Job rotation is practiced

Assessment of Risk when Controls are in place:

Medium

3.17 Refuelling and Fuel Storage:

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Flammable liquids. Hot engine surfaces. Other ignition sources i.e. smokers. Static Electricity. Flammable vapours and fumes. Leaking and faulty containers.	Risk of fire or explosion from: - build up of flammable fumes or vapours in enclosed area. - contact of fuel with hot engine surface. - build up of static electricity igniting fuel. - smokers material igniting fuel. Risk of serious burns from contact with ignited fuel. Risk of dermatitis from handling fuel spirit..

Controls:

Ensure that:

- a) All storage tanks are in good condition and free from leaks.
- b) Danger signs are posted on tanks, i.e. "Danger Flammable Liquids" and "No Smoking" "Switch off Engine".
- c) All cans and tanks are clearly labelled.
- d) All portable cans are stored in a separate lockable and vented store. Do not store inside storage containers or in enclosed spaces where fumes and spillages could build up.
- e) Engine is switched off and allowed to cool before refuelling, never refuel a hot engine or while it is running as any splash will ignite.
- f) Gloves are worn when handling fuel spirit.
- g) Smoking only allowed in designated areas on site

Assessment of Risk when Controls are in place:

Medium

3.18 Mobile Plant and Machinery:

Assessment of Risk:

High

HAZARDS	RISKS
Made up roads. Steep gradients or slopes. Excavations. Overhead power lines. Refuelling. Manoeuvring vehicles around where people are working. Mud and debris on public roads. High noise from machines.	Serious injury from overturned plant or machinery. Pedestrians or other workers being injured by vehicles. Pedestrians being crushed by vehicles causing serious injury. Materials falling from heaped loads on vehicles causing serious injury. Contact with overhead power lines causing electrocution. Risk of fire when refuelling plant or machinery. Risk of overturning into open excavations while manoeuvring. Accidents on public road caused by mud from site traffic. Risk of noise induced hearing loss from noisy machines.

Controls:

Ensure that:

- a) All site roads and traffic routes are planned with safety in mind.
- b) Vehicles are kept maintained, in good repair, lights, steering, handbrake and footbrakes are functional and in safe condition and lights are working.
- c) Only trained people are allowed to operate vehicles. Keys will be held by those persons and key will be removed when the vehicle is not in use.
- d) Extra care is taken when manoeuvring vehicles on slopes or inclined ground. Drivers should familiarise themselves with the limitations of their machinery.
- e) Drivers do not operate vehicles around excavations unless they have an unrestricted view or assistance of a banksman.
- f) Barriers or goalposts are provided to protect against contact with overhead power lines.
- g) All temporary roadways are clear, reasonably level, free of deep potholes and surface water.
- h) Speed limits on sites are strictly adhered to.
- i) Passengers are not allowed on a machine unless a seat is provided for them.
- j) Vehicles are securely loaded bearing in mind the route they have to take.
- k) Public road is kept reasonably clean.

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- l) Ear protection is worn by operators operating noisy machinery or equipment.
- m) Danger signs are posted at overhead power lines warning vehicle operators.
- n) Local diversions are placed around machinery along with public safety signs when machinery is working on or near public roads.
- o) All children are kept out of areas where machinery is likely to be working.
- p) All machinery is immobilised after working hours.
- q) All machinery is parked on level ground after working hours and at break times.

Assessment of Risk when Controls are in place:

Medium

3.19 Risks Associated with the Use of Telescopic Materials Handlers (Teleporters) as Load Movers/Lifting Appliances on Site.

These are lifting appliances and, as such must conform to Part XIV of the Construction Regulations.

Risks Associated with the use of Teleporters are essentially those of Crane Handled Loads.

HAZARDS	RISKS
Struck by lifting mechanism Load falling off forks or off stack Overturning of forklift Vehicle movements Failure of lifting mechanism Hot exhaust. Refuelling of forklift. Maintenance operations	special risks of: Machine Instability Unsafe Load Handling Unsafe Stacking of Materials Unsafe Scaffold Loading Danger to Site Personnel (Access Routes) Danger Arising from Inexperienced Operators – must be controlled.

Assessment of Risk:

High

Control Measures for Risk Areas Identified:

Machine Instability

Controls:

- a) All Teleporters shall have the necessary current test certificates (GA 1 form). If used for lifting persons must be a 6 monthly certificate)
- b) Safe Working Loads shall not be exceeded.
- c) When loading at height stabilisers should be used.
- d) All Teleporters shall be inspected weekly by a Competent Person and such inspections shall be recorded on Form GA 2.
- e) This Form shall be held in T H Contractors Ltd Safety Record on site.
- f) All Teleporters shall be inspected daily by the operator.
- g) Load stability shall be checked by operator before travelling.
- h) The Machine manufacturers recommendations must be scrupulously followed for travel on slopes.

Unsafe Load Handling

Controls:

- a) Access ways must be checked, prior to travel, to ensure they are wider than the load being carried.
- b) Loads should normally be carried close to the ground but, if they have to be raised to clear obstructions, they must be lowered when the way is clear.
- c) Whenever the load impairs the operator's vision, a banksman should be used to guide the Operator.

Unsafe Stacking of Materials

Controls:

- a) Stacking Areas should be clearly designated
- b) Stacking Areas should be on firm level ground.
- c) Stacking height must not exceed three times the narrowest base width.
- d) Stack projections must not be allowed as these, if accidentally struck, could cause the collapse of the stack.

Unsafe Scaffold Loading

Controls:

- a) Loads must only be placed on proper, approved, scaffold loading bays.
- b) Loading, on loading bays, must not exceed the displayed safe load capacity sign.
- c) Scaffold Safety Rail Gates must be replaced immediately after the material has been placed on the loading bay.

Danger to Site Personnel (Access Routes)

Controls:

- a) Teleporters must have audible warning alarms for reversing hazards.
- b) Operator must always carry out a visual check before reversing or be supervised by a competent person.
- c) All site personnel must wear high visibility jackets or vests.
- d) Teleporters should travel on designated access routes (visibly marked) wherever possible.

e) Danger arising from Inexperienced Operators

Controls:

- a) All Teleporter Operators shall be trained and competent, aged over 18 and be in possession of a current C.S.C.S card or equivalent or be a trainee under the supervision of an experienced operator or instructor.
- b) All Teleporters shall be fitted with an automatic safe load indicator.

Assessment of Risk when Controls are in place:

Low

3.20 Forklifts:

Assessment of Risk:

High

There are many hazards related to forklift trucks that have potential to cause serious injury or death.

HAZARDS	RISKS
Struck by lifting mechanism Load falling off forks or off stack Overturning of forklift Vehicle movements Failure of lifting mechanism Hot exhaust. Refuelling of forklift. Maintenance operations	Risks of serious bodily injury to operator and other persons from; burns from exhaust. overturning -trapped under forklift forklift striking persons failure of lifting mechanism Risk of fire during refuelling of forklift. Risk of injury during maintenance, examination, lubrication, adjustment and load testing.

Controls:

Ensure that:

- a) Only trained people are allowed to operate the machine. Keys will be held by those persons and key will be removed when the machine is not in use.
- b) Trained persons will possess an operating manual.
- c) Only competent persons will maintain, test and examine the machine.
- d) A thorough examination of the machine will be carried out at weekly intervals and load tested every four years with appropriate certificates issued. A competent person in accordance with the Regulations will carry this out.
- e) The Safe Working Load (SWL) will be clearly marked on the forklift.

- f) A protective cage will be provided and maintained over the driver seat.
- g) No passengers are carried on forklift or load.
- h) All persons are trained in manual handling techniques.
- i) Preventative maintenance is carried out by a competent person regularly.

Loading, testing and thorough examination is carried out by competent persons only.

Assessment of Risk when Controls are in place:

Medium

3.21 Risks associated with erection of structural steel components

Assessment of Risk:

High

HAZARDS	RISKS
Failure of Lifting Plant Fall from Height Structural elements falling Structural Failure Collapse of the structure being erected	Serious injury from overturned plant or machinery. Materials falling while assembling the structure causing serious injury. Death or serious injury while struck by structural elements Death or serious injury from collapse of the structure

Particular risk of falls from heights and other risks involved in this element of any works shall be established in conjunction with the steelwork sub-contractor.

A start-up meeting, to be held on site, shall address these risks and establish controls to limit such risks.

A Method Statement will be required from the steelwork 'Supply and Fix' sub-contractor. This Method Statement must incorporate the required safety controls established at the Site Start-Up Meeting. These controls should include:

- Fall Protection
- Safety Harness as Last Resort
- Safe Access
- Barrier off and prevent unauthorised access to lifting zones.
- Risk Assessment
- Assembly sequencing

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The Site Management must review this Method Statement and must not permit the steelwork positioning to commence until the Method Statement is acceptable in terms of safety measures and controls.

Site Management must monitor the steelwork erection after it commences and enforce compliance with the Safety Requirements.

Assessment of Risk when Controls are in place:

Medium

3.22 Risks Associated with Excavations.

Assessment of Risk:

High

General Hazards:

All work below ground level is dangerous. Excavation work usually indicates the commencement of work but, sadly, it can equally become the termination of life for an employee. Any one, or a combination of the following can cause accidents:

HAZARDS	RISKS
Excavator or person makes contact with underground services. Lack of care in unstable soil. Inadequate protection. Poorly secured protection and insufficient inspections. Lack of care during weather changes. Inexperience of supervisors and workforce.	Mechanical failure of soil unable to hold its own weight due to high water content, as is likely to be the case on this site, considering the locally high water table. Mechanical failure caused by change in soil consistency, brought on by rain or frost. Mechanical failure due to proximity of a previous soil movement or excavation. Soil movement caused by variations in structure, e.g. sand pockets, etc. Soil movement caused by vibration of moving vehicles or plant. Overloading at the edge of the trench, impact of the soil, or its support by moving equipment or materials.

When persons may be required to work in an excavation, the risks of collapse and crushing must be provided for. A cubic metre of soil weighs over 1 ton and a man buried under this will almost certainly die. The causes of soil collapse are:

Precautions

- a) Ensure that before commencement of the works, that the necessary trench excavation permit is obtained and completed by the relevant supervisor.
- b) All excavations and trenches, and work done within them conform with established standards and comply with The Safety, Health & Welfare at Work (Construction) Regulations 2013.
- c) Care shall be taken to ensure that spoil from the trench is stockpiled a safe distance (at least equal to the depth of the trench) from the edge of the trench.
- d) Where the depth of excavation exceeds 1.2m the trench must be battered and in cases where a Risk Assessment identifies a case of poor ground conditions trench support by way of trench boxes shall be used to stabilise the sides of the trench.
- e) Each open excavation is inspected daily by the appointed competent person. If any hazard exists, all work ceases in the excavation until precautions are taken to safeguard employees. Records of inspections will be entered on the AF 1 form on a daily basis.
- f) Materials used for sheeting, shoring or bracing are in good condition.
- g) Excavations 1.2m or more in depth have ladders spaced so that employees lateral travel does not exceed 10m. Such ladders extended at least 1m above ground level. It is not envisaged that this will occur as the backfilling of the trench will be carried out as an ongoing process.
- h) Safe systems of work are devised for all stages of excavations and adequate supervision maintained.
- i) Excavations will be backfilled as quickly as possible and in any case will be securely fenced off, even during the shortest of break times.
- j) Any excavation where ponding occurs must be de – watered before entry by any personnel.

Assessment of Risk when Controls are in place:

Medium

3.23 Hazards from Roadworks.

Assessment of Risk:

High

Traffic on roads may cause hazards to site workers and other road users by disobeying warning signs, not able to understand them, travelling at high speed, not able to see workers especially in poor light conditions or through affects of glare from sun or other lights.

HAZARDS	RISKS
<p>Risk of serious injury to employees if struck by passing vehicle.</p> <p>Risk of serious injury to employees if struck by flying stones or chippings.</p> <p>Risk of injury caused by collision of site vehicles due to excavations, uneven surfaces, unprotected sides of gradients etc.</p> <p>Risk of injury and or damage to passing vehicles due to excavations, uneven surfaces unprotected sides of gradients etc.</p>	<p>Warning, directional and other signs, cones, barriers and other traffic control devices will be selected from the layout plan well in advance to ensure their availability before work commences.</p> <p>All signs, cones and other control devices will be erected in sufficient quantities in accordance with the plan and maintained in clearly visible condition as far as is reasonably practicable throughout their use.</p> <p>Signs will be covered at times when they are not to apply.</p> <p>Temporary road surfaces and ramps where necessary will be kept in as good condition as practicable.</p> <p>All site machinery will have hazard warning beacons and lights when working on or near road areas.</p> <p>Flashing warning lights are provided and maintained during hours of darkness.</p> <p>Any Mud or other debris shall be frequently cleaned off.</p> <p>Site Management in co-operation with the clients safety representative shall inspect on a regular basis the road hazards/ warnings put in place to ensure they are effective in reducing safety, Health and Welfare risk.</p>

Arrangement to Guard Against Risks:

The Site Agent or the Contracts Manager will be in charge of the project and the Site Foreman will deputise in his absence.

Before any work, commences, a Traffic layout plan will be prepared and submitted to the Client. This plan will take into consideration type of road, sight lines, prevailing traffic, poor visibility, glare from sun and headlights, heavy or wide loads.

- a) Warning, directional and other signs, cones, barriers and other traffic control devices will be selected from the layout plan well in advance to ensure their availability before work commences.
- b) All signs, cones and other control devices will be erected in sufficient quantities in accordance with the plan and maintained in clearly visible condition as far as is reasonably practicable throughout their use.
- c) Signs will be covered at times when they are not to apply.

- d) Temporary road surfaces and ramps where necessary will be kept in as good condition as practicable.
- e) All site machinery will have hazard warning beacons and lights when working on or near road areas.
- f) Flashing warning lights are provided and maintained during hours of darkness.
- g) Any Mud or other debris shall be frequently cleaned off.
- h) Site Management in co-operation with the clients safety representative shall inspect on a regular basis the road hazards/warnings put in place to ensure they are effective in reducing safety, Health and Welfare risk.

Assessment of Risk when Controls are in place:

Medium

3.24 Hazards from Mechanical Plant.

Assessment of Risk:

High

This may include the use of the following plant:

Mobile Plant:

Powered plant which may be used in one area for a time but constantly moving such as J.C.B./fork lifts, bulldozers, dumpers, graders, etc.

Static Plant:

Powered plant which is static but which may be moved at different times to other areas of the site such as mixers, compressors, pumps, welding machines, etc.

HAZARDS	RISKS
Congestion caused by moving plant around active work areas. Driving over rough areas or false ground. Speeding of mobile plant . Revolving shafts, spindles, pulleys Revolving cutters, saws, etc. Cables, hoses, etc., may be damaged by being driven over or pulled against sharp edges. Plant in poor condition. Inexperienced operatives. Inhalation of dust and fumes. Drivers of plant unsighted when reversing. Refueling	Death or serious injury Drivers losing control over their item of plant. Collision with other plant. Collision with Pedestrians Overturning Maintenance personnel or drivers pulled into machinery shafts or pulleys Collapse of hydraulics. Slipping on oil or grease from burst hoses Fire Embolism from air at high pressure entering a persons circulatory system.

Precautions to Guard Against the Risks:

- a) Regular Safety Inspections will take place on a daily basis and a daily plant inspection sheet will be maintained by each operator.
- b) Defective and unsafe plant will be removed or demobilised until repaired.
- c) A site speed limit will be established where necessary and will be strictly adhered to.
- d) Emergency repairs will be safe and permanent repairs carried out as soon as possible.
- e) All repairs will be carried out by authorised dealer personnel.
- f) Hired plant and equipment will be checked before use, and will also adhere to the safety and operational requirements for the company plant.
- g) Guards will be kept in position and secure on all machines.
- h) Dump trucks, Excavators, J.C.B.'s, Teleporters fork lifts etc. should have clearly audible reversing horns and a flashing beacon. Site transport should have a flashing beacon. Mirrors or CCTV cameras must be fitted on items of plant as specified in Schedule 6 of the Construction Regulations 2013, "List of Vehicles requiring Auxiliary Devices and Visual Aids".
- i) Air lines will never be directed towards other persons or any part of the body.
- j) Hoses, pipes and cables will be kept clear of traffic.
- k) All drivers of plant must be proficient in their use or otherwise trained to an acceptable standard. Personnel must be over 18 years to drive any powered plant.
- l) All operators will drive powered plant with due care and attention.

Never:

1. Use a machine unless you are authorised to do so.
2. Attempt to free or clean a machine while it is running, switch off, unplug and isolate it if possible and ensure it cannot be started up by someone else.
3. Use a machine or appliance which has a danger sign or tag attached.
4. Wear loose clothing, dangling chains, rings or long hair which could get caught in moving parts.
5. Allow yourself to be distracted or distract others whilst using mechanical plant.
6. Attempt to re-fuel the machine whilst the engine is running.
7. Carry passengers.

WHEN THERE IS A RISK OF OVERTURNING

The cab is for the protection of you the operator and it meets the requirements for roll over protection according to the adopted standards. A precondition for protection is that the operator uses the seat belt and remains in the cab.

Therefore HOLD ONTO THE STEERING WHEEL, do not ATTEMPT to jump, if a machine should roll over. The cab has two emergency exits: The door and openable side windows. The side window is opened by pulling the ring and the attached locking strip out of the moulding and then pushing hard at the other corner of the window pane, until it is forced out of the rubber moulding, thus providing an exit. Remember always report any fault or defects to your supervisor or maintenance personnel without unreasonable delay.

Assessment of Risk when Controls are in place:

Medium

3.25 Safe operating Procedures for Site Dumpers

Only experienced personnel can operate and maintain this machine.

Be sure all guards and covers are in their proper position.

Use Safety features such as safety lock and safety belts properly.

To avoid hitting unlocked control levers, before standing up from operators seat, do the following:

Move steering and directional level to neutral and move PARKING LEVER to LOCK position.

Lower work equipment to ground and move SAFETY LEVER to LOCK position.

Sudden and unwanted machine movement can cause serious injury or death.

MOUNTING AND DISMOUNTING

- a) Never jump on or off the machine.
- b) Never get on or off a moving machine.
- c) When mounting and dismounting, face the machine and use the handholds and steps. Maintain 3 point contact, to ensure that you do not fall from the machine.
- d) Do not hold any control levers when getting on or off the machine.
- e) Report any damage to handholds, or steps to immediate supervisor
- f) DO NOT ENTER, or put your head or arm or any other part of your body between movable parts such as between the swivel hopper and chassis.
- g) Before starting engine, thoroughly check the area for any unusual conditions that could be dangerous.
- h) Before starting the engine examine the terrain and soil conditions of the work site.
- i) Determine the best and safest method of operation.
- j) Keep the deck, controls, steps and handholds free of oil grease and excess dirt.

CONSTRUCTION SAFETY STATEMENT

- k) When working foreword or backward ensure the areas is clear and if visibility is impaired use a banksman if necessary, particularly if moving in reverse.
- l) Do not allow anybody other than yourself to operate or ride on the machine body.
- m) Do not attempt any maintenance work yourself leave it to the trained Fitter.
- n) Remember: Report any defects or faults immediately to your supervisor.

3.26 Safe operating Procedures for Rollers

Only experienced personnel allowed to operate these machines.

Before Starting:

Operation is only permitted when sitting in the operations seat.

Become acquainted with the equipment, the control elements, the workings of the machine and the area you will be working in.

Check Before Starting Whether:

1. The machine shows any obvious defects.
2. All protective devices are properly secured in their place.
3. Steering, brakes, control elements, lighting and warning horns are in order.
4. Mirrors are clean and correctly adjusted.

Do not start the machine if any of the above are found to be faulty. Contact your immediate supervisor straight away.

STARTING

- a) Start and operate the machine only from the operations seat.
- b) To start the engine set all control levers to neutral position.
- c) After starting, check all gauges.
- d) Before moving off, check that there are no persons or obstruction beside or in front of the machine.
- e) Do not use the machine to transport persons.
- f) Stop the machine if you notice unusual noises or the development of smoke. Contact the maintenance fitter immediately and your supervisor.
- g) In the event of an emergency, i.e. overturn, do not leave the safety of the cab until the machine comes to a stop. Evacuate machine through the door or emergency window.

REMEMBER: Report any faults or defects to your immediate supervisor without unreasonable delay.

3.27 Safe operating procedures for Mobile Elevated Work Platforms

Mobile Elevated Work Platforms (M E.W.Ps) include cherry pickers, scissors lift etc.

Only experienced personnel will be allowed to operate these machines.

Before Starting:

Operation is only permitted when operator and other personnel are in the basket.

Only move M.E.W.P on level ground and when basket is lowered.

Do not use near excavations

Do not use at times of high wind speeds

Become acquainted with the equipment, the control elements, the workings of the machine and the area you will be working in.

Operators must be experienced and competent.

No horseplay on MEWP.

M.E.W.P.s must have a current test certificate and a record of inspection.

Areas in which M.E.W.P.s are working should be barricaded off or at least cordoned off with tape and or cones.

If several M.E.W.P.s are working in the same area they may need a traffic management plan.

If several M.E.W.P.s or a combination of M.E.W.P.s and other machines are working in the same area they will require a Banksman

Check Before Starting Whether:

- a) The machine shows any obvious defects.
- b) All protective devices are properly secured in their place.
- c) Steering, brakes, control elements, lighting and warning horns are in order.

REMEMBER: Report any faults or defects to your immediate supervisor without unreasonable delay.

3.28 Safe operating procedures for Hydraulic Excavators.

1. Only experienced personnel can operate and maintain the machine.
2. Be sure all guards and covers are in their proper position.
3. Always apply lock when leaving operators seat.
4. Never jump on or off machine. NEVER get on or off a moving machine.
5. Ensure safety by always maintaining at least three-point contact of hands and feet with handrail steps or track shoes.
6. Do not leave tools or spare parts lying in the operator's compartment. They may damage or break the control levers or switches.

CONSTRUCTION SAFETY STATEMENT

7. Keep the cab floor, controls, steps and handrails free of oil, grease and excess dust.
8. Start and operate the machine only while seated.
9. Do not allow anyone to ride in the cab with yourself.
10. Check that no one is in the area before swinging or travelling in reverse.
11. There are blind spots between the machine, so if necessary, swing the upper structure to check that there is no one behind the machine before proceeding.
12. When travelling fold the Jib and keep the bucket at a height of approximately 16 to 20 inches from ground level.
13. When travelling on rough ground, travel at low speed and avoid sudden changes of direction.
14. Do not go close to high voltage cables without adequate protection arrangements made.
15. Ensure all lights and windscreens are clean to ensure good operator visibility.
16. Park on level ground whenever possible. If not possible, block the tracks, lower the bucket to the ground and thrust the bucket in the ground.
17. Never leave a machine running if unattended.
18. Do not attempt to leave the safety of the cab if the machine starts to turn over. Hold firmly onto the controls. **DO NOT JUMP.**

3.29 Risks to site personnel from site machinery.Assessment of Risk:

High

Risk of injury to personnel due to site traffic on access roads.

Risk to members of the public due to site traffic.

Risk of collision between site vehicles on site.

HAZARDS	RISKS
Congestion caused by moving plant around active work areas. Driving over rough areas or false ground. Speeding of mobile plant on site. Plant in poor condition. Inexperienced operatives. Inhalation of dust and fumes. Drivers of plant unsighted when reversing.	Death or serious injury Drivers losing control over their item of plant. Collision with other plant. Collision with Pedestrians Overturning

PRECAUTIONS TO SAFEGUARD AGAINST RISKS:

- a) All access roads will be adequately sign posted, i.e. yield signs, stop signs, directional signs.
- b) Excavations, trenches at side of access roads will be fenced and warning signs erected. Stop blocks must be used where excavations are beside site roadways.
- c) All ground personnel will wear high visibility jackets.
- d) All plant will be fitted with flashing beacons for greater visibility.
- e) Personnel walking on access roads will stand aside and stop when heavy plant is passing.
- f) Access points to public roads will be adequately signposted to warn members of the public.
- g) Dump trucks, Excavators, J.C.B.'s, Teleporters fork lifts etc. should have clearly audible reversing horns and a flashing beacon. Site transport should have a flashing beacon. Mirrors or CCTV cameras must be fitted on items of plant as specified in Schedule 6 of the Construction Regulations 2013, "List of Vehicles requiring Auxiliary Devices and Visual Aids".
- h) Plant drivers will strictly adhere to the site speed limit.

Assessment of Risk when Controls are in place:

Medium

3.30 Risks to personnel from site transport.

There are many hazards which do not normally exist on public roads:

Assessment of Risk:

High

HAZARDS	RISKS
Driving on steep gradients or slopes. Driving on made-up roads, which may subside. Manoeuvring vehicles around where people are working. Tipping into an excavation. Overloaded lorries. Driving over rubble or other materials..	Death or serious injury Drivers losing control over their item of plant. Collision with other plant. Collision with Pedestrians Overturning Serious injury from overturned vehicle. Workers may be struck by materials or driven over. Crushed by vehicle

Precautions to Guard Against the Risks:

CONSTRUCTION SAFETY STATEMENT

- a) Plan temporary routes for transport with safety in mind.
- b) All vehicles will be kept in good repair and lights, steering, handbrake, footbrake will function efficiently.
- c) All drivers will be over 18 and have the appropriate full driving licence.
- d) Drivers will know the gradients on which their vehicles can be operated without overturning.
- e) Drivers will not manoeuvre vehicles on site unless they have an unrestricted view or the assistance of a signaller.
- f) Stop blocks or some other suitable barrier will be provided to ensure that tipping into an excavation can be carried out safely.
- g) Vehicle and Pedestrian routes will be separated where possible
- h) Dump trucks, Excavators, J.C.B.'s, Teleporters fork lifts etc. should have clearly audible reversing horns and a flashing beacon. Site transport should have a flashing beacon. Mirrors or CCTV cameras must be fitted on items of plant as specified in Schedule 6 of the Construction Regulations 2013, "List of Vehicles requiring Auxiliary Devices and Visual Aids".
- i) A traffic management plan will be operated on larger sites

Assessment of Risk when Controls are in place:

Medium

3.31 Risks associated with concrete placement and formwork.Assessment of Risk:

High

Hazards:

The main hazards associated with falsework, formwork and concrete placement are:

HAZARDS	RISKS
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<p>Working within deep excavations. Access and egress to the works. Open edges of finished manholes. Protruding pins/brackets in supports. Formwork inadequately supported. Mechanical/hydraulic failure of lifting plant. Skin burns. Eye injury.</p>	<p>Fall from height when working on concrete placement. Burns to skin from concrete additives. Injuries to personnel from incorrect/protruding pins used in supports and protruding nails in stripped timbers. Injuries to personnel beneath the range of lifting equipment caused by the sudden failure of lifting chains or plant. When using compressed air to clear out debris, there is a risk of eye injury from fragments of tying wire, concrete chips, timber splinters, etc.</p>
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Precautions to Guard Against The Risk:

- a) All materials, plant, etc. used in the erection of formwork will be free from defects and proper pins of correct diameter and length will be used in supports. All lifting equipment and lifting gear will have up to date certificates.
- b) Only necessary materials will be stored at the workplace and will be weighted down or removed to a lower level during periods of anticipated high winds/gusts. Personnel will be removed from danger areas.
- c) All necessary chutes, equipment and material will be provided to deflect concrete into formwork during pouring to avoid unnecessary spillage.
- d) All personnel working with concrete will wear the necessary personal protective equipment to reduce risk of skin burns from contact with concrete.
- e) When using compressed air, blow pipes to clean out shutters, eye protection will be worn by operator and material will be blown away from other personnel in the area.
- f) Steel divi bolts or suitable equivalent will be used to attach lifting chains to timber shutters and chains will be wrapped around bundles of reinforcing steel, never connected to bundle tying wires.
- g) Manhole excavations will be battered to a safe angle of repose, above the height of the manhole box.
- h) An access ladder will be in position for safe access and/or egress to. The ladder will be securely tied at the top of the excavation. During construction of the manholes, a protective barrier will be erected and maintained. These barriers will be securely sealed off at the end of each working day.
- i) Any protruding divi bolts or rebar will be capped using brightly coloured Mushroom Caps.

Assessment of Risk when Controls are in place:

Medium

3.32 Risks associated with poor housekeeping

Many accidents such as trips, slips and falls are due to poor housekeeping in the workplace. Workers have fallen from considerable heights and received only minor injuries, while others fall at the same level and receive serious injuries sometimes fatal.

People can knock against sharp objects, stand on or fall on nails protruding from timber.

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Access walkways are untidy edges are open, or untidy as people may be caused to fall from a height or material may be knocked onto somebody underneath	Slips, trips and falls Injury Death

Risks Involved:

Nearly all slips, trips and falls resulting from poor housekeeping result in some type of injury. The risks are greatly increased if access walkways are untidy or if areas near edges are open, or untidy as people may be caused to fall from a height or material may be knocked onto somebody underneath.

Arrangements to Guard Against the Risks:

Site Management considers good housekeeping most important in providing a safe working place for all their employees, leads to good industrial relations and increased productivity. Management contribute to good housekeeping by:

- a) Including housekeeping in the planning of all operations by setting up control measures and regulating work practices.
- b) Providing equipment to maintain all work areas in a clean and orderly state including waste bin, cleaning equipment, storage areas, etc.
- c) Including good housekeeping as part of every individuals job responsibility at all levels of the organisation.
- d) Providing cleanup schedules and personnel when required.
- e) Maintaining control of work places and interest in good housekeeping practices.

Supervisors:

Supervisors have a role in safeguarding against trips, slips and falls and play their part by:

Maintaining constant vigilance on good housekeeping practices.
Having poor situations corrected and cleaned up immediately.
Seeing that employees play their part in ensuring good housekeeping.
Issue clear instructions to employees on standards of housekeeping required.
Insisting on clean up of work areas after every job.
Prohibit leaving materials, tools or equipment in passage ways, gangways, walkways, etc.

Employees:

All employees are instructed in good housekeeping practices and play their role by:

Following all instructions as to maintaining good housekeeping.
Prompt reporting of any poor housekeeping conditions or practices that may be found.

General Guidelines for Good Housekeeping:

Orderly arrangement of activities, operations and equipment.
Provision of a definite place for each item, article or substance.
Keeping each article or substance in its designated place or returning it if removed.
Provision of adequate disposal arrangements of scrap, waste and surplus materials.
General cleanliness of all work areas and equipment.
Sufficient working spaces and adequate level passageways for safe access and egress.
Adequate space for materials, tools and portable equipment.
Anticipation of waste, scrap, spillage, leakage, dust, splashing and provision of some means of control.
Only the materials required for that day to be taken to the workplace and return all surplus materials to the stores or stockpiles at the completion of the job or end of the day.
Removing any obstruction found, do not leave it for someone else, removal and control of all sharp objects especially nails.
Keep changing rooms, canteens, offices and all facilities clean and free of build-up of waste materials.
Never ignore a housekeeping hazard, put it right.

Assessment of Risk when Controls are in place:

Low

3.33 Hazardous substances and liquids

Assessment of Risk:

T H Contractors Ltd, Ballinrobe Road, Castlebar, Co Mayo. .
CONSTRUCTION SAFETY STATEMENT

High

HAZARDS	RISKS
<p>General Hazards:</p> <p>Dangerous substances or liquids are naturally occurring or synthesised materials that because of their physical or chemical properties can cause injury to the person if exposure occurs.</p> <p>At various stages of a project there will be hazardous substances and liquids both in storage and use e.g. Cement and Mould Oil.</p>	<p>In view of the diversity of chemicals encountered in the day to day operations on site it is not possible to give a specific assessment of the risk associated with the handling of these substances or liquids.</p> <p>In any given situation the risk involved will depend on the type and quantity of the substance or liquid.</p> <p>The risk will vary from low to high depending on such characteristics.</p> <p>An SDS Sheet previously known as a MSDS Sheet should be obtained for each Chemical in use and a Chemical Risk Assessment should be produced for each chemical.</p>

In any given situation the risk involved will depend on the type and quantity of the substance or liquid.

The risk will vary from low to high depending on such characteristics.

Arrangements to Guard Against Risks:

- (a) Read safety data sheets (SDS Sheets) prior to handling. Note any precautions
- (b) Goggles and protective gloves should be worn at all times when handling liquid chemicals.
- (c) Keep first aid equipment including eyewash bottles readily available.
- (d) Ensure there is an adequate supply of running water, to bathe any chemical splashes sufficiently.
- (e) Note position of fire fighting equipment.
- (f) Ensure every effort is made to identify any unlabelled or unknown substance or liquid prior to handling.
- (g) Use of respirators may be required and should be readily available.
- (h) Eating, smoking and drinking is strictly forbidden whilst using hazardous substances.
- (i) Good housekeeping and cleanliness is vital.

Assessment of Risk when Controls are in place:

Medium/Low

Medium Risk activities will require further controls *(Permits to work or Administrative controls, PPE etc.

3.34 Risk from Noise

Assessment of Risk:

Medium/High

General Hazard:

The noise hazard occurs where exposure will lead to the loss of hearing to a certain extent. A risk exists in situations where voices have to be raised in order to be heard over ambient sound levels. Typically equipment, such as rock breakers, earth movers and other plant equipment, cause these elevated levels. Specifically, where the daily personal exposure of a worker to noise is likely to exceed 80 dB(A), or the maximum value of any unweighed instantaneous sound pressure is likely to be greater than 200Pa, a hazard exists.

HAZARDS	RISKS
General Hazards: Noise Use of Noisy Equipment	High risk of permanent hearing loss from exposure (especially repeated) to elevated noise levels. Medium risk from loss of verbal communications. Medium risk of increase in accidents, loss of concentration and headaches in noisy environments.

Arrangement to Guard Against Risks:

- (a) Noise Regulations will be implemented on site.
- (b) Adequate information and training will be provided.
- (c) Appropriate personal protective equipment will be provided
- (d) The correct type of protective ear equipment must be worn at all times in designated areas.
- (e) Check the protectors on a regular basis to ensure they provide the attenuation specified.
- (f) Never remove ear protectors (even for a few moments) in high noise areas, instead move an appropriate distance away.

Drivers of large earth moving equipment, rock breakers, J.C.B.'s etc. shall wear ear protection at all times during operation.

Assessment of Risk when Controls are in place:

Low

Applicable Legislation; ***Safety Health and Welfare at Work (General Applications) Regulations 2007-2016***

3.35 Risk from unprotected edges

Individuals could fall over unprotected edges.

Assessment of Risk:

High

HAZARDS	RISKS
General Hazards: Individuals could fall over unprotected edges. Plant, Machinery and Delivery vehicles could fall over unprotected edges.	Individuals could suffer death or severe injury from falls. Drivers could suffer death or severe injury and could cause severe or irreparable damage to plant or machinery.

General Precautions:

- (a) All unprotected edges to be highlighted and fenced.
- (b) Deep excavations (deeper than 1.2m.) should be signed and fenced with joined "Herras" type fence panels or Pedestrian Control Barriers.
- (c) Netlon Fencing, Cones, and Red and White danger tape may be used on more shallow excavations.
- (d) Adequate signage should be in place.

Assessment of Risk when Controls are in place:

Medium

3.36 Risk of "Weils Disease"

Weils Disease is the severe form of 'LEPTOSPIROSIS', which if left untreated can prove fatal. It is carried in Rats urine which can contaminate the workplace.

HAZARDS	RISKS
Weils Disease is the severe form of 'LEPTOSPIROSIS', which if left untreated can prove fatal. It is carried in Rats urine which can contaminate the workplace.	Death - People who contract this disease could die if it is left untreated.. Long term illness.

Assessment of Risk:

High

General Precautions:

- (a) The use of good footwear and gloves in the workplace.
- (b) Always wash hands before eating. Good personal hygiene.
- (c) Any cuts or scratches on the person should be covered.
- (d) Vermin control on site
- (e) Control of rubbish especially food waste on site.
- (f) Housekeeping

Assessment of Risk when Controls are in place:

Low

3.37 Risk from coming in contact with Underground Services

HAZARDS	RISKS
Electrocution. Gas Suffocation. Drowning.	Death - Catastrophic injury

Assessment of Risk:

High

General Precautions:

- a) Scan ground before excavating.
- b) Consult service drawings before excavating.
- c) Treat all unearthed Services as LIVE.
- d) Hand dig.
- e) Follow guidance in H.S.A.'s "Code of Practice for Avoiding Danger from Underground Services" (Jan 2010).

Assessment of Risk when Controls are in place:

Medium

3.38 Risk of Hand, Eye, and Ear injury.

There is a risk of injury to Hands Eyes and Ears whilst working on our sites.

HAZARDS	RISKS
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<p>Sharp objects Dust or flying objects. High noise levels.</p>	<p>Infections Lacerations or breakages to the hands Weils Disease Risk of temporary or permanent eye damage from foreign objects. Danger of partial or total deafness from high noise levels. Dermatitis.</p>
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Assessment of Risk:

Medium/High

Risks:

- (a) Lacerations or breakages to the hands.
- (b) Risk of temporary or permanent eye damage from foreign objects.
- (c) Danger of partial or total deafness from high noise levels.

General Precautions:

- a) Site workers must always wear appropriate P.P.E.
- b) To protect the hands the correct gloves must always be worn, including anti vibration gloves to guard against the condition known as 'White Finger'.
- c) Barrier cream should also be used as necessary.
- d) A range of Safety Glasses/Goggles is available to employees at all times.
- e) A good rule of thumb states, 'if you have to shout to be heard from 2m. than the noise levels are damaging your hearing'.
- f) Ear plugs and Ear muffs are available to employees at all times.
- g) Eye protection must be worn where dust is present or there is a risk of eye injury
- h) Goggles must be worn when using consuls or angle grinders.

Assessment of Risk when Controls are in place:

Low

3.39 Risk from confined space entry.

Assessment of Risk:

High

Hazards

HAZARDS	RISKS
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<p>Gas Inhalation / Suffocation. Drowning. Fall from Heights. Emergency situations. Not enough personnel to effect a rescue. No Training Insufficient Training</p>	<p>There is a risk of Death or severe injury from Gas inhalation or Oxygen deprivation. There is a risk of Drowning, e.g. Manhole filling with water. There is a risk of Death or severe injury through falling from a height. There is a risk that a person could die or be seriously injured if they were not rescued immediately an emergency arises</p>
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General Precautions:

- (a) Before entering a Confined Space a Gas Detector will be used to check for poisonous gasses and to monitor the Oxygen content. Breathing apparatus may have to be used.
- (b) A buddy system is always employed. The person entering is fitted with a Safety Harness attached to a Tri-Pod and winch on the outside. There must be a Supervisor in place. A “top man” is also required.
- (c) Where there is risk of Fall from Height a Lanyard is fitted between the Harness and winch to break the fall.
- (d) Any operatives involved to receive formal Confined Space Entry training at least is required (ie a two day Confined Space course).
- (e) An Emergency plan which also includes a Rescue plan must also be in place before work commences.

Assessment of Risk when Controls are in place:

Medium - other controls will be required with a Method Statement for the work to enable the risk to be reduced to Low Risk.

An Emergency plan which also includes a Rescue plan must always be in place before work commences

3.40 Vibration

Who is at risk?

HAZARDS	RISKS
<p>Powered hand guided tools. Percussive tools Vibrating tools;</p> <p>What causes Vibration? Jack hammers. Rock breakers. Concrete breakers. Road drills/saws. Hammer Drills Hand held grinders and sanders. Power hammers and chisels. Riveting hammers and bolsters.</p>	<p>The level of risk depends on; The amount of tool vibration, The length of time the tool is used for, Whether intermittent or constant use of the tool, The temperature of the workplace, Individual susceptibility, The method of work.</p>

Assessment of Risk:

High

Signs & Symptoms

In cold or wet weather fingers go white, then blue, then red when warming up again and are very painful.

You may lose sensation in your fingers.

You may have difficulty picking up small objects (such as nails or screws) with your fingers.

You may have Pain, tingling, numbness in hands wrists and arms.

Loss of strength in arms.

Controls

Allow only competent persons to operate plant or machinery.

Instruct all workers in the potential sources and the health effects of vibration.

Wear appropriate hand ear and eye protection.

Provide training in the use of Personal Protective Equipment.

Maintain all machinery as detailed in manufacturers handbook particularly suspension seats and components.

Cab suspension seats may need to be replaced after a period of time.

Identify the machines or vehicles or work situations with the highest level of vibration and arrange a rota for operators/ drivers to reduce the amount of time spent on them.

For pneumatic machinery, wear special protective gloves to reduce risk of Vibration White Finger.

Monitoring equipment may be attached to the equipment or the operators hands or arms to detect overexposure.

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When purchasing tools select low vibration tools;

Tools with CE mark are declared to be safe to use when used as instructed,
Manufacturers identify vibration levels in m/s^2 .

Vibration data is given in sales literature if the vibration level exceeds $2.5 m/s^2$ during standard tests.

Supplementary information on measures to control risks from tool vibration should appear in the manufacturers handbook.

Low vibration accessories should be selected.

Practice job rotation - workers should be rotated on these tools and should not use them for long periods (more than a few hours).

Assessment of Risk when Controls are in place:

Medium - other controls such as limiting exposure or substitution may be required.

Applicable legislation; ***Safety Health and Welfare at Work (General Applications) Regulations 2007***

3.41 Hand and Power Tools:

Assessment of Risk:

High

HAZARDS	RISKS
Sharp edges Electric power Flying materials, metal filings, dust etc. Hot surfaces Trailing cables Rotating chucks or blades Noise	Sharp edges Electric power Flying materials, metal filings, dust etc. Hot surfaces Trailing cables Rotating chucks or blades Noise

Controls:

Ensure that:

- a) Sharp or pointed tools and equipment are stored and carried safely in tool-boxes or tool belts
- b) Any defective tools or equipment are replaced immediately
- c) All electrical equipment with metal casing is properly earthed and all other tools are double insulated
- d) All cables are kept tidy and away from access routes and walkways
- e) All personal protective equipment such as safety goggles, earmuffs and gloves are worn appropriate to the equipment used
- f) All rotating blades or discs are guarded. Guards are maintained in good condition and kept in place at all times

- g) Power supply is disconnected before making any adjustment, changing any discs or blades
- h) Power tools are worked on 110 Volts (nothing more)
- i) Steadying handles are kept on equipment at all times
- j) Manufacturer instructions are read and fully understood before operating
- k) All tools and equipment are immobilised or kept out of reach of children

Assessment of Risk when Controls are in place:

Medium

3.42 Access/Egress

Assessment of Risk:

Medium/High

HAZARDS	RISKS
No defined access and egress routes Poor Lighting of walkways and site. Housekeeping	Falls, Trips & Collisions Injury from sharp objects

Controls:

- a) Good roads, gangways, passage ways, staircases, ladders, scaffolds to be provided
- b) All walkways will be stable and free from obstruction
- b) Adequate barriers or other edge protection to prevent fall from open sides
- c) Holes and openings will be securely fenced off or fixed covers provided
- d) Adequate artificial lighting will be provided when work is carried on after dark or inside buildings
- e) The site will be kept tidy and materials stored safely
- f) Arrangements will be made for collecting and disposing of scrap
- g) Nails and timber will be hammered down or removed

Assessment of Risk when Controls are in place:

Medium/Low

3.43 Fire

Assessment of Risk:

CONSTRUCTION SAFETY STATEMENT

High

HAZARDS	RISKS
Fire	Welding/Torching operations, Flammable liquids, Materials, Gases, Smoking, Electrical appliances and cables, Sockets, Heaters etc.

Controls:

- a) Sites will have the right number and type of fire extinguishers and must be positioned in the right place
- b) There will be adequate escape routes provided on each site
- c) Employees will be aware of emergency procedures
- d) There will be a proper store area for flammable liquids
- e) The amount of flammable liquid on site will be kept to a minimum allowing for the work to be carried out
- f) Ignition sources kept away from flammable sources, materials except where work operations demand contact
- g) Properly constructed safety containers will be used
- h) Gas cylinders will be stored properly. Valves will be fully closed when the cylinder is not in use
- i) Cylinders will be located outside of site buildings
- j) There will be proper waste receptacles (metal)
- k) Waste materials will be removed regularly.
- l) Workers will receive basic Fire awareness training

Assessment of Risk when Controls are in place:

Medium/ Low In some situations further control may be necessary such as Hot Works Permits.

Applicable legislation; ***The Fire Services Act 1981 and 2003 (SI 30/1981 and 15/2003)***

3.44 RoofworkAssessment of Risk:

High

HAZARDS	RISKS
Falls from or through the roof. Collapse of the Roof. Equipment or materials falling through or from the roof. Falls from edge of complete roof. Falls from leading edge where work is being carried out. Falls from openings or gaps. Falls through fragile roofs or roof lights etc.	Injury/ back injury/ paralysis. Fractures. Death.

Controls

Allow only trained or competent workers to carry out roofwork.
 Use only suitable and appropriate scaffolding.
 Erect guard rails toe boards or suitable barriers at the edge or eaves level of the roof to stop workers or materials falling.
 Erect netting under steelwork to provide fall protection.
 Inspect roofs before starting work, to establish whether they are safe for the intended task especially in cold or wet weather.
 Wear appropriate puncture proof / non slip footwear.
 Provide safe access and egress from the roof.
 Where guard rails or barriers can not be provided, use a suitable safety harness, securely fixed.
 Carry out regular checks to ensure that the openings are safe and protective measures are not interfered with.
 Do not allow workers to pass across or work on or from fragile materials incapable of supporting their own weight.
 Sign all fragile roofs with the warning notice- "Danger Fragile Roof".
 Use roof ladders or crawling boards on sloping and fragile roofs.
 Do not pour any liquids or debris into roof drains.
 Cover all openings and mark them clearly.
 The Safety officer should provide training to all workers on wearing or inspecting PPE.

Assessment of Risk when Controls are in place:

Medium

Applicable legislation; ***The Safety, Health and Welfare at Work (General Applications) Regulations 2007***

Roof Type	Hazards	Controls
Flat	<p>Falls from edge of complete roof.\</p> <p>Falls from edge where work is being carried out.</p> <p>Falls from openings or gaps.</p> <p>Falls through fragile roofs or roof lights etc.</p>	<p>On roofs of less than 10° pitch put guard rails and toe boards in place, Erect a barrier set back from the edge.</p> <p>Where appropriate wear fall protection equipment.</p>
Pitched	<p>Falls from eaves.</p> <p>Slipping down the roof.</p> <p>Falling through the roof internally.</p> <p>Falling through the roof from Gable ends etc</p>	<p>Use roof ladders.</p> <p>On roofs over 30° pitch use crawling boards, roof ladders and catch barriers.</p> <p>On roofs over 50° pitch ,use a working platform.</p> <p>In general the longer the slope and the steeper the pitch, the stronger the edge protection required.</p>

FALLING MATERIALS.

Falling materials can kill therefore;

Enclose rubbish chutes.

Use a suitable method of lowering materials to the ground.

Do not let materials accumulate on the work platform.

Establish exclusion zones underneath or adjacent to roof work.

Use debris netting, covered walkways etc.

Avoid large or heavy objects on the roof.

Ensure correct storage of all materials.

Tie bundles of roofing sheets together or secure when work is finished for the day.

Don't work in windy conditions.

3.45 Fumes & Gases

Assessment of Risk:

High

HAZARDS	RISKS
Fumes & Gases	Inhalation & Ingestion Welding fumes from metals or rods, Hydrogen Sulphide, Carbon Monoxide, Oxygen Nitrous Oxide

Controls:

- a) Provide forced ventilation and extraction of fumes
- b) Position away from confined spaces
- c) Wear Self contained breathing apparatus and other necessary protective equipment

Assessment of Risk when Controls are in place:

Medium

3.46 Resin Systems

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Resin	<p><u>Health Risks:</u> Skin, Inhalation, Irritant to eyes, Nose & Throat, Ingestion, Sensitisation</p> <p><u>Substances:</u> Isocyanates (MDI:TDI), Polyurethane Paints, Epoxy, Polyester</p>

Controls:

- a) Mechanical Ventilation where necessary

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- b) One piece overalls and gloves
- c) When working with Resin always read Suppliers (Material) Safety Data Sheet and work in accordance with the safety rules set out.

Assessment of Risk when Controls are in place:

Medium/Low - Method Statement may be necessary.

3.47 Pesticides

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Pesticides <u>Substances:</u> Timber preservatives, Fungicides & Weed killer	<u>Health Risks:</u> Skin (Dermatitis, inflammation), Inhalation, Irritant to eyes, Nose & Throat, Ingestion

Controls:

- a) Use least toxic substances
- b) Handle only dry materials
- c) When working with Pesticides always read Suppliers Material Safety Data Sheet and work in accordance with the safety rules set out
- d) Use breathing apparatus when working in confined spaces or when specified on the Suppliers Material Safety Data Sheet.
- e) Overalls, gloves and safety boots must be worn

Assessment of Risk when Controls are in place:

Medium/Low - In some situations further controls may be necessary to reduce the risk to low.

3.48 Acids and Alkalis

Assessment of Risk:

High

HAZARDS	RISKS
Acids & Alkalis <u>Substances:</u> Masonry Cleaners	<u>Health Risks:</u> Skin (Chemical Burns, inflammation), Inhalation, Irritant to eyes, Nose & Throat, Ingestion

Controls:

- a) Use least toxic substances
- b) Substances containing acids & alkalis - the Safety Data Sheets will be obtained and the safety precautions will be adhered to.

Assessment of Risk when Controls are in place:

Medium/Low - In some situations further controls may be necessary to reduce the risk to low.

3.49 Mineral Oil

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Mineral Oil Substances: Mould release agents, Machinery oils	<u>Health Risks:</u> Skin (Dermatitis, inflammation), Inhalation, Irritant to eyes, Nose & Throat,

Controls:

- a) Provide filter to reduce the mist
- b) Wear protective clothing
- c) Ensure adequate ventilation exists

Assessment of Risk when Controls are in place:

Medium/Low

3.50 Company Vehicles and Vehicles used in the course of work.

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Slippery and unsuitable surfaces. Faulty or unsuitable vehicles. Overloading. Passengers. Inappropriate, restrictive or no insurance policies. Unqualified, inexperienced or disqualified drivers. Poor visibility. Accidents coming or going to work.	Collision. Injury. Death.

General Precautions

Maintain all Company Vehicles according to manufacturers guidance and in compliance with the Road Traffic Acts, 1961- 2003.

Ensure that all drivers hold a current driving licence.

Ensure that all authorised to drive are listed on the Company Insurance Policy. Appropriate insurance cover must be in place for vehicle, activities undertaken and drivers.

Ensure that licences are reviewed at regular periods.

Ensure that employee notifies any penalty points received to management.

Keep all site areas or company premises clear of obstructions or substances that will contribute to slippery substances.

All reversing movements to be guided by banksman or by onboard camera.

Parking areas to be designated on site.

All workers should adhere to a site traffic plan if one is in place.

Park non-construction vehicles away from construction site traffic.

Park vehicles on level ground.

Display Speed limits on site.

Personnel should adhere to speed limit at all times.

Operators must carry out the pre-operational check and fill out the log.

Give right of way to heavy plant at all times.

Do not carry passengers unless each one has a seat and a seatbelt. • All

vehicles checked regularly with any defects corrected as soon as possible

All defects and accidents must be reported to the supervisor as soon as possible

Operators not permitted to use a mobile phone while driving unless they are using a hands free kit.

Vehicles to be kept in good repair; lights, steering, handbrake, footbrake, etc. must operate efficiently.

Drivers should not manoeuvre vehicles unless they have an unrestricted view and/or assistance if necessary.

Vehicles will be equipped with the necessary warning lights, fire extinguishers and first aid supplies

Passengers must never be carried unless vehicle is designed for carrying passengers and has a seat belt for the passenger and their carriage is authorised by management.

Assessment of Risk when Controls are in place:

Medium/Low

3.51 Battery Chargers.

Assessment of Risk:

High

HAZARDS	RISKS
Battery Charger Battery Tester Jump Leads	<u>Explosion,</u> <u>Acid Burns</u> <u>Eye damage</u>

Risk Control;

During and after charging, batteries give off hydrogen, an easily ignited and explosive gas

If polarity is not observed then the battery can explode.

Remove batteries from vehicles and charge in a well ventilated area.

Switch off battery charger before connecting or disconnecting.

Follow manufacturers instructions for charging batteries.

Risk assessment with Controls in place; low risk.

Who is responsible?

T H Contractors and all employees

3.52 Lead.

Medium Risk activities (see below)

HAZARDS	RISKS
Leading Roofs Lead-acid battery handling and disposal	Headaches, Tiredness, Irritability, Constipation, Nausea, Stomach Pains Kidney Damage/Nerve and Brain Damage

Controls

- Wear the correct PPE at all times. .
- Ensure that employees wash their hands and face and scrub their nails before eating, drinking or smoking. .

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- Provide training and information to all employees on the risks to health and the precautions/controls necessary in relation to lead if necessary

Risk assessment with Controls in place; low/medium risk.

Who is responsible?

Roofers and all employees disposing of batteries

3.53 Drinking and Drugs.

Any one can have an accident while under the influence of alcohol or drugs.

Assessment of Risk:

High

HAZARDS	RISKS
Alcohol, Drugs, Prescribed or illicit.	Lack of concentration leading to accidents. Poor performance. Lateness and absenteeism. Bad behaviour or poor discipline. Accidents or incidents. Injury or death

Controls

Drinking of alcohol and the use of non-prescribed drugs are strictly forbidden on-site.

It is also an offence for any person to arrive on-site suffering from the after effects of drug abuse or alcohol abuse any employee arriving on site in this condition will be sent home or may be subject to disciplinary procedure.

Prescription or over the counter drugs may affect your concentration.

Possession of drugs or Alcohol on site will lead to instant dismissal, the Garda may also be involved.

Assessment of Risk when Controls are in place:

Low

It is Company Policy to offer assistance in confidence to any employee who feels they may have a problem with alcohol or drug abuse.

Who is Responsible Management for Policy, Supervisors and Employees for control.

3.54 Abrasive Wheels.

Assessment of Risk:

High

HAZARDS	RISKS
<p>Shattering, Entanglement, Flying fragments/ molten sparks, Losing control of power tool, Explosions, Burns/ lacerations, Amputation, Eye injuries and blindness.</p>	<p>Operate all tools as per manufacturers instructions Use only wheels that are marked as in conformity to EN BS 4481 (including RPM rating) Ensure all guards are in position before use. Use correct type of wheel (e.g. not cutting wheel for grinding). Don't use "Wet Wheels" dry but "Dry Wheels" may be used wet. Only trained and Authorised workers will change wheel. Never force an incorrect wheel or stone to fit. Only trained operators (over 18) will operate these machines. Trained operators must have their name entered in their employers Safety Statement. Test run all wheels without load after mounting. Always use hearing and eye protection. Always take necessary fire precautions (hot work permit may be necessary). Report defective tools immediately to management or Safety officer and do not use in the interim. Keep trailing cables off the ground and away from water. Do not cut in storage areas. Avoid cutting overhead. When cutting concrete use water whenever possible.</p>

Controls

Operate all tools as per manufacturers instructions
Use only wheels that are marked as in conformity to EN BS 4481 (including RPM rating and CE mark)
Ensure all guards are in position before use.
Use correct type of wheel (e.g. not cutting wheel for grinding).
Only trained and Authorised workers will change wheel.
Never force an incorrect stone to fit.

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Only trained operators (over 18) will operate these machines.
 Test run all wheels without load after mounting.
 Always use hearing and eye protection.
 Always take necessary fire precautions (hot work permit may be necessary).
 Report defective tools immediately to management or Safety officer and do not use
 Keep trailing cables off the ground and away from water.
 Do not cut in storage areas.
 Avoid cutting over your head.
 When cutting concrete use water whenever possible.

Controls for consaw

Only competent persons will be allowed to use the consaw.
 Only trained and Authorised workers will change wheel.
 Ensure all guards are in place at all times.
 Do not remove or bypass safety devices.
 Eye and ear protection to be used at all times with the consaw.
 Inspect consaws for damage and defects before use.
 Wet Blades must be used wet but dry blades may be used either Wet or Dry
 Water should be used when cutting stone, concrete or dusty materials especially those containing silica which is a carcinogen.

Assessment of Risk when Controls are in place:

Medium (Hot Work Permit may be required).

3.55 Office Work.

Assessment of Risk:

Medium/Low

HAZARDS	RISKS
Open Drawers/ Filing Cabinets. Trailing Leads. Slippery Surfaces. Poor Lighting. Poor Housekeeping.	Lacerations/ Crushing Slips /Trips /Falls. Back /Hand /Head injuries.

Controls

Put in place a good housekeeping programme to manage the orderly movement of materials and persons from the point of entry to exit point.
 Ensure all staff practice good housekeeping and a clean as you go policy.
 Keep all aisles and walkways free of obstructions.
 Keep bags briefcases in lockers or presses.
 Put away sharp objects and keep desks/filing cabinets closed when not in use.

Report to management immediately any defects in office furniture.
Maintain lighting at a level appropriate to working safely.
All machinery will be used in line with safety instructions provided and manufacturer's specifications. Paper shredders, photocopiers, fax machines, printing machines etc. will be used in accordance with safety instructions and suppliers instructions and will be maintained in good condition at all times.

Assessment of Risk when Controls are in place:

Low

3.56 Display Screen Equipment.

Assessment of Risk; Depends on frequency of use see below;

HAZARDS	RISKS
Inappropriate use of Display Screen Equipment. Use of poorly positioned equipment. Constant repetitive actions in using computer equipment.	Repetitive strain injury (RSI) Eye strain Eye damage Back ache Head ache Epilepsy

Who does it affect?

All employees using Visual Display Units

Assessment of Risk; Depends on frequency of use. An individual assessment is required for employees using this equipment for more than an hour each day. Employees must be made aware of their right to eye tests.

Employees must be given information and training on the hazards associated with computer use and what they can do to minimise the hazards.

Controls

Display Screen

The characters on the screen should be well defined; clearly formed, of adequate size, with sufficient spacing between characters and lines. The image should be stable, with no flickering or other forms of instability. The brightness / contrast should be easily adjustable. The screen must swivel / tilt easily and freely. It should be possible to use a separate base for the screen or an adjustable table. The screen should be free of reflective glare and reflections liable to cause discomfort.

Keyboard

The keyboard should be tilt-able and separate from the screen. The space in front of the keyboard should be sufficient to provide support for the hands /

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arms to prevent fatigue. The keyboard should have a matt surface and the symbols on the keys should be adequately contrasted and legible.

Work Desk or Work Surface

The work desk should be sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment. The document holder should be stable and adjustable and be positioned to minimise the need for uncomfortable head and eye movements.

Chair

The work chair should be stable (5 casters) and allow easy freedom of movement and a comfortable position. The seat should be adjustable in height. The seat back should be adjustable in both height and tilt. A footrest should be made available if needed.

Working Space & Hazards

The workstation should be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements. Any hazards identified should be reported and action taken as necessary.

Reflections & Glares

Workstations should ensure that sources of light, such as windows, transparent / translucent walls, brightly coloured fixtures / walls cause no direct glare and no distracting reflections on the screen. Windows should be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

Lighting

Room or task lighting provided should ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements. Disturbing glare and reflections on the screen or other equipment should be prevented by co-coordinating workplace and workstation layout with the positioning of the artificial light sources.

Heating

Equipment belonging to any workstation should not produce excess heat that could cause discomfort.

Humidity

An adequate level of humidity should be established and maintained.

Noise

Noise emitted by equipment belonging to any workstation should be taken into account when a workstation is being equipped, with a view to ensuring that attention is not distracted and speech is not disturbed.

Working Routine

We will plan the activities of users at work in our undertaking that their daily work on display screen equipment is periodically interrupted by such breaks or changes of activity as reduce their workload at that equipment.

Software

Software must be suitable for the task; easy to use and where appropriate, adaptable to the level of knowledge or experience. Systems should display information in a format and at a pace that is adapted to the user. The principles of software ergonomics must be applied, in particular to data processing.

Eye Sight Tests

Where a user experiences visual difficulties which may reasonably be considered to be caused by work on display screen equipment an appropriate eye and eyesight test will be provided, any such test to be carried out by a competent person as soon as practicable. Eye tests will be provided at commencement of work on VDUs and at least every 2 years thereafter. See – SHWW General Applications 2007 Chapter 5 Part 2 and Schedule 4.

Assessment of Risk when Controls are in place:

Low

Who is responsible?

Proprietors and Manager (Policy, Provision of tests and specification of equipment).

Employees (reporting defects and visual difficulties).

3.57 Appliances Plant and Machinery

Hazard	Risk	Assessment of Risk	Controls
Fire Alarm System	Failure Electric shock	Low	Equipment installed and subject to annual recorded maintenance by competent person and as required if any fault lights show. Update Fire Register with any inspection reports.
Computers / Workstations	Electrical fire Electric shock	Low	Use according to manufacturer's instructions See VDU Assessment

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Hazard	Risk	Assessment of Risk	Controls
Laser Printers	Electrical fire Electric shock Printer Ink-Toner Burns from laser unit	Low	Use according to manufacturer's instructions Maintenance to be carried out by competent person. Caution High temperature-Do not touch inner laser unit when replacing toner unit. Wear gloves when replacing Toner or ink Clean spilt toner with a damp cloth as the fine dust can cause fire do not use a vacuum as this can cause a dust explosion.
Laminator	Electrical fire Electric shock Burns	Low	This machine generates heat. Do not leave laminator turned on when unattended. Do not use near flammables.
Radio	Electrical fire Electric shock	Low	Use according to manufacturer's instructions Turn off at the mains when not in use or when cleaning. All portable electrical items should be PAT tested once per year

Hazard	Risk	Assessment of Risk	Controls
Photocopier	Photocopier incorrectly installed (e.g. not stable or level on base)	Low	Have photocopier installed, tested and demonstrated before accepting delivery
	Staff Training: Employees are unable to use advanced functions correctly causing malfunctions	Medium	Ensure that installer provides operator training for employees following installation
	Technical staff are insufficiently familiar with photocopier to maintain it properly	Low	Check that instruction manual is provided and located adjacent to the photocopier
	Chemical: Exposure to photocopier chemicals and waste due to lack of timely servicing	Low/Medium	Arrange training for technical staff to be responsible for maintaining photocopier and providing assistance to employees Arrange contract for periodic cleaning and service in accordance with manufacturer's instructions
Electric Rad Heater	Electrical fire	Low	Do not cover
	Burns		Do not touch surface when in operation

Assessment of Risk when Controls are in place:

Low

Who is responsible?

Proprietors and Manager (Policy, Provision of safe equipment and specification of equipment).

Employees proper use of equipment.

3.58 Stress.

Stress is an adverse reaction people have to excessive pressure. It is not a disease but if it is intense and long term it can have negative effects on mental and physical health.

Signs of stress include; changes in mood or behaviour, deteriorating relationships with co-workers, irritability, indecisiveness, absenteeism, and reduced performance.

HAZARDS	RISKS
<p>Workplace Stress from; Lack of Consultation and Communication. A Culture of Blame. An expectation that people will work excessively long hours. Having too much/too little time to do it. Being too qualified/under qualified for their job. Boring or repetitive work. The physical work environment – noise, harmful substances, threat of violence. Lack of control over work activities. Bullying, racial or sexual harassment. Fears about job security. Confusion about the employees place in the workplace. Lack of Management support.</p>	<p>Signs; Changes in mood or behaviour, Deteriorating relationships with co-workers, Irritability, Indecisiveness, Absenteeism, Reduced performance.</p> <p>Dependency on medication or illicit drugs. Sleeplessness. Ill Health. Excessive smoking and drinking.</p>

Assessment of Risk:

Medium

Controls

See our policy on Stress in the Workplace.

Where an employee is identified as suffering from stress identify the stressors involved and take corrective action.

Assessment of Risk when Controls are in place:

Low

Responsibility;

Management is prepared to listen to any employee who believes he is suffering from stress and is prepared to make organisational changes where necessary.

If the source of the stress is of a personal nature encourage employees to contact a member of management or the Safety Officer.

3.59 Cartridge operated tools

Assessment of Risk:

High

HAZARDS	RISKS
Accidents and injuries including puncture wounds Eye Injuries	Eye damage Blindness

Controls

Maintain and operate tools according to manufacturers instructions
Allow only competent personnel who are not colour blind to operate tools.
Operators must wear the appropriate PPE particularly goggles and ear protection.

Assessment of Risk when Controls are in place:

Medium

Who is responsible?

Proprietors and Supervisors (Provision of safe equipment and specification of equipment).

Employees - proper use of equipment.

3.60 Working at Heights

This has been the biggest killer on site for the last 10 years.

Assessment of Risk:

High

HAZARDS	RISKS
Falling from a height Falling objects	Death Serious injury

Controls

Before carrying out any work at height carry out an assessment of whether the work can be done any other way.

Before permitting any work at height carry out a Risk Assessment on the intended operation.

Ensure that there is a safe method of access and egress.

Ensure that the work platform is the most suitable for the task that it is secure and capable of supporting the intended weight of persons and materials.

Ensure that appropriate fall protection/PPE is worn.

Ensure that safety harnesses are kept in good condition and inspected regularly (and at least before each use- Thorough Examination every 6 months).

Ensure that all workers have received training on Work at Height.

Do not interfere with safety devices for work at heights.

Assessment of Risk when Controls are in place:

Medium

Applicable legislation; ***The Safety, Health and Welfare at Work (General Applications) Regulations 2007 - 2016***

3.61 Work at Height Dynamic Risk Assessment

(Risk Assessment performed on site)

Avoid the Risk- Avoid all work at height if at all possible.

Reduce the risk- Do as much as possible at ground level.

Collective fall protection –use safety barriers or nets or airbags as appropriate
Personal fall protection- use harnesses/ fall arrest lanyard only as a last resort.

3.62 AsbestosAssessment of Risk:

High

What is Asbestos?

Asbestos is a common name for a group of minerals, whose fibres are very heat-resistant and strong. It was used widely until the early 1970s, when it was virtually banned in the European Union. However! There is still a lot of asbestos in buildings. Common uses of asbestos in building included;

Filler for cement or plastic.

Heat-resistant insulator in boilers and on pipes.

Cladding for buildings and roofs, roof tiles, sewage and drainage pipes.

Spray insulation on ceilings and steel girders.

PPE.

HAZARDS	RISKS
<p>Asbestos is hazardous to a person's health, since exposure to asbestos dust can cause Lung Cancer/Mesothelioma.</p> <p>There is no known safe exposure level to asbestos - the more you are exposed, the greater the risk of developing an asbestos-related disease. Exposure to, or inhalation of, asbestos fibres can result in cancer.</p>	<p>Lung Cancer/Mesothelioma</p>

Controls

Carry out a Risk Assessment to identify any areas of asbestos, the type and the risk of exposure.

Provide all employees with training information in the dangers of asbestos and the use PPE.

Notify HSA 28 days in advance of any work involving exposure to asbestos.

Maintain an Occupational Health Register of all workers exposed to asbestos (employers' duty). Keep records for 40 years after the last entry relating to each employee (Asbestos Regs., Fifth Schedule).

Never strip out asbestos insulation yourself. The law allows only trained and authorised personnel from specialist contractors to remove asbestos from a building. If asbestos is in good condition, leave it where it is - it is only a hazard when damaged or during attempts at removal.

Keep asbestos material (including wastes) damp while working on them.

Do not use power tools on asbestos materials, as they create dust - use hand tools instead.

Put asbestos waste in a suitable sealed container, such as a heavy-duty polythene bag, then put that bag in a second bag and label it to show that it contains asbestos.

Ensure that disposal of asbestos waste is carried out as per the Regulations.

Assessment of Risk when Controls are in place:

Medium

3.63 Cold (Hypothermia)

What is Hypothermia?

Primary Hypothermia - occurs when the body's heat balancing mechanisms are not working properly and are subjected to extreme cold.

Secondary Hypothermia - occurs where heat-balancing mechanisms are impaired and cannot respond adequately to moderate cold.

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Cold/exposure Wet/rain/wind	Hypothermia

Controls

Provide employee training in the prevention, recognition and treatment of hypothermia.

Provide suitable protective clothing.

Maintain all heating devices in plant/cranes/machinery as per manufacturer's instructions.

Provide adequate/suitable means of drying wet clothing, as well as shelter from bad weather.

First Aid Measures

Prevent further heat loss - move casualty indoors, if possible.

Insulate the body well, using clothing, plastic and body heat.

Remove wet clothing, only if dry replacements are available.

Do Not:

Give the casualty alcohol.

Rub the casualty's body.

Heat using artificial heat sources placed directly on the body.

Symptoms of hypothermia Include -

Cold, pale skin.

Intense shivering

Speech becomes slurred

Muscles become rigid

Disorientation

Effects on the nervous system - poor coordination

Clumsiness/Sleepiness/amnesia

Irrational behaviour

Assessment of Risk when Controls are in place:

Medium/Low

3.64 Laser Equipment.

What is Laser Equipment?

Surveying equipment is the best example of laser equipment on site.

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Direct eye-contact with laser	Eye injury/blindness Burns Electric shock

Controls

Operate and maintain all laser equipment as per the manufacturer's instructions.

Ensure that no worker looks at the laser beams or directs the beams towards other workers.

Ensure that laser equipment is serviced/repaired only by the manufacturer.

Do not use wet batteries/charger.

Do not cover the battery charger while charging.

Do not use laser equipment in explosive/damp atmospheres, unless rated suitable/safe by the manufacturer.

Assessment of Risk when Controls are in place:

Medium/Low

3.65 Public Safety

See Also: Falling Objects

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Pedestrians/Vehicles- access to premises – moving transport Unsecured materials Collision	Crushing Injuries Death

Controls

Ensure that access to the construction site is to authorised persons only (Safe Pass cardholders). Use security personnel or a responsible person to control access.

Ensure that all visitors to the construction site sign-in and are accompanied on their visit around the site.

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Ensure that the construction site is suitably fenced with barriers/hoarding, etc to separate all construction activities from members of the public.

Especially on street-side works, ensure that suitably designed hoarding is erected by a competent person to protect the public.

Make safety arrangements to ensure that normal pedestrian and public vehicular traffic is not put at undue risk as a result of construction work.

Erect suitable warning signs to forewarn of the known dangers at the entry gates to, and the boundary of, the construction site.

Where members of the public must have access close to construction work, provide suitable and safe routes to protect them from construction activities.

Also give consideration to persons with disabilities.

Identify and mark suitably pedestrian crossings from parking areas on site.

Devise and implement a site traffic plan, including speed limits posted with appropriate signage.

Keep all areas along traffic routes clear of obstructions, plant & machinery, materials, etc.

Protect all open or partially backfilled excavations/manholes and prevent access by suitable barriers and warning signs.

Adhere to good housekeeping practices at all times. Keep all public areas clear of construction-related debris such as muck, dust, trip hazards, sharp objects, falling objects, etc.

Remove bottom ladders on scaffolds and lock away all dangerous materials at night.

Ensure that the construction site is secured at night by the Site Manager/security personnel.

Check the site entrance and public roadway regularly for debris and remove.

Put in place an effective housekeeping policy.

Use safety netting/sheeting to protect the public at risk from falling objects.

Use warning signs, mirrors and hazard flashers to ensure public safety.

Material Deliveries:

Under no circumstances attempt unloading while the driver is in the vehicle.

Use mechanical means, where possible, for the unloading of materials – for example, a teleporter.

If necessary use a trained Banksman (valid CSCS card) to guide reversing vehicles.

Restrict access to the work area/goods inwards to authorised personnel only and display suitable signage.

Secure all materials stored externally, so as to prevent toppling/rolling, etc.

Control all entry/exits in hazardous conditions.

Assessment of Risk when Controls are in place:

Medium/Low

3.66 Mobile Phones

Assessment of Risk:

Medium

HAZARDS	RISKS
Loss of concentration Distractions	Accidents

Controls

Do not use mobile phones:

When operating plant & machinery.

When a vehicle/machine is in motion.

In areas where machines are refuelling.

Keep the overall use of mobile phones on construction sites to a minimum.

The preferred method of communication on-site is via hands-free two-way radio - especially for lifting operations.

The Road Traffic Regulations, 2002, state -

‘The driver of a mechanically-propelled vehicle shall not hold or have about their person a mobile phone or other similar apparatus while in the said vehicle, except when it is parked’.

Note:

Hand-held CB2 radios, two-way private radio systems and walkie-talkies are also covered by the ban. The use of hands-free phones and equipment is permitted.

Assessment of Risk when Controls are in place:

Low

3.67 Lone Workers

Assessment of Risk: Medium/High

An Individual Risk Assessment will be required for each Lone Worker

Who are Lone Workers?

Lone workers are those who work by themselves without close or direct supervision. They include:

- People who work separately from others.
- People working outside normal hours - for example, security, maintenance, or repair staff.
- Lone workers are found in a wide range of situations, including maintenance, cleaning work, electrical repairs, painting and decorating

HAZARDS	RISKS
Lone working No backup	Injury Violence Accidents

Controls

- Assess risks to lone workers and take steps to avoid or control risk, where necessary (**employer's responsibility**).
- When Risk Assessment (see below) shows that it is not possible for the work to be done safely by a lone worker, make arrangements to provide help or back-up, including:
 - Supervisor's periodically visiting and observing people working alone.
 - Regular contact between the lone worker and his/her supervisor, using telephone or radio.
 - Automatic warning devices that operate if specific signals are not received periodically from the lone worker - for example, systems for security staff.
 - Other devices designed to raise the alarm in the event of an emergency, and which are operated manually or automatically by the absence of activity.
- Checks that a lone worker has returned to their base or home on completion of a task.
- Access to adequate First Aid facilities - ensure that mobile workers carry a First Aid kit suitable for treating minor injuries.

Risk Assessment Checklist

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in, and a way out, for one person?
- Can any equipment that's necessary, be safely handled by one person?
- Can all the plant, substances and goods involved in the work be safely handled by one person?
- Does the work involve lifting objects too large for one person, or is more than one person needed to operate essential controls for the safe running of equipment?
- Is there a risk of violence?
- Is there work at night.
- Is the work area and access well lit.
- Are women especially at risk, if they work alone?
- Are young workers especially at risk, if they work alone?
- Is the person medically fit and suitable to work alone?
- What happens if the person becomes ill, has an accident or there's an emergency?

Assessments of Risk When Controls are in place: Generally Low Risk but dependent on an Individual Risk Assessment.

3.68 Pregnant Employees

Assessment of Risk: Medium

The law in relation to pregnant employees relates to three categories of employees;

1. A pregnant employee
2. An employee who has recently given birth
3. An employee who is breast feeding

HAZARDS	RISKS
Fatigue, Stress, Physical limitations, Chemical agents, Biological agents, Radiation, Extremes of cold or heat, Manual handling, Noise, Physical agents, Shocks and vibration Slips, trips and falls Collision with objects	Back injury, Miscarriage, Damage to the foetus, Damage to the mother

Managing the Risk:

- Pregnant employees must inform their employer as soon as practical after they become aware of their condition, with the appropriate medical certification.
- Ensure that a competent person carries out a written risk assessment of all chemical, physical agents, processes and working conditions that may be a hazard to the pregnant employee.
- Following the risk assessment, take the necessary protective and preventative measures to safeguard the pregnant employee -
- Adjust temporarily the working conditions or working hours of the pregnant employee based on the results of the risk assessment
- Assign alternative work to the employee if the hazard cannot technically or physically be reduced
- Provide rest areas for pregnant or nursing employees

Unless a complete risk assessment is carried out by a competent person which indicates that there will be no ill effects to mother or baby, do not allow pregnant employees or breast feeding mothers to work with lead or lead substances, pressurised enclosures, toxoplasma, underground mine work.

Assessment of Risks when controls are in place: Individual Risk Assessment.

Who is responsible?

Proprietors and Supervisors (Provision of individual Risk Assessment).

Employees - notification to and cooperation with the employer.

3.69 Non National Workers

Non-nationals present us with real language issues when it comes to ensuring safety on site.'

Assessment of Risk:

Medium/High

HAZARDS	RISKS
Communication – unable to understand signs/warnings	Accidents/Injury

Controls

Ensure all new employees are in possession of a current Safe Pass card.

Ensure all non-nationals receive Induction training, before working on-site.

Ensure all non-nationals have sufficient competency of the English language so as to carry out their work and understand instructions/training given.

Ensure that all workers with poor English are under the supervision of at least one worker who is competent in English.

Use the HSA 'Safe System of Work Plan' for hazard identification and controls on sites where there are large numbers of non-national workers.

Ensure that site signage includes images, where possible, to warn of hazards.

Assessment of Risk when Controls are in place:

Medium/Low

3.70 Site Security

Assessment of Risk:

High

HAZARDS	RISKS
Unauthorised use of equipment Entrapment	Injuries Lacerations Fractures Sprains/Strains Crush Injuries Death

Controls

Before any works start at any location, carry out a Risk Assessment to identify the hazards posed by trespass/vandalism on that particular site and the risks arising.

Put in place the appropriate control measures (fencing/barriers/locks, etc.), as far as is reasonably practicable.

Immobilise secure all machinery/plant/equipment, when not in use and at the end of the working day, so as to prevent unauthorised use/access.

Secure the site, as far as is reasonably practicable, to prevent unauthorised access.

Erect a warning sign at each entrance, warning persons of the dangers and denying unauthorised access.

Report all unauthorised access immediately to site management.

Ensure the safe removal off the site of any person who gains unauthorised access.

Review the effectiveness of site security arrangements in the light of experience. In particular, review their adequacy if there is evidence of children playing on, or near the site.

How access is controlled depends on the nature of the project, the risks, and the location. Physically define the boundaries of the site, where practical, by suitable barriers that reflect the nature of the site and its surroundings. In deciding on the most appropriate exclusion methods to prevent unauthorised persons entering the site, consider:

The location of the site. Is it located in an urban area and close to extensive housing or a school, or, is it in a remote area?

Is there a right of way across the site?

Have the public or others access to the site in, or next to, other work areas?

If it is not practicable to erect hoarding around the site, can hazardous areas be cordoned off?

Are new houses being built on a development where some houses are already occupied?

Are there any children and other vulnerable people nearby?

What is the nature of the work and the risk to persons not authorised to enter the site?

External Security Companies on-site

Security companies working on construction sites are subject to the same conditions as any other subcontractor:

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They must receive Induction training and comply with site rules.

They must submit the following documentation:

Safety Statement.

Training Records - Safe Pass and Security Institute qualifications.

Assessment of Risk when Controls are in place:

Medium

4. Policy Statements

4.1 Harassment in the Workplace Policy

The Company is committed to creating a harmonious working environment in which employees do not feel apprehensive because of their gender, marital or family status, sexual orientation, race, colour, nationality, national/ethnic origin, religion, disability or age.

Intimidation or harassment in any form is unacceptable behaviour and is a form of discrimination. The Company will treat such behaviour as gross misconduct, which will be dealt with pursuant to the Company's disciplinary procedure.

Harassment describes the behaviour of one person that another, person finds unacceptable or unwelcome. It can affect the confidence, moral and health of the person being harassed and it is therefore a very serious issue. It includes any verbal or physical abuse, derogatory statements, displays or emblems or discriminating remarks made by one or more persons in the workplace. Sexual harassment is unwanted conduct of a sexual nature based on sex affecting the dignity of persons at work. Examples of some forms of sexual harassment include: -

Non verbal/visual sexual harassment, e.g. sexually suggestive or pornographic pictures/calendars, leering or whistling

Verbal sexual harassment, e.g. unwelcome sexual advances or unwelcome pressure for social contact, sexually suggestive jokes, remarks or innuendo

Physical sexual harassment, e.g. unwelcome physical conduct such as groping, pinching, patting, or unnecessary touching, unwelcome fondling or kissing, sexual assault or rape.

The Company encourages employees to report harassment should it occur. There is a procedure through which employees can confidentially raise complaints relating to harassment. Every effort will be made to ensure that employees making complaints will not be victimised. Victimisation of an employee who makes a complaint of harassment or of an employee who gives evidence regarding harassment will result in disciplinary action up to and including dismissal.

All employees have a responsibility to help to ensure a working environment in which the dignity of employees is respected. They should be aware of the serious and genuine problems which harassment can cause, and ensure that their behaviour is beyond question. Employees should provide support to colleagues who are being harassed by encouraging them to follow the Company's harassment complaints' procedure.

In the event that an employee believes that they are being/have been harassed by a fellow employee, a client, customer or other business contacts of the Company, they should report the matter as soon as possible.

Employees should not assume that others are or may be aware that harassment has occurred or is ongoing. The Company cannot deal with instances of harassment if such incidents are not reported. Consequently,

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any employee who experiences job related harassment (including sexual harassment) should report the matter to John Henry or they may refer the matter to any other member of management. It is the right of individuals to have a complaint investigated, where possible, by a member of management of the same sex as the Complainant (depending on the nature of the complaint). If necessary, a second member of management will assist throughout the procedure. He/she will attend all meetings and maintain a written record of all proceedings.

Reporting and Investigating of Complaints of Harassment

Any complaint of harassment will be dealt with sensitively and as confidentially as possible.

A complaint of harassment should be made as soon as possible after the incident in question is alleged to have occurred. As soon as possible after the complaint has been made, a meeting will be arranged for the employee making the complaint to clarify and formally record the complaint.

In cases of serious alleged harassment consideration will be given by the Company to suspension on full pay of the alleged harasser to enable investigations to proceed. The person against whom the complaint is being made will be given a copy of the complaint made against them. The employee against whom the complaint is made will be advised that they will be afforded a fair opportunity to respond to the allegation.

Both the employee making the complaint of harassment and the employee against whom the complaint is made will have full opportunity to state their position.

Both employees may be accompanied by a work colleague at any meeting to investigate the matter.

As part of an investigation into an allegation of harassment anyone who was present when the alleged incident took place will be interviewed and asked to outline what happened.

Further meetings may be required to clarify or gain further information.

Confidentiality will be maintained as far as practicable. Witnesses will be expected to respect the privacy of the parties involved by refraining from discussing the allegations with other work colleagues or other persons outside the Company.

If upon completion of an investigation into all allegation of harassment the Company is satisfied that the complaint is well founded the matter will be dealt with under the Company's disciplinary procedure or other appropriate action e.g. counselling.

If the Company is of the view that there is no basis for the complaint made or that the complaint was made vexatiously the matter will be dealt with under the Company's disciplinary procedure or other appropriate action.

Grievance Procedure

Staff are encouraged to raise their concerns openly and quickly so that they can be dealt with rather than left to develop into grievances.

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Problems, queries or complaints should be raised orally with your immediate supervisor or Manager as soon as possible. Time should be allowed for the matter to be resolved. If the problem is not satisfactorily resolved, or the problem relates to your supervisor, it should be raised with the Managing Director who will arrange the investigation of the grievance. Employees are encouraged to voice constructive opinions in relation to their work and to suggest and contribute solutions to problems, which concern them.

4.2 Bullying At Work Policy

WHAT IS BULLYING?

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

EFFECTS OF BULLYING

Any or all of the following can manifest as the effects of bullying on the person:

Emotional effects (severe anxiety)

Cognitive (concentration) effects (making mistakes, having accidents)

Behavioural effects (smoking, excess drinking, overeating)

Physiological effects (contributing to raised blood pressure, heart disease)

Reduced resistance to infection, stomach and bowel problems and skin problems.

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

Increased absenteeism

Low motivation

Reduced productivity

Reduced efficiency

Hasty decision-making

Poor industrial relations.

Vulnerable Groups

Those perceived, in any way, as different are often targets for bullying.

These can include: -

- 1) Older employees.
- 2) Low status employees.
- 3) Employees who are unduly shy, lack education or learning ability, have physical disability or sensory impairment, or are known to be unwilling to complain.
- 4) Employees of a different gender or sexual orientation.
- 5) Employees who show a willingness to challenge harassment, (which can lead to victimisation).

- 6) Employees who choose not to be a member of a trade union and as a result suffer harassment by colleagues.
- 7) Employees suffering from poor physical or mental health.
- 8) Employees with very noticeable physical characteristics.
- 9) Employees with religious or political beliefs not shared by their colleagues.
- 10) Employees of a different race, ethnic origin, nationality, or skin colour.

CHARACTERISTICS OF BULLYING

We have identified three broad potential areas of bullying but we recognise there may be others:

by supervisors,
by individual workmates and
by groups of workmates.

ANTI-BULLYING POLICIES

Senior management will not tolerate bullying behaviour. We will implement the provisions of the HSA “Code of Practice on Prevention of Bullying in the Workplace” in our workplaces.

FORMS OF BULLYING

The forms, which any of these kinds of bullying may take, are:

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

IF YOU THINK BULLYING IS TAKING PLACE

Read these guidelines

Talk to your superior at work, (if necessary showing these guidelines)

Talk to your Safety Representative

Talk to your Manager or Safety Officer on site

Seek advice from an appropriate State agency

Where there are serious medical symptoms employees should, of course, take appropriate medical advice.

4.3 Alcohol and Drugs Policy.

Introduction

1. T H Contractors Ltd is concerned that the use of alcohol and/or drugs by its employees should not impair their health and social life. To the extent that misuse of alcohol and/or drugs may have detrimental effects on an employee's attendance and work performance, the interests of the employer and his other employees should be protected.

2. T H Contractors Ltd regards an individual's dependency on either alcohol or drugs as an illness. The same provisions and allowance for treatment will be made as for other illnesses.

3. T H Contractors Ltd has considered it appropriate to draw up an alcohol and drug policy.

4. For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others."

Drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

5. The policy is intended to apply to all staff of the Company including senior management.

6. The Company will assist any member of staff who is dependent on alcohol or drugs to find out about and assess his/her problem and to obtain confidential counselling. Staff who suspect or know that a colleague has an alcohol or drug problem may wish to encourage him/her to seek help. Information will be provided on the effects the abuse of alcohol or drugs has on health and safety.

POLICY STATEMENT

(a) Any member of staff who is concerned that he/she may have a dependence on alcohol or drugs is encouraged to seek help and advice from his/her General Practitioner. If the Company believes that an employee is dependent on alcohol or drugs it may require that employee to attend an interview with the Company's Doctor. The Doctor will then provide the Company with a report on the employee's condition and advice regarding treatment strategy and his/her suitability to fulfil his/her responsibilities to the Company.

(b) If it is shown that the working environment is contributing to a dependency problem, then the Company will take all reasonable actions to ameliorate such problems.

(c) It is hoped that any member of the Company who believes that a colleague has a drink or drug dependency problem will encourage him/her to seek professional help.

(d) Someone whose dependency on drink or drugs has come to the attention of a Company officer - possibly through difficulties at work - will, in the first

place, be encouraged to discuss his/her dependency problems and also, if appropriate, be advised to seek medical assistance.

(e) The Company will regard anyone seeking help as having a health problem and will cooperate to enable appropriate help/treatment to be obtained.

The Company will treat reasonable absences for advice and treatment for dependence on alcohol or drugs as sick leave, provided the person concerned regularly informs the company of progress and genuinely attempts to overcome the dependency problem. The need for confidentiality will be respected.

(f) If, because of an alcohol or drug dependency, a person's performance at work or their behaviour is suffering and this would normally result in disciplinary action being taken, such action will be suspended for an appropriate period during treatment. Should help be refused or treatment unreasonably discontinued or, after a reasonable interval there is no improvement in behaviour and/or work performance remains poor, disciplinary procedures will be resumed or initiated. Such procedures may result in the termination of an individual's employment.

(g) An individual has the right to be accompanied/represented by his/her trade union representative or a colleague in discussions over alcohol or drug dependency.

(h) If, because of alcohol or drug dependency - or for any other reason - a member of staff behaves or carries out his/her work in such a way as to endanger himself/herself or others, prompt corrective action will be taken as necessary to prevent damage being done. In this sort of situation the employee's alcohol or drug dependency will be taken into account, but it will not necessarily free the person concerned from the consequences of his/her conduct.

In rare cases an employee who develops dependency on alcohol or drugs may become unsuited to his/her particular post. Special consideration will need to be given to the position of such employees and, wherever possible, a suitable alternative post sought.

(i) Agreement to accept treatment for alcohol or drug dependency will not, in itself, be detrimental to a member of staff's general conditions of service.

(j) The Company will continue to provide alternatives to alcohol on all appropriate occasions, in addition to the provision of or sale of alcoholic drinks.

While all supervisors have a responsibility in its day-to-day operation The Managing Director is responsible for the implementation of the policy.

4.4 Policy for the Management of Workplace Stress

Introduction

We are committed to protecting the health, safety and welfare of our employees and recognises that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company and managers are responsible for implementation and the company is responsible for providing the necessary resources.

Definition of stress

Stress can be defined as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

- The company will endeavour to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will consult with Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

Responsibilities

Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to any member of staff who is experiencing stress outside work e.g. bereavement or separation.

Employees

21/03/2017

- Raise issues of concern with your Safety Representative, line manager or occupational health department.
- Accept opportunities for counselling when recommended.

4.5 Environmental Policy.

The Company commits itself to work in a manner that conserves our environment and protects the Safety, Health and Welfare of our employees and sub-contractors, customers and the community at large.

We commit to;

- 1) Comply with all Local and National Legislation in relation to the Environment.
- 2) Ensure that our operations and products used do not create unacceptable risks to the human health or the environment.
- 3) Assess the discharges and wastes generated from our sites/premises and their effects, if any on the environment and community.
- 4) Always ensure that our waste is disposed of properly.
- 5) Recycle where possible any waste generated.
- 6) Always keeps our sites/premises as clean and tidy so far as is reasonably practicable.

The company's goal of a less hazardous environment can be easily achieved with a conscientious effort and commitment to the highest standards in excellence from all employees.

4.6 DRIVING FOR WORK POLICY.

Management Commitment.

We recognise that a vehicle can be a place of work; therefore we will ensure, as far as reasonably practicable, that;

- Work related journeys are safe.
- Members of staff can drive safely.
- All vehicles and equipment are safe to use and in a safe condition.

Manager Sinead Conway is the Manager responsible for the implementation of this policy.

Section 1: Purpose

1.1 The purpose of this policy is to ensure that controls are in place to protect both members of staff and others from the risks of work related driving, and to provide a set of standards to which we can operate. It applies to all members of staff who drive for work, and does not diminish in any way the individuals' responsibility to be accountable for safety when driving on the public highway.

Section 2: Scope.

2.1 This policy recognises the duties of employees who drive as part of their work activities:

- Those who are required by the company to drive as an essential part of their employment
- Those who use their own transport to undertake some element of their role within their work.

2.2 The Health and Safety at Work Act (2005) requires employers to ensure that their employees use, so far as reasonably practical, the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.

2.3 This Driving at Work Policy sets out the steps to be taken to ensure that employees use the road as safely as possible. It applies to employees who drive company owned or leased vehicles, other than large goods or passenger vehicles, which are subject to specific legislative requirements as an essential part of their employment, as well as employees who drive their own vehicles for occasional business use.

2.4 It is important to note that health and safety law does not apply unless the employee is traveling from their home to a location other than their place of work in the course of the business.

Section 3: Benefits from managing road safety.

3.1 The benefits from managing road safety and reducing accidents can be considerable and include:

- Fewer days lost due absenteeism resulting from accidents
- Reduced risk of work-related stress
- Reduced stress and improved productivity
- Less need for investigation of accidents

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- Less time lost due to work-related accidents
- Fewer vehicles off the road
- Less chance of key employees banned from driving as a result of points on their licence.
- Promoting safe driving practices at work may well spill over into private driving with less chance of staff being involved in accidents outside of work hours.

Section 4:Policy**4.1 Qualified to drive**

All staff who drive for business must be in possession of a full and valid driving licence and are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle.

4.2 Qualified to drive

All staff who drive company vehicles should present their driving licence for inspection by the manager when driving a company-owned or leased vehicle, and thereafter on an annual basis. It is the responsibility of staff members to notify their manager immediately if for any reason they have their licence revoked or have points applied to their licence.

4.3 Insurance

Any person driving in connection with company business at any time must be adequately insured and covered for "business use". All staff who drive company vehicles as an essential part of their employment are automatically to be included on the company's insurance policy. All staff who use their own vehicle for business purposes on an occasional basis should ensure that their insurance certificate states for "business use". Staff should inform their insurer that the use of their private vehicle is for occasional "business use". This does not normally incur any additional expense but ensures that the individual is adequately insured in the event of an accident. The company should be provided with a copy of a valid insurance certificate on an annual basis where any travel claims are made.

4.4 Fit for use

Under road traffic legislation the owner is responsible for ensuring the vehicle is roadworthy, the load being carried is secured, and the use of seat belts by passengers when traveling on the public road. Staff using their own private vehicles for business purposes are responsible for ensuring that the vehicle has been maintained in accordance with the manufacturers' recommendations and has a valid NCT or DOE certificate where applicable. Where staff drive company vehicles the appropriate servicing and maintenance arrangements must be made in accordance with the manufacturers' recommendations to ensure that the vehicle is safe for use, either a valid NCT certificate must be displayed or a commercial vehicle certificate. A logbook must be kept and any vehicle defects must be notified to the manager once they become apparent. All staff are encouraged to perform weekly safety checks using the vehicles' safety check form.

4.5 Fit for purpose

Vehicles may be used for specific tasks, so it is important to ensure that the type of vehicle used is fit for the purpose. Some vehicles are suitable for work tasks only, mainly for carrying goods. Other vehicles are suitable for carrying combined loads of passengers and goods. If goods are carried the vehicle should enable these loads to be carried properly and passengers should each have a seatbelt. Unsecured loads in cars can greatly increase the risk to occupants in collisions. It is the responsibility of drivers to ensure that vehicles used for work purposes comply with the fit for purpose rule.

4.6 Fitness to drive

All staff must ensure that they are fit to use the roadway at all times, and must declare to their manager that they are free from any medical condition which might adversely affect their safety on the road. They must inform their manager if they are required to take any medication that might affect their judgement or reaction time while driving. Staff must not drive at any time while under the influence of alcohol or illegal drugs. Drivers may need spectacles to drive and these should be worn. All drivers have a legal requirement to satisfy the eyesight criteria in the Road Traffic Acts.

4.7 Use of mobile phones

It is illegal to use a hand-held mobile phone while driving. Even using a hands-free phone may become a distraction while driving. In order to take a call staff should pull over if safe to do so. We will discourage the use of mobile phones to contact staff while they are known to be driving.

4.8 Safe journey planning

Where staff are required to drive for work, it is expected that the schedule of driving, work and periods of rest are mutually agreed and determined so as not to impact negatively on the person concerned. As a working rule, no driver should drive for more than two hours without at least a fifteen-minute break. Staff should ensure that they take adequate time to complete their journey depending on road condition vehicle condition and weather conditions. Managers should ensure that the schedule allows sufficient time for the drivers to take account of reasonable delays and traffic conditions and to comply with speed limits. Where staff have to travel to a remote location at the beginning of the day, where the journey is likely to be at rush hour, managers should consider asking staff to travel the night before and stay overnight. Similarly at the end of a working period at a remote location, managers might consider making provisions for the staff to stay overnight so they do not have to travel long distances home when tired.

4.9 Accident reporting

Any member of staff involved in an accident or incident while driving a company-owned or leased vehicle, or their own vehicle for business purposes, must report any damage to the vehicle or any other person or property immediately to their manager who will record the details in the accident book and notify the relevant insurance company.

T H Contractors Ltd, Ballinrobe Road, Castlebar, Co Mayo.
CONSTRUCTION SAFETY STATEMENT

Any member of staff involved in an accident or incident while driving their own private vehicle for work-related purpose must deal with any claims that arise from this directly with their own insurance company, and report the incident immediately to their manager who will record the details in the accident book.

4.10 Disqualification

Any member of staff who is required as an essential part of their duties to drive for work must inform their manager immediately of any disqualification that prevents them from driving legally on the road. Any member of staff who is disqualified from driving will be relieved of all driving duties immediately and the manager, in conjunction with the individual, will try to identify suitable work alternatives so that the staff member can carry out their duties in the short-term. If no alternatives are available then the employee may be suspended to allow them to take an appropriate course of action.

Section 5: Implementation;

5.1 Management must ensure that all employees understand that everyone who drives for work has a responsibility to ensure that their vehicle is legal, safe and fit for purpose. All managers should set an example and follow this policy concerning the use and maintenance of vehicles. The company will periodically check to ensure that this policy is being adhered to.

5. Required Forms SHWW (Construction) Regulations 2013 and (General Applications) Regulations 2007:

- AF 1:** Notice of Commencement Design Process.
- AF 2:** Notice of Commencement of Work Construction Stage.
- AF 3:** Report of result of thorough examination of: Excavations, Shafts, Earthworks, Underground works or Tunnels Cofferdams and Cassions.
- GA 1:** Certificate of test or thorough examination Lifting Appliances
- GA 2:** Report of results of weekly inspections of: Lifting Appliances.
- GA 3** Report of inspection of equipment used for working at heights

6. Accident Report Forms

These forms are statutory report forms and are available from the Health and Safety Authority.

Copies are available from Head Office. Accidents may also be reported online at www.hsa.ie. However see also section 4.1.1 page 18 – T H Contractors Ltd, Accident Reporting Procedure.

IR.1: Incident Report Form.

IR.3: Dangerous Occurrences.

7. Declaration of Sight

I have read the Safety Statement of T H Contractors Ltd,. dated 21st March 2017 and I understand it. I will ask Paraic Brennan, Health and Safety Advisor or any of the Site Managers, David Curran or Kieran McDonagh for clarification on any point or if I need any further information.

Signed By: _____ Date: _____

Signed By: _____ Date: _____

Signed By: _____ Date: _____

Signed By: _____ Date: _____

Signed By: _____ Date: _____

Signed By: _____ Date: _____

Signed By: _____ Date: _____

Signed By: _____ Date: _____

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Signed By: _____ Date: _____

Appendix A: Recommended contents of first aid box by the H.S.A :

Materials	First-Aid Travel Kit Contents	First-Aid Box Contents		
		1-5 Persons	6-25 Persons	26-50 Persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (bandage attached)	---	---	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressings. (approx. 10 x 8cms)	---	---	6	8
Large Individually Wrapped Sterile Unmedicated Wound Dressings. (approx. 13 x 9cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings. (approx. 28 x 17.5 cms)	---	---	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Additionally, where there is no clear running water, Sterile Eye Wash	1*900 mls	1*900 mls	2*900 mls	2*900 mls

Where there are more than 50 people at work, a pro rata increase in the contents should be made.

Appendix B; Safe Systems of Work:

Successful organisations do not come about by chance, but as a result of system. To get work done safely a "safe system of work" is needed. In developing safe systems of work both aspects are considered together, i.e. Health and Safety, in connection with people, machines, substances and environment.

Health risks are less obvious than Safety Hazards but are just as important. Once the risks are identified, safe systems of work provide adequate protection against them and workers are encouraged to keep to them.

Checklist to ensure Safe System of Work

1. Ensure a competent person is put in charge of the job.
2. Ensure their responsibilities do no overlap with those of anyone else.
3. Make sure there is no element overlooked which is not analysed for potential hazards to be eliminated.
4. Use any established, tried and tested methods of doing the job.
5. Use any relevant codes of practice or guidance notes.
6. Comply with safe working procedures laid down for the job.
7. Ensure protective clothing and equipment is used where necessary.
8. Ensure all are instructed in its use and limitations.
9. Assess whether equipment, tools or machines have the capacity and are suitable for the job.
10. Assess the consequences if you are wrong.
11. Assess how the person in charge will deal with problems.
12. Are personnel aware of emergency procedures and could emergency services get to the workplace in acceptable time.
13. If work is unfinished can it be left in a safe state with clear instructions for the next shift or crew?
14. Ensure that the use of permits are enforced.
15. Ensure Method Statements are explained to employees before work commences.

Appendix C; Accident Report Form

Name & Occupation of Injured Person:

Company:

Date of Accident:Time am/pm.....Location:.....

Describe the Accident (How Did it Happen)?

.....

.....

.....

.....

.....

To Whom was the Accident Reported:.....When?

(Name of Person)

(Date and

Time)

Was it Entered in the Accident Book?

Name of Witness/s - If Any?

.....

Was Person Authorised to be in this area and to do this work?

.....

Describe Incident Location and Environmental Factors (Natural/Artificial Light, Wet/Dry et.)

Are Warning Notices Displayed Advising Persons of Hazards or Need to use PPE Yes/No

If Yes, State Content of Notice

Did the Work Require use of P.P.E. Yes/No.....

What Injuries were Observed or Reported?

.....

.....

What Treatment was Carried out:

First Aid / Doctor / Hospital Details:

Details of Treatment if Known?

Did the Injured Person Continue to Work after the Accident?

Date of Return to Work if Known:

Have Photographs being taken of Accident?

In your opinion what caused the Accident?

.....

.....

In your opinion can anything be done to prevent this kind of accident in the future?

.....

.....

Signed :	Date:
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Appendix D: Incident Report Form

Name & Occupation of Person reporting:
 Company:
 Date of Accident: Time (24 hr) Location:
 Department.....
 Describe the Incident (How Did it Happen)?

To Whom was the Incident Reported:
 When?
 (Name of Person) (Date and Time)
 Was it Entered in the Accident/Incident Book?
 Name of Witness/s - If Any?

Was the Person Authorised to be in this area and to do this work?

Describe Incident Location and Environmental Factors (Natural/Artificial Light, Wet/Dry et.)

Are Warning Notices Displayed Advising Persons of any Hazards or Need to use PPE Yes/No

If Yes, State Content of Notice

Did the Work Require use of P.P.E. Yes/No.....

Were any Injuries (even minor) Observed or Reported?.....

Was there a possibility of Injury?
 Was a Chemical or substance involved?
 Was a machine involved?
 Was any person involved?
 Detail any events that led to the incident

Have Photographs being taken of Incident?

In your opinion what caused the Incident?

.....

.....

In your opinion can anything be done to prevent this kind of incident in the future?

.....

.....

Signed :	Date:
----------	-------