

# **CUMMINS SCAFFOLDING LTD SAFETY, HEALTH & WELFARE MANAGEMENT DOCUMENT**



**BALLYMURN,  
ENNISCORTHY,  
CO. WEXFORD**

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## SITE SPECIFIC INFORMATION

**Client:**

**Site Address:**

**Project Supervisor Construction Stage for Client:**

**Address:**

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**Contracts Manager:**

**Contact Number:**

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**Site Foreman:**

**Contact Number:**

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**No. of Employees expected on site:**

**Duration of Work:**

**Description of Works on site;**

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<p>The conditions of the company safety statement will apply on this site and should any additional situations arise, not covered by the risk assessments, these conditions will be included in site specific risk assessments</p>
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**Date:**

**PART 1 – STATEMENT OF INTENT**

It is the policy of Cummins Scaffolding Ltd, in so far as is reasonably practicable, to seek and provide safe and healthy working conditions for all employees and to enlist the active support of employees and sub-contractors in achieving such conditions.

Cummins Scaffolding Ltd is committed to:

- ❖ Implementing standards of health, safety and welfare that comply with the provisions and requirements of the ***Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work [Construction Regulations] 2006, the Safety, Health and Welfare at Work [General Application] Regulations 2007*** and all other relevant statutory provisions and codes of practice.
- ❖ Providing and maintaining a safe and healthy working environment, safe systems of work and to protect employees and others, in so far as they come into contact with foreseeable work hazards.
- ❖ Ensuring that all Cummins Scaffolding Ltd personnel are informed of the Company Health & Safety Policy.
- ❖ Making available the Health & Safety Policy to interested third parties.
- ❖ Providing employees with the information, training and supervision that they need to work safely and efficiently and to develop safety awareness among employees and sub-contractors. This will be done in a form, manner and language that all are likely to understand.
- ❖ Defining all individual responsibilities for health and safety obligations.
- ❖ Encouraging full and effective joint consultation, with employees and third parties, on all health and safety matters.
- ❖ To ensure that the above objectives are met top Management, are committed to playing an active role in the implementation of the Health & Safety Policy and undertake to review and revise it in the light of experience and developments.

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

***Mick Cummins – Managing Director***

Date: \_\_\_\_\_

## PART 2 - DUTIES & RESPONSIBILITIES

Role	Person
Managing Director	Mick Cummins
Site Foremen / Supervisors	Mick Cummins
Safety Officer - Internal	Mick Cummins
Manual Handling Training – Ensuring employees are trained as required	Mick Cummins
Equipment Operational Training	Mick Cummins
Fire Training & Emergency Procedures	Mick Cummins
First Aid & Emergency Procedures	Mick Cummins
Personnel Protective Equipment – issue, training & procurement	Mick Cummins

### 2.0 General duties of all employees, sub-contractors or agency employees.

It is the general duty of every person engaged by Cummins Scaffolding Ltd to:

- Read and understand the company's Safety Statement and carry out your work in accordance with its requirements. Pay particular attention to the policies and procedures, which are there to help you avoid any accidents.
- Use and keep properly maintained any protective clothing and equipment, which has been provided to you.
- Use any mechanical lifting devices provided as directed – don't take shortcuts and obey any instructions issued.
- Report any defects in equipment, machinery, workplace or vehicles to your supervisor immediately.
- Know the location of the nearest First Aid Box.
- Ensure that you know the procedure in the event of a fire.
- Report any accident or damage, however minor, to your supervisor.
- Ensure that aisles, floors, yards, doorways etc. are kept clear and free from obstruction.
- Suggest ways of eliminating hazards and improving working methods.
- Do not attempt to lift or move, on your own, articles or materials so awkward or heavy as likely to cause injury. Similarly, do not attempt to reach articles on high shelves or racking unless using proper access equipment. Do not improvise or climb.

- Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- Do not try to use, repair or maintain any work equipment or machinery for which you have not received full instructions or training.
- Not to endanger themselves or others through their acts or omissions while at work
- To co-operate with their employer to enable the employer to comply to safety and health legislation
- To report to their employer or the contractor responsible any dangerous plant or machinery or any defect in the place of work or system of work that might endanger safety, health or welfare, of which they become aware
- Make correct use of machinery, apparatus, tools, dangerous substances, transport equipment etc.
- Make correct use of personal protective equipment, especially safety helmets, harnesses or any other personal protective equipment and return it to storage in order to avoid contamination
- To accept reasonable offers of assessment and training especially to undertake training in relation to Safe Pass and Construction Skills Certification without loss of remuneration
- Produce Safe Pass and relevant CSCS cards when requested to do so by the PSCS or by their employer

## **2.1 MANAGING DIRECTOR – MICK CUMMINS**

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The Managing Director will be responsible for planned implementation of effective health and safety standards within the company, according to agreed objectives. He will also ensure that health and safety standards are taken into account when tendering planning and executing a project and in organising work generally.

He will be responsible for ensuring that staff is given correct information and training to allow them to do their job effectively and safely, that their work targets are realistic and do not compromise health and safety requirements.

They shall also ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors.

All management will undertake the practical monitoring and implementation of the policy.

- Specifically the Managing Director shall ensure:
- A safety statement is prepared and implemented;
- That significant resources –people, money, and time – are allocated so that the safety health and welfare of all employees and others, affected by our activities, can be safeguarded as far as is reasonably practical;
- That management and employees understand their role and responsibilities within the safety statement;
- That appropriate training, information, instruction and supervision is given at all levels within the company;



- That an effective safety audit system is established to measure safety performance and that the outputs from these audits are fed back into the management system to ensure continuous improvement;
- A review of the effectiveness of the safety statement, at least once a year, making any changes necessary after such a review.
- Checking at intervals that work is carried out as in accordance with the company's and statutory procedures and that work systems are operating effectively and safe working methods are observed.
- Ensure all necessary welfare provisions are provided and maintained, where necessary by the client.
- Being familiar with the requirements, as they affect the company, of Statutory Regulations and Codes of Practice and keeping up to date in this respect.
- Planning and supervising all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- Ensuring that all employees are aware of their specific responsibilities.
- Investigating all accidents and dangerous occurrences.
- Commending staff that by action or initiative eliminates hazards.
- Carrying out regular building inspections, to ensure that any health, safety or welfare matters that need attention are seen to as expediently as possible;
- Carrying out and updating written risk assessments as necessary;
- Ensuring that there are an adequate number of occupational first aiders and fire wardens and that those occupational first aiders and fire wardens have received regular and relevant training so as to help them to discharge the duties of this role;
- Reading and understanding the company's Safety Statement and ensure it is brought to the attention of all employees;
- Ensuring, in so far as reasonably practicable, equipment and materials purchased by the company are only purchased with the necessary consideration of the standards required and laid down in the Safety Statement.

## **2.2 SITE FOREMAN – MICK CUMMINS**

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Our foremen and Supervisors have the responsibility to:

- Understand the Company's Safety Statement and ensure that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Site Manager any improvements or additions which you feel necessary.
- Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials.

- Keep all registers, records and reports up to date.
- Ensure operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Ensure operatives under your control only use plant and tools for which they have been trained.
- Ensure that all information available relating to underground services on site is obtained and that services are located marked and plotted accurately before excavation work starts. If possible ensure that the relevant authorities visit the site and provide information in this regard.
- Plan and maintain a tidy site and ensure that all surplus spoil is removed daily.
- Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electricity is not more than 110 volts.
- Ensure that adequate supplies of protective clothing and equipment are maintained on site and that it is being used in the correct manner.
- Ensure that adequate first aid facilities are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.
- Ensure that a system is organised in the event of an emergency for applying first aid and calling an ambulance.
- Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- Set a personal example by wearing appropriate protective clothing on site.
- Ensure that any accident on site that results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with Company Policy.
- Report all damaged cables/ water mains or other utilities to the Site Agent, Managing Director or Safety Officer and the relevant utility.
- Ensure that all flammable materials are stored correctly and away from naked lights.
- Ensure that adequate measure of fall protection & fall prevention along with safe means of access and egress to the work area has been provided by the client or main contractor.

### **2.3 OPERATIVES – SCAFFOLDERS & LABOURERS**

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Our scaffolders and general operatives have the responsibility to:

- Read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements.
- Work in a safe manner at all times. Do not take unnecessary risks that would endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders etc.
- Do not play dangerous or practical jokes or “horseplay” on site.
- Use the correct tools and equipment for the job, and keep them in good condition.
- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
- Report immediately to Managing Director or Site Manager any defects in plant or equipment.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Report to Managing Director any person seen abusing the welfare facilities provided.
- Suggest safer methods of working.
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- Wear safety gear at all times and use, where necessary, all protective clothing and safety equipment provided, e.g. safety helmets, goggles, fall arrest equipment, respirators and so on.

## **2.6 SUB-CONTRACTORS**

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Any sub-contractors employed by us have the responsibility to:

- All sub-contractors will be expected to submit a copy of their current safety statement & risk assessments, copies of Safepass & CSCS cards & insurance to the offices of Cummins Scaffolding Ltd for approval.
- All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own company Safety Statement is made available on site prior to work being carried out.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- Assessment of risk associated with any substance, process or work activity on site which will be hazardous to health and safety, must be provided to our Safety Officer before work commences.
- Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- Sub-contractor's employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on site unless authorised.
- All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest standards for industrial use, and in good condition.
- Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
- Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.
- Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for the employees unless arrangements have been made for the sub-contractor's employees to have the use of this Company's facilities.
- Workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- All operatives, sub-contractors, visitors etc. on the Company's sites will wear safety helmets.

## **2.5 SAFETY OFFICER – MICK CUMMINS**

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The Safety Officer has the responsibility for implementing the Health and Safety Policy of the Company. He will be responsible for ensuring that:

- All sites are safe to work in and all reasonably practicable measures are being taken to provide for the health and safety of employees.
- Employees are adequately trained in accordance with the Health and Safety Policy and are aware of statutory requirements.
- Company safety rules apply to all operations and work areas [sites].
- Safety Procedures and practices are reviewed on a regular basis to insure compliance with all relevant legislation.
- Sub-Contractors coming on site are aware of, and adhere to, Company safety rules.
- Necessary amendments and revisions to the Company Health and Safety Statement are communicated to relevant personnel.
- New employees receive adequate safety training prior to commencing work and that they are made aware of their responsibilities in relation to health and safety.

- All accidents are investigated and recorded and that all reportable accidents or incidents are reported to the Health and Safety Authority.
- Items raised on site safety inspection reports or matters regarding health & safety brought to his/her attention are dealt with in a timely manner.

## **2.6 FIRST-AIDER**

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At present we do not have a qualified first-aider. We shall ensure that we liaise with the main contractor to provide first-aid cover when we working on sites.

Should we train up a first aider they will have the responsibility of ensuring the following:

- Have a working knowledge and understanding of the Safety Statement and statutory regulations.
- Maintaining the first aid kits & boxes for use on sites & within company vehicles
- Have a full knowledge of requirements for first aid facilities and keep first aid boxes fully stocked.
- Be available at all times as required by legislation.
- Offer advice to all other employees regarding first aid.
- Assess an injury and arrive at a diagnosis.
- Give immediate and adequate treatment, bearing in mind that a casualty may have more than one injury and some injuries may require more urgent attention than others.
- Arrange without delay for medical assistance according to the seriousness of his condition
- Have specific knowledge regarding the location and emergency procedures associated with the site.

## **2.7 OFFICE STAFF**

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It is the responsibility of Office Staff to;

- Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.
- Ensure that the clothing and particularly the footwear worn at work is suitable from a safety viewpoint.
- Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training.
- Report any defects in office equipment or machinery immediately to the relevant Supervising Manager.
- Find out from your Supervisor the position of the first aid box.
- Ensure that you know the procedure in the event of a fire.
- Report any accident or damage, however minor, to the relevant Supervising Manager.
- Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.
- Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- Do not attempt to reach at all on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods.
- Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- Warn new employees, particularly young people, of known hazards.
- For Safety and hygiene reasons lunch breaks and coffee breaks to be taken in the canteen area provided.

## PART 3 – GENERAL ARRANGEMENTS

### 3.1 MONITORING OF THE SAFETY STATEMENT

The Company Safety Statement will be reviewed on a yearly basis in order to ensure that this document remains relevant to the work carried out by **CUMMINS SCAFFOLDING LTD**

Any suggestions or modifications should be brought to the attention of the Managing Director.

All changes or amendments will be communicated to employees and a record of such amendments kept.

#### AMENDMENT LIST

Amendment No.	Revision No.	Date of Revision	Brief Description of Change	Sections No.	No. Of Pages
0	0	May 15 <sup>TH</sup> 2006	First Issue	All	121
1	1	September 10 <sup>TH</sup> 2007	Annual Revision	All	137
2	2	April 4 <sup>th</sup> 2011	General update	All	91

### 3.2 PRELIMINARY PROCEDURES

#### a) TENDERING AND PLANNING

At tendering, negotiation and planning stages, the requirements of this Safety Statement must be taken into account.

The Managing Director must plan any aspects of work not covered by this Safety Statement, and written procedures defined.

#### b) TRAINING

All supervisory staff will receive training in their responsibilities as defined in this Safety Statement.

The operatives required to carry out key tasks (e.g. plant operation, scaffolding, abrasive wheel mounting, etc.) will be provided with necessary training.

#### c) SUB-CONTRACTORS

The selection of sub-contractors will take into account their Safety Statement, accident record and previous performance with respect to accident and ill health prevention on site.

#### d) SUPPLIERS

Suppliers will be requested to provide information on the safe use of any article or substance purchased by the Company. Such information may include operating procedures, manuals, materials safety data sheets etc.

**e) NOTIFICATIONS**

The Site Manager/Foreman will notify relevant Authorities as required by specific Policy Sections, e.g. underground and Overhead Services etc.

**f) PROTECTION OF PUBLIC**

All necessary measures for the protection of the public will be allowed for and planned.

**g) DOCUMENTATION**

The Managing Director will ensure that a complete copy of the Company Safety Statement is issued to the Site/Workplace for reference.

All necessary statutory notices, Regulations and Registers and Accident Report Forms will be issued to site.

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**3.3 REPORTING OF ACCIDENTS/INCIDENTS**

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All injuries or damage resulting from incidents on site or in other workplaces, however minor, will be investigated/reported by the Site Manager/Foreman.

This applies to injuries received by sub-contractors, members of the public, visitors, etc. as well as company employees.

In the event of a fatal or major injury to any person or dangerous occurrence the Health & Safety Authority (HSA) must be notified immediately by the Site Manger. In the case of an employee of another company being killed or injured this duty is placed on his/her employer.

Where any injury to any employee, self employed operative or person undergoing training results in the injured person being absent from work or unable to fulfil their normal duties for more than 3 days, the Site Manager must inform the H.S.A. using Form IR1.

This can be done by accessing the H.S.A. website and filling out the necessary details on line at [www.hsa.ie](http://www.hsa.ie).

Mick Cummins shall investigate the accident as soon as possible using the company accident report format.

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**3.4 PROCEDURE FOR NEW EMPLOYEES ENGAGED BY COMPANY OR TRANSFERRED TO SITE**

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Cummins Scaffolding Ltd shall ensure that the following procedure is followed for personnel starting on site and that records of the training received are made and maintained.

- Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
- Show the new employee where the Company Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.

- Warn new employees of any potentially dangerous areas of operations on site or in the workplace.
- Warn new employees of any prohibited actions on site or in the workplace, e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.
- If there is any training or instruction required, e.g. abrasive wheels, cartridge tools, scaffold inspection etc., ensure that this training is carried out.
- Issue to the new employee any protective clothing or equipment necessary, e.g. safety helmet, goggles, ear defenders, wet weather clothing etc., and obtain their signature for the items issued.
- Show the new employee the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time.
- Ensure the new employee attends any site inductions required on site promptly.

### **3.5 PROTECTIVE CLOTHING AND EQUIPMENT**

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- All employees must wear safety footwear and safety helmets on site. Chinstraps may be required on safety helmets during roofwork.
- All scaffolders must wear safety harnesses when on site!
- Areas where the noise levels exceeded allowable limits are identified by the Company and signposted accordingly. Ear defenders must be worn in these areas at all times.
- Ear defenders must be used when operating compressors.
- When working at heights safety harnesses must be worn at all times, where edge protection has not been provided.
- Hands washed before and after work.
- When working with tools or machines where there is a hazard to sight, employees must wear eye protection, particularly with cartridge operated or pneumatic tools.
- All employees will be asked to sign for the P.P.E issued to them.

### **3.6 FIRST AID**

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- A First Aid box will be provided on all sites and it is the responsibility of each foreman to ensure that it is kept full.
- Where CUMMINS SCAFFOLDING LTD is working as a sub-contractor, arrangements will be agreed with the main contractor.

### **3.7 CONSULTATION ON HEALTH & SAFETY ISSUES.**

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- Employees have the right to elect a Safety Representative and it is policy at CUMMINS SCAFFOLDING LTD to facilitate this right.
- It is policy within CUMMINS SCAFFOLDING LTD to facilitate the election and working of Site Safety Representatives where this company is acting as the Project Supervisor for Construction on projects where there are normally more than 20 people working. Where acting as Sub-contractor, CUMMINS SCAFFOLDING LTD, will co-operate with the PSCS with regards to the operation of the Site Safety Representative.

- All employees will be actively encourage to voice any safety concerns

### **3.8 WELFARE FACILITIES**

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It is the responsibility of the client/ hirer to ensure satisfactory welfare facilities are provided on site for our employees.

The following welfare facilities will be expected, provided and maintained:-

- Eating Room with chairs, tables, drinking water, and facilities for boiling water and heating food.
- Drying Room / Changing Room with heaters
- Washing facilities with hot and cold water, soap and towels.
- Separate Male & female Toilets will be required, at the rate of one WC per 20 persons on site.

Safe access and egress will be provided and maintained to all welfare facilities by the client or main contractor.

### **3.09 CO-OPERATION FROM EMPLOYEES & DISCIPLINARY PROCEDURE**

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There is a duty on all employees to take care of their own safety while at work and to co-operate with the employer to ensure a safe workplace.

Employees must;

- Wear the PPE provided by the employer
- Work in a safe manner
- Abide by safety instructions
- Advise the employer of any defective plant
- Report any accidents or incidents
- Not interfere with safety devices

Failure to comply with safety precautions will result in disciplinary action being taken.

Breach of safety policy will be dealt with in the following manner;

1. Two verbal warnings
2. A written warning
3. A final written warning
4. Dismissal

***However, gross misconduct with regard to safety issues may lead to instant dismissal without prior verbal or written warnings.***

In the event of an infraction of the site safety requirements the following disciplinary action will be indicated.

Eating or drinking in non designated areas on-site [bottled water may be an exception subject to permission by management]:

1<sup>ST</sup> offence      verbal warning



2 <sup>ND</sup> offence	written warning
3 <sup>RD</sup> offence	final warning
4 <sup>TH</sup> offence	suspension or removal from site

Failure to wear PPE

1 <sup>ST</sup> offence	verbal warning
2 <sup>ND</sup> offence	written warning
3 <sup>RD</sup> offence	final warning
4 <sup>TH</sup> offence	suspension or removal from site

Under the influence of Alcohol or Drugs: **Instant dismissal**

Flagrant disregard of Safety or Security regulations: **Instant dismissal**

Racism - **Instant dismissal**

Physical assault or fighting on company property: **Instant dismissal**

Sabotage, attempted sabotage or threatened sabotage of company or work-mates property: **Instant dismissal**

Unauthorised possession of firearms, ammunition or explosives on company property: **Instant dismissal**

Violation of work-mates rights by threat of intimidation: **Instant dismissal**

Defacing or damaging company property including notice boards or signage: **Instant dismissal**

### **3.10 SMOKING**

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We have a general duty to warn their employees about the dangers of smoking and indeed passive smoking (exposure to other people's tobacco smoke) and to take all such steps as are reasonably practicable to ensure that their employees are not exposed to risks to their health or safety. Smoking is not permitted in any enclosed work area i.e. office areas, canteens, toilets etc.

### **3.11 BULLYING**

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Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. 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 that should be dealt with through the appropriate industrial relations channels. Only aggressive behaviour that is systematic and ongoing should be regarded as bullying.

## Effects of Bullying

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

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

The most serious effects remain fear, anxiety and depression, which can lead (and have led) to suicide. To these may be added severe loss of confidence and low self-esteem.

There are three broad areas of bullying:

1. Bullying by managers
2. Bullying by individual work mates
3. Bullying by groups of work mates

## Forms of Bullying

The form, which any of these kinds of bullying may take, is:

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

## Anti-Bullying Policy

CUMMINS SCAFFOLDING LTD will not tolerate bullying behaviour and sanctions will be taken against those found to be in breach of the policy. Further details on the anti-bullying policy are available from health and Safety Officer.

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### 3.12 STRESS

Workplace stress arises when the demands of the job and the working environment on a person exceed the capacity to meet them.

The causes of stress in the workplace include: -

- Faulty work organisation

- Changes at work
- Poor working relationships
- Poor communication at work
- Lack of personal control over the work
- Ill-defined work roles
- Machine paced work
- Dull repetitive work
- Highly demanding tasks
- Dealing directly with the public
- The threat of violence

**The effects of stress include: -**

- Emotional level (fatigue, anxiety)
- Cognitive level (making mistakes, having accidents)
- Behavioural level (smoking, excess drinking, over eating)
- Physiological (contributing to raised blood pressure, heart disease, reduced resistance to infection, digestive problems and skin problems)

**Control Measures**

The Safety, Health and Welfare at Work Act obliges employers to identify and safeguard against all risks to health and safety. It is the policy of CUMMINS SCAFFOLDING LTD, to identify potential problems that may give rise to stress, assess the risks and implement safeguards as required

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**3.13 WORKERS OF DIFFERENT NATIONALITY AND RACE**

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As a company we will not tolerate any racism of any kind on company property or sites. Anyone found to be in breach of this policy will be removed from site immediately or instantly dismissed.

At site & company inductions we identify foreign nationals. As inductions are given through the English language there may be an added risk to foreign employees during an emergency evacuation therefore they must be highlighted to the site supervisor for close monitoring. We shall use an interpreter to ensure that any foreign nationals employed understand the contents of this safety statement & and work or safety instruction, written or verbal, given to them.

We will also ensure that work and safety instructions are understood by them using pictograms where the English language may fail.

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**3.14 NOISE**

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In any area where the noise level is thought to be excessive noise monitoring, as required by the Noise Regulations, will be carried out and PPE shall be issued in accordance with the findings. Remember, if you need to raise your voice substantially, to communicate with another person standing 6 feet away, with a noise is present, then ear protection needs to be worn when the source of the noise cannot be eliminated.

Use of ear protection is mandatory while using an abrasive cutting disc.

### **3.15 VEHICLES**

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The appointed driver is responsible for the checks and vehicle maintenance, whether owned by the company or hired, for work purposes. They shall ensure that each company owned vehicle is regularly serviced according to the manufacturer's recommendations, and that all users properly complete a logbook for the vehicle.

Where the appointed driver does not have the authority to have a vehicle serviced as required they shall liaise with the office or their foreman to arrange servicing as required.

A first Aid box and fire extinguisher is fitted to each vehicle.

All drivers must hold a full and current driving licence for the class of vehicle being driven.

When operating company vehicles on public roads it is company policy that you adhere to the posted speed limit, taking due account of the driving conditions; weather, traffic volume, your knowledge of the roads etc. You are also required to be courteous to other road users at all times.

### **3.16 ALCOHOL, DRUGS & OTHER SUBSTANCES**

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It is the policy of the company and a condition of employment that no employee works under the influence of alcohol, drugs or any other such substance. If under medication which may have adverse side effects the manager is to be notified before commencing work.

Under current health and safety law you are not to be under the influence of an intoxicant at a place of work and to submit when requested, to an appropriate test reasonably required to do so by an employer

### **3.17 CLIENTS & VISITORS**

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Employees are not allowed to invite persons into the work area or onto site. All employees are to direct all visitors to the site office.

### **3.18 MANUAL HANDLING**

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Sprains and strains, particularly of the back, are the injuries, which most often occur.

All employees are trained in manual handling.

Employees or their representatives should report any problems experienced with manual handling operations to their immediate supervisors/managers.

### **3.19 ABRASIVE WHEELS**

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Where any of our employees are charged or expected to use an abrasive wheel machine such as a concrete cutting saw they will be trained in accordance with Safety in Industry Act (Abrasive Wheel) Regulations 1982 [S.I. No. 30/1982:]

### **3.20 APPOINTMENT OF A COMPETENT PERSON**

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As an employer we have appointed Safety Made Easy to assist us to comply with safety and health legislation. They can be contacted on 086 8133374 and you are encouraged to contact them should you require assistance or advice regarding health and safety matters.

### **3.21 EMERGENCY PROCEDURES & EVACUATION**

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Emergency procedures are posted in prominent locations on all our sites.

As an employee, visitor or sub-contractor you are asked to familiarise yourself with these procedures. Do not deface, obstruct or remove these posted procedures.

A Fire Safety programme has been developed by management to:-

- (a) Guard against an outbreak of fire.
- (b) Ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

The Fire Safety Programme incorporates arrangements for:-

- (a) The prevention of an outbreak of fire through the establishment of day-to-day fire prevention practices.
- (b) The instruction and training of staff.
- (c) The holding of fire and evacuation drills.
- (d) The maintenance of escape routes.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the Fire Protection equipment and systems.
- (g) The provision of Fire Resistant Bins for Flammable materials
- (h) The provision of assistance to the fire authorities.

### **Means of Escape in the Event of a Fire**

It is essential that escape routes are maintained available for use and that the protection afforded them is not impaired in the operation of the premises. No person will obstruct a means of escape Fire Exit route, and doors must never be obstructed.

### **Fire Drill**

A fire drill shall be undertaken at least twice per year.

### **Fire Fighting Equipment**

The purpose of fire fighting equipment is as follows:-

1. Extinguish incipient fires.
2. Protect means of escape in case of fire.
3. Protect employees and visitors.
4. Protect property.

### **Key Persons with Responsibilities in this Section**

The Safety Officer is responsible for ensuring that the conditions for safe means of escape in case of fire are maintained at all times. They will also be responsible for ensuring that fire drills are held regularly and an appropriate number of personnel are trained in the use of portable fire fighting equipment.

### **FIRE PRECAUTIONS - ACTION IN CASE OF FIRE**

After reading the 'Action in Case of Fire' all personnel will be given verbal instruction by Department supervision. The training should be given in the case of newly appointed personnel, as soon as possible after appointment.

The training shall include:

- (a) How to call the Fire Brigade
- (b) The correct use of the fire appliances provided.
- (c) Instructions on the routes of escape provided.

### **3.22 MEDICAL FITNESS**

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As an employee of *Cummins Scaffolding Ltd* you may be required to undertake a medical examination by a local doctor. This will depend on the type of work you are employed to do or the type of work you may be asked to undertake should you be employed to do several tasks as part of your scheduled work. You will be advised of the necessity to take a medical exam upon induction.

### **3.23 TEMPORARY OR AGENCY EMPLOYEES**

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When contracting staff in from an agency we shall provide sufficient information to the agency on the skills required, i.e. state that manual handling training or abrasive wheels is required.

It will be company policy to get documentary evidence to ensure that an agency worker has been provided with training.

We shall provide information on risks etc particular to the workplace, to the agency worker

### **3.24 YOUNG PERSONS**

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Regulations 143 to 146 of S.I 299 2007, safety, Health & Welfare at Work [General Application] Regulations cover the requirements of the employment of young persons. Cummins Scaffolding Ltd is aware of its obligations under these regulations.

#### **3.24.1 RESTRICTIONS ON THE EMPLOYMENT OF YOUNG PERSONS**

Young persons are prevented under statutory requirements from carrying out or being involved in certain activities as detailed below:

- They shall not be employed to operate lifting appliances i.e. cranes, winches, hoists, forklifts etc.
- They shall not be employed to give signals to any lifting appliance, excavator or similar.
- They shall not be employed to operate any power driven circular saws or other wood or metal working machines.
- They shall not drive any type of vehicle, including dumpers even though they may possess a current driving license.
- They shall not operate powder cartridge or explosive hand tools.
- They shall not operate powered grinding machines or change or mount abrasive wheels.
- They shall not be permitted to paint buildings with paint containing lead.
- They shall not work in ionising radiations.

### **3.24.2 COMPETENCE OF YOUNG PERSONS**

It is generally accepted that a person under the age of 18 years old be deemed to be a competent person and allowed to participate in hazardous operations. It shall be expected that they will be accompanied and be under the guidance of a competent person at all times and that vigilant supervision be maintained.

### **3.25 TOOLBOX TALKS**

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Toolbox talks will be held on a regular basis. Records of all Tool Box talks held will be included in our training files.

These Talks shall be used as means of consulting with personnel on site. Where there are specific Safety, Health or Welfare concerns on the Project these shall be raised at the Tool Box Talks.

At the end of every Tool Box Talk held on site employees / operatives shall have the opportunity of raising any Health, Safety or Welfare issues they may have.

### **3.26 Training**

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Inadequately trained staff are a hazard to themselves and their co-employees. The management at Cummins Scaffolding Ltd shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of Cummins Scaffolding Ltd that every employee will receive safety training on an ongoing basis.

All the safety training received will be monitored and updated by the Safety Officer.

Cummins Scaffolding Ltd will keep training records, *See following pages*.

Instruction and training will be given in a form, manner and language that are likely to be understood by those receiving it.

Special efforts will be taken to ensure that such training has been fully understood, particularly by those who do not use English as a first language.

Safety and health training will not be at any financial cost or loss to the employee. Such will include information and instructions in the job to be carried out and measures to be taken in an emergency.

In cases where safety and health legislation requires specific health and safety training, such as the FAS safe pass scheme, employees will be released for that training during working hours, without loss of pay, where appropriate.

We shall also attend or give toolbox talks as a form of training. These shall be recorded.



### **3.27 Portable Electric tools**

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All employees will be trained in the use of the portable electric tools used or required to do the job.

It will be part of our safety monitoring to have all electric tools, leads, extension reels etc inspected at least every quarter to ensure they are in good order.

All employees are to report any defects, damages or concerns about portable tools directly to Mick Cummins.

Inspection of portable electric tools will be recorded.

### Health & Safety Training Programme - Minimum Health & Safety Training Required

Personnel requiring training	Minimum Health & Safety Training Required	Frequency of Training
Site Management / Supervisory Staff	<b>Managing Site Safely</b> (CIF / IOSH accredited course)	Once, refresher course required every 3 years
All <b>Cummins Scaffolding Ltd</b> Staff	<b>Safety Induction into Cummins Scaffolding Ltd</b> (to be carried out by the Line Manager of the new employee)	Once
All personnel working on sites	<b>Site Safety Induction / Evacuation Procedures</b>	Once
All personnel working on sites	<b>Tool Box Talks</b> (to be carried out by a person nominated by the Project Manager or Site Foreman)	Fortnightly
All personnel working on sites	<b>SAFE PASS CARD</b>	As per Construction Regulations 2006
All Scaffolders on site	<b>Scaffolding</b> (Basis)– Construction Skills card	As per Construction Regulations 2006
Advanced Scaffolders	<b>Scaffolding</b> (Advanced)– Construction Skills card	As per Construction Regulations 2006
All Banksmen and Slingers on site	<b>Construction Skills Card</b>	As per Construction Regulations 2006
Mobile Crane Operators Crawler Crane operators Articulated Dumper Operators Site Dumper Operator 180 Excavator Operator 360 Excavator Operator Roof and wall cladding/sheeting; Built-up roof felting; Signing, lighting and guarding on roads; Locating under-ground services; Mobile Tower scaffold	<b>CONSTRUCTION SKILLS CARD</b>	As per Construction Regulations 2006
Telescopic Handler Operators	<b>Construction Skills Card</b>	As per Construction Regulations 2006
Supervisory Site Staff required to carry out Scaffolding inspections	<b>Scaffolding</b> – supervisory training (FAS / CIF / IOSH accredited course)	Once
At least one First Aider per site.	<b>First Aid</b> – (Order of Malta, CIF / IOSH accredited course)	Once, refresher course required every 3 years
Abrasive Wheel Operator	<b>Abrasive Wheels</b> (con saws, angle grinders, bench grinders) – hire / supplier of equipment to site.	Once
Cartridge Tool operators	<b>Cartridge Tools</b> - hire / supplier of equipment to site.	Once
Personnel required operating MEWP's on site.	<b>Mobile Elevating Platforms</b> - hire / supplier of equipment to site.	Once, refreshed every 5 years
Operatives involved in manual handling on site.	<b>Manual Handling</b> – Employees (½ day)	Once, refreshed every 3 years

## PART 4 – HAZARD IDENTIFICATION; RISK ASSESSMENTS & METHOD STATEMENTS

### 4.1 HAZARD IDENTIFICATION

The management of Cummins Scaffolding Ltd recognises that its activities and premises may present a health and safety risk and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and clientele.

Hazards will be identified, risk assessments made and categorised into **High, Medium or Low**.

Risk Assessment Scores:	H - High Risk	M – Medium Risk	L- Low Risk
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The Safety Co-ordinator shall carry out regular inspections in all areas under their control and have the appropriate control measures adopted to ensure safe working arrangements.

### HAZARD IDENTIFICATION AND RISK ASSESSMENT

The policy of Cummins Scaffolding Ltd is to identify hazards in the place of work and to assess the risk to safety and health and to control risks as far as is practicable so that they are reduced to an acceptable level.

**“Hazard”** is taken to mean “any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work”.

**“Risk”** is taken to mean “the potential of the hazard to cause harm in the actual circumstances of use”.

Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded **“High”, “Medium” or “Low”**. This is to help with the giving of priority to the employment of controls and the allocation of resources.

Grade of Risk	(Abbrev.)	Characteristics
High Risk	<b>“H”</b>	Possibility of fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	<b>“M”</b>	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable. Areas of breach of statutory duty/requirements

Low Risk

“L”

The possibility of injury or material loss is unlikely although conceivable

### **Risk Control**

Control measures are intended to reduce the risk to an acceptable level

Where practicable we commit ourselves to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available

Employers are required to examine the place of work and identify existing hazards. There are 3 main types of hazards which are:-

#### **Physical Hazards:**

Manual Handling of goods or equipment.  
Slips, Trips and Falls  
Electricity  
Transport and Vehicles  
Poor Housekeeping

Use of Machinery and Equipment  
Fire  
Maintenance of Equipment and Workplace  
Portable Tools

#### **Health Hazards:**

Noise  
Unsuitable Lighting  
Extremes of Temperature

Dust  
Vibration  
Poor design of work or machinery.

#### **Chemical Hazards:**

All manufacturers and suppliers of chemicals must supply material safety data sheets. These data sheets provide information on:-

- Immediate problems e.g. flammability
- Likelihood of explosion
- Long term effects of exposure on health e.g. cancer-causing
- Likelihood of skin, chest problems etc.

Management must on a regular basis carry out hazard inspections to identify any new hazards and recommend control measures to eliminate or reduce the hazards.

Once a hazard has been identified the next step is to determine the likelihood of it causing an accident, injury or a hazard to health. The risk of any hazard occurring depends on:-

- The possibility of persons being exposed to the hazard.
- The possibility of the hazard to cause an injury or a hazard to health.
- The level of hazard control.

- The supervision of the hazard.
- The length of time exposed to the hazard.

When carrying out hazard inspections the person doing so should take into account: -

- The safety of the workplace e.g. adequate ventilation, temperature, lighting, access and egress, safety of machinery/plant, work practices etc.
- The effects of new/existing technology/machinery on health and safety.

## **4.2 SAFETY INSPECTIONS**

The management of [Cummins Scaffolding Ltd](#) recognises that its activities and premises can present a health and safety risk and shall identify the areas where control measures are required. These shall be recorded.

### 4.3 METHOD STATEMENTS

#### ***PROCEDURE – CARRYING OUT A RISK ASSESSMENT***

The first step in developing a safe system of work is to identify the Hazards with that activity, i.e. to carry out a ***Risk Assessment***.

1. The individuals at risk, i.e. the operatives concerned, their fellow workers, third parties, and members of the public, will be identified.
2. Next the frequency, and duration, of that risk shall be identified, i.e. the hazard is present daily for 3 days, or the hazard is present once for 3 hours etc.
3. The hazards associated with the activity will be identified and a measure of the risk made, i.e. whether **Insignificant, Low Medium or High**. Normally there is more than one hazard associated with a particular job; all of these should be identified along with their individual risk assessments.
4. Next the actions that are already in place should then be identified, i.e. edge protection is already in place on the roof, Safety Helmets are worn throughout the Site.

#### **Preparing a Method Statement**

1. Firstly – identify any information, drawings, or personnel that will be required in order to complete the Method Statement. i.e. ground conditions, design drawings, diagrams showing how work will proceed safely etc.
2. Identify all items of plant / equipment that will be required to safely complete the works, i.e. Safety Harnesses, anchorage points, mobile cranes, con-saw, etc.
3. Identify the actual sequence of works, taking into account the required safety precautions to be taken and the required safety equipment.
4. Identify what supervision shall be required to safely carry out the works.
5. Identify what specific training shall be required by those involved in the operation.
6. Assess the remaining risks once all the safety procedures have been put in place.
7. Finally identify if any further action is required during the works, or after they have been completed.

*THE FOLLOWING GUIDELINES WILL BE USED IN PREPARING METHOD STATEMENTS:-*

A Method Statement should:

- Form a single document and preferably include clear descriptive diagrams
- Be given a unique reference for clarity of application, together with the date of issue and any revisions.
- Identify problems and their solutions to enable a safe system of work to be planned.
- Be easily understood with all technical words explained.
- Follow a logical sequence of events.
- Detail the arrangements planned for the protection of the contractor's employees, the clients employees and any other persons who may be affected by the planned work activity.
- Detail what plant, equipment and substances which will be used, highlighting any associated risks and precautions, including assessments carried out for the control of substances hazardous to health regulations and the noise at work regulations.
- Detail any necessary programme of work including co-ordination between the contractor and the client, for example the necessity for raising permit to work procedures or the timing of deliveries or the use and supervision of sub-contractors.
- Detail who will undertake the role of the contractors site supervision and co-ordination and provide information of the competency of any persons who may undertake specific tasks, i.e. crane drive, electrician, scaffolder.
- Detail any relevant site features, layout and access, with notes on how these may affect the proposed arrangement and methods of working.
- Indicate any emergency measures that may be appropriate if the planned sequence of events' is disrupted.
- Be capable of being modified to cater for any planned change in the work activity.

## **SUMMARY**

In short, the Method Statement provided must:-

- Inform the reader of the risks associated with the job task.
- Inform the reader of what precautions will be taken when faced with those risks.
- Inform the reader of who will provide those precautions.

**RISK ASSESSMENT / METHOD STATEMENT**

<b>SITE:</b>		<b>DATE:</b>		<b>REVIEWED:</b>		<b>REF:</b>	
<b>ASSESSED BY:</b>							
<b>ACTIVITY COVERED BY THIS ASSESSMENT:</b>							
<b>PEOPLE EXPOSED:</b>							
<b>FREQUENCY &amp; DURATION'S OF EXPOSURE:</b>							
<b>HAZARDS</b>				<b>ASSESSMENT OF RISK (4)</b>			
		INSIGNIFICANT	LOW	MEDIUM	HIGH		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
<b><u>CONTROL MEASURES:</u></b>							
<b>PLANNING:</b>							
<b>Physical:</b>							
<b>RISK ASSESSMENT / METHOD STATEMENT</b>							
<b>MANAGERIAL/SUPERVISORY:</b>							
<b>TRAINING:</b>							
<b>ASSESSMENT OF REMAINING RISK:   LOW   /   MEDIUM   /   HIGH</b>							
<b>FURTHER SPECIFIC ACTIONS REQUIRED:</b>							



## PART 5 – RISK ASSESSMENT RECORDS

1	Hazards / Work Activity Assessed:	SITE TIDINESS & HOUSEKEEPING		
Hazard		H	M	L
Fire				X
Slips, Trips and Falls				X
Collapse of Stored Material		X		
Restricted or Blocked access.				X
<b>Persons exposed: Members of the public, site personnel or third parties</b>				

**PLANNING**

- All employees will be expected to keep their area of work in a tidy condition and that they will be required to remove rubbish on a daily basis.
- All access routes will be planned and deliveries programmed prior to the project commencing by the Managing Director. All work will be tendered for, or negotiated, taking into account the labour requirement and plant required to comply with the relevant standards.
- The Managing Director will ensure that, before Company employees are sent to site under the overall control of another contractor, arrangements are made for storage areas and that safe accesses and places of work will be available for employees to carry out their work safely.

**Supervision**

- The Managing Director / foreman will ensure that all employees operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.
- The Managing Director / foreman will ensure that stacking areas are prepared and that materials are called off in quantities that will not create difficulties on site.
- The Managing Director / foreman will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site for us will be stored safely ensuring that accesses are not obstructed.
- The Managing Director / foreman will arrange with the main contractor for sufficient labour and plant [teleporter, skips etc] to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc. to be carried out in accordance with these standards.

**SAFE WORK PROCEDURES**

- All openings in floors must be securely covered and be clearly marked to show that there is an opening below.
- Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided or other suitable safe method used.
- All employees / contractors are expected to keep their work areas tidy, and co-operate with Site Management
  - Everyone is entitled to a clear space of 600mm or more on gangways and working platforms – keep scaffold walkways clean & clear.
  - Route cables and hoses away from passageways.
  - Pick up pallet bands once released
  - Never allow sheeting to obscure openings or gaps
- Protruding reinforcement bars should be cut or capped.
- Stack loose material in a way that prevents items falling. For example:-
  - Keep fire escape routes clear of all obstructions, particularly combustible material.
- Vermin will thrive if food litter (and nesting material) is available – keep the canteen area tidy

2	Hazards / Work Activity Assessed:	PERSONAL PROTECTIVE EQUIPMENT (PPE)		
Hazard		H	M	L
Being struck on the head by falling materials or overhead plant/machinery.		X		
Feet exposed to heavy and pointed objects.				X
Ears unprotected when working on or near noisy plant/machinery.				X
Hands exposed to sharp, abrasive or corrosive materials.			X	
Falling from heights.		X		
Eye exposed to substances that will harm eyes, e.g. abrasive wheels, cartridge tools etc.			X	
<b>Persons exposed:</b> site personnel				
<b>Control Measures</b>				

### Planning

- Before work starts, the Managing Director and Health and Safety Manager will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection and ear defenders are ordered and available for use on site.
- The Project Supervisor for Construction shall detail specific areas/activities that require the use of PPE in the Health and Safety Plan
- The Managing Director shall make arrangements for the required number and type of PPE to be made available prior to commencement on site.

### Supervision

- The Managing Director / foreman shall ensure that all operatives are issued with the appropriate PPE at the start of the project, and that their signature is obtained for any, and all, items issued
- The Managing Director / foreman will ensure that adequate supplies of all necessary protective clothing or equipment are available on site for issue as required
- The Managing Director / foreman will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.
- The Managing Director / foreman will ensure that before employees are started on works, any necessary protective clothing is provided and that signs are erected for “high risk areas”, e.g. machinery requiring eye protection, ear defenders etc.
- Any person on site observed carrying out any process which requires the use of protective clothing or equipment will be informed of statutory and Company Policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any Sub-Contractors as well as direct employees.
- All supervisory and management staff will set a good example in the wearing of safety helmets, protective footwear and will use all necessary protective clothing and equipment where required.
- The Managing Director / foreman is responsible for ensuring that the required PPE is being used on site according to the planned procedures, N.B. the Health and Safety Plan, during any inspection where the Managing Director / foreman becomes aware of operatives not wearing the appropriate PPE on site, he/she shall instigate normal disciplinary procedures against those persons in breach of this policy or of legislation

**SAFE WORKING PROCEDURES**

- A safety helmet must be worn at all times whilst on site, and in particular when working in excavations, when working in confined spaces, where there is a danger of being struck by a moving object, where there is a danger of striking a fixed object, and where any construction work is in progress.
- Eye protection must be worn whilst using abrasive wheels, cutting, grinding, a hammer and chisel to cut stone or brick, a cartridge tool, or any substance that will harm the eyes.
- Ear protection must be worn whilst operating with noisy plant or machinery and in particular when dumper trucks, using a woodworking machine, using a breaker or compressor, or other noisy machinery and other noisy machinery and working where a number of noisy machines are operating.
- Gloves must be worn whilst handling chemical substances (rubber gloves), and suitable gloves must be worn whilst handling abrasives e.g. block work, steel etc.
- Steel toe capped boots must be worn at all times whilst working on site and particular when, lifting or moving heavy objects bricks, blocks, kerbs etc., in addition steel reinforced mid-soles (to BS EN 344) must be worn on site to protect against sharp objects e.g. nails, reinforcing steel etc.
- When working at a height where no suitable working platform has been provided, e.g. scaffolding or a secured ladder, personnel must wear a safety harness.
- Normal disciplinary procedures against those persons in breach of this policy or of legislation

3	Hazards / Work Activity Assessed:	MANUAL HANDLING & LIFTING OF SCAFFOLDING COMPONENTS			
		Hazard	H	M	L
	Back Strain, slipped disc		X		
	Hernias			X	
	Lacerations, crushing of hands or fingers.		X		
	Tenosynovitis, beat conditions			X	
	Bruised or broken toes or feet		X		
	Various sprains, strains etc.		X		
	Persons exposed: Site personnel				
	Control Measures				

**Planning**

- The Safety Officer shall identify all job areas where manual-handling training will be required throughout the company's activities.
- At the planning stage, of a project, the Managing Director shall allow for mechanical handling devices to be used on site so far as reasonably practicable.

**Supervision**

- The Managing Director / foreman will ensure that materials are handled as far as possible by machine. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.
- All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.
- Supervisory staff will ensure that a supply of suitable gloves is available for issue, as required, for the handling of materials that could cause injuries to the hands.

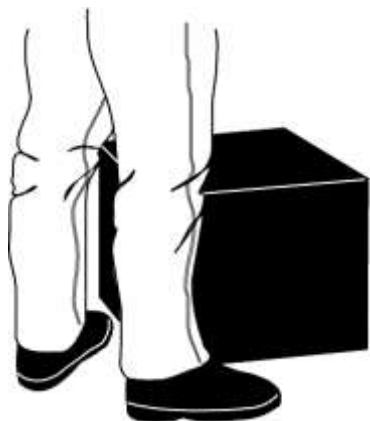
- The supervision will not require any operative, particularly a young person, to lift without assistance a load which is likely to cause injury.

***SAFE WORKING PROCEDURES***

- Always use mechanical devices wherever possible, i.e. cranes, forklifts etc.
- Know your own limits; DON'T try to tackle jobs you can't handle.
- Check that the area you will be lifting in has clear access and adequate lighting
- Check the weight of the load before trying to lift
- Wear gloves to protect hands from cuts and punctures
- Always wear safety boots to protect from falling loads
- First carry out a trial lift by rocking the load from side to side, then try to lift a small amount to get the 'feel' for the load.
- Stand reasonably close to the load, feet hip width apart, one foot slightly forward pointing in the direction in which you are going.
- Bend your knees and keep your back straight.
- Breathe in before lifting as this helps to support the spine
- Use a good lifting technique, keep your back straight and lift using your legs.
- Keep the load close to your body
- Don't carry a load that obscures your vision.
- Lift slowly and smoothly.
- Avoid jerky movements
- Avoid twisting your body when lifting or carrying a load
- When lifting to a height from the floor, do it in 2 stages.
- When 2 or more people are carrying a load, one person must take charge and co-ordinate the lift.

## HOW TO LIFT SAFELY

Before lifting, take a moment to think about what you're about to do. Examine the object for sharp corners, slippery spots or other potential hazards. Know your limit and don't try to exceed it. Ask for help if needed, or if possible, divide the load to make it lighter. Know where you are going to set the item down and make sure it and your path are free of obstructions. Then follow these steps.



1. Stand close to the load with your feet spread apart about shoulder width, with one foot slightly in front of the other for balance.



2. Squat down bending at the knees (not your waist). Tuck your chin while keeping your back as vertical as possible.



3. Get a firm grasp of the object before beginning the lift.



4. Begin slowly lifting with your LEGS by straightening them. Never twist your body during this step.



5. Once the lift is complete, keep the object as close to the body as possible. As the load's centre of gravity moves away from the body, there is a dramatic increase in stress to the lumbar region of the back.

If you must turn while carrying the load, turn using your feet-not your torso.

To place the object below the level of your waist, follow the same procedures in reverse order. Remember, keep your back as vertical as possible and bend at the knees.

### **Conclusion**

Using proper lifting techniques can help prevent downtime due to avoidable back injuries. With a little practice, precautionary methods such as these can become good daily habits that could help prevent back injuries-both on and off the job.

4	Hazards / Work Activity Assessed:	MOVEMENT OF CONSTRUCTION PLANT		
Hazard		H	M	L
Unskilled Operation		X		
Incorrect Use			X	
Poor Maintenance				X
Reversing Unsupervised			X	
Defects in machine unchecked				X
Noise (see Separate Risk Assessment)				X
Overturning of Machine			X	
Persons being struck by machine			X	
Persons exposed: Site personnel				
Control Measures				

### Planning

- Managing Director / foreman shall identify the plant requirements on site, and for suitable plant to be provided taking into account the work to be carried out and the required standards.
- Temporary access roads, fuel storage, maintenance facilities, etc. for transport on site will be planned.
- The Managing Director / foreman shall ensure that all plant drivers / operators have been trained in accordance with the Central Health & Safety Programme.
- Stability of plant should be considered when working on peat, soft ground or other unstable ground conditions to ensure that plant does not tip over or sink etc. There may be a requirement for the provision of such safeguards as excavator mats or for ground stabilisation techniques.

### Supervision

- The Managing Director / foreman will ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried out in accordance with specific requirements.
- The Managing Director / foreman will take all aspects of the work into account to ensure that sufficient information is provided to the hire company to enable the correct type of plant to be provided.
- The Managing Director / foreman will ensure that competent Operators and Banksman are provided or that, where necessary, full training and instruction is arranged.
- The Managing Director / foreman will ensure that all necessary testing and thorough examination certificates are provided.
- All lifting appliances, requiring weekly inspections by Operator or other competent person, will have the inspection recorded in the site register regardless of any register kept by the Operator or plant Hire Company.
- The Managing Director / foreman will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards. Note: - only authorised persons are permitted to check in items of plant on site.
- All necessary testing and thorough examination certificates will be requested and checked by the Managing Director / foreman, or delegated person, and all items of plant requiring weekly inspections, by Operator or other competent person, will have the inspection recorded in the site register regardless of any register kept by the Operator or plant hire company.

- Any defects noted will be reported to the Managing Director / foreman or hire company immediately.
- The Managing Director / foreman will ensure that only authorised Operators are permitted to operate any item of plant.
- The Managing Director / foreman will not ask or permit the plant Operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine, or the Plant Manager on the proposed use.
- No young person (under 18 years old) is permitted to operate any item of plant or act as Banksman unless being trained and under direct supervision.
- The Managing Director / foreman will ensure that any defect notified by the plant operator during work on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

### ***SAFE WORKING PROCEDURES***

- Before starting work walk around the machine and check for visual defects and obstructions.
- Carry out regular checks on brakes, oil, lights, and tyres
- Report any defects in your machine to your supervisor.
- Don't operate any item of plant that you haven't been trained to use.
- Do not speed around the site, and obey the site speed limits
- Do not leave keys in machines when unattended, unless otherwise informed by site management.
- Drive safely around the site – do not use sharp acceleration, braking and changes in direction.
- All plant will be properly secured and immobilised at the end of each day.
- All Banksmen, Supervisory staff and Operatives required to enter earth moving areas will be provided with high visibility vests
- Plant operators must not drink alcohol during the working day or shift.
- Children must not be permitted to enter working areas while plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.
- No passengers may ride on items of plant unless they are specifically designed to carry passengers.
- Employees on site to be aware of approaching a moving or slewing item of plant, particularly on the 'blind' side.



5 ELECTRICAL INSTALLATIONS / WORK ADJACENT TO LIVE SERVICES			
Hazard	H	M	L
Electric Shock	X		
Burns	X		
Tripping and Falling over cables			X
Contact by Plant or Vehicles	X		
Contact by long metal objects	X		
Arcing because of Proximity of plant to overhead cables	X		
<b>Persons exposed:</b> Site personnel			
<b>Control Measures</b>			

### PLANNING

- Power requirements for a project will be calculated by a competent person.
- Wiring installations on site shall be checked by a competent qualified electrician.
- Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.
- Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.
- Cables will be routed to maximise protection from damage.
- The temporary electrical supply will be installed and tested as planned.
- All cables will be clearly marked so that personnel are aware of their position on site.

### Overhead Cables

- A drawing marking all the electrical services on site shall be drawn up and posted in the Site Office. All plant drivers will be made aware of the locations on site of electrical services.
- The Managing Director / foreman shall arrange for training to be provided to all plant drivers, which shall highlight the positions of all overhead cables on site and the safe operating procedures whilst operating plant in the vicinity of the overhead cables.
- Before commencing work in the vicinity of overhead cables the Site Manager shall consult with the ESB regarding the protection that must be provided on site.
- The Site Manager shall ensure that “goal posts” are provided either side of the overhead electrical lines
- The “goal posts” shall consist of a 2 posts with a tension rope between the 2 posts, having red & white flags on the rope.
- The posts shall be placed either side of the line of the cable, and parallel to the cable, that is 2 sets of “goal posts” shall be required for each overhead cable that crosses the site.
- The overhead rope with red & white flags shall be placed at a height between 3m - 6m, or at heights specified by the E.S.B.
- Where it is required to work directly beneath live overhead cables additional precautions will be required to prevent the upward movement of crane jibs, excavator buckets etc. And specific advice should be sought from the ESB.
- Advance warning signs shall be posted at either side of the line of the overhead cables.
- The Site Manager shall monitor the protection provided, and ensure that a safe system of work is maintained.
- Banksmen shall be used in the vicinity of the overhead lines as required.

### Underground Cables

The Site Manager must ensure that the following procedures are implemented on site:-

- Consultation is carried out at all stages with representatives of the various service authorities to agree precautions required.
- All supervisors, machine operators and banksmen are instructed in the procedures to be followed on site.
- Always assume that there are live services present on site, even if existing drawings / information indicates that none are present.
- Do not assume that buried services are always given their recommended cover, cables may often be just at the surface.
- Treat all services found as Live.
- Ensure that training is provided to all personnel working near / adjacent to underground services - in the use of equipment for service location, and in the safe digging practices
- Ensure that all services are physically located and marked by means of location equipment (i.e. a CAT scanner).
- Where practicable hand-held power tools (i.e. Kango Hammers) should not be used to break the paved surface, within 0.5m of the indicated line of a service, this may be reduced if the service has been positively identified in terms of both line and depth.
- Where excavating near the indicated line of a service carefully hand dig trial holes until the line of the service has been established.
- When the excavator bucket is digging other personnel should keep well clear of the bucket (N.B. near electrical cables). Should a cable be struck the driver should stay in the cab, but should he have to leave the cab he should jump down, not climb down otherwise he may be electrocuted.
- **If in doubt - Consult the ESB**

#### ***SAFE WORKING PROCEDURES – SITE ELECTRICITY***

- Only 110v equipment will be used on site unless specific permission has been granted by the Site Manager
- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables.
- The correct extension cables will be used, to cope with wet and rough conditions.
- Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.
- If anything goes wrong, switch the equipment off and disconnect from the power supply.
- If in doubt, the circuit must be tested using safe equipment to prove that it is dead
- All portable tools, cables etc shall be identified and regularly inspected and maintained by a competent electrician.
- Portable generators shall be regularly inspected and tested.
- Immediate action will be taken against any person, or Contractor, abusing or incorrectly using electrical equipment on site.
- Do not lift or pull equipment by the cable
- Cables will be routed so as to be protected from damage.
- On festoon lighting, all bulb sockets are live. Open sockets must be protected where a bulb is not fitted.
- Where extension leads or cables to electrical equipment are damaged they **MUST** be taken out of use and scrapped or properly repaired.

<b>6 LIFTING OPERATIONS – USE OF MOBILE CRANES / LIFTING APPLIANCES</b>			
<b>Hazard</b>	<b>H</b>	<b>M</b>	<b>L</b>
Unsuitable or inadequate base for crane/ lifting appliance.	X		
Overloading of lifting appliance.	X		
Overloading or incorrect use of lifting gear.	X		
Incorrect positioning of lifting appliance.		X	
Insecure attachment of load.	X		
Contact with overhead electricity lines (see separate section).	X		
Improper methods of use of equipment.		X	
Failure of equipment due to lack of maintenance.		X	
Incorrect signals.			X
<b>Persons exposed:</b> Site personnel and others in the vicinity			
<b>Control Measures</b>			

### Planning

- The Managing Director / foreman will ensure that lifting operations are planned taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, etc. Suppliers will be asked to provide information on weights, lifting points, safe slinging procedures etc. of material or articles supplied.
- Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.
- When hiring or buying lifting appliances or lifting gear the Buyer shall ensure that the required certificates are supplied with the items supplied.

### ***SUPERVISION***

- The Managing Director / foreman will ensure that the lifting appliance provided has a current test certificate
- The Managing Director / foreman will ensure that the lifting appliance has been inspected within the previous 7 days.
- The Managing Director / foreman will ensure that the weekly inspections of the automatic safe working load indicator is carried out - forms GA2.
- The Managing Director / foreman shall ensure that all lifting gear is supplied with a current test certificates (every 6 months) - note lifting gear includes ropes, slings, chains, block crabs, shackles,
- The Managing Director / foreman will ensure that areas where mobile cranes are to be set up to carry out lifting operations are levelled and consolidated. Where mobile cranes must be used in areas where there are underground ducts, drains, basements or where there is doubt of the bearing capacity of the ground, an Engineer must be asked to confirm that the area is suitable or that additional precautions must be taken.
- The Managing Director / foreman will check that lifting appliances such as gin wheels, pulley blocks, etc. are correctly erected and used.
- The Managing Director / foreman will ensure that all lifting appliances are inspected weekly and a record of the inspection made.
- Where a proposed lifting operation has not been planned for, the Managing Director / foreman shall seek advice from the Project Supervisor Construction Stage on site and put in place the required arrangements.

- The Managing Director / foreman shall ensure that only trained and competent persons are involved in lifting operations on site.
- The Managing Director / foreman shall be responsible for ensuring that the weekly inspections of lifting appliances are made, the weekly tests of safe load indicators are made, and that records of the inspections/tests are made available to the Project Supervisor for Construction.
- Where a defect in a lifting appliance or lifting gear is reported to the Managing Director / foreman, the Managing Director / foreman shall take that item out of use until the required repairs/improvements have been made.

#### ***SAFE WORKING PROCEDURES***

- Do not use lifting equipment in high winds.
- Ensure that the safe load indicator is in working order.
- Ensure that the SWL is marked on the lifting appliance and the weight of the load is known before the lift.
- Be sure that the location of overhead cables / obstructions are taken into account before lifting starts.
- Only authorised Operatives will be permitted to operate lifting appliances, to sling loads or give signals. The authorised persons must be over the age of 18 and be competent to carry out the duties. Where there is any doubt of the competency of the authorised Operatives, the Managing Director / foreman must be informed immediately.
- Any defect noted in any lifting appliance machine, gear or tackle must be reported immediately and the equipment taken out of use if the defect could affect its safe use.
- All lifting appliances must be secured and left in safe condition at the end of each working period taking into account the safety of children in particular.
- Loose items must be secured or fully covered when being handled by a lifting appliance.
- A lifting appliance must not lift rubbish skips unless the skip is designed and marked as being suitable for lifting purposes.

7	LIFTING GEAR / EQUIPMENT		
Hazard	H	M	L
Overloading	X		
Incorrect use, i.e. too wide an angle between legs of sling, use of eye bolt at an angle, etc.		X	
Use of defective equipment.		X	
Damage to sling, i.e. lacking of packing to load.			X
Incorrect slinging method.			X
<b>Persons exposed:</b> Site personnel and others in the vicinity			
<b>Control Measures</b>			

## Planning

- At the planning stage the Managing Director shall arrange for the required number and type of lifting gear to safely complete the project. In addition arrangements shall be made for the safe use, inspection and examination of lifting gear.
- The Managing Director / foreman will ensure the provision of lifting gear is planned taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used.

## Supervision

- The Managing Director / foreman will ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined within the previous 6 months.
- The Managing Director / foreman will arrange for proper storage facilities for lifting gear.
- Where defects are noted or reported with lifting gear, the equipment must be taken out of use immediately.
- Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, i.e. knots, bolts through links, etc.
- Sufficient materials for packing between sling and load shall be provided.
- All items of lifting gear on site shall be clearly marked with a safe working load or an identification mark. Any item of lifting gear not so marked shall be taken out of use immediately.
- No item of lifting gear may be used on site unless a current test certificate is available for inspection on site.
- No item of lifting gear shall be used for a purpose for which it was not intended.

NOTE: - Safe Working Load (SWL) may also be called the Working Load Limit (WLL)

**SAFE WORKING PROCEDURES**

- Before starting any lift check the SWL of the lifting gear against the weight to be lifted.
- Make sure that you know the SWL of ropes & slings, as they may NOT be marked on the gear.
- The SWL of chains SHOULD be stamped on the item of gear.
- Before using wire ropes or fibre slings check for signs of wear – remove any item of lifting gear from use if it is damaged.
- Protect wire ropes / fibre slings from sharp edges.
- Never lengthen a chain by joining pieces together.
- Don't lubricate chains with oil as they can pick up sand and grit that can lead to wear and tear of the chain.
- Make sure that chains are never twisted or kinked.
- Don't shorten a chain by knotting it; always use a specifically designed shortening clutch if required.
- Don't expose chains to acids or corrosive substances.
- Make sure that ropes / slings are not stored in wet conditions.
- Use the right type of shackle for the job in hand.
- Don't use a shackle that isn't marked with the SWL.
- Check the bow and pin for damage, if in doubt destroy it.
- Check hooks and eyebolts for cracks, cuts, abrasions, and dents – if in doubt destroy the item in question.
- Do not use improvised slings or single leg of a multiple sling.
- Ensure that you can see the driver at all times, or that 2 way radio communications is possible. Make sure that radios are fully charged at the start of each shift.
- Use approved hand signals that are clear and distinct.
- A lifting appliance must not lift rubbish skips unless the skip is designed and marked as being suitable for lifting purposes.
- Do not use lifting equipment in high winds.
- Be sure that the location of overhead cables / obstructions are taken into account before lifting starts.
- Remember a chain is only as strong as its weakest link – know the SWL of all lifting gear.
- **NOTE – IF IN DOUBT ABOUT THE CONDITION OF ANY ITEM OF LIFTING GEAR BIN IT!!**

To avoid damage to lifting gear ensure that loads are landed on timber, or another suitable bearer.

**Checks should be carried out for the following defects before using any of the lifting equipment listed. These are the minimum inspections that should be carried out before any lifting operation. It should also be ensured that all equipment is within it's test period prior to use.**



### **Chain Block**

- No Safe Working Load (SWL) visible	→ Send for re-labeling
- Damaged/Missing Safety Latches	→ Send for repair
- Distorted/Damaged Hooks	→ Send for repair
- Twisted Chains	→ Untwist chains before use
- Damaged Chains	→ Send for repair
- Brake/Ratchet not working	→ Send for repair
- Damaged Casing	→ Send for repair
- Damaged Slack End Anchor	→ Send for repair



### **Lever Hoist**

- No Safe Working Load (SWL) visible	→ Send for re-labeling
- Damaged/Missing Safety Latches	→ Send for repair
- Distorted/Damaged Hooks	→ Send for repair
- Twisted Chains	→ Untwist chains before use
- Damaged Chains	→ Send for repair
- Brake/Ratchet Not Working	→ Send for repair
- Damaged Casing	→ Send for repair
- Damaged Anchoring Ring	→ Send for repair



### **Webbing Sling/Roundsling**

- No SWL visible	→ Scrap
- Damage to Either Eye	→ Scrap
- Friction/Heat Damage (Glazed Appearance)	→ Scrap
- Damage to Stitching	→ Scrap
- Signs of Local Abrasion (Rough Surface)	→ Scrap
- Damage to Roundsling Cover	→ Scrap
- Cuts	→ Scrap
- Permanent Twists/Knots	→ Scrap
- Damage to Load Bearing Fibres	→ Scrap





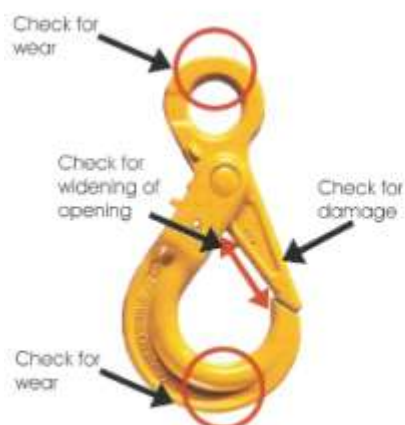
## Chain Sling

- SWL not visible on all components	→ Send for re-labeling
- Damaged/Distorted Hook	→ Send for repair
- Damaged/Missing Safety Latch	→ Send for repair
- Damaged Chain	→ Send for repair
- Twisted Chain	→ Untwist chain before use
- Distorted master link	→ Send for repair



## Wire Rope Sling

- No SWL visible	→ Scrap
- Distorted/Damaged Eyes	→ Scrap
- Broken Strands	→ Scrap
- Kinked Wire	→ Scrap
- Damaged Joint	→ Scrap



## Load Hook

- No SWL visible	→ Send for re-labeling
- Damaged Safety Latches	→ Send for repair
- Distortion such as bending, twisting Or increased opening width	→ Scrap
- Damage such as wear, cracks, nicks or gouges.	→ Scrap
- Damage to Swivel (if applicable)	→ Scrap



## Shackle

- No SWL visible	→ Send for re-labeling
- Distorted, Damaged or Worn Pin	→ Scrap
- Incorrect Pin	→ Scrap
- The shackle has opened up i.e. the opening has widened	→ Scrap
- Distorted, damaged or worn body	→ Scrap



## Eyebolt

- No SWL visible	→ Send for re-labeling
- Distorted Body/Eye	→ Scrap
- Damaged Threads	→ Scrap
- Worn Body/Eye	→ Scrap
- Bent or stretched shaft	→ Scrap



8	DISC CUTTERS & ABRASIVE WHEELS [Angle Grinders]		
Hazard	H	M	L
Bursting of the Wheel Disc		X	
Injuries from flying particles		X	
Cuts to hands, legs, etc.			X
Dusts from certain types of materials		X	
Loose clothing tangled in disc		X	
Noise	X		
Fire and Explosion			X
<b>Persons exposed:</b> Site personnel and others in the vicinity			
<b>Control Measures</b>			

### Planning

- The Managing Director will ensure that sufficient Operatives have been trained in accordance with the Abrasive Wheels Regulations in the mounting of abrasive wheels and discs on the type of machine to be used and that the names of the persons appointed are noted.
- The Managing Director / foreman will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection and other protective equipment is available and issued when required.

### Supervision

- The Supervisor will ensure that any Operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the Regulations.
- Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect that could give rise to injury is taken out of use immediately.

### Safe Working Procedures

- Concrete saws and angle grinders will be considered to be abrasive wheels.
- Any person who uses such a tool or who changes a wheel or disc on such a tool must be trained.
- Wheels should never be operated without guards in place. Operators should wear suitable personal protection especially for the eyes.
- The operator should carry out a visual check on the machine or tool prior to use. He should also check for loose plug connections or damage to the cable sheath and report any faults to his supervisor.
- Do not exert heavy pressure on the wheel.
- Reinforced wheels must always be used on hand held machines.
- Check that the max speed of the wheel is greater than the max spindle speed before fitting.
- Keep your fingers away from the cutting edge of the wheel.
- Eye & Ear protection MUST always be worn
- Ensure that the floor around the machine is maintained in good condition.
- When mounting wheels or discs ensure that the maximum operating speed marked on the wheel is not exceeded.
- The wheel guard must be secured in position and properly adjusted before the wheel is run.
- Work rests should be kept as close as possible to the wheel. As the wheel wears the work rest should be frequently inspected and adjusted.

- Grinding on the side of straight-sided wheels, used for off hand grinding, is dangerous particularly when they are appreciably worn or when sudden pressure is applied.
- The operator must not wear loose clothing.
- Rags and waste must be kept clear of wheels.
- Make sure that other personnel are clear of the area in which you are working.
- Run a replacement wheel for a full minute before attempting to use it.
- Abrasive wheels will be inspected regularly and any defects reported to the Managing Director / foreman.

### **Concrete – Cutting Saws**

- Never operate a con-saw unless you have been trained to do so!
- Select the correct saw & cutting wheel for the task.
- Hold the saw firmly with **both** hands.
- Keep a good balance and footing at all times. Never cut while standing on a ladder.
- Do not cut any material with a blade that is not suitable.
- Never over-reach.
- Be especially alert for reactive forces exerted by the saw.
- Be alert to shifting of the work-piece or anything that could cause the cut to close and pinch/jam the cutting blade.
- Release the pressure on the concrete saw as you reach the end of the cut. Too much pressure may cause the operator to lose control of the saw when the blade completes the cut.
- Use extreme caution when **re-entering a cut** and do not turn the wheel at an angle or push the wheel into the cut as this may result in a pinching of the wheel.
- Isolate saw by removing spark plug lead before maintenance.
- Do not refuel while engine is hot or running.
- Keep hands and feet clear of cutters.
- Wear required personal protective equipment, such as gloves, goggles, boots.
- Do not carry out adjustments while the engine is running.
- Maintain safety guards in satisfactory condition.
- NEVER use a con saw above your waist height, if it's an awkward cut talk to your foreman or supervisor.

9	USE OF HAND HELD TOOLS		
Hazard	H	M	L
Cuts		X	
Punctures			X
Bruises			X
Damaged Tools			X
Tools falling onto persons			X
Personnel falling over tools		X	
<b>Persons exposed:</b> Site personnel and others in the vicinity			
<b>Control Measures</b>			

### Planning

- Ensure that there are an adequate number of hand tools available on site for the works to be carried out on site.
- Ensure that there is a storage area on site, for storing tools on site after each work shift.

### SUPERVISION

- Only trained and experienced operatives are permitted to carry out work with hand tools.
- Ensure that damaged tools are taken out of use and disposed of, or properly repaired.
- Take appropriate disciplinary action against operatives who use tools in an unsafe manner.

### SAFE WORKING PROCEDURES

- Use the right tools for the right job, DON'T improvise.
- Make sure that tools are in a good condition before using them, and inspect for wear and damage.
- Only use tools in the manner in which they were designed to be used.
- ALWAYS keep hands behind the cutting edge of tools.
- Use the right size spanner for the right sized nut.
- Make sure that you wear the appropriate PPE for the job in hand.
- Protect sharp edges when storing or carrying tools, and remember when carrying tools around site ALWAYS point the cutting edge towards the ground.
- Scrap tools that are worn, or damaged beyond repair.
- Keep cutting tools sharp – it is more efficient, requires less effort and therefore you won't have to force a tool, which could result in slipping, and injuries.
- Return tools to the stores at the end of each working day.
- When using a tool-belt during work at heights ensure that the hand-tools are suitable for storage in the belt & that they are seated correctly when returning to the belt holder. Discard damaged tool-belts.

10	CARTRIDGE TOOLS		
Hazard	H	M	L
Flying particles i.e. pieces of metal or concrete	X		
Cartridge being too powerful for the task	X		
Voids in the structure being fired into		X	
Material being fired into being too thin.		X	
Changes in the consistency of the material		X	
<b>Persons exposed:</b> Site personnel and others in the vicinity			
<b>Control Measures</b>			

### Planning

- The Managing Director will arrange for all Operatives who will be required to use cartridge tools on site to be trained by the cartridge tool manufacturer's representatives.
- Suitable storage facilities will be provided where cartridges are stored on site.

### Supervision

- Only cartridge tools of low velocity indirect type will be used on the sites.
- The Managing Director / foreman will ensure that only persons who have been trained are permitted or required to use cartridge tools on site.
- The Managing Director / foreman will ensure that, where necessary, all cartridges are stored on site in the storage facilities provided.
- The Managing Director / foreman will ensure that sufficient and suitable eye protection is available and issued when required.
- The Managing Director / foreman will ensure where there is likely to be flammable vapours, gases or there is a risk of dust explosion, that tools will not be used.

### SAFE WORKING PROCEDURES

- All operatives required to use cartridge tools will receive instruction from the manufacturer's representative on their proper use.
- Always wear Safety Goggles and Ear Protection (Eye protection to BS 2092 Grade 1 Impact must be provided and worn)
- Always hold the tool at right angles to the surface being fired into
- Check the material into which the bolt is to be fired - Carry out a test fire first
- Check that there is nobody behind the target
- Allow at least 75mm from the edge of concrete or blockwork.
- Ensure that the entire splinter guard is resting on the work surface.
- NEVER place your hand over the end of the barrel.
- In the event of a misfire – WAIT a minute, re-fire it. If nothing happens, WAIT a further minute before unloading.
- Keep the tool clean and well oiled.
- NEVER leave the tool loaded when not in use. Cartridges MUST be kept under lock & key and in a safe place.
- Only cartridge tools of the low velocity and indirect type will be used on this site.
- Only tools of low power and indirect action will be purchased or hired.
- Tools must be stored unloaded.
- Different strengths of cartridges will be clearly identified and kept separate.
- When cartridge nail guns to make up 45° angles from wood – **make sure that your fingers and hands are not in the line of fire when using the gun and that they are far enough away should the nail over penetrate the wood or protrude out.**

11	LADDERS			
Hazard		H	M	L
Not securing the ladder properly.		X		
Unsafe use of ladder (over-reaching, sliding down etc.)		X		
Using ladder where a safer method should be provided.			X	
Using ladder with a defect. (Note: Painting of timber ladders that could hide defects is prohibited by Regulations).				X
Unsuitable base to ladder.			X	
Unsuitable handhold at top of ladder or at stepping off position.			X	
Using ladder near overhead electrical cables, crane contacts etc.				X
Falls of persons from heights			X	
Falls of materials or articles from heights			X	
Persons exposed: Site personnel and others users				
Control Measures				

### Planning

- The Managing Director / foreman will arrange for the required number and type of ladders to be provided taking into account the required standards and the work to be carried out.
- Ladders will be suitable for the work being carried out i.e. of the right length, construction and material.
- Ladders should only be used for access purposes, or for short duration work [nominally 30 minutes where the risk is minimal. Where a person is required at a particular location a proper working platform should be provided.

### SUPERVISION

- Ladders will be checked by the Managing Director / foreman, or delegated person, before use to ensure that there are no defects and will be checked at least weekly whilst in use on site. This check will be documented on the H.S.A Form GA3 or equal.
- Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.
- The Managing Director / foreman will check that ladders in use are secured, have a solid level base and are being used correctly.
- Ensure that the ladder projects at least one metre above the place of landing.
- Ensure that ladders are properly positioned for access.
- The Managing Director / foreman will ensure that proper storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout length.

### SAFE WORKING PROCEDURES

- Methods of use which will result in damage to the ladder will not be permitted, e.g. securing ladder with scaffold clip
- Under no circumstances is a ladder constructed from timber nailed or screwed together to be used on site.
- Do not over reach from a ladder. Dismount and relocate the ladder.
- All ladders will extend at least 1m above any landing place.
- Suitable access to the working place must be provided at the stepping off point. Persons should not be required to climb over or under guardrails.
- All ladders will be secured either at the top or bottom.
- Damaged or painted wooden ladders will not be used.

- Ladder shall be suited for the purpose for which it is to be put.
- Set on a firm, level base.
- All ladders shall be clear of excavations and not causing a hazard where it may be struck or dislodged.
- Ladders shall not rest against any fragile surface, except in the case of specifically designed roof ladders.
- Ladders shall be set at an angle of 1: 4 (75 degrees).

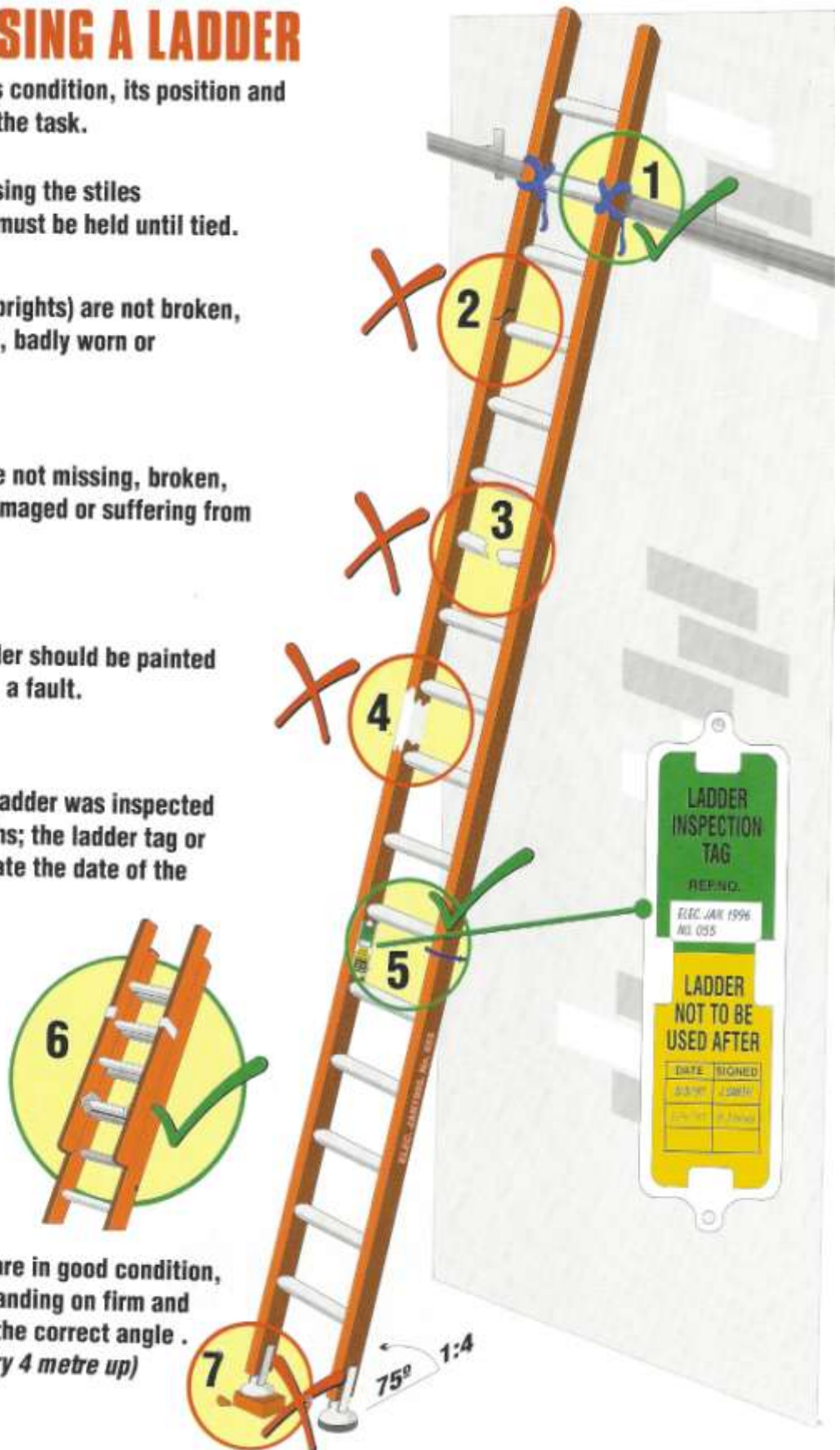
**All ladders will be inspected on a regular basis and the following points checked;**

- Damaged or worn stiles.
- Broken, missing, loose or worn rungs.
- Mud or grease on rungs.
- Decayed timber or corrosion of fittings.
- Warping, sagging or distortion.
- If a ladder cannot be repaired properly it must be scrapped

## BEFORE USING A LADDER

Check the ladder's condition, its position and its suitability for the task.

1. Tie at the top using the stiles (not the rungs). It must be held until tied.
2. Ensure stiles (uprights) are not broken, cracked, damaged, badly worn or crushed.
3. Ensure rungs are not missing, broken, loose, cracked, damaged or suffering from undue wear.
4. No part of a ladder should be painted as paint could hide a fault.
5. Ensure that the ladder was inspected in the last 12 months; the ladder tag or cable tie will indicate the date of the last inspection.
6. Ensure that extension ladders have a minimum of 4 rungs overlap.
7. Ensure footpads are in good condition, that the ladder is standing on firm and even ground and at the correct angle. (1 metre out for every 4 metre up)





## WHEN USING A LADDER



**Beware power lines.  
Fibreglass ladders  
only to be used in  
electrical compounds**



**Only 1 person  
on the ladder**



**Keep both hands free  
when climbing  
or descending**



**Don't over reach**



**Keep your body  
facing the ladder.**



**Hold on with  
at least one hand,  
while working  
on the ladder.**



**Don't use a ladder  
in strong wind.**

**Store ladders horizontally in a dry, well ventilated area.**



12	NOISE		
Hazard	H	M	L
Excessive sustained noise can be damaging to a persons hearing.	X		
<b>Persons exposed:</b> Site personnel and others in the vicinity			
<b>Control Measures</b>			

### Planning

- Where personnel will be required to work in situations where levels of noise are likely to be encountered, the Managing Director or foreman will ensure that full information is obtained before work commences on the levels and frequencies of noise.
- The Managing Director or foreman shall ensure that all plant is maintained according to the manufacturer's instructions so that all plant complies with legislation relating to noise on construction sites.

### ***SUPERVISION***

- The Site/Workplace Supervisor will ensure that all plant provided with fitted with silencers, mufflers, doors, canopies, etc. and that all equipment and noise reducing doors are used.
- Supplies of ear defenders or other hearing protection will be made available on the site or for any operations where it is not practicable to reduce the noise levels to a safe limit.
- The Site/Workplace Supervisor will ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the Plant Manager or hire company immediately.
- The Managing Director or foreman shall ensure that all operatives working in areas with noise levels in excess of 85dB are provided with, and wear suitable hearing protection.
- The Managing Director or foreman shall ensure that all noise control items fitted to plant are in good working order.

### ***SAFE WORKING PROCEDURES***

- As a rule of thumb if you have to raise your voice to be heard, 2m or less from the person, you need to wear hearing protection.
- Always wear hearing protection in areas where there are sign "Hearing Protection Must be Worn"
- Keep compressor covers closed when not in use.
- Don't keep machinery running unnecessarily.
- Ensure that you don't expose your fellow workers to your noise.
- Move noise sources away from the working areas, where possible.
- If possible shield noisy processes, work behind a wall or some other sound absorbing material.
- **NOTE:** - make sure that the ear protection you wear is worn correctly, if it is not it may be ineffective.
- Ensure that ear plugs are a good fit and correctly inserted.
- Use disposable earplugs once only.
- Clean your hands before touching all types of earplugs.
- Earmuffs should fit the head all around the seal of the earmuffs.
- Earmuffs must be worn the correct way around, i.e. left side to left ear, Right side to right ear.
- Ensure that muff seals are in a good condition.
- If you have difficulties with wearing the ear protection provided report it to your supervisor.

# PROTECT YOUR HEARING

Always wear ear muffs where you see these signs

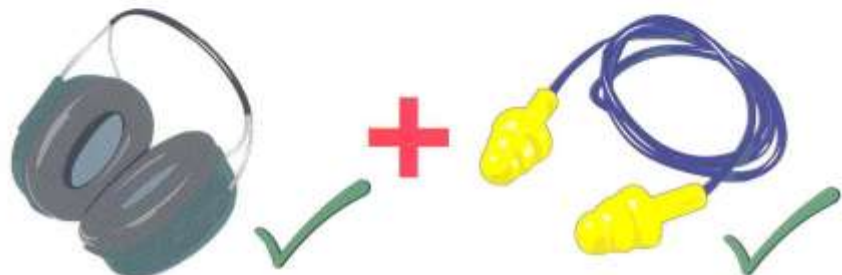


or



Ear plugs are not acceptable except when ear muffs cannot be worn (eg due to interference with other PPE)

**Wear ear muffs and ear plugs together when you see this sign:**



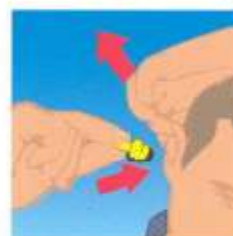
**Fit your ear plugs correctly. When not in use, keep plugs in their box.**



With clean hands, grasp the ear plug by the stem.



Pull the outer ear outward and upward.



Insert the plug into the ear with a twisting motion.



When removing, use a twisting motion to break the seal gradually.

**Keep your Hearing Protection clean at all times.**

13	HAZARDOUS SUBSTANCES		
Hazard	H	M	L
Health hazards from substances can be divided into the following categories:			
• External contact - corrosive, skin absorption, dermatitis, e.g. cement, acids	X		
• Inhalation - gases, fumes, dusts, vapours.		X	
• Ingestion - swallowing.			X
<b>Persons exposed:</b> Site personnel and others in the vicinity.			
<b>Control Measures</b>			

**TYPICAL HAZARDOUS SUBSTANCES INCLUDE:-**

Contaminated Ground	Concrete ad-mixtures	Cement
Solvent fumes	Hard Wood Dusts	Resins
Epoxy Based Paints	Welding fumes	Asbestos

**Planning**

- The Managing Director or foreman will ensure that, before work starts on any job, information is obtained on any material, substance, or process to be used or likely to be encountered which could be a hazard to the health of Operatives, and which is not covered by the generic assessment or is covered but requires a more detailed assessment. If possible, arrangements should be made for an alternative, less hazardous material to be specified.
- At the planning stage the Managing Director, in association with the Project Supervisor for Construction, shall identify all proposed substances hazardous to the Health or Safety of persons at work.
- If possible, arrangements should be made for an alternative, less hazardous substance to be specified in the construction of the project. The Managing Director or foreman shall liaise with the Health and Safety Advisor on the proposed use of any substance hazardous to health.
- The Health and Safety officer shall ensure that Material Safety Data Sheets are provided by suppliers for all substances hazardous to health as identified by the Managing Director or foreman for a particular project.
- At the planning stage the Managing Director, in association with the Project Supervisor for Construction and Health and Safety officer, shall make arrangements for the exposure to hazardous substances to be limited to as low a level as is reasonably possible.
- The Managing Director shall ensure that all the required Health and Safety resources are made available to comply with the Material Safety Data Sheet, and other control measures detailed in the Health and Safety Plan, these may include the use of Personal Protective Equipment, local exhaust ventilation, isolation of the substance/process etc.

**Supervision**

- The Managing Director or foreman is to ensure that all Material Safety Data Sheets are available on site prior to work commencing on site.
- The Managing Director or foreman, in association with the Health and Safety officer shall arrange for the appropriate level of training and information to be given to operatives who will be engaged in the use of substances hazardous to health.
- Exposure to hazardous substances shall be controlled to as low a level as is reasonably practicable.

- All employees shall be provided with information, instruction and training in relation to the use of hazardous substances.
- Any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing etc. must be planned before work commences.
- All Operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.
- The Managing Director or foreman shall ensure that all the planned arrangements are in place, e.g. training, information, Material Safety Data Sheets etc, prior to work commencing on site. In particular the Managing Director or foreman will ensure that the required Personal Protective Equipment is available, and adequate for the use to which it will be put.

***SAFE WORKING PROCEDURES***

- Any substances carrying a warning label has the potential to cause harm – always read the labels and assess the risks before using the substances on site. Remember – ALWAYS follow the instructions for the safe use of Hazardous Substances on labels / Material Safety Data Sheets.
- Chemical products must never be allowed to come into eye contact, and generally contact with the skin should be kept to a minimum.
- Don't mix different chemicals or substances.
- Wear the correct Personal Protective Equipment when using hazardous substances, e.g. dust / fume masks, gloves, goggles, overalls etc.
- Know where the first aid / washing facilities are on site.
- Ensure that hazardous substances are stored in a secure location whilst not in use.
- Don't store hazardous substances above head height, where they may fall onto others.
- Make sure that you have been trained to use the hazardous substances that you use on site.
- Don't Eat, Drink or smoke whilst using hazardous substances, and remember always to wash up afterwards.
- Don't expose other workers who may be in the area to the hazardous substances you are using through fumes gas or dust.
- Ensure that all spillages are cleaned immediately and that waste and used containers are disposed of properly.

14	WEIL'S DISEASE		
Hazard	H	M	L
Persons working in areas where there may be in contact with rats urine, or water contaminated by rats may contract Leptospirosis (or Weil's Disease). The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth.	X		
This disease is a form of jaundice and can be fatal or result in a permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.		X	
Areas of risk include sewers, drains, watercourses, canals, docks, derelict buildings, rubbish tips, farms and other areas where rat infestation is likely.	X		
<b>Persons exposed:</b> Site personnel			
<b>Control Measures</b>			

**PLANNING**

- At the planning stage the Managing Director, in association with the Health and Safety Manager, shall ascertain if there is a risk of Weil's disease on site.
- Where a risk has been identified the Managing Director shall make arrangements for the training, and providing of information, of persons on site.

**SUPERVISION**

- The Managing Director or foreman shall ensure that the planned Health and Safety arrangements are in place prior to work commencing on site, which shall include the issuing of Leptospirosis cards to all persons on site.
- Leptospirosis cards shall be issued to those employees at risk and this should be shown whenever you attend your doctor or a hospital

**SAFE WORKING PROCEDURES**

- In severe cases exposure can be fatal
- Personnel working in likely contaminated areas shall ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with raw water, the hands and the forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons should also avoid rubbing their nose, mouth or eyes during work.
- Wherever possible protective clothing including, impervious gloves, shall be worn to avoid any contact with infected areas.
- Important Note: In the event of influenza symptoms inform your GP of the possible exposure to Weil's disease.

15	WORK AT HEIGHT		
Hazard	H	M	L
Fall of persons from heights	X		
Fall of materials or articles from heights	X		
Falls of Plant & Equipment	X		
<b>Persons exposed:</b> Site personnel and others in the vicinity.			
<b>Control Measures</b>			

**PLANNING**

- All work at heights must be carried out in accordance with the Regulations.
- The public and particularly children must be safeguarded when work at heights is being carried out in the public domain, e.g. erecting scaffolding on or over footpaths.
- Access for the public and children must be restricted and outside of working hours the access must be removed or fenced off.

**Supervision**

- The Managing Director or foreman shall ensure that work is planned to ensure that safe access/egress and working places are provided for operatives to work at heights.

**SAFE WORK PROCEDURES**

- As working from height is an inherent part of scaffold erection employees will be issued with the following PPE:
  - Harness and lanyard or inertia reel.
- All employees will be trained in the correct use of fall arrest equipment.
- All items of fall arrest equipment will be inspected weekly and the results recorded on the GA3 form.
- Note that when using a harness and a 2 metre long lanyard you will need approximately 6.5 metres of clearance beneath you, from the point that you anchor off from.
- Refer also to the risk assessment on the correct use of harness & installation of edge protection and scaffold erection.
- Where possible handrails will be erected via an elevating work platform.
- Areas beneath our works zone will be barriered off so as to exclude others from the area.

16	SCAFFOLDING – ERECTION. STRIKING & INSPECTING.		
Hazard	H	M	L
Collapse of scaffolding.	X		
Persons falling from height.	X		
Falls of materials.		X	
Overhead Electrical cables	X		
Unauthorised access to scaffolding.			X
Untrained erectors		X	
<b>Persons exposed:</b> Site personnel and all others in the vicinity.			
<b>Control Measures</b>			

### Planning

- The Managing Director will assist the client, as far as possible, to determine the scaffolding requirements for a contract and ensure that all scaffolding will be supplied and erected according to the required standards.
- Training will be provided for Supervisors required to inspect scaffolds.

### Supervision

- Scaffolds must be inspected once a week, after alterations, and after bad weather. Records of these inspections must be made on form GA-3 or equal. A competent person to carry out this task.

### Safe Working Procedures

- Only competent and trained persons (i.e. personnel with Construction Skills cards – Basic up to 6m, Advanced over 6m + specialist scaffolds) are allowed to modify scaffolding on site. Unauthorised interference with scaffolding may result in dismissal from site.
- Signs on scaffolding MUST be obeyed, i.e. “Scaffolding Incomplete – Do Not Use”, “Safe Working Load = 800kg”. If scaffolding incomplete signs are erected on scaffolds NO ONE, other than a trained scaffolder, is permitted on the scaffolding as structural elements may be missing which make the scaffold unsafe to use.
- Before labourers use any scaffolding ensure that working platforms are completely boarded out, toe boards fitted, and guard rails fitted.
- Any defects in scaffolding MUST be reported to the Managing Director or foreman immediately.
- Materials must NOT be thrown from scaffolds they must be lowered to ground level.
- Access to scaffolding MUST ONLY be by the ladder access provided – climbing up the side of scaffolding is PROHIBITED.
- Only competent and authorised company personnel shall erect scaffolding and on completion of erection our Foreman will ensure that a signed “hand over certificate” is given to the client representative.
- “Scaffold incomplete” or “scaffolding in progress” signs must be fitted until the Site Manager accepts this hand over.
- Uprights, ledgers, braces, ties, etc must not be removed from the scaffold by anyone other than an authorised scaffolder.
- Toe board height should not be less than 150mm in height and are to be secured correctly.
- All scaffolding will be tied / braced to the building, in accordance with the current scaffolding manual. The preferred tie system is a combination of 2 or 3 ring bolts drilled into suitable concrete (rated at 12kN minimum each) and connected together by a horizontal tube. Pull tests are to be conducted in accordance with the code of practice.
- Surplus ties are to be provided initially in any area where individual ties may need to be removed briefly at key stages. Removal and replacement of such ties will only be undertaken by the Scaffolding Foreman.



- Proper ladder access must be provided to the scaffold platforms. Access must never be by climbing the standards, ledgers or braces. Ladders should be erected inside the scaffolding, with the size of the ladder way opening reduced to a reasonable minimum.
- Any scaffold being erected, altered or dismantled and which is not suitable for use must have a warning notice displayed.
- Site specific designs must be approved before any non-standard items are handed over (e.g. bridging by unit/ladder beams or cantilevered/trussed out sections).
- During erection / alterations all scaffolders will vet the quality of materials used, paying particular attention to sensitive items such as “V locating lugs”, wedges and tie bars.
- Also, any other operative finding damaged or substandard items later will be expected to report it immediately to site management (as per instructions in the tool box talk on the subject).

**Erection /Alterations:**

- Erection and dismantling procedures will be in accordance with the scaffolding manual and the National Association of Scaffolding and Access Contractors’ rules. For example, above 2m operatives will stand on a minimum of 3 boards and will erect the external guardrail at the earliest opportunity (and dismantle it at the latest).

**Dismantling:**

- Before starting the dismantling procedure the scaffold should be checked to see if any modifications have occurred during its use that will affect the overall stability as ties are removed.
- All loose materials, sheeting, hoist towers, ladder access etc. must be removed before the main scaffold is dismantled - ensuring that it remains adequately braced and tied.
- A temporary working platform must be positioned below the level to be dismantled and be at least 3 boards wide – guardrails must be the last item of scaffolding removed when dismantling the scaffolding wherever possible.
- The scaffold must be dismantled in layers
- The diagonal bracing and building ties must only be removed when that part of the scaffold is to be dismantled.

**Dismantling Procedure Summary:**

- Do not remove all ties.
- Do not remove all braces.
- Dismantle in layers.

The correct PPE, including a harness and lanyard or inertia reel will be required when working on all exposed edges while erecting, dismantling or modifying any type of scaffold.

**Inspecting:**

Scaffolds should be inspected before use and at least every seven days and after any circumstance that might affect the stability or safety of the scaffold.

Such circumstances include:

- Modification
- Period without use
- Exposure to bad weather
- Damage, including impact of traffic or site equipment with the scaffold

A report of the inspection should be made on *form GA3 or equal* and a copy of the report should be retained on site.



17	FIRE		
Hazard	H	M	L
Common Fire Hazards Include:			
Improperly stored combustible or flammable materials, faulty electrical equipment and smoking in undesignated areas.	X		
Uncontrolled welding or burning.	X		
Smoking		X	
<b>Persons exposed:</b> All site personnel.			
<b>Control Measures</b>			

### Planning

- At the planning stage the Managing Director shall identify what fire precautions shall be required for a particular project. Taking into account the Client's requirements / precautions, the nature, of the work to be carried out, the type of site i.e. green field, occupied building, the possible sources of fires on site, and the likelihood of fires occurring.
- Dependant on the nature of the project the Managing Director in association with the Health and Safety Manager shall decide on the appropriate fire management precautions to be taken.

The following shall be used in assessing what type of fire management programme will be required for the site:-

- What type of project is it? i.e. Greenfield, occupied building etc.
- How much combustible material will be present on site, at the various stages of the project? Note: - the fire potential usually rises steeply towards the end of a project when the building has been fitted out.
- How will the flammability of materials change as they are used throughout the project?
- Where, and how, will combustible materials be stored on site?
- Where will more volatile flammable materials be stored on site?
- How will rubbish removal be organised on site?
- How will volatile flammable materials be used on site?
- Will LPG be required on site?
- What additional problems does demolition pose to the site?
- Will smoking be permitted within the site?
- What effect will plant and machinery have on the potential fire risk to the project?
- Will welding be required on site?
- What effect will temporary / permanent electrical installations have on the potential fire risk to the project? And how will this change at the commissioning phase?
- Will the site be secured against unauthorised persons out of working hours?

Once an assessment has been made on the potential fire risk to the site arrangements must be put in place to reduce / eliminate the potential fire risk, and in the event of a fire that personnel on site, and third parties, may be safely evacuated from the site.

Depending on the nature of the project some, or all of the following fire management issues shall have to be addressed:-

### MEANS OF ESCAPE:-

- There must be at least 2 separate means of escape from each floor of a building. Where this may not be possible additional precautions must be taken to ensure that the means of escape is maintained at all times, and especially in the event of a fire.

- In an occupied building the existing means of escape must be maintained at all times for the exiting occupants
- At the planning stage the Managing Director or foreman, in association with the Health and Safety officer, must plan and designate the fire escape routes from all parts of the site.

**EMERGENCY SIGNS:-**

- Within existing buildings emergency exit signs must be maintained in position. Where it may be required to remove / disconnect signage alternative arrangements need to be made to ensure that in the event of an evacuation there are clear and unambiguous signs directing persons to the nearest evacuation route.
- During construction emergency exit signs must be erected along the designated escape routes from site. It may be sufficient to erect non-illuminated signs along these routes. However it may be necessary to erect, or maintain, fully operational emergency exit signage depending on the nature of the project, i.e. within an occupied building, within high fire risk sites, within complex escapes routes, or where there are dark corridors and main power failure is possible.

**FIRE ALARMS; -**

On all sites there must be an adequate means of raising the alarm in the event of a fire.

- On small / low risk sites it may be adequate for the alarm to be raised verbally, i.e. by shouting "FIRE"
- On large / medium risk sites it may be adequate to have the alarm raised from a central point, i.e. from the Site Office / Security Hut, by means of an 'air raid siren' or similar.
- On very large / complex multi-storey / high fire risk projects it is likely that a wired in system of call points and sounders will be required to provide an effective warning system.
- In occupied buildings the existing fire alarm system may have to be maintained. It is essential that work be planned so as not to effect the system, and that where the system may be affected, i.e. during commissioning, that alternative arrangements are made.

Whatever system is decided upon it essential that workers know what system is being used, where the emergency exit routes are, and assembly point. This would normally be done as part of the Site Safety Induction Programme.

**FIRE FIGHTING EQUIPMENT: -**

On all sites there must be an adequate means for fighting fires

- Fire Extinguishers must be provided on the following basis: - 2 No. per 200m<sup>2</sup> floor area or at least 2 per floor. Extinguishers should be placed close to escape routes from each floor, or in the stairs landings. If there are more than 2 exit routes from each floor there must be at least one fire extinguisher per exit.
- Hose reels may also be used as alternative, or in conjunction with extinguishers. However water should only be used on wood, paper or cloth fires. Therefore dry powder extinguishers and / or CO<sub>2</sub> extinguishers may also be required dependant on the fire risk. Hose reels should be allowed for on the basis of 1 per 800m<sup>2</sup> floor area.

**Emergency Lighting**

- On many sites natural lighting, or spill lighting from adjacent buildings, may be sufficient to provide adequate lighting in the event of a power failure.
- Within buildings and enclosed structures escape lighting may be required, as in the event of a power failure there would not be adequate lighting to illuminate escape routes.






**Supervision**

- All stairwells and access routes must be kept clear of waste and materials for the duration of the project so as to reduce the potential risk of fire occurring and to aid evacuation in the event of fire.
- The Site Manager shall ensure that the agreed fire management precautions have been put in place and that they are maintained for the duration of the project.
- A fire drill will be carried out on site as soon as it is reasonably practicable to do so.
- All persons working on this project shall be informed and trained in the emergency evacuation procedures. As the project progresses certain areas of the works shall be designated as no smoking areas. **Personnel found smoking in designated no smoking areas may be dismissed from site.**

#### **SAFE WORKING PROCEDURES**

- Don't let rubbish, oily rags or other rubbish accumulate around the site.
- Don't smoke in prohibited areas.
- Don't overload electrical sockets.
- Handle flammable liquids at a safe distance from sources of ignition
- When carrying out hot works ensure that the Hot Work Procedures are followed.
- Make sure that you keep escape routes clear.
- Don't obstruct fire extinguishers or hose reels
- Know the 'action in case of fire', and the assembly point for the site.
- When Hearing the alarm evacuate the area you are working in.
- Fight the fire with the equipment provided. But remember DON'T put your self at risk, and DON'T use water on electrical fires.

#### **Fire Classifications**

Code	Usage	Water	AFFF Foam Spray	CO2	ABC Powder
	Wood, paper, textiles etc. and any other carbonaceous materials	✓	✓	-	✓
	Flammable liquids	-	✓	✓	✓
	Flammable gases	-	-	-	✓
	Combustible metals	-	-	-	Powder only
	Electrical hazards	-	-	✓	✓
-	Vehicle protection	-	✓	-	✓
-	Mixed risk office areas	-	✓	-	-





18	ELECTRICITY		
Hazard	H	M	L
Electric Shock		X	
Fire			X
Trips or Falls from loose Cables			X
<b>Persons exposed:</b> site personnel			
<b>Control Measures</b>			

**SAFE WORKING PROCEDURE**

- If for any reason there is an electrical fault either partial or total the company electrician shall be immediately contacted to attend and remedy the matter.
  - Under **no** circumstances shall employees attempt to effect repairs either temporary or permanent to the electrical supply system or to any of the electrical appliances in the premises.
1. Dangerous or defective material should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.
- Any person carrying out work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.
  - Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken by authorised electricians, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions.
  - In such circumstances a second person must be in attendance to render emergency assistance if required. If in doubt, the circuit must be tested using safe equipment to prove that it is dead.

**WIRING STANDARDS - EQUIPMENT AND MACHINERY**

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

19	PORTABLE GENERATORS		
<b>Hazards</b>	Operation on sites where regular power supply is not available		
<b>Risks</b>	Explosion, Burns, Electrocution, Manual handling risks, Suffocation / carbon monoxide poisoning		
<b>Persons exposed:</b>	Site personnel and others in the vicinity		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b> ✓	<b>L – Low Risk</b>
<b>Control Measures</b>	<div data-bbox="411 674 783 1088" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  <b>WARNING</b>     <b>Engines give off carbon monoxide, an odorless, colorless, poison gas.</b>  <b>Breathing carbon monoxide can cause nausea, fainting or death.</b>  <ul style="list-style-type: none"> <li>• Start and run engine outdoors.</li> <li>• Do not start or run engine in enclosed area, even if doors or windows are open.</li> </ul> </div> <div data-bbox="842 674 1433 887" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">   <b>BEFORE OPERATING ENGINE</b>  <ul style="list-style-type: none"> <li>• Read entire Operating &amp; Maintenance Instructions AND the instructions for the equipment this engine powers.*</li> <li>• Failure to follow instructions could result in serious injury or death.</li> </ul> </div> <ul style="list-style-type: none"> <li>▪ Use only in a dry atmosphere</li> <li>▪ Ensure integrity of earth to frame</li> <li>▪ Ensure no loose wires</li> <li>▪ Use residual current device - 30mA</li> <li>▪ Do not overload</li> <li>▪ Fuel for generator to be stored in a proper safety source, away from sources of heat and ignition</li> <li>▪ Check oil and fuel levels regularly</li> <li>▪ Planned preventative maintenance</li> <li>▪ Ensure sufficient ventilation - fumes must be exhausted to the external.</li> <li>▪ Do not use or site the generator indoors.</li> <li>▪ Only competent persons to test or examine generators.</li> <li>▪ When re-fuelling take the same pre-cautions as fuelling a vehicle, especially with petrol driven machines.</li> <li>▪ Don't overload the generator</li> <li>▪ Use the proper power cords.</li> <li>▪ Read and adhere to the manufacturer's instructions for safe operation.</li> <li>▪ Avoid getting burned - Many generator parts are hot enough to burn you during operation.</li> </ul>		

20 <i>STRESS</i>			
<b>Hazards</b>	<ul style="list-style-type: none"> <li>▪ Poorly organised shift work; Faulty work organisation</li> <li>▪ Changes at work; Poor working relationships</li> <li>▪ Poor communication at work ; Lack of personal control over the work</li> <li>▪ Ill defined work roles; Machine paced work</li> <li>▪ Dull repetitive tasks; Highly demanding tasks</li> <li>▪ Menial tasks; Skill demand above aptitude</li> <li>▪ Dealing directly with the public; The threat of violence</li> <li>▪ The threat of redundancy; Conflict</li> <li>▪ Lack of job satisfaction; Domestic problems</li> <li>▪ Health problems; Lack of training</li> </ul>		
<b>Risks</b>	<p><u>To the individual:</u></p> <p>Emotional Level:                      <ul style="list-style-type: none"><li>▪ Anxiety</li><li>▪ Fatigue</li></ul></p> <p>Cognitive Level:                      <ul style="list-style-type: none"><li>▪ Mistakes</li><li>▪ Accidents</li></ul></p> <p>Behavioural Level:                      <ul style="list-style-type: none"><li>▪ Smoking</li><li>▪ Excessive drinking</li><li>▪ Over-eating</li></ul></p> <p>Physiological Level:                      <ul style="list-style-type: none"><li>▪ Raised blood pressure</li><li>▪ Heart disease</li><li>▪ Reduced resistance to infection</li><li>▪ Digestive problems</li><li>▪ Skin problems</li></ul></p> <p><u>To the company:</u></p> <ul style="list-style-type: none"> <li>▪ Absenteeism</li> <li>▪ Increased accident frequency rate</li> <li>▪ Low motivation</li> <li>▪ Reduced productivity</li> <li>▪ Reduced efficiency</li> <li>▪ Faulty decision making</li> <li>▪ Poor industrial relations</li> </ul>		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b> ✓	<b>L – Low Risk</b>
<b>Control Methods</b>	<ul style="list-style-type: none"> <li>▪ Establish good communication channels</li> <li>▪ Encourage feedback from employees</li> <li>▪ Staff meetings</li> <li>▪ Breaks</li> <li>▪ Task variation</li> <li>▪ Training</li> <li>▪ Efficient systems of work</li> <li>▪ Good conditions</li> </ul>		

21 VEHICLE MAINTENANCE			
<b>Hazards</b>	Working under raised bodies, Working under raised cabs Battery charging/replacement, Jump starting Tyre inflation, Oils and chemicals		
<b>Risks</b>	Personal injury, Death, Shock, Explosion, Burns, Chemical risks		
<b>Persons exposed:</b>	Site personnel and others in the vicinity		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b>	<b>L – Low Risk</b> ✓
<b>Control Methods</b>	<p>Make sure brakes are applied and wheels chocked.</p> <p>Always prop raised bodies.</p> <p>Start and run engines with brakes on and in neutral gear.</p> <p>Support vehicles on both jacks and axle stands (never rely on hydraulic jacks alone).</p> <p>Beware of the explosion risk when draining and repairing fuel tanks, and from battery gases.</p> <p>Use a tyre cage when inflating tyres, particularly with split rim wheels.</p> <p>Avoid burns from battery short circuits.</p> <p>Don't breathe in asbestos dust from brake and clutch lining and pads.</p> <p>Personal Protective Equipment</p> <p>Respiratory Protective Equipment</p> <p>Only trained, competent and supervised mechanics to undertake maintenance work.</p>		

22 LONE WORKING			
<b>Hazards</b>	Working alone on sites or outside normal hours in the absence of supervision or assistance.		
<b>Risks</b>	<ul style="list-style-type: none"> <li>Operatives getting injured or into difficulties in the absence of assistance.</li> <li>Operatives injured or trapped not being discovered until morning.</li> </ul>		
<b>Persons exposed:</b>	Company employees.		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b> ✓	<b>M – Medium Risk</b>	<b>L – Low Risk</b>
<b>Control Methods</b>	<ul style="list-style-type: none"> <li>Implement &amp; enforce a no-lone work policy.</li> <li>Where the task does not present any serious risk implement a strict departure &amp; arrival schedule at abide by it.</li> <li>Employees to understand the dangers of working alone.</li> </ul>		

23 TRESPASSERS			
<b>Hazards</b>	Unauthorised persons entering site or offices, particularly young persons.		
<b>Risks</b>	Damage to plant and equipment Theft Personal injury TO:		
<b>Persons exposed:</b>	Persons forcing illegal entry Site personnel.		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b> ✓	<b>M – Medium Risk</b>	<b>L – Low Risk</b>
<b>Control Methods</b>	<ul style="list-style-type: none"> <li>Immobilise plant and machinery;</li> <li>Good housekeeping procedures;</li> <li>Secure all substances hazardous to health, including flammable liquids, etc.;</li> <li>Lock gates when the site is unattended.</li> <li>Secure perimeter with suitable fencing or hoarding. Ensure the ends are well-secured &amp; low points adequately protected.</li> <li>Warning signage.</li> <li>Remove all access ladders when the site is unattended for long periods.</li> </ul>		



24 DERMATITIS			
<b>Hazards</b>	Working with some insulation products, petroleum products, acids, alkalis, paint hardeners & resins.		
<b>Risks</b>	Skin irritation, Affected areas may be red, swollen, tender, hot and painful or itchy. If the reaction is severe the skin will blister or weep. Skin affected for weeks tends to thicken and change to a deeper colour.		
<b>Persons exposed:</b>	Site personnel		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b> ✓	<b>L – Low Risk</b>
<b>Control Methods</b>	<ul style="list-style-type: none"> <li>▪ Find out the exact source of the substance causing dermatitis.</li> <li>▪ Remove the irritating substance if possible and replace it with a less hazardous substance.</li> <li>▪ Keep the work area clean. Avoid spills, splashes and sprays of the substance and clean them up promptly.</li> <li>▪ Wash hands with mild soapy water and make sure they are thoroughly dry. Use a cleanser that is made from vegetable oil to remove grease or other substances that will not come off with soap and water.</li> <li>▪ Apply barrier creams before work. This will make it easier to remove some of the substances that tend to stick to skin.</li> <li>▪ Do not use barrier creams on damaged skin.</li> <li>▪ Do not use solvents for cleaning hands.</li> <li>▪ Wear clean protective clothing.</li> <li>▪ Treat minor cuts or abrasions promptly.</li> <li>▪ Ensure employees are trained about dermatitis and know the symptoms.</li> </ul>		

25 FLEXIBLE LEADS AND EXTENSION CABLES			
<b>Hazards</b>	Use of extension cables and flexible leads to provide power to electrical appliances or equipment in the absence of hard wiring e.g. charging battery drills.		
<b>Risks</b>	Burns, shock, death - from damaged cables or loose fittings		
<b>Persons exposed:</b>	Site personnel and others in the vicinity		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b>	<b>L – Low Risk</b> ✓
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• Flexible leads should not be clipped to walls to form quasi-permanent extensions to the electrical installation.</li> <li>• Where employees wish to extend the fixed wiring system within a Company's building, this must be done by, or in consultation with, management.</li> <li>• Connections to the three-phase supply shall only be carried out by qualified Engineer or by an appointed contractor. Written records should be maintained of all such work.</li> <li>• Flexible leads to portable equipment should be as short as possible; they should not cross gangways either to be walked on or run over by trolleys.</li> <li>• Under no circumstances are flexible leads to be taken under doors.</li> <li>• Never use a coiled extension cable without first fully unwinding the full cable length; The heat generated in a coiled cable carrying power can lead to the insulation melting.</li> <li>• If there is no alternative to taking cables across a floor, then they should be protected with a suitable cable guard.</li> <li>• Regular and recorded inspection of equipment.</li> <li>• Avoid splicing cables</li> <li>• Do not run extension leads through water or across vehicle paths.</li> </ul>		

26 USE OF ELECTRICALLY OPERATED EQUIPMENT			
<b>Hazards</b>	Operations such as repairs, cleaning etc.		
<b>Risks</b>	Electrocution, Burns, Machinery operating when thought to be isolated, Ignition of flammable gas, upper body injuries, damage to plant and equipment, damage to building and property.		
<b>Persons exposed:</b>	Site personnel and others in the vicinity		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b> ✓	<b>L – Low Risk</b>
<b>Control Methods</b>	<ul style="list-style-type: none"> <li>▪ Only authorised competent personnel are permitted to carry out installation, alterations or repairs to electrical installations.</li> <li>▪ All locks on indoor and outdoor electrical cabinets should be checked on a regular basis by a responsible person.</li> <li>▪ Isolate equipment, where appropriate, so that it cannot be switched on accidentally.</li> <li>▪ All power and cables should be positioned so as to avoid the risk of falls or trips.</li> <li>▪ All electrical equipment should be switched off and isolated from the mains supply when not in use.</li> <li>▪ Under no circumstances is insulation tape to be used for cable repairs.</li> <li>▪ Electrical installations shall comply with IEE regulations and ETCI rules.</li> <li>▪ Portable tools should be earthed or of double insulated standard and comply with relevant British Standards.</li> <li>▪ Fixed installations and portable equipment should be checked by a competent person every six months.</li> <li>▪ Ensure that RCD's are fitted on 240v, 380v supplies, sensitivity 30ma.</li> <li>▪ Use only 110v power tools. Transformers should be located at the 240v source.</li> <li>▪ Adapters should not be used at plug outlets.</li> <li>▪ All defects should be reported immediately. Do not use equipment until defects are remedied.</li> <li>▪ Where appropriate, a permit to work procedure must be adopted when a new system is being made live, or when work is taking place on an existing installation.</li> <li>▪ Any temporary electrical supply must be installed to the same standards as the permanent installation.</li> <li>▪ Where work is required to be carried out on live equipment, then a method statement must be prepared.</li> <li>▪ Electrical installations should include for the possibility of flammable gases, humidity, dampness, corrosive atmospheres and other factors where appropriate.</li> </ul>		

<b>27</b> <b>MANAGEMENT AND CONTROL OF SUB-CONTRACTORS</b> (... in the event of hiring in sub-contractors to work)			
<b>Hazards</b>	Many and varied. Examples include: Contractors on site unaware of other live work activities; Contractors with sub-standard safety practices; Lack of shared information; Vehicular movement through site; Working with utilities; etc.		
<b>Risks</b>	Risks vary depending on types of work. Examples: Using power tools of prohibited voltage, traffic accidents, incorrect storage of materials, etc. <i>TO: Contractors and our staff</i>		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b> ✓	<b>L – Low Risk</b>
<b>Control Methods</b>	<ol style="list-style-type: none"> <li>Contractors must undertake to inform all sub-contractors of all safety requirements and to require the sub-contractor to do likewise if he in turn sub-contracts any work.</li> <li>The loan of tools and equipment is to be avoided unless it is part of the original contract.</li> <li>Provision of information to contractors – e.g.               <ul style="list-style-type: none"> <li>Material storage, handling, disposal;</li> <li>The use of equipment which could cause fires (e.g. portable heaters);</li> <li>Noise and vibration;</li> <li>Scaffolding and other forms of access equipment;</li> <li>Use of cartridge powered fixing tools;</li> <li>Use of welding equipment and electricity supply;</li> <li>Lifting equipment – certificated and adequate;</li> <li>Competency of all plant operators;</li> <li>Use of vehicles on site – speed, parking, condition, restrictions;</li> <li>Use of power tools – voltage requirements;</li> <li>Site huts – location, ventilation, cleaning;</li> <li>Fire fighting rules;</li> <li>Response to site emergency situations;</li> <li>Permit to Work systems;</li> <li>Site boundaries and any restricted areas.</li> </ul> </li> <li><u>Appointment of Co-ordinator on behalf of the company.</u></li> <li>Site Meetings.</li> <li>Regular inspections of contractors' operations.</li> <li>Written Method Statements, where deemed necessary by the Co-ordinator.</li> <li>Procedures for reporting of accidents and dangerous occurrences.</li> <li>Copies of statutory inspections on machinery.</li> </ol>		

28 HYGIENE			
<b>Hazard</b>	Working on a site where ground has been moved, made-up or where standing water exists.		
<b>Risk</b>	Diseases from human and animal refuse & wastes, materials or micro-organisms		
<b>Persons exposed:</b>	Site personnel		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b>	<b>L – Low Risk</b> ✓
<b>Control Methods</b>	<ul style="list-style-type: none"> <li>Provide water supply and hand cleaners. Dry hands thoroughly.</li> <li>Inoculate against tetanus and poliomyelitis and hepatitis.</li> <li>Do not handle waste with an open cut. Treat and close.</li> <li>Wash and use barrier cream on hands before and after work.</li> <li>Wear suitable protective clothing.</li> <li>There is a special risk of catching Weil's disease through cuts or grazes that become infected by rat urine. Operatives should inform their doctor if they feel effects similar to influenza. Wash and dress cuts immediately. Cards should be carried to alert doctors to the possibility of the Weil's disease should symptoms arise.</li> </ul>		

29 FUELLING VEHICLES & PLANT			
<b>Hazards</b>	Operation in refuelling vehicles or plant.		
<b>Risks</b>	Fire, Explosion, Serious burns, Death		
<b>Persons exposed:</b>	Site personnel and others in the vicinity		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b>	<b>L – Low Risk</b> ✓
<b>Control Methods</b>	<ul style="list-style-type: none"> <li>As dispensing is undertaken in the open, enough dilution ventilation is achieved to seriously reduce the risk of inhaling harmful quantities of the vapour.</li> <li>Dispensing by an experienced operative via a dispensing pump with nozzle.</li> <li>Proper gloves to be worn. The risk of skin irritation is therefore slight.</li> <li><b>NO</b> matches, lighters, cigarettes - no naked flame.</li> <li>All engines switched off</li> <li>Store all fuels in proper containers</li> <li>When refuelling generators avoid spilling fuel onto hot engine or exhaust parts.</li> </ul>		

30 PORTABLE WOOD WORKING MACHINES			
<b>Hazards</b>	Operations on site involving the use portable woodworking machines.		
<b>Risks</b>	Inhalation of hardwood dust or softwood dust, Noise, Rotating and moving machinery, Vibration, Eye of facial injury from flying particulate, cuts or abrasions.		
<b>Persons exposed</b>	Site personnel and others in the vicinity		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b> ✓	<b>L – Low Risk</b>
<b>Control Methods</b>	<ol style="list-style-type: none"> <li>1. Machines should be sited with safety in mind and laid out in operational sequence.</li> <li>2. 1-meter minimum backspace should be provided for the operator to ensure that the timber does not interfere with adjacent machines or personnel.</li> <li>3. First aid kits and a qualified first-aiders to be on the premises when woodworking machines are being used.</li> <li>4. Machines to be checked before use to ensure guards and safety switches are correctly fitted and working properly.</li> <li>5. Only 110V equipment is to be used with leads positioned to remove trip hazards and damage to loads.</li> <li>6. Extensive use of machines requires an area set aside where noise and dust controls can be introduced.</li> <li>7. Cutters should be regularly inspected to ensure that they are sharp, blunt cutters contribute to accidents.</li> <li>8. Woodworking machines give rise to noise levels in excess of the permitted standard therefore employees hearing can be affected. Ear protection zones to be introduced and appropriately signed.</li> <li>9. Eye protection to be worn when drilling or cutting wood with power saws.</li> <li>10. All employees will be issued with ear defenders.</li> <li>11. Only trained and competent persons over <b>18 years old</b> will operate wood working machines.</li> </ol> <p><b>Training:</b></p> <ol style="list-style-type: none"> <li>1. Selection will be required of trained and experienced operatives who are physically fit.</li> <li>2. Training of operatives will include information from noise and COSHH assessments, training on the safe use and precautions to be followed on each type of machine.</li> <li>3. Training to include demonstration and work supervision.</li> </ol>		

31	USE OF ELECTRIC SCREW DRIVER OR DRILL To install ties etc			
	Hazard	H	M	L
	Electric Shock	X		
	Burns	X		
	Tripping and Falling over cables			X
	Eye or facial injury	X		
	Noise	X		
	Dust	X		
	Wrist or arm injury	X		
<b>Persons Exposed:</b> Site personnel and others in the vicinity				

**CONTROL METHODS**

1. Plan your work and think ahead to make sure you will always be working safely.
2. Keep work area clean. Cluttered areas invite injuries.
3. Do not use the saw unless full training has been given. Make sure that you understand all the controls, especially where the stop button is located. All operators should be trained in its use.
4. Check the machinery completely, cables, plugs and all equipment. Do not use the equipment, if found to be damaged, take out of service and report it to the foreman. Have them repaired by an authorized service facility.
5. Grip the drill correctly with two hands while using it.
6. Avoid unintentional starting. Do not carry tool with finger on switch.
7. Ensure you remove adjusting keys and wrenches. Form a habit of checking to see that keys and adjusting wrenches are removed from tool before turning it on.
8. Check the cable has no abrasions and that cable ends are fastened firmly into the plug or machine.
9. Ensure that cables are well out of the way when using the saw.
10. Ensure that your machine is switched off before you plug it into the supply.
11. Check that the plug on your machine matches your supply. Do not try to force connections or improvise them.
12. All operators should be instructed in the dangers, precautions and methods of using safeguards.
13. Machine should be used according to manufacturer instruction.
14. Ensure that there are no hidden electrical cables or pipes where you are working. The machine will cut into them and may cause serious accident.

15. Make sure you use the correct attachment for the type of screw or fastener you are using.
16. Check on the biggest screw that your machine can drive - If you overload it, the screw may jam, causing the drill to rotate. This can cause serious hand or wrist injury.
17. Some screws should only be driven into pilot holes that have already been drilled.
18. Ensure the drill is switched *off* and unplugged before changing the screw attachment.
19. Check that the direction of rotation is correct before you use the drill.
20. Ensure that the screw head is straight in the attachment before you switch on.
21. Do not try to change the direction when the drill is running.
22. Do not overreach keep proper footing and balance at all times.
23. Ensure you keep the air vents free of dust at all times.
24. Make sure that you have no loose fitting clothing or long hair that could get caught in the drill. Do not use the drill in the rain or where it might get wet.
25. If you need an extension cable use a suitable one no longer than 30 metres (100 feet). Plug it directly into the RCD.
26. Ensure to layout your extension cable carefully avoiding liquids, sharp edges and places where vehicles may run over it. Unroll it fully or it will overheat and could catch fire.
27. Do not use the drill where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
28. If the drill begins to labour and slow down, reduce the amount of pressure you apply. Do not overload the drill.
29. Operator should not expose himself/herself to risk of injury by examining oiling etc, parts while in motion.
30. If the machine does not work properly do not attempt to repair it. Take it out of service immediately.

***PERSONNEL PROTECTIVE EQUIPMENT-REGULATION 1994***

31. This equipment is likely to cause noise levels up to 94dB (A). Suitable ear defenders must be worn.
32. Suitable goggles must be worn whenever you are working with material that causes dust.
33. Safety boots with steel-toe must be worn when using this machine.
34. Dust mask must also be worn; the type will depend on the job being done at the time.
35. Anyone working near to you must wear the same safety equipment.

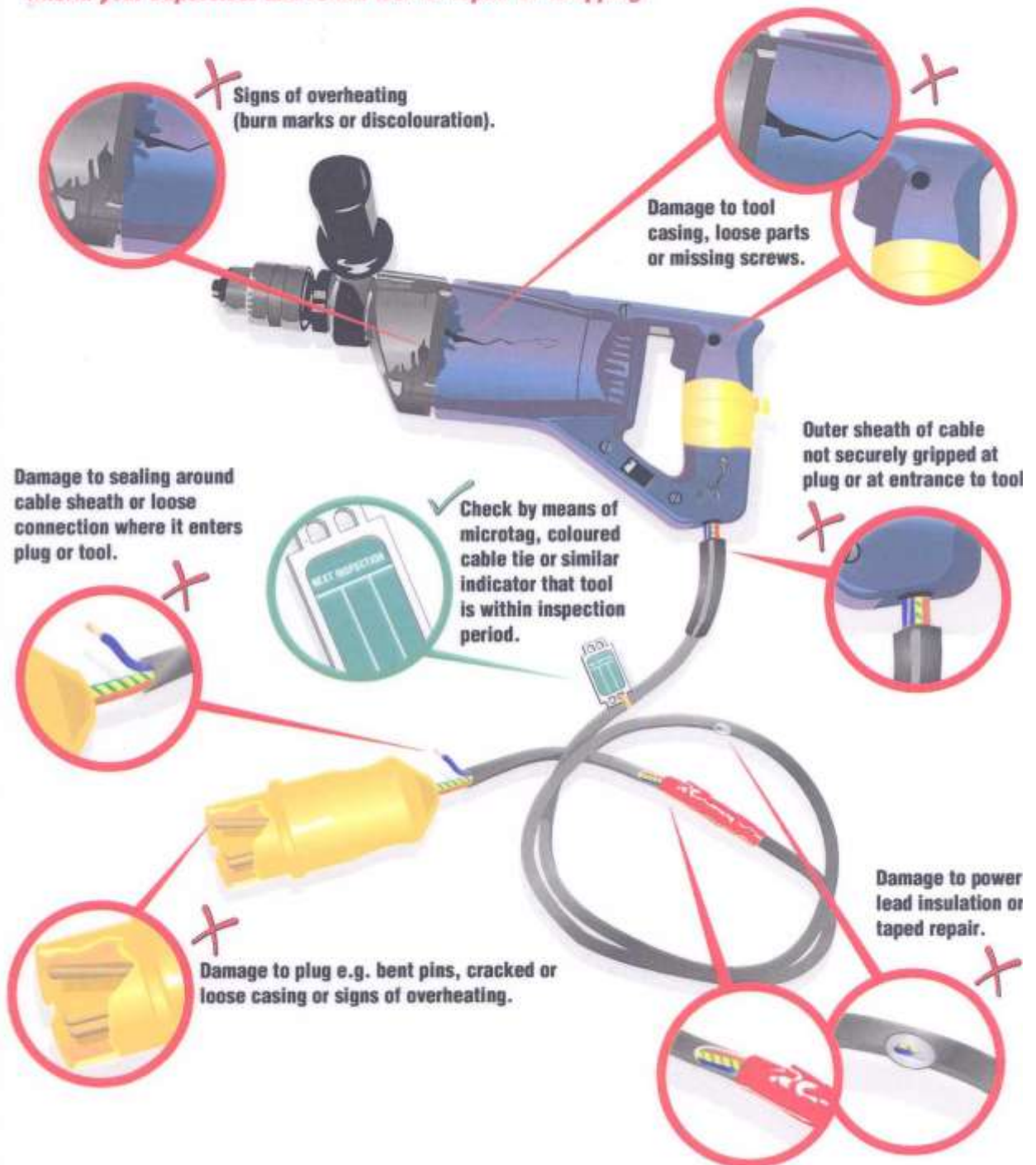


## VISUAL CHECKS

**Visual checks for the following should be carried out by user prior to connection of the tool to a power supply.**

*In the event that a defect is discovered the tool must not be used.*

*Inform your Supervisor and return tool for repair or scrapping.*



***Only use a tool for its designed purpose.  
Never use a tool in unsuitable working conditions.***

32 BULLYING			
<b>Hazards</b>	Bullying by supervisors, individual co-workers, or groups of co-workers.		
<b>Risks</b>	<p><i>Effects on the victim may include:</i></p> <ul style="list-style-type: none"> <li>▪ Emotional effects (severe anxiety)</li> <li>▪ Cognitive (concentration) effects (making mistakes, having accidents)</li> <li>▪ Behavioural effects (smoking, excess drinking, overeating)</li> <li>▪ Physiological effects (contributing to raised blood pressure, heart disease)</li> <li>▪ Reduced resistance to infection, stomach and bowel problems</li> <li>▪ Skin problems</li> <li>▪ Fear, anxiety and depression, which can lead (and have led) to suicide</li> <li>▪ Possible severe loss of confidence and low self-esteem.</li> </ul> <p><i>TO: All operatives, but most particularly:</i></p> <ul style="list-style-type: none"> <li>▪ Older employees</li> <li>▪ Low status employees</li> <li>▪ Employees who are unduly shy, lack education or learning ability, have physical disability or sensory impairment, or are known to be unwilling to complain</li> <li>▪ Employees of a different gender or sexual orientation</li> <li>▪ Employees who are members of a trade union which is perceived by colleagues as not being the right trade union to be in</li> <li>▪ Employees who show a willingness to challenge harassment (which can lead to victimisation)</li> <li>▪ Employees who choose not to be a member of a trade union and as a result suffer harassment by colleagues</li> <li>▪ Former prisoners</li> <li>▪ Employees suffering from poor physical or mental health</li> <li>▪ Employees with very noticeable physical characteristics</li> <li>▪ Employees with religious or political beliefs not shared by their colleagues</li> <li>▪ Employees of a different race, ethnic origin, nationality, or skin colour.</li> </ul>		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b> ✓	<b>L – Low Risk</b>
<b>Control Methods</b>	<p>Management should be wary of:</p> <ul style="list-style-type: none"> <li>▪ Increased absenteeism;</li> <li>▪ Low motivation;</li> <li>▪ Reduced productivity;</li> <li>▪ Reduced efficiency;</li> <li>▪ Hasty decision-making and</li> <li>▪ Poor industrial relations,</li> </ul> <p>which are often indicators that bullying is taking place.</p> <p>The company Anti-Bullying Policy must be enforced.</p> <p>The company policy and leaflets on bullying will be issued to increase awareness of the problem, inform operatives of the complaints system, and help staff &amp; employees to feel that their fears and complaints will be listened to and acted upon.</p>		

33 COMPANY VEHICLES			
<b>Hazards</b>	Operation and maintenance.		
<b>Risks</b>	Road traffic accidents, Personal injury, Explosion, Fire, Health risks		
<b>Persons exposed</b>	Site personnel and others in the vicinity		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b> ✓	<b>L – Low Risk</b>
<b>Control Methods</b>	<ul style="list-style-type: none"> <li>• Operated only by specified drivers with current licence.</li> <li>• Operated according to DoE specifications.</li> <li>• Exercise proper caution when reversing, to ensure no persons are in the vicinity of the rear of the vehicle.</li> <li>• Operate only in a safe environment.</li> <li>• All lights, mirrors, brakes and tyres must be in good working order (daily check by driver prior to starting vehicle).</li> <li>• Vehicles to be cleaned-out every evening.</li> <li>• Keys never to be left in unattended vehicles.</li> <li>• Vehicles shall not be parked in prohibited places or where they might obstruct traffic or impede sight distance of other motorists.</li> <li>• Regular servicing.</li> <li>• Never carry other than the permitted number of passengers.</li> <li>• All passengers must be seated.</li> <li>• NEVER carry passengers other than company personnel.</li> <li>• Company vehicles for access to site should have a flashing beacon as a minimum.</li> <li>• All company vehicles should carry a suitably selected and sized fire extinguisher and first aid kit or box.</li> <li>• Scaffold loads transported by truck or trailer to be secured and the long periodically checked on long journeys.</li> </ul>		

34 HAND-ARM VIBRATION			
<b>Hazards</b>	Use of drills on 'hammer' action or similar for long periods of time.		
<b>Risks</b>	Vibration White Finger (VWF) Raynaud's Phenomenon of Occupational Origin		
<b>Persons exposed</b>	Site personnel using tools like hammer action drills, concrete-cutting saws etc		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b>	<b>M – Medium Risk</b>	<b>L – Low Risk</b> ✓
<b>Control Methods</b>	<p>Reduce vibration exposure by careful tool selection</p> <p>Information and training for persons working with vibratory tools especially on exercise, regular breaks, grip on the tool and avoidance of smoking or cold.</p> <p>Take frequent breaks when using vibrating tools</p> <p>Wear suitable gloves</p> <p>Use a lower vibrating tool where possible.</p> <p>Read manufacturers instructions on using equipment before use.</p> <p>Adherence to the Safety Health and Welfare at Work (General Application) Regulations 2007.</p> <p>Employees to hold power tools correctly and not to excessively grip the handles as this will transmit vibration from the tool into the hand and arm.</p>		

35 INSTALLATION OF HANDRAILS & EDGE PROTECTION			
<b>Hazards</b>	Erection of temporary handrails on floor slabs, stairs, balconies etc.		
<b>Risks</b>	Falls from heights, Falls of material & equipment, Use of elevated work platforms, Use of ladders, Manual Handling Injuries – lifting, carrying, pushing, pulling scaffolding components, Use of abrasive wheels [con-saws] – facial injury & noise Use of drills – 110v or battery operated - facial injury & noise		
<b>Persons exposed</b>	Site personnel and others in the vicinity		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b> ✓	<b>M – Medium Risk</b>	<b>L – Low Risk</b>
<b>Control Methods</b>	<p>Handrail systems will be installed using the safest means of access possible – normally via an elevating work platform.</p> <p>The use of fall arrest equipment will be a last resort. Ensure a suitable anchor point is selected.</p> <p>When using long inertia reels be aware that a fall can create a pendulum effect.</p> <p>The floor or ground area beneath the handrail is barriered off so as to exclude others.</p> <p>Minimum level PPE to be worn at all times; hard hat, high visibility clothing and steel toe-capped safety boots.</p> <p>Safety glasses and ear protection to be worn when drilling into concrete slabs to install 'shoes'.</p> <p>A task specific risk assessment and method statement will be drawn up and reviewed with employees as each case is different.</p> <p>Employees using fall arrest equipment are trained.</p> <p>Only competent employees will be permitted to undertake this task.</p>		

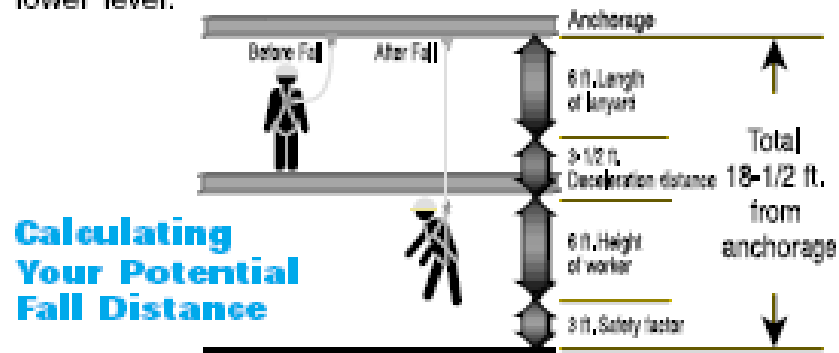
36 SAFE USE OF FALL ARREST EQUIPMENT			
<b>Hazards</b>	Improper wearing or use of fall arrest equipment during the erection & striking of scaffolding or handrails.		
<b>Risks</b>	Failure of the fall arrest equipment, Suspension from a harness after a fall. Toxic shock to the body after suspension, Failure of the selected anchor point.		
<b>Persons exposed</b>	Site personnel using fall arrest equipment.		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b> ✓	<b>M – Medium Risk</b>	<b>L – Low Risk</b>
<b>Control Methods</b>	<p><b>Fall Arrest Equipment:</b></p> <ul style="list-style-type: none"> <li>User of any fall arrest equipment shall be trained in its use and this shall be recorded.</li> <li>All fall arrest equipment shall be individually inspected before use. Operatives and supervisors will monitor colleagues on an ongoing basis. Non-compliance with key procedures will result in the offender being removed from the workplace.</li> <li>Every operative is to receive site-specific induction and regular refresher sessions.</li> </ul> <p><b>SAFE WORKING PROCEDURES</b></p> <ul style="list-style-type: none"> <li>Full body harnesses should be adjusted to suit the user as per the supplier's demonstration. 2m long lanyards and shock absorbers capable of reducing the deceleration forces to less than 6g will also be issued. No inertia reels (or longer lanyards) will be used unless site management has verified that adequate clearance is available. Lanyards will not be connected in series.</li> <li>Storage of fall arrest equipment should be in a clean dry area free of any corrosive chemicals.</li> <li>Each item will have an identifiable mark and be subjected to regular inspection as per the supplier's instructions.</li> <li>Due regard will be paid to the setting up operation – particularly ensuring that there is no approach within 2m of an unprotected edge before fall arrest is attached. Lanyards will remain connected until safe egress is reached.</li> <li>Lines will not run over any sharp objects or edges.</li> <li>Anchorage are to be clearly identified. They should be chest height or above with the amount of slack in the line reduced to the minimum that is reasonable. The aim is to provide a restraint rather than allow free-fall. Any doubt about the capacity of an anchorage to withstand the relevant shock loading should be referred to a competent Engineer. Anchorages must be</li> </ul>		

capable of supporting 5,000 pounds (22kN) of force per worker. They must be high enough for a worker to avoid contact with a lower level should a fall occur.

- The gate of a carabineer should be secured on every occasion it is used.
- Rescue procedures will be detailed during the site-specific induction and refresher sessions. A quick and smooth rescue is required to minimise the extent of injury when a person is suspended by harness. However, rescuers should avoid placing themselves at further risk. Self-rescue should only be attempted when it is safe to do so. Supervisory staff should first ensure that the effects of shock have been taken into account before self-rescue is initiated.

#### Donning a harness:

Shock-absorbing lanyards extend deceleration distance during a fall, significantly reducing fall arrest forces by 65 to 80 percent below the threshold of injury. This ensures greater safety on the jobsite. However, when using a shock-absorbing lanyard, it is important to understand how to calculate potential fall distance to avoid contact with a lower level.



1. When using a 6 ft. (1.8m) shock-absorbing lanyard and a full-body harness, first add the length of the shock-absorbing lanyard [6 ft. (1.8m)] to the maximum elongation of the shock absorber during deceleration [3-1/2 ft. (1.1m)] to the average height of a worker [6 ft. (1.8m)].
2. Then, add a safety factor of 3 ft. (1m) to allow for the possibility of an improperly fit harness, a taller than average worker and/or a miscalculation of distance.
3. The total, 18-1/2 ft. (5.6m), is the suggested safe fall clearance distance, the height at which you must attach to an anchorage to minimize the risk of contact with a lower level.

65 DRIVING ON PUBLIC HIGHWAYS			
<b>Hazards</b>	Employees driving company vehicles on public roads.		
<b>Risks</b>	Persons involved in accidents whilst driving on the public roadway may be at risk of serious injury.		
<b>Persons exposed</b>	Employees and contractors/others in the vicinity.		
<b>Risk Assessment Scores:</b>	<b>H – High Risk</b> ✓	<b>M – Medium Risk</b>	<b>L – Low Risk</b>
<b>Control Methods</b>	<ul style="list-style-type: none"> <li>• All company vehicles will be kept in a roadworthy condition. To this end vehicles will be serviced at the manufacturers required intervals by a competent service provider.</li> <li>• Company vehicles must be kept in a clean and tidy condition. Be aware that objects located on a back seat may cause serious injury to vehicle occupants in the event of an accident.</li> <li>• Every company vehicle will be adequately insured and will hold up to date road tax.</li> <li>• All accidents involving company vehicles must be reported to the company director as soon as is possible.</li> <li>• Seatbelts must be worn by all vehicle occupants at all times whilst on the public highway.</li> <li>• Drivers must be suitable licensed / experienced to operate any vehicle that they are in control of.</li> <li>• Vehicles may not be operated whilst the driver is under the influence of alcohol or narcotics. Operators should note that some over the counter drugs induce drowsiness and should not be combined with driving.</li> <li>• Drivers must not undertake long journeys whilst excessively fatigued.</li> <li>• Long journeys should be broken up by regular breaks to avoid monotony.</li> <li>• Mobile phones must not be used whilst driving, unless they are operated via a remote hands free kit mounted within the vehicle.</li> <li>• Before undertaking a journey on behalf of the company vehicle drivers should assess the prevailing and expected environmental conditions. Vehicles should not be operated under conditions that the driver considers to be unsafe.</li> <li>• In the event of an emergency or breakdown vehicles should be pulled over to the side of the road (or hard shoulder where available). The emergency services or vehicle recovery services should be alerted. Occupants must never sit in a stationary car whilst it is positioned on the side of the road. Where possible vehicles should be pulled into lay-bys.</li> <li>• When driving on a third party site all local traffic management rules in force must be adhered to. Particular attention must be made to speed limits and parking restrictions.</li> <li>• All vehicle operators must be familiar with the Rules of the Road and obey them at all times.</li> <li>• In the event of a vehicle accident the Garda must be informed.</li> <li>• Any fines and / or penalties incurred are the responsibility of the vehicle driver.</li> <li>• The height and width of the load being transported must be assessed prior to beginning the journey and an appropriate safe route mapped out and agreed upon prior to beginning the journey if necessary</li> </ul>		



**PART 6 - STATUTORY FORMS**

<b>Test / Inspections Required</b>	<b>Frequency Required</b>
Excavators used as Cranes (where check valves are NOT fitted) must have a certificate stating the Safe Working Load. In addition the Safe Working Load must also be clearly marked on the machine.	To be made before machine is first put into use
Test and thorough examination of any lifting appliance (including mobile cranes, tower cranes, forklifts, and telescopic loaders)	To be made before first use of the lifting appliance, and every 4 years thereafter
Anchoring or ballasting test certificate required for Tower Cranes	After the Tower Crane is erected, and before it is first put into use.
Safe Load Indicator test for mobile cranes and tower cranes.	Mobile Cranes – to be made before it is first put into use. Tower Cranes – to be made every time a Tower Crane is erected.
Test and Thorough examination of crabs, winches, pulley blocks, and gin wheels.	To be carried out before they are first put into use, and every 4 years thereafter
Thorough examination of a lifting appliance. Note:- lifting appliances include Tower Cranes, Mobile Cranes, Telescopic Loaders, and Forklifts etc.	Every 12 months, after substantial alteration / repair, or before first use.
Inspection of Lifting Appliances - to be carried out by the operator. Test of Safe Load Indicator (carried out at same time as weekly inspection) to be carried out by the operator.	Weekly
Test and examination of a wire rope	To be made before put into first use
Test and examination of lifting gear. Note: - lifting gear includes chains, chain slings, rope slings, rings, hooks, shackles, swivels and eyebolts.	To be made before put into first use.
Thorough examination of chains, ropes, and lifting gear.	To be made every 6 months.
Test and thorough examination of a Hoist (any hoist including a passenger hoist)	To be made before the hoist is first used, or where the hoist is substantially altered or repaired
Thorough examination of a Hoist (any hoist including a passenger hoist)	To be made every 6 months
Test and thorough examination of a <u>Passenger</u> Hoist	To be made every time the hoist is erected on a site, or each time the travel of the cage is altered, i.e. when the Hoist has a lift added to it.
Test and thorough examination of a Mobile Elevating Work Platform (i.e. scissors lift, cherry picker)	To be made before the platform is first put into use, or after substantial alteration or repair
Thorough examination of a Mobile Elevating Platform (i.e. scissors lift, cherry picker)	To be made every 6 months
Report of Inspection of Work Equipment for Work at Height	To be made weekly, after alteration of the scaffolding, or after adverse weather conditions.
Inspection of Excavations, shafts, earthworks, underground works or tunnels And Cofferdams or caissons	To be made at least every 7 days of following an event that may affect stability.
Inspection of excavations – which are greater 1.25m or more in depth	To be made daily before work commences
Earth Moving Equipment – visual inspection by operator	Daily
Dumpers – visual inspection by operator	Daily
Thorough examination Compressors /Air Receivers	To be made every 26 months
Small Plant – visual inspection by operator	Daily
Hired Plant – visual inspection by signatory. Prior to signing for plant the signatory should check the equipment	As required
Where deficiencies in plant are found during Safety Inspections these should be noted, and the appropriate remedial action taken.	Weekly Site Safety Inspections

Description of lifting equipment or lifting accessory or other miscellaneous equipment	Period within which a thorough examination must occur
Hoist or lift	6 months
Tailboard goods lift	12 months
Suspended access equipment	6 months
Mast climbing work platform	6 months
Lifting accessories including chains, ropes, rings, hooks, slings, shackles, clamps, swivels, spreader beams and spreader frames, vacuum lifting devices	6 months
Items provided for support of lifting equipment	12 months
Mobile elevating work platform (MEWP), boom lift, scissors lift etc.	6 months
Crane's	12 months
Tower crane climbing rig	6 months
Crane used in dock work, shipbuilding, ship-repairing	12 months
Forklift truck including interchangeable accessories	12 months (6 months if used to lift persons)
Telehandler including interchangeable accessories	12 months (6 months if used to lift persons)
Vehicle lifting table	12 months
Hoisting equipment on fishing vessels	12 months
Winches & pulley blocks used for lifting loads	12 months
Other lifting machines (personnel) unless specified in Part D of the Schedule	6 months
Equipment loaded in premises used primarily for generating, transforming switching or otherwise regulating electrical energy.	In compliance with a scheme of inspection and testing drawn up by a competent person
Patient hoist	6 months
Safety harness, lanyards, rescue tripods & accessories	6 months
Excavators & diggers used for lifting	12 months
Lorry mounted cranes	6 months
Refuse skip trucks	12 months

**PART 8 – EMPLOYEE ACKNOWLEDGEMENT**

I have read and understood the contents of this Safety Statement.

I agree to discuss with the Managing Director or safety officer any matter in the aforementioned Safety Statement that is not entirely clear to me.

Furthermore, I agree to be bound by its conditions, duties and obligations insofar as they relate to me, my acts or omissions.

NAME (Block Capitals)	SIGNATURE	DATE

**Continue on a separate page when required**