



Phoenix Mechanical

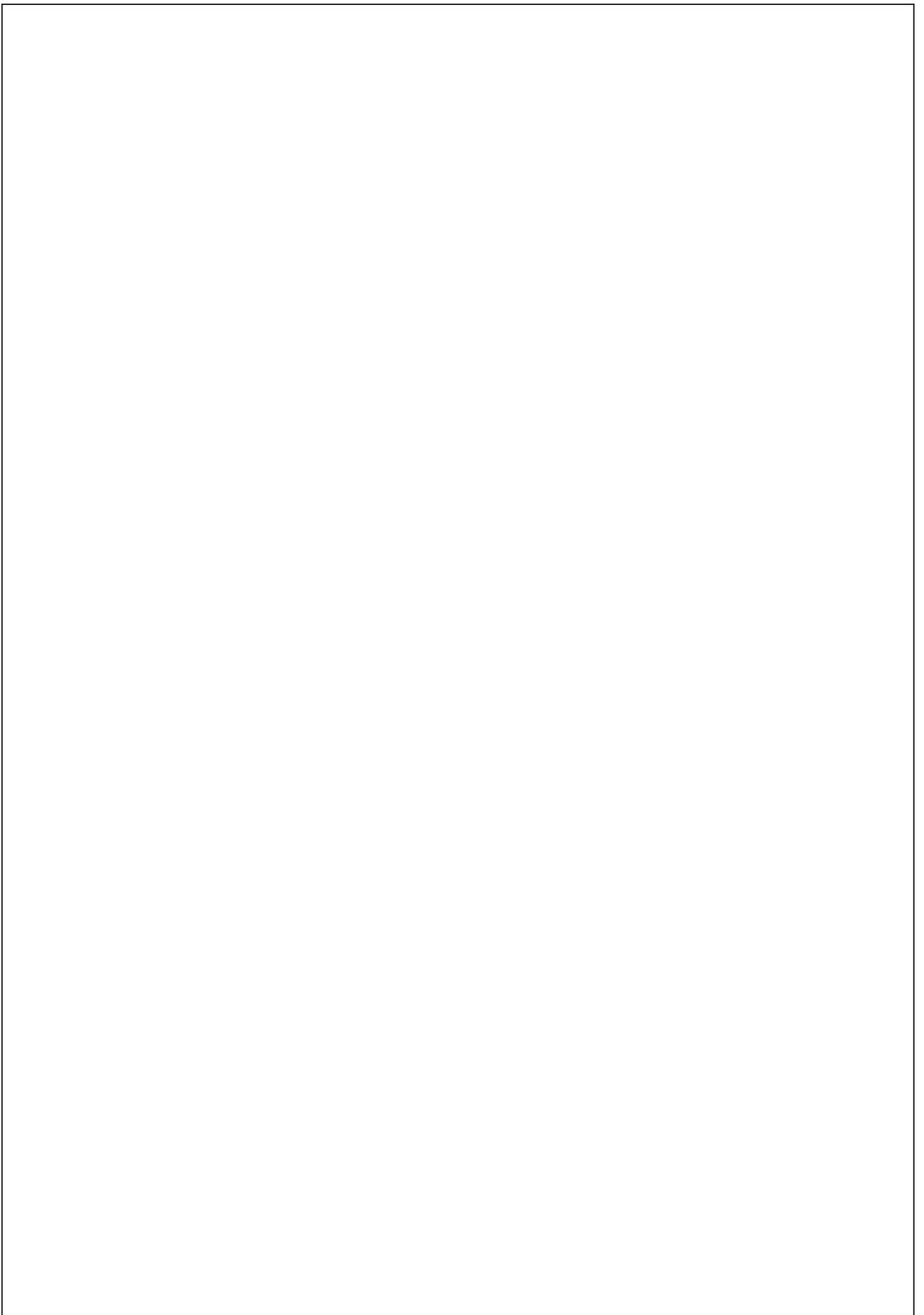
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Safety Statement

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Rev 4 – July 2019



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SECTION 1 –INTRODUCTION

1.1 Purpose

This document is the Company programme for safeguarding Safety, Health and Welfare in the workplace. It represents the company commitment to Safety, Health and Welfare at work. It specifies the manner in which the organisation uses its resources for maintaining and reviewing Safety, Health and Welfare standards necessary for a safe working environment. In this Safety Statement, the various hazards are listed and the necessary arrangements to reduce risks to a minimum are set out.

Phoenix Mechanical recognises and accepts not only its statutory responsibilities but also its obligations as an employer to directly manage and achieve the Safety, Health and Welfare at Work of every employee, visitor and contractor. The Statutory responsibilities are as per Sections 8,9,10, 11 and 12, Part II of the Safety, Health and Welfare at Work Act, 2005, the Safety, Health and Welfare at Work (General Applications) Regulations S.I.299 of 2007, the Safety, Health and Welfare at Work (General Applications) (Amendment) Regulations S.I. 36 of 2013 together with the Construction Regulations 2013 will guide the company to ensure this happens.

This Safety Statement will be reviewed regularly in accordance with the requirements of Section 20 of the 2005 Act and in any case whenever required by changes in production process, process materials, operating procedures, personnel or legislation. This then ensures that Safety, Health and Welfare at Work is dynamic and does not become a creature of routine.

1.2 Scope

This Safety Statement has been prepared specifically for Phoenix Mechanical. This document includes the following:

- An identification of the main hazards present in the workplace.
- An assessment of the risks arising from these main hazards.
- Controls associated with these hazards to reduce or eliminate risk.
- Specification of the manner in which Safety, Health and Welfare is to be secured.
- Details of the arrangements made and the resources provided for compliance with the Safety, Health and Welfare at Work Act 2005, and all applicable legislation made thereunder.
- Specification of the co-operation required from employees in Safety, Health and Welfare at work.

The arrangements for consultation with employees on safety and health issues.

Phoenix Mechanical will make sure as far as reasonably practicable that all arrangements are in place to ensure the provisions of the following primary legislation and any other legislation that is identified to make compliant with our activities and operations;

1. Safety, Health and Welfare at Work Act, 2005.
2. Safety, Health and Welfare at Work (General Application) Regulations, 2007.
3. Safety, Health and Welfare at Work (General Application) (Amendment) Regulations, 2016.
4. Safety, Health and Welfare at Work (Construction) Regulations 2013.
5. Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2019.
6. Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2015

7. Safety Health and Welfare at Work (Reporting of Accidents & Dangerous Occurrences) Regulations S.I 370 of 2016
8. Chemicals Act 2008
9. Chemicals Act (Control of Major Accident Hazards involving Dangerous Substances)
10. Regulations 2015 (S.I. No. 209 of 2015)
11. Ionizing Radiation Regulations, 1991.
12. Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001.
13. Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 (S.I. No. 386 of 2006)
14. Safety, Health and Welfare at Work (Exposure to Asbestos) (Amendment) Regulations 2010 (S.I. No. 589 of 2010)
15. Safety Health and Welfare at Work (General Application) (Amendment) Regulations 2012 (S.I. No.445 of 2012) Safety Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572 of 2013)
16. Safety Health and Welfare at Work (Biological Agents) Regulations 2013
17. Approved Code of Practice for Scaffold and Access
18. Chemical Agents Regulations 2001 and Approved Code of Practice 2016
19. Safety, Health and Welfare at Work (Confined Spaces) Regulations SI 218 2001 plus Code of Practice

Note:The above is not an exhausted list and all applicable legislation will be used to reference Safety and Health within the company.

All employees have a legal responsibility to take due care, for their own and that of other employee's safety. All employees must ensure that they are aware of safe working guidelines applicable in the company. They must observe and participate fully, with all the health and safety rules and procedures and understand that they have a legal obligation to do so. Every employee must ensure that they attend for work wearing suitable clothing and footwear. They must wear any safety or protective clothing or equipment as specified by the Company.

Any unsafe practices or potential hazards should be reported to line management immediately, so that the appropriate corrective action(s) may be taken. High standards of housekeeping ensure that risks are minimised; these must be maintained at all times. All employees must participate fully in training programmes and co-operate with all safety measures taken, which secure a safe and healthy workplace for all.

1.3 Dissemination of the Safety Statement

This Safety Statement is available to all employees. Others may also require access to the Safety Statement e.g. contractors. The master copy of the Safety Statement will be held by the Safety Officer. Controlled copies of the Safety Statement will be issued to personnel as specified on a circulation list.

When making changes to the Safety Statement and to ensure that each copy of the document contains a record of all changes, the Safety Officer will ensure that all circulated Safety Statements

are retrieved and will issue new revised documents with the appropriate changes. The revision number and date of revision will be recorded on the first page of this document.

The Safety Statement will be brought to the attention of all new employees and to existing employees at least annually and following any amendments. It will also be brought to the attention of non-employees who may be exposed to specific risks in the workplace (e.g. contractors).

The Safety Statement will be brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood.

1.4 Review of the Safety Statement

This Safety Statement will be reviewed periodically and also where:

- There has been a significant change in the matters to which it refers,
- There is another reason to believe that it is no longer valid, or
- Under the direction of a H.S.A. Inspector.

Following the review, the Safety Statement will be amended as appropriate. The review will be carried out by Safety Officer, and Service Engineer/Manager.

1.5 Revision of the Safety Statement

Phoenix Mechanical will at least annually review this document to ensure that it complies with current legislation, current activities of the company and current employee requirements.

The following table will be filled in and signed by the Managing Director as revisions take place.

Note: Previous copies of the revised safety statements will be kept on file for seven years.

Revision No.	Date	Brief Description	Computer Filename	Prepared By	Approved By
01		Preparation of Safety Statement.	Phoenix Mech		
02	03/05/2017	2017 Revision of Safety Statement.	Phoenix Mech		
03	06/06/2018	2018 Revision of Safety Statement.	Phoenix Mech	Pat O'Brien Safety Ltd	
04	10/07/2019	2019 Revision of Safety Statement	Phoenix Mech	Pat O'Brien Safety Ltd	

1.6 Health and Safety Policy Statement

A prime objective of Phoenix Mechanical is to achieve and sustain the highest standards of health and safety so far as is reasonably practicable. Accordingly, the Company will as a minimum conform to the requirements of Irish and European Health and Safety legislation. It is Phoenix Mechanical's policy to do all that is reasonably practicable to prevent injury and to protect staff and members of public using the premises from foreseeable hazards. This Safety Policy is also intended to make all staff aware of their responsibilities for Safety, Health and Welfare. Because the safety and health of all staff is important it is a condition on employment and wilful neglect of safety will result in disciplinary action. Under the Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007 and other relevant legislation, Phoenix Mechanical itself commits itself to:

- A Safe Place of Work
- Safe Plant and Machinery
- Safe Systems of Work
- Safe Access and Egress
- Safety Consultation, Information and Training
- Emergency Planning and Preparedness
- Provisions of Personnel Protective Equipment

Phoenix Mechanical aims to ensure that staff are provided with as safe and healthy a workplace as possible. Staff must therefore make judgement as to the risks by providing appropriate protective equipment and training. The Company also aims to:

1. Ensure legal requirements are met.
2. Provide information to staff on legislation, codes of practice and such material which would assist safe working.
3. Continue to develop and operate safe working practices and procedures.
4. Develop an awareness of personal responsibility for the safety of both self and others through information, training, supervision and consultation.
5. Seek technical or medical advice where deemed necessary to ensure acceptable standards within the Company.
6. Ensure that this statement is accessible to all staff at all times.
7. Continually review health and safety matters.
8. Update this Safety Statement when necessary.

To meet these objectives, the Managing Director and management at all levels will play an active role in implementing this statement. They also undertake to review and update the statement at regular intervals. Employees are reminded that they have a legal duty under the Safety, Health and Welfare Act 2005 to take reasonable care for the Health, Safety and Welfare of themselves and of other persons who may be affected by what they do. Employees are invited to improve Safety, Health and Welfare in Phoenix Mechanical operations by making suggestions to Management. Safety, Health and Welfare affects everyone and each of us has a duty to know what is required and to play our part.

Signed: 

Date: 10/07/2019

Managing Director

SECTION 2 – ORGANISATIONAL RESPONSIBILITIES

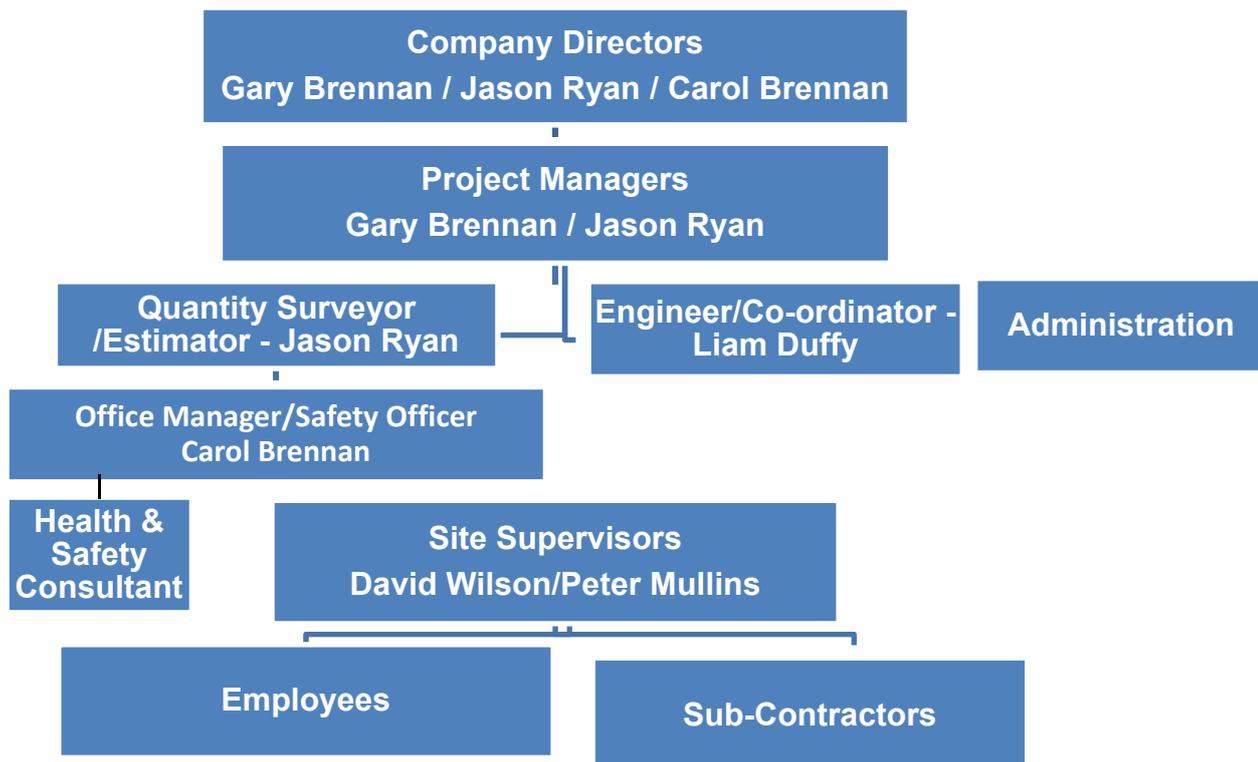
2.1 Company Introduction

Phoenix Mechanical provide a first class professional service to both the Domestic and Commercial Sectors to include private houses, shopping centres, commercial premises, hotels and public buildings etc. We provide solutions to our clients' needs and strive to ensure that all work completed is to the highest environmental and safety standards.

Phoenix Mechanical is committed to the Protection of the Environment. We ensure the Safe Disposal of all waste material in accordance with Environmental Regulations.

2.2 Company Organisation Chart

The following is the Safety Management Structure within the organisation. Each person in the organisation must ensure the effective implementation of the Safety Statement in their area of responsibility.



2.3 Directors

In addition to the general responsibilities of all management, the Directors are responsible for:

- Demonstrating personal interest in safety and health by exemplifying good practice at all times.
- Ensure safety audits and inspections are carried out at regular intervals.
- Discussing and prioritising action on safety concerns to all employees.
- Ensuring that the Health and Safety Policy Statement is implemented and all relevant regulations are complied with for all projects.
- Ensures all hazards, reasonably foreseeable are identified and adequate arrangements are put in place to safeguard the safety and health of all.
- Ensuring that all staff under his control is held accountable for their performance in relation to health and safety and that this performance is reviewed regularly.
- All contracts of employment adequately cover the employee's responsibilities in relation to safety and health.
- Sickness absence is examined to identify potential occupational ill-health problems.
- There are adequate and workable disciplinary procedures in existences which can be used to deal with wilful breaches of Safety Rules and Regulations.
- Induction training in Health and Safety is carried out at all levels of the organisation and that, all new staff is fully aware of their responsibilities.
- Induction training in Health and Safety is carried out for contractors and that all contractors are made fully aware of the Safety Rules and their responsibilities while on company premises.
- Full records of all health and safety training and operator training are kept, detailing the exact nature of the training given to each employee.
- The Directors regularly updates themselves on occupational ill-health issues.
- Ensuring that adequate supplies of personal protective clothing are kept in stock and are distributed to employees.
- Co-operating with H.S.A. Inspectors if and where applicable.
- Ensuring that all public and other persons not in company employment are safeguarded by the company's activities.

2.4 Project Managers

Project Managers must:

- Be familiar with safety regulations and this safety policy, and must insist that the regulations are observed from project inception to project completion.
- Ensure adequate provision for safety and health is made in planning and pricing contracts.
- Ensure that as far as is reasonably practicable, all persons operate safe systems of work.
- Ensure that all persons report defects in equipment to the directors.
- Ensure that adequate firefighting 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.
- All employees engaged in construction / maintenance / fit out work have received or will receive Safe Pass training in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013.
- Ensure that all accidents, dangerous occurrences and near misses are reported and investigated in a timely manner and corrective actions put in place to prevent recurrence.
- Ensure that work commencement notices are issued to the H.S.A.
- Ensure that site specific Safety Statements and Method Statements are prepared.
- Ensure that plant and machinery allocated for each site is in accordance with Regulations and is inspected as required.
- Ensure that all plant and machinery operators are only employed on equipment for which they have been properly trained.
- Ensure that all personnel recruited for, or assigned to, each site are competent to carry out the work on site.
- Ensure that training is provided for employees to carry out their tasks.
- Ensure that sub-contractors and self-employed persons are aware of this company policy and have confirmed that they will comply.
- Ensure that sub-contractors have prepared their own Safety Statement and a copy has been received.
- Ensure that sub-contractors comply with requirements

- Ensure that adequate protection is provided on all sites to protect the public and, in particular where children are likely to enter sites, that perimeter / hoarding fencing is provided.
- Ensure that they maintain a tidy workplace and, where necessary, arrange for regular clean-up periods.
- Ensure that adequate access and egress routes are provided and maintained.
- Ensure that they show a personal example by wearing the safety equipment provided.
- Insist that all persons on site, employees, sub-contractors, self-employed and visitors wear the required PPE.
- Provide safety equipment/clothing and ensure it is properly used by all personnel on site.
- Maintain all safety records on site.

2.5 The Safety Officer

The main responsibility of the Health and Safety Officer is to advise and assist management and Employees on health and safety matters. Carol Brennan has been appointed the role of Health and Safety Officer for Phoenix Mechanical.

She shall:

- Co-ordinate the organisations health and safety management system.
- Ensure that the Safety Statement including risk assessments is periodically evaluated and revised.
- Ensure that all employees have access to the Safety Statement and have read and understood it.
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Ensure that induction and safety training of all employees is carried out.
- Ensure that sufficient numbers of Employees are trained and hold the positions of first aider and fire warden.
- Ensure that an accident report form is completed for all accidents and that all accidents are investigated.
- Report all relevant accidents and dangerous occurrences to the HSA (Health & Safety Authority).
- Monitor the systems for ensuring that fire precautions are adequate.
- Ensure that a minimum of two emergency evacuations are carried out on an annual basis.

2.6 Office Manager

- Showing, through personal behaviour, that only the highest standards of safety are acceptable.
- Being fully familiar with the company's Safety Statement, Safety Rules and subsequent revisions.
- All employees, contractors and visitors under the immediate control of the Office Manager or his/her assistant are made aware of and fully adhere to the company's Health and Safety policy.
- All processes and activities under their control are completed safely and without risk to health.
- The Safety Statement and other safety guidance, e.g. Safety Rules, are communicated and implemented.
- Continually developing safe practices in their areas to ensure, so far as is reasonably practicable, the safety of all employees under their control.
- Maintaining safe working conditions and practices by being alert to and immediately correcting unsafe conditions.
- Only specifically trained personnel are authorised to work in offices and adjust any machines and equipment that is in the office.
- All employees and visitors/contractors working on or in the store must wear the correct personal protective equipment where required.
- All staff under the control of the Office Manager have received appropriate training in occupational health and safety and are trained in safe methods of working, appropriate to their tasks.
- Ensuring that all accidents, dangerous occurrences and "near misses" are reported without undue delay and thoroughly and promptly investigated, the cause established and remedial measures put in place to prevent recurrence.
- All chemicals used within their area of control are correctly labelled, safely stored, dispensed and used in correct procedures.
- That health and safety information is available and is adhered to, ensuring that good housekeeping standards are maintained and in particular that access routes and fire exit routes are kept clear and that fire points are not obstructed.
- All employees under their control are held accountable for their performance in relation to occupational health and safety.
- Office Manager to provide effective supervision, particularly where an employee is undergoing training.
- Ensuring that all contractors working in the office or under their supervision, adopt safe systems of work and that the safety of employees is not endangered by the activities of contractors.
- All employees under their immediate control are aware of action to be taken in case of emergency.
- That properly maintained fire-fighting equipment is available within the Office area.
- Considering any representation about health and safety from employees and helping employees to complete hazard report forms.
- Office Manager to consider any Near Miss or Accident and ensure that that all relevant forms are filled in and reported to appropriate authority – Gary Brennan
- Any assistant managers must support the Office Manager and comply with the Company HS agenda, policies and procedures.

2.7 Employees (Service & Maintenance Engineer)

Everyone is responsible for Safety, Health and Welfare in the workplace. Under Sections 13 and 14 of the Safety, Health and Welfare at Work Act 2005 employees have a duty of care for themselves and others.

An employee of Phoenix Mechanical must be aware of company safety and health policies and procedures. Where an employee is not sure, then the employee should seek out and ask their Manager / Supervisor for advice or clarification on safety issues. All employees should:

- Take care of their own safety and health and that of any other person who may be affected by their acts or omissions.
- Not be under any form of intoxicant while at work, which may lead to the employee endangering the safety and health of themselves or others. Employees will be asked by the Managing Director to submit to any appropriate testing if reasonable doubt is suspected. Disciplinary measures will be apportioned.
- Co-operate with Phoenix Mechanical so as the employer can comply with any relevant statutory provisions.
- Not engage in any improper conduct, horseplay or other behaviour that could lead to unsafe acts affecting the safeguard of themselves or others.
- Attend safety training as required by the employer.
- Wear any personnel protective equipment as provided by the employer as a control of risk to identified hazards.
- Report any defects in systems of work, PPE, machines or tools that will affect the safeguard of themselves or others.
- Not intentionally or recklessly interfere with any equipment that is used for the safeguard of themselves or others.
- Adhere to the “No Smoking” Signs and policies.
- No Person may operate any equipment which he/she has not been trained to use.
- Each person is obliged to take care in manual handling tasks and seek assistance whenever necessary. Mechanical handling aids must be used where possible.
- Employees must maintain the working area in a clean tidy condition and assist in the maintenance of clear walkways and high standards of local housekeeping and hygiene.
- No person shall park their vehicles in areas that are likely to cause obstruction to the safe access and egress of Emergency Vehicles or other Transportation Vehicles.

Where advice and persuasion fails to achieve compliance with safety rules and systems of work, it shall be the policy of the company to pursue the matter through the disciplinary procedure.

2.8 Office Administration

Administrators are crucial to effective and efficient day-to-day operations of any company and to ensure it remains a safe place of work. Those working in this position will usually be responsible for supporting their organisation in a variety of ways including bookkeeping, communications, scheduling, data entry, secretarial services and much more. Administration staff at Phoenix Mechanical will have a number of job functions. There include, but are not limited to:

- Management of office equipment.
- Maintaining a clean and enjoyable working environment.
- Handling external or internal communication or management systems.
- Managing clerical or other administrative staff.
- Organizing, arranging and coordinating meetings.
- Sorting and distributing incoming and outgoing post.
- Ensure that appropriate, accurate and concise records are maintained at all times (including staff mandatory training records, planned /unplanned leave, duty roster etc.).

2.9 Contractors, Subcontractors and the Self-employed

Section 12 of the Safety, Health and Welfare at Work Act 2005 employs that every employer shall conduct his/her undertaking in such a way as to safeguard the safety and health of persons not in direct employment.

Should Phoenix Mechanical require the services of outside agencies to carry out projects then that contractor should have accordingly:

- A good Safety history
- Up to date Safety Statement
- Adequate Insurance Cover
- Competent employees
- Relevant Safe Systems of Work
(Method Statements/Risk Assessments etc.)

Should they qualify for contract services each contractor should then must:

- Be committed to Safety and Health at Work.
- Use only skilled and competent sub-contractors.
- Adhere to Phoenix Mechanical policies and procedures
- Use their own equipment unless agreement has taken place prior to start of work activity.
- Report any non-compliance with safety and health.
- Report defects in equipment or machinery.
- Bring to the attention of the Management, any hazards and the risk to those hazards brought with them.
- Where applicable all employees attend induction or any other form of safety orientation training.
- Ensure that they have in place firefighting equipment and first aid equipment.
- Adhere to emergency evacuation situations, both drills and real.
- Comply with any decisions made by the Directors of Phoenix Mechanical.

SECTION 3 – WORKPLACE PROCEDURES / POLICIES

This section details the specific arrangements, which are in place to secure and promote safety and health in the organisation. Phoenix Mechanical understands the importance of having resources provided and will do its utmost to ensure at all times that these resources are in place.

The company undertakes, in so far as reasonably practicable, to make resources available for any upgrading, maintenance, replacement and repair of facilities and equipment.

The company will provide resources for the ongoing monitoring of health and safety in the workplace and for the provision of information and training of all employees in health and safety, so far as is reasonably practicable.

3.1 Accident Reporting and Investigation

All accidents/near misses must be reported immediately using the Company accident/near miss report form. First-aiders are certified in accordance with the regulations S.I. 299 of 2007. A list of certified first-aiders can be found in the Appendix of this document.

All incidents will be investigated by Management / Supervision and any new controls to prevent further incidents will be communicated to all concerned. Records of all investigation will be held by the Company. Company Management will where applicable report accident/incidents to the Health and Safety Authority. Where the root cause cannot be found, the Company may enrol the services of external competent persons.

Accident reportable to the HSA.

The Safety, Health and Welfare at Work (General Application) Regulation, 2007 Part 10 - Notification of Accidents and Dangerous Occurrences, requires the Company to report to the Health and Safety Authority on prescribed forms.

Accidents at work resulting in a fatality or a person not being able to carry out their normal functions for more than 3 days - IR1 Form (available at www.hsa.ie),
Dangerous occurrence - IR3 Form, (available at www.hsa.ie),

Responsibility for ensuring that these reports are made when required rests with Management.

Note: Records are to be maintained on file for 7 years.

3.2 Bullying / Harassment Policy & Procedures

“Working with Dignity”

Bullying and Harassment can be defined as:

“Repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.”

An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off is not considered to be bullying.

Examples:

The following is a non-exhaustive list of behaviours that are considered to be acts of Bullying or Harassment:

Physical

- Unwanted physical contact such as groping, pinching, patting or unnecessary touching.
- Deliberate pushing or jostling.
- Assault.
- Sabotaging or damaging personal property
- Sexual assault or rape.

Non-Physical

- Verbal Abuse.
- Continued or deliberate staring.
- Aggressive facial expressions.
- Exclusion from social outings.
- Unfair selection for difficult and/or unpleasant tasks.
- Offensive nicknames.
- Implied threats.
- The use of song & laughter as a form of ridicule.
- Proposal for sexual favours.
- Stalking.
- Persistent or unwarranted criticism

Verbal.

- Unfair and excessive criticism.
- Ridiculing the employee in front of other employees and individuals.
- Setting unrealistic and unattainable targets.
- Spreading false truths about the individual around the organisation etc.

Bullying can be on the grounds of;

- sex
- race
- age
- marital or family status
- religion
- disability
- sexual orientation
- nationality
- membership of the travelling community

Phoenix Mechanical are committed to providing an environment, which is safe to work in and respects the integrity of all employees. The company will not condone any infringement on personal integrity through any form of harassment or bullying. The company will act immediately to issues concerning bullying and harassment.

The following are the formal and informal routes an employee can take to address the situation.

The Informal Procedure

The purpose of the informal procedure is to ensure that the majority of cases of this nature will be handled effectively, efficiently and in a confidential and sensitive manner. The informal procedure is used in a situation where an offensive incident has occurred and the victim approaches the perpetrator directly and requests him/her to stop. The victim should inform the individual of the organisation's bullying policy and advise him/her that a second occurrence of this nature will result in a formal complaint. In instances where you are unsure of whether the behaviour constitutes a form of bullying you should discuss this with the Managing Director or a colleague.

The Formal Procedure

In the event that the informal complaint has failed and the harassment is repeated, or where it is deemed inappropriate, the complainant will progress to the formal procedure. These are the steps that individuals must follow in this procedure:

1. The complainant will in written, give a formal letter of complaint to the Manager / Supervisor, which the Manager / Supervisor will investigate the event to decide whether it meets the definition of bullying and harassment.
2. The Manager / Supervisor will then interview both parties to gather information relating to the events.
3. The Manager / Supervisor will then decide the outcome and what action has to be taken.
4. This action may lead to disciplinary measures as in line with the organisation's disciplinary procedures.

Where possible, the outcome will be in the favour of the employee who has been submitted to the event of bullying and harassment, but in the case of faultily accusing an individual of bullying and harassment to discredit the character of another, then the accuser may be disciplined.

Harassment detracts from a productive working environment and can affect the health, confidence, morale and performance of those affected by it, including anyone who witnesses or knows, about the unwanted behaviour. This can have a direct impact on the profitability and economic efficiency of the organization. It is acknowledged that this is a serious matter and will be treated as such.

Complaints procedure:

1. Employees who are being bullied or harassed, should in the first instance, ask the instigator to desist or if they feel unable to do this they should ask a colleague to do it for them. A record of each incident should be noted.
2. Should the bullying or harassment continue a complaint should be made to any member of the supervisory or management team.
3. Once any such complaint is received, it will be investigated immediately and prompt feedback will be provided.
4. Steps will be taken to ensure that any person making such a complaint is not victimised as a result of making such a complaint.
5. All alleged bullies or harassers would be given ample and fair opportunity to defend themselves. Where it is determined that the seriousness of the complaint will involve disciplinary procedures, a written statement from both parties will be required.
6. It is envisaged that the majority of cases will be resolved amicably, however where a complaint is provided an individual will go through the standard company disciplinary procedure and receive a penalty ranging from a verbal warning up to and including dismissal for a serious offence.

3.3 Chemical / Hazardous Substances Safety

Where Chemicals / Hazardous substances are required, Material Safety Data Sheets will be available to identify the proper procedures for using these products. These data sheets are retained at the nominated location and are available on request to all employees, In compliance with the European Regulations, the data sheet must have the standard 16 headings.

Training, information and protective equipment are provided for persons using these chemicals. If an employee is to use a chemical and is not sure of the instructions given at training they should inform their Manager / Supervisor for clarification before performing their tasks.

All employees under Section 13&14 of Safety, Health and Welfare Act 2005 must wear Personal Protective Equipment provided for them. If an employee has concerns of any substance with which they are working with, they have the right to consult with their Manager / Supervisor, who in turn will get for them all relevant information about the substance in question.

The Company following Sections 8 and 9 of the Safety, Health and Welfare at Work Act 2005 will give information re: any chemical used for. Under Section 10, all necessary training and instruction will be given to employees and where applicable, contractors to safeguard their Safety, Health and Welfare.

Below is a list of symbols to recognise when dealing with chemicals, each symbol will tell you the dangers associated with each chemical. Appropriate symbol(s) will appear on the label of all chemicals.

Chemicals should not be put into other unlabelled containers. Chemicals should not be mixed unless instructed to do so by the manufactures. Mixing of any chemicals should only be done by qualified personal, who know the risk to each chemical used. All instructions on containers should be read and understood before commencement of working with chemical, all personnel protective equipment needed, will be provided and should be worn by the user.

When handling any chemical extreme caution should be taken at all times. Employees are encouraged to inform their Manager / Supervisor of any chemical concerns.

Please see below for Global Harmonisation System (GHS) labels table identifying the classification of Hazardous Substances

NEW Pictogram	Number	Hazard Class (CLP)	OLD 'CHIP' Symbol
	GHS-01	Explosives Self-reactive substances and mixtures, types A, B Organic peroxides, types A, B	 Explosive
	GHS-02	Flammable gases, aerosols, liquids or solids Self reactive substances and mixtures Pyrophoric liquids and solids Self-heating substances and mixtures Substances and mixtures, which in contact with water emit flammable gases Organic peroxides	 Highly/Extremely flammable
	GHS-03	Oxidising gases, liquids and solids	 Oxidising
	GHS-04 NEW	Compressed gases, liquids and solids Liquefied gases Refrigerated liquefied gases Dissolved gases	No current symbol
	GHS-05	Corrosive to metals Skin corrosion Severe eye damage	 Corrosive
	GHS-06	Acute toxicity (Cat 1 - 3)	  Toxic/Very Toxic Harmful
	GHS-07 NEW	Acute toxicity (Cat 4) Skin and eye irritation Skin sensitisation specific target organ toxicity Respiratory tract irritation Narcotic effects	 Harmful/Irritant
	GHS-08 NEW	Respiratory sensitisation Germ cell mutagenicity Carcinogenicity Reproductive toxicity specific target organ toxicity Aspiration hazard	  No current specific symbol Use either
	GHS-09	Hazardous to the aquatic environment	 Dangerous for the environment

3.4 Chemical Storage

Storage facilities are available for all chemicals used by Phoenix Mechanical for safe storage of chemical the following guidelines should be followed:

- All employees handling chemicals should be aware of dangers and trained.
- All chemicals must be kept in a secure area when not in use.
- Incompatible chemicals must be kept separated and warning signs of dangers displayed.
- Where possible user friendly alternative products must be used.
- When de-canting an amount sufficient to complete a job care has to be taken and new container labelled with same warning signs as main container.
- PPE to be used at all times.
- Material Safety Data Sheets will be issued to locations where chemicals will be used and available where chemicals are stored.
- No mixing or diluting of chemicals without the permission of competent persons.
- Store all chemicals away for light, electrical, heat and fire sources.
- Where leakage is suspected, the area should be ventilated as much as possible and leakage cleaned up.

3.5 Communication Sources

Directors and Company Management will keep abreast of up to date information on Health and Safety. The sources of information are from journals, news releases, magazines, websites, msds, product information leaflets and circulars from organisations such as HSA, NISO, IBEC, HSE and Government Publication and legislation. A copy of the Company Safety Statement will be available at all times. Expert advice maybe required from time to time, this will be from competent sources at the discretion of the Managing Director.

3.6 Contractors Rules

The Manager / Supervisor must be informed in advance of any contractor work taking place on the premises. Each contractor must read, understand and conform to their obligations where documented. These rules must be adhered to at all times. Failure to comply may result in exclusion from the premises / location.

3.7 Delivery Arrangements

The nature of the operations require an interaction with and requirement for delivery vehicles to engage with employees at the premises/client Locations. All employees will be advised of correct safe systems of work where there are any vehicular interactions.

3.8 Disciplinary Procedures

Where an employee is working to anything less than our high standards of safety, this will be pointed out confidentially. The employee will be asked to put the matter right. All possible help to do so will be offered and given. However where our best efforts fail to achieve the expected improvements, we have to reserve the right to treat some matters more seriously. Breaches of Health & Safety regulations may therefore be treated as a matter for discipline and depending on the seriousness of the breach, may be dealt in one of a number of recognised ways.

For infringements that are minor in nature, counseling will be given. This will be recorded in writing and signed by both the company and employee, as happens at all stages.

In brief the more formal aspects of the Company disciplinary procedure consist of:

1. A Verbal Warning
2. A written warning for repeat, or more serious first offences.
3. Final warning, suspension, probationary period or dismissal.

Examples of gross misconduct

The following lists examples of gross misconduct:

- Negligence resulting in injury or possible injury to others, destruction / damage to property or goods.
- Disregard the company Safety Rules and Regulations, the contents of this Safety Statement or specific instructions given.
- Intoxication while at work.
- Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
- Driving a company vehicle in a reckless manner or under the influence of alcohol / illegal substances.
- Possession, use of, or being under the influence of drugs while at work.
- Willful neglect or destruction of Company property.
- Falsification of returns or other official documentation.
- Working while on sick leave.
- Fighting or threats of acts of physical violence.
- Possession, on company premise, of firearms or arms defined by law.
- Theft of company or other employee's property.
- Interference with or theft of First Aid or Safety Equipment.
- Sabotage, attempted sabotage or threatened sabotage of company or employee's property.
- Deliberately restricting output or quality.
- Violation of other employee's rights / freedom by threats of violence or other action.
- Serious misconduct affecting the interests of the employees and / or the Company.
- Refusal to carry out a lawful instruction given by a level of authority.
- Unauthorised use, possession or disclosure of Company private information.

All employees are advised that carrying out actions as listed above can result in prosecution by the enforcing authority and / or use of the Company Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

3.9 Drugs & Alcohol

Phoenix Mechanical believes it is extremely important & essential that employees are in full command of themselves and all of their faculties throughout the working day and as such Phoenix Mechanical requires its employees:

- Present themselves for work on each occasion required under their contract in complete control of all of their faculties.
- Maintain that state until the completion of the time for attendance under the contract.
- Should not intentionally start work under the influence of alcohol/drugs. If a G.P. prescribes medicinal drugs, which have to be taken on a regular basis, and the medication could affect their duties, then this fact must be made known to management confidentially.
- In the event that an employee attends for work in a state where management believes them to be under the influence of alcohol/drugs or both and feel that they would be unable to carry out their duties in a proper, fit and safe way, they will not be allowed to commence work and will be required to take a breath sample (refusal indicates guilt), but will be suspended without pay and not allowed to return until such time as they are in control of all of their faculties. In addition, disciplinary proceedings may be enacted as appropriate.
- Counselling & Treatment for Alcohol/Drugs Dependency may be arranged through Phoenix Mechanical and during a person's absence, unpaid leave of absence is normally granted to cover this.

3.10 Electricity

Phoenix Mechanical employees will adhere to the controls that are put in place by the Company. Set out below is the general controls for the Company. To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

Control measures:

- Dangerous or defective cabling should be replaced or remedied in accordance with the ECSSA's (Electrical Contractors Safety & Standards Association) / ECTI (Electro-Technical Council of Ireland) rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with ECSSA / ECTI's rules.
- Only fully qualified electricians are allowed to carry out work on any electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off with isolator.
- If in doubt do not interfere with electricity. Contact your Manager / Supervisor.
- Flexible cables will also be adequately protected against external mechanical damage.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to cables is possible, protection by ramps, conduit or protective covering will be considered and applied.

NO UNAUTHORISED PERSONNEL TO TAMPER WITH ELECTRICITY!

3.11 Fire Safety and Emergency Response

Phoenix Mechanical recognises the importance of appropriate emergency evacuation procedures. All employees are trained theoretically and practically in the procedures to be used in the event of a fire/emergency. New employees receive basic training in fire safety as part of the induction training programme, including:

- Policy on smoking;
- How to raise the alarm;
- Actions to be taken on discovering a fire;
- When and how to call the fire brigade;
- Location and use of escape routes;
- The evacuation procedure;
- Assisting disabled people, visitors and Employees during evacuation;
- Location of the fire extinguishers.

Fire drills are conducted as required. Fire Assembly locations are communicated to all Employees as per Induction training.

Visual fire hazard audits are carried out to highlight any non-conformances. The Manager / Supervisor will document any non-conformances and will ensure they are addressed appropriately.

When an emergency arises which necessitates evacuation, the alarm will be sounded. All employees must respond quickly to ensure timely and effective evacuation. No one is permitted to re-enter the premises until the all clear has been given by the most senior person at the time of the emergency.

Note: The fire equipment fitted to the Vans include:

- Portable extinguishers
- First Aid Box

Fire extinguishers are maintained and serviced in line with the supplier's recommendations and records held on file with a certification of compliance on fire alarm system to IS3218:2009 is issued indicating the relevant category of system.

In the event of a fire:

Step 1 - Fire is discovered.

- Individual(s) who discover the fire must raise the alarm
- How to raise the Alarm –
- Shout fire and alert all present
- Activate Break Glass Unit if possible. DO NOT attempt to activate if it may put you in danger
- Dial 999/112
- Give clear instructions to operator

Step 2 – Attempt to put fire out only if it is a minor outbreak

- Be sure to know what each extinguisher is suitable for (see table below)

Step 3 – Evacuation:

- Immediately proceed to the Fire/Emergency Assembly Point
- Site Manager will conduct a roll call to ascertain if any persons are not at assembly point

Step 4 – Relevant management will liaise with Fire/Emergency Services where required.

Step 5 – All will remain at Assembly Point until further instructions from Emergency Services.

Fire Extinguisher Chart Matrix:

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

3.12 First Aid

First aid is an important component of the overall safety programme. First Aid, may be defined as treatment given to preserve life and minimise the consequences of injury, until help from a medical practitioner, EMT or nurse arrives. It also includes the treatment of minor injuries, which may otherwise receive no treatment or would not require treatment by medical practitioner.

First Aid Responders

First Aid Responders will be selected by the Company where risk assessment highlights the need. Each first aider will attend a First Aid Response course and will receive a certificate.

1. From the **1st of June 2018** the Health & Safety Authority will only recognise PHECC First Aid Response (FAR) as meeting the needs of occupational first aid in workplaces.
2. The deadline of 31/12/17 has now changed to 31/05/18
3. **The Refresher Course will continue as a 1-day course until May 31st 2018.**
4. Any 2-day refreshers previously scheduled will now become 1-Day OFA Refreshers
5. The 3-Day First Aid Response (FAR) course will be fully recognised by the H.S.A.

The First Aid Responder duties include the following;

- Deal with all incidents as per procedure for accidents.
- Seek emergency aid by using 999/112 emergency calls.
- Treat all injuries to the level on training.
- Inform their Management / Supervision of depleted first aid stocks.
- Help complete the Accident Book and Accident Form.

Facilities and Arrangements

First Aid equipment is located in the vehicles of Phoenix Mechanical. First aid supplies are kept to at least the minimum requirement as set down in SI 299 of 2007. The first aid box should be suitably marked and easily accessible.

It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

First Aid Box Contents

Materials	First Aid Box Contents		
	1-10 persons	11-25 persons	26-50
Adhesive Plasters	20	20	20
Sterile eye pads, with bandage attachment, Standard dressing No. 16 BPC	2	2	4
Individually wrapped triangular bandages	2	6	6
Safety Pins	6	6	6
Individually wrapped sterile unmedicated wound dressings medium (No.8) (10x8cm)	2	2	4
Individually wrapped sterile medicated wound dressings large (No.9) (13x9cm)	2	6	8
Individually wrapped unmedicated wound dressings extra-large (No.3) (28x17.5cm)	2	3	4
Individually wrapped disinfectant wipes	10	20	40
Paramedic shears	1	1	1
Examination gloves pairs	5	10	10
Sterile water where there is no clear running water	1x500ml	2x500ml	2x500ml
Pocket face mask	1	1	1
Water bases burns dressing small (10x10cm) & large	1	1	1
Crepe bandage (7cm)	1	2	3

Details of all cases treated by occupational first aiders should be detailed in a first aid treatment record book, see table 1 below as a sample. This information should be kept in a suitable secure place, respecting their confidential nature. They should always be made available on request to a Health and Safety Inspector.

By way of update, the transition from Occupational First Aid (OFA) to PHECC FAR is progressing well.

PHECC has already approved a number of organisations as PHECC FAR Instructor Recognised Institutions (RIs). The current list of RIs can be found at www.phecit.ie. Additional applications are currently being processed

From approx. June 2018, It would be prudent to have at least two trained first aid responders. Where one FAR is absent in temporary and exceptional circumstances, the other FAR can take charge of the relevant situation. Likewise with planned annual leave, there will always be one FAR present.

Table 1: Details of First Aid Treatment

Name of patient	Type of injury	Treatment given	Name of First Aider	Date

3.13 Hazard Reporting

Phoenix Mechanical recognises the part that its employees have to play in the reporting of hazards in the work place. It recognises that during the employees work-day they may come into contact with hazards and therefore a formal method of identifying and reporting these hazards must exist. The following procedure applies:

Procedure:

Any employee who observes a hazard in the work place should report it immediately to their Manager / Supervisor.

The Manager / Supervisor will then assesses the hazard and decides if the corrective action is within his/her control. If so, the Manager / Supervisor. If the correction action is not within the control of the Manager / Supervisor, he/she will escalate appropriately.

Note: Some hazards will be identified and controlled directly by the employee in this case the employee should note this action and inform line management, as there is always a possibility that it will appear again.

3.14 Health & Safety Consultation

Employers are obliged under Sections 25&26 of the Health, Safety and Welfare at Work Act, 2005, to consult with and take account, of any representations made by the employees regarding Health and Safety. Phoenix Mechanical has established an ongoing consultation network on Safety, Health and Welfare matters through an open door policy. The Managing Director(s) are responsible for co-ordinating consultation with employees and providing appropriate information to employees and their nominated Safety Representative, where in place, on all matters pertaining to Safety, Health and Welfare. The aim of the consultation mechanism is:

- To establish the arrangements for securing co-operation in the workplace on Safety, Health and Welfare and to allow employees to be consulted on steps taken to safeguard their wellbeing.
- To check on the effectiveness of Safety, Health and Welfare safeguards.
- To enable employees to consult with management and to make representations on matters of Safety, Health and Welfare at work.

3.15 Lone Working

Where an employee is working on their own, there is a potential for adverse events to occur that have the potential to rapidly escalate due to the fact that persons does not have a colleague with them. Management / Supervision will communicate workplace hazards and the correct controls to mitigate inherent risksto any person who undertakes lone working as part of their employment.

3.16 Mobile Phones

The Use of Personal Mobile Phones:

The use of personal mobile phone is discouraged during working hours in the interest of health and safety. There are only a few exceptions, which include, but are not limited to:

- A manager has authorised an employee to use their phone e.g. in the evident of an emergency.
- The Company has allowed a person to use their personal mobile for work purposes.
- Employees who are working alone.
- Exceptional circumstances e.g. in the event of a fire, accident or on health and safety grounds.

3.17 Noise

Loud noise at work can cause irreversible hearing damage. It accelerates the normal hearing loss, which occurs, as we grow older. It can cause other problems such as tinnitus, interference with communication, and stress. In order to protect employees from the risks to their hearing caused by noise and at preventing hearing loss and deafness.Phoenix Mechanical will comply with the requirements of the SHWW (General Application) Regulations, 2007, Part 5, Chapter 1, Control of Noise at Work.

Protective Measures	Daily 8-Hour Exposure	Peak Exposure
Exposure Limit Value	87dB(A)	140dB(C)
Upper Exposure Action Level	85dB(A)	137dB(C)
Lower Exposure Action Level	80dB(A)	135dB(C)

Where employees are exposed to noise levels exceeding 80dB(A) Leq or the maximum value of unmeasured instantaneous sound where pressure is likely to exceed 20µ Pa, Information and training concerning same shall be provided including:

- Risks to hearing arising from noise exposure,
- Employers and employees obligations under the Noise Regulations,
- Hearing protection and audiometry.

In addition to the previous requirements, when the level is above 85dB (A), upper exposure action value, Phoenix Mechanical will:

- Any work area in which staff report that noise distracts or represents a nuisance shall be subject to an assessment to ascertain whether if valid, the noise levels may be reduced.
- For activities where the daily noise exposure varies markedly from one working day to the next, the employer, for the purposes of applying the exposure limit values and the exposure action values, may use the weekly noise exposure level in place of the daily exposure level to assess the levels of noise to which the employees are exposed, provided that:
- The weekly noise exposure level as shown by adequate monitoring does not exceed the exposure limit value of 87dB(A), and appropriate measures are taken in order to reduce the risk associated with these activities to a minimum.

3.18 Occupational Health

Employees may attend a pre-employment medical. Phoenix Mechanical retain the right to refer employees returning to work after extended sick leave for an independent medical. The company will pay for such medicals.

Any employee who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify their Manager of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

Any "VDU user" (i.e. any employee who uses a computer for a significant part of the day), in accordance with the 2007 Display Screen Equipment Regulations (Part 2, Chapter 5 of the Safety, Health and Welfare at Work (General Application) Regulations 2007), can request an eye and eyesight test. Tests will be provided every two years and will be paid for by the Company. If the results of the eye and eyesight test show that it is necessary, an ophthalmological examination will be carried out on the employee concerned. Contact designated Safety Officer for details.

3.19 Personal Protective Equipment (PPE)

Personal Protective Equipment means all equipment and accessories designated to be worn by the employee as a last line of defence. PPE is for protection against one or more hazards likely to endanger safety or health. Such equipment shall be used when the risks cannot be avoided or sufficiently limited by technical means or by other measures or procedures. It is the policy of Phoenix Mechanical to provide whatever protective equipment is appropriate to the work concerned and to replace it on presentation of worn or defective equipment. For all your Personal Protection Equipment (PPE) each employee should contact their Manager / Supervisor and request the PPE needed for their activities. The Manager / Supervisor will arrange for the equipment to be supplied.

Below is the typical PPE / Safety Equipment checklist table that employees will complete on their task specific Method Statement / Risk Assessment Documents and clearly identify the relevant PPE required for a given task.

PPE / Equipment Checklist:

PERSONAL PROTECTIVE EQUIPMENT AND GENERAL SAFETY EQUIPMENT CHECKLIST		
ITEM:	DESCRIPTION:	CHECK:
1.0	PERSONAL PROTECTIVE EQUIPMENT	
1.1	Standard PPE Hard Hat, Steel Toe Boots, Hi-Vis Vest or Jacket	Yes / No
1.2	Overalls – Protective Clothing	Yes / No
1.3	Protective Visors/Safety Glasses – Clear Lens	Yes / No
1.4	Protective Visor/Goggles and helmet	Yes / No
1.5	Dust Masks	Yes / No
1.6	Twin Filter Respirator – for use with solvent based materials	Yes / No
1.7	Air-Fed helmet for use with Grit Blasting Equipment	Yes / No
1.8	Ear Protection – Ear Muffs	Yes / No
1.9	Protective Gloves – Heavy Duty / Standard Safety Gloves	Yes / No
1.10	Harness – Fall arrest type with lanyard for use in tie-off locations – MEWP etc.	Yes / No
1.12	Knee Pads	Yes / No
1.13	Barrier Cream	Yes / No
1.14	Hand Cleansing Solution	Yes / No
1.15	First Aid Kit including Eye-Wash Solution	Yes / No

Employees should report to their Line Manager any defects found in relation to their PPE.

3.19 Pregnant Employees

Phoenix Mechanical will do all that is reasonably practicable in complying with its obligations under the Safety, Health and Welfare at Work (General application Regulations) Regulations 2007, "Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees." All female staff will be advised on recruitment that they are required to advise their manager, in writing, should they become pregnant or a new mother (that is a woman that has given birth in the last six months and who is breast feeding).

On receipt of a formal notification of pregnancy, recent birth or breast-feeding, the manager and / or Safety Professional, shall review the risk assessments relevant to the persons work. For all risks to which the pregnant or new mother is potentially exposed, and which represents an additional risk because of the pregnancy, recent birth or breast-feeding, efforts will be made to reduce the risks. Particular note will be made of any representations made by the woman's medical advisers.

If risks cannot be reduced the following actions will be taken:

- Employees will be reassigned to other work, which does not present a risk to the safety or health of the employee.
- When Health & Safety Leave is being granted, the manager will issue the required certificate.
- A suitable smoke free room or area will be provided where pregnant and nursing mothers may take their rests in a degree of privacy and calm.

3.20 Procurement Control

Chemicals

Before any new chemical / hazardous substance is purchased it must first receive approval from the Company.

Procedure:

- The Materials Safety Data Sheet must be passed on to a competent person to ascertain if the chemical is safe to use.
- The Company will then approve the chemical for use.
- Upon receiving approval to use the chemical, the employee may then purchase or use it.

Equipment Purchase

For all new equipment purchased under the direct control of Phoenix Mechanical, the purchaser is to ensure that the equipment complies with all Safety Standards and has a current CE mark. Advice from a suitably competent person on equipment should be sought in the planning stages.

Contractors

Before any contractor can be engaged they must initially submit a Health and Safety Policy / Safety Statement/Method Statement for review / approval. These documents will name any chemical that will be used at a given premises. The Company will decide if the use of any chemical can progress. All contractors must comply fully with the term and conditions of the Safety, Health and Welfare at Work Act 2005 and Company Policies and Procedures.

3.21 Risk Assessment and the Hierarchy of Controls

Once a hazard is identified, the first step is to assess the maximum harm or most severe consequence that is possible from the hazard, and then the likelihood of that harm occurring. These two factors are used to produce an estimation of risk via the matrix in the table below. Putting it together, ten steps are required to carry out the risk assessment.

The steps in risk assessing a hazard arising from a work task/ setting are:

1. Identify the hazard(s) associated with the work task / setting
2. Identify the consequence(s) associated with the hazard.
3. Estimate the Severity Rating (SR) associated with the hazard.
4. Identify who may be exposed
5. Estimate the Likelihood Rating (LR) associated with the hazard
6. Calculate the Risk Rating (RR) associated with the hazard (SR x LR)
7. Identify how exposure to this or any similar hazard is tackled currently
8. Identify additional means that reduce the risk to an acceptable level and draw up a control plan
9. Allocate responsibility for implementing and monitoring the control plan
10. Set an appropriate time-scale for making necessary changes
11. Set a review date for checking effectiveness, and reviewing controls if new control methods emerge
12. Record this information - this is the risk assessment required by Section 19 of the 2005 Act.

The Identifying of hazards that have potential to harm employees or others is the responsibility of everyone employed in Phoenix Mechanical. When a hazard is identified a risk rating needs to be appointed to rate the presented risk. A Suitably competent person will perform risk assessments.

Risk assessments will be reviewed annually or when changes to machinery, methods or processes occurs The management will then arrange measures of control to either eliminate the hazard or reduce the hazard.

Risk Rating

The Risk Rating (RR) is the means by which the level of risk is measured. There are 2 elements within a risk rating, the likelihood of injury and the severity where an injury has been realised. To calculate the risk rating for a particular Hazard, the individual likelihood rating (LR) and severity rating (SR) must be multiplied together and the product is the Risk Rating for the Hazard. The magnitude of the risk rating calculated above will determine the priority and action level required to effectively control the hazard.

Risk Rating = Severity Rating x Likelihood Rating (RR = SR X LR)

PLEASE SEE TABLE BELOW FOR RISK RATING CATEGORISATION.

RISK RATING CATEGORISATION

Assessment	Priority	Action
Acceptable Risk 1 - 6	Non-Urgent	No additional controls required <i>Note:</i> <ul style="list-style-type: none"> • Monitoring Required • Assessment Recorded
Moderate Risk 8 - 12	Action Needed	Controls required: <ul style="list-style-type: none"> • ASAP • Assessment Recorded • Controls Documented
Substantial Risk 15 - 16	Urgent Action Needed	Controls required: <ul style="list-style-type: none"> • Work Ceased / Prohibited • Controls Required Immediately • Assessment Recorded • Controls Documented
Intolerable Risk 20 - 25	Immediate Action Required	Controls required: <ul style="list-style-type: none"> • Work Ceased / Prohibited • Controls Required Immediately • Assessment Recorded • Controls Documented • Work Stoppage Documented

Risk Matrix/ Priority Table

	<u>Extremely Unlikely</u>	<u>Unlikely</u>	<u>Likely</u>	<u>Very Likely</u>	<u>Almost Certain</u>
<u>Minor</u>	1	2	3	4	5
<u>Moderate</u>	2	4	6	8	10
<u>Serious</u>	3	6	9	12	15
<u>Very Serious</u>	4	8	12	16	20
<u>Catastrophic</u>	5	10	15	20	25

LIKELIHOOD

Extremely Unlikely: Typically experienced once during the working lifetime of an Individual if at all.

Unlikely: Typically experienced once every 10 to 15 years by an Individual.

Likely: Typically experienced once every 5 years by an Individual.

Very Likely: Typically experienced once every 1 - 2 years by an Individual.

Almost Certain: Typically experienced at least once every six months by an Individual.

SEVERITY

Minor No injury.

Moderate Injury / harm that is of a temporary nature and results in less than 3 days absence.

Serious Injury that is of a temporary nature and results in more than 3 days absence.

Very Serious Irreversible injury / permanent disablement.

Catastrophic Death or multiple irreversible injuries.

THE HIERARCHY OF CONTROLS:

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process. The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

- 1. Elimination:** Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.
- 2. Substitution:** If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.
- 3. Engineering Solutions:** If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:
 - Enclosure (enclose in a way that eliminates or controls the risk);
 - Guarding/segregation of people;
 - Interlocks and cut-off switches; and
 - Exhaust fans.
- 4. Administrative Solutions:** These are management strategies, which can be introduced, i.e. training, job rotation, limitation of exposure time, provision of written work procedures. For example:
 - safe systems of work that reduce the risk to an acceptable level;
 - written procedures that are known and understood by those affected;
 - adequate supervision;
 - identification of training needs and provision of appropriate training; and
 - Information/instruction (signs, hand-outs).
- 5. Personal Protective Equipment & Clothing:** Personal Protective Equipment and Clothing should always be considered as a last resort. PPE can also be used as an interim measure to reduce exposure to a hazard. Some examples of PPE include; masks, ear defenders, respirators, helmets, boots, safety shoes, overalls, etc.

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training for example has been estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, item 5 takes the most effort to maintain and item 1 the least effort.

Prioritising Issues for Action

Compliance with safety requirements can require extensive consideration. It is the policy of this company to prioritise issues for action, using an approach based on the “Risk Matrix” outlined above. This risk matrix tool can be used to determine the seriousness of a hazard and to prioritise actions following assessment of the risks. The results are divided into “non-urgent” and “urgent” action needed for the items examined. This tool should be applied in the first instance by the line manager to whom the hazard is brought to the attention of.

Control Measures and Safe Work Practices

It is best practice to identify and apply appropriate control measures to prioritised risks. The first line manager / supervisor to be made aware of a hazardous situation will make the initial decisions regarding the immediate implementation of whatever measures can be put in place to control the hazard. The development of control measures may involve change in operating procedures, and it is best practice to underpin all such changes in procedures in the form of staff memoranda.

3.22 Roof Work

The roof of the company premises is a fragile roof with suspected Asbestos slates and skylights. Under no circumstances are Employees / Visitors permitted to access the roof area of the company’s premises. Where access may be required for maintenance/cleaning purposes, a competent contractor will be engaged to do so with an appropriate safe system in place to ensure any task can be completed without risk to personal safety.

3.23 Safety Audits / Inspections

The Company will ensure safety audits are carried out on an appropriate basis and has a Safety Inspection and Auditing Programme in place. Inspections/Audits are carried out periodically in all areas by internal /external auditors and are the responsibility of Safety Officer. Results of inspections and audits, including details of recommended corrective actions will be logged and actioned as appropriate.

It is the responsibility of all Employees to ensure that corrective actions are implemented within agreed timeframes. Senior Management are required to periodically inspect the premises under their control and also to observe the working practices of their employees. The Managing Director may further nominate a competent person to carry out these audits. The following topics are typically checked:

1. **Equipment and machinery** - safety interlocking and guarding in place and operational.
2. **Working environment** - temperature, humidity, lighting and odour.
3. **Work procedures** - lifting, transporting, moving and handling practice
4. **Housekeeping** - chemical storage, floors, aisle way egress and access to workstations and emergency exits/equipment.
5. **Noise monitoring**
6. **Environmental compliance** - labelling, segregation and disposal of waste
7. **Ergonomics** - reach, movement, weight and repetitions
8. **Any other Applicable aspects**, relative to each particular location.

The audit / inspection is carried out as an exercise to identify any hazards that are present on the given time and day of the visit. Its purpose is to expose the day-to-day activities that may not conform to safety, health and welfare of all employees. Records of all safety audits, accidents reports, near miss reports, safety statistics compiled, safety conformance records, checks or procedures on all materials and equipment will be maintained by the relevant Manager / Supervisor. The Company will use these records as guidance to safety behaviour and culture of Phoenix Mechanical as a company.

Examinations, Testing and Inspections

In accordance with the statutory requirements certain examinations, testing and inspections are carried out in using resources inside and outside of the organisations depending on competence.

<u>Equipment</u>	<u>Independent Body</u>	<u>Responsibility</u>
Fire Alarm Systems		Managing Director
Fire Fighting Equipment		Managing Director
Emergency Lighting		Managing Director
Fire Exits		Managing Director

3.24 Safety Induction

An Induction or briefing (where applicable) will be carried out by the Manager / Supervisor of the work place where the new employee will be required to work, or by a designated competent person of the area to be worked in.

Apart from explaining to the new employee what he/she will be required to do and to whom he/she will be directly responsible, the following points require highlighting:

- Show new employees where the Safety Statement is kept. Explain its purpose and ensure that the employee is aware of his/her responsibility.
- Advise new employee of any potentially dangerous areas in the work place.
- Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
- The training and instruction required for each individual must be considered. The Foreman/Supervisor will arrange for specific training to be given to an employee.
- Show new employees the location of the First Aid Box (s) and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time within 30 minutes of taking place.
- Demonstrate to the new employee the fire and evacuation procedure and assembly points.
- Instruct the staff member in relation to any job specific risk assessments.

3.25 Safety Representative & Safety Committee

Under Section 26 of the Health, Safety and Welfare at Work Act 2005, employees will be afforded the opportunity to elect a safety representative. The company Safety Representative may be a member of the onsite team and a member of a representing union.

The role of the Safety Representative may be summarised as follows:

- The Safety Representative will be afforded the opportunity to make representation on matters of Health and Safety to Company Management.
- The Safety Representative will be given access to information that pertains to the safety, health and welfare of employees (subject to any limitations provided in the Safety, Health and Welfare at Work (General Application) Regulations 2007).
- The Safety Representative may be given the opportunity to receive appropriate health and safety training.
- The Safety Representative will be informed when an Inspector of the Health & Safety Authority (HSA) visits the premises or project site and will be facilitated with the discharge of his/her functions under Section 25 of the Safety, Health and Welfare at Work Act 2005.
- A Safety Representative will not suffer any disadvantage through discharge of these functions.

There is a Safety Committee in place. The Safety Committee meets at least four times per year (more regular meetings will be scheduled if required to discuss specific issues).

The members of the Safety Committee are:

- Managing Director/Safety Officer
- Safety Representative – if any
- Fire Wardens-if any
- First Aider
- Site Supervisor

Other members of Employees may be co-opted on to the committee, where specific expertise is necessary. Minutes will be recorded of all Safety Committee meetings. All Employees have access to the minutes of the Safety Committee meetings, which are filed in the safety folder.

The Safety Committee shall:

- Act as a conduit for the two-way exchange of information between management and employees in relation to matters of safety, health and welfare.
- Consider and make recommendations on matters of general health, safety and welfare.
- Make recommendations on amendments to the Safety Statement.
- Review Risk Assessments, inspection reports and audit reports and ensure prompt remedial action is taken when required.
- Review accident/incident reports and statistics and make recommendations.
- Consider methods of promoting health and safety within the organisation.

3.26 Safe Systems of Work

It is the policy of Phoenix Mechanical to ensure that tasks are within the competence and capacity of the employees. Safe systems of work have been designed with this objective in mind. As some work activities give rise to risks which can only be controlled by adherence to proper procedures, employees may be issued with written safe working procedures which should be adhered to at all times.

Management will keep a watching brief on safety matters and where necessary, adjust or alter systems of work to make them as safe as is reasonably practicable.

To ensure personal safety, employees shall follow all instructions carefully and report any incidents of danger or deficits in systems or equipment. Reporting to the Manager / Supervisor of any defect found in systems of work is encouraged. Employees are not expected to continue in unsafe systems of work.

3.27 Security / Violence

The nature of the company's business means there is an interaction with members of the public. This means there is potential of a risk of verbal threats, violence or aggravated theft. The priority will be those involving face-to-face dealings with members of the public. Management / Supervision will verify past history of threats to staff / incidents involving security and ensure there is adequate arrangements in place.

3.28 Sexual Harassment

It is the policy of Phoenix Mechanical to create and maintain a healthy working environment where freedom from harassment in any form, be it bullying or sexual, is a condition of work which every employee, male and female, is entitled to. Therefore the company commits itself unconditionally to the prevention of any form of harassment and to ensure where complaints are reported, that they are immediately properly and fully investigated. All employees are responsible for ensuring an environment that is free from any form of harassment.

3.29 Smoking and Smoking Policy

As part of the Public Health (Tobacco) Act 2002 (Section 47) Regulations 2003, the Irish Government has implemented a ban on smoking in the workplace. This means that with effect from the 29th March 2004, smoking is forbidden in an enclosed workplace. The legislation outlines that from this date on, smoking is prohibited in office blocks, public houses/bars, restaurants and Company vehicles. Under the Act, Phoenix Mechanical like all other companies must implement this legislation. This includes offices, stores areas, canteens and all commercial vehicles i.e. vans, cars, jeeps, trucks.

The Public Health Inspectors police the ban and large fines can be imposed up to €3,000. While the company is responsible for implementing the ban and are liable for any breaches, employees will be held responsible for their action should they be found to be in breach of the legislation. An employee found smoking in any of the above named locations will be subject to disciplinary action

up to and including dismissal. Where a Designated Smoking Area is in place, this can be clarified by asking the Manager / Supervisor. Management / Supervision will communicate arrangements around Company Smoking Policy, as set out below. Smoking is not allowed within the company premises. There is a designated smoking area for staff and all staff must fully extinguish cigarette ends carefully and dispose of them.

Smoking Policy:

In the work place:

Smoking is forbidden in enclosed places of work in Ireland. This includes office blocks, various buildings, public houses/bars, restaurants and company vehicles (cars and vans). The ban was introduced by the Tobacco Smoking (Prohibition) Regulations 2003. The purpose of this ban is to offer protection to employees and the public who are exposed to the harmful and toxic effects of tobacco smoke in the workplace. Smoking has been identified as a major cause of heart disease and a significant contributor to lung cancer.

Time off for smoking:

As per Irish Law, Employees are only entitled to time off work for breaks as set down in Section 12 of the Organisation of Working Time Act 1997. Employers are not obliged to provide smoking breaks for employees.

If an employee is found to be smoking in the workplace or taking breaks for smoking outside their normal rest breaks they may be subject to Phoenix Mechanical disciplinary procedure.

3.30 Stress

The employer will adhere to all aspects of the Safety, Health and Welfare at Work Act 2005, which obliges employers to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace can include:

- Excessive workload
- Poor work organisation
- Poor working relationships
- Poor communication at work
- Poorly organised shift work
- Ill defined work roles
- Lack of support to Employees
- Dull repetitive work
- Highly demanding tasks
- Dealing directly with the public
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard, i.e.:

- Identification of potential problems;
- Assessment of risks;
- Implementation of safeguards; and
- Monitoring the effectiveness of safeguards.

The employer will utilise the following methods of managing stress where appropriate:

- Ensure that all Employees are instructed to raise any issues of stress with the Safety Officer as soon as possible.
- Ensure that Management is aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.

3.31 Violence and Aggression

Phoenix Mechanical will take all necessary measures to protect employees from acts of violence or aggression experienced during the course of their work and will act on any complaints made by employees, or other persons. The management will investigate any reports made.

3.32 Visitors

Visitors are persons who attend to the company location or site location with either appointment or enquiry. They are persons seeking business relations with Phoenix Mechanical and while on company premises are defined as person other than employees as described in Regulation 12 of the Safety, Health and Welfare at Work Act 2005.

All visitors must

- (a)** Report to the Manager / Supervisor on arrival
- (b)** Use protective clothing/equipment as appropriate
- (c)** Obey the safety rules and regulations
- (d)** On leaving the premises advise the Manager / Supervisor of same.

Employees of the company must identify to the visitor, hazardous areas or procedures and indicate procedures in the event of an emergency such as fire. Visitors on request from any employee must disclose their name and company contact.

3.33 Welfare Provision

In accordance with the Safety, Health and Welfare at Work Act 2005, Phoenix Mechanical has committed to providing welfare facilities which are available to all employees where and if applicable. Where these facilities are not available, the Company will make arrangements for employees of Phoenix Mechanical to have welfare provision adequately supplied. Employees are obliged to care for these facilities and must not misuse them.

Typical facilities include:

- Good hygiene facilities
- High standard toilet & washing facilities
- Hot and cold water in wash hand basins
- Canteen facilities (Kitchen)
- Changing rooms are provided for employees who have to wear special work clothes, i.e. wet weather clothing.
- Drying facilities for wet clothing

SECTION 4 – HAZARD IDENTIFICATION AND RISK ASSESSMENTS

WORKING AT HEIGHTS RISK ASSESSMENTS

Harnesses & Fall Arrest

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Harnesses & Fall Arrest	No Edge Protection or Lifeline System Falling off the edge of the building/MEWP Faulty Equipment Slips, trips, falls, Falling from Ladder Fall through fragile roof Fire, Personal injuries Death	3	5	15	<ul style="list-style-type: none"> No one should go up onto a roof or operate an MEWP without an approved method statement and without being competent and trained to do so. Obtain Roof Work Permit as required. The use of mobile machinery suitable for the task must be stated in the method statement. Method statement must be reviewed and signed before the work is undertaken. Survey first & Ensure Roof is safe to work on. Do Not access roof during adverse weather such as high winds or ice, sleet or snow. Ensure Lifeline System, Parapet Wall, scaffold handrails or other sufficient Methods of Fall Protection are available to use before commencing any Roof Works. NO WORKS can take place on a Roof where there are exposed or unprotected edges. Harnesses and suitable lanyards MUST be worn as required and clipped onto a suitable anchor point or lifeline system when working on roof areas, near roof edges or near exposed areas, when operating an MEWP or where there may be a risk of falling. Harnesses must be certified every 6 months. GA3 Form must be completed weekly and visual harness inspection carried out prior to each use. 	1	5	5

					<ul style="list-style-type: none">• Harnesses must be hung up when being stored after use.• Damage to harnesses must be reported to a supervisor and taken out of use and replaced with a new certified harness when required.• Permit and Work Procedure MUST be followed Daily.• Review Ladder, Scaffolding and working at height risk assessments as required depending on the task.• No person can work on a roof on their own. A Buddy System MUST be used.			
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Ladders, Step Ladders & Podium Steps

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Ladders, Step ladders & podium steps	Serious Personal Injury. Fatality. Inadequate training. Defective ladders. Insecure ladders. Improper climbing & descending. Uneven base. Poor housekeeping. Improper use. Poor footwear Inclement weather and ground conditions. Accident/Incident Report.	4	5	20	<ul style="list-style-type: none"> Ladders will only be considered where the use of other more suitable work equipment such as towers scaffolds is not appropriate. Ladders will only be used as a work place for light work that is low risk and of short duration. Ladders with a defective components will not be used. Ladders will be in good condition and of adequate length and strength for the work in progress. Ladders will be secured at the top and be long enough to extend a safe distance of one meter above the landing place. It is recommended that ladders be placed at an angle of 1:4. Place ladders on a firm level base. Tied off at the top or supported at the bottom. Ensure that the step-off area is clear if using a ladder to reach a platform. Ladders should be positioned so that over reaching is not necessary and when working from the ladder; persons should not stand on the top three rungs. Ladders will be used in accordance with the Work at Height Regulations 2006. PPE will be used as prescribed and in the manner intended. 	2	3	6

MEWPs

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
MEWPS	<p>Untrained Operators causing operational error.</p> <p>Lack of maintenance compromising working mechanisms.</p> <p>Inadvertent operation of MEWP.</p> <p>Overturning of MEWP.</p> <p>MEWP failure, falls of persons.</p> <p>Crushing /Pinching or trapping of body part between moving parts and building structures / services.</p>	3	5	15	<ul style="list-style-type: none"> All operators and Spotters must be trained in the safe use of MEWPs. Valid GA1 Form must be completed for each hoist by external vendor. GA3 Checklists to be completed prior to operation. Spotter / buddy must be in attendance, maintaining visual & verbal communication distance at all times. All MEWP must be fitted with a working dual control mechanism. Outriggers or stabilisers MUST be deployed when fitted to Machine. Check that unit is stable when operating, do not overload and stay within S.W.L. Do not travel over unstable ground unless MEWP is manufactured to do so. Keep hands & fingers free from rails when extending Platform and within the carriage when moving/elevating. Refer to user`s manual to determine maximum permissible wind speed when operating externally. Employees must wear a certified harness and retractable lanyard and tie off to designated anchorage point located within machine before it is moved. All operators & buddies to be made aware of hazards and procedures for avoiding entrapment between the platform & any fixed obstruction. All work areas around MEWP'S to be kept clear of debris. Housekeeping in the work platform to be kept clear of debris, no tools to be stored in control box of MEWP. 	2	2	4

	<p>Tools/materials / Persons falling from heights.</p> <p>Impacts to services / persons / other vehicles.</p> <p>Working from Midrails.</p>				<ul style="list-style-type: none"> • No material to be stored at height on machine. Agreed materials in baskets, when used must not exceed the SWL of the MEWP. • Daily and Weekly checklist (GA3) will be issued by Company Safety Advisor prior to operator using • Machine. Operator to sign off checklist daily. • Cordon off work area erect barriers & signs to create exclusion zone where working from mewp and incorporate barriers to exclude where parking post task. • Only approved “hop-ups” are to be used, using 100% tie off when agreed feasible to use – tie off to designated point within the MEWP and a secondary, suitable anchorage point over head. • Hop ups must be designed specifically for particular type of MEWP and clearly identified as to which particular model it is for. 			
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Mobile Tower Scaffolds

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Mobile Towers	<p>Tools/materials / Persons falling from heights.</p> <p>Impacts to services / persons / other vehicles.</p> <p>Working from Midrails.</p> <p>Collapse of Scaffolding.</p> <p>Gaps in scaffolding.</p> <p>Overhead Electrical Cables.</p> <p>Unauthorised Access to Scaffolding.</p> <p>Untrained Erectors.</p>	4	4	16	<ul style="list-style-type: none"> Mobile Tower is to erected, modified, dismantled by trained C.S.C.S. or equivalent personnel. Inspection and tagged on completion, updated weekly & results of inspections entered onto GA3 form. Harness and lanyard must be worn and tied off when required. Do not exceed SWL of tower. Use guardrails & toe boards. Mobile tower is not to be moved when persons are working on them. Note: Mobile tower will be custom built for the task. Towers to be erected by trained personnel. Inspection and tagged on completion, updated weekly & results of inspections entered onto GA3 form. Harness and retractable lanyard must be worn and tied off when required. Do not exceed SWL of scaffold. Use guardrails & toe boards. Mobile tower is not to be moved when persons are working on them. Mobile tower can only be erected / modified and / or certified by trained persons. Mobile tower will be custom built for task, will have wheels locked when in working position. Ground conditions will be verified as suitable for using mobile tower before erecting for use. Further inspections will be carried out after any adverse weather conditions and following any alterations All scaffold towers shall be constructed with double guard rails and fixed toe boards 	2	3	6

					<ul style="list-style-type: none">• Scaffold towers shall always be constructed on level, solid foundations• All ladders shall be securely tied off and guarded to prevent accidental falls• Where scaffold towers are fitted with wheels, they should be securely locked before use.			
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Roof Work

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Roofwork	<p>Manual Handling Type injuries.</p> <p>Slips, Trips, Falls.</p> <p>Serious personal injury, Fatalities.</p> <p>Falls from the exposed edges of roofs.</p> <p>Falling objects.</p> <p>Falls through gaps or holes in roofs.</p> <p>Falls through fragile roof materials and roof lights.</p> <p>Failure to select correct fall prevention systems.</p>	4	5	20	<ul style="list-style-type: none"> • All roof work to be correctly planned prior to task commencement. • Ensure staff are issued with appropriate personal protective equipment specific to any particular risk they may face and any personal protective equipment should only be issued as a last resort when no other form of risk reduction is possible. • All roof works is to be thoroughly risk assessed: • Avoid where possible. • Where unavoidable, fall controls are required. • Where prevention is not guaranteed, suitable fall arrest strategies must be in place. • Always utilise Collective means over personal as a priority. • Roof work must be surveyed prior to works commencing to verify all applicable hazards have been noted and correctly controlled in task specific safe systems of work. • Ensure adequate supervision is provided and that control measures remain valid for the duration of the work • Correct level of training must be in place for operatives engaged in roof work. • All operatives must be given appropriate levels of information, instruction and supervision when working on roofs. 	1	5	5

				<ul style="list-style-type: none"> • Inspect all Fall Prevention PPE thoroughly prior to task commencement. • Replace any faulty / worn personal protective equipment. • Ensure safety signage is put up highlighting the requirement to wear personal protective equipment as applicable. • Ensure staff wear any personal protective equipment issued and conduct regular inspections for duration of roof work tasks. • All tools, equipment and access facilities shall be checked and inspected before use • Edge protection in the form of guardrails and toe boards shall be provided on all edges • Where this is not possible or practical, rigid barriers shall be erected at least 3m from the edge to prevent access to the edge zone • All work to be undertaken around the edge, particularly where no edge protection is provided, shall be carried out using harnesses and lanyards • No lone working will be permitted • All waste materials will be either lifted off in skips or deposited in skips at ground level via a rubble chute. • All tools, equipment and access facilities shall be checked and inspected before use • Edge protection in the form of guardrails and toe boards shall be provided on all edges • Where this is not possible or practical, rigid barriers shall be erected at least 3m from the edge to prevent access to the edge zone • All work to be undertaken around the edge, particularly where no edge protection is provided, shall be carried out using harnesses and lanyards • No lone working will be permitted • All waste materials will be either lifted off in skips or deposited in skips at ground level via a rubble chute. 		
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Roof Work (Fragile Roofs)

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Roofwork (Fragile Surfaces)	<p>Slips, Trips, Falls.</p> <p>Serious personal injury, Fatalities.</p> <p>Falls from the exposed edges of roofs.</p> <p>Falling objects.</p> <p>Falls through gaps or holes in roofs.</p> <p>Falls through fragile roof materials and roof lights.</p> <p>Failure to select correct fall prevention systems.</p> <p>Traversing across fragile roofs.</p>	4	5	20	<ul style="list-style-type: none"> All operatives to be trained in the risks of working at height and with fragile roofing materials Operatives to be specifically trained in the selected safe system of work required in each individual case Only persons with experience of this type work shall be used. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work All work involving fragile roofs shall be clearly identified prior to the start of work. Safe and adequate means of access and egress to be provided to the roof area Where fragile material is restricted to a small area (i.e.: roof lights) these areas should be barriered off No person shall be permitted to walk or traverse over a fragile roof without the use of crawling boards, roof ladders, scaffolding, staging or other protective devices Consideration shall be given to the use of safety nets suspended below the roof where applicable. All work will be subject to a full permit to work system No lone working will be permitted. Inspect all Fall Prevention PPE thoroughly prior to task commencement. Replace any faulty / worn personal protective equipment. 	1	5	5

					<ul style="list-style-type: none">• Ensure safety signage is put up highlighting the requirement to wear personal protective equipment as applicable.• Ensure staff wear any personal protective equipment			
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Roof Work (Maintenance)

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Roofwork (Maintenance).	<p>Slips, Trips, Falls.</p> <p>Serious personal injury.</p> <p>Fatalities.</p> <p>Falls from the exposed edges of roofs.</p> <p>Falling objects.</p> <p>Falls through gaps or holes in roofs.</p> <p>Falls through fragile roof materials.</p> <p>Failure to select correct fall prevention systems.</p> <p>Traversing across fragile roofs.</p>	4	5	20	<ul style="list-style-type: none"> • All operatives to be made aware of the risks and hazards associated with working at height and to be instructed in the contents of the method statement and safe system work • All staff to be trained in the use and inspection of their harnesses and lanyards • All workers to be provided with training in safe manual Ensure adequate supervision is provided and that control measures remain valid for the duration of the work handling techniques. • A safe system of access and egress to the working area shall be provided, for short duration work this may involve the use of a securely footed ladder, though the use of mobile scaffold towers and full access scaffolds shall be given consideration • The working area shall provide protection from and to pedestrians and other road users where applicable • For short duration work the use of roof ladders will be used to provide access to and from the work area • For longer duration work the use of a full scaffold with toe boards, double guard rails, ladder access and other features such as a gin wheel and debris chute shall be used. • No materials or debris shall be allowed to be thrown from the roof • A full method statement and safe system of work shall be prepared prior to the commencement of any works 	1	5	5

					<ul style="list-style-type: none">• No material shall be allowed to be thrown from the roof area• Warning signs shall be erected stating “men working overhead”• Works shall not be permitted to take place during periods of adverse weather such as in strong winds or wet weather			
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Scaffolds

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Scaffolds	Collapse of Scaffolding. Gaps in scaffolding. Persons Falling from Height. Overhead Electrical Cables. Unauthorised Access to Scaffolding. Untrained Erectors. Manual Handling Type injuries. Slips, Trips, Falls. Serious personal injury. Fatalities. Falls from the exposed edges. Falls through gaps or holes in incomplete scaffolds.	4	5	20	<ul style="list-style-type: none"> Scaffolds must be built specific for a designated task and handover cert from certified scaffolder to be handed over to requestor. Scaffold erected, modified and certified by trained personnel only. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work Inspection and tagged on completion, updated weekly & results of inspections entered onto GA3 form. Certified Harness and retractable lanyard must be worn and tied off when required. Do not exceed SWL of scaffold. All scaffolds shall be constructed with double guard rails and fixed toe boards Scaffolds shall always be constructed on level, solid foundations Where there is a risk of falling objects or other materials, the scaffold will be fitted with brick guards, debris netting or protective fans All ladders shall be securely tied off and guarded to prevent accidental falls All persons must be C.S.C.S. trained or equivalent to erect, modify or dismantle scaffolding. Do not access scaffold if Scaffold tag is removed or out of date. 	1	4	4

Working at Heights (General)

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Working at Heights (General)	Accidental electrocution from exposed wires. Personal injury from incorrect use. Falls from height. Falling objects. Personal injury from inadequate maintenance. Ejected materials. Burns. Fractures. Entanglement. Lacerations. Amputation. Serious cuts, abrasions and physical injury. Intoxicants or drugs. Unsafe work practices. Untrained operator. Accident/Incident Report.	4	5	20	<ul style="list-style-type: none"> All personnel working at heights will be trained and certified and given instruction, detailing the inherent dangers involved. All jobs assessed at planning to exclude where possible work at heights. All jobs where working at height is unavoidable will have method statement. All operators involved in work at heights will read and understand the Risk Assessment and Control Measures identified in the Method Statement. While working at heights tools will be stored in a secure manner, while not in use, so as to prevent them falling from a height. While working at heights equipment will be secured in a manner so as to prevent them falling from a height. Operatives will be trained in the safe use of height access equipment, e.g. ladders, alloy tower etc. All open manholes will be suitable and adequately guarded. Manhole covers will be securely replaced as soon as is reasonably practicable. All personnel working at heights will be trained in the safe use of fall arrest equipment, in accordance with manufacturer's instructions. Work platform, handrails, mid rails, and toe boards will be free from trip Hazards and in a secure and safe condition. Defective work platforms will be repaired before use. Defective height access equipment (ladders) will be immediately taken out of service and discarded. 	2	3	6

- Ground conditions will be examined before setting out height access equipment.
- Safety Harness and lanyards will be used as prescribed and in the manner intended.
- Weekly ladder inspection records will be maintained, in accordance with statutory requirements.
- Use of MEWP's Scaffolding, Boom Lifts, Mobile Towers, etc. will be assessed before ladders.
- If possible ladders will only be used for access and egress and short duration work.
- PPE will be used as prescribed and in the manner intended.
- All operatives to be made aware of the risks and hazards associated with working at height and to be instructed in the contents of the method statement and safe system work
- All staff to be trained in the use and inspection of their harnesses and lanyards
- All workers to be provided with training in safe manual handling techniques.
- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.
- A safe system of access and egress to the working area shall be provided, for short duration work this may involve the use of a securely footed ladder, though the use of mobile scaffold towers and full access scaffolds shall be given consideration
- The working area shall provide protection from and to pedestrians and other road users where applicable
- For short duration work the use of roof ladders will be used to provide access to and from the work area
- For longer duration work the use of a full scaffold with toe boards, double guard rails, ladder access and other features such as a gin wheel and debris chute shall be used.
- No materials or debris shall be allowed to be thrown from the roof
- A full method statement and safe system of work shall be prepared prior to the commencement of any works
- No material shall be allowed to be thrown from the roof area

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| | | | | <ul style="list-style-type: none">• Warning signs shall be erected stating “men working overhead”• Rubble netting, brick guards and fans shall be considered to provide protection to persons below• Works shall not be permitted to take place during periods of adverse weather such as in strong winds or wet weather. | | | |
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WORKPLACE PLANT & MACHINERY

Company Vehicles

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Company Vehicles	Crashes, Noise/vibration, Impact with pedestrians, Impact with other vehicles, Serious personal injury and Property damage.	4	5	20	<ul style="list-style-type: none"> Operate strictly within the guidelines given during the training for the ATV and attachments. Make regular inspections of your vehicle for obvious defects and ensure any defects are rectified without delay. Drive in a safe manner at all times and be particularly careful when driving on sites to consider the condition of temporary access roads or roads that are under construction and being used for access purposes. Ensure before reversing that there are no obstructions of people behind the vehicle. Report all accidents or damage, however minor, to the Company Secretary. Ensure any traffic violations you are involved in which result in yourself being prosecuted are reported to the Company Secretary. Ensure your vehicle is serviced in accordance with the manufacturer's requirements. Check lights, tyres, oil, water, windscreen wipers and washer reservoir etc. at least once a week. Do not drink alcohol or take medication that could affect driving ability before driving a vehicle. Ensure that the vehicle is only driven by those authorised to do so. 	2	4	8

					<ul style="list-style-type: none">• Personal belongings or any company property must be locked in the boot when parking and never left in the car overnight.• The glove compartment of each vehicle shall contain applicable accident reports and a copy of the insurance company accident investigation kit. All drivers shall be instructed in the proper method of reporting accidents.• Ensure the appearance of the vehicle is maintained at an acceptable standard and kept clean both inside and outside.			
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Forklifts

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Use of Forklifts	Impact to personnel, services or equipment. Overturning. Objects falling from forks. Machinery control failure. Impact/collision with another object/vehicle/person. Noise/Vibration Fatalities / Crush injuries as a result of entanglement. Fire / Release of Gas from batteries.	4	5	20	<ul style="list-style-type: none"> All operators to have appropriate training and valid certification to operate plant with completed specific induction on machine operation. Plant to have fully functioning lights, indicators, beacons, audible alarms / horns and use same during operation. Check to verify Mirrors are in good condition and clean. Limit operation in areas of personnel congestion; incorporate barriers to identify any stationary working areas. Daily pre-use checks to be completed on GA form, documented and kept on file. Keep to site speed limit at all times. Forklifts to be driven with forks lowered. Trained personnel only to be working with the forklifts with correct level of supervision, instruction, information and training. Equipment to be inspected prior to use, verifying control devices, guards and protection devices are present and operating correctly. Any modifications All maintenance/ modifications are performed by competent persons and in line with manufacturer's recommendations. All equipment to meet legislative requirement as set out in the Safety, Health and Welfare @ Work, General Application regs. 2007. 	2	4	8

					<ul style="list-style-type: none">• Company operating procedures regarding loading / unloading to be strictly followed at all times.• Material to be secured and verified prior to motion. Ensure adequate clearance space for range of movement, turning etc.• Never overload the forks and do not use to elevate persons/carry persons.• Forklifts are not to be left unattended while running or with the forks elevated• Batteries charged in designated bay that is well ventilated.• Safe system of work used which includes provision and use of goggles and gloves.• Potential sources of ignition controlled.			
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Traffic Management

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Traffic Management	<p>Operatives being struck by traffic.</p> <p>Traffic colliding with stationary plant, materials or equipment.</p> <p>Potential serious injury.</p> <p>Serious personal injury.</p> <p>Fatality.</p>	3	5	15	<ul style="list-style-type: none"> • All operatives to be informed and instructed of the risk and hazards of working adjacent to live traffic • Appropriately qualified site supervisor trained in accordance with the traffic management strategies to be on site at all times • All operatives to be competent and experienced. • Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. • During the setting up of the traffic management systems, vehicles with roof mounted flashing amber beacons, men at work signs and keep left/right arrows shall be used to provide protection to the operatives setting out the cones, barriers and signage etc • Advance warning signs will be erected on the approaches to the works area to warn motorists of the impending works • All staff will wear high visibility clothing when working in the public highway • Sufficient road width will be provided to enable buses, cars and Lorries etc to pass safely. • All traffic management proposals should be carefully planned in advance and agreed with the highways authorities and where applicable with the emergency services • Ensure sufficient supplies of cones, signs and other products are available before the commencement of operations • Operatives will always face the traffic when setting out cones, barriers and signs etc • Regular inspection and checking of signs and other elements of the traffic management proposals will be carried out to ensure they remain in the correct position etc. 	1	4	4

Vehicular Movement (General)

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Vehicular Movement	<p>Operatives being struck by traffic.</p> <p>Traffic colliding with stationary plant, materials or equipment.</p> <p>Potential serious injury.</p> <p>Serious personal injury.</p> <p>Fatality.</p> <p>Damage to property and machinery.</p>	4	5	20	<ul style="list-style-type: none"> • Implement a safe system of vehicle movement to include methods of arrival loading unloading and departure. • Ensure the provision of signage to warn staff and visitors of the hazard. • There should at no time be any accessibility to any machinery by visitors or unauthorised personnel. • Drivers are expected to remove keys from vehicles every time that leave the cab, this is to prevent unauthorised use and also to avoid accidental movement. • All operatives to be informed and instructed of the risk and hazards of working adjacent to live traffic. • Appropriately qualified site supervisor trained in accordance with the traffic management strategies to be on site at all times • All operatives to be competent and experienced. • Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. • During the setting up of the traffic routes / systems, vehicles with roof mounted flashing amber beacons, men at work signs and keep left/right arrows shall be used to provide protection to the operatives setting out the cones, barriers and signage etc • Advance warning signs will be erected on the approaches to the works area to warn motorists of the impending works • All staff will wear high visibility clothing when working in the public roads. • Sufficient road width will be provided to enable buses, cars and Lorries etc to pass safely. 	1	4	4

					<ul style="list-style-type: none"> • All traffic management proposals should be carefully planned in advance and agreed with the highways authorities and where applicable with the emergency services • Ensure sufficient supplies of cones, signs and other products are available before the commencement of operations • Operatives will always face the traffic when setting out cones, barriers and signs etc • Regular inspection and checking of signs and other elements of the traffic management proposals will be carried out to ensure they remain in the correct position etc. • Ensure that provision of yellow marking on the ramps also provided signage i.e. "Ramp ahead". Have these signs at each ramp interval. • All motor vehicle laws shall be obeyed. 			
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Hi Ab Crane

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Hi-Ab Crane	Untrained Operators Faulty Equipment Overloading, Overturning, Incorrect use of crane, Unsafe slinging, insecure loads, fall of materials Collision with moving load Damage to property	5	5	25	<ul style="list-style-type: none"> • Hi-ab Operators must be competent and sufficiently trained. Authorised persons must be over 18 years of age and competent to carry out duties. • Hi-ab crane will comply with CE legislation and specifications –it will be CVE marked • Hi-ab crane will have a test certificate and will be thoroughly examined every 12 months. • Chains, ropes, slings, grabs & attachments etc. must have a current test certificate and will be thoroughly examined by a competent person every six months. 	2	5	10

	Personal Injury, Death			<ul style="list-style-type: none"> • Hi-ab crane and lifting gear will be examined weekly and the result recorded and maintained on file and/or on site. • Ground Conditions to be examined prior to set up of hi-ab crane to ensure that outriggers are not placed on top of chambers manholes, underground services etc. Adequate hi-ab crane pads to be used to help distribute the weight of the crane. • Ensure a Safe Lifting Plan has been prepared for the lifting operation. • Where a defect is noted in any hi-ab crane or item of lifting gear and the defect could affect the safe use of the equipment, the defective item must be taken out of service until the defect is remedied. • Trained CSCS Slinger/Banksman only to sling loads or to give signals to prevent overloading and to ensure loads are secured properly prior to all lifting operations. • Hi-ab crane to be fitted with auxiliary devices, flashing beacon and alarm and these must be maintained and in good working order. • The safe working load will be clearly marked on the machine. • The operating instructions for the hi-ab crane will be available in the cab of the hi-ab crane and kept on file. • The hi-ab crane must be secured and left in a safe condition at the end of each working period. Loads must not be left suspended when the crane is unattended. • A physical exclusion zone with adequate warning signs will be maintained around the crane during all lifting operations. No one is permitted to enter the lifting zone during operations. 			
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HAND TOOLS & POWER TOOLS RISK ASSESSMENTS

Abrasive Wheels

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
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Abrasive Wheels	<p>Bursting of abrasive wheel or disc</p> <p>Contact with wheel or disc</p> <p>Clothing entanglement with moving parts</p> <p>Inhalation of dust</p> <p>Exposure to hazardous noise level</p> <p>Ignition of combustible materials</p> <p>Disks out of date</p> <p>Disks fitted incorrectly.</p> <p>Safety guards' not in place.</p> <p>Accident/Incident Report.</p> <p>Amputation.</p> <p>Serious cuts, abrasions and physical injury.</p> <p>Intoxicants or drugs.</p> <p>Unsafe work practices.</p> <p>Untrained operator.</p>	<p>4</p> <p>4</p>	<p>4</p> <p>16</p>	<ul style="list-style-type: none"> • Ensure at purchasing stage the safest type of machinery with ergonomically friendly designs are considered first and foremost. • Ensure all machinery is CE marked, compliant and meets the Requirements of the 2016 General Application Regulations • Ensure all machinery is operated, serviced and maintained in accordance with manufacturer's recommendations • All persons operating angle grinders are fully instructed in safe mounting of blades and discs and safe operating of machine. • Equipment is in good repair and defects are repaired and faulty equipment replaced. • The grinder is used at the correct angle and doesn't get chocked causing excessive stress to the blade. • Care is taken to where hot sparks or flying material will go. Move any combustible material away and warn other workers in the area. • Hearing protection will be used where excessive noise is experienced. • Any trailing cables are kept tidy and away from access routes or walkways. • All guards are fitted and maintained in good condition. • All personal protective equipment such as goggles, face shields, boots, gloves and overalls are worn. • The correct disc is used for whatever type of material is being cut or worked on. • The mounting nuts are not damaged and in good condition, replace if necessary. • The discs or blades are mounted correctly, follow all manufacturer's instructions. • The correct mounting tool or spanner is used and never over tighten as the wheel will tighten itself as it spins. • The spindle wheel on the machine and disc are clearly marked and match up with each other. • A grinding disc in never used for cutting or vice versa. 	<p>2</p> <p>3</p>	<p>6</p>
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					<ul style="list-style-type: none"> • All personnel changing abrasive wheels or cutting discs will be trained to the Schedule to the Regulations. Abrasive wheels machines subject to a planned maintenance program. • Proof of training and appointment will be required; this also applies to Sub-Contractors. • The correct wheels for the type of machine, speed and material to be cut will be ordered and supplied. • Hot work permit clearance is to be obtained before using these machines in • Potentially flammable areas. • An assessment of PPE requirements will be carried out before use of an abrasive wheel is authorised; this will include hearing, eye, head and foot protection as appropriate for the work and the machine. • PPE will be worn as directed. Operators will not wear loose clothing and ties. Strings and Toggles MUST be removed from Hoodie Tops before operating Abrasive Wheels. • Disc cutters will only be used when standing on a firm, level base. • Operators will visually check equipment and discs/wheels for damage before use, ensuring operating speed is indicated. • Statutory notices required Regulations will be displayed. • Training in the correct use of abrasive wheel equipment will be provided to operators of equipment. 			
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Cartridge Tools

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
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Cartridge Tools	Impact and cutting injury Pressurised content Slips/trips/falls Noise Vibration	4	4	16	<ul style="list-style-type: none"> • Follow manufacturer specifications and operating instructions for each cartridge tool. • Ensure operator has received training on the Cartridge Tool. • Ensure operator's hands and body parts are kept clear of Cartridge Tool ejection point during operation and maintenance. Keep hands away from area to be nailed during normal use of the plant. • Ensure work pieces are appropriately secured prior to operation. • Ensure appropriate PPE is worn whilst operating the equipment (e.g. eye protection). • Ensure cartridge tool is positioned against the object to be nailed, not fired into the air. • Check the condition of the air hose prior to each use. Replace hoses in poor condition • Ensure that hearing protection is worn by the operator if using the nail gun for extended periods of time. • Take regular breaks from continuous operation. • Wear appropriate PPE (e.g. gloves) especially in cold weather. • Conduct periodic maintenance to ensure smoother operation and less vibration. • Regularly inspect and maintain cartridge tools and associated equipment to ensure they are in good working order. • Ensure appropriate cleaning and housekeeping practices are maintained to minimise the risk of a slip/trip/falls hazard. • Complete Toolbox Talk on safe operation of cartridge tools. • Do not use cartridges if damp. Store in a cool dry place. • If misfiring occurs, seek guidance from supervisor and consult supplier if required. 	2	4	8
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Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Hand & Portable Tools	Cuts and bruises, Splintering/shattering tools. Sharp blades/edges. Damaged tools. Manual handling. Incorrect tool for the job. Serious personal injury. Safety guards not in place. Accident/Incident Report	3	3	9	<ul style="list-style-type: none"> • Ensure tools are inspected for defects prior to use. • Ensure that the right tool is used for the right job. • All portable electrical tools to be 110 volts. • Portable appliance testing to be conducted at regular intervals. • Ensure all guards are kept in place whilst in use. • All tools to be used/serviced according to manufacturer guidelines. • All staff to receive training on their safe use. • Keep hands behind cutting edge of cutting tools. • Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets. • Ensure good housekeeping practices i.e. do not leave sharp tools lying around, always store in a safe place. • Report any defects with tools to the supervisor & stop using the equipment until it is safe to do so. • Do not operate electrical tools in wet conditions unless they have been specifically adapted. • Do not wear gloves when using portable drills or when an entanglement hazard exists. • Do not wear any loose clothing when using portable tools. • Ensure Personal Protective Equipment is used when required, e.g. visor, Hi-Vis Vest, Safety Glasses, safety boots, gloves, ear defenders etc. 	1	2	2

Portable Pipe Threading Machines

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Portable Pipe Threading Machines	Entanglement Pinch Points Cuts and Bruises to Hands Injury to other body parts	3	3	9	<ul style="list-style-type: none"> • When operating a threading machine, it is very important that clothing does not come into contact with the revolving parts of the machine. • Operators must be trained in accordance with the manufactures instructions to set up and maintain these machines. • Machines must not be left running while unattended and must be fitted with foot switches. • Gloves must not be used when operating these machines. • Supply power leads are to be routed to avoid trip hazards. • All operatives operating pipe threading machines should receive training in accordance with the manufactures instructions to set up and maintain these machines. 	1	3	3

Power Tools

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Power Tools	<p>Accidental electrocution from exposed wires.</p> <p>Personal injury from incorrect use.</p> <p>Fatality.</p> <p>Personal injury from inadequate maintenance.</p> <p>Ejected materials.</p> <p>Burns.</p> <p>Fractures.</p> <p>Entanglement.</p> <p>Lacerations.</p> <p>Amputation.</p> <p>Serious cuts, abrasions and physical injury.</p> <p>Intoxicants or drugs.</p> <p>Unsafe work practices.</p> <p>Untrained operator.</p> <p>Accident/Incident Report.</p>	4	4	16	<ul style="list-style-type: none"> • Checks before use on all Power and Portable tools: <ol style="list-style-type: none"> 1. Is the outside of the plug undamaged? 2. Is the outside of the plug free from signs of overheating? 3. Is the cable free from kinking and other mechanical damage? 4. Is the same true of any extension cable and accessories? • Is the cable securely clamped into the plug at one end and securely attached at the other? • Is the casing of the tool free of obvious damage? • Is there a label to say that the tool has been electrically tested within the past six months? • Damaged cables with exposed wires must be removed from site immediately and replaced with new cables. • Training must be given to users of power tools by a competent person (Tool box talk). • Repairs must not be carried out on power tools unless that person is trained and competent to do so. • Damaged power tools must be reported Site Foreman. • Don't use damaged, worn or dangerous tools. • Always use the correct tool for the work being carried out. • Inspect portable leads & extension leads before use, replace if damaged. • Only use portable electrical equipment if powered through a 110 volt transformer. • If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply. • Sharpen or get cutting tools sharpened regularly. • Keep hands behind the cutting edge of cutting tools. 	2	3	6

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| | | | | <ul style="list-style-type: none"> • Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots. • DO NOT wear gloves when using portable drills. • Keep cables tidy; don't leave cables lying on the ground. • Quickly inspect tool before use -its cable, casing, power supply. • Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets. • Don't allow cables to trail across route ways of personnel or machinery. • Don't remove safety devices from tools or equipment. • Unplug tools when not in use. | | | |
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WORK PLACE ENVIRONMENTS RISK ASSESSMENTS

Gas Leaks

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Leaking Gas Vapours	Fatality, Oxygen Depletion, Unconsciousness, Fire / Explosion,	4	5	20	<ul style="list-style-type: none"> • Appropriate personal protective equipment to be worn at all times. • A gas detection unit should be used to check for possible leak or presents of residual gas. • Upon confirmation of gas leak, call the supervisor and await his arrival on site. • Area should be cordoned off and proper signage warning of the danger should be posted clearly. • Appropriate breathing apparatus and personal protection equipment must be worn. • A personal distress signal unit, which has been tested must be worn. • No fewer than two (2) site operatives wearing B.A. and P.P.E may work in a gas leaksituation. • The supervisor may, at his discretion and if necessary for the safety of others on site call in additional personnel to act as watchmen or safety officers. • Area must be check and cleared of any gas before all clear is given. 	1	3	3

Members of the Public

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Members of the Public	Fatality, Trespassing, Criminal Damage, Member(s) of the public suffers personal injury, Slips, trips , falls, Series personal injury,	4	5	16	<ul style="list-style-type: none"> • All faults / defects observed to be reported to Supervision and rectified. • Members of the public to have emergency arrangements clearly communicated to them. • Members of the public to be accompanied / escorted when on organisation premises. • Clear signage in place to identify access & egress routes and Fire Exits. • Clear segregation from hazardous equipment. • Defined Customer / Public seating areas. • Critical control points identified and suitably controlled. • Public safety Signs will be erected at various locations around the work site. These will inform members of the public that they are entering a work area and of the various hazards on site. • Working areas will be cordoned off and suitable protective measures will be put in place to ensure Public Safety. • Any slip trip or fall hazards observed by Visitors, Customers Employees or members of the public will be reported to the Supervisor as soon as possible. • All slip trip and fall hazards will be eliminating as far as is reasonably practicable on site. Wet areas will be cornered off at all times. 	1	2	2

					<ul style="list-style-type: none">• Exclusion zones will be in place when working at height to prevent potential falls from height.• Materials will not be left close to the edge of platforms or on roofs to prevent potential falls from height.• Supervisor will make periodic checks to ensure the foregoing Safety Guidelines are adhered to.			
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Occupied Building

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Occupied Building	Noise Nuisance Noise Interfacing with Tenants Working around members of the general public. Unfamiliar surroundings Exposed to dangerous work areas. Slips, trips and falls. Fall from height/ materials fall from height. Serious personal injury. Slips, Trips, Falls Inability to exit in case of emergency Unclean conditions.	4	4	16	<ul style="list-style-type: none"> The company will ensure that every effort will be made to reduce workplace and environmental noise levels to a minimum, in so far as is reasonably practicable, so as to be safe and without risk to safety and health. All project staff to attend induction to receive clear instruction about working arrangements in an occupied building. Permit to Work as per safety plan of action agreed with the main contractor. Contractors / Foremen / Supervisors to liaise with other trades prior to commencement. Permit to Work as per safety plan of action agreed with the main contractor. 	1	3	3

Violence/Aggression

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Violence / Aggression	Adverse Physical and Psychological Impacts, Lowered efficiency and effectiveness, Increases costs, Errors, Thefts, Absenteeism, Accident proneness,	3	4	12	<ul style="list-style-type: none"> • Ensure the provision of an anti-bullying policy for the premises. Procedures to be taken in the event of violence are to be outlined. • Managers/supervisors must receive training on dealing with such incidents and ensure that other employees act reasonably and do not provoke or aggravate potentially dangerous situations. No employee must be left in the premises on their own, especially at night. • Dealing with disorderly customers must be done with tact and good humour, as this will often diffuse a potentially awkward situation. • Employees must be discouraged from using aggressive actions as this can further provoke a situation • In dealing with disorderly persons bear the following in mind: <ol style="list-style-type: none"> 1. Do not raise your voice 2. Do not get violent. 3. Do not touch or hold any persons. 4. Try to keep cool at all times. 5. Keep the situation under control. 6. Try to remove the person from the establishment. • In the event of violent behaviour where persuasion is not advisable then immediately call the police and do not approach the offender(s). • In the event of a robbery do exactly what you are told. Do not argue and do not hesitate. Give the robbers what they ask for and do not make any sudden movements. 	1. 2	2	4

Visitors, Contractors, Customers on Premises

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Visitors/Contractors/Customers on Premises	Unfamiliar surroundings. No designated walkways. Exposed to dangerous work areas. Slips, trips and falls. Fall from height/ materials fall from height. Fire. Serious personal injury. Fatality from equipment / mobile machinery.	2	5	10	<ul style="list-style-type: none"> • Restrict visitor access to appropriate areas. • Ensure all visitors are accompanied by experienced staff members where practicable. • Ensure visitors are not left unattended where practicable. • Ensure designated access routes/walkways are kept clean and tidy. • Ensure visitors do not enter any dangerous/high risk areas. • Provide visitors with training induction or briefing and PPE if necessary. • Ensure that they are aware of the fire escape route in case of emergency. 	1	4	5

Working in Customer`s / Client`s Premises

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Working in Customers / Client`s Premises	Slips/Trips/Falls, Housekeeping, Impact with moving vehicles/product Inability to deal with emergency. Fire	4	5	20	<ul style="list-style-type: none"> • High standard of housekeeping is to be maintained throughout warehouse and adjoining areas at all times. • Emergency exit signs are to be clearly stated and easily seen in buildings. • Fire emergency exits are kept clear at all times. • Employees wear required Personal Protective Equipment at all times to include Hi-Vis Vests and Safety Footwear. • Trained persons available on the premises to deal with First Aid and Fire emergencies. • Employees constantly take care to be aware of the environment in which they are working to ensure that they are not being adversely impacted by activities of other persons and similarly take due care that they themselves do not adversely impact other employees by their actions. • All persons using moving and static machinery and equipment have received required training and supervision. • Company logistics employees have familiarised themselves with rules and procedures relating to the premises in which they are working and abide by these fully. • Company logistics employees fully co-operate with their employer and the management of the properties in which they are working. 	2	3	6

OCCUPATIONAL HEALTH RISK ASSESSMENTS

Bullying / Harassment

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Bullying / Harassment in the Workplace	<p>Increased absenteeism</p> <p>Low motivation.</p> <p>Reduced productivity.</p> <p>Reduced efficiency.</p> <p>Hasty decision making.</p> <p>Poor industrial relations.</p> <p>Stress, violence,</p> <p>Increased rate of staff turn over,</p> <p>Increased Incidence of missed work.</p>	2	4	8	<ul style="list-style-type: none"> • A policy on harassment and bullying at work needs to be drawn up. This policy must take in to consideration all relevant legislation such as Safety Health and Welfare at Work Act 2005, Industrial Relations Act 1990 and Equal employment Act 2000. • The definitions of bullying and harassment must be clear and agreed upon by management and staff. • Procedures for dealing with allegations of bullying and harassment must be clear and must not detract from any employees statutory rights under Government legislation. • All staff must be informed of such procedures and sign the policy document to state that they will comply with such procedures. 	1	4	4

Exposure to Sunlight

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Exposure to Sunlight	Skin Cancer Eye strain, cataracts from glare	2	4	8	<ul style="list-style-type: none"> • Torso, upper arms and legs will be kept covered while working in sunlight. Do not leave arms exposed while driving i.e. hanging out the window during periods of sunshine. • Exposed areas of skin, in particular ears will be covered with sunscreen. • Use sunscreen as directed by manufacturer. • Examine skin regularly for suspicious spots. • Peaked headgear will be worn to protect eyes from direct sunlight. 	1	4	4

Fatigue (Occupational)

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Fatigue	Dizziness, Lack of awareness, Poor concentration, Serious personal injury,	2	4	8	<ul style="list-style-type: none"> • Ensure compliance with the European Working Time Directive. • Ensure that staff does not work in excess of 48 hours per week including over time. (Averaged up to a 4-month period). • Ensure staff receives adequate rest breaks during the day. • Utilise Job rotation Techniques. • Inform staff to report any feelings of fatigue so as to prevent the occurrence of any hazardous situation. 	1	3	3

General Occupational Health

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Occupational Health Considerations	Contagion Inflammation of skin Sickness / Illness Ingestion/absorption of harmful substances Serious personal injury Fatalities	2	5	10	<ul style="list-style-type: none"> • Ensure good health & hygiene practices. • Ensure suitable gloves and other personal protective equipment is used • Where required. • Sanitizers should be located within work area. • Staff members to report any illness to management to prevent contamination to other staff members and should be sent home where appropriate if a risk of infection to other staff exists. • Appropriate Information to be displayed in work area on any current Pandemics / concerns, regarding possible ill health to employees. 	1	4	4

Work Related Stress

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Work Related Stress	<p>Reduced efficiency and effectiveness.</p> <p>Personal strain.</p> <p>Prone to accidents.</p> <p>Serious personal injury.</p> <p>Missed appointments,</p> <p>Absenteeism,</p> <p>Increased Errors,</p> <p>Accident Proneness,</p>	2	4	8	<ul style="list-style-type: none"> • Conduct site specific risk assessment for individual cases of Occupational Stress. • Change the design of work which some people find too stressful where practicable. • Structure the working day appropriately and take stress factors into account, i.e. ensure adequate breaks in between stressful tasks. • Decrease ambiguity around jobs. • Enrich roles and responsibilities. • Provide regular goals and feedback to staff. • Reduce intensity of workload for others by distributing workloads evenly. • Improve communication skills amongst staff & management so problems can be avoided before they occur. • Consider roles rotation to mitigate ambiguity. 	1	2	2

Noise Exposure

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Noise	Noise. Noise Induced Hearing Loss Nuisance Noise Tinnitus	3	3	9	<ul style="list-style-type: none"> The company will ensure that every effort will be made to reduce workplace and environmental noise levels to a minimum, in so far as is reasonably practicable, so as to be safe and without risk to safety and health. Where possible machinery and equipment will be fitted with mufflers or silencers. Noise should be reduced using a variety of means such as design and layout of the workplace and equipment, reducing noise by technical means and/or the organisation of work etc. Where employees are liable to be exposed to noise above the lower action value (80dB (A). employers must carry out a risk assessment in consultation with employees and/or their representatives. Risk assessments should be recorded in safety statements and must be carried out by a competent person at suitable intervals. Sampling shall be representative of an employee's daily person exposure. Hearing protectors should be available if the lower action value (80dB (A) is exceeded. Where employees are likely to be exposed to levels above the upper action level of 85dBA put up warning signs and provide hearing protectors. If the upper exposure limited is exceeded, employees must wear the hearing protectors. If the exposure limit value (87dBA) is exceeded, employers are required to take immediate action to reduce the exposure to below the limit value, to identify the reasons for 	1	3	3

the limit being exceeded and to amend the organisational measures taken, in order to prevent a recurrence.

- Employers are required to consult and provide information and training on dealing with the nature of the risks, measures being taken to eliminate/reduce the risks, exposure limit and action values, results of assessments and measures and explanation of their significance, the correct use of hearing protectors, etc.
- Incorporate Job rotation to allow employees to reduce the amount of time spent in areas where they are exposed to high levels of noise.
- Health surveillance must be made available to employees who are revealed by a risk assessment to be at risk. Where the exposure exceeds the upper action exposure value (85dBA), employers must make available the services of a registered medical practitioner to carry out hearing checks. Where the lower action value (80dBA) is exceeded, employers must make preventative audiometric testing available. Employers must keep a health record of each employee who undergoes health surveillance.
- In situations where noise levels are likely to exceed 85dBA, suitable and adequate hearing protectors will be provided and all employees likely to be affected will use the hearing protection, in accordance with manufacturer's instructions.
- Warning signs will be posted (if required) in all relevant work areas, indicating noise levels and the requirements regarding the use of hearing protectors.
- In compliance with the Safety, Health and Welfare at Work (General Application) Regulations, 2007, audiometric testing will be made available to employees who are likely to be exposed to high levels of noise during their normal working day.
- Hearing protectors will be checked on a regular basis and replaced where necessary.

Vibration

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Vibration	Hand Arm Vibration (HAVS), Vibration White Finger (VWF) Dizziness/Headaches Dehydration	3	4	12	<ul style="list-style-type: none"> Identify the level, type and duration of exposure through HAVS charts for specific vibratory tools Consult the Tool Supplier/Hire Company to provide information on the vibration characteristics of the item of plant Reduce vibration exposure by careful tool selection Provide information and training for persons working with vibratory tools Ensure adequate PPE is selected and worn for the task Introduce Job Rotation and Rotate personnel and take frequent breaks when using vibrating tools Water to be provided for personnel during rest breaks Conduct a Toolbox Talk with all relevant personnel to highlight hazards. Ensure careful and regular supervision of the works is undertaken. 	1	4	4

EXPOSURE RISK ASSESSMENTS

Asbestos

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Asbestos	Asbestosis, Non Malignant lung and pleural disorders, Lung Cancer Mesothelioma, Other Cancers	5	5	25	<ul style="list-style-type: none"> Where ACM is discovered, ensure you stop work immediately and evacuate the area. Do not disturb asbestos when discovered/suspected. Notify your supervisor who will contact the main contractor or relevant body. If dust is present in the area or has gotten on your clothes, stay put, get help and put on respiratory protective equipment (RPE) to minimise the risk of breathing in dangerous fibres. Cordon off the work area and also notify the client and erect and display appropriate ACM signage. At this stage, Asbestos surveyors, analysts and consultants to be employed to survey the area where asbestos may be present. Ensure any heating or cooling systems in the area are shut down/isolated. All relevant operatives to be provided with asbestos awareness training to recognise potential ACM's. Correct PPE – full body suits/overalls, gloves, boots and HEPA filter respirators to be used by specialists. Secure and control materials that are known to be ACM's – asbestos containing materials. Only specialist contractors are to remove and dispose of ACM's. 	2	5	10

					<ul style="list-style-type: none">• Detailed Method Statement is required for any works involving asbestos.• All works to be carried out under a permit system.• Incorporate clear concise signage to identify to others where asbestos has been discovered.• Specialist ACM removal contractor to follow a special decontaminate procedure.			
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Control of Substances Hazardous to Health (COSHH)

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Control of Substances Hazardous to Health	Ingestion.	3	4	12	<ul style="list-style-type: none"> When using chemical substances the Safety Data Sheet (SDS) will always be referred to prior to use. Safety Data Sheets SDS shall be provided for all chemicals substances brought handled or encountered by employees. Persons using the chemicals will be made aware of the dangers and safe procedures to be employed during use. Chemicals will be used in ventilated areas. Appropriate personal protective equipment will be worn by persons using chemicals. Goggles, gloves and face shields will be used where necessary (details will be given on each SDS). Smoking will be prohibited in the vicinity of substances indicated as flammable, highly flammable etc. Spillages will be dealt with in accordance with the SDS by persons familiar with the substance. Containers of chemical substances must be correctly labelled at all times and disposed of in a safe manner. Containers shall be stored appropriately, ensuring that containers do not fall over and cause spillages, Chemical substances are stored in approved containers only. Ensure chemicals are disposed of in a safe manner in accordance with MSDS information. Ensure the provision of a chemical spill kit. Ensure that the spill kit is suited to the type of chemicals within the laboratory. Ensure that chemical Safety Date Sheets are available for all members of staff which will indicate the hazards and risks associated with each chemical and the recommended control 	2	2	4
	Slips trips from Spillages.							
	Inhalation of Toxic Fumes							
	Chemical burns,							
	Skin / eye irritation,							
	Fire/explosion,							
	Chemical Spillage,							
	Pollution,							
	Respiratory illness,							
	Poisoning							

	Possible fatality.				<p>procedures in the case of spillage and also proper disposal procedures.</p> <ul style="list-style-type: none"> • A written procedure should be put in place detailing how to deal with chemical spills. • Ensure the provision of adequate P.P.E. (Personal Protective Equipment), gloves, respiratory mask. • COSHH Risk Assessment to be completed where requested. 			
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Smoking

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Smoking	Lung Cancer Oral Cancers Bladder Cancer Heart Disease Emphysema Chronic Obstructive Pulmonary Disease Premature Death Overall Diminished Standard of Health. Fire	4	5	20	<ul style="list-style-type: none"> • Quit smoking, if unavoidable, try to reduce consumption. • Ensure good varied diet to minimise effects of tobacco smoke. <ol style="list-style-type: none"> 1. Balanced nutrition in addition to nutritional supplements can help you rid the damages of this addictive habit. 2. Healthy diet recommended for smokers include leafy greens, loads of roughage, fresh & seasonal fruits and whole grain cereals. 3. Opt for a dietary regimen that does not tax your digestion. 4. With liver providing for natural detoxification, it is necessary that its health is ensured. 5. Bearing in mind the process of health and that of cleansing, it is important to reduce the intake of junks, processed food and those based on refined starch. <ul style="list-style-type: none"> • Prevent others from being exposed to second hand smoke. • Observe non-smoking area signage. • Smoke only in designated areas, externally and away from combustible / flammable materials. 	1	4	4

SPECIFIC OCCUPATIONAL RISK ASSESSMENTS

Communicating & Understanding Information

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Communicating Information	Foreign Operatives/Employees, Communication errors, Language barriers,	3	3	9	<ul style="list-style-type: none"> It is imperative that all safety rules, safe systems of work, identification of hazards and control measures necessary to reduce risks are communicated and understood by all staff members. All employees, both temporary and permanent, must be made aware of any hazards they must control in their daily work prior to commencement of work and regardless of any possible language barrier. Training, instruction and supervision must be given in a manner and language that is reasonably likely to be understood. 	2	2	4

Compressed Gas & Chemicals

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Compressed Gas / Chemicals (Storage & Use)	Asphyxiation Chemical Burns Chemical poisoning Corrosion, burns, dermatitis Skin absorption, inhalation and ingestion Fire & Explosion Incorrect Storage Exposure Limits Water Pollution Fatalities,	5	5	25	<ul style="list-style-type: none"> • Safe purchasing policy to be introduced where the least dangerous substances are purchased used and held on site. • Complete inventory to be compiled of all hazardous substances used. • Designated staff member to be responsible for ensuring compliance with Regulations. • Status of every substance to be determined, e.g. manufacturer, downstream user etc. • All Suppliers Safety Data Sheets (SDS) must be obtained for all chemicals/Gases and copies to be provided to all staff using substances and all instructions to be followed. • All staff must be instructed and trained for any specific risks. • Job rotation should take place where possible, whilst using chemicals to ensure that employees are not exposed to substances for an excessive period of time. • A First aid kit (with eye wash) must be always present. • Compressed Gases/Chemicals must be stored in a cool, dry place and away from any sources of ignition. • Container contents must be clearly labelled. Bunds, Chemical Stores and Drip Trays and absorption Mats should be used where necessary in case of spill or leak. • There must be a suitable spill kit available to clean up any spillages. • All spillages must be cleaned up immediately and your immediate Manager notified. • Safe storage and dispensing of chemicals to be practiced. • Follow manufacturer's recommendations for handling, 	2	5	10

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| | | | | <p>mixing, spraying, and for personal protective equipment or respiratory Equipment to be worn, storage and first aid etc.</p> <ul style="list-style-type: none"> • Eating and drinking not permitted around chemicals. • Regulations require Information, instruction, training & supervision in a format, manner and language that is understood by the employee. • Chemical resistant gloves and other personal protective equipment, Hi Vis Vest, Hard Hat, Safety Boots and Safety Goggles or Full Face Visor to be provided for all use of chemicals and unless otherwise stated. • Annual medical check-ups for those who are exposed to chemicals/harmful substances. • Read the cylinder label to identify the contents. The colour of the cylinder is not always an identifying factor. • Read the MSDS and know the safety and first-aid requirements. • Identify the hazards associated with the contents, and take the precautions listed on the label/MSDS. • Report unlabelled cylinders to a supervisor so that the supplier can be contacted to provide the correct information or pick up the cylinder. • Never expose a cylinder to spark-producing electrical tools, cigarettes or open flames. • Cylinders must be secured at all times to prevent falling over (chain, plastic-coated wire cable, commercial cylinder strap). • Never attempt to make repairs to cylinders or valves. • Do not use cylinders as rollers. • Do not drop cylinders or allow them to bump violently against each other. • Do not permit cylinders to become part of an electrical circuit. • Never accept cylinders if they have an expired hydrostatic pressure test date. • Do not use grease or oil on oxygen cylinders. Do not use greasy or oily gloves on them, either. • Do not use cylinders that are dented, cracked or have other | | | |
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visible damage.

- Always move cylinders with a suitable bottle rack.
- Always store cylinders in an upright, secured position and in an adequately ventilated area.
- Cylinder caps should be secured, straight and hand tight, whether the cylinder is full or empty.
- Never store a cylinder near an actual or potential source of heat.
- Never store a cylinder where it will be exposed to weather extremes.
- Never store cylinders where heavy objects could fall on them.
- Never store acetylene or flammable gas cylinders on their sides (upright only).
- Do not store oxygen cylinders within 20 feet of fuel gas cylinders or highly combustible materials.
- Do not store cylinders containing flammable gases such as hydrogen or acetylene in close proximity to open flames or other ignition sources.

Empty cylinders should be:

- Labelled empty.
- Stored with valve closed and cylinder cap secured.
- Stored separately from full cylinders.
- Returned with all original accessories.

Installation of Insulation Materials

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Installation of Insulation Materials	Fall of Persons Inhalation of particles Eye Injury Hand Injury Poor Housekeeping Interaction with services in walls/ceilings Cuts to hands	3	3	9	<ul style="list-style-type: none"> MSDS's for all insulation material will be forwarded to site before work commences. Copies of these MSDS's will be forwarded to the main contractor's project safety manager. The control measures outlined in MSDS's will be adhered to in full at all times. All operatives handling insulation must wear appropriate respiratory protection as directed in the insulation MSDS. Ensure that all personnel in the work location are wearing respiratory protection as directed in the insulation MSDS. PPE including safety helmets, high visibility clothing, safety footwear (not rigger boots), safety eyewear and gloves must be worn at all times on site. Rubbish must be removed on an ongoing basis as work progresses and must be segregated and disposed of as per the project waste management procedures. 	1	3	3

Installation of Mechanical Services

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Installation of Mechanical Services	Fall from Heights Fall of Materials Hand injuries Eye injuries Manual handling injuries Noise induced hearing loss Failure of lifting equipment Skin contact with oils and lubricants Fire	3	4	12	<ul style="list-style-type: none"> • Only power tools and equipment operating at 125 volts or less will be permitted. • Check condition of hand tools and power tools, report all faults and have all damaged equipment removed from site for repair. • Eye protection must be worn where tools are used that create risk to the eyes. • Where possible use mechanical lifting devices to reduce the need for manual handling. • Wear gloves to reduce the probability and severity of injuries to the hands. • Ensure operatives receive manual handling training. • Avoid exposure to oils and adhesives. Wear gloves to reduce exposure. Wash hands immediately if they are exposed to harmful substances. • Obtain the Material Safety data Sheets for all chemicals or harmful substances in use. • Ensure all step ladders and / or mobile scaffolds used are in good condition and constructed and used as per manufacturer's instructions. • Where used lifting and rigging equipment shall be inspected and certified by a competent person prior to use. • Lifting and rigging operations should only be undertaken by competent persons trained in these tasks. 	1	4	4

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| | | | | <ul style="list-style-type: none">• Only trained, experienced and authorised persons shall test and commission systems. Such persons will be provided with the necessary system information and training to carry out their duties safely.• Adequate fire precautions including fire extinguishers, fire blankets and a hot work permit must be in place prior to hot work commencing.• Hot work permits will be issued and controlled by the Construction Foreman | | | |
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Installation of Ventilation Ductwork

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Installation of Ventilation Ductwork	Falls of persons	3	4	12	<ul style="list-style-type: none"> • Ensure the work area is cordoned off and no personnel are under any high work activities. • All services to be identified and marked to prevent contact. • 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. • Ensure that all electrical equipment is checked and only operated by competent persons. • When working at height operatives must wear fall protection or ensure a safe place of work with full guardrail protection. • Ensure personnel are trained in the use and construction of all access equipment. • Ensure the work area is kept clear at all times and materials are stored safely. • Liaise with the main contractor on any issues regarding the installation of materials. • Ensure all equipment is stored correctly and leads are suspended off the ground. • Ensure gloves are worn during all manual handling tasks. • Ensure that sufficient personnel are involved in the task and that the necessary PPE is worn at all times. • Utilise mechanical lifting aids where possible. • Ensure safe access to the work and always plan the route. 	1	4	4
	Falls of materials							
	Interaction with existing services							
	Cuts and abrasions to hands							
	Electric shock from power tools							
	Noise induced hearing loss							
	Manual handling injuries							
	Slip, trip and fall accidents							
A.C. Ducting collapse								

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| | | | | <ul style="list-style-type: none">• Ensure that competent persons carry out all operations.• Ensure that materials are fitted properly and fixed.• Ensure that material safety data sheets are made available to all operatives along with any risk assessments specific to the work being undertaken | | | |
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Mapp Gas Torch/Soldering Copper Pipes

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Use of MAPP Gas Torch/Soldering Copper Pipes	Explosion during Transportation Fire. Back Injury Damage to Eyes	2	3	6	<ul style="list-style-type: none"> • Cylinders must be in good condition. Valve caps must be fitted to all gas cylinders during transportation. • Cylinder and torch seals must be checked before use. Never use with damaged or missing seals. Discard cylinder if dirt or rust particles are in valve area. • Ensure torch is turned off and hold cylinder upright while attaching torch. Attach and use in well ventilated areas away from pilot lights, flames, sparks, or other ignition sources. Hand tighten torch only. Never use tools to tighten as over-tightening can damage seals. A suitable automatic trigger start fitting should be used. • Cylinders must be stored at approved locations (Phoenix Mechanical job boxes). • Cylinders must not be left in direct sunlight or stored at high temperatures. • Cylinders must be stored in stripped down state - no trigger switches shall be allowed to remain attached to cylinders not in immediate use. • Project must be provided with 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. • Safety goggles will be provided and must be used at all times during these tasks. • Suitable measures e.g. provision of fire blankets / fire extinguishers / fire watchers, will be taken to prevent the risk of fire during operations. 	1	3	3

					<ul style="list-style-type: none">• Gloves must be provided and must be used when burns and cuts are likely.• Where combustible materials are present these must be removed or protected.• Empty cylinders will be removed from site to the Phoenix Mechanical premises and from there they will be safely disposed of.			
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Natural Gas&LPG

Activity/Hazards	Risks	Likelihood	Severity	Grade	• CONTROL MEASURES	Likelihood	Severity	Grade
Natural Gas & LPG	Explosion. Fire. Asphyxia. Fumes. Burns.	4	5	20	<ul style="list-style-type: none"> Welding, cutting, soldering should be carried out by experienced, trained RGI Gas installers only and should not be carried out in areas associated with gas. Isolation and purging must be confirmed before work starts. Only qualified RGI Gas Installers and competent persons to work on gas equipment or appliances. Only use the correct valves and regulators, they must match the appliance requirements. When working on existing gas systems ensure that the supply tank and relevant pipe work is closed off / isolated, tagged and locked off. Working systems must be vented and properly purged prior to work. The same will apply to old systems prior to removal, renovation or conversion from one fuel to another. Gas pipe welding or jointing equipment must be in good order and inspected regularly. Employees must be trained in the use of the equipment and must be aware of and understand the equipment manufacturers instructions. Suitable firefighting equipment must be available and employees must be trained in how to use this equipment. Do not undertake or allow others to do any hot works or spark generating activities when commissioning or maintaining gas supply systems or appliances. Any employee that works on a gas system must be familiar with and have a working knowledge of applicable standards for gas works. 	1	5	5

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| | | | | <ul style="list-style-type: none">• Gas equipment should be checked and certified prior to and during installation. If defective equipment is noted, system should be shut down and reported and taken out of service immediately.• Local exhaust systems may be required if levels of fumes are high.• All power supplies should be protected against damage.• Smoking is not permitted in the areas associated with natural gas.• Flammable debris and other materials are cleaned up and disposed of.• Firefighting and emergency plans are arranged before work commences.• Commissioning certs must be provided on completion of gas appliance installation works. | | | |
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Oxyacetylene Plant/Braising Copper Pipes

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Use of Oxyacetylene Plant/Braising Copper Pipes	Fire. & Explosion. Explosion during Transportation Cylinder Exposure due to extreme heat Burns Damage to Eyes Compressed Gas Cylinders Environmental Contamination. Serious personal injury. Fatality.	4	4	16	<ul style="list-style-type: none"> • Only authorised and properly trained personnel will be allowed to use such equipment. • 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. • 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. • 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. • 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. • Fuel cylinders must be transported to hot work locations on site on gas cylinder trolleys 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 	2	3	6

way that they do not cause trip hazards and that they are protected from sparks and hot debris.

- 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. Flashback arrestors shall be fitted on fuel cylinder lines adjacent to the regulators. The maximum hose line length permitted is 6 metres.
- 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.
- 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.
- 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.
- Suitable measures e.g. provision of fire blankets / fire extinguishers / fire watchers, will be taken to prevent the risk of fire during operations.
- Gloves must be provided and must be used when burns and cuts are likely.
- Where combustible materials are present these must be removed or protected from hot work

Plant & Machinery

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Use of Plant & Machinery	<p>Injury to operatives from machinery</p> <p>Injury to persons in the vicinity</p> <p>Injury to trespassers, especially children</p> <p>Environmental contamination</p> <p>Damage to property, materials</p>	4	5	20	<ul style="list-style-type: none"> • Current certificates of test and inspection will be forwarded to the main contractor's project safety manager before any item of plant and machinery is brought into use on this project. • All items of plant and machinery will be inspected by the operator on a weekly basis. Records of these inspections will be entered into GA2 forms. Copies of these GA2 forms will be forwarded to the main contractor's project safety manager. • All operatives using plant & machinery will be competent, of legal age and fully trained in the use of the item of plant & machinery in question. • The use of flashing beacons and reversing alarms will be used on mobile plant to warn persons in the vicinity of the machine of the existence of the hazard. • All the requirements of Schedule 6 of the 2013 Construction Regulations will be adhered to in full on this project. • If operators of mobile plant have to operate blind, then a competent watchman or Banksman provided by Phoenix Mechanical will be used to guide the operator in all movements. • Apart from security measures in place on site to prevent access of children, trespassers etc. all plant and machinery will be turned off, keys removed and protective screens fitted to prevent any access to plant and machinery by children, trespassers etc. 	2	5	10

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| | | | | | <ul style="list-style-type: none">• All plant and machinery will be maintained on a regular basis to prevent any escape of hydraulic or fuel oils etc. that could pose a threat of contamination to the environment.• Due care and attention will be paid at all times by operators to the work at hand to prevent accidents that could result in damage to the structure being worked on or any other damage to property etc. | | | |
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Welding, Heating & Cutting

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Welding/Heating & Cutting	Fire. & Explosion. Electricity Exposure to Ultra Violet Radiation Exposure to extreme heat Burns Inhalation of Welding Fumes Compressed Gas Cylinders Environmental Contamination. Serious personal injury. Fatality.	3	4	12	<ul style="list-style-type: none"> • Only authorised and properly trained personnel will be allowed to use such equipment. • New starts will be assessed by a competent person to ascertain whether or not they are capable of using the equipment. • Personnel being trained to operate the equipment will be under constant supervision by a competent person. • Operators will be made aware of the emergency procedures with adequate escape routes defined and kept clear at all times. • Fire Extinguishers to be adjacent to the works at all times. • All combustible materials to be removed from the area prior to works commencing. • All equipment to be maintained in good condition and checked regularly for damage, defects, with any damage/defects reported to the supervisor and removed from use until repaired or replaced. • Fire Screens and Face Visors to be used to prevent eye damage to the user of the equipment and to others working in the vicinity. • Work areas to be well ventilated with dust extraction systems used where necessary. • Operators to ensure that the materials to be worked on are suitable and the consumables required are of the correct grade. • Flame Retardant Hi-Vi Vests, Flame Retardant Jackets and Safety Boots without laces or with protective tongue covering laces to be worn during welding & cutting operations where sparks/flames may exist. 	1	4	4

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| | | | | <ul style="list-style-type: none"> • Adequate protective and respiratory equipment will be provided and used where necessary and stored correctly when not in use. • Gas cylinders will be properly stored in clearly defined “No Smoking” areas with different gasses and empty cylinders stored separately. • All gas cylinders must be stored in a cage or secured on trollies. • Flashback arrestors to be fitted to gas cylinders where applicable and cylinders will be turned off/disconnected when not in use. • Spark guns to be used to ignite the flame. • Oxy / fuel gas equipment to be shut down when not in use. • All instructions regarding the use and storage of gas cylinders are followed by Phoenix Mechanical as outlined in the MSDS. • Welders to wear suitable eye protection to limit the exposure and harm that can occur from arc exposure. • Welders to wear welding gauntlets, aprons, overalls, caps, spats, safety footwear to limit exposure to heat and reduce the risk of burns. • Welders to keep their heads out of the welding plume at all times. • Welders to wear suitable RPE to limit the exposure to fume inhalation. • MSDS of welding gasses to be available to welding personnel. • All welding plants to be installed by a competent person. • All welding sets are fitted with clearly identifiable means to isolate it from all its energy sources. • Welding leads are to be insulated, robustly constructed and big enough to carry the current safely. • Compressed gas cylinders to be secured at all times. • All welding leads etc. to be kept as tidy as is reasonably practicable. • All welding equipment is inspected and maintained on a regular basis. | | |
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GENERAL RISK ASSESSMENTS

Access & Egress (General)

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Access & Egress	<p>Restriction of an orderly evacuation of the premises.</p> <p>Slips, trips and falls.</p> <p>Obstruction of emergency exits.</p> <p>Delay in the entry of emergency services.</p> <p>Serious personal injury/fatality.</p> <p>Unsafe access or egress up at height.</p>	3	4	12	<ul style="list-style-type: none"> All doors and access points shall be kept clear and maintained. All passageways shall be kept clear of obstruction. All floor covering and surfaces shall be kept clean and in good condition. Adequate lighting shall be provided at all entry, exit points and along corridor and passageways. Waste shall be removed regularly and systematically stored in a secure place until collected for disposal by licensed operators. It is vital that all fire escape routes are not obstructed at any time. Emergency equipment to be adequately maintained and kept clear of obstruction at all times. Proper access and egress is risk assessed and provided at height. E.g. Mobile Tower, Scaffolding, MEWP or Podium Steps/Ladders. 	1	5	5

Accident & Incident Reporting

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Accident & Incident Reporting	<p>Incorrect Information, Lost opportunity for Lessons learnt, Serious Personal Injury, Fatality,</p>	4	5	20	<ul style="list-style-type: none"> The importance of recording all accidents and dangerous incidents is recognised in helping to identify hazards and to reduce further risks. A formal accident reporting procedure has been adopted. All accidents and near misses must be reported to client management. All employees are obliged to cooperate with investigations into the circumstances of such incidents. Once an accident is reported, management shall take the necessary action. Even if the accident is minor, resulting only in first aid treatment, the accident is recorded in the accident log book. If the accident results in an injury that requires hospitalisation, than an Accident Report form must be completed, i.e. an accident investigation must be initiated. Accident investigation shall be carried out by the General Manager or the Safety Co-ordinator and or Supervisor. The conclusions of the investigation are logged and noted, the accident logged and noted and immediate steps taken to control the risk. If an accident on the premises causes loss of life or disables a person from performing his normal duties for more than 3 days, the Health and Safety Authority must be formally notified. Where and accident is fatal, the scene of the accident must be left undisturbed for 3 days after notice has been given, other than for rescue purposes. Use the relevant reporting forms. 	1	5	5

Adverse Weather Conditions

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Weather Conditions	<p>Injury due to: -</p> <p>loads being caught by wind gusts</p> <p>Slips trips and falls in icy conditions</p> <p>Fork Lifts, Pallet Trucks, Scissor Lifts etc. and Lifting equipment being used in high winds</p>	4	5	20	<ul style="list-style-type: none"> • Areas to be reviewed for work during and after inclement weather conditions. • Ensure that unfixed or part unfixed materials shall not be dislodged by inclement weather. • Ground conditions are to be checked on frosty mornings in relation to slipping. • Personnel must ensure that all materials etc are secure from being moved or lifted by strong winds. • Fork Lifts, Pallet Trucks, Scissor Lifts etc. and lifting equipment will not be used in conditions for which they were not designed and unless they are certified for use. • Client/Customer recommendations will be adhered to in extreme windy conditions. 	1	5	5

Cables & Leads (Electrical)

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Cables & Leads (Electrical)	Slips, Trips & Fall, Burns, Electrocutation Fire Serious Personal Injury Death	3	5	15	<ul style="list-style-type: none"> • Treat all existing wiring as live. • Only trained competent electricians to carry out work on electrical circuits and equipment. • Circuits will not be overloaded, • Damaged equipment will be taken out of use until competent persons have effected repairs. • Screen cables will be provided where necessary • All circuits will be protected with ELCBs. • Cables and leads crossing floors will be routed or secured at high level to minimise risk of damage • Cables will protected by means of steel box cover along traffic routes. Box cover will be of sufficient strength to protect from damage by vehicles • Embedded eelectric wiring and cables should be located using a cable locating device. They should be marked and precautions taken to avoid contact. • Fire Extinguishers to be available and serviced where required 	1	5	5

Company Vehicles

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Company Vehicles	<p>Impact hazards to persons / plant / property.</p> <p>Fatality / Serious personal injury.</p> <p>Inadequate Maintenance of Vehicles,</p> <p>Road Accident</p> <p>Unauthorised usage</p>	3	5	15	<ul style="list-style-type: none"> • Only authorised and appropriately trained drivers are permitted to operate company vehicles. • Operators must obey the rules of the road and complete all statutory testing and qualifications, Tachograph requirements etc. • All vehicles will undergo regular documented inspections and any noted defects corrected. These will generally be in line with manufacturer's instructions and industry best practice. • Insurance appropriate to the vehicles, drivers and work activities. • All operators, when entering customer sites, must observe the safety rules specific to the environment i.e. speed limits, car parking. • All defects in vehicles and accidents must be reported to the Company. • Mobile phones not to be used while operating vehicles without the use of approved hands-free equipment. • All vehicles secured fully against unauthorised access when vacated, i.e. drivers ensure that vehicles are locked when they disembark. Keys must never be left in the ignition while vehicle is unattended. 	2	5	2

					<ul style="list-style-type: none">• Driving for work policy to be followed at all times.• Daily inspection routines to verify suitability of mirrors beacons etc.• Clear line of vision to be in place when operating in yard area.• Correct loading / unloading procedures to be strictly followed.• Good communication with persons responsible for loading / unloading, forklift drivers etc.• Loading / unloading to be completed in designated areas only.• Agreed access / egress routes to be followed at all times.• Drivers to observe collective measures, i.e. pedestrian barriers, handrails, separate access ways for pedestrians and vehicles.• Follow traffic management systems where in place and cooperate with client / customers security arrangements.			
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Confined Spaces

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Confined Spaces	Oxygen deficiency/enhancement Toxic gases Slips, trips and falls Flammable atmosphere/explosion Contaminated flows/substances Flooding Fatality	4	5	20	<ul style="list-style-type: none"> • Only workers with full confined spaces and breathing apparatus training to carry out confined spaces work • Staff to be informed of the risks and hazards associated with the proposed activities • Full training to be given on handling and dealing with an emergency situation • Ensure adequate supervision is provided and that control measures remain valid for the duration of the work • Atmospheric monitoring • Intrinsically safe equipment to be used • Exhaust emissions from plant and equipment to be sited away from accesses into the confined space • Vent the confined space, purge the air and ensure adequate access/egress arrangements are in place • Ensure full emergency/rescue procedures are in place before entry • Test the atmosphere before and during entry • Top man required to monitor situation • Implement a permit to work system • Ensure the confined space is isolated from incoming flows 	2	2	4

Contractors

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Contractors	Unfamiliar with Hazards on site. Personal injury, Commercial damage, Possible fatality Electric shock, Fire, Respiratory problems, Serious personal injury, Manual Handling Injury, Loading and unloading, Machine/Truck movement Fall from a height Electrocutation	4	5	20	<ul style="list-style-type: none"> • Management must ensure that contractors insurance is up to date and sufficient for the job intended. • Only reputable contractors and those experienced with working in this type of establishment should be used. • They must provide their own safety equipment, tools, etc. Contractors are responsible for any damage caused by themselves or any of their agents. • They must report any accidents, dangerous occurrences or near misses to management. • All contractors must have their own safety statement and method statement, where applicable, which must be shown to the management of the client before their services are accepted. • Failure to comply with any of the above general rules will render any contract null and void. • Ensure all contractors are competent for all tasks and are assessed prior to engagement (contractor policy in safety statement) • Ensure good supervision of contractors. • Ensure contractors adhere strictly to terms of their contract. • Ensure adequate isolation of working area for contractors where possible. • Ensure method statements are approved and in place before work commence and that all employees involved in the works understand the works, have been briefed on the contents of the Method Statement and that they sign the document. • Ensure all Contractors have attended Induction (if required). 	1	5	5

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| | | | | <ul style="list-style-type: none">• Ensure correct PPE is worn while on the premises.• The Safety, Health and Welfare at Work (Construction Regulations) 2013 instruct businesses to ensure that if major building work takes place on a premises or site that involves more than 500 person days or 30 working days to complete the work, then the client must notify the Authority of the appointment of the Project Supervisor Design Process (PSDP) and special safe systems and safety documentation is required from the contractor, e.g. method statement, permit to work system prior to commencement of works.• In addition, a competent and adequately resourced PSDP must be appointed before the start of any design work.• Cooperate with the project supervisors in providing them information you have in relation to the state or condition of a structure or of the site; if there is a safety file give it to the PSDP.• Set a realistic time frame for completion of the project.• Although it is your duty to ensure safe access to all areas required for maintenance /service works, it is important to remember that contractors must carry out risk assessments with regard to how they will carry out their works in your place of work, such as confined spaces, in attics, crawlspaces etc.• A method statement or other documented safe system of work should be submitted by the contractor prior to commencement of work in order you can ensure the contractor has taken the time and care to ensure s/he can carry out the works safely.• Check to confirm qualifications and membership of any professional and trade organisations so that you are confident the contractor is qualified and competent to do the job at hand.• Check that the contractor is covered by adequate public liability insurance and get the contractors written permission to authorise insurers to release information.• Ask to see a copy of the contractors safety policy and any risk assessments associated with the work they will be doing at | | |
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your establishment (to assess the health and safety of the contractor)

- For routine maintenance such as cleaning, decorating and repair within or to a structure, project supervisors for the design process and the construction stage do not have to be appointed so long as:
 - a) The work does not involve a particular risk referred to in Schedule 1 of the Regulations.
 - b) There is only one contractor involved in doing this work.
 - c) The work is not notifiable to the Authority, i.e. the project does not last longer than 30 days or 500 person days.
- The contractor must ensure that their tools and equipment do not put employees, visitors or others at risk. Particular care must be taken when working at heights and to provide barricades, hoarding etc.
- Whilst the contractor is working in the kitchen ensure their uniform is clean and hygienic.
- If Clients equipment or chemicals are to be used the contractor must be trained to handle them safely and be made aware of any hazards associated with the equipment or chemicals.
- Management must inform the contractor of Client fire and first aid arrangements.
- Ensure management and contractor discuss how the contractor will integrate their safety arrangements with the centre.
- Ensure to appoint a person that will liaise with the contractor to establish day to day control and monitor health and safety standards. Establish effective lines of communication. Controls should extend to sub-contractors whose work may be intermittent on the premises.
- At a final meeting with contractors any relevant documentation should be obtained, e.g. electrical test certificates, a safety file from the PSPD etc. Check that working areas have been left in a safe condition and any tools etc. removed. If equipment has been installed safe operating

procedures, maintenance details etc. must be clearly identified and any necessary documentation handed over.

- Management must ensure that contractors insurance is up to date and sufficient for the job intended. Only reputable contractors and those experienced with working in this type of establishment should be used. They must provide their own safety equipment, tools, etc. Contractors are responsible for any damage caused by themselves or any of their agents. They must report any accidents, dangerous occurrences or near misses to management. All contractors must have their own safety statement and method statement, where applicable, which must be shown to the management of the client before their services are accepted. Failure to comply with any of the above general rules will render any contract null and void.
- Appoint in writing before design work begins a project supervisor for the design process (PDSP) who has adequate training, knowledge, experience and resources.
- Appoint in writing before construction begins, a project supervisor for the construction stage (PSCS) who has adequate training, knowledge, experience and resources.
- Be satisfied that each designer and contractor appointed has adequate training, knowledge, experience and resources for the work to be performed.
- Cooperate with the project supervisor and supply necessary information.
- Retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for the future maintenance or renovation.
- Provide a copy of the safety and health plan prepared by the PSDP to every person tendering for the project. The safety plan documents how health and safety on the project will be managed up to project completion.
- Notify the authority of the appointment of the PSDP where construction is likely to take more than 500 person days or 30 working days.

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| | | | | | <ul style="list-style-type: none">• These dates do not apply to you if you commission or procure in relation to your domestic dwelling and the project is not for the purpose of a trade business or other undertaking.• Contractors, sub-contractors are to sign in and sign out of the Visitors log book. | | | |
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Deviation from Work Procedures

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Deviation form agreed work procedures	<p>Injury to personnel and others.</p> <p>Damage to client's services and equipment</p>	3	4	12	<ul style="list-style-type: none"> • Work crews will immediately stop work when procedures necessitate deviating from the agreed procedures for task completion. • Foreman/Supervisor and site safety to be contacted. • Changes in procedures to be agreed signed off by all before work restarts. 	2	2	4

Electricity (General)

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Electricity (General)	Electrocution.	5	5	25	<ul style="list-style-type: none"> • Ensure only competent personnel (R.E.C.I Registered Electricians) undertake electrical work. • Ensure all electrical installations are designed, constructed, installed, maintained, protected & used safely and free from danger. • Ensure compliance with 2007 General Application Regulations requirements and other relevant standards, Legislation regarding electricity. • Ensure electrical equipment is protected from ingress of particles, moisture etc. • Ensure electrical equipment is subject to portable appliance testing by a competent person at regular intervals where it is subject to deterioration. • Ensure no employees tamper with any electrical devices or fittings. • Avoid and replace any exposed/damaged wiring & avoid trailing cables. • All sockets/electrical installations to be covered and a regular inspection of the electrical supply/installations should take place by a competent electrician. (R.E.C.I registered) • Ensure electrical installations are always secure to prevent unauthorised access & "electrical flashover" / Place warning signage (diagram supplemented with text) on exterior of electrical housing cabinets. • Avoid the use of extension leads where possible & replace extension leads with fixed sockets (with RCD devices fitted) as overloaded sockets can be a fire hazard. 	1	5	5
	Fire.							
	Electric burns.							
	Electric shock.							
	Electric arcs.							
	Fire.							
	Explosion.							
	Damage to property.							
	Trips and falls.							
	Serious personal injury.							

Fatalities.

- If using extension leads, always fully unravel and ensure they are RCD protected.
- Never overload fixed sockets or extension leads.
- All electrical work, installation and wire capacities shall be in accordance with provisions of the National Electrical Code.
- Job sites will have a Ground Fault Circuit Interrupter system, or an Assured Equipment Grounding Conductor Programme. This is required for all 120 volt, single phase 15 and 20 ampere receptacle outlets which are not a part of the permanent wiring of the building or structure in use by employees.
- Do not permit an employee to work in such proximity to any part of an electric power circuit that he/she may come in contact with it in the course of his/her work unless the employee is protected against electric shock by de-energizing the circuit and grounding it or by guarding it by effective insulation or other means. In work areas where the exact location of underground electric power lines is unknown, workmen using jackhammers, bars, or other hand tools which may come in contact with a line shall be provided with insulated protective gloves.
- Before work is begun, the supervisor shall ascertain by inquiry, direct observation, or instruments whether any part of an electric power circuit, exposed or concealed, is located so that the performance of the work may bring any person, tool, or machine into physical or electrical contact with it. Post and maintain proper warning signs where such a circuit exists. Employees shall be advised of the location of such lines, the Hazards involved, and the protective measures to be taken.
- Suitable barriers or other means shall be provided to ensure that workspace for electrical equipment will not be used as a passageway during periods when energized parts of electrical equipment are exposed.
- Sufficient space shall be provided and maintained in the area of electrical equipment to permit ready and safe operation and maintenance of such equipment. When parts are exposed, the minimum clearance for the workspace shall be not less than 6-1/4 feet high or less than a radius of 3 feet wide. There shall be

					<p>a clearance sufficient to permit at least a 90 degree opening of all doors or hinged panels. All working clearances shall be maintained in accordance with the National Electrical Code.</p>			
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- Equipment or circuits that are de-energized shall be rendered inoperative and have tags attached at all points where such equipment or circuits can be energized. Controls that are to be deactivated during the course of work or energized or de-energized equipment or circuits shall be tagged. Tags shall be placed to identify plainly the equipment or circuits being worked on. Unexpected energizing of any electrical line can cause death, shock, serious injury, etc. In addition to the tag, the circuit at the switch box should be padlocked in the "OFF" position. A lockout hoop should be provided and used.

Entrapment / Entanglement

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Entrapment / Entanglement in moving components	Fatality. Sudden/unexpected movement of the machine. Electric shock / Electrocutation. Fire. Explosion. Serious personal injury. Cuts, lacerations, pinch points.	4	5	20	<ul style="list-style-type: none"> • All new employees will be trained and instructed in the correct procedures before commences work on moving parts of Machinery and opening devices and Mobile Equipment areas etc. • Long hair and loose clothing must not be near moving parts of machines and any moving parts. • Fingers and hands must never be put near moving parts when working on plant or equipment. • Hand tools must never be put near moving parts when working on plant and equipment. • Machinery must be isolated correctly as per the site rules. • Lone worker policy must be taken into account. Type of work, location etc. • Communication must be agreed with the client before work commences to ensure a safe system of work. • If working at height, follow working at height risk assessment. • When working in confined spaces follow confined spaces risk assessment • A planned preventative maintenance system shall be implemented whereby all equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations 	1	5	5

Fire Safety

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Fire Safety	<p>Faulty Electrical wiring / services present potential ignition source.</p> <p>Hot works – Abrasive Wheels</p> <p>Smoke Inhalation.</p> <p>Burns / Death.</p> <p>Electrical short circuits/overloaded sockets.</p> <p>Contact with hot exhausts.</p> <p>Damage to plant / equipment.</p> <p>Explosion.</p>	5	5	25	<ul style="list-style-type: none"> Bulk storage of flammable materials must be properly organised. Building designed with fire-resisting materials. Exits and fire exits marked and kept clear. Certified and correct type fire extinguishers located throughout Offices / stores. Access to all exits and fire extinguishers kept clear at all times. Fire detection and alarm system in place. Fire evacuation procedures displayed at each fire alarm point. Maintenance contracts for extinguishers and detection/alarm system in place. Fire drill and training in use of extinguishers held once a year. Smoking prohibited in the Offices/ stores. Cleaning regimes ensures no debris left around workplace. All staff trained in good housekeeping during induction. Vehicles to be maintained correctly and subject to daily inspection routine. All faults / defects observed to be reported. Fire and Security alarms in place are monitored and maintained regularly. Fire Extinguisher service contract in place. Signs erected detailing action to be taken in the event of a fire. Fire directional signs should be conspicuously located throughout the building, indicating the fire escape routes and exits. Firefighting equipment will be maintained and regularly serviced. 	1	4	4

	<p>Inability to deal with emergency.</p> <p>Arson.</p> <p>Discarded cigarettes/matches.</p> <p>Inability to fight fire.</p> <p>Blocked fire escape routes.</p>			<ul style="list-style-type: none"> • All employees must ensure that fire escape routes and fire exits are maintained and kept clear at all times. • If a fire extinguisher or other firefighting equipment has been damaged it must be repaired or replaced as soon as possible. • Firefighting equipment readily available in clients' premises. • Appropriate firefighting equipment available in company vehicles. • Smoking allowed in designated areas only outside of buildings. • All persons to be trained in emergency fire procedures including what to do if the alarm is raised, how to raise the alarm and general evacuation procedures. • All staff to be informed of the risks from fire and the precautions taken to control and reduce the risk of fire, including the safe storage of flammable materials, site tidiness and the requirement for hot work permits. • Key operatives to be trained in the selection and use of fire extinguishers. • Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. • Ensure a suitable and sufficient fire plan is established and that adequate means of escape are provided. • Ensure a suitable means of raising the alarm is provided and that appropriate fire extinguishers are located around the site. • Ensure that adequate access is provided to all areas of the site for the fire and other emergency services. • All hot works to be strictly controlled with a Hot Works Permit. • No hot works to be undertaken within 1 hour of the finishing work. • Fire extinguishers to be provided whenever hot works are undertaken. • Restrict smoking to designated areas and site rules. • Do not allow waste to build up. 		
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First Aid

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
First Aid	Infection. Ill-health. Serious personal injury. Fatality.	3	4	12	<ul style="list-style-type: none"> • Ensure adequate number of first aid kits available at all times and fill in accordance in with health and safety authority guidelines. • Trained first Aid responder(s) to be available at all times. • Establish regular checks to ensure recommended items are present. • Ensure all first aid equipment is in a visible location and staff are aware of the location. • Place first aid signage on exterior door where first aid kit is housed. 	1	3	3

Flammable Liquids (HFLs)

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Flammable Liquids	Fire. Explosion. Environmental Contamination. Serious personal injury. Fatality. Delivery of Fuels.	4	5	20	<ul style="list-style-type: none"> All persons using HFL's to be provided with specific training to control the risks associated with its use, this should also include the use of fire extinguishers. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. HFL's to be stored in appropriate containers which are clearly marked with its contents, the lids of all containers shall be securely fitted at all times. Containers will be stored in a well-ventilated locked cage. All spillages will be cleared up immediately. Minimise the quantities of HFL's held on site. Restrict access to the use of the materials. Smoking to be banned in the vicinity of all HFL's. Check for accessibility and that vehicle is positioned in such a way as to be easily driven off in an emergency, advising driver as necessary, 	1	3	3

Housekeeping

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Housekeeping	Slips, Trips, Falls Inability to exit in case of emergency Unclean conditions Trailing cables / leads	3	3	9	<ul style="list-style-type: none"> • A high standard of housekeeping must be maintained at all times. Each employee will be responsible for his or her own area ensuring that general clean-up of the area takes place on a daily basis or upon the completion of work. • All access/egress routes must be kept clear at all times. • Combustible waste must be safely disposed of in appropriate containers. • Materials should never be stored in positions, which would create hazards to workers. This includes storing materials in storage areas. • Each employee will monitor their work areas to ensure housekeeping is maintained. This relates to company premises and clients' premises where employees are working. • All openings in floors, walkways, driveways etc. must be securely covered. • Debris and materials must not be thrown or dropped from a height unless a chute is provided or other suitable safe method used. • Employees will be expected to maintain welfare facilities and leave them as close to the way they found them as possible. • Ensure that all cables are adequately secured in order to prevent such injury from occurring. 	2	2	4

Interfacing Operations

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Interfacing Operations	<p>Unfamiliar surroundings Exposed to dangerous work areas. Slips, trips and falls.</p> <p>Fall from height/ materials fall from height.</p> <p>Serious personal injury.</p> <p>Slips, Trips, Falls</p> <p>Inability to exit in case of emergency</p> <p>Unclean conditions</p>	3	3	9	<ul style="list-style-type: none"> • Permit to Work as per safety plan of action agreed with the main contractor. • Contractors / Foremen / Supervisors to liaise with other trades prior to commencement. • Permit to Work as per safety plan of action agreed with the main contractor. • Confirm Emergency arrangements including: <ol style="list-style-type: none"> 1. Rescue – As per site Induction emergency rescue regime 2. On site First aid Personnel to be notified 3. First aid fire protection (as per site induction) 4. Special Fire Detection – As per existing system 	2	2	4

Intoxicants

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Intoxicating Substances Alcohol / Drugs	Fatality, - Fall from height/ materials fall from height, Serious personal injury, Slips, Trips, Falls, Inability to exit in case of emergency,	3	5	15	<ul style="list-style-type: none"> Alcohol consumption on site is prohibited to all employees, and sub-contractors when employed, within the site boundary including car parks and other external areas. Alcohol consumption must be managed by all employees such that no member of their staff presents for work under the influence of alcohol, nor consumes alcohol during the working day. Alcohol consumption in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other employees and visitors, and will be regarded as a disciplinary matter. No employees may present for work under the influence of misused drugs, nor may any member of staff misuse drugs during the working day (on the premises or off-site). Drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other employees and visitors, and will be regarded as a disciplinary matter. It should be noted that if drug misuse and /or alcohol consumption reduces performance to unacceptable levels in terms of safety, sickness absence or other factors, it may prove to be grounds for dismissal if counselling or other treatments are unsuccessful. 	2	2	4

Knives & Sharp Implements

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Knives & Sharp Implements	Cuts, Injury to body. Safety guards not in place. Accident/Incident Report.	2	4	8	<ul style="list-style-type: none"> • Ensure employees are trained in their use. • Use the appropriate implement for the task in hand. • Ensure the blades are always sharp and do not use blunt blades. • Ensure you cut away from yourself and not towards yourself • Store sharp implements in a secure location after use. • Do not leave sharp implements lying around idle. • Wear cut resistant gloves if appropriate • Use safety knives where possible. • Do not keep knives in your pocket. • Knives suitably stored when not in use. • First-aid box provided and nominated first-aider always on site. 	1	4	4

Loading & Unloading Deliveries

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Loading & Unloading of Deliveries.	<p>Back Injury,</p> <p>Slips/Trips/Falls,</p> <p>Entrapment/Collision /Crushing Injury,</p> <p>Poor Visibility/Lighting</p> <p>Housekeeping,</p> <p>Impact with moving vehicles/product</p> <p>Inability to deal with emergency.</p> <p>Excessive speeds</p>	5	5	25	<ul style="list-style-type: none"> • Mobile lifting machinery must be used where possible to eliminate manual handling of loads. • Only trained, certified, competent employees can use mobile equipment and must take account of the safe working load to ensure that it is suitable for lifting. If not use alternative means or lighten the load. • Ensure good housekeeping practices at all times. • All Trucks MUST have audible reversing Beeper and Flashing Beacon in place and working correctly. • Loading and unloading operatives must be aware of their work surroundings and must ensure that the van/truck driver can see him at all times in side mirror. If in doubt go to a more suitable position to avoid entrapment. • Clear visual and verbal communication at all times between both parties must be in place at all times. • Manual Handling Training provided to all employees and is also included in training programmes. You must lift correctly at all times and within your capability. See Manual Handling Risk Assessment for further details. We MUST strive for the minimum amount of manual handling. All materials for loading/unloading should be on pallets, a-frames or stillages where necessary to reduce the need for manual handling. • Good housekeeping practices must be maintained at all times when loading and unloading or working at height. All material must be stored neatly. Secured at all times to prevent 	2	5	10

	<p>Container falling off back of stationery or moving vehicle</p> <p>Damaged slings and stops</p>			<p>movement in adverse weather conditions/stored/stacked correctly.</p> <ul style="list-style-type: none"> • Always turn first and then bend as per manual handling training. Avoid tight clothing and unsuitable footwear. • Straps and slings used to secure loads and straps must be in good condition and visually checked prior to use daily. • Do not attempt to carry out work practices which are unsafe especially due to time constraints or pressure of work. • All teleporter/forklifts, scissor lift equipment must be operated by Trainer Certified Operator & spotter used where possible to ensure a safe system of work. • All operations must be carried out in good lighting conditions and to company specific method statement as required. • All accidents and injuries must be reported to management immediately upon taking place. • Work is not permitted close to overhead power lines/structures which can give potential for electrocution and fatality/serious accident. • No employees are permitted to work under the influence of alcohol or drugs. • Under no circumstances is any employee to engage in horseplay or improper use when working. (This is a disciplinary offence). • Ensure that pallets are suitable and in good condition when used for lifting by mobile machinery. Only good pallets with loads strapped and shrink wrapped secure. Do not rely on strapping to timber outside of pallet as it may only be held by a single nail which is unsuitable to support load up at a height. Only transport material suitable for loads. • Operatives are not permitted to work in unfavorable weather conditions where it is not practical to do so. High winds, stormy weather, frost snow, thunder and lightning are all factors which must be considered. • Employees must wear Hi Viz vests and safety boots when loading and unloading. 			
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| | | | | <ul style="list-style-type: none"> • Drivers to ensure good Load planning in loading and unloading to ensure safe systems of work is adhered to at all times. All materials must be stacked and loaded as Loading and unloading method statement policy and based on European Guidelines for road transport. • All employees and sub-contractor haulage drivers must receive a toolbox talk and sign in on large sites. • All suitable and appropriate PPE must be worn at all times. All operatives are informed of good sun care work practices to avoid risks of sun burn, cuts, and wash hands before eating to eliminate Weil's disease, drink water to avoid dehydration etc. • Never stand on fork truck blades or on a pallet on fork truck blades. Certified driver must carry out operation in a safe manner. • Van/Truck drivers must be aware of the Hazards of the work environment and must not stand under loads or in an unsafe position in or around moving machinery or loads. • Always take your time and assess a situation prior to commencing work. Do not take a chance. • Use safety gloves at all times and ensure materials packed so as to avoid materials sticking out of loads. • On leaving premises, drivers maximum speed will be 10Km/h. | | | |
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Lone Working

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Lone Working	Serious personal injury. Fatality.	3	5	15	<ul style="list-style-type: none"> • Avoid lone working where possible, Lone Working should be subject to authorisation by Manager/Supervisor. • Ensure all staff members are made aware to report any known medical conditions to the manager e.g. cardiac problems, diabetes, epilepsy etc. • Ensure management know if they are taking any medication. • If lone working is necessary, then establish periodic checks on the lone worker e.g. mobile phone call regularly. • Risk Assessment and Method Statement should be prepared and before commencement of tasks, typical content should address: <ol style="list-style-type: none"> 1. Can the risks of the job be adequately controlled by one person? 2. Does the workplace present a special risk to lone workers? 3. Is there safe access and egress? 4. If access equipment is needed (e.g. ladders etc.) to work at height can be safely handled and used by one person? 5. Can all the plant, substances and products involved in the work be safely handled by one person? 6. Does the work involve lifting objects too large or heavy for one person? 7. Is more than one person required to operate essential equipment? 8. Is there a risk of violence against the lone worker? 9. Are young people especially at risk? 10. Is the individual medically fit and suitable to work alone? 11. What training is required for the lone worker? 12. How will the lone worker be monitored and supervised? 13. What arrangements will be necessary should the lone person become ill, have an accident or if there is another type of emergency? 	1	4	4

Manual Handling

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Manual Handling	<p>Back injuries</p> <p>Cuts and abrasions</p> <p>Slips, trips and falls</p> <p>Injury from dropping loads</p> <p>Sprains and strains</p>	4	3	12	<ul style="list-style-type: none"> • Avoid Manual Handling where possible. • Adopt T.I.L.E. Risk Assessment Strategy (Task, Individual, Load, Environments): <ul style="list-style-type: none"> ➤ TASK: Is it possible to: <ul style="list-style-type: none"> ✓ Improve workplace layout to improve efficiency? ✓ Reduce the amount of twisting and stooping? ✓ Avoid lifting from floor level or above shoulder height? ✓ Avoid and/or minimise repetitive handling? ✓ Cut carrying distance or provide mobile lifting equipment? ✓ Provide breaks and/or vary work to allow one set of muscles to rest while another is used? ➤ THE INDIVIDUAL: Is it possible to: <ul style="list-style-type: none"> ✓ Redesign the task and/or the workplace so that a wider range of employees can safely undertake the task? ✓ Take better care of those who have a physical weakness or are pregnant? 		3	6

- ✓ Give the emp,loyee more information, r.g. about the range of tasks they are likely to face?
- ✓ Provide training?

➤ **THE LOAD:**

Can the load be made:

- ✓ Lighter or less Bulky?
- ✓ Easier to Grasp?
- ✓ More Stable?
- ✓ Less damaging to hold? (Have you asked your supplier if they can help)

➤ **THE ENVIRONMENT:**

The Working Environment – Is it possible to:

- ✓ Remove Obstructions to allow freer movement?
- ✓ Provide better underfoot conditions?
- ✓ Avoid ramps, stairs, steps etc?
- ✓ Prevent esposure to extremes of Temperature?
- ✓ Improve Lighting?
- ✓ Consider less restrictive Clothing / PPE?

- Item to be lifted like boilers, pipe work, air condition units etc should, where practicable, be marked with the weight of the contents.
- Personnel trained in kinetic lifting/manual handling.
- Awkward shaped and heavy objects should be lifted by more than one person. A system of lifting should be engaged and one person nominated as leader.
- Gloves should be worn when lifting items with sharp objects or protrusions.
- Lifting by manual handling should only be carried out when other means are impractical.
- Personnel should not carry items which obstruct their view.

					<ul style="list-style-type: none"> • Use Mechanical Assistance, trolleys, lifts etc to mitigate risk of Manual Handling Injury. • Where possible, purchase products in smaller packages. • Careful selection of employees for manual handling tasks. • Discuss the topic of manual handling at Tool Box Talk. • Roller and conveyor belts product handling systems used premises reducing the exposure on employees. • Vans are loaded for deliveries reducing carrying distances to employees. 			
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Material Storage

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Material Storage	<p>Back injuries.</p> <p>Cuts and abrasions.</p> <p>Slips, trips and falls.</p> <p>Injury from dropping loads.</p> <p>Sprains and strains.</p> <p>Falling materials (as a result of poorly stacked materials).</p> <p>Injury to unauthorised persons.</p> <p>Manual handling.</p> <p>Mechanical handling.</p>	4	3	12	<ul style="list-style-type: none"> Operatives should be instructed of the need for good housekeeping standards and in maintaining a tidy well organised storage area. Operatives should be informed that all chemicals are potentially hazardous and should be handled with care – reference should also be made to the appropriate COSHH assessment before use. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work Sufficient space should be provided for the safe storage of all materials All areas to be regularly inspected to ensure the stability and safety of such areas. Perishable goods should be stored within lockable containers Follow manufacturers/suppliers storage recommendations in all cases Avoid stacking any materials more than 2m high All chemicals and fuel's shall be stored within bunded areas to reduce the risk of contamination. 	2	3	6

Mobile Phones

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Using Mobile Phones	Distraction, Accidents with other persons, Serious personal injuries, Fatalities.	3	5	15	<ul style="list-style-type: none"> • Ensure lone workers carry mobile phones at all times. • Ensure mobile phones are switched off when operating dangerous machinery or appliances or when otherwise instructed to do so. • If using in vehicle, then use only connected with a hands free appliance as stated in company vehicles. • Do not walk and talk while using the mobile phone. Stand in a safe position away from any potential hazards. • Do not work at height and use mobile phones. • Use designated Phone Zones where applicable. 	1	5	5

Office Equipment

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Office Equipment	<p>Electrocution</p> <p>Burns</p> <p>Entanglement</p> <p>Fire</p> <p>Cuts</p> <p>Chemicals</p> <p>Trapped beneath a falling cabinet.</p> <p>Fingers trapped between a drawer and cabinet.</p>	3	3	9	<p>Risks are minimised by observation of the arrangements and controls set out below.</p> <p><u>Installation of Machines</u></p> <ul style="list-style-type: none"> Machines should be positioned in well-ventilated areas 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. <p><u>Minor Repairs</u></p> <ul style="list-style-type: none"> 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. Whilst machines may be 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 screwdrivers, or any other article to tamper with the inside of machines. <p><u>Light Intensity</u></p> <ul style="list-style-type: none"> Photocopiers are provided with light covers to avoid exposure to high intensity light. Employees should ensure that covers are in place when copies are made. 	1	3	3

Tripping over or running into open drawers.

Major Faults

- Major faults including any electrical faults, frayed wires etc. must be reported immediately.
- No attempt should be made by employees to repair electrical faults. In such cases the machine should be isolated until repaired by a qualified electrician.
- The photocopier will be maintained by a technician from the suppliers.

Maintenance

- Appropriate personnel will carry out basic maintenance of machines. This includes replenishment of toner and silicone oil.
- Where replacement of toner involves more than cartridge replacement, rubber gloves must be worn.
- The Safety Data Sheets (SDS) must be referred to in the event of accidental inhalation, swallowing, or entry to eyes.

Chemicals

- The use of chemicals within office areas is minimal.
- Chemicals include toner for the copier and general cleaning materials.
- Labels and instructions for use should be followed at all times and, where necessary, Safety Data Sheets will be obtained, reviewed, and maintained on file.

Filing Cabinets

Risks are minimised by employees observing the following safe practices:

- Store heavier items in the bottom drawer.
- Start with the bottom drawer when setting up files.
- Never open more than one drawer at a time.

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| | | | | | <ul style="list-style-type: none">• Use drawer handles when opening cabinets.• Always-close file drawers after use | | | |
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Office unit

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Office unit	Slips, Trips & Falls Struck by or against objects Equipment hazards	3	3	9	<p>The following must be observed in all office areas:</p> <ul style="list-style-type: none"> All office equipment is positioned so as to avoid risks of falls or collisions when in use. All power, phone and equipment cables and extension cables are positioned so as to avoid risks of falls. All access/egress routes must be kept clear at all times. Passageways should be kept free from obstruction. A high standard of housekeeping will be maintained at all times. All tripping hazards (e.g. loose fittings) must be reported immediately to the manager. All fittings should be bagged or put into boxes to avoid potential trip, slip and fall hazards. Safe systems of work must be used when accessing heights. Under no circumstances may employees use files, boxes or swivel chairs as a means of access. 	1	3	3

Pregnant Employees / Nursing Mothers

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Overhead Services	Permanent muscular damage, Nausea, Unease, Stress, Premature Labour, Physical shocks or vibration, Handling of loads, Movement and postures which are abrupt, severe, or give rise to excessive fatigue, Ionising radiation, Non-ionising radiation, Noise, Extremes of heat or cold,	3	5	15	<ul style="list-style-type: none"> On becoming aware that she is pregnant a female employee is obliged to inform her employer and furnish a certificate stating that she is pregnant. Risk assessment for duties being done by pregnant employee will have to be revised. Medical advice may preclude a pregnant employee from doing certain tasks and in that case suitable alternative duties must be found. Pregnant and or nursing mothers must be excluded from heavy or repetitive manual handling and patient handling tasks, night work must be avoided where possible. Pregnant employee must not be expected to climb ladders or step ladders particularly in the later stages of pregnancy. Where it is not practicable to ensure the safety or health of such employees through protective or preventive measures, employers are required to adjust temporarily the working conditions or the working hours (or both) of the employee concerned so that the exposure to such risk is avoided. In cases in which the adjustment of working conditions or working hours (or both), it is not technically or objectively feasible (or both) or cannot reasonably be required on duly substantiated grounds, then employers must take the measures necessary to provide the employee concerned with other work, which does not present a risk to the safety or health of, or any possible effect on the pregnancy or breastfeeding by, such employee. If a registered medical practitioner certifies that it is necessary for the safety or health of an employee that she must not be required to perform night work during 	1	5	5

	Chemicals agents, Biological agents,				<p>pregnancy or for the 14 weeks childbirth the employer shall not oblige her perform night work during that period.</p> <ul style="list-style-type: none"> • The employer shall transfer the employee to daytime work or where such a transfer is not technically or objectively feasible on duly substantiated grounds or both, grant the employee leave or extend the period of maternity leave. • Night work means work in the period between the hours of 11pm on any day and 6am on the next following day, where: <ul style="list-style-type: none"> a) The employee works at least three hours in the said period as normal course or b) At least 25 % of the employees monthly working time is performed in the said period. • <i>Pregnant, postnatal and breastfeeding employees must be provided with a place to lie down to rest in appropriate conditions in accordance with SI No. 299 of 2007.</i> 			
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Personal Protective Equipment (PPE)

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
PPE	Manual Handling Type injuries Slips, Trips, Falls Serious personal injury, Fatalities,	2	5	10	<ul style="list-style-type: none"> Ensure staff are issued with appropriate personal protective equipment specific to any particular risk they may face and any personal protective equipment should only be issued as a last resort when no other form of risk reduction is possible. Replace faulty / worn personal protective equipment. Ensure safety signage is put up highlighting the requirement to wear personal protective equipment as applicable. Ensure staff wear any personal protective equipment issued and conduct regular inspections. Recommended Personal Protective Equipment (PPE) includes: <ol style="list-style-type: none"> Wearing Gloves for Manual Handling. (If sharp edges / objects). Handling chemicals, liquids, acids, etc. Wear Rubber Gloves (not latex) for standard Cleaners and Degreasers, unless alternative, specified by manufacturer. Chemical Resistant Gloves for Chemical Use. Wear a Hard Hat where applicable & High Vis Waist-Coat/ Jacket Ear Protection (when air compressor or other similar equipment is being used) Face / Eye Protection (To EN166B / Grade 1 Standard where risk of impact Safety Shoes or Boots (non-slip and steel sole and toe cap) Outdoor Clothing / Body warmers. 	1	5	5

Slips, Trips & Falls

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Slips, trips & falls	<p>Cables, hosepipes, ropes, etc., left across walkways.</p> <p>Wet, uneven, floor surfaces.</p> <p>Items left on the floor/accumulation of rubbish.</p> <p>Poor lighting.</p> <p>Low barriers.</p> <p>Inappropriate footwear.</p> <p>Ice forming outside work premises.</p>	3	4	12	<ul style="list-style-type: none"> • All employees during induction training advised to keep clean and tidy workplace • Daily ongoing clean up onsite, • Passageways and exit routes kept clear at all times. • No cables or other items left across floor. • Stored material located in safe area. • All spillages clean up immediately on identification. • Supervision must control housekeeping. • No tools left lying around work area. • No over stocking work area with materials. • All waste is removed when task is finished. • All wet floors are sign posted and controlled. • All openings are railed off and signage in place. 	2	3	6

Temporary Electrical Supplies

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Temporary Electrical Supplies	Contact with live conductors. Electrocution. Fire. Manual handling. Slips, trips, Falls.	3	5	15	<ul style="list-style-type: none"> • Spillages of water etc. should be cleaned up immediately. • Only competent experienced electricians to carry out electrical installations • Manual handling training to be provided to all staff • Staff to be trained and conversant with the requirements of the permit to work system • Ensure adequate supervision is provided and that control measures remain valid for the duration of the work • Check the qualifications and competence of all electricians • Isolate all power supplies • Ensure the system is appropriately designed and will not become overloaded • Ensure all PPE including rubber mats and insulated tools are used • Ensure all exposed metalwork is earthed • Ensure all switchgear and distribution panels are securely locked and signed • Route cables so that they cannot be easily damaged, where appropriate use armored cables • Ensure cables are securely fixed and do not create a trip hazard 	1	5	5

					<ul style="list-style-type: none"> • Permit to work system required for all work involving live electrical installations • Lockout procedures required for the isolation of incoming electrical supplies • Test all equipment before installing/modifying to ensure that it has been isolated and is not live • All installations should be formally inspected and tested before first use and a new certificate issued every three months 			
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Working on False ceiling

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Working on false Ceilings	<ul style="list-style-type: none"> • Falls of persons from height • Falls between joists Falling materials and tools 	3	4	12	<ul style="list-style-type: none"> • Fragile materials will be identified before work commences. • In every case, an assessment of risk will be made to provide a safe system of work, taking into account the work to be done, access/egress requirements and protection of the area beneath the work. • Consideration to be given to protecting persons beneath against harm. Signage to be erected to warn personnel of works overhead. • Suitable means of access to be provided, such as roof ladders, crawling boards, scaffolding and staging. • Where it is possible for employee to fall a risk assessment will denote if edge protection must be provided. If this is not possible 	1	4	4

				<p>then alternative controls must be implement, e.g. safety nets, full body harnesses, etc.</p> <ul style="list-style-type: none"> • Where access is possible alongside fragile materials such as roof lights, covers to be provided or the fragile material fenced off or covered with a solid material. Signage must be posted to advise all to the presence of fragile material • Edge protection is always required to be in position before any roof work begins. • Joists are to be fully boarded, or other safe system to be in place before work over open joists begins. • Permits may be required when work is within the Ceiling Void. • Site management to define a safe work method prior to commencement on site, and arrange for provision of suitable access equipment and trained personnel. • Working alone on roofs will not normally be permitted, and never without specific authorisation/permit. • The Load Bearing Capacity of the Decking Platform must be taken into consideration when planning work and the maximum allowable load must not be exceeded at any time. • Wear safety glasses and gloves when lifting ceiling tiles – beware of sharp edges on ceiling grids and sharp points on hangers. • Report damage to supervisor immediately. Secure tools and materials – use tool/tag line. 			
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Toilets / Welfare Arrangements

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Toilets / Welfare Arrangements	Slips on wet floors Infection Personal Injury Poor Sanitary Standards Poor Welfare Standards	3	3	9	<ul style="list-style-type: none"> • Spillages of water etc. should be cleaned up immediately. • Floors to be washed when the area is not occupied. • Ensure the provision of signage to warn staff and others of the hazard, i.e. "Warning Slippery Floor". • Ensure that all spills are cleaned up immediately. A cleaning rota must be in place with toilets checked on a regular basis • Ensure all toilet doors have double barrel access locks on both sides of doors to enable them to be opened from the outside in the event of a person collapsing inside. • Floor to be slip resistant. • Ensure area remains free of obstruction. • Ensure spills are dealt with immediately and wet floor signage placed. 	2	2	4

				15	<ul style="list-style-type: none"> Affix fixed wet floor signs at eye level in toilets. (diagram) format, supplemented with text) Clean toilet floors when access is restricted such as premises closed and / or use of portable floor warning signage. Adequate ventilation and lighting to be in place. Ensure good housekeeping and maintenance procedures are in place. Regular cleaning schedule to be in place. Ensure adequate cleaning resources and personnel are provided. Ensure adequate supply of paper towels and soap. Hot and cold water to be available with thermostatic controls. Ensure Canteen location is present and fit for purpose Changing facilities to be in place – drying rooms, lockers etc. 			4
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Training

Activity/Hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Training	Unfamiliarity. Lack of knowledge of Hazards. Potential serious injury. Serious personal injury. Fatality.	3	5	15	<ul style="list-style-type: none"> Maintenance work should take place where there are minimal persons on the premises or in the work area / within the given location where possible. Ensure all staff receives appropriate training including training on Occupational First Aid, Manual Handling and record this training in the safety file. Ensure current valid Training Certification are in date when assigning Task. Carry out refresher training at regular intervals as stated on certs. <p>Recommended Health and Safety Training;</p>	1	4	4

					<ol style="list-style-type: none"> 1) Use Safety Statement as basis for identifying training needs and include task and induction training for specific tasks). 2) Manual Handling Training for all staff 3) VDU Training and workplace assessments. 4) Basic Fire Safety and Fire Warden. 5) Safe pass: (on site staff) * if applicable. 6) Working at height and harness re-fresher training. 7) Abrasive Wheel Training. 8) Specialised Machine Training provided, where required, and when deemed necessary to carry out tasks related to specific machines. 			
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SECTION 5 – APPENDICES

5.1 Safety Induction

Introduction

Phoenix Mechanical's Induction incorporates the essential information which each person involved at the place of work whether this be at the Company or a client's premises. The purpose of this is to further enhance the level of safety and procedures regarded as adequate by Phoenix Mechanical and also to ensure that all personnel are aware of the safety requirements.

Fire

Raise the alarm by shouting fire and inform as many people as possible on your way to the assembly point, to be agreed by management and relayed to staff/employees. Also inform the manager in charge of the area. Call essential services on **112** or **999**. Wait at the assembly point to be accounted for and do not return into the building until you are advised to do so. Fire extinguishers are located at various points throughout buildings in which Phoenix Mechanical Employees work, and should be labelled with the certification date on the side.

First aid

A First Aid Kit can be found in the office, Customer premises and in the company trucks & vans; however this is to be used only for small cuts and grazes. If you require further treatment you will be taken to the closest hospital or an ambulance will be called for you on **112 or 999**.

Lone Working

Where an employee is working on their own, there is a potential for adverse events to occur that have the potential to rapidly escalate due to the fact that persons do not have a colleague with them. Management/Supervision will communicate workplace hazards and the correct controls to mitigate inherent risks to any person who undertakes lone working as part of their employment.

Welfare Facilities

Toilets, washing and canteen facilities have been provided for you. These areas are maintained regularly, however if you should have any complaints to make you can contact your supervisor. It is everyone's responsibility to keep the welfare facilities clean and tidy, particularly when using Customer Facilities.

Site-Specific Hazards

Hazards will always vary from site to site, however there are some, which will be common to many sites. These may include:

1. Slips, trips and falls
2. Movement of vehicles outside building/yard–Stay safe distance away
3. Fire
4. Electrocution
5. Manual Handling

Accident/Incident Reporting Procedure

All accidents and incidents that occur during the course of your work activities need to be reported immediately to your supervisor or person in charge. If there are any issues affecting your ability to carry out your work safely, you should advise a member of management/supervisor in charge.

Employee Duties

- Each person in the organisation is responsible for the quality of his/her own work and is guided by the relevant documented procedures that are available for them at any stage to view on the system,
- Ensuring that they take all necessary precautions to protect the environment during the course of their activities when working for Phoenix Mechanical,
- All employees are required to co-operate fully with all provisions taken by the company for ensuring the safety, health and welfare of other employees, contractors and visitors,
- All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided. Employees are also responsible for reporting damage to equipment and the need for repair/replacement of items of personal protective equipment to their immediate superior,
- All employees are required to discharge their work in a safe manner so as to avoid injury to themselves/other staff and avoid damage to equipment and property,
- Any member of staff who does not adhere to company safety rules will be subject to appropriate disciplinary action,
- Not to be under the influence of an intoxicant to the extent that they may endanger their own or others' health and safety,
- To comply with statutory provisions and take reasonable care to protect their own health and safety and that of others who may be affected by their acts or omissions,
- To attend training and undergo such assessment as may reasonably be required (e.g. manual handling),
- Co-operate with employers or other persons to enable the employer or other persons to comply with statutory requirements,
- Not to engage in improper conduct or behaviour that is likely to endanger their own or others' health and safety,
- To make correct use, having regard to training and instructions, of articles or substances, including protective clothing, supplied to protect health and safety,
- Report, as soon as possible, defects in systems of work, articles or substances, or work are being carried on which might endanger health and safety,
- Employees must not interfere with welfare facilities or other provisions on the premises and while at the place of work.

Disciplinary Procedure / Dismissal Procedure

The terms of the Redundancy Payment Act, Minimum Notice and Terms of Employment Act 1973, Organisation of Work Time Act and the Unfair Dismissals Act 1977 / 1993 will be observed. In cases of unsatisfactory conduct or work performance, the following steps will be taken:

- a) Verbal warning (Documented)
- b) Written warning (final or otherwise)
- c) Suspension without pay
- d) Dismissal

Gross misconduct may lead to instant dismissal, without notice or prior verbal or written warnings.

Some examples of Gross Misconduct:

- Theft or any other indictable offence
- Falsification of Records
- Malicious damage
- Physical Violence
- Provoking or threatening behaviour or instigating a fight
- Serious contravention of safety regulations

Employees Signature

Your signature must be placed in the space provided below as a record that you have been inducted to the company.

Signed: _____ Print: _____ Date: _____

Employer: _____

Next of Kin: _____ Number: _____

Signed Manager or Other Appointed Person: _____

5.2 Notification of Accidents & Accident/Incident Report Form

In accordance with the *Safety Health and Welfare at Work (General Application) Regulations, 1993* the following accidents and dangerous occurrences must be notified to the Health and Safety Authority (HSA) by:

Fax: (01 6147020),
Phone: (1890 289 389)
Internet (ww.hsa.ie).

A hard copy must also be sent by post to the HSA.

Reporting of such event must be carried out on the approved forms:

- IR1 (accidents) or
- IR3 (Dangerous occurrences).

Accidents to be notified to the HSA include the following

- An accident causing the death of any employed or self-employed person
- An accident that prevents an employed or self-employed person from working for
- More than consecutive three days.
- An accident caused by a work activity, which cause the death of, or requires medical
- Treatment to, a person not at work: e.g. a passer-by.

Dangerous occurrences include the following:

- Collapse of a crane or other lifting machine.
- Explosion of any closed vessel.
- Electrical short circuit, explosion or fire, which results in stoppage of, affected equipment or Place of work for more than 24 hours.
- Uncontrolled release of 1 metric ton or more of flammable substances.
- Collapse of scaffolding more than 5 metres in height.
- Collapse of a building involving more than 5 metric tons of material or of any floor or wall in a Place of work.
- Failure of freight containers or a road accident involving a vehicle carrying dangerous Substances by road.
- Malfunction of breathing apparatus.
- Contact with an overhead electric line of over 200 volts.
- Bursting of a grinding wheel.

List of Company First Aiders:

- 1.
- 2.
- 3.

5.3 Accident/Incident/Near Miss Report Form

ACCIDENT/ INCIDENT / NEAR MISS REPORT FORM

Details of injured person:

Name:	
Address:	
Date of Birth: (or approx. age)	
Position in Company:	
Department:	
Date & Time of accident:	
Location of accident:	

Details of Accident:

Briefly describe the nature of the accident (why, how and what happened)

Was the location of the accident secured and accident details given checked? _____

If NO explain WHY. If YES give details

Details of injury:

Describe the injuries that were incurred as a result of the accident (Bruising, Concussion, Open wound, Graze, Sprain, Dislocation, Burns,)

Details of Treatment Administered

Was First Aid Administered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give details (i.e. right/left, hand/leg, etc.)		
Did a Doctor attend the scene?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did the injured party attend the hospital as a Result of the accident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Hospital Name:	
Was the employee absent from work as a result accident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of return to work		

Witnesses (2 Signatures Required):

I agree with the above details (if no please complete a separate witness form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Address				
Are you an Employee of this Company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of Witness's				
Signature of Supervisor or Manager				
Date				

Please use additional pages if necessary

5.4 General Principles of Prevention

The General Principles of Prevention, as set out in the Safety, Health and Welfare at Work Act 2005, Schedule 3, are set out in descending order of preference. The Company strives to undertake all tasks in line with this methodology. The workflow of the Principles is set out sequentially in order of preference as follows:

1. Avoid risks.
2. Evaluate unavoidable risks.
3. Combat risks at source.
4. Adapt work to the individual, especially the design of places of work.
5. Adapt the place of work to technical progress.
6. Replace dangerous articles, substances, or systems of work by non- dangerous or less dangerous articles, substances, or systems.
7. Use collective protective measures over individual measures.
8. Develop an adequate prevention policy.
9. Give appropriate training and instruction to employees

5.5 Environmental Policy

Phoenix Mechanical Environmental Policy Statement

Phoenix Mechanical will seek to promote the conservation and sustainable use of natural Resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. The objective will be to minimise the environmental impact of alloperations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bund wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

5.6 Equality Policy

Phoenix Mechanical Equality Policy Statement

Phoenix Mechanical is an equal opportunities Employer & thus, as laid out in this policy, seek to Comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of Phoenix Mechanical to deal (employ, pay, consult, interview, speak to, and writeto etc.) with any person/s equally & with dignity, regardless of disposition, i.e.:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

Phoenix Mechanical, will uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.

5.7 Dignity at Work Charter

We at Phoenix Mechanical commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work.

All who work here are expected to respect the right of each individual to dignity in their working life.

All will be treated equally and respected for their individuality and diversity.

Bullying in any form is not accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter.

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this Dignity at Work Charter.

Supervisors, Managers and Trade Union Representatives where applicable in the workplace have a specific responsibility to promote its provisions.

Appropriate instruction and training in proper procedure is provided where necessary.

5.8 Definitions – “Competent Person” & “Reasonably Practicable”

As set out in the Safety, Health and Welfare at Work Act 2005:

Definition of “Competent Person”

S.2 (2)(a) ‘For the purposes of the relevant statutory provisions, a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.’

Definition of “Reasonably Practicable”

S.2(6) ‘For the purposes of the relevant statutory provisions, “reasonably practicable”, in relation to the duties of an employer, means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work.’

5.9 EMERGENCY RESCUE PLAN FOR USING MEWPS

The following emergency plan covers working at heights in a MEWP, basically any area where a Safety harness is in use.

The 2 main areas covered in the emergency plan will be

Emergency rescue plan for working at height from a MEWP

Guidance on Rescue Plan for MEWP

1. Purpose

Under normal circumstances, back-up systems built into the machine will allow the operator to bring the platform of the machine to ground level under controlled conditions. It is extremely unusual for these systems to fail.

To ensure that a safe method of rescue is available when all other back-up systems for returning personnel to ground level have failed, the following procedures can be used.

2. Standard Operating Procedure

Ensure that all normal emergency lowering procedures have been activated.

Contact the site manager to report failure of back-up emergency lowering systems and request engineering back-up.

If, after inspection by the engineer, it is not possible to affect a repair to allow the machine to be brought to the ground, the site manager must be contacted for permission to carry out basket to basket rescue.

3. Code of Practice for Mid Air Rescue

A. The details of the risk assessment carried out shall be recorded onto the site-specific risk assessment form.

B. The rescue machine must be positioned so as to enable the rescue procedure to be carried out without compromising the safety of personnel involved in the rescue.

C. The platforms of both machines must be adjacent to each other with a minimal gap between them unless exceptional circumstances mean this is not possible. (Where this is not possible, the circumstances shall be recorded onto the risk assessment form.)

D. A double lanyard must be attached to the person being rescued and the anchor points on both machines before the rescue takes place.

E. Care must be taken not to overload the rescue machine. This may mean making more than one journey to complete the rescue.

F. Where alternative emergency systems are not possible, consideration should be given for the use of an emergency evacuation system, examples of which are: control descent systems, crane basket rescue (this is not exhaustive).

Example emergency rescue plan for work at height from a Mobile Elevating Work Platform (MEWP)

This rescue plan has been compiled in order to comply with current legislation (Work at Height Regulations 2005) for people who work at exposed to the risk of working at height and work at height.

It is to be brought to the notice of those those supervising and managing the same

Emergency Situation

Proposed Action

Failure of upper control functions while elevated

Where the normal upper control functions fail, the operator will use the auxiliary controls from the platform to lower the boom safely to the ground.

Failure of the operator to be able to operate the MEWP functions while elevated due to the following reasons:

Where the operator is incapable of lowering the MEWP using the upper controls, an appointed person familiarised in the use of the lower 'ground' controls will lower the platform safely to the ground using the lower ground controls.

- A. Operator incapacitated
- B. Auxiliary functions fail to operate from upper control station.

Failure of lower ground controls

Where the lower ground controls fail to allow the boom to be lowered safely to the ground, the appointed person will use the auxiliary ground controls to lower the boom safely to the ground.

Machine Type and Location:-

DATE: - Persons made aware of rescue plan on site

NAME (print)

SignatureDate

5.10 Pat O'Brien Safety Ltd – Statement of Acknowledgement

Pat O'Brien Safety Ltd acknowledges that we have been commissioned by Phoenix Mechanical for the purpose of the preparation of a safety statement. Pat O'Brien Safety Ltd warrant that they have used their best endeavours to advise in the preparation of this safety statement. It is affirmed that this statement is prepared on the basis of information and details furnished by the establishment.

Pat O'Brien Safety Ltd does not warrant the accuracy or probity of such information or data. The advices are based on a visual inspection of the entire premises and do not take account of matters which are covered up or not reasonably discernible. Pat O'Brien Safety Ltd does not warrant that the safety and operational procedures, as advised, will be carried out, or will be carried out correctly.

The Safety Statement must be used as a working document and reviewed and revised in accordance with current legislation.

The responsibility for the provision of this Safety Statement and the operation and performance of Phoenix Mechanical rests solely with Phoenix Mechanical.

Signed: _____

Date: _____

Phoenix Mechanical

Signed: _____

Date: _____

Pat O'Brien Safety Ltd

5.11 PHOENIX MECHANICAL EMERGENCY CONTACT LIST

SENIOR MANAGEMENT CONTACT NUMBERS

NAME	POSITION	CONTACT NUMBER
Gary Brennan	Director	087 769 5376
Carol Brennan	Director/Safety Officer	087 7855484
Jason Ryan	Director/QS	087 3680195

GENERAL EMERGENCY CONTACT NUMBERS

AMBULANCE	Control Centre	999 or 112
GARDAI		999 or 112
FIRE BRIGADE		999 or 112
HOSPITAL		
ELECTRICITY	E.S.B.	1850 37 23 72
GAS	Leaks only	1850 20 50 50
EIRCOM	Line Faults	1902

