# PHOENIX MECHANICAL LTD

## *COMPANY HEALTH & SAFETY STATEMENT*

Prepared by:
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**DOCUMENT CERTIFICATION and HISTORY**

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**Client:** Phoenix Mechanical Ltd
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**Prepared by:** **K.Rasdale** **Signed** 

**Approved By:** **P. O'Shea** **Signed** 

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## INTRODUCTION

This document has been primarily produced to comply with the obligations imposed by Section 12 of the Safety, Health and Welfare of Work Act 2005, as well as regulations made under the above mentioned Act, notably the General Application Regulations 2007 and the Construction Regulations 2013.

It has been prepared on behalf on Phoenix Mechanical Ltd, whose main works carried out are all aspects of mechanical installation services for buildings.

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Health & Safety Statement

# SECTION 1

# HEALTH & SAFETY STATEMENT OF INTENT

## *HEALTH+ SAFETY STATEMENT OF INTENT*

It is the policy of Phoenix Mechanical Ltd to comply with the Safety, Health and Welfare at Work Act 2005, Health and Welfare at Work (General Application) Regulations 2007 and the Safety Health and Welfare at Work (Construction) Regulations 2013 and all other legislation relevant to business and operations carried out by Phoenix Mechanical Ltd and employees.

It is our aim to achieve a working environment, which is free of work related accidents and ill health and to this end I will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

• Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures;

• Providing and maintaining safe plant and work equipment;

• Establishing and enforcing safe systems of work;

• Recruiting and appointing personnel who have the skills, abilities and competence equal to their role and level of responsibility;

• Ensuring that tasks given to employees are within their skills, knowledge and ability to perform;

• Ensuring that technical competence is maintained through the provision of refresher training as appropriate;

• Promoting awareness of health and safety and of good practice through the effective communication of relevant information;

• Monitoring our safety performance by regular site inspections from our safety officer

• Furnishing sufficient funds needed to meet these objectives.

It is the obligation of all employees to act responsibly and to do everything that is reasonable to prevent injury to themselves, their fellow workers and any other person who may visit their place of work. Employees are encouraged to comply with their duties under the 2005 Act and to notify Phoenix Mechanical Ltd of identified hazards in the workplace.

The health and safety policy is reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

Phoenix Mechanical Ltd understand and acknowledge that the overall responsibility for providing and maintaining a safe working environment is their primary duty and will endeavour to do what is reasonably practicable to perform their duties. Commitment and co-operation by both management and employees are the key values of achieving this goal.

This Policy is to be read in conjunction with the organisation, arrangements and applicable safe systems of work outlined in the business Safety Statement.

This statement is distributed to all employees and shall be available at all locations where Phoenix Mechanical Ltd carries on its business.

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Gary Brennan
**Managing Director**
June 2014

# SECTION 2

# THE ORGANISATIONS RESPONSIBILITIES FOR SAFETY AND HEALTH

## Main Organisational Responsibilities

Phoenix Mechanical Ltd Directors

## Project Roles & Responsibilities

Project Staff

## *INTRODUCTION OF RESPONSIBILITIES*

It is the duty of every employee to comply with the Safety Statement and perform their duties as set down in the details as follows. In most cases duties can be passed or delegated to individuals, but it must be the overall responsibility of the person or persons named.

All employees have a responsibility for their safety and the safety of others, and anyone that can be affected by their acts or omissions.

## *2.0. MANAGEMENT- DIRECTORS*

Management have the responsibility to represent Phoenix Mechanical Ltd in taking control, establishing and maintaining a policy on Health and Safety. This policy shall represent as the company Safety Statement. In accordance with the general duties placed upon them by *Section 8 to 10 of the SHaWWA 2005,* management of Phoenix Mechanical Ltd shall, in so far as reasonably practicable, ensure compliance with the Safety Statement by:

- Gary Brennan has overall responsibility for safety, health and welfare during all work undertaken by the business and his employees.

- Consultation on all health and safety matters is the responsibility of Gary Brennan

- Gary Brennan shall delegate specific responsibilities to appropriate trained employees. As new projects commence, duty holders will be notified, and the list of responsible persons will be amended.

- Gary Brennan, so far as reasonably practicable, the safety and the prevention of risk to health at work of their employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent

- Gary Brennan will ensure that adequate provision is made for safety and health in planning and pricing.

- Gary Brennan and any trained and competent supervisors in his employment are responsible for this policy being carried out during installation work.

- Gary Brennan are responsible for ensuring that this policy is carried out with regard to consultations, safety training, safety inspections, investigating accidents, monitoring and maintenance of the safety policy.

- Gary Brennan shall ensure that the information is in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned, and includes information such as hazards and risks,

protective and preventive measures in relation to the specific tasks they have to perform in their place of work.

- Gary Brennan shall implement the safety, health and welfare measures necessary for the protection of the safety, health and welfare of their employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 of the Safety, Health and Welfare at Work Act 2005 and ensuring that the measures take account of changing circumstances and the general principles of prevention.

- The advice of an external safety consultant will be sought as the need arises, and an active part in reviewing any relevant reports and audits, relevant changes and improvements given will be carried out.

- All employees engaged in construction work have received or will receive Safe Pass training in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013.

- All employees engaged in tasks covered by the Construction Skills Certification Scheme will receive the appropriate training in accordance with the Safety, Health & Welfare at Work (Construction) Regulation 2013.

## 2.1. Contract Managers

### Gary Brennan

- Will monitor the Safety, Health and Environmental performance of the project and take such steps as are necessary to improve performance.
- Will ensure that staffs under his immediate control are familiar with those parts of the Statement and Policy which affect them or the activities in which they are engaged.
- Will arrange for staff under his immediate control to receive, where necessary, adequate and appropriate training in Health, Safety and Environmental matters.
- Will support Site Engineers and their staff in their efforts to improve Health, Safety and Environmental performance.
- Will, when involved in the selection of sub and package contractors cause an assessment to be made of their Health, Safety and Environmental competencies.
- Will ensure that a Construction Stage Safety and Health Plan is in developed and reviewed at regular intervals.
- Will, where appropriate, consult with employers, subcontractors the self-employed, trade union representatives and other relevant persons about matters relating to Safety, Health and the Environment associated with the project.
- Will set a good personal example.

## 2.2. Site Engineer

- Will ensure that the works under their control are planned and undertaken in such a way as to give foremost regard to health, safety and environmental protection, as well as the requirements imposed by the Third Schedule of the Construction Regulations 2013.
- Will ensure that risk assessments (Method Statements) are produced for the works under their control and the details of these are communicated to the relevant persons.
- Will as part of the risk assessment process ensure that members of the project management team, who will be responsible for taking the preventative and protective measures associated with the project operations, are competent and aware of their duties and responsibilities.

- Will arrange for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training in health, safety and environmental matters.

- Will when appointed ensure that sub or package contractors submit safety statements for their proposed works and will, so far as is reasonably practicable, monitor their effectiveness and compliance.

- Will monitor safety, health and environmental performance in their sections and will carry out regular site inspections.

- Will ensure the provision of induction training and the issue of site rules.

- Will ensure that persons who operate plant, machinery and equipment are competent and adequately trained.

- Will ensure that an adequate supply of personal protective equipment is available, issued and properly maintained.

- Will ensure adequate arrangements for welfare and the provision of first aid.

- Will, in conjunction with the Health, Safety and Environmental Manager report, record and investigate all accidents and dangerous occurrences and ensure that remedial measures are taken to avoid a recurrence.

- Will ensure that contraventions noted in Safety Inspection Reports are promptly actioned.

- Will provide an interest in and enthusiasm for health, safety and environmental matters and will set a good personal example.

## 2.3. Foreman

Phoenix Mechanical Ltd will during the duration of this project appoint Supervisors or Foremen or Charge hands to perform certain duties or tasks. The details following are the responsibilities associated with their duties:

- Be familiar with safety regulations and this safety policy applicable to the work being undertaken, and must insist that the regulations are observed.
- Ensure that this policy and any other safety guidance is communicated, observed, understood and implemented.
- Ensure that as far as is reasonably practicable, all operatives are operating safe systems of work.
- Maintain a tidy workplace, and make sure a regular clean up is undertaken. Insist that all persons - employees, self-employed and visitors wear appropriate personal protective equipment.
- Ensure that there are adequate entry and exit points, and that they comply with the regulations.
- Provide safety equipment and clothing, and make sure it is worn.
- Ensure that all personnel are only employed on equipment for which they have been properly trained.
- Ensure that all power and hand tools together with any plant and machinery are maintained in good condition.
- Ensure employees report defects in equipment to their supervisor.
- Ensure that adequate fire fighting equipment is available at all times.
- Ensure the safe handling and storage of all tools, plant and materials.
- Ensure that first aid boxes are properly maintained.
- Ensure that all access equipment is suitable for the task, inspected as per legislation, and assembled / used / disassembled in accordance with the manufacturer's instructions.
- Ensure that all power and hand tools are 110 volts.
- Assist in investigating all accidents with a view to preventing a reoccurrence.
- Show personal example by wearing the safety equipment provided.

- Ensure material is removed from roofs and scaffolding in an orderly manner by use of hoists or a builder's chute and not thrown down by operatives causing danger to other persons on site and members of the public.

- Ensure that employees are aware of the emergency procedure in case of an accident.

- Ensure that all accidents and dangerous occurrences are investigated and any remedial actions are taken.

- Report any grievances from employees, regarding the Health and Safety of employees or any third parties.

## 2.4. Quantity Surveyors

- Will assist Project Management in their discussions with sub and package contractors to ensure that the contractor is competent in health and safety matters.

- Will promote an interest in and enthusiasm for health, safety and environmental matters and will set a good personal example.

## 2.5. Responsibilities of Safety Advisor

When requested to do so an external safety consultant may undertake the following tasks on behalf of Gary Brennan otherwise Gary Brennan will undertake these duties.

- Carry out agreed site inspections and report to Gary Brennan and / or the main contractor's site management.
- Advise on regulations, laws etc. which impinge on the business activities.
- Advise and monitor statutory tests on plant and equipment.
- Monitor accidents / dangerous occurrences at workplaces.
- Advise on training courses to meet identified needs.
- Monitor the issue and use of PPE and advise on the types of safety equipment and clothing required.
- Consult Health and Safety Authority.
- Advise Phoenix Mechanical Ltd on action required where Improvement Notices or Prohibition Notices have been served upon the business.
- Advise on accidents, potential claims, insurance or HSA implications.
- Ensure that the safety statement is available on all projects.
- Investigate all accidents with a view to preventing a reoccurrence.

## 2.6. Site Safety Representatives

- May make representations to the Project Supervisor for the Construction Stage, and any contractor involved in the project, on any matters of safety, health and welfare at that construction site.

- May with approval of the Project Supervisor Construction Process investigate accidents and dangerous occurrences.

- May make oral or written representation to inspectors (HSA) on matters of safety, health and welfare at work and may receive relevant advice and information from such inspectors.

- May subject to agreement with the Project Supervisor Construction Process and the contractor employing the Site Safety Representative carry out workplace inspections.

- May, subject to prior notice to the Project Supervisor Construction Process and the contractor employing the site safety representative, in circumstances in which it is reasonable to assume the risk of personal injury exists, investigate potential hazards and complaints made by a person who works on the construction site.

- May be afforded reasonable time off from his normal duties, without loss of remuneration, to acquire the knowledge necessary to discharge the functions of a Site Safety Representative.

## 2.7. Designers

With the aim of protecting the environment and the safety and health of persons engaged in or affected by construction works will:

Take account of the general principles of prevention as specified in the First Schedule of the General Application Regulations 2007, which in summary are as follows:-

- The avoidance of risks.
- Evaluating the consequence of unavoidable risks.
- Combating risks at source.
- The giving of priority to collective protective measures over individual protective measures.
- Will co-operate with the Project Supervisor (Design Process) and Project Supervisor (Construction Stage) as appropriate to enable the Project Supervisors to comply with their respective duties.
- Will provide the appropriate Project Supervisor with available information concerning any of the particular risks listed in the Second Schedule of the Construction Regulations 2013.
- Will take account of any relevant directions from the Project Supervisor (Design Process) and Project Supervisor (Construction Stage).
- Will ensure that all designs and temporary works comply with the relevant statutory requirements, standards and codes of practice.
- Will, when external designers are engaged, cause them to carry out their work in accordance with this Section of the Statement of Policy.
- Will support managers and employees in their efforts to improve health, safety and environmental performance and will set a good personal example.

## 2.8. Employees Responsibilities

"It is the responsibility of all employees to take reasonable care of their own safety, health and welfare, and that of others affected by their activities."

Employees must under Section 13 of the SHaWWA 2005

- Co-operate with Gary Brennan and any other person to such an extent as will enable them to comply with any of the relevant statutory provisions as regards to safety, health and welfare and to ensure that your place of work is safe and healthy.

- Use protective clothing and any other equipment provided for their safety, health and welfare while at work. Use in such a manner so far as to provide the protection intended of any suitable appliance, protective clothing, convenience, equipment or other means or thing so provided (whether for use alone or for use by you in common with others) for securing their safety, health and welfare while at work.

- Report to Gary Brennan any defect in the plant, equipment, place of work, or system of work that might endanger safety, health and welfare.

- Report any unsafe work practises or unsafe systems of work to Phoenix Mechanical Ltd which they are aware of, to management immediately.

- Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means of thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.

- Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.

- Attend training, as appropriate; undergo assessment required by Phoenix Mechanical Ltd to relate to the work that they are carrying out.

- Keep their tools in good condition.

- Use the correct tools and equipment for the job.

- Wear the correct PPE appropriate to the work activity.

- Not possess or consume alcohol, drugs or other intoxicants or be under their influence.

- Where possible make suggestions or raise concerns on health and safety matters.

- Develop a personal concern for their personal safety and the safety of others.

- Avoid any action that would be a source of danger to them or others.

- Not carry out any tasks that they feel they are not competent to carry out, or which involves unreasonably H-High Risks.

## 2.9. Sub-contractors or Self-employed

### Under Section 8 to 12 of the SHaWWA 2005

- Provide evidence of up to date Safety Statement/Method Statements
- Written Risk Assessment must be carried out.
- Self employed persons must conform generally with the duties and responsibilities as for employees.
- Provide evidence of insurance both PL & EL.
- Subcontractors and self-employed persons have a duty to bring to the attention of Phoenix Mechanical Ltd And anyone else that may be affected by any process or use of materials that may endanger health and safety while at work.
- Ensure all employees have received the training necessary to carry out their work safely.
- Must attend site safety inductions and toolbox talks prepared for workers by main contractor.
- Wear correct PPE and all other PPE relating to the work or tasks that they are carrying out.
- Comply with Workplace Safety Rules
- Comply with all legal requirements
- Provide supervision and relevant information to all employees ensuring safe working practices/safe workplace.

# SECTION 3

# SUPPLIMENTARY INFORMATION

## 3.0. Consultation

"Every employer shall, for the purpose of promoting and developing measures to ensure the safety, health and welfare at work of his or her employees and ascertaining the effectiveness of those measures" Section 26 SHaWWA 2005

Employees have been consulted in establishing the arrangements for securing co-operation in this workplace on safety, health and welfare as contained within this Safety Statement. Equally employees may at anytime consult management on steps taken to secure their safety, health and welfare. Employees will be consulted on any modifications to this Safety Statement that may be required to take account of changes in the business and also at the annual review of this Safety Statement.

The consultation methods used at Phoenix Mechanical Ltd are by means of:

- The monthly meetings with management and parties to the project
- Daily consultation between supervisor and employees onsite
- Regular consultation with all employees and safety officer during site safety audits.
- Employees are encouraged to contact supervisor/management at any time on matters of safety, health and welfare which concern them.

## 4.0. Resources

Phoenix Mechanical Ltd, Shall dedicate the resources necessary, to conform with what is reasonably practicable to ensure the Safety, Health and Welfare of their employees.
As follows:

- Management shall where necessary use consultants or advisors for safety consultancy, reports and audits.
- Allow reason time for reports, investigations, audits and meetings where safety, Health and Welfare are concerned.
- Provide finance where staff training and improvement provisions or upgrading is required.
- Allow recourses to ensure that Health & safety is taken into account at planning stage of all new work, where this new work affects the Health & Safety of their employees.
- Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee safety, health and welfare to carry out their functions.

## 5.0. Employees disciplinary procedure

Each employee is responsible for their own safety and the safety of others while they are at work; this includes co-operating with and ensuring that the workplace is safe. This is achieved by the employees through the following steps:

- PPE compliance with the employer.
- Not working in an unsafe manner.
- Report all defect equipment and plant.
- Report all near misses, incidents and accidents.
- Not interfere with safety devices and guards installed on plant and machinery.

Any breaches of statutory regulations can be treated in the disciplinary procedure and depending on the seriousness of the breach may be dealt with in either a suspension or dismissal. Disciplinary action will be taken by the employer if the employee fails to co-operate with the above. The procedure is as follows:

- Verbal Warning.
- Verbal Warning and noted.
- Written Warning.
- A final written Warning.
- Suspension/Dismissal.

### 5.1. Verbal Warning

The employee will be given a verbal warning and it will be recorded and kept on their file.

### 5.2. Written Warning

In the event of further breach of conduct or safety, a written warning will be given to the employee. It will be kept on file and copies will be given to the employee and management.

"This procedure can be by-passed depending on the severity of the violation."

Failure to co-operate with the following site requirements will result in the following disciplinary actions:

| | |
|---|---|
| 1st offence | Verbal warning |
| 2nd offence | written warning |
| 3rd offence | Final warning |
| 4th offence | suspension or removal from site. |

# 6.0. Bullying

## Definition of bullying

"Repeated verbal, aggression, psychological or physical carried out by an individual or group against another individual or groups."

All forms of aggressive behaviour are not accepted, once off incidents can't be described as bullying. The key to Phoenix Mechanical Ltd policy, is to communicate clearly, so as to avoid instances of bullying and to put in place measures to prevent an re-occurrence of bullying that might happen.

## Categories of bullying:

- Verbal abuse
- Threats
- Physical contact
- Offensive language or slander
- Isolation or exclusion from social groups
- Sexual harassment
- Setting impossible tasks or goals.
- Theft, destroying or defacing someone's property.

## Results of Bullying:

- Behavioural-drinking, smoking, over eating
- Physiological-heart disease etc.
- Cognitive-mistakes, accidents
- Emotional-anxiety
- Illness

## Where does bullying come from?

- Managers
- Individual Work mates
- Groups of Work mates

# Anti-Bullying Policy

## Procedure for Reporting Bullying

Any employee who believes he or she is being bullied should explain clearly to the allege perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he / she should seek the manager's help and advice, on a strictly confidential basis, from a contact person. A contact person can be one of the following:

- A manager or supervisor
- A trustworthy fellow employee

### 1. Informal Procedure for Reporting

(a) Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.

(b) A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedures.

### 2. Formal Procedure for reporting

If any informal approach is inappropriate or if after the informal stage the bullying persists, the following formal procedures should be invoked:-

(a) The complainant should make a formal complaint in writing to his / her immediate Supervisor, or if preferred any member of Management. The complaint should be confined to precise details of actual incidents of bullying.

(b) The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against him / her. He or she should be given a copy of the complainant's statement and advised that he / she shall be afforded a fair opportunity to respond to the allegation(s).

(c) The complaint should be subject to an initial examination by a designated member of Management who can be considered impartial with a view to determining an appropriate course for action. An appropriate course of action at this stage, for example could be exploring a mediated solution or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the compliant should take place with a view to determining the facts and the credibility or otherwise of the allegation(s).

## Investigation

1. The investigation should be conducted by either designated member(s) of Management or, if deemed more appropriate, an agreed third party. The investigation should be conducted thoroughly and objectively, with sensitivity and utmost confidentiality, and with due respect for the rights of both the complainant and the alleged perpetrator(s).

2. The investigation should be governed by terms of reference, preferably agreed between the parties in advance.

3. The investigator(s) should meet with the complainant and alleged perpetrator(s) and any witnesses or relevant persons on an individual confidential basis with a view to establishing the facts surrounding the allegation(s). A work colleague or an employee / trade union representative may accompany the complainant and alleged perpetrator(s) if so desired.

4. Every effort should be made to carry out and complete the investigation quickly as possible and preferably within an agreed time frame. On completion of the investigation, the investigator(s) should submit a written report to management containing the findings of the investigation.

5. Both parties should be given the opportunity to comment on the findings before any action is decided upon by Management

6. The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.

***Phoenix Mechanical Ltd will not tolerate any of the above, Any form of bullying should be brought to the attention of a supervisor, safety advisor or foreman. Any found to part-take in bullying will be subject to the disciplinary procedure***.

# 7.0. Stress

Anyone who feels they are under unreasonable stress, or anyone who notices anyone else who seems to be under stress, should bring the problem to the attention of the Gary Brennan or a supervisor.
Stress arises when the following occur:

Demands of the Job/Task
+
Working environment
On a person

= Exceed the person capacity.

Others causes of stress in the workplace:

- Lack of communication in the workplace.
- Changes at work
- Repetitive work eg. Job rotation.
- Demanding tasks
- The threat of violence
- Poor working conditions
- Noise related stress

Effects of stress:

- Emotional – tiredness, anxiety
- Cognitive – Mistakes, incidents and accidents.
- Physiological – Heart disease, blood pressure.
- Behavioural – drinking, smoking.

## 8.0. Violence

Violence can be described as 'any incident' where person(s) are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, health or wellbeing.

Any person who has experienced any event which they feel is violence should report the incident to the safety and personnel manager or any senior member of management.

The company endeavour to eliminate the risk of violence occurring at work.

## 9.0. Smoking

Exposure to second hand smoke – Environmental Tobacco Smoke (ETS) – also known as passive smoking is a cause of disease, including lung and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe working environment.

### Policy

It is the policy of **Phoenix Mechanical Ltd** that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace as required by the law. This policy applies to all employees, consultants, contractors, customers and visitors.

Information on how to obtain help quitting smoking is available from The National Smokers Quit line on 1850 201203 or the Health Promotion Service of the local health board.

## 10.0. Environment and Waste policies

Phoenix Mechanical Ltd is committed to providing a safe and healthy workplace and in carrying out our normal work to enhance the wider environment and minimise any harmful impacts as far as is reasonably practicable.

Environmental management is formally assigned to project managers who shall ensure compliance with this policy and best current practise.

Employees are reminded that minimising waste is good for the business and good for the environment and should both co-operate with environmental initiatives and also make positive suggestions as to how we may improve our performance.

Current business activities do not create emissions to the environment covered by environmental protection legislation. However, Gary Brennan are not complacent and remains committed to a high level of environmental protection and, where possible, enhancement. Our employees are strongly encouraged to participate and offer suggestions as to how we may improve our performance in this area.

Phoenix Mechanical Ltd will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as practicable.

All employees are required to comply with this policy by minimising waste creation and co-operating actively with recycling programmes.

Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

Where required, Phoenix Mechanical Ltd shall take care to provide suitable waste receptacles and ensure that arrangements are made for the collection / emptying of receptacles at a suitable frequency.

All employees responsible for collecting waste shall avoid handling overfilled bags etc. to minimise the risk of a manual handling injury.

Waste collection points shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.

All waste, for recycling or disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers.

## 11.0. Appointment of Safety Representative

**".....employees may, from time to time, select and appoint from amongst their number at their place of work a representative (in this act referred to as a "safety representative") or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work."**

Phoenix Mechanical Ltd has to consult with their employees to appoint a site safety representative where more than 20 workers are normally employed at any one time on site at any stage of the project. Schedule 5 to the Construction Regulations 2013 sets out the procedure for the appointment of site safety representative.

## 11.1. Workers of different nationally or race

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 and dismissed.

At site, and within the company we identity foreign nationals. As inductions are given through the English language there may be a risk to foreign employees during the 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 the safety statement and work or safety instructions, written or verbal.
Pictograms will be used where the English language fails.

## 11.2. Young persons and restriction on employment of young persons

Where a young person is employed under the age of 18 years old, all their relevant details should be entered on a general register. They shall within 10 days of commencement of work be examined by a medical practitioner, in which they will be given certificate of fitness. This shall be performed annually.

Duties a young person can not carry out:

- They shall not be employed to operate lifting appliances e.g. cranes, forklifts etc.
- They shall not be employed to give signals to lifting appliances.
- They shall not be employed to operate power saws, or metal working machines.
- They shall not be employed to drive plant or machinery.
- They shall not operate cartridge operating tools.
- They shall not operate abrasive wheels or grinding machines.
- They shall not work in ionising radiations

## 11.3. Exposure to Noise

Where Phoenix Mechanical Ltd employees are exposed to noise at work at or above the lower exposure action levels (80 dba), they shall provide them or their representatives, or both, with suitable and sufficient information and training relating to risks resulting from exposure to noise. (without prejudice to Section 9 & 10 SHaWWA 2005)

## 11.4. Exposure to Vibrations

Where Phoenix Mechanical Ltd employees are exposed to the risk of mechanical vibration, they shall provide those employees or their representative, or both, with suitable and sufficient information, instruction and training. (without prejudice to Section 9 & 10 SHaWWA 2005)

## 11.5 Protection of Pregnant, Post Natal and Breast Feeding employees

Phoenix Mechanical Ltd shall assess any risk to the safety or health of employees and any possible effect on the pregnancy of, or breastfeeding by, employees, resulting from any activity at Phoenix Mechanical Ltd place of work likely to involve a risk of exposure to any agent, process or working condition to in Part A of Schedule 8 and, for that purpose determine the-

- Nature
- Degree
- Duration

of any employees exposure to any agent, process or working condition. Phoenix Mechanical Ltd will also take preventative and protective measures necessary to ensure the safety and health of such employees, and avoid any possible effect on such pregnancy or breastfeeding

## 11.6. Night Work or Shift work

Phoenix Mechanical Ltd taking account of Regulation 155 shall:

- Take such steps as, having regard to the nature of the work concerned, are appropriate for the protection of the safety and health of a night worker or an employee who is a shift worker
- In taking steps to comply with Section 18 of the Act, have regard to their duty's under paragraph (a)

## 11.7. Safety Signs at Places of Work

Phoenix Mechanical Ltd shall provide information to their employees as regards measures to be taken concerning Safety or Health signs used at work, especially signs incorporating words and the general and specific behaviour to be adopted in relation to those signs.

They must also give employees suitable instruction, in particular in form of specific direction concerning the safety or health signs used at work, which must include the meaning of the signs

## 11.8. Health Screening

Prior to being offered a position with Phoenix Mechanical Ltd, all employees are required to undergo a pre-employment health check. This is necessary to ensure staff are not exposed to any conditions during their employment that might further exacerbate any pre-existing condition.

EMPLOYEES ARE OBLIGED TO DECLARE ANYTHING WHICH THEY FEEL MAY EFFECT THEM WHILE WORKING FOR PHOENIX MECHANICAL LTD

## 12.0. Training

All staff employed by Phoenix Mechanical Ltd will receive Health and Safety training to ensure that they fully understand the hazards of their work area, the control measures put in place to minimize the risks and emergency procedures that are in place. This training will be ongoing and site specific.

Phoenix Mechanical Ltd recognises that even with the best work arrangements people may still need clearly defined safety procedures and instructions. For that reason there is a substantial commitment by management to identify safety training needs and take necessary steps to have such training provided.

Phoenix Mechanical Ltd expects that all employees will co-operate in the training exercises provided such as:

- Safe Pass Training
- Health and Safety Legislation
- General Site Safety Rules
- Site Induction Training on site
- Manual Handling Training

## 13.0. Safety Induction Training

It is the responsibility of Phoenix Mechanical Ltd to compile and carry out the relevant Safety Induction Training for employees regularly. This training is aimed at making all employees aware of their legal duties and safe working procedures. The safety induction training will consist of the following: General Site Safety, Fire Safety, Accident Reporting, Safe Use of Tools, Use of Personal Protective Clothing/ Equipment, Identification of Hazards and Control Measures, Housekeeping, Safety Policies and Site Traffic Safety pertaining to Phoenix Mechanical Ltd training needs and the work carried out by plasterers.

All employees in receipt of Safety Training must sign off in acknowledgement and recognition of their attendance at such training programme.

## 14.0. Personal Protective Equipment

There is a duty placed on every employer, where risks at a work place to the safety or health of employees cannot be eliminated by technical means of protection or by measures, methods or procedures of work organisations, to provide personal protective equipment.
Therefore in such circumstances where it is not reasonably practicable to eliminate or fully control the hazards in the workplace, Phoenix Mechanical Ltd will provide and maintain such suitable protective clothing or equipment as appropriate to ensure the safety, health and welfare of the workers.
The type of personal protection depends on the hazards to which the worker is exposed.
All personal protective equipment assessment, usage and training will be carried out in compliance with current legislation.

The employer has a responsibility to provide personal protective equipment/clothing.
The employee has a responsibility to use any personal protective equipment/clothing provided.

The following list of Personal Protective Equipment provided for use by Phoenix Mechanical Ltd for all employees.

- Safety Boots
- Safety Helmet
- High Visibility Clothing
- Eye Protection
- Ear Protection
- Hand Protection
- Fall Arrest Equipment

## 15.0. Provisions for Emergencies

Accident prevention is the main aim of Phoenix Mechanical Ltd Safety Statement.

Phoenix Mechanical Ltd will expect to be made aware of Site Specific Emergency Plan by the main contractor before work commences on site in particular if there is a risk of the following occurring:

- Fire/Explosion
- Chemical Spills
- Serious injuries arising from any unplanned events

## Emergency Procedures – First Aid

In the event of first aid being required contact the relevant First Aider. The emergency procedures for first aid are given below for minor and major accidents.

In the event of a minor accident contact the relevant First Aider. Comfort the patient until first aid arrives. Do not move the patient unless there is danger to his/her life.

**In the event of a major accident carry out the following: -**

- Ring the hospital for an ambulance
- Ring the doctor
- Call the relevant First Aiders
- Notify Management

## 16.0. Safe Working Procedures

Before work commences the place of work will be inspected for the following by management of Phoenix Mechanical Ltd

- Safe access and egress (site and place of work)
- Safe means of work provided when employees have to work at heights outside and inside the building e.g. safe scaffolding with ladders tied, fully planked out, all guard rails in place, tied and secured.
- Safe tools and equipment – all tools to be in perfect working order.

All employees informed:

- Of the particular site specific hazards and control measures in place
- To report any defects in working procedures, tools & equipment used for the job, scaffolding, trestles, guardrails etc.
- To wear correct PPE provided by Phoenix Mechanical Ltd
- To obey all speed limits and drive with due care on site
- To park only in safe designated parking area
- To lift materials using correct Manual Handling Techniques
- To ensure place of work on site is kept tidy and all waste materials disposed of safely
- Use the correct ladder bay access to gain access to a height
- To take note of any representations given to them by the project supervisor (construction) stage or other persons
- To obey all site safety rules of which they have been made aware.

## 17.0. General Principles of Prevention

- The avoidance of risks.
- The evaluation of unavoidable risks.
- The combating of risks at the source.
- The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
- The adaptation of the place of work to technical progress.
- The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
- The giving of priority to collective protective measures over individual protective measures.
- The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes into account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- The giving of appropriate training and instruction to employees.

The principles are "goal setting" and are based on recognition that risks cannot always be completely eliminated. The goal is to eliminate where possible or reduce the risk using a hierarchy of control.
Phoenix Mechanical Ltd will use appropriate control measures to eliminate the hazards and, where that cannot be done, to reduce the risk at all times during work.
The above process should be considered as a template, that which safe systems of work can be based.

## 18.0. Revision & Monitoring

Phoenix Mechanical Ltd and the Health and Safety Advisor will review the Safety Statement on a yearly basis, to take account of change in Legislation, Hazard Change, Risk Change, or Change of Responsible persons.

Compliance with the Safety Statement will be monitored by: -

- Regular audits of place of work by the Health and Safety Advisor
- Daily inspections of the place of work by the supervisor in charge
- Evaluation of Accident Reports by the Health and Safety Advisor
- Employee consultation on changes to the Safety Statement as required

## 19.0. Accident-dangerous occurrence reporting

Phoenix Mechanical Ltd understands that there is a legal duty placed on them to investigate all accidents, incidents and dangerous occurrences. In that Phoenix Mechanical Ltd will use all the information that has been gathered and put it into operations, so that theses action can reduce the risk of accidents-dangerous occurrences happening.

### 19.1.0 Accident Reporting

Where an accident has occurred, Phoenix Mechanical Ltd must follow the accident procedure as detailed below. Should the operative not return to work or able to carry out duties on site for a period of 3 consecutive days(weekends included) the H. S. A must be notified by means of an IR1 form which can be filled out and submitted on-line.

### 19.2.0 Dangerous occurrence

In the case of a dangerous occurrence, an I.R.3 must be filled out and submitted to the H.S.A.

Phoenix Mechanical Ltd has the responsibility of investigating and reporting all accidents. The safety advisor can be involved so as to achieve the minimum requirement for the H.S.A. and company records.

## 19.2. Accident Procedure

When an accident occurs, the procedures below must be followed:

The competent supervisor or senior operative must notify the project manager immediately. The senior operative must take charge of the proceedings, as follows:

- Observe accident location and status of injured person.
- If there is risk of further injury, move injured person safely.
- Call immediate medical assistance or emergency service if necessary.
- See that first aid etc. is administered as required by a competent person.
- If Ambulance is called, make sure the exact location is given and that the Ambulance can access project as near as possible to the injured person.
- Notify Ashview Consultants Ltd - Paul O 'Shea & Phoenix Mechanical Ltd
- Establish the location of Hospital and appoint a suitable person to travel with the injured person.
- Notify the family of injured person, and if required, arrange transport for them to Hospital.
- Gather all information immediately about the accident, and what led up to it.
- Obtain witness statements; write them down as they are given.
- Complete preliminary accident report form.
- Have sketches/photographs of the area taken where the accident happened.
- If HSA are to inspect the location of the accident, do not move anything unless further serious risks have to be avoided.

## 19.3. Near Miss Reporting

Phoenix Mechanical Ltd are aware that there is a legal duty to investigate all dangerous occurrences. Phoenix Mechanical Ltd will enforce a policy that all near misses are reported and dealt with according as to the severity of each case.

## What Is A Near Miss?

A Near Miss is an unplanned event that did not result in injury, illness, and damage or product loss - but had the potential to do so. The difference between a near miss and a full blown incident is often a fraction of a second or a fraction of an inch that may not be there the next time. Near misses are warnings of accidents in the making. By accepting these warnings and looking for their causes, Phoenix Mechanical Ltd can prevent these situations recurring.

"LET US REGARD NEAR MISSES THE SAME WAY AS BAD ACCIDENTS. LET US WEED OUT THE PROBLEMS WHILST WE STILL HAVE THE CHANCE"

# HOW TO MAKE AN EMERGENCY CALL

| | |
|---|---|
| From a mobile the number to dial: | 112 |
| From a land line: | 999 |
| Services you require : | Ambulance<br>Fire Brigade<br>Gardai |
| You must give clear instruction | As per induction |
| Give details of the accident: | How many people are involved?<br>What kind of accident is it?<br>Did you see anything?<br>Site entrance and location? |
| If it the fire brigade: | Are there:<br>Hazardous substances?<br>Flammable substances?<br>Is the LPG or other gases? |

Notify **Site Supervisor** so that someone can escort the emergency services to the location of the emergency.

# SITE EMERGENCY PLAN

## Accident

- If you discovering someone that has either had an accident or caused themselves any injury.
- Notify the Site Supervisor.
- Giving instruction as to what has happened, so the emergency services can be contacted if required.
- If anyone can not be contacted, you must contact the emergency services **112/999**.
- Give clear instructions as to site address, site entrance and location of the accident.
- Stay on the phone as you may be asked to carry out certain tasks so as to assess the basic condition of the injured person.
- Do not leave the person unattended at any time.

If the person is able to walk, accompany them down to the site office for first aid treatment.

- Notify the Site Supervisor immediately.
- Giving clear instruction as to what has happened, so the emergency services can be contacted if required.
- Accompany the injured party to the site office and stay with them at all times.
- Once at the office, wait for first aid treatment to arrive.

If the injured party is unable to walk due to their injuries, contact the first aider and give clear instruction as to your location and access point.

## Fire

- If you discover a fire on site:
- Notify Site Supervisor.
    - If the fire has taken hold connect the Fire Brigade on 112/999.
- If not:
- Fight the fire with the available fire extinguisher if possible.
- Never put yourself in danger.
- Fight the fire as you are leaving the building.

> "If in doubt get out-plant and machinery can be replaced, people can't"

## 20.0. First Aid Supplies

A first aid kit is to be provided by Phoenix Mechanical Ltd on all sites where work is being carried out. Is shall be stocked and filled as necessary by each supervisor. Contents of the first aid kit will vary depending on size, location of contract.

Up to 6-25 persons

| **Materials** | **First Aid Travel Kit Contents** | **First Aid Box Contents** | | |
|---|---|---|---|---|
| | | **1-5 Persons** | **6-25 Persons** | **26-50 (a) Persons** |
| Adhesive Plasters | 12 | 12 | 20 | 40 |
| Sterile Eye Pads (Bandage attached) | -- | -- | 2 | 4 |
| Individually wrapped triangular bandages | 2 | 2 | 6 | 6 |
| Safety Pins | 2 | 2 | 6 | 6 |
| Medium individually Wrapped Sterile Unmediated Wound Dressings (approx. 10 x 8 cms) | -- | -- | 6 | 8 |
| Largely Individually Wrapped Sterile Unmediated Wound Dressings (approx. 13. X 9 cms) | 1 | 1 | 2 | 4 |
| Extra Large Individually Wrapped Sterile Unmediated Wound Dressings (approx. 28 x 17.5 cms) | -- | -- | 3 | 4 |
| Individually Wrapped Wipes | 8 | 8 | 8 | 10 |
| Paramedic Shears | 1 | 1 | 1 | 1 |
| Pairs of Latex Gloves | 1 | 1 | 2 | 2 |
| Additionally, where there is no clear running water, Sterile Eye Wash (b) | 1 | 1 | 2 | 2 |

**Notes**

(a) Where more than 50 persons are employed pro rata provision should be made.

(b) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided.

**Eye bath/eye cups/refillable containers should not be used for eye irrigation**.

## 20.1. First Aid Requirements

Phoenix Mechanical Ltd is required to provide proper first aid equipment to enable first aid to be given to any employees who are injured or become ill at work. Employees must be fully informed of such arrangements.

"provide the necessary measures to be taken appropriate to the place of work for the first aid, fire fighting and the evacuation of employees and other individual present in the place of work, taking into account of the nature of the work being carried on and the size of the place of work." HSAWA 2005

## 20.2. Appointment of First Aiders

Phoenix Mechanical Ltd will ensure appointed first aiders have been suitably trained and hold a current first aid certificate issued by an organisation whose training and qualifications are approved by the Health and Safety Authority.

# 21. Welfare facilities

The employer or PSCS shall:

"Coordinate arrangements which facilitate the provision and maintenance, in an appropriate condition, of welfare facilities for all persons at work, in accordance with Part 20, and Monitor the implementation of the arrangements."

## 21.1. Hygiene and washing facilities

"An employer responsible for a workplace shall ensure for that workplace, those adequate and suitable facilities for washing appropriate to the numbers of persons at work and the nature and duration of the work are provided"
Part 20 General Application 2007

## 21.2. Canteen Facilities

The PSCS will provide the required amenities for all employees so that they:

Access to adequate and suitable accommodation for eating meals.

A facility to boil water and heat/prepare food.

Access to potable drinking water.

The size of the accommodation will be determined by the number of operatives on site.

## *All work must be carried out in conjunction with the following legislation:*

- The Safety, Health and welfare at Work Act 2005.
- The Safety, Health and Welfare at Work (General application) Regulations 2007.
- The Safety, Health and Welfare at Work (Construction) Regulations 2013.
- The Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2013, SI No.386
- The Safety, Health and Welfare at Work (Confined spaces) Regulations 2001
- The Factories Act 1955.
- Safety in Industry Act 1980
- Office premises Act 1958
- Code of Practise for Working in Confined Spaces 2001
- Code of Practise on prevention of Workplace Bullying 2007
- Code of Practise for Avoiding Danger of Underground Services 2005
- Code of Practise for Safety on Roof work 2005.

The above is comprehensive, but non-exhaustive list of legislation that was used to compile this Safety Statement.

# SECTION 4

# RISK ASSESSMENT REGISTER

## *GENERAL HAZARD TYPE & CONTROLS*

## ***RISK ASSESSMENT***

Every hazard in the workplace must be assessed for the likelihood of it happening and the consequence of it occurring.

A hazard may be defined as anything that can potentially cause harm. Hazards in the construction can be divided into two main categories, "Health Hazards" and "Physical hazards". "Health hazards" generally are those with the potential to cause internal damage. "Physical hazards" involve potential harm to the body structure, which must be eliminated where practicable and body protection used to avoid or minimise the risk.

### 1. Consequences of Hazard:

**High –** Fatalities, Amputation or Irreversible Injury

**Medium –** Broken Limbs, Eye Damage, Reversible Injury

**Low –** First Aid Injuries

The hazards and risks within this Safety Statement have been assessed by means of the following:-

- Work Site Analysis
- Consultation with Employees and Management
- Consultation with the management and the Health and Safety advisor.

## ***INDEX OF RISK ASSESSMENTS***

### Site Set-up



### Physical Factors



### Electrical



### Working at Heights



### Hand Tools



### Storage

## Work Environment

| | |
|---|---|
| Risk assessment No.029 | Fire |
| Risk assessment No.030 | Noise |
| Risk assessment No.031 | Use and Control of Hazardous Substances |
| Risk assessment No.032 | Working Alone |
| Risk assessment No.033 | Generators |

## Health

| | |
|---|---|
| Risk assessment No.034 | Weil's disease |
| Risk assessment No.035 | Work Related Dermatitis |
| Risk assessment No.036 | Health and Chemical Poisoning |
| Risk assessment No.037 | HIV/AIDS |
| Risk assessment No.038 | Nosocominal Invasive Aspergillosis |
| Risk assessment No.039 | Anthrax |

## Third Party

| | |
|---|---|
| Risk assessment No.040 | PPE |
| Risk assessment No.041 | Working in Occupied Premises |
| Risk assessment No.042 | Third party/Passer by |
| Risk assessment No.043 | Weather |

## Plant & Equipment

| | |
|---|---|
| Risk assessment No.044 | Use of plant & Machinery |
| Risk assessment No.045 | Telehandlers (NI) |
| Risk Assessment No.046 | Loading & unloading |
| Risk assessment No.047 | Stores & Yard |
| Risk assessment No.048 | Use of Band saws (NI) |
| Risk assessment No.049 | Welding-Various |
| Risk assessment No.050 | Manual Handling objects with sharp edges |
| Risk assessment No.051 | Air Compressor |
| Risk assessment No.052 | Working in confined spaces |
| Risk assessment No.053 | Use of Oxy Burning Gear |
| Risk assessment No.054 | Crane Operations (NI) |
| Risk assessment No.055 | Lifting Gear (NI) |

## Transport

| | |
|---|---|
| Risk Assessment No.056 | Transport |

## Office

| | |
|---|---|
| Risk Assessment No.057 | Work Stations |
| Risk Assessment No.058 | Filing Cabinets |
| Risk Assessment No.059 | Slips, Trips & Falls |

## Hazardous Substances

| | |
|---|---|
| Risk Assessment No.060 | Petrol |
| Risk Assessment No.061 | Diesel & Oils |

## First Aid

| | |
|---|---|
| Risk Assessment No.062 | First Aid |
| Risk Assessment No.063 | First Aid equipment |

## Safety Information

| | |
|---|---|
| Risk Assessment No.065 | Demolition and Structural alterations (NI) |
| Risk Assessment No.066 | Safety with Asbestos |
| Risk Assessment No.067 | Safety & Working close to water (NI) |
| Risk Assessment No.068 | Safety & Working Close to public |

## Testing

| | |
|---|---|
| Risk Assessment No.069 | Testing-Various |

## Emergency Plans

## Forms & Registers

| RA 1.0 | HAZARD: SET-UP |
|---|---|
| Risks Identified | • Unfamiliar layout<br>• Access/Egress<br>• No first aid treatment<br>• Moving plant & Machinery<br>• Lack of Hygiene facilities<br>• Fractures, abrasions and cuts<br>• Electrocution<br>• Collapse of structure |
| Risk Rating | **High/Medium/Low** |
| Control Measures | • Pre-start meeting with all operatives and use of plan for layout of site cabins.<br>• Clear, safe access to be maintained at all times.<br>• Site specific risk assessment and method statement to be carried in advance of work being carried out.<br>• Supervisor or competent person to give toolbox talk prior to commencement.<br>• Correct PPE to be given to all employees.<br>• Emergency procedure to be set up and first aid equipment to be made available.<br>• Certified first aider on site during the works at all times.<br>• Welfare facilities to be organised prior to start date.<br>• All Site hazards to be clearly identified e.g. Power lines crossing the site to be marked in accordance with reg's.<br>• Barriers or fencing to be erected so as to prevent any unauthorised entry.<br>• Canteen facilities to be available, with a means of drying clothes.<br>• Secure all structures as they are erected so as to prevent any movement or collapse.<br>• Maintain safe system of work at all times.<br>• Co-ordinate all employees using daily toolbox talks during this process. |
| Further Actions | |

| RA 2.0 | HAZARD: SITE SECURITY |
|---|---|
| Risks Identified | • Unauthorised Access<br>• Unauthorised Trespass<br>• Personal Injury<br>• Contact with Plant & Machinery<br>• Theft<br>• Slips, Trips, Fall |
| Risk Rating | **High/Medium/Low** |
| Control Measures | • The surroundings of the site to be sign posted and laid out in so as to clearly identify the site perimeter.<br>• Fencing to be secure and a sufficient height so as to prevent access.<br>• Entrance to the site to be maintained clear of all debris and rubbish.<br>• Signage on the entrance to identify, location of entry and exit.<br>• Appropriate precautions on the gate to warn construction traffic of pedestrians.<br>• Keep gates closed when entrance not in use and/or barriers.<br>• Particular attention to the prevention of trespass by children.<br>• Sign in/out book for all personal entering/exiting the site so as to monitor construction personnel.<br>• Site security to be placed on the gate to monitor operations<br>• Speed limits or warning signs should be placed on the road to warn off oncoming danger.<br>• All entrances should be checked at the end of each shift and secured.<br>• All plant and machinery should be stored securely and immobilised.<br>• Cabins and stores should be locked securely.<br>• All dangerous substances should be locked and secured.<br>• Gates should be locked and secured. |
| Further Actions | |

| RA 3.0 | HAZARD: ACCESS& EGRESS |
|---|---|
| Risks Identified | • Slips, trips, fall<br>• Movement of Plant & Machinery<br>• Falling Objects<br>• Falls form Heights-walkways<br>• Obstructions<br>• In adequate allowances for walkway<br>• Striking against fixed or stationary objects |
| Risk Rating | **High/Medium/Low** |
| Control Measures | • Safe access should be available for operatives to get to their place of work at all times.<br>• Access to cabins and changing room should be protected so as to prevent falling objects e.g. use of fans or drop decks near work areas.<br>• All gangways and walkways should be clear of all obstruction and trip hazards.<br>• Adequate barriers or edge protect should be in place at all times so as to prevent falls on exposed edges.<br>• Excavations and trenches should be clearly marked and protected so as to prevent unauthorised access.<br>• "Clean as you go policy" should be adopted so as to prevent build up of waste.<br>• Stacking of materials should be monitored so as to avoid the build up in access areas.<br>• Skips and bins should be kept a clear distance form the access ways so as to avoid contact on deliveries.<br>• Care must be taken so as to de-nail all timber that are used and remove them for disposal.<br>• Warning beacons and devices should be fitted to all plant & machinery so as to warn of their movement. |
| Further Actions | |

| RA 4.0 | HAZARD: TRAFFIC ROUTES |
|---|---|
| Risks Identified | • Loss of control<br>• Overturning<br>• Loading/unloading<br>• Collisions with other objects<br>• Site layout<br>• Gradients/Surfaces<br>• Excavations<br>• Scaffolding<br>• Refuelling |
| Risk Rating | **High/Medium/Low** |
| Control Measures | • All routes should be clearly marked and, as far as possible, separate pedestrians from moving vehicles.<br>• A CSCS qualified person must be on site to set up signing, lighting and guarding.<br>• Adequate space should be allowed for the movement of plant & machinery, particularly where they have to turn.<br>• Deliveries should be planned and areas should be marked clearly for all operations so that the vehicles can access this area at all times.<br>• Reversing of vehicles should be reduced as much as possible as this is an area where there is a risk of injury.<br>• Banks men should be used at all times when lorries are turning so as to give the driver another set of eyes on the back of the truck.<br>• Speed limits should be employed on site with a maximum of 7 km allowed by all plant, vehicles and machinery while on site.<br>• There should be sufficient parking or a parking area for all employees so as to avoid "visitor" cars being brought onto site.<br>• Signs and markings should be used so as to warn all drivers of the system that is in operation on site.<br>• Adequate area should be set aside for the loading and unloading off all deliveries.<br>• In cases where this can't be done, a certified banks man should be used so as to help the driver load/unload his delivery.<br>• Lighting should adequate and sufficient so that all parties can operate outside areas that do not have natural light.<br>• Lighting should be installed at the entrance, so pedestrians can be seen |

| | |
|---|---|
| | • Gradients that excess 1 in 10, should be rerouted where possible, in cases where it can't it should be clearly marked and strict rules about driving on steep slopes is required.<br>• All routes should be even, constructed of suitable materials for the vehicles using them and well drained.<br>• All loose materials must be removed so as to avoid any slipping or skidding on the routeway. |
| Further Actions | |

| RA 5.0 | HAZARD: EXCAVATIONS |
|---|---|
| Risks Identified | • Buried Services - ESB, Gas etc.<br>• Falls of Persons, Equipment, Materials<br>• Collapse of sides<br>• Collapse of Adjacent structures<br>• Water ingress<br>• Contaminated Ground<br>• Toxic/Asphyxiating Atmosphere<br>• Mechanical |
| Risk Rating | **High/Medium/Low** |
| Control Measures | *A number of factors to be considered before the excavation can begin*:<br>• What is the soil depth?<br>• What is the invert level of the trench?<br>• Will shoring or some form of sloping of sides need to be carried out?<br>• What is the soil type? – varies from sand which is quick flowing, t heavy clay which is more cohesive.<br>• What type of work involved or to be carried out? E.g. at the side of the road; in a housing estate; laying pipes/cables; trenches; pits.<br>• What plant & machinery is going to be used? JCB, mini 360 excavators etc.<br>• How close is the excavation to roadways, structures, schools, hospitals?<br>• Presence of public or children.<br>• Weather? What time of the year is it?<br>• Are there any services passing under the ground in the area that the work is being carried out?<br>*Precautions to be taken during the commencement of the work*:<br>• Identification/Marking of underground services.<br>• Employing a system of Safe digging methods.<br>• Inspection of the excavation – trench by a competent person at the start of the dig and complete an AF 3 form with the relevant details.<br>• In some case where the excavation is deeper than 1.25m either slopes, batter, bench or use trench boxes to protect the sides from falling in. |

| | |
|---|---|
| | • A suitable means of access must be employed so as to give operatives a safe means of entering and exiting the trench.<br>• If the trench is along or crossing an access way, a crossing point must be constructed so as to avoid any "jumping" of the trench.<br>• Barriers must be installed so as to prevent any unauthorised access by operatives or machines.<br>• Suitable lighting and warning signs must be in place to identify the area that the work is being carried out in.<br>• Spoil heaps should be stored a safe distance from the excavation; this may vary depending on the size of the heap and depth of the excavation – competent person inspecting the trench to assess this.<br>• De-watering system may need to be used depending on the proximity of rivers, drains etc.<br>• Re-routing of all plant & machinery must be done so as to avoid contact with the trench; vehicles must not be parked at the edge of the trench.<br>• The selection of PPE will depend on the work that has to be carried out in the trench; an SPA will have to be carried out to identify these requirements.<br><br>• The person in charge of the workplace ensures inspection of an excavation is carried out by a competent person. The report AF3 must be completed before end of the working period and a copy given to the person in charge of the work site within 24 hrs. Excavations deeper than 2m must be inspected prior to the start of each shift, but only one AF3 is needed in 7 days unless the strength of stability of the excavation is affected, e.g. after accidental falls of materials.<br>• After the work is completed, support materials should be safety removed by experienced, trained workers and a competent person should inspect the site to ensure that all dangerous materials and equipment have been removed.<br>• Filling should use only appropriate materials and be conducted in *A CONTROLLED MANNER UNDER THE DIRECTION OF A COMPETENT PERSON ,UNCONTROLLED TIPPING IS AN OFFENCE..* |
| Further Actions | |

| RA 6.0 | HAZARD: MANUAL HANDLING |
|---|---|
| Risks Identified | • Injury caused by the affects manual of handling on the body which may arise from handling relatively light items, awkward loads or loads that are to heavy for an individual to lift. |
| Risk Rating | **Medium** |
| Control Measures | • If plant is available it should be used for lifting at all times, lifting should be kept to a minimum if possible.<br>• All personnel employed by Phoenix Mechanical Ltd will be trained in "manual handling of loads".<br>• All activities that involve the manual handling of heavy materials will be assessed i.e. lifting or laying concrete blocks, kerbstones and other items associated with the works.<br>• In order to control the manual handling of loads use machinery to lift all heavy and awkward loads where reasonably practicable to eliminate injury to an employee.<br>• If a load cannot be lifted by a machine or by one person alone then the load should be lightened or more than one person to lift the load.<br>• All individuals lifting loads must be assessed in order to ensure that a person is not put at risk if he or she is physically unable to lift a load.<br>• All persons involved in the "manual handling of loads" should be given information on the weight of the load and the centre of gravity of the heaviest side of an item. |

| RA 7.0 | HAZARD: VIBRATION |
|---|---|
| Risks Identified | • Vibration white finger (VWF) is caused by using hand held tools that vibrate such as jack hammers.<br>• VWF is a condition where the blood flow is stopped as a result of the vibration. It can lead to loss of feeling in the fingers or in extreme cases gangrene and amputation.<br>• Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to whole body vibration (WBV) and shocks, which are associated with back pain. Other work factors, such as posture and heavy lifting, are also known to contribute to back problems for drivers.<br>• W.B.V may create chronic stresses and sometimes even permanent damage to the affected organs or body parts |
| Risk Rating | **Medium** |
| Control Measures | • Consider purchasing equipment with no vibration or low levels of vibration.<br>• Reduce the amount of time you spend using vibrating tools.<br>• Take regular breaks.<br>• Always maintain equipment in good condition, this will help to ensure that it is properly balanced.<br>• Ensure that equipment has no loose or worn out parts and that the blades or cutters are well sharpened.<br>• Do not grip tools too hard, as you are more likely to get WVF.<br>• Wear gloves when using vibration tools.<br>• Always keep your hands warm.<br>• Stop work immediately if you get "pins and needles" sensation in your fingers. |
| Exposure limits to vibration | • The exposure limit value (ELV) is the maximum daily level of vibration an employee may be exposed to vibration.<br>• For hand arm vibration (HAV) it is a daily exposure of 5 m/ $s^2$ and for whole body vibration (WBV) it is a daily exposure of 1.15 m/$s^2$.<br>• The exposure action value is the level of daily exposure to vibration for any employee which, if exceeded, requires employers to take action to reduce risk. For HAV it is a daily exposure of 2.5m/ $s^2$ and for WBV it is a daily exposure of 0.5 m/ $s^2$.<br>• Typical vibration magnitudes for equipment used at work are as follows:<br><br>For HAV<br>Chainsaw: 6 m/$s^2$<br>Sander: 8 m/$s^2$<br>Hammer drill: 9 m/$s^2$<br>Road breaker: 12 m/$s^2$<br><br>For WBV<br>Car: 0.4 m/$s^2$<br>Lorry: 0.7 m/$s^2$<br>Tractor: 1.0 m/$s^2$<br>Quarry dumper: 1.2 m/$s^2$ |

| RA 8.0 | HAZARD: INSTALLATION OF TEMPORARY ELECTRICS |
|---|---|
| Risks Identified | • Eye injuries<br>• Falls from height<br>• Interaction with existing services<br>• Cuts and abrasions to hands<br>• Burns<br>• Noise induced hearing loss<br>• Manual handling injuries<br>• Slip, trip and fall accidents |
| Risk Rating | **Medium** |
| Control Measures | • Ensure work area is cordoned off and no personnel are under any high work activities<br>• All services to be identified and marked to prevent contact.<br>• Ensure that all high noise work is done in designated areas and the relevant signs are posted. Ensure the correct ear protection is available and worn.<br>• Ensure that work is planned and organised to assess/ foreseen requirements and maintenance of equipment.<br>• Assessment of the work from height has to be carried out or ensure a safe place of work with full guardrail protection is in place.<br>• The installation will be certified before being brought into use.<br>• Locked supply cabinets will form part of the systems.<br>• Ensure correct signage is in place warning of the hazards of electricity.<br>• Ensure personnel are trained in the use and construction of all access equipment.<br>• Ensure work area is kept clear at all times and materials are stored safely.<br>• Liaise with main contractor on any issues regarding the installation of materials.<br>• Ensure all equipment is stored correctly and leads are suspended off the ground where practicable.<br>• Ensure gloves are worn during all manual handling tasks.<br>• Ensure that enough personnel are involved in the task and that the necessary<br>• Correct PPE is to be worn and fire protection is available at all times<br>• Ensure that competent persons carry out all operations.<br>***NO WORKING ON LIVE SYSTEMS!!!!*** |
| Further Actions | |

| RA 9.0 | HAZARD: OVER-HEAD POWER LINES |
|---|---|
| Risks Identified | • Contact by plant or Vehicles<br>• Contact by long metal objects<br>• Arcing over because of proximity<br>• Of plant etc. |
| Risk Rating | **Medium** |
| Control Measures | • Liaise with ESB prior to starting any work.<br>• Identify all work that has to be carried out in proximity to power lines and what plant is required?<br>• Barriers and fencing as per the ESB guidance document no.9803202 should be erected.<br>• Appropriate signs are to be erected.<br>• Work that requires movement of ladders/scaffold in the vicinity of overhead lines are to be subject to authorization and supervision.<br>• Movement of plant and vehicles is to be restricted and controlled.<br>• Area around power lines that is cordoned off has to be constantly monitored so as to maintain.<br>• Permit to work system must be in place for all work to be carried out in the vicinity of the power lines.<br>• Instruction must be given to all drivers prior to entry to site warning of overhead lines.<br>• All operatives and sub-contractors will be briefed on the hazards and requirements of the ESB. |
| Further Actions | |

| RA 10.0 | HAZARD: WORKING AT HEIGHT |
|---|---|
| Risks Identified | • Falls of persons off the edge of an unprotected excavation<br>• Falls off ladders<br>• Falling materials below<br>• MEWP |
| Risk Rating | **Medium** |
| Control Measures | • Under no circumstances should the bucket of a JCB or other excavator be used to gain access to a height or as a working platform.<br>• New General Application - Work at Height Regulations 2007 dictates that the original 2m rule for fall protection is disbanded and in future all work at height must have a detailed risk assessment carried out before work commences.<br>• An excavation trench comes under this new legislation, with emphasis on:<br>Eliminating or minimising risks from working at height,<br>Safe systems of work for organising and performing work at height,<br>Safe systems for selecting suitable work equipment to do the work at height,<br>Safe system for protecting people from the consequences of working at height,<br>Personal fall arrest systems should be used only as a last resort,<br>Support systems with built in edge protection should be used if possible.<br>• Where edge protection is removed for access of personnel or materials, and where it is not practicable to provide edge protection, safety lines and harnesses must be worn and suitable anchorages provided of a permanent or temporary nature.<br>• The fall of debris must be prevented by the use of debris netting, brick guards and fans depending on the circumstances.<br>• Only trained operative to use MEWP.<br>• MEWP can only be used on level ground.<br>• Where edge protection is removed for access or is not practicable, employees working at or near the edge will wear safety harnesses or fall restraint systems used.<br>• Where there is likely to be debris, materials or tools falling, control measures will be installed to protect third parties, by means of a scaffold fan, nets etc.<br>• Work below overhead operations, is to be avoided.<br>• Any unguarded opening will be notified to the Site Management Contractor.<br>• Where stepladders are used they will be inspected prior to use- a risk assessment carried out and the out come noted.<br>• Where a stepladder is used, the condition of the ladder noted in the GA03 form on a weekly basis.<br>• All work at heights must be assessed during adverse weather condition so as to minimise the likelihood of falls of persons or materials.<br>• All equipment should be check and the statutory forms filled out accordingly. |

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| | See index for Risk Assessment on the following;<br>M.E.W.P.'s<br>Access Scaffolds<br>Mobile Scaffolds<br>Ladders / Stepladders<br><br>Fall arrest equipment<br><br>Fall arrest equipment, e.g. harnesses, safety nets, arresting devices, are intended to minimize the effects of a fall.<br><br>Personal Suspension equipment<br><br>Personal fall systems mean fall protection, work restraint or work positioning systems, or rope access and positioning techniques. Any such work equipment used should give collective protection in preference to personal protection. The work equipment is required to be appropriate for the working conditions. Any possible risks should be identified, including distance of possible fall, and duration and frequency of work. An emergency procedure must be taken into account. |
| Further Actions | • Emergency procedures should make provision for the rescue of individuals from heights.<br>• First aid facilities should be available to cope with significant injuries. |

| RA 11.0 | HAZARD: SCAFFOLD |
|---|---|
| Risks Identified | • Fall of Persons<br>• Falls of Materials<br>• Collapse of Scaffold<br>• Members of public |
| Risk Rating | **Medium** |
| Control Measures | • Scaffold can only be erected by a certified person, with a relevant CSCS ticket or similar CSR card.<br>• Scaffold must be erected to the Scaffolding Code Of Practise 2008 and the Construction Regulation 2013.<br>• The scaffold must be inspected by both a certified person every 7 calendar days, and the results of this inspection place in the GA03 booklet.<br>• A trainee scaffolder must have received 6 months training on site prior to being assessed for a CSCS L1 ticket, this scaffolder must be under the supervision of L2 scaffolder while on site, and must only erect scaffold that he is trained in. The trainee can not sign off scaffold it is the task of either the L2 scaffolder of a trained scaffold inspector.<br>• Signage should be placed on scaffold to identify access, loading areas, SWL and whether or not the scaffold is complete.<br>• Proper access must be maintained at all times and ladders should be tied off to the landing, min. 1m above deck.<br>• Timber sole boards must be a minimum 520*200*35= 1000msq under each base plate and bad ground conditions the sole boards should extend between the two base plates from inside out.<br>• Handrails, toe-board, and all other safety features of scaffold should be in place at all times, Scaffolding Code Of Practise 2008.<br>• Tie in to the building should be placed in at the required distances specified in the Scaffolding Code Of Practise 2008 , if these can't be achieved then the L2 scaffolder needs to assess whether other areas can be used, or depending on the height of the scaffold rakers can be used.<br>• If ties are to be removed then the area is which they are taken form needs to be secured using other methods.<br>• No unauthorised movement of scaffold in permitted, it is a criminal offence.<br>• Scaffold should be checked by the user and any defects should be reported to site management immediately.<br>• Any damage to scaffold should be repaired e.g. damage to boards.<br>• Loads should be evenly distributed around the scaffold and SWL should be obeyed at all times. |

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| | • Loadings bays should have SWL marked.<br>Trestles<br>• Trestles should be of sound condition and free form any defects.<br>• They should be inspected on a weekly basis and the results placed in the GA02 form.<br>• They must have handrails and a ladder access so as to conform to the GAR 2007.<br>• They must not be extended above 1.2m at any time, once it's required to go above this height than scaffolding must be used.<br>• They should be fully boarded out at all times.<br>• The ground must be suitable and level.<br>• The SWL of the Trestles must be obeyed at all times. |
| Further Actions | |

| **RA 12.0** | **HAZARD: MEWP** |
|---|---|
| Risks Identified | • Fall of Persons<br>• Falls of Materials<br>• Unintentional Lowering of Platform<br>• Striking against Overhead Obstructions<br>• Platform Overturning<br>• Vehicles or Plant Striking Platform |
| Risk Rating | **Medium** |
| Control Measures | • Control of traffic and pedestrians will be planned.<br>• Platform capacity will be checked to ensure sufficient height and SWL for the work undertaken, before use. Where owned by the Company, this equipment is subject to the planned maintenance programme. Where hired, proof of servicing will be required.<br>• The area of work is to be fenced off.<br>• Platforms must not be operated outside limits set by the manufacturer<br>• The operating area will be firm and level. Stabilisers, if fitted will be extended before the platform is raised.<br>• Platforms are not to be left unattended in the raised position.<br>• Platforms require regular maintenance, which must be arranged at 6 monthly intervals.<br>• Management are responsible for ensuring that only trained and authorised personnel use the platforms.<br>• A safety harness will be worn at all times by employees working in MEWP's. Harnesses will be secured to the anchorage point within the MEWP.<br>• Employees will not stand on the guardrails of the MEWP and will not under any circumstances climb out of the MEWP while elevated.<br>• The ticketed operative should make sure that the Ga02 is filled out weekly, this check can be placed in the GA03 for as these are deemed as access equipment for working at heights. |
| Further Actions | |

| RA 13.0 | HAZARD: ROOF WORK |
|---|---|
| Risks Identified | • Falls of materials- persons<br>• Contact with the public<br>• Fragile roofs<br>• Sloping roofs<br>• Flat Roofs<br>• Slips, trips, falls |
| Risk Rating | **Medium** |
| Control Measures | • *Workers:*<br>• An Inspection of the area to be worked in by a competent supervisor.<br>• Only trained , experience workers are to perform such tasks.<br>• Inspection during adverse weather conditions- wind-snow-ice to prevent any slipping.<br>• Emergency procedure in the case of a fire.<br>• Suitable training in the use of PPE and work systems.<br>• Adequate precautions when the work needs to be carried out near overhead power lines.<br>• Use of method statements and safe systems of work prior to the start of this work and training must be given to all operatives so as to make them aware of all the hazards.<br>• *Members of the public:*<br>• Precautions included using brick guards, nets and scaffold fans to prevent anyone getting hit by falling objects.<br>• Use of chutes to get rid of excess materials so that no debris is throw form a height and housekeeping in carried out.<br>• Barriers and exclusion zones so as to prevent anyone walking under the work area, or work being carried out in this area.<br>• ***Roofing materials such as cement, asbestos, glass, reinforced plastics and light tongued and grooved are lightly to collapse under the weight of a worker.***<br>• The safe method of work on a fragile roof is by the use of roof ladders ( or crawling boards)<br>• A risk assessment must be carried out on the work that has to done and all the necessary warning signs must be put in place.<br>• These are laid across the roof surface and operatives must walk on these and not on the roof.<br>• Never use the purlins to walk on a roof.<br>• Roof ladders should not be secured off the ridge tile. |

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| | • During fixing materials on roof suitable edge protection must be place so as to prevent any persons falling off the roof.<br>• During adverse weather conditions, work should be stopped until it has stopped and a check is completed on the roof.<br>• Collective fall protection systems must be in place while the work is being carried out and all operatives should be informed that it has not to be misused.<br>• *Means of Access*<br>• Roof access needs to be carefully planned out so during all work that has to be carried out on the roof can be accessed safely during it's operations.<br>• Independent scaffolding can provide not only safe access to roofs but also to the edge of them as well as any materials storage area.<br>• Fixed scaffold towers also enables safe access to roof, provided that they are erected by a certified scaffolder and used properly. The use of stairways is better than ladders as it allows material to be brought up them.<br>• Mobile scaffold towers, the right equipment must be chosen for the ground conditions and it must be maintained correctly.<br>• *Edge protection*<br>• Edge protection must be both high enough and strong enough to withstand a person either rolling or sliding down or falling off a roof.<br>• *Leading Edge protection systems*<br>• Safety nets Trolley Systems<br>• Birdcage scaffolding Safety harnesses |
| Further Actions | |

| RA 14.0 | HAZARD: MOBILE ACCESS TOWERS |
|---|---|
| Risks Identified | • Fall of Persons<br>• Falls of Materials<br>• Collapse of Tower<br>• Overturning of Tower |
| Risk Rating | **Medium** |
| Control Measures | • Only CSCS qualified personnel will erect, modify or dismantle scaffolding towers.<br>• Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions.<br>• Trained personnel in accordance with relevant standards and manufacturer's instructions will assemble towers.<br>• Ladder access should be internal and fixed to the narrowest side.<br>• Maximum height to base ratios will not be exceeded 3.5:1 inside use and 3:1 external use without ties.<br>• Ties will be used in exposed or windy conditions.<br>• All tower platforms will be fully boarded and fitted with toeboards and guardrails.<br>• Wheels will be braked or locked when the tower is in use.<br>• Personnel and materials will be removed before a tower is moved.<br>• Manufacturer's advice on maximum loading will be adhered to.<br>• Towers must be inspected every seven days and the results entered into Form GA02.<br>• After alteration or adverse weather conditions, scaffolds must be inspected.<br>• A competent person will carry out all scaffold inspections.<br>• Scaffolds will be checked regularly to ensure their correct use and that unauthorised alterations have not been made. |
| Further Actions | |

| RA 15.0 | HAZARD: LADDERS/STEP LADDERS |
|---|---|
| Risks Identified | • Fall of Persons from ladders<br>• Objects dropped by ladder user<br>• Ladder slipping |
| Risk Rating | **Medium** |
| Control Measures | • Ladders will be checked to ensure correct length, type and condition before use.<br>• The ground base for ladder use must be firm and level.<br>• The ladder must be of sufficient length to extend 1.05m above the step – off point when used as access to scaffold.<br>• The correct angle of rest for a ladder is 75 degrees, or a base to height ratio of 1:4.<br>• Ladders must be secured against slipping, by tying at the top or at the bottom.<br>• Over reaching from ladders will be avoided.<br>• Damaged ladders will be broken up or removed from the workplace immediately.<br>• Painted ladders will not be accepted for use.<br>• All operatives must be trained in the safe use of ladders and the hazards, which are to be avoided. This will normally be done at induction.<br>• **Points to note for stepladder users;**<br>• A risk assessment must be carried out prior to the use of any ladder.<br>• The GA03 form must be filled out for all ladders weekly.<br>• Stepladders must be fully opened out.<br>• Stepladders must not be straddled, stand third rung from the top.<br>• Ladders should be used for short duration work 15-30 minutes where the risk assessment result in there use. |
| Further Actions | |

| RA 16.0 | HAZARD: USE OF PORTABLE ELECTRIC TOOLS |
|---|---|
| Risks Identified | • Electrocution<br>• Fire<br>• Hand injuries from torque |
| Risk Rating | **Medium** |
| Control Measures | • Keep chuck keys on a clip attached to the cable to avoid any temptation to improvise.<br>• All electrical equipment must only be serviced by a competent technician.<br>• All electrical equipment must be earthed or double insulated.<br>• Electrical equipment should be checked for damaged cables prior to use and kept away from water (puddles etc).<br>• All portable electrical equipment to work off 110 volts.<br>• Do not interfere with guards.<br>• Correct PPE should be worn according to manufacturer's specifications and site rules.<br>• When drilling Phoenix Mechanical Ltd secure the materials. |

| RA 17.0 | HAZARD: USE OF PORTABLE HAND TOOLS |
|---|---|
| Risks Identified | • Impact injuries<br>• Cuts lacerations<br>• Sprain, strain<br>• Eye injuries<br>• Hitting electrical cables or wires |
| Risk Rating | **Medium** |
| Control Measures | • Site management to make available suitable tools for the job.<br>• Replace or sharpen blunt cutting edges.<br>• Handles should be free from splits, cracks and splinters and wedged where necessary to keep them tight.<br>• Any moving or adjustable parts should be kept oiled.<br>• Tools should be stored indoors.<br>• Do not use tools from ladders if overbalancing can occur.<br>• Keep knives, chisels, screwdrivers and other sharp tools in safe places - not in pockets.<br>• When not in use knife blades should be retracted. |

| RA 18.0 | HAZARD: USE OF ABRASIVE WHEEL MACHINES |
|---|---|
| Risks Identified | • Disc bursting due to incorrect disc fitted or faulty/ damaged disc fitted<br>• Wrong disc fitted or used for wrong purpose<br>• Hand or leg injuries from unsafe use by inexperienced or incompetent persons<br>• Eye injuries to operator or those nearby from flying objects<br>• Severe injuries due to wheel bursting<br>• Noise and vibration<br>• Disc being used after the best- before- date has been exceeded |
| Risk Rating | **Medium** |
| Control Measures | • Use to be restricted to only those trained and qualified.<br>• Site management to decide and appoint authorised users.<br>• Wearing of appropriate PPE i.e. goggles or visor (safety spectacles not adequate), appropriate dust mask, gloves and hearing protection to be enforced and monitored.<br>• Machines to be well maintained - if damaged/ faulty they are to be tagged immediately and repaired without delay.<br>• Guards to be in good order and not removed.<br>• Appropriate machine to be used for job.<br>• The new General Application Regulations 2007 - Control of Noise at Work Regulations have lowered the decibel rating (acceptable noise levels). After a thorough risk assessment of the noise has been carried out, if hearing protection is required then it is mandatory in and around the area and must be worn.<br>• Vibration must be controlled as per the manufacturers guidelines.<br>• Appropriate disc to be used e.g. grinding disc, steel disc.<br>• Disc should be stored in a dry area; damp disc should be disposed off.<br>• Ensure disc is fitted correctly. |

| RA 19.0 | HAZARD: ELECTRIC KANGO |
|---|---|
| Risks Identified | • Electrocution<br>• Cuts, abrasions and burns<br>• Body Injury<br>• HAV's/ White Finger<br>• Sprains or back injury's<br>• Contact Dermatitis |
| Risk Rating | **Medium** |
| Control Measures | • All tools are to be 110 voltage.<br>• Only trained, experience operatives are to use these tools at all times.<br>• They should be maintained in good condition at all times and any defects should be reported to management immediately.<br>• Weekly checks should be performed on all tools so to keep a record of condition.<br>• Operatives should be trained in the correct use of the tools so as to avoid back injuries and HAV's.<br>• Tools should be equipped with the safety devices so as to reduce the exposure to HAV's.<br>• Regular break should be taken and job rotation should be used so as to minimise the HAV"S exposure.<br>• Due to the fact of the work that has to be carried out there should be the correct ear protection supplied to carry out the work, this would require an exclusion zone around the area so as to stop other operatives entering the area. |
| Further Actions | |

| RA 21.0 | HAZARD: POOR HOUSEKEEPING |
|---|---|
| Risks Identified | • Slips, trips and falls<br>• Falls of persons<br>• Falling objects striking persons<br>• Damage to equipment |
| Risk Rating | **Medium** |
| Control Measures | • All instructions will be followed as to maintaining good housekeeping.<br>• A definite place for every item, article or substance will be provided.<br>• Each item, article or substance will be kept in its designated place or returned if removed.<br>• Adequate disposal arrangements for scrap, waste and surplus materials will be provided.<br>• All work areas and equipment will be kept clean.<br>• Sufficient working spaces and adequate passageways for safe access and egress (entry and exit) will be maintained.<br>• Adequate space for materials, tools and portable equipment will be provided.<br>• Waste, scrap, spillage, leakage, dust and splashing will be anticipated and some means of control will be provided.<br>• Only the materials required for that day will be taken to the workplace and all surplus materials will be returned to the stores at the completion of the day or the end of the task.<br>• Any obstruction found will be removed, all sharp objects especially nails will be controlled and removed. |
| Further Actions | |

| RA 22.0 | HAZARD: STORAGE OF MATERIALS |
|---|---|
| Risks Identified | • Injury to operatives from falling materials<br>• Injury to trespassers, especially children<br>• Environmental contamination<br>• Manual handling injuries |
| Risk Rating | **Medium** |
| Control Measures | • Loads will be lifted in the correct manner, avoiding the use of makeshift arrangements.<br>• Stacks of cylindrical objects such as pipes and cable drums will be stabilised using chocks or wedges.<br>• Material stacks will be limited in height to ensure stability; heights of more than 2m will be avoided unless specifically authorised by site management.<br>• Drums and containers will be marked clearly to indicate contents.<br>• Secure storage will be provided for all hazardous substances, to prevent access by unauthorised persons.<br>• Trays or bunds will be provided where necessary Bernardeath containers to prevent ground contamination.<br>• For hazardous materials, Material Safety Data Sheets will be required before delivery to site.<br>• Stockpiles and storage areas will be inspected regularly to ensure that the above physical precautions are in place. |
| Further Actions | |

| RA 23.0 | HAZARD: STORAGE OF LPG |
|---|---|
| Risks Identified | • Explosion<br>• Fire<br>• Manual handling<br>• Burns<br>• Respiratory problems |
| Risk Rating | **Medium** |
| Control Measures | • LPG should be stored in suitable upright containers with the values uppermost and kept in open air positions protected form sunlight and falling objects.<br>• It should be stored in a secure cage which is well ventilated and in a safe position min 3 m's away from building.<br>• All storage areas should be marked with suitable signs.<br>• LPG is classed as hazardous, and so to will it's storage area.<br>• Only small amounts should be kept on sie, eough for the work that is going on or needed.<br>• Each cylinder should be marked as "Highly Flammable LPG"<br>• The correct regulators should be used, as well as the hoses being colour coded orange.<br>• LPG should not stored next to either oxygen cylinders or other flammable gases.<br>• Full and empty cylinders should not be stored together.<br>• Suitable fire protection should be in place and available in the event of an accident e.g. foam of powder. |
| Further Actions | |

| RA 24.0 | HAZARD: FIRE |
|---|---|
| Risks Identified | • Serious or fatal burns<br>• Explosions<br>• Suffocation<br>• Damage to site works |
| Risk Rating | **Medium** |
| Control Measures | • Site planning and safety rules will include fire detection provisions, supply and maintenance of fire fighting equipment, control of hot-work, emergency procedures in the event of fire, control of smoking on site as needed and prevention of the build-up of flammable materials such as in waste skips.<br>• Adequate means of escape and access for emergency vehicles will be allowed for during all stages of construction.<br>• Fire emergency exit routes will be established, adequately signed and kept free of obstruction.<br>• Security measures will be taken as practicable to restrict access to the site work areas, especially out of working hours.<br>• Hot work and use of naked flame appliances will be controlled as necessary, including the use of permit to work systems as necessary. Changes in electrical systems made necessary by contract conditions or practical requirements will be reviewed by a competent person to ensure that necessary precautions have been taken to accommodate changes, by way of design review where necessary and the provision of adequate fire arrangements. Temporary electrical systems will conform to legal standards.<br>• All site operatives will be trained on fire and evacuation procedures. Operatives using highly flammable materials or carrying out hot work will be trained in appropriate fire prevention measures.<br>• Site management will be aware of the requirements of the standards and regulations concerning fire safety and related material.<br>• Gas, oil or electric heaters used for drying clothes must be mounted on and backed with non-flammable material and enclosed in a stout wire mesh with effective air space to prevent clothes being placed directly upon them. All power supplies, unless specifically required, should be switched off at the end of each working day. |
| Further Actions | |

| RA 25.0 | HAZARD: NOISE |
|---|---|
| Risks Identified | • Communication difficulty leading to instructions not heard or misheard<br>• Progressive noise induced hearing loss<br>• Disturbance to neighbouring households or offices etc |
| Risk Rating | **High** |
| Control Measures | • The new General Application Regulations 2007 - Control of Noise at Work Regulations have lowered the decibel rating (acceptable noise levels). After a thorough risk assessment of the noise has been carried out, if hearing protection is required then it is mandatory in and around the area and must be worn.<br>• Upper exposure action values 85dB(A).<br>• Lower exposure action values 80dB(A).<br>• Noise must be controlled as per the manufacturer's guidelines.<br>• Where possible purchase / hire in equipment with the noise reduction built in.<br>• Limit the number of people working in a noisy area and the length of time they spend there.<br>• Workers affected must be made aware of the possible risk of hearing damage.<br>• Ear protection must be made available and its wearing enforced.<br>• Noisy machinery not to operate during unsociable hours.<br>• Rule of thumb if you have to shout or raise your voice to be heard at arms length you should be wearing hearing ear protection. |

| RA 26.0 | HAZARD: HAZARDOUS CHEMICALS/MATERIALS USED |
|---|---|
| Materials Identified | Use of hazardous chemicals and material, including<br>• Detergents, general purpose used for cleaning oil, grease, etc.<br>• Diesel fuel<br>• Hydraulic oils, motor oils, multipurpose oils, miscellaneous oils<br>• Lubricant spray<br>• Greases, machine grease, etc.<br>• Petrol<br>• WD 40 |
| Risks Identified | Inhalation, absorption, ingestion leading to headaches, dizziness, weakness, burns, sensitisation, narcosis, cancers |
| Risk Rating | **Medium** |
| Control Measures | • Where possible, hazardous materials will be replaced with less hazardous materials.<br>• Where exposure cannot be prevented or avoided, then suitable control measures must be put in place.<br>• All full schedule of all products requiring Material Safety Data Sheets (MSDS) must be complied and these MSDS must be available to employees at all times.<br>• All products should be delivered with the correct labels and respective MSDS. Where this does not happen, the materials should be returned to the supplier.<br>• Operator to read MSDS and manufacturer's instructions prior to use.<br>• Good personal hygiene must be practiced by all employees at all times.<br>• Welfare facilities must be provided and well maintained at all times.<br>• Safe storage for all materials must be provided and used, as per the MSDS.<br>• After use, products must be returned to storage.<br>• Signage should be erected in areas where chemicals/ materials are stored to warn others of the hazards associated.<br>• All products must be disposed of correctly as per the MSDS, never contaminate the soil or waterway.<br>• Provisions should be made for accidental spillage of products. Spill kits should be provided to mop up and contain any accidental spillage.<br>• Flammable products must be stored in areas free from sources of ignition and free from combustible materials.<br>• Fire fighting equipment must be provided in areas where flammable materials are stored. This equipment must only be used by trained operatives and in such a way as to not put themselves at greater risk.<br>• Smoking is prohibited in areas surrounding these chemicals/materials.<br>• Employees must be provided with the correct PPE as per the MSDS. |
| Emergency Response | Follow instructions on MSDS for first-aid treatment.<br>Seek medical attention immediately if symptoms appear following use of hazardous materials. |

| RA 27.0 | HAZARD: WORKING ALONE |
|---|---|
| Risks Identified | • Falling from heights<br>• Falling into trench<br>• Injury from work equipment<br>• Cuts/abrasions |
| Risk Rating | **Medium** |
| Control Measures | • Assess the work that has to be carried out and the likelihood of an accident.<br>• A task specific work sheet/job safety analysis should be carried out a place of work to be carried out.<br>• Permit to work system for the work with a risk assessment of what was to be done.<br>• Where there is the likelihood of dangerous work to be carried out, lone work should be avoided.<br>• Means of communication should be in place and an alarm installed.<br>• Checks should be carried out at regular intervals so as to alert other personnel.<br>• First aid should be available for to treat minor injuries and this should be kept at the place of the work.<br>• Suitable means of access should always be available.<br>• Only experienced, trained staff should be allowed to carry out this work.<br>• Time limits should be placed on the work and a system of monitoring the individual carried out.<br>• All hazards must be identified and control measures put in place so as to minimise any exposure to these dangers. |
| Further Actions | |

| RA 28.0 | HAZARD: GENERATORS |
|---|---|
| Risks Identified | • Electrocution<br>• Fire<br>• Manual Handling<br>• Asphyxiation<br>• Slips, trips and falls<br>• Noise |
| Risk Rating | **Medium** |
| Control Measures | • Read and understand manufacturer's instruction prior to first use.<br>• Generator must be set up in a well ventilated area, keep away from doorways or windows-carbon monoxide gases transfer.<br>• Never set the machine up in doors, in garages as the transfer of toxic gases can kill.<br>• A weekly check must be carried on the electrics, RCD switch and trip switches.<br>• Never fuel the machine when it is running, kept the fuel in a proper sealed can.<br>• Fire extinguisher and blanket must always be available close to the place of operation.<br>• Depending on the size of the generator, no individual should lift it without getting another person to help.<br>• Rapid retraction of the starting cord (kickback) can pull arm and hand towards engine, causing breaks, lacerations or bruising.<br>• Avoid contact with moving parts, causing entanglement.<br>• Keep all leads and transformers tidy and in out of the access ways so as to avoid all trip hazards.<br>• Ear protection must be worn if the noise of the generator is above 80dba or is located near where other employees are working.<br>• Improperly connecting a portable generator to electric wiring can produce "back feed" - a dangerous current that can electrocute or critically injure you or others. Back feed into power lines from a generator could create "hot" power lines during an outage. Linemen who expect the line to be de-energized could be injured.<br>• Don't remove or tamper with safety devices; they are there to protect you and your property<br>• Many engine parts are very hot during operation, severe burns may result if touched.<br>• Never attempt to repair an electric generator, only a qualified serviceman should perform repairs |
| Further Actions | |

| RA 29.0 | HAZARD: LEPTOSPIROSIS (WEIL'S DISEASE) |
|---|---|
| Risks Identified | • Contacting leptospirosis can be fatal<br>• Contaminated soil and ground water<br>• Demolition of buildings |
| Risk Rating | **Medium** |
| Control Measures | • Personal hygiene is the best preventative measure.<br>• Wash hands if handling materials.<br>• Wear gloves, disposal suits and Wellington boots if working in foul water or sewers.<br>• Use safe systems of work and wear the protective equipment that is provided.<br>• Avoided becoming contaminated with sewerage.<br>• Avoid breathing in sewerage dust or spray.<br>• Do not touch your face or smoke, eat or drink, unless you have washed your hands and face thoroughly with soap and water.<br>• Cleanse all exposed wounds, however small, and cover with a sterile waterproof dressing.<br>• Change out of contaminated clothing before eating, drinking or smoking.<br>• If you suffer from a skin problem, seek medical advice before working with sewerage.<br>• Clean contaminated equipment on site.<br>• Do not take contaminated clothing home for washing. |

| RA 30.0 | HAZARD: CHEMICAL POISIONING |
|---|---|
| Risks Identified | Hazard Chemicals are common on construction sites through various activities, and personnel are likely to be exposed to risk of poisoning at some time in their career.<br><br>Chemicals can be dangerous, however, for many purposes they are not only useful but essential. Materials should be substituted by non-chemical based material products where possible.<br><br>In order to use chemicals safely, we must control their use and to do so we must learn to recognise and understand the hazards. |
| Risk Rating | **Medium** |
| Control Measures | • Chemical based materials, products, etc. can be recognised where their packaging contains a "hazard" symbol in black on an orange background.<br><br>• All chemical based products e.g. paints, thinners, solvents, adhesives, waterproofing materials, fireproofing materials, etc. should all be labelled clearly. The label is a mine of information and will tell you all you need to know to use the chemical safely e.g. use in well ventilated areas, wear hand, eye and face protection against splashes, keep out of reach of children, keep away from source of ignition, seek medical advice in the event of accident or feeling unwell.<br><br>• Material Safety Data Sheet should be provided by any employer using chemicals on site and should be assessed to advise personnel on their safe use.<br><br>• Personal protective equipment recommended should be worn and also by those if they cannot be kept out of the danger and high-risk area.<br><br>• In confined spaces, the atmosphere must be tested and a fresh air supply provided if necessary. A permit to work system should also be implemented where required, which should include emergency procedures.<br><br>• Nature of artificial ventilation to be provided if required. |
| Further Actions | |

| RA 31.0 | HAZARD: HIV/AIDS |
|---|---|
| Risks Identified | • Clearing derelict sites or buildings.<br>• Needles, syringes disposed of inside hoardings by public/users.<br>• Clearing public parks. |
| Risk Rating | **Medium** |
| Control Measures | • If necessary, arrange for specialist cleaners to clear the site or building of needles, syringes where found.<br>• Advise workers in advance of potential problem and to keep clear.<br>• Provide sharps box and proper gloves and lifting equipment to remove cover off needle/syringe if found.<br>• Wear correct PPE as required if there is the risk of contact.<br>• Notify site management or supervisor on the discovery of syringes. |
| Further Actions | |

| RA 32.0 | HAZARD: WORKING IN OCCUPIED PREMISES |
|---|---|
| Risks Identified | • Unfamiliar layouts<br>• Contact with third parties<br>• Fire/Evacuation<br>• Delay in First aid<br>• Electrocution<br>• Health and Hygiene |
| Risk Rating | **Medium** |
| Control Measures | • On site specific risk assessments or safety task sheets<br>• Company site induction or toolbox given to all employees involved explaining all the hazards.<br>• Site induction to be carried out by the site supervisors or foreman.<br>• Provide the correct PPE for the job.<br>• No lone wok to be carried out, a qualified tradesman must always be available to supervise.<br>• Ensure that welfare facilities are set prior to commencement on site.<br>• Ensure that all employees are aware of the emergency routes and fire plan for the work. |
| Further Actions | |

| RA 33.0 | HAZARD: THIRD PARTY/PASSER BY |
|---|---|
| Risks Identified | • Crushing<br>• Head Injury<br>• Fractures<br>• Bruises |
| Risk Rating | **Medium** |
| Control Measures | • Advance site specific risk assessment and safe plan of action must be carried out.<br>• Ensure that correct cover is given around the work area so that unauthorised access is restricted.<br>• Correct PPE must be given to those carrying out the work and appropriate guards put in place.<br>• A supervisor or competent person must be in place at all times and controlling the situation.<br>• Depending on the exposure with the public specialist nets, barriers or cones may need to be installed to separate the third party from the work area.<br>• Any inquiry from the public must be passed on to management as soon as possible.<br>• Under no circumstances must any work that is being carried out, interfere with the public. |
| Further Actions | |

| RA 34.0 | HAZARD: UNLOADING & LOADING IN YARD |
|---|---|
| Risks Identified | • Access/egress<br>• Movement of glass/materials<br>• Movement of forklifts/trucks<br>• Security<br>• Housekeeping-excess pallets<br>• Emergency exit<br>• Lighting<br>• Unauthorised access to machines |
| Risk Rating | **Medium** |
| Control Measures | • Access to the yard needs to be restricted from the main gate so that only authorised personnel are allowed pass through.<br>• Trained & certified personnel to operate the fork lift at all times as per regulations.<br>• Reversing sirens and beacons to be operational.<br>• Forklift tested and certified weekly register of plant on site.<br>• Security of the main gate so as the public can't access yard from there, keep the gate closed when not in use.<br>• The storage of excess materials to be stacked in a safe manner.<br>• All excess pallets to be kept in designated area, so as not to be obstructing yard operations.<br>• Forklift operator to obtain guidance form other site personnel when lifting large loads.<br>• Fire points to be clearly displayed in the yards, at gate and in area of machinery operation.<br>• Emergency exits to be clearly marked and unobstructed at all times, with the assembly points marked in the yard.<br>• Suitable lighting at the loading bays so as to avoid glare in the machine /truck operators eyes while operating.<br>• When not in use forklifts/trucks should be turned off ,keys taken out and cabs locked at all times.<br>• During all lifting operations all personnel should be kept a safe distance from the load so as to avoid any falling objects. |

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| | • Other:<br>• The yard is a restricted area, in that only Phoenix Mechanical Ltd personnel or authorised delivery driver are allowed in the yard at any time. All operators have to check at all times for any unauthorised members of the public that wonder into the yard. If a member of the public enters the yard all forklifts/truck should stop operating and report to management immediately |
| Further Actions | |

| RA 35.0 | HAZARD: STORES & YARD |
|---|---|
| Risks Identified | • Slips,trip,falls<br>• Access/egress<br>• Housekeeping<br>• Falling objects<br>• Contact with machines/stillages<br>• Hazardous substances<br>• Crushing/entrapment<br>• Noise |
| Risk Rating | **Medium** |
| Control Measures | • "A clean as you policy" 5 mins intervals during the day and assess the area that each employee is working in and clean it up.<br>• Mark access areas clearly and keep clear at all times and keep separate from stillage loading rack.<br>• There should no build up of combustible materials at the compactor so as avoid any hazards in this area.<br>• Stage of all hazards substance should be kept to a controlled area, with relevant information kept on file.<br>• Manual handling training to be given to all senator employees, with ear protection worn at all times to prevent inducted hearing loss.<br>• When moving the stillages into the storage area along the track, operatives to keep area clear at all times, so as to avoid contact with other operatives.<br>Other:<br>• This is a hazardous area as it is the main deliveries area for all the components for the mechanical services industry. The material is passed into this area for safe storage, it must be stored so as to avoid any movement causing injuries. Stack all materials in a safe manner and don't over stack the materials on top of each other. |
| Further Actions | |

| RA 36.0 | HAZARD: WELDING |
|---|---|
| Risks Identified | • Burns, Cuts & Lacerations<br>• Hot Surfaces<br>• Toxic Fumed<br>• UV Light<br>• Electricity<br>• Welding Flash<br>• Eye Damage<br>• Fire Inhalation of Toxic Fumes |
| Risk Rating | **High** |
| Control Measures | Main types of welding:<br><br>Arc<br>Orbital<br>Oxy<br>Tungsten<br><br>Only competent, trained and experienced personnel are permitted to use welding equipment.<br><br>All electrical to be inspected for electrical safety bi-monthly. P.P.E. to include fire resistant overalls, welding visors, welder's gauntlets and dust mask.<br><br>-Full face welding visor and welding gloves<br>-Fire extinguisher<br>-Fire blanket<br>-Welding screen<br>-Fire resistant overalls<br>-Warning signage<br><br>All equipment to be inspected prior to use.<br><br>Ensure a hot works permit is in place and a fire watch to constantly monitor the welding process and inspect the area 30 minutes after welding is completed.<br><br>Note see site specific risk assessment on type of welding to be used on a particular contract |
| Further Actions | |

| RA 37.0 | HAZARD: AIR COMPRESSOR |
|---|---|
| Risks Identified | • Machine moving parts<br>• Pressurised Systems<br>• Explosion<br>• Heat/fire<br>• Contact with operatives<br>• Electrocution |
| Risk Rating | **Medium** |
| Control Measures | • Compressor is to be inspected and certified every two years; this has to be completed by trained personnel or manufacturer.<br>• Weekly/monthly inspection to be carried out by service personnel and only qualified service personnel.<br>• A log of all inspection has to kept on site.<br>• The area around the compressor is to kept clear so all combustible materials is to be removed so as to avoid any fires.<br>• An exclusion zones to be marked around the machine so as to avoid any materials being stored in that area.<br>• All operatives to kept clear of compressor with a protective barrier/fence, this would reduced exposure if there was a leak in the hoses.<br>• The power cables that enter the compressors are to be identified as being high voltage.<br>• Fire fighting equipment should be in place at or around the area that the compressor is stored.<br>• Maintenance:<br>• Maintenance & internal cleaning of machine only when isolated and locked out.<br>• Only trained, qualified operatives are to service machine.<br>• Weekly inspection and a monthly safety check must be preformed on all 220 volt machinery.<br>• Under no circumstances should an unauthorised access or repair be carried out on the machine. |
| Further Actions | |

| RA 38.0 | HAZARD: WORKING IN CONFINED SPACES |
|---|---|
| Risks Identified | • Asphyxiation<br>• Flammable gases<br>• Fire<br>• Entrapment<br>• Weil's Disease |
| Risk Rating | **Medium** |
| Control Measures | • Prior to entering a confined space, a risk assessment must be carried out by a competent, trained person.<br>• A permit to enter a confined space must be filled out prior to entering the confined space<br>• Only trained personnel are to enter a confined space at all times.<br>• A gas monitor should be placed in the area, to check for gases and the quality of the oxygen in the confined space.<br>• The competent rained person should check the readings and the oxygen should be between 16% - 21%, otherwise breathing apparatus will have to be worn.<br>• Do not use breathing apparatus unless you have been trained to do so.<br>• Persons working in confined spaces should be of fit and healthy state.<br>• The gas monitoring equipment and breathing apparatus should be calibrated a regular intervals and this should be displayed on the equipment.<br>• A tripod or similar emergency excavation procedure must be in place so as to allow for emergency evacuation from the confined space.<br>• Only trained personnel should carry out the rescue procedure as this could lead to other injuries if it is not carried out correctly. |

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| | • All operatives need to be wearing the correct PPE, overalls, breathing apparatus, gloves, safety harness and rescue line.<br>• No consumption or food is allowed or naked flames near the confined space.<br>• Good hygiene practise should be carried out by all personnel.<br>• Gas monitors should be left in the confined space to monitor the area constantly, if monitor alarm is activated all operatives should leave the area immediately.<br>• In some cases the monitor will be worn by all the operatives in the confined spaces, e.g. in sewers or area exposed to large amounts of gases.<br>• Fire fighting equipments must be available at the access point.<br>• Confined spaces rules must be adhered to at all times and any misconduct must result in that operative being removed from the area.<br>• The area around a confined space must be clearly marked and secured.<br>• At the end of the shift the entry permit must be filled out and returned to the main contractor noting any issues encountered. |
| Further Actions | |

| RA 34.0 | HAZARD: USE OF OXY/ACT BURNING GEAR |
|---|---|
| Risks Identified | • Fire / explosion during transportation<br>• Manual handling and health risk<br>• Cylinder explosion<br>• Damage to eyes<br>• Fire |
| Risk Rating | **Medium** |
| Control Measures | • Cylinders must be in good condition and must be transported in an approved manner – upright and restrained. They must also be appropriately marked. Valve caps must be fitted to all gas cylinders during transportation.<br><br>• Cylinders must be stored at approved locations and must be segregated by type in order to prevent fire / explosion risk. Oxygen cylinders must be stored separately from other fuel cylinders. The separation distance must be as great as can be reasonably achieved.<br><br>• Cylinders must be stored in stripped down state – no regulators, gauges or hoses shall be allowed to remain attached to cylinders not in immediate use.<br><br>• If gas cylinders are to be stored on site when not in use then such storage must be in the approved storage cages at the approved storage locations. All storage structures must be marked with the approved type hazard sign. Cylinder will be fully closed when not in use.<br><br>• Fuel cylinders must be transported to hot work locations on site, on gas cylinder trolleys of the approved type and restrained within such trolleys. Gas spanners must be kept on each trolley to enable emergency shut-off of gases. Trolleys must be secured in an upright position at the work area. Fuel cylinders, regulators and gauges must be protected from sparks and hot debris. Hoses must be positioned in such a way that they do not cause trip hazards and that they are protected from sparks and hot debris.<br><br>• All hoses shall be of the approved, colour-coded type and in good condition. Jubilee clips are not permitted on hose connections. Clips on hose connections shall be of the approved crimped type. |

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| | Flashback arrestors shall be fitted on fuel cylinder lines adjacent to the regulators. The maximum hose line length permitted is 6 metres.<br><br>• Loading / off-loading of cylinders to be carried out by competent person utilising correct slinging techniques. Cylinders being off-loaded from a vehicle will not be dropped to the ground and shall not be rolled.<br><br>• Sites will have the right number and type of fire extinguisher and these will be positioned appropriately. There will be adequate escape routes and workers will be instructed on the emergency procedures.<br><br>• Welding shields and goggles as appropriate will be provided and must be used at all times during these tasks or where there is a risk of arc eye.<br><br>• Suitable measures e.g. provision of fire blankets / fire extinguishers / fire watchers, will be taken to prevent the risk of fire during operations.<br><br>• Gloves must be provided and must be used when burns and cuts are likely<br><br>• Where combustible materials are present these must be removed or protected from the hot work hazard. |
| Further Actions | |

| RA 35.0 | HAZARD: OFFICE WORKS |
|---|---|
| Risks Identified | • Stress and bad posture<br>• Rsi/ Muscular strain<br>• Upper limb disorders<br>• Body aches-head, neck and back |
| Risk Rating | **Medium** |
| Control Measures | • Risk assessments of the work stations should be under taken in accordance with the general application 2007<br>• Suitable adjustable seating should be provided<br>• Areas around the work station should be designed so as to minimise the amount of upper body movement<br>• Heating and lighting should be considered and well maintained<br>• Removal of waste should be monitored so as to prevent a fire hazard<br>• Provision for fire prevention should be in place at all times and marked clearly<br>• Training should be given to all employees on the safe use of all office equipment<br>• All leads from both the computer/phones and power lines should be correctly fixed and not creating a slip, trip or fall hazard<br>• All equipment should be inspected and well maintained at regular intervals<br>• Horseplay or foolish pranks are prohibited under the Anti-bullying code of practise<br>• Areas around work stations should comply with the minimum requirements for areas squared around a desk<br>• VDU analysis and assessment of workstations to be undertaken and recommendations to be carried out.<br>• Footrests are to be provided if required.<br>• Work rests are mandatory.<br>• Eyesight tests are to be undertaken prior to beginning work on a VDU.<br>• Ergonomics set up to be explained and understood by all staff.<br>• Lighting levels to be kept between 300 - 500 lux.<br>• Cleaning equipment to be provided for screen/key board.<br>• Anti-glare screens are to be provided.<br>• See relevant section. |

**Installation of Equipment:**

- Machines should be positioned in a well-ventilated area away from doorways. The main isolating switch should be accessible at all times. The manufacturer's manual should be available at the location of each machine.

**Minor Repairs:**

- Minor repairs, such as removing blockages from the photocopier may be carried out by office staff where clear instructions exist and the action presents no hazard. While machines are fitted with interlocking systems to prevent electrocution they should still be switched off and unplugged before gaining access to the interior. Care is needed to avoid hot surfaces. Under no circumstances should office staff use screw drivers or any other article to tamper with the inside of machines

**Major Faults:**

- Major faults including any electrical faults, frayed wires etc. must be reported to the appropriate manager. No attempt should be made by office staff to repair electrical faults. In such cases the machine should be isolated until repaired by an electrician.

**Maintenance:**

- Basic maintenance of machines will be carried out by authorised personnel. This includes replenishment of toner. Where replacement of toner involves more than cartridge replacement, rubber gloves must be worn.

**Light Intensity:**

- Photocopying and laser printers are provided with strong light sources, the intensities of which are such that there should be no hazards to health. However, staff should ensure that covers are in place when copies are made.
- Photocopier must be used and maintained in accordance with manufacturer's instructions.
- The cover of the photocopier must be kept down while copies are being made in order to protect eyes.
- Only authorised staff should clear blockages in machine.
- The machine must be switched off when not in use.
- Used toner cartridges and waste paper should be disposed off safely.

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| Further Actions | |

| **RA 36.0** | **HAZARD: SLIPS,TRIPS & FALLS** |
|---|---|
| Risks Identified | • Body injury's<br>• Abrasions<br>• Lacerations<br>• Cuts & bruises |
| Risk Rating | **Medium** |
| Control Measures | All spills should be dealt with immediately after they happen and depending on the substances disposed of in a safe manner<br>In all cases the correct footwear must be worn at all times-non-slip<br>Where it is required to use substances to clean the floors it must be signed warning of the hazards<br>The public and all other third parties should be kept clear of the area at all times<br>Spills of hazardous materials must be reported to management<br>All excess liquids must be clean up and removed to correct location<br>Safe working techniques must be used at all times during any cleaning process<br>Never leave an area unattended |
| Further Actions | |

| RA 37.0 | HAZARD: FILING CABINETS |
|---|---|
| Risks Identified | • Overturning<br>• Entrapment<br>• Cuts and bruises |
| Risk Rating | **Medium** |
| Control Measures | • All units should be placed in a stable and secure area, easy accessible.<br>• Clear access must be kept at all times<br>• Objects should not be stored on top of the cabinet<br>• Overloading of the drawers should be avoided<br>• Files should be maintained and all old materials thrown out |
| Further Actions | |

| **RA 38.0** | **HAZARD: VISUAL DISPLAY UNITS (VDU)**<br>A Visual Display Unit is any form of electronic screen which displays information, such as computer screens. |
|---|---|
| Risks Identified & Persons at Risk | • Eye strain resulting in health problems<br>• Health problems from unsuitable posture used when using VDUs<br>• Stress due to difficult to use equipment<br>• Office staff |
| Risk Rating | **Medium** |
| Control Measures | • An eye test should be carried out by a qualified medical practitioner if a VDU user is experiencing health problems such as poor vision, headaches, etc.<br>• Frequent users of VDUs who do not normally wear corrective lenses should have their eyes tested at least every 2years.<br>• Any other health problems should be checked over by a medical practitioner.<br>• Frequent users of VDUs should plan their work so as to have regular natural breaks from using the VDU, e.g. carrying out photocopying, filing tasks, etc. |

| RA 39.0 | HAZARD: PETROL |
|---|---|
| Risks Identified | • Serious body injury<br>• Fatality<br>• Fire<br>• Explosion<br>• Skin & Eye irritant<br>• Dermatitis |
| Risk Rating | **Medium** |
| Control Measures | • Stored as per supplier's recommendations in a steel fireproof container<br>• PPE supplied, especially for hands<br>• Fire extinguisher fitted near re-fuelling area<br>• Used only by properly trained operatives<br>• No smoking in storage areas or during usage |
| Further Actions | |

| RA 40.0 | HAZARD: DIESEL |
|---|---|
| Risks Identified | • Environment<br>• Fatality<br>• Fire<br>• Explosion<br>• Skin & Eye irritant<br>• Dermatitis<br>• Slips, falls |
| Risk Rating | **Medium** |
| Control Measures | • Stored as per suppliers recommendations<br>• PPE supplied, especially for hands and eyes<br>• Used only by trained operatives<br>• Do not let spills enter drains<br>• Use a spill kit to contain spills and mop up after so as to dispose of in the correct manner<br>• Use barrier cream where possible and good hygiene must be observed at all times |
| Further Actions | |

| RA 41.0 | HAZARD:LUBRICANTS & GREASES |
|---|---|
| Risks Identified | • Use of lubricants & greases in the day-to-day operations within the garage.<br>• Undertaking oil changes in vehicles.<br>• Dermatitis<br>• Skin disorders<br>• Skin cancer where exposure is prolonged |
| Risk Rating | **Medium** |
| Control Measures | • Avoid prolonged exposure and repeated exposure with mineral oils, especially used oils.<br>• Wash skin thoroughly after work involving oils<br>• Proprietary hand-cleaners may be of value provided they can be removed from the skin with water.<br>• Consider the use of suitable barrier creams<br>• Use impervious gloves where practical<br>• Never use petrol, paraffin or other solvents to remove oil from the skin<br>• Lubricants may by slightly irritating to the eyes so suitable eye protection should be worn<br>• Particular care needs to be taken when working with used oils containing lead.<br>• Do not allow work clothes to be contaminated with oil. Work clothing should be laundered or dry cleaned on a regular basis.<br>• Discard oil soaked shoes<br>• Never employ used engine oils as lubricants where appreciable skin contact is likely to occur.<br>• Used oils must be disposed of in strict accordance with local/national regulations.<br>• Rags or cloths used during work with lubricants and greases should be disposed of in a sealable metal container that is emptied regularly. |
| Further Actions | |

| RA 42.0 | HAZARD: DUSTS & FUMES |
|---|---|
| Risks Identified | • Health risks – eye and skin irritation, allergy, reduced lung function, asthma, and nasal cancer.<br>• Explosion.<br><br>*To: All operatives* |
| Risk Rating | **Medium** |
| Control Measures | • Local exhaust ventilation (LEV)<br>• Careful cleaning procedures<br>• Personal Protective Equipment<br>• Monitoring of LEV capture and carry velocity<br>• Regularly check seals etc. on ducting for integrity.<br>• Cleaning and planned preventative maintenance of LEV to ensure that it is operating to its full capacity.<br><br>• Training<br>• Supervision |
| Further Actions | |

| RA 43.0 | HAZARD: TESTING |
|---|---|
| Risks Identified | • Personal Injury-Eye, Ear and Head<br>• Exposure to radiation<br>• Hand Injuries<br>• Working at Heights<br>• Transporting of Materials<br>• Housekeeping<br>• Congested Work Areas<br>• Electricity |
| Risk Rating | **Medium** |
| Control Measures | Three main types of Testing:<br><br>Hydro-static<br>Pneumatic<br>NDT<br><br>Hydro Static<br>All EEMS employees to undergo internal pressure testing training and must read the method statement prior to the commencement of works<br><br>Dedicated test crew to be appointed<br><br>All walkways to remain free of debris & trip hazards. Access and Egress will be assessed and access to pipework will be from mobile tower, ladder or MEWP's<br><br>Line will be inspected prior to being tested and 100% fall protection will be used<br><br>Cut resistant Kevlar gloves to be worn at all times when handling materials and equipment<br><br>All EEMS employees to undergo manual handling training and proper manual handling techniques to be used. Manual handling will be eliminated where possible by the use of mechanical means<br><br>The area underneath the work location will be barriered off and appropriate signage will be erected<br><br>All employees will operate a clean as you go policy with rubbish bags in place at work station<br><br>The test pump will be inspected on a bi-monthly basis and tagged appropriately<br><br>The test pump will contain app 5-10ltrs of water and when the test is completed the water will be disposed of in accordance with client requirements<br><br>Contingency plan must be drawn up in the event of a spill<br><br>All testing to be carried out in line with the method statement written for the task |

When the line is under test employee to walk the line constantly during all increase in pressure increments and inspect for leaks

In the event of a leak all instructions of the method statement must be followed
When the test is complete all signage to be removed and equipment returned to stores

Pneumatic
All EEMS employees to undergo internal pressure testing training and must have read the method statement for the task

Dedicated test crew to be appointed

All walkways to remain free of debris & trip hazards. Access and Egress will be assessed and access to pipe-work will be from mobile tower, ladder or M.E.W.P.'s

Line will be inspected prior to being tested and 100% fall protection will be used

Cut resistant Kevlar gloves to be worn at all times when handling materials and equipment

Safety glasses to be worn at all times. Full face visor must be worn when turning on pressure valve on dewar

Only trained and experienced operators to handle argon dewars

All EEMS employees to undergo manual handling training and proper manual handling techniques to be used. Manual handling will be eliminated where possible by the use of mechanical means. Dewars will be transported with the aid of mechanical means. Smaller normal sized cylinders may be transported using a trolley. Dewar will be secured in position with the aid of a ratchet strap to avoid any movement and injury to others. When it arrives to the test area it will be moved into position with the aid of a four pronged trolley. 3 No employees will assist in moving the dewar

The area underneath the work location will be barriered off and appropriate signage will be erected. All employees will operate a clean as you go policy with rubbish bags in place at work location.

When the line is under test employee to walk line constantly during all increase in pressure increments and inspect for leaks

In the event of a leak all instructions of the method statement must be followed

When the test is complete all signage to be removed and equipment returned to stores

NDT Testing

Only a competent and qualified specialist contractor to carry out NDT (non-destructive testing) of welds

All works to be carried out outside normal working hours at an agreed time with the client and main contractor

All areas where NDT testing is taking place is to be cordoned off to prevent unauthorised access in the following manner

- Hard barrier to be erected at a 10 metre radius of the weld
- Barrier to be colour coded yellow and black
- Flashing beacons to be in position on the barrier where other personnel are in the vicinity

| | |
|---|---|
| | Specialist contractor to provide certificate of registration prior to commencement of works<br><br>X-Ray machine to be set up over the weld to be tested<br><br>The activation cable to be unwound by the operator a sufficient length in order that the operator is outside the 10 metre barrier<br><br>The operator will check the area visually to ensure for no unauthorised access<br><br>When satisfied that the area is clear the operator will activate the machine (the x-ray machine will be operational no longer that a few seconds)<br><br>When complete the operator will dismount the machine from the weld and remove the barrier<br><br>All areas will be left in the same condition as they were found<br><br>NOTE: Working at Heights risk assessments will also need to be taken into account. Under NO circumstances can the x-ray machine be operated while employees are within 10 metres of the machine |
| Further Actions | |

# EMERGENCY EVACUATION PLANS

## POSSIBLE CAUSES FOR EVACUATION

The main probable cause for emergency evacuation at the site of any client of Phoenix Mechanical Ltd .

- **FIRE**

### FIRE SAFETY – GENERAL

Phoenix Mechanical Ltd is committed to the provision of safe workplaces, and this includes appropriate fire precautions to prevent fires, detect them if they arise and ensure the safe and swift evacuation of everyone from a building in which a fire has started.

Phoenix Mechanical Ltd are responsible for ensuring that the organisation complies with the general requirements for good fire protection, including where appropriate the maintenance and testing of fire fighting equipment and the provision of suitable fire exit routes with appropriate signage and maintained and tested emergency lighting.

Phoenix Mechanical Ltd , when performing risk assessments, are responsible for checking on the local arrangements for fire protection including the maintenance of fire exit routes free from obstructions, the briefing of staff, and participation in tests and drills.

Every employee is responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials (careful storage, disposal) or sources of ignition (smoking, electrical equipment).

Fire exits and routes must be kept clear and, in the event of an alarm, employees are required to make an orderly exit and assemble at the designated assembly point.

## FIRE EMERGENCY PROCEDURES

**ACTION ON DISCOVERING A FIRE:**

- Keep calm
- Raise the alarm
- Call other persons on site and let them know where the fire is.
- If possible, and without putting yourself at risk, tackle the fire. Use an extinguisher appropriate to the type of fire.
- Keep yourself on the side of the fire near to an exit.
- If the fire is too large to be tackled, evacuate without delay.
- Go to the assembly point.
- Do not re-enter the site until given the all-clear by the Fire Brigade.

**ACTION ON HEARING THE FIRE ALARM:**

- Keep calm
- Leave the without delay, using the nearest exit from the site.
- Do not stop or go back to collect personal belongings.
- Go without delay to the designated assembly point.
- Do not re-enter the site until given the all clear by the Fire Brigade.

- The senior person present must ensure at the assembly point that all visitors and employees have evacuated, and are prepared to brief the emergency services.

## EMERGENCY EVACUATION DRILLS

a. An Emergency Evacuation Drill will be conducted at least once every 6 months.

b. As little prior warning as possible will be given of an Emergency Evacuation Drill.

c. If possible, an emergency exit will be blocked during each drill to help illustrate the effect of a real fire, and to check the effect on evacuation times.

## EMERGENCY EVACUATION DRILLS: RESPONSIBILITY FOR

Arranging and conducting Emergency Evacuation Drills, and recording same, is the responsibility of the Phoenix Mechanical Ltd Management

## EMERGENCY ESCAPE FACILITIES

a. **Emergency Exits and Escape Routes**

Emergency exits are sign posted as required by regulation.

**Staff are also briefed on the importance of keeping emergency exits and escape routes free of obstruction at all times.**

b. **Emergency Lighting System**

Not Applicable on site but are required at main office in Ballycoolin

**Fire Extingushers**

At each Fire Point the following will normally be located:

- Fire extinguishers: normally two, of a type suited to the fire risk in the vicinity;
- A FIRE ACTION notice, indicating action to be taken in the event of fire;

## Fire Alarm

Checked yearly

## FIRE SAFETY NOTICES

A Fire Safety Notice is posted at each Fire Point, and at other locations throughout the facility.

## FIRE ASSEMBLY POINT

The Fire Assembly Point is located as per site rules

## EMERGENCY NUMBERS

A list of emergency contact numbers is posted in the general office. Both for office and site based emergencies

Or as per site rules

# SECTION 5

# APPENDIX 1

# REFERENCE INFORMATION

# The First Schedule of the General Application REGULATIONS 2007

General Principles of Prevention

- The avoidance or risks.
- The evaluation of unavoidable risks.
- The combating of risks at source.
- The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing their effect on health.
- The adaptation of the place of work to technical progress.
- The replacement of dangerous articles, substances or systems of work by non-dangerous or less dangerous articles, substances or systems of work.
- The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- The giving to collective protective measures of priority over individual protective measures.
- The giving of appropriate training and instructions to employees.

# SECOND SCHEDULE TO CONSTRUCTION REGULATIONS 2013

*Non-Exhaustive List of Work Involving Particular Risks to the Safety And Health of Persons at Work*

- Work which puts persons at work at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.

- Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a legal requirement for health monitoring.

- Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/ Euratom.

- Work near high voltage power lines.

- Work exposing persons at work to the risk of drowning.

- Work on wells, underground earthworks and tunnels.

- Work carried out by divers at work having a system of air supply.

- Work carried out in a caisson with a compressed-air atmosphere.

- Work involving the use of explosives.

- Work involving the assembly or dismantling of heavy prefabricated components.

# THIRD SCHEDULE TO CONSTRUCTION REGULATIONS 2013

## Requirements to be Applied as Regards the General Principles of Prevention

- Keeping the construction site in good order and in a satisfactory state of cleanliness.
- Choosing the location of workstations bearing in mind how access to these workplaces is obtained and determining routes or areas for the passage and movement of equipment.
- The conditions under which various materials are handled.
- Technical maintenance, pre-commissioning checks and regular checks on installations and equipment with a view to correcting any faults, which might affect the safety and health of persons at, work.
- The demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.
- The conditions under which various materials are handled.
- The storage and disposal or removal of waste and debris.
- The adaptation based on progress made with the site of the actual period to be allocated for the various types of work or work stages.
- Co-operation between employers and self-employed persons.
- Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.

# FOURTH SCHEDULE TO CONSTRUCTION REGULATIONS 2013 PARAGRAPH 13

## Welfare Facilities

- Shelters and accommodation for clothing and for taking meals:
- Subject to 13 (1) (b) and 13 (1) (c) there shall be provided at or in the immediate vicinity of every site for the use of persons at work and conveniently accessible to them:
- adequate and suitable enclosed accommodation for taking shelter during interruptions of work owing to bad weather and for depositing clothing not worn during working hours, being accommodation containing:
- where there are more than five persons at work on a site, adequate and suitable means of enabling such persons to warm themselves and to dry wet clothing, or
- where there are five persons or less at work on a site, such arrangements as are practicable for enabling persons to warm themselves and for drying wet clothing,
- adequate and suitable accommodation for the deposit of protective clothing used for work and kept, when not in use, at or in the immediate vicinity of the site, with such arrangements as are practicable for drying such clothing if it becomes wet,
- adequate and suitable accommodation affording protection from the weather and including sufficient tables with impermeable surfaces and seats with backs, for taking meals,
- facilities for boiling water and, where there are more than five persons at work on a site and heated food is not otherwise available on the site, adequate facilities for heating food, and
- an adequate supply of wholesome drinking water and possibly another suitable non-alcoholic beverage, at a convenient point or convenient points.
- For the purpose of subparagraph 13 (1) (a) (iii), in determining whether accommodation of any kind provided in pursuance of the subparagraph at any time and place is adequate, regard shall be had to the number of the persons at work who appear to be likely to use such accommodation at that time and place.
- For the purpose of subparagraph 13 (1) (a), in determining whether accommodation is conveniently accessible account shall be taken of any transport provided for the persons at work.

- All accommodation provided in pursuance of subparagraph 13 (1) (a) shall be properly ventilated, adequately lighted, kept in a clean, hygienic and orderly condition and shall not be used for the deposit or storage of building materials or plant.

## Changing rooms and lockers

- Appropriate changing rooms shall be provided for persons at work if they have to wear special work clothes and if, for reasons of health or propriety, they cannot be expected to change in another area. Changing rooms shall be easily accessible, be of sufficient capacity and be provided with seating.

- If circumstances so require where work clothes are likely to be contaminated by dangerous substances, atmospheric conditions or the conditions of the workplace, facilities shall be provided to enable working clothes to be kept in a place separate from personal clothing and effects.

- Provisions shall be made for separate changing rooms or separate use of changing rooms for men and women.

- If changing rooms are not required as referred to in subparagraph 13 (2) (a), every person at work shall be provided with a place to lock away his or her own clothes and personal effects.

## Washing Facilities

- Adequate and suitable facilities for washing appropriate to the numbers of persons at work and the duration of the work shall be provided at every construction site.

- Subject to the provisions of subparagraph 13 (3) (d) where there are reasonable grounds for believing that the work to be undertaken on the site will not be completed within thirty working days from commencement, suitable facilities for washing shall be provided for such persons which shall include:

- adequate troughs or basins having in every case a smooth impervious internal surface,

- adequate and suitable means of cleaning and drying, being either soap and towels or other means, as the case may require, and

- a sufficient supply of hot and cold or warm running water.

- Subject to the provisions of subparagraph 13 (3) (d) where there are more than one hundred persons at work on a site and there are reasonable grounds for believing that the work to be undertaken on the site will not be completed within twelve months from commencement, in lieu of providing troughs or basins mentioned in subparagraph 13 (b) (i) washbasins shall be provided on the following scale, that is to say, six with the addition of one for every unit of twenty persons at work by which the number of persons exceeds one hundred, any fraction of the unit of twenty persons being treated as one.

- In any case where persons are at work on a site in a process in which a dangerous substance is used the relevant contractor shall provide nail brushes and paragraph 13 (3) (b) (i) or 13 (3) (c), as may be appropriate, shall as regards the particular case be construed as requiring the provision of one trough or basin, or washbasin, as may be appropriate, for every five persons at work.

- Washing facilities provided shall be conveniently accessible from the accommodation for taking meals and shall be adequately lighted, properly ventilated and kept in a clean and orderly condition.
- Provision must be made for separate washbasins, or separate use of washbasins for men and women when so required for reasons of propriety.

- Suitable showers in sufficient numbers shall be provided for persons at work if required by the nature of the work or for health reasons. Provision shall be made for separate shower rooms or separate use of shower rooms for men and women.

- The shower rooms shall be sufficiently large to permit each person to wash without hindrance in conditions of an appropriate standard of hygiene. Such showers shall be equipped with hot and cold running water.

- Where the rooms housing the showers or washbasins are separate from the changing rooms, there shall be easy communication between the two.

## Sanitary Conveniences

- Subject to subparagraph 13 (4) (b) at least one suitable sanitary convenience shall be provided, not being a convenience suitable only as urinal, for every twenty persons at work on a site.

- Where practicable all sanitary conveniences shall discharge into a main sewer. Where there are more than one hundred persons at work on site, and sufficient urinal accommodation is also provided it shall be sufficient if there is one such convenience as aforesaid for every twenty five persons at work on the site up to the first one hundred and one for every thirty five persons thereafter.

- In calculating the number of conveniences required by this Regulation any number of persons less than twenty or thirty, as may be appropriate, shall be reckoned as twenty five or thirty five, and any number which is not a multiple of twenty or thirty, as my be appropriate, shall be regarded as being the nearest lower number which is a multiple of twenty five or thirty five.

- Every sanitary convenience required to be provided shall be sufficiently ventilated and shall not communicate with any workroom or messroom except through the open air or through an intervening ventilated space.

- Every sanitary convenience shall be under cover and so partitioned off as to secure privacy and every sanitary convenience, other than a convenience suitable only as a urinal, shall have a proper door and fastening.

- The sanitary conveniences shall be so arranged as to be conveniently accessible to persons at work at all times while they are at the site and shall where practicable be convenient to the washing facilities.

- Provision shall be made for separate sanitary conveniences or separate use of sanitary conveniences for men and women.

- Every sanitary convenience shall be maintained in a clean and hygienic condition.

# SECTION 6

# APPENDIX 2

# FORMS/REGISTERS

# Document Transmittal Sheet

| | |
|---|---|
| **Submitted to:** | |
| **Date:** | |

| **Revision History** | | | |
|---|---|---|---|
| First Issue | Rev [0] | | |
| | | | |

| | |
|---|---|
| **Name of Injured Person:** | |
| **Company:** | |
| **Date of Accident:** | |
| **Report Completed By:** | |

***CONTENTS***



## Injured Party

| | |
|---|---|
| **Company Accident Report** | |
| **Witness Report Form** | |
| **IR 1** | |
| **Photographs** | |
| **Other** | |
| | |

# ACCIDENT/INJURY REPORT FORM

| | |
|---|---|
| **Name Of Injured Person:** | **Home Address:** |
| **Site Address:** | **Employer Name & Address:** |
| **Occupation:** | **Exact location Of Accident/Injury:** |
| **Date & Time Of Injury:** | **Description of Injury:** |
| **Date & Time Reported:** | **Time injured started work:** |
| **Injury Reported To:** | **Date & Time Injured Returned to Work:** |
| **Injury Reported By:** | **Likely Duration Of Absence (if Any):** |

**Accident/Injury Details:**

**Treatment Details:**

| **Please Tick** | **Yes** | **No** | **Please Tick** | **Yes** | **No** |
|---|---|---|---|---|---|
| First Aid | | | Head Office Notified | | |
| Medical Attention | | | Entered in Accident Book | | |
| Hospital Attention | | | Admitted to Hospital | | |
| Admitted | | | Released From Hospital | | |
| Photos taken | | | Medical Certificate (or Note) issued | | |
| Garda involved | | | Fire Services involved | | |
| Ambulance | | | Others involved (HSA) | | |

| **Other Persons** | **Name & Address** |
|---|---|
| First Aider: | |
| Doctor: | |
| Hospital: | |
| Witness | |
| Witness | |
| Witness | |

| **Other Factors** | Yes | No | Details (Give Name, Nos, Reg. etc) |
|---|---|---|---|
| Was Authorisation Given | | | |
| Were Instructions Given | | | |
| Special Equipment Used | | | |
| Plant/ Machinery Involved | | | |
| Certificates Available | | | |
| Operators Involved | | | |
| Machinery Guarding | | | |

| **PPE** | **Supplied** | **Worn** | **PPE** | **Supplied** | **Worn** | |
|---|---|---|---|---|---|---|
| Helmet | | | Hearing Protection | | | |
| Foot Wear | | | Overall | | | |
| Eye Protection | | | Harness | | | |
| Gloves | | | Visor | | | |
| Wet Gear | | | High Visibility Clothing | | | |

Prepared By:

Date

# INCIDENT REPORT

| | |
|---|---|
| **CONTRACT ADDRESS:** | **DATE:** |
| **EMPLOYERS NAME:** | **POSITION HELD:** |
| **DESCRIPTION OF INCIDENT:** | |
| **PLANT & MACHINERY & TOOLS INVOLVED:** | |
| **OTHER INFORMATION E.G. PPE , SPA, SAFE SYSTEM OF WORK ETC.** | |
| **PARTIES INVOLVED:** | |
| **WITNESS NAME OR NAMES:** | |
| **CONTACT DETAILS:** | |
| **DAMAGE OR LOSS CAUSED:** | |
| **SUPERVISORS NAME:** | **SUPERVISORS SIGNATURE:** |

| | | | |
|---|---|---|---|
| ***DATE:*** | | ***TOOLBOX TOPIC:*** | |
| ***FOREMAN:*** | | ***CLIENT:*** | |
| ***CARRIED OUT BY:*** | | ***CONTRACT:*** | |
| ***TOPICS:*** | | | |

| ***NAME*** | ***SIGNATURE*** | ***POSITION*** |
|---|---|---|
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**Statement of Compliance**
**I have read and understand the contents of this safety statement and agree to carried out it's requirements.**

| Name | Signature | Company | Date |
|---|---|---|---|
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## RISK ASSESSMENT/SAFE PLAN OF WORK

| **TASK TO BE CARRIED OUT:** | **DATE:** |
|---|---|
| | |
| **HAZARDS** | |
| | |
| **PREVENTATIVE MEASURES** | |
| | |
| **TOOLS OR EQUIPMENT:** | **OPERATIVES SIGNATURES:** |
| | |
| **PERMITS REQUIRED:** | **SUPERVISORS NAME:** |
| **OTHER:** | **COMPANY CARRYING OUT WORK:** |

| TIME START: | TIME FINISH: |
| --- | --- |
| | |

# LOCKOUT/TAGOUT PERMIT

**SITE:**

**DATE:**

This Lockout/Tagout Permit is used to prevent accidental movement or operation of machinery and electrical equipment when it might endanger workers.

This permit is issued by the Construction Manager or his representative for locking and tagging out any live equipment being worked on by a contractor on site.

Permission is granted to …… Company

To Lock and Tag out ……..

In the area …… Exact Location

For the period …….. to ……..

Signature of person issuing permit and position held …….

# CHECKLIST

| | | |
|---|---|---|
| (1) | Does your company have written lockout/tagout and related procedures or have you studied the Management Contractors procedures? | Yes/No |
| (2) | Are the rules laid down generally known, understood and strictly enforced? | Yes/No |
| (3) | Are locks and tags available and capable of being signed and dated. | Yes/No |
| (4) | Will work only commence when the control has been locked or disconnected and tags tied to the piece of equipment to be worked on and any remote starting switch? | Yes/No |
| (5) | When machines are shut down are parts such as Hydraulic Arms blocked to prevent accidental movement? | Yes/No |
| (6) | When work is completed will there be a check made to see that all guards have been replaced and no hazardous operating or working conditions exist? | Yes/No |

The answer to all of the above questions should be YES

Signature of person responsible for the work ……

# Permit to Work

**PART A**
Valid from …….. (time) to …….. (time) on …….. (date)
Issued by …….. to ……
This permit is issued for the following work ……..
in ……Department/Area/Section

| **PART B - PRECAUTIONS** | **YES/NO** | **N/A** | **SIGNATURE** |
|---|---|---|---|
| **1.** The above plant has been removed from service and persons under my supervision have been informed. | | | |
| **2.** The above plant has been isolated from all sources of:<br>(a) ingress of dangerous fumes, flammable and toxic fumes;<br>(b) electrical and mechanical power;<br>(c) heat, steam and/or hot water. | | | |
| **3.** The above plant has been freed of dangerous substances. | | | |
| **4.** Atmospheric tests have been carried out and the atmosphere is safe. | | | |
| **5.** The area is roped off or otherwise segregated from adjacent areas. | | | |
| **6.** The appropriate danger/caution notices have been displayed. | | | |
| **7.** The following additional safety precautions have been taken:<br>(a) the use of safety belt and life line;<br>(b) the use of goggles and/or gloves;<br>(c) the use of flameproof lamps;<br>(d) the use of fresh air/self contained breathing apparatus;<br>(e) prohibition on naked lights/sources of ignition; | | | |

**PART C - DECLARATION**
I hereby declare that the operations detailed in PARTS A and B have been completed and that the above particulars are correct.

Signed …….. Date…….. Time ……..

**PART D - RECEIPT/ACCEPTANCE OF CERTIFICATE**
I have read and understand this Certificate and will undertake to work in accordance with the conditions in it.

Signed …….. Date…….. Time ……..

**PART E - COMPLETION OF WORK**
The work has been completed and all persons under my supervision, materials and equipment have been withdrawn.

Signed …….. Date…….. Time ……..

**PART F - REQUEST FOR EXTENSION**
The work has NOT been completed and permission to continue is requested.

Signed …….. Date…….. Time ……..

**PART G - EXTENSION**

I have re-examined the plant detailed above and confirm that the Certificate may be extended to expire at: …….. (time).

Further precautions ……

Signed …….. Date…….. Time ……..

**PART H - CANCELLATION OF PERMIT**

I hereby declare this Permit to Work cancelled and that all precautionary measures specified have been withdrawn.

Signed …….. Date…….. Time ……..

**PART I - RETURN TO SERVICE**

I accept the above plant back into service.

Signed …….. Date…….. Time ……..

**PART J - REMARKS, SPECIAL CONDITIONS AND EXTRA INFORMATION**

……
……

# Plant & Equipment Register

| | |
|---|---|
| **Make/Model**<br>*(Name, manufacturer ,type of plant or equipment ?)* | |
| **Serial number**<br>*(any number or markings that might identify the plant or equipment?)* | **NO.** |
| **Condition of plant or equipment**<br>*(Is the machine in good condition, visually, is there fair wear and tear? Is there any damage to the casing or shell? Are there any leaks or fluids exiting the machine?)* | |
| **Condition of switches or starting devices**<br>*(Are all the switches etc. working correctly? Are there any exposed moving parts? Are all the covers in good condition? Does any part of the starting device need replacing?)* | |
| **Leads & Cables & Connectors**<br>*(Are the leads cut or broken? Do they need to be replaced? Are there any bad repairs carried out? Are the connectors/joiners in good order?)* | |
| **Guards & shield or protective devices**<br>*(Are all guards etc. still in place? Are the condition good/bad? Do they work correctly? Are they free from all debris, wear and tear? Do they need replaced? Have they been damaged?)* | |
| **Condition of Electrical safety devices**<br>*(Are the rcd/cut off switches? Working, do all the two way switches/first and secondary? Work? Does the on/off button work? Can the machine be isolated? Can power be disabled from the source?)* | |
| **Petrol/diesel safety**<br>*(Are all the lids/caps working-fitting correctly? Does the exhaust leak or give poor working ability? Do all the covers and guards protect moving parts? Does thefliud stage leak?* | |
| **Any other issues to report?** | |
| **Inspection carried out by:**<br><br>**Date:** | **Print Name:** |

## PPE REGISTER

**Personnel Protective Equipment must signed for when it taken for use on site, failure to use PPE correctly will result in disciplinary action being taken.**

| Date | Name | Hard Hat | Gloves | Eye Glasses | Ear Plugs | Hi-vis Vest | Dust Value | Other |
|---|---|---|---|---|---|---|---|---|
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