



Safety Statement



**UNIT E1, CENTREPOINT BUSINESS PARK,
OAK DRIVE, DUBLIN 12. D12 P959.**

TEL: 01-4433996



February 2023



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REVISION OF SAFETY STATEMENT

Rev. No	Date	Change	Reviewed by
2	March 2020	Revised & Updated Document	Kevin Crowley
3	May 2020	Updated to include Covid-19.	Kevin Crowley
4	May 2020	Update to environmental policy	Colm Hackett
5	August 2021	Update to new regs, logo and company address	Kevin Crowley
6	February 2023	Updated in line with current COVID-19 guidelines. Included new sections of driving for work, VDU Ergonomics Stress and Chemical Safety and New Risk Assessments	Darren Tully

This document has been prepared by a staff member of Ayrton Group. Any changes made by a non-staff member or person not appointed by Ayrton Group will nullify all responsibility that Ayrton Group may have for this, as well as any associated documentation. Such reviews, revisions & changes to this, as well as any associated documentation, must only be made by an officially appointed person, who is competent to make such changes, carry out such reviews & deliver such revisions.

1. GENERAL HEALTH AND SAFETY POLICY

This Safety Statement sets out the general policy of Termside T/A Alternative Energy Ireland,

This policy aims to ensure Alternative Energy Ireland., will do all that is reasonably practicable to secure the Safety, Health, and Welfare of our employees whilst at work and all others affected by our work.

Alternative Energy Ireland. will endeavour to comply with all legal enactments relating to Safety, Health and Welfare in the workplace.

This Safety Statement is prepared in accordance with *Section 20 of the Safety, Health and Welfare at Work Act 2005.*

We will also endeavour to take account of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021*

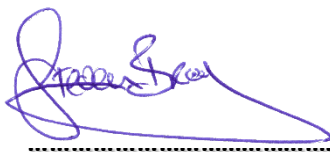
Our works also fall under the remit of the *Safety, Health and Welfare at Work (Construction Regulations), S.I. No. 528, 2021*, which places responsibilities on all persons working in the construction sector.

In March of 2022, the restrictions introduced in response to the 2020 COVID-19 pandemic were lifted in all sectors except for healthcare. However, there is still a requirement for ALTERNATIVE ENERGY IRELAND. to carry out risk assessments and manage COVID-19 in line with the controls outlined in the "Transitional Protocol - Good Practice Guidance for Continuing to Prevent the Spread of COVID-19 of January 2022. In order to comply with the requirement of this code of practice, ALTERNATIVE ENERGY IRELAND. will maintain the COVID-19 Emergency Response Plans that we developed in 2020. We will appoint a C-19 Compliance Officer and Lead Worker Representative to implement and manage these procedures if advised to do so by the Department of Health or where risk assessment deems it to be necessary.

Safety is everybody's responsibility, and it is the duty of all personnel to take all reasonable precautions to avoid injury to themselves and those who may be affected by their actions.

Alternative Energy Ireland. recognises that the primary responsibility for providing and maintaining safe working conditions bears on Management and will endeavour to do everything that is reasonably practicable to comply with this responsibility. The achievement of a safe and healthy working environment requires the commitment and co-operation of all employees and others affected by our work.

SIGNED:



STEVEN BRAY
MANAGING DIRECTOR

DATE: 15 / 02 / 2023

2. SAFETY MANAGEMENT & CONTROL

INTRODUCTION

Alternative Energy Ireland is an Irish owned company providing Solar panels alternative energy to commercial and residential clients. Installing solar hot water panels, high efficiency condensing oil and gas boilers, heat recovery ventilation and LED installations with additional maintenance and servicing.

At Alternative Energy Ireland. we pride ourselves on delivering a high-quality service, completed on time, within budget and to impeccable safety standards. Our record over several decades of business speaks for itself, which is why we enjoy such excellent long-term relationships with so many of our clients. Since the beginning, Alternative Energy Ireland. has prioritised safety management, to ensure that all projects satisfy not only the relevant legislation but also industry best practice. We treat safety training seriously.

This Safety Statement covers employees subcontracted to Alternative Energy Ireland.

WHAT IS THE SAFETY STATEMENT?

The Safety Statement is the written policy of Alternative Energy Ireland. detailing how Safety, Health and Welfare at Work, along with all related matters, are being managed.

WHOSHOULDREAD IT?

Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to employees. It will be read to any employee, who has difficulty in reading it, in a language that he or she can understand.

This Safety Statement must be brought to the attention of all staff at least annually, as per the requirements of the Safety, Health & Welfare at Work Act, 2005.

VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES

Any person visiting, working or attending our workplace for any reason, or for whom we carry out work, is invited to read the Safety Statement.

UPDATES AND AMENDMENTS

Changes will inevitably occur from time to time in sections of our operations. These will be recorded in this Safety Statement.

NEW LEGISLATION AND STANDARDS

Alternative Energy Ireland. will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

REVIEW OF SAFETY STATEMENT

Alternative Energy Ireland. must review this Safety Statement at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary. These changes are to be discussed with the workforce concerned by Management. This Safety Statement must be brought to the attention of all our staff at least annually.

ANNUAL REPORT

Reference shall be made to the Safety Statement in the annual Directors Report (*as per various requirements of Sections 325, 326 & 327 of the Companies Act 2014*), in accordance with *Section 20 of the Safety Health And Welfare At Work Act, 2005*. This should cover areas such as resources, in terms of time, effort and finance given or proposed for Safety, Health and Welfare issues. It should also report on progress made and accident/incident data for the period covered.

3. RESPONSIBILITIES

It is the duty of employees at all levels within Alternative Energy Ireland. to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function but the ultimate responsibility still lies with Alternative Energy Ireland. management.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

3.1 Management

As the person with the overall responsibility for the running of Alternative Energy Ireland., the Managing Director, Steven Bray, has the ultimate responsibility in taking control, establishing and maintaining the policy for Health and Safety. This policy shall be represented as this Safety Statement.

In accordance with the general duties placed upon us by *Sections 8 to 11 of the 2005 Act*, Managing Director shall in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first-hand interest in the Safety Policy and supporting those whose function it is to implement it.
2. Providing the resources necessary, in terms of the time, effort and finance required to promote Health and Safety in this workplace.
3. Taking an active part in reviewing any relevant reports and audits, with a view to identifying any relevant changes and improvements (and prioritising their implementation), and ensuring that Health and Safety is taken into account at the planning stage of all new work.
4. Ensuring that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow employees and others, who may be affected by their work.
5. Ensuring that all staff are competent in their own individual tasks.
6. Ensuring that all materials and equipment supplied comply with the requirements of safety legislation and standards and that no items purchased shall interfere with existing standards of safety in the company.
7. Ensuring that the 'Safety Policy' is understood, by all employees by allowing each employee access to the Safety Statement. If any employees have a difficulty in reading or understanding the Safety Statement, it will be read to them in a language that they can understand.
8. Ensuring that when changes or amendments are made to safety documents or procedures that these are circulated to all employees.
9. Ensuring that all employees receive adequate training to carry out their tasks safely.
10. Ensuring that all employees accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.
11. Ensuring that all employees understand that Health and Safety information about their work is available to them as a right.
12. Ensuring that a COVID-19 Emergency response plan is maintained for implementation as is necessary.
13. Ensuring that the Safety Statement is brought to the attention of the employees at least annually.

3.2 Other Responsibilities of Management

(e.g., Foreman or Site Managers where appointed by Alternative Energy Ireland.).

Managing Director may from time to time appoint a Foreman or Site Manager to particular jobs, as the need arises.

The following is an outline of the associated responsibilities:

1. Ensuring that activities are planned so that they may be carried out safely.
2. Ensure that all machinery, equipment and safety devices are properly maintained and are safe to use.
3. Providing and maintaining adequate guarding systems on machinery.
4. Ensuring that only competent personnel adjust, operate and maintain machinery or equipment.
5. Ensuring the safety of lesser-experienced employees and that they never in jeopardy, from the work they are doing.
6. Ensuring that where personal protective equipment (P.P.E.) is provided, it is worn, used and maintained.
7. Ensuring that adequate safety training is provided as necessary and that it is availed of by employees.
8. Ensuring that employees are aware of the actions to be taken in case of an emergency and that properly maintained firefighting equipment is available.
9. Ensuring that good housekeeping standards are maintained and in particular access/exit routes as well as fire exits and fire points are never obstructed.
10. Ensuring that all accidents and dangerous occurrences are thoroughly investigated and remedial actions are taken. Alternative Energy Ireland. management must be informed of all accidents and near misses as soon as is reasonably practicable.
11. Ensuring that any changes in processes, procedures or equipment by way of new purchases, modification or the addition of new components or work tasks are risk assessed taking full account of health and safety issues and do not endanger the safety and health of employees or any other persons who may be affected by our work.
12. Considering and supporting any representation about Health and Safety from employees.
13. Providing effective supervision of all working practices in Alternative Energy Ireland..
14. Taking a direct interest in the Health and Safety of the employees.
15. Ensuring that all contractors have appropriate experience, have insurance and training in place, and have prepared adequate risk assessments and method statements for their intended tasks.
16. Reviewing contractor training and safety documentation on site and ensuring that the controls set out in Risk Assessments and Method statements provided are being adhered to.
17. Ensuring that permits for restricted work procedures e.g., hot works are obtained before work commences and ensuring that controls outlined in the permits are adhered to.

3.2.1 COVID-19 Responsibilities of Management

1. Familiarising themselves with the Covid Emergency response plan so that it may be implemented in response to risk assessment or public health advice as per the "Transitional Protocol - Good Practice Guidance for Continuing to Prevent the Spread of COVID-19 of January 2022.
2. Ensuring the hand washing facilities are maintained and that there is a sufficient stock of disinfectant, hand sanitiser and PPE available in case of an outbreak of COVID-19 on site.
3. Ensuring that employees are familiar with the symptoms of COVID-19 and the basic precautions for preventing the spread of the virus.
4. Ensuring that employees who display symptoms of COVID-19 are not permitted to come to work.

3.3 Employees

All employees are expected to cooperate fully with all provisions taken by Alternative Energy Ireland. for ensuring the Safety, Health and Welfare in the workplace.

All employees are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the person in charge.
- Adhere to all safe systems of work, comply with and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.

All employees have specific statutory responsibilities under the *Safety, Health and Welfare At Work Act, 2005, Sections 13 and 14*. This legislation is outlined as follows:

It shall be the duty of every employee while at work:

- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his / her use alone or for use by him/her in common with others for securing his/her safety, health or welfare while at work)
- To report to his/her employer or his/her immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which s/he becomes aware.
- Not to be under the influence of alcohol or drugs to the extent that would pose a danger to themselves or to others.
- If reasonably required by the employer, to submit to any appropriate, reasonable and appropriate tests as may be required by Statutory Regulations or as set out under the *Safety, Health and Welfare at Work, 2005 Act*.
- Not to engage in improper behaviour such as bullying or horseplay which could endanger any other person, in the workplace.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

Other statutory employee responsibilities are as laid down in the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021*. These state that every employee has a duty to take into account training and instruction given by their employer in relation to:

1. Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
2. Where personal protective equipment is provided that the employee:
 - a) Should make full and proper use of this.
 - b) Uses it in accordance with the information, instruction and training provided by the employer.
 - c) Take all reasonable steps to ensure that the employee returns this equipment to storage after its use.

3.4 Visitors

All visitors to Alternative Energy Ireland, including persons from the general public, salespeople, consultants, inspectors, etc, have a responsibility to assist the company in fulfilling its statutory duties. In order to achieve this visitors must adhere to the following general rules:

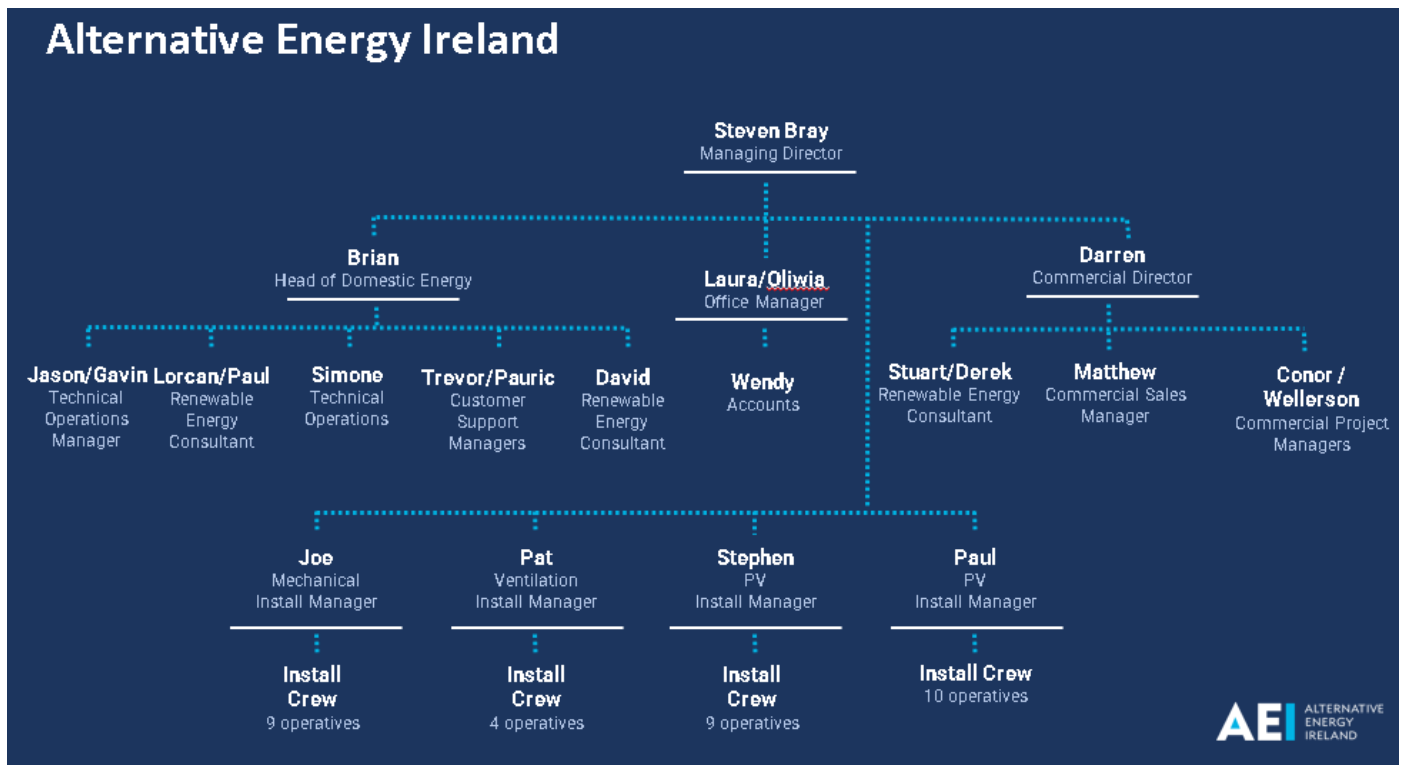
- Visitors must sign in and out at reception.
- Visitors must be supervised at all times by a member of staff.
- Visitors must observe the company’s Safety Rules and any instructions given by staff.
- Visitors must wear PPE.
- Visitors must not enter unauthorized areas unless given permission by staff.

3.5 Organisational Chart

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work. It is the duty of employees at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it. Please refer to the relevant page for your responsibilities and seek advice or guidance on any area of doubt. All staff will be briefed of its content and will sign a form stating that they will comply with its content.

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

The functional responsibilities are set out below.



3.6 Table of Responsibilities

OPERATION	TITLE	NAMES
Overall responsibility.	Project Manager	Conor Omelia
Accident Investigation	Project Manager	Conor Omelia
Risk Assessments	Project Manager	Conor Omelia
PPE Identification	Project Manager	Conor Omelia
First Aid Supplies	Subcontractor	Subcontractor
Trained First Aider	Subcontractor	Subcontractor
Safety Representative	Project Manager	Conor Omelia
Safety Officer	Subcontractor	Subcontractor
Identification Of Training Needs	Subcontractor	Subcontractor
Delivery Of Training	Outsourced	Outsourced
Safe Work Procedures	Subcontractor	Subcontractor
Emergency Drill / Plan	Subcontractor	Subcontractor
Statutory Inspections	Project Manager	Conor Omelia
Design / New Product	Project Coordinator	Wellerson Carvalho
Purchasing	Project Manager	Conor Omelia
Supervision To Ensure Safety	Project Manager	Conor Omelia
Remedial / Corrective Action	Managing Director	Steven Bray
Health Surveillance	Subcontractor	Subcontractor
Consultation	Sales Representative	
Employee Co-operation	Managing Director	Steven Bray
Review Process / Auditing	Project Manager	Conor Omelia
Persons authorised to use abrasive wheels	Subcontractor	Subcontractor

4. RESOURCES

Alternative Energy Ireland shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of employees.

The following resources will be dedicated:

1. The Management and if necessary Consultants or Competent Persons for appropriate safety consultancy, auditing and training input.
2. Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
3. Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
4. Finance to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our employees.
5. The resources to ensure that Safety, Health and Welfare in the workplace is taken into account at the planning stage of all new work, where this new work may have effects on employee Safety, Health and Welfare.
6. The rules set out in the *Construction Regulations of 2013 to 2020* relating to site safety, informing the *Health and Safety Authority* of commencing of work, accident reporting, and the preparation or safety files, will be followed.

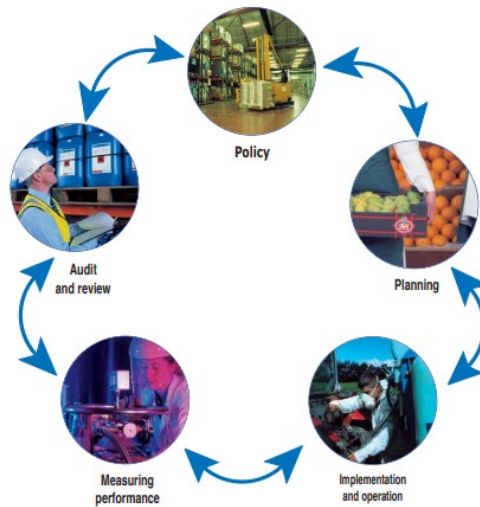
4.1 Legal Compliance

Our primary policy is to create a safe and healthy workplace for all of our employees. Realistic and achievable safety and health objectives are part of Alternative Energy Ireland's safety and health policy. Our goals are aimed and focused on an overall improvement in safety and health performance. They are supported by specific performance standards and targets and ensure that we are in compliance with relevant safety and health laws applying to the organisation. We monitor industry publications and engage external consultant to advise on updates and amendments to relevant legislation, codes of practice and industry guidelines.

Specific health and safety legislation relevant to our organisation include:

Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2021 (S.I. No. 528 of 2021)
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2021 (S.I. No. 619 of 2021)
Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2020 (S.I. No. 102 of 2020)
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2020 (S.I. No. 2 of 2020)
Safety, Health and Welfare At Work (Construction) (Amendment) Regulations 2019 (S.I. No. 129 of 2019)
Safety, Health and Welfare at Work (General Application) (Amendment) (No.3) Regulations 2016 (S.I. No. 370 of 2016)
Safety, Health and Welfare At Work (General Application) (Amendment) (No. 2) Regulations (S.I. No. 70 of 2016)
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2016 (S.I. No. 36 of 2016)
Safety, Health and Welfare At Work (Chemical Agents) Regulations 2015 (S.I. No. 623 of 2015)
Safety, Health and Welfare At Work (Carcinogens) Regulations 2015 (S.I. No. 622 of 2015)
Safety Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572 Of 2013)
Safety Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013)
Safety, Health and Welfare at Work Act 2005 (Commencement) Order 2012 (S.I. No. 446 of 2012)
Safety Health and Welfare at Work (General Application) (Amendment) Regulations 2012 (S.I. No.445 of 2012)
Safety, Health and Welfare at Work (Exposure to Asbestos)(Amendment) Regulations 2010 (S.I. No. 589 of 2010)

Monitoring, audits and inspections from part of our process for maintaining compliance with current standards. These processes reflect the ultimate aim of minimising risk, while the immediate objective may be to achieve a level of performance that complies with relevant legal requirements. We do strive to achieve best practice. Our Safety and health objectives are periodically valuated and updated if necessary.



4.2 Measuring Performance

Alternative Energy Ireland measure, monitor and evaluate its safety and health performance on an ongoing basis. Performance can be measured against agreed standards to reveal when and where improvement is needed. Active self-monitoring reveals how effectively the health and safety management system is functioning. Self-monitoring looks at both hardware (premises, plant and substances) and software (people, procedures and systems, including individual behaviour and performance). If controls fail, reactive monitoring should find out why they failed, by investigating the accidents, ill-health or incidents that could have caused harm or loss.

The objectives of active and reactive monitoring are:

- to determine the immediate causes of substandard performance;
- to identify any underlying causes and implications for the design and operation of the safety and health management system.

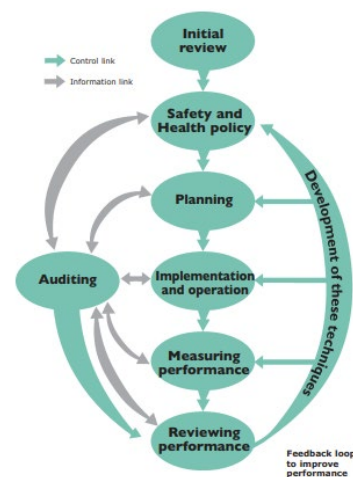
Internal audits of our safety management system are conducted in order to determine whether the management system complies with the functioning plan for safety management, with respect to legal requirements. Internal audits assist in reviewing and evaluating the performance and effectiveness of procedures. Internal audits are intended to check that hazards’ identification, risk assessment and controls are in place and up-to-date and if the risk assessment reflects actual workplace conditions and practice

Active Monitoring Measures:

- Internal Audits
- Toolbox talks
- Consultation

Reactive Monitoring Measures:

- Accident/Near Miss reporting
- Accident Near miss investigation
- Consultation
- Monthly reporting to the board meeting
- Annual reporting to the safety committee
- Annual reporting to the board of directors



4.3 Audit and Review

Alternative Energy Ireland strives to improve its safety and health management system continuously, so that its overall safety and health performance improves constantly. Alternative energy Ireland can learn from relevant experience and apply the lessons earned on an ongoing basis.

internal audits of the whole safety and health management system. These form the basis of complying with the organisation's responsibilities under the 2005 Act and other statutory provisions. Audit and reports from the safety committee are fed into the safety management system. We have a strong commitment to continuous improvement involving the development of policies, methods and techniques of risk control.

Performance is assessed by:

- internal reference to key performance indicators; reports, improvements, feedback and consultation.
- external comparison with the performance of business competitors and best practice in our industry.

Safety Health and Welfare outcomes are reviewed on a weekly basis by site supervisors, on a monthly basis by the company safety committee and on a monthly basis by management. Actions and improvements are reviewed on an annual basis by the directors of the company who take a direct and active interest in the company safety management system.

Alternative Energy Ireland report on how well they have performed on worker safety and health in their annual reports. This document outlines how the company has fulfilled its responsibilities with regard to preparing and implementing their safety statements. In addition, Alternative Energy Ireland recognise our responsibilities under section 80 of the 2005 Act on 'Liability of Directors and officers of undertakings' which requires them to be in a position to prove they have proactively managed the safety and health of their workers.

Data from this 'Auditing and Reviewing Performance' process is used for these purposes.

4.4 Subcontractor Competence and Compliance

Alternative Energy Ireland are acutely aware of the need to assess on an ongoing basis competency of all of our staff, both at tradesperson/ operative and graduate level, right through our foremen and management at Alternative Energy Ireland.

Similarly, where we employ sub-contractors, we have a safety related competency assessment, which must be completed by the sub-contractor in advance of the project, which is assessed by Alternative Energy Ireland in advance of commencement by that sub-contractor.

Training records, insurances, accident history, equipment inspections and so on are all assessed in advance, which allows Alternative Energy Ireland to make an informed decision on the competency of the persons and/ or contractors likely to be employed. All subcontractors and their employees workers must have the appropriate knowledge, experience, training, safe pass & suitable skills card prior to working on any Alternative Energy Ireland worksite.

If Alternative Energy Ireland are asked to do a site/project assessment in advance. We prepare toolbox talks for staff in advance. The assessment and planning also allows us to decide on the safest systems of work to employ.

All risk assessments were documented and the best practice is chosen. The relevant subcontractors involved are asked for their opinion and this was considered when deciding on the best method available.

All subcontractor are advised of the standards required by our safety management system.

All subcontractors must submit their own Safety Statement and Risk assessments for the project in hand.

Subcontractors must submit their current insurance, training record for all personnel and site-specific method statement prior to commencement on site.

Evaluation, monitoring and review of subcontractor health and safety.

All subcontractor documentation is reviewed prior to commencement.

All subcontractor's documentation must be updated at least annually.

All subcontractors and their employees are inducted to the site rules each site.

Subcontractor documentation must be updated to take account of new machinery, new materials, new tools, or new work practices. All subcontractors are advised of our Safety Health and Welfare Policies; they are advised of the requirements regarding the incident/near miss reporting. Failure to comply with the safety management system on site can result in immediate subcontractor dismissal.

Subcontractors are invited to contribute to the improvement of our safety management system through consultation.

Such an approach greatly reduced the level of risk exposure & assisted with our preventative policies.

4.5 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken, as is required in *Section 26 of the Safety, Health and Welfare at Work Act, 2005*.

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

Section 25 of the Safety, Health and Welfare at Work Act 2005 makes provision for the election from amongst the employees of a Safety Representative. Management will assist employees in this regard and will recognise the role of the Safety Representative.

Employees will be given access to any information in the possession of Management that pertains to the Safety, Health and Welfare of employees, subject to the exclusion of:

- Information relating to an individual.
- Information pertaining to Alternative Energy Ireland taking or defending a legal action.
- Information, which may not be disclosed without contravening a legal prohibition.

As per the Construction Regulations of 2013 to 2020, should we have more than 20 persons on any site we shall put in place the necessary arrangements for the provision by the staff of a SAFETY REPRESENTATIVE.

Should we, as contractor, ever have more than 20 persons under our direct control on a site at any one time, or 30 persons engaged in construction work, we shall appoint a Safety Officer in writing, as per Regulation 26.

We will ensure that a full time Safety Advisor is appointed where more than 100 persons on any of our construction sites at any one time (Regulation 18).

5. TRAINING

In relation to the training of employees, we intend to comply with the duties placed upon us by the *Safety, Health and Welfare at Work Act, 2005, Section 10*.

It is recognised that ongoing Safety Training is required in order to assist in the maintenance of a high standard of service. Safety Training and Safe Work Procedures, such as Manual Handling training, will be built into every training package. However specific training will be provided for matters such as Fire Safety, Emergency Procedures and First Aid.

All employees will receive induction training upon commencing employment, this will include good housekeeping practices and hygiene. Alternative Energy Ireland. will ensure that the employees are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely.

All training will be recorded.

Where it is deemed to be necessary, employees will be given further training or retraining as required and this will also be recorded and progress monitored.

Areas of training which will be considered:

- Safe Pass
- Manual Handling
- Work at Heights
- First Aid
- Use of Plant/ Machinery- CSCS training
- Abrasive Wheel Training
- VDU Assessments
- Site Inductions and Site-Specific Training as required by Clients

6. DISCIPLINARY PROCEDURE

Breaches of Health and Safety regulations at Alternative Energy Ireland. may be treated as a matter of discipline and depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health and Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right. All such records will be kept in the Employee’s personnel files.

In the event of a breach of Alternative Energy Ireland. rules or failure to work to an appropriate standard, the following procedure will be followed.

1.	Verbal Warning / Counselling	Record. Copy of form to personnel file.
The employee will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the employee’s personnel record.		
2.	Written Warning / Formal	Record. Copies to person concerned, supervisor/manager and personnel file.
In the event of a <u>further</u> breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee’s personnel file.		
3.	Final Written Warning	Record. Copies to person concerned, supervisor/manager, shop steward and personnel file.
In the continuing event of further breaches of conduct or performance, the employee will be issued with a Final Written Warning. At this stage, ALTERNATIVE ENERGY IRELAND. may also impose a period of suspension without pay.		
4.	Suspension / Dismissal	Record. Inform the person of the right to appeal. Note to personnel file.

If, following a period of suspension without pay and/or a final written warning, an employee is guilty of further breaches; the employee will be dismissed. All warnings will remain on file one year from the date of issue, subject to the attainment of the necessary sustained improvement.

In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, Alternative Energy Ireland. may summarily dismiss an employee without recourse to the procedure outlined in clauses 1-4 above.

In cases where Alternative Energy Ireland. considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following the investigation of any matter under this clause, Alternative Energy Ireland. may decide either to impose another form of discipline i.e., dismissal, suspension without pay and/or final written warning, without recourse to the procedure outlined in stages 1 to 4.

If behaviour alters or becomes satisfactory, the employee needs to know that Warnings are not held over them. In brief Alternative Energy Ireland. disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat, or more serious first offences.
3. Final warning, suspension or probationary period.
4. The right to immediately dismiss employees is retained for more serious offences.

6.1 Examples Of Gross Misconduct

The following is a list of examples of gross misconduct: -

1. Negligence resulting in injury or possible injury to others, destruction/damage to Alternative Energy Ireland. property or goods.
2. Drunkenness while at work.
3. Possession, use of, or being under the influence of drugs while at work.
4. Wilful neglect or destruction of Alternative Energy Ireland. property.
5. Falsification of returns or other official documentation.
6. Working while on sick leave.
7. Fighting or threats of acts of physical violence.
8. Possession, on Alternative Energy Ireland. premises, of firearms or arms defined by law.
9. Theft of Alternative Energy Ireland. or other employee's property.
10. Interference with or theft of First Aid or other safety equipment.
11. Sabotage, attempted sabotage or threatened sabotage of Alternative Energy Ireland. or any employee's property.
12. Deliberately restricting output or quality of our work.
13. Violation of other employee's rights/freedom by threats of violence or other action.
14. Serious misconduct affecting the interests of the employees and/or Alternative Energy Ireland..
15. Refusal to carry out a lawful instruction given by a level of authority.
16. Unauthorised use, possession or disclosure of Alternative Energy Ireland. private information.
17. Disregard of Alternative Energy Ireland. Rules and Regulations, the contents of this Safety Statement or specific instructions given.
18. Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
19. Driving a Alternative Energy Ireland. vehicle in a reckless manner or under the influence of drink / illegal substances.
20. All employees are advised that failure to comply with the above can result in prosecution by the enforcing authority and/or use of the Alternative Energy Ireland. Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

7. ACCIDENTS AND DANGEROUS OCCURRENCES

Always keep a mobile phone available on site and check it is functioning properly. This is especially important if there is no landline facility available.

7.1 Recording, Reporting & Investigation

Alternative Energy Ireland. is aware that **there is a legal onus upon us to record and investigate all accidents, incidents and dangerous occurrences** in line with the Safety, Health and Welfare at Work (General Application) Regulations (Amendment No.3) 2016 (S.I. No. 370 of 2016) part of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021 (S.I. No. 610). Our motivation to do this properly is the knowledge that if we put the information that we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again.

Fatalities, Reportable Injuries and Dangerous Occurrences should be reported using the online reporting system on the HSA website (<https://webapps.hsa.ie/Account/Login?ReturnUrl=%2f>) or the paper-based **Accident Report Form I.R.1.** or the Form of **Notice of Dangerous Occurrences, Form I.R.3** and a copy sent to the Health and Safety Authority.

Non-fatal accidents:

The injury of any employee as a result of an accident while at work must be reported, where the injury results in the employee being unable to carry out **their normal work** for more than three consecutive days, excluding the day of the accident. (This includes employees who, following an accident at work, are either not at work or who are at work but assigned to 'light duties' until such time as they recover fit to work).

In calculating the days, weekends and other non-working days should be included.

The injury of a person who is not an employee of Alternative Energy Ireland. and who is not at work (such as a visitor or member of the public) but whose injury resulted from one of our work activities, must be reported if the injured person has had to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility.

Non-fatal accidents should be formally reported within 10 working days of the event.

Fatal accidents:

Fatal accidents in a workplace should be reported immediately to the Health and Safety Authority (HSA) or the Gardaí so that the necessary action, including any investigation by the Authority, can take place.

The formal accident report form should be submitted to the Authority within 5 working days of the death.

The death of a person who is not an employee of Alternative Energy Ireland. and who is not at work (such as a visitor or member of the public), but who dies from an accident caused by a work activity at the place of work, must also be reported.

Dangerous Occurrences:

Dangerous occurrences listed in Appendix 1 of the Safety Health and Welfare at Work (General Application) Regulations 2007 to 2021 are also required to be formally reported within 10 working days of the event. All recording should be carried out on the Health and Safety Authority online reporting system.

Those who are required to report accidents and dangerous occurrences under the Regulations are also required to keep records for a period of **10 years** from the date of the incident. The records can be kept in the same format as the report made – that is, a copy of the report submitted to the Authority will suffice to meet the obligation.

Ultimate responsibility for this recording and investigating process is that of Managing Director who will organise such reporting and recording.

- All accidents and dangerous occurrences shall be recorded on the Accident Report Sheet.
- Accidents must be recorded and investigated by management as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to Managing Director or your manager/supervisor immediately, who must investigate them.
- Reporting accidents and dangerous occurrences is a duty of every employee.

7.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

1. Clear the area of the occurrence immediately. If necessary cordon off that area.
2. Preserve the area of the incident immediately until the investigation is completed.
3. Managing Director must be informed immediately.
4. An investigation must take place into the cause of the occurrence to identify the factors involved.
5. In this way, the problems may be identified and remedied before any further risk is taken.
6. No work should proceed until Managing Director or your supervisor is satisfied that it is safe to return to work.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment have been repaired or replaced.

7.3 For serious injury or collapse

When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and may assist them when they arrive at the scene. Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment has been repaired or replaced.

When an accident occurs, you must ensure that the place is made safe before touching the injured person or the machinery involved. Always isolate electricity when electrical shock is suspected.

Do not move the casualty unless they are in immediate danger of further injury or they can move themselves. If any personnel on site cannot treat the injury, a Doctor or the Ambulance Services must be called.

If the injured person can be transported, then he may be taken to a Doctor or the local Hospital.

If a chemical agent is involved in the injury, always take the relevant Material Safety Data Sheet or container and label, with the injured person, as this can be very helpful in treating the injury. When the Emergency Services arrive or when you arrive at a Hospital, you must give a clear and exact account of what has happened to the medical personnel receiving the injured person.

The golden rule to adopt is - ***Never place yourself in danger whilst trying to help someone else, especially if you are unsure of what you are doing.*** You do not want to become the second casualty.

7.4 Accident Report

The site of the accident or incident must be preserved until the Accident Report has been written.

This should be carried out as soon as possible after the accident, the priority being of course the injured person.

This is the responsibility of Managing Director, or your supervisor. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping Alternative Energy Ireland.'s records.

Take photographs of the accident scene as soon as possible. These will provide vital information later when the area has been disturbed.

8. FIRE / EXPLOSION / EVACUATION

FIRE

CALLING THE FIRE BRIGADE

1. DIAL 999 or 112.
2. ASK THE OPERATOR FOR THE FIRE BRIGADE.
3. WHEN THE FIRE BRIGADE ANSWERS, STATE DISTINCTLY:

FIRE AT:

Alternative Energies Ireland

NEAREST MAIN ROAD OR LANDMARK:

State Eircode: D12 P959

YOUR PHONE NUMBER IS:

Give Mobile Number

4. DO NOT ASSUME that the call has been received until the above information has been acknowledged by the Fire Brigade.
5. Bring your phone with you and keep it switched on in case the Fire Brigade should ring back to confirm details.
6. IF Evacuation is necessary, proceed to the designated site
7. Bring the daily attendance sheet and visitor book to conduct a roll call.
8. DO NOT RE-ENTER THE PREMISES, remain at assembly point until otherwise advised.

USEFUL PHONE NUMBERS:

Emergency	999 / 112
Tallaght University Hospital	01 414 3601
Tallaght Garda Station	01 666 6000
Health & Safety Authority	0818 289 389

FIRE

EVACUATION PROCEDURES

Should you discover a fire or one is reported to you, **IMMEDIATELY** raise the **ALARM** and:

1. **Open the nearest available exit in your area and direct people to this exit.**
2. **Make sure that all areas (i.e., toilets, cloakrooms, storerooms) are searched for stragglers. If safe to do so, close all doors and windows behind you.**
3. **Evacuate the facility immediately. Do not take anything with you.**
4. **If safe to do so, close all doors and windows behind you.**
5. **Once evacuated, no person should be allowed back into the building under any circumstances.**
6. **Rescue: If any personnel are discovered missing or are injured they will need assistance to bring them to safety. You should only re-enter the area under these circumstances if you are not placing yourself in danger and have permission to do so.**
7. **Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and firefighting equipment are provided for this purpose.**
8. **Management must complete a roll call.**
9. **Carry out any special task or tasks allocated by Management.**
10. **Do not go home. You must wait until you have been given permission to leave.**

8.1 General Fire Precautions

All staff members should familiarise themselves as soon as possible with:

1. The layout of the premises.
2. The location and operation of emergency exits.
3. The location and operation of extinguishers, hose reels and break glass units where fitted.
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES:

- Refuse or wrappings to be disposed of only at points intended for the purpose.
- Always discard your cigarette safely (i.e., in an appropriate metal bin).
- Smouldering material to be extinguished before disposal.
- Escape routes, extinguishers and emergency exits to be kept clear at all times.
- Fire Doors must never be fixed in an open position.
- Faults in Electrical, Gas, Extinguishers and Fire Alarm Equipment to be reported to Management immediately.
- NO SMOKING or Naked Lights where Smoking is forbidden or in any indoor location.
- Except with Management permission, no work to be carried out involving any Fire Hazard.
- Never use Fire Equipment for other uses besides Fire Fighting.
- **NEVER** smoke in the vicinity of gas cylinders, petrol or other flammable substances.
- **NEVER** direct water at any electrical installation, equipment or wiring.

8.2 Fire Fighting Equipment

Fire Fighting Equipment may be selected as per the table below:

FIRE RISK	FIRE EXTINGUISHER COLOUR CODES			
	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	Signal RED	Pale CREAM	BLACK	French BLUE
Paper, Wood, Textile & Fabric.	✓	✓		✓
Flammable Liquids.		✓	✓	✓
Flammable Gases.			✓	✓
Electrical Hazards.			✓	✓
Vehicle Protection.				✓

Note – Fire doors may only be held open if they are designed to release and close automatically when the alarm is activated.

9. ENVIRONMENTAL POLICY

Alternative Energy Ireland. is committed to seeking ways to reduce our own impact on the natural environment. In addition to our own policies, processes and controls as a small company we frequently update this policy as the company adapts to changing environmental issues.

Alternative Energy Ireland. commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees and sub-contractors, customers and the community.

Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

1. Comply with all local, and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Ensure that on site management of waste and the careful handling of material is a major priority in order to protect materials and the environment.
4. Assess the discharges and waste generated from our sites/premises and their effects, if any, on the environment and community.
5. Segregate unavoidable waste and recycle wherever possible both on site and in our office.
6. Always try to source products that are recyclable and work with manufacturers to ensure that any recyclable material is handled in the correct manner.
7. Salvage and reuse materials arising if we remove older systems and wherever possible.
8. Minimise noise and dust during installations.
9. We will endeavour to keep these sites and grounds as tidy and clean as possible for the local communities.
10. Nothing hazardous will even be discarded in a stream, drain or river.

Our goal of a cleaner environment can be achieved by a conscientious effort and commitment to excellence from all our staff, sub-contractors and clients.

10. WELFARE

Alternative Energy Ireland. endeavours to protect the Health and Welfare of staff and others affected by our works such as sub-contractors and customers. We intend to comply with current legislation covering this subject; *The 2005 Act and the 2007 to 2021 Regulations*. Issues of welfare will always be treated in the strictest confidence.

10.1 Hygiene Facilities

Employees are encouraged to wash hands regularly, particularly before eating. Handwash basins, towels, toilet facilities, showers and running water are provided at our premises.

10.2 Canteen Facilities

Canteen facilities are provided for staff where practicable.

10.3 Smoking

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Employees found smoking in these areas will face disciplinary procedure.

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) will be strictly implemented by this company.

It is the objective of Alternative Energy Ireland. to take as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all employees and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective, Alternative Energy Ireland. will protect all employees, contractors and visitors from the discomfort and health risks associated with passive smoking. Smoking shall not be permitted in any enclosed area of the workplace as defined by *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

- All **NO SMOKING** signs are to be observed at all times. It is an offence to smoke in non-designated smoking areas or at or near exits and fire exit points.
- Any employee found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.
- Smoking is not permitted at or near areas where waste, paper, cardboard, oils or any other flammable materials are stored as this presents a fire hazard.

10.4 Pregnant Employees

The health status of pregnant employees must not be affected in any way by our work, whether on site, in the office or elsewhere.

As per Chapter 2 of Part 6 and the related schedule 8 of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021*, we shall endeavour to:

- Inform all female employees of their rights & duties when they start work with us.
- Carry out a specific risk assessment of her work.
- Inform her that she must inform Management of her condition as soon as it is practicable after it occurs, and
- at the time of notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition.
- Provide suitable work for this employee, should her situation require a change from her present activities.
- Provide suitable rest facilities for her.
- Provide paid Safety & Health leave should we not have alternative, safe work for her, as is required under these regulations.

10.5 Lone Workers

Lone workers are persons who work by themselves without close or direct supervision. This practice poses a serious hazard because if something were to happen to an employee they may not receive help in a timely manner. Before assigning a person to lone working tasks the Safety Officer or Site Lead will carry out an assessment of the risks involved in order to minimize or control them. This risk assessment will take into account;

- The risks associated with the task and its suitability for being completed alone.
- The person carrying out the task and their level of competence.
- The safety measures required.

Lone workers will receive appropriate training for the task. They will be made aware of the measures put in place to protect them and they will be made aware that they are required to look after their own safety and the safety of others who may be affected by their actions.

Before partaking in lone working activities employees must inform their supervisor. Lone working employees should check in at predetermined regular intervals with a designated person. If a lone working employee fails to check in, the designated person should make contact with them to ascertain the situation.

10.6 Young Persons

A young person is defined as anyone under the age of 18. Young persons are at a higher risk of accident and injury because their lack of experience often leads to poor perception of danger. This can leave young persons less able to effectively assess risks posed to themselves. In some cases a lack of maturity can lead young persons to behave in an unsafe manner and put themselves and others at risk. To ensure that no harm comes to young persons while working at Alternative Energy Ireland., management will ensure that young persons are supervised at all times and that specific risk assessments are carried out taking into account;

- Their age and level of experience.
- The layout of their workplace or workstation and any hazards found within.
- The nature of their work activities.
- The level of the supervision.
- Any work equipment used.
- Exposure to any physical chemical or biological agents.

All young persons will be forbidden from partaking in lone working or using any equipment which represents a serious hazard or requires specialised training for use. Young persons will not exceed the maximum working hours and shift times as deemed appropriate for their age in the *Safety Health and Welfare at Work (General Application) Regulations 2007 to 2021* and the *Protection of Young Persons (Employment) Act 1996*.

10.7 First Aid

Adequate First Aid kits are provided by Alternative Energy Ireland. Please report to Managing Director if any item needs to be replaced.

The table below is the minimum recommended by the Health and Safety Authority.

RECOMMENDED CONTENTS OF FIRST AID BOXES & KITS				
MATERIALS	TRAVEL KIT CONTENTS	FIRST AID BOX CONTENTS		
		1 – 10 Persons	11– 25 Persons	26 – 50 Persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads, bandage attached.	2	2	2	4
Individually wrapped Triangular Bandages.	2	2	6	6
Safety Pins.	6	6	6	6
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	1	2	2	4
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	1	2	6	8
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	1	2	3	4
Individually wrapped Wipes.	10	10	20	40
Paramedic Shears.	1	1	1	1
Pairs of Latex Gloves.	3	5	10	10
Additionally, where there is no clear running water, Sterile Eye wash.**	2 x 20ml	1 x 500ml	2 x 500ml	2 x 500ml
Pocket Face Mask	1	1	1	1
Water Burns Dressing small 10cm x 10cm ***	1	1	1	1
Water Burns Dressing large***	1	1	1	1
Crepe Bandage 7cm	1	1	2	3

NOTE:

Where more than 50 people are employed, pro-rata provision should be made.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. The container should be CE marked. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.

*** Where mains tap water is not readily available for cooling burnt area.

AED. The provision of Automated External Defibrillators (AED) in the workplace should be considered, especially where there is a trained Occupational First Aider. The training of other staff members in the use of the AED is also encouraged by the H.S.A.

10.8 Safety Signs

Safety Signboards put in place after November 1st, 2007, should not contain text, they are intended to be understood, independently of the language ability of the worker viewing them. Employers must instruct employees on the meaning of signs.

10.9 Right to Disconnect

The Right to Disconnect gives employees the right to switch off from work outside of normal working hours, including the right to not respond immediately to emails, telephone calls or other messages. There are three rights enshrined in the Code which came into effect on the 1st of April 2021:

- The right of an employee to not have to routinely perform work outside their normal working hours.
- The right not to be penalised for refusing to attend to work matters outside of normal working hours.
- The duty to respect another person's right to disconnect (for example: by not routinely emailing or calling outside normal working hours)

The Code of Practice for both Employers and Employees published by the Work Relations Commission can be found at the following link:

https://www.workplacerelations.ie/en/what_you_should_know/codes_practice/code-of-practice-for-employers-and-employees-on-the-right-to-disconnect.pdf

11. HARASSMENT AND BULLYING POLICY STATEMENT

As part of its overall commitment to equality of opportunity, Alternative Energy Ireland. is fully committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity and in which no employee feels threatened or intimidated because of his or her religious beliefs, political opinion, gender, marital status, disability or race. This aim of the policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

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.

Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian and racial harassment, as well as harassing a disabled person constitutes discrimination and is unlawful under the sexual discrimination, fair employment, race relations and disability legislation.

Harassment is inappropriate behaviour at work and will be treated by Alternative Energy Ireland. as misconduct, which may include gross misconduct warranting dismissal. All employees must comply with this policy.

11.1 Definition

Harassment is unwanted conduct that affects the dignity of men and woman at work. This can include unwelcome physical, verbal or non-verbal conduct.

It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it. Such behaviour is unacceptable:

- A. Where it is unwanted and offensive to the recipient
- B. Where it is used as the basis for an employment decision
- C. Where it creates a hostile working environment

Non-Verbal

- Offensive gestures
- Staring / Leering
- Offensive publications / literature
- Offensive letter / memos / use of technology
- Unsolicited and unwanted gifts
- Intrusion by following
- Isolation or non-co-operation at work

Verbal

- Suggestive or explicit language
- Unwelcome propositions
- Continued unwelcome suggestions for social activity
- Use of affectionate or over familiar names
- Questions or comments of a personal nature

Physical

- Deliberate body contact, touching
- Groping / fondling
- Assault

11.2 Sectarian Harassment

This is behaviour, which makes an individual feel threatened, humiliated or unwelcome because of their religion / community affiliation. It can range from physical threats to more subtle forms.

11.3 Racial Harassment

This is racist behaviour which is directed at an individual or group from a different ethnic background and which results in the individual feeling threatened or compromised.

Some examples of sectarian and racial harassment include:

Non-verbal

- Offensive gestures
- Facial expression
- Offensive publications
- Display of posters, flags, emblems, bunting
- Sectarian or racist graffiti
- Offensive letters / memos / use of technology
- Threatening behaviour
- Isolation or non-co-operation at work
- Exclusion from social activities
- Unfair allocation of work.

Verbal

- Sectarian or racist comments / abuse / jokes / songs / ridicule
- Derogatory “nicknames”
- Verbal threats
- Pressure to participate in religious / political group
- Offensive language, gossip or slander

Physical

- Jostling
- Assault

11.4 Victimisation

Victimisation occurs where a person is treated less favourable than another because she / he has brought proceedings, given evidence or complained about the behaviour of someone who has been harassing or discriminating against them or has not acceded to their demands.

11.5 Bullying

Bullying in the workplace is repeated aggression, verbal, psychological or physical conducted by an individual or group against another person or persons. Bullying is aggressive behaviour which is systematic and on ongoing.

Some examples of victimisation and bullying are:

- Abusive behaviour, language, implied threats
- Isolation and non-co-operation at work
- Exclusion from social activities
- Over criticism of work
- Expectation of more output than is possible
- Giving unfair performance appraisal
- Lack of support for / exclusion from career development opportunities

SCOPE

Any employee who believes that he / she suffered any form of harassment is entitled to raise the matter with Management.

RESPONSIBILITY

All employees have the right to work in an environment that is free from any form of harassment. Alternative Energy Ireland fully recognizes the right of employees to complain about harassment should it occur. All complaints will be dealt with seriously, promptly and confidentially (in so far as statutory requirements permit).

EMPLOYEES RESPONSIBILITY

All employees have a responsibility to help ensure a working environment in which the dignity of employees is respected. Everyone must comply with this policy and employees should ensure that their behaviour to colleagues and service-users does not cause offence and could not in any way be considered as harassment.

Employees should discourage harassment by making it clear that they find such behaviour unacceptable and by supporting colleagues who suffer such treatment and are considering making a complaint / have made a complaint. They should alert Managing Director to any incident of harassment to enable Alternative Energy Ireland to deal with the matter appropriately and rapidly.

MANAGEMENT RESPONSIBILITIES

Management have a duty to implement this policy and to make every effort to ensure that harassment does not occur, particularly in work areas for which they are responsible. Management have responsibility for any incidents or harassment, which they are aware or ought to be aware. If harassment does occur, they must effectively deal with the situation.

- A. Explain the organisation's policy to their staff and take steps to promote awareness of the procedure for dealing with complaints.
- B. Be responsive and supportive to any employee who makes an allegation of harassment, provide clear advice on the procedure to be adopted, maintain confidentiality and seek to ensure that there is no further problem of harassment or victimisation after a complaint has been resolved.
- C. Set a good example by treating all employees and others with dignity and respect.
- D. Be alert to unacceptable behaviour and take appropriate action.
- E. Ensure that employees know how to raise harassment problems.

THE COMPANY'S RESPONSIBILITIES

Alternative Energy Ireland will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment. This policy and procedure will be communicated effectively to all employees and Alternative Energy Ireland will ensure that all employees and all Management are aware of their responsibilities.

REVIEW

Alternative Energy Ireland will monitor all incidents of harassment and will review the effectiveness of this policy and procedure annually.

PROCEDURE

The procedure when dealing with any form of harassment is available as part of this Safety Statement. This does not replace / detract from an employee's statutory right under the relevant legislation

12. MANAGING STRESS IN THE WORKPLACE

The effects of stress depend on the person, some people find a small amount of stress to be beneficial, finding that it provides them with energy and motivation; this type of stress is known as eustress. Others cope poorly with stress of any kind; stress which has a negative effect on a person is known as distress. When the demands placed upon a person by their job or working environment exceeds their capacity to cope, they can suffer from distress. This type of stress can have varied effects depending on the person's individual coping methods. These can include depression, aggravation, nervous breakdown, muscle tension, substance abuse, sleep deprivation, and high blood pressure leading to heart attack. The outcomes of stress in the workplace not only affect the employee it can impact their colleagues and persons involved in their life outside work.

Causes of stress in the workplace include:

- Poorly organised shifts work
- Poorly organisation or inefficient work processes
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- Unrealistic targets or deadlines
- Bullying or the threat of violence

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

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

Alternative Energy Ireland. will utilise the following methods to deal with issues of stress:

- Ensure that Supervisors/Managers are 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.
- Where Supervisors/Managers are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

Vigilance is a key component to stress management; many people suffering from stress choose to suffer in silence fearing that coming forward to ask for help will be seen as a sign of weakness which may put their jobs at risk. It is imperative that managers and supervisors take appropriate action when they notice signs of stress.

13. SUBSTANCE ABUSE

The Safety, Health & Welfare at Work Act, 2005: Requires all employers to provide safe places of work and safe systems of work. This covers the management of staff to ensure that staff are not in a condition where they are unable to carry out their work without risk to themselves or others due to consumption of drugs or alcohol, this law also places a duty upon employees to not attend work while intoxicated.

Alternative Energy Ireland. requires that all employees should report for work in a fit and healthy manner and prohibits the unlawful use, possession, distribution or manufacture of any controlled substance on company property. A controlled substance is any drug not legally obtainable. Legally prescribed and over-the-counter drugs become controlled substances when they have not been prescribed for medical treatment by an accredited physician, or they are not used for the purpose for which they were intended, or when excessive doses are taken.

Where an employee has taken prescribed drugs for a medical reason they must, before attending to work, seek advice from their own medical practitioner so as to ensure their fitness to work. Any employee who is taking prescribed medication must ensure that he/she is aware of any possible side effects that medication will have on their ability to carry out their role. If there is a reason why it may affect their ability to carry out their work safely, they must make their manager aware of the situation so that they can be assessed on their fitness to work.

Arriving at work under the influence of alcohol or any controlled substance is strictly prohibited. Any employee who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs, may be required to leave the premises immediately and may be asked to attend a nominated medical doctor for a drug and alcohol test.

14. PERSONAL PROTECTIVE EQUIPMENT

It is Company Policy that Protective Equipment is issued for your own safety. Following a Hazard Identification / Risk assessment, Personal Protective Equipment (P.P.E.) will be issued and must be when the risk cannot be reduced by other means.

Alternative Energy Ireland. will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, the EC Directive on PPE 89/656/EEC and of 2007 to 2021, Chapter 3 Part 2, Regulations 62 to 67 and Schedule 2 as far as is reasonably practicable.*

Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and Alternative Energy Ireland. are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that Alternative Energy Ireland. regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

This is a non-exhaustive list of P.P.E, other types of P.P.E may be required on occasion.

Types of P.P.E. necessary:

- Safety footwear with protective guarding and good grip.
- Waterproof outer clothing.
- Safety Hard Hat.
- Hi-Visibility vest where required.
- Gloves are to be used when working as required.
- Fall protection equipment where required.
- Welding Shield & Glasses, Welding Gloves.
- Standard Safety Gloves,
- Safety Glasses, Goggles & full-face Visor with chin- strap for chop saw & grinder use
- Safety Footwear, with good electrical resistance.
- Hearing Protection,
- Safety Helmets: check these regularly but do not use if over 3 years old (check date on the peak).
- Only components approved by the manufacturer are to be used.
- Safety Harnesses: Only certified safety Harnesses & lanyards are to be used. These are all tested every 6 months & certificates held at the office. You must inspect your harness prior to each use, ensure it is fitting correctly & if it is wet allow dry in the drying room, not exposed to direct heat. All harnesses should be stored in a secure dry place, hanging up.
- Overalls

All protective equipment must be signed for by the individual user.

RESPONSIBILITIES:

1. It is the responsibility of Alternative Energy Ireland. to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. We intend to supply PPE to adequate standards, sizes and amounts as it is required, as per *General Application Regulations 2007 to 2021, Chapter 4, Part 2, Regulations 68 & 69 and Schedule 2 of these Regulations.*
3. We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard, in good working order and in a satisfactory hygienic condition, so as not to provide risk to *Safety, Health and Welfare of the user, as per 2007 to 2021, Regulation 66.*
4. We intend to make provisions for ensuring that where P.P.E. is provided that it is used.

Employees (Safety Health & Welfare at Work Act 2005, Section 13 & 14)

1. Where employees have been provided with Personal Protective Equipment for the protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
2. Any defects in this equipment should be reported to Managing Director and a replacement obtained.

15. MANUAL HANDLING

Injury can occur from lifting even relatively light loads if proper precautions are not taken. We will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, and 2007 to 2021 Chapter 4 Part 2, Regulations 68 and 69 and Schedule 3 as far as reasonably practicable.*

15.1 Factors to be considered as lifting hazards

1. Weight of load.
2. Size of load.
3. Bulky load.
4. No proper grip.
5. How often is the load lifted?
6. Is there enough space to lift safely?
7. Is lifting done outside the best lifting range (above chest / below the hip).
8. Is the best lifting technique employed?
9. Health and ability of person lifting.
10. How far is the item to be carried?
11. Are platforms provided?
12. Is training given?
13. Is the area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

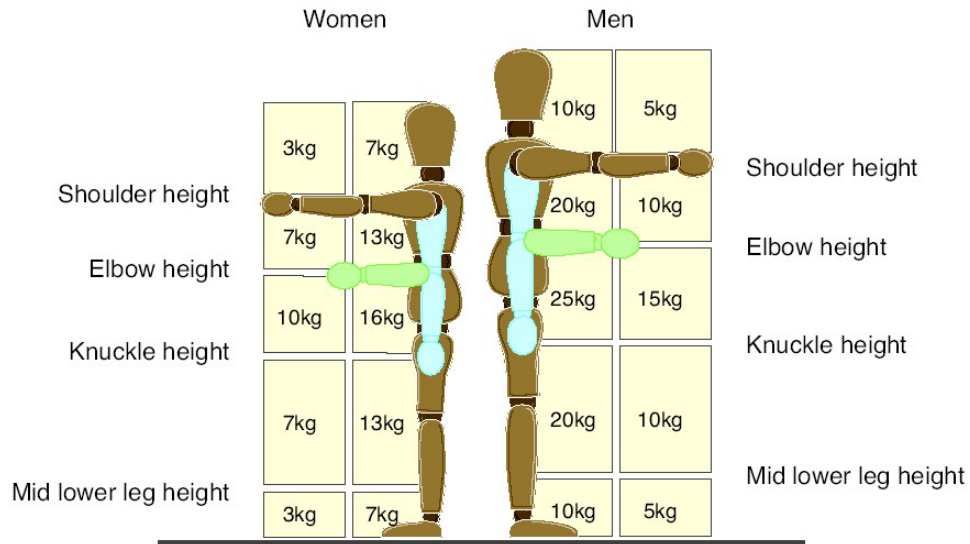
15.2 Principles of Lifting

1. Assess the Risk
2. Bend the Knees
3. Broad Stable Base
4. Back Straight
5. Palmar Grip
6. Arms Close to the Trunk
7. Weight Close to Centre of Gravity
8. Feet Point in Direction of Movement

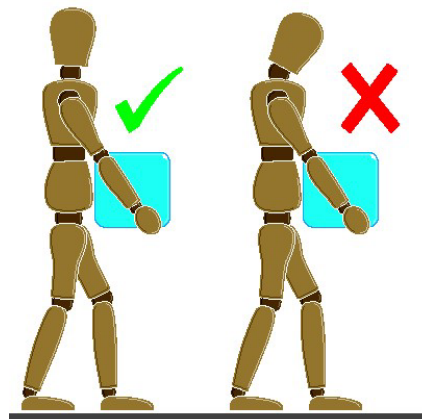
ALWAYS USE MECHANICAL LIFTING EQUIPMENT WHERE POSSIBLE.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Avoid lifting from above chest height. When storing items, store heavier items closer to ground level and midriff height to reduce the risk of back injury



16. COMPANY MECHANICAL EQUIPMENT

In accordance with the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021*, Regulation 28. An employer must ensure that:

- a) Any work equipment provided for the use of employees complies with the provisions of any relevant enactment.
- b) Specific working conditions are taken into account when selecting work equipment.
- c) Work equipment is installed correctly and located appropriately and is suitable for the work carried out.
- d) Appropriate measures are taken to minimise any risks where it is not possible to fully ensure that employees without risk can use work equipment.
- e) Sufficient space to reduce risk is provided between moving parts and fixed or moving parts in its environment.
- f) Where work equipment involves a specific risk –
 1. The use of such equipment is restricted to those required to use it.
 2. Repairs/Modifications/Service/Maintenance of such equipment is carried out by persons competent for such work.
- g) The working posture and position of employees while using work equipment is taken into account.
- h) The areas and points for working on, or carrying out maintenance of work equipment are suitably lit
- i) Where work equipment parts are at very high or low temperature, are where appropriate, protected to avoid the risk of employees coming into contact or coming too close.
- j) Work equipment bears warning signs and markings essential to ensure the safety and health of employees.
- k) Employees have safe means of access to and egress from and are able to remain safely in all areas necessary for production, adjustment and maintenance operations.
- l) Work equipment is used only for operations and under conditions for which it is appropriate
- m) Work equipment is appropriately fitted with apparatus for protection of employees.
- n) All work equipment is appropriate for preventing the risk of explosion.
- o) All work equipment is erected or dismantled under safe conditions.
- p) Work equipment that may be struck by lightning is protected by devices or appropriate means against the effects of lightning.
- q) All forms of energy, substances and articles used or produced with work equipment are supplied or removed in a safe manner.

DRIVERS & OPERATORS RESPONSIBILITIES:

- a. Read and understand the Safety Statement and carry out your work in accordance with its requirements.
- b. Ensure that any defect in your vehicle or equipment is reported immediately.
- c. Make regular inspections of your vehicle or machine for obvious defects.
- d. Wear suitable footwear and protective clothing since you are exposed to the same hazards as others on site when not driving your vehicle.
- e. Drive in a safe manner at all times and consider carefully, the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- f. Ensure before reversing that there are no obstructions or people behind the vehicle. If necessary, ask someone to act as banks man to direct you when you reverse.
- g. Ensure that you are always aware of power supplies when you are working near overhead or underground cables, as these may be high voltage power supplies.
- h. Report all accidents or damage, however minor to your supervisor or Managing Director.
- i. Ensure that any attachments on your vehicle are well secured-trailers, road sweeper etc; also, that your vehicle is not overloaded or loaded in such a way as to affect its handling.
- j. Only carry passengers if your vehicle is equipped to do so.
- k. Be responsible for your vehicle and passengers while you are driving.
- l. Ensure when using equipment or unloading a trailer that:
 - i. No persons are in the vicinity

- ii. No persons are under the load.
- m. Always beware of children, other road users and the general public when working on pavements, roadways or other areas, especially near the public.
- n. Ensure that your vehicle is suitably lit up, highlighted and that all necessary road-warning signs are in use when working near public roadways.
- o. Ensure your machine is securely locked and parked when parked overnight or at other times.

FINALLY:

Only drivers with a suitable licence are authorised to drive Company vehicles.

Ensure that all relevant Public warning signs, cones and other methods of hazard warning are correctly located and suitably visible.

Ensure that your machine has a suitably fitted and operating warning beacon and reversing beeper.

17. CONTRACTORS

Under the terms of the *Safety Health and Welfare at Work Act 2005*, Management of Alternative Energy Ireland. bears ultimate responsibility for the outcome of works carried on our premises. Alternative Energy Ireland. management has a legal obligation to appoint competent persons to do work on behalf of the company and to provide appropriate oversight.

All potential contractors tendering to conduct work for Alternative Energy Ireland. shall be thoroughly vetted. Applicants will be required to provide:

- Proof of experience in completing similar work including reference.
- Details of any reportable accidents that occurred in the last 5 years.
- Details of any infractions or improvement notices issued by the HSA in the last 5 years.
- Insurance Certificates.

Every contractor working for Alternative Energy Ireland. is bound to the rules as laid down under the Safety Statement of the Company. The *Safety, Health and Welfare at Work Act 2005, sections 17 (3) and 21* govern all contractors to the company and they are requested to make themselves familiar with these sections.

The contractor shall be responsible for the areas that they are working in. Trailing leads and cables shall be brought from overhead whenever possible. A contractor should erect barriers around his/her work area where personal injury is possible.

A contractor's work must be carried out according to the terms of the contract if and where applicable, safe working conditions agreed upon prior to commencement of work or explained during the work. All work must be to standards as governed by legislation. The contractor is obliged to hand over a copy of their Safety Statement, job Hazard /Risk Assessment, Method Statements and proof of employee training for review by the company before work commences. They may be asked to make changes to any element where considered necessary by Alternative Energy Ireland. Management.

Contractors are requested to familiarise themselves with the Company Safety Procedures prior to commencement of work. This should include reading and understanding our Safety Statement and or explanations from our employees. An outline of the plan of work and intended safe working practices will be requested.

Contractors appointed to design, build or carry out any form of maintenance work on behalf of Alternative Energy Ireland. must abide by all legal requirements, including their roles and responsibilities as per the *Construction Regulations of 2013 to 2021*.

18. VISUAL DISPLAY UNITS (VDU'S)

Alternative Energy Ireland. is committed to implementing the VDU regulations contained within the *Safety Health and Welfare at Work (General Application) Regulations (2007 to 2021)*. VDU work can lead to fatigue, eye strain and muscular problems. Although the risk of serious injury is low, the level of discomfort can be quite high and as a result all control measures must be adhered to.

Provision of Safe Equipment and Working Procedures

A high standard of office furniture is provided to minimise posture problems this includes adjustable chairs and desks with large surface areas. It is the policy of Alternative Energy Ireland. to provide VDU equipment with good screen definition and a range of adjustments which ensure user comfort. All employees who are required to make use of VDUs for periods greater than one hour are provided with instruction on correct arrangement of their equipment provided.

Every effort has been made to ensure that VDU users are adequately trained in the software systems thus minimising stress in using the system. All reasonable efforts are made to ensure that lighting at VDU stations is adequate, suitably placed and generally comfortable for the user. Daylight is controlled using adjustable blinds where necessary. This helps to eliminate reflections and excessive contrast between background light and screens. *(A diagram depicting the correct positioning of equipment is provided on the following page)*

Provision of Eye Tests

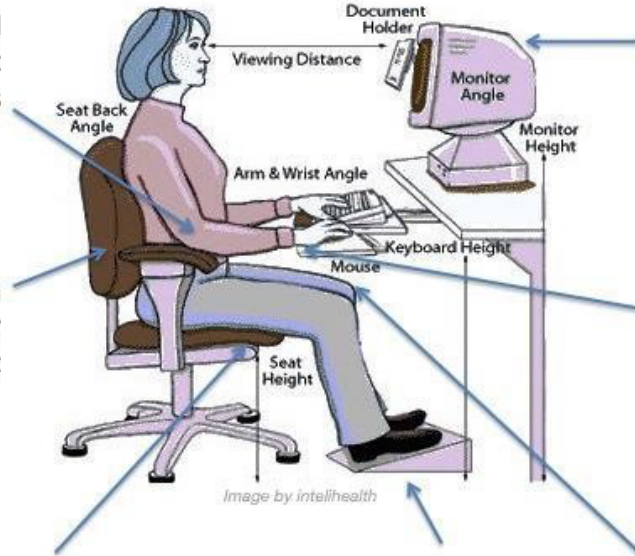
In accordance with regulation 73 located in Section 5 Part 2 of the *Safety Health and Welfare at Work (General Application) Regulations (2007 to 2021)*. Eye tests are available to all staff for whom working at VDUs forms a major part of their work activities. These are provided to employees for free and the basic cost of required glasses is also covered; should an employee wish to get designer glasses etc. they must cover the cost additional cost of the product themselves. Alternative Energy Ireland. is exempt from covering both of these charges where the employee is entitled to both eye tests and glasses through social welfare schemes. The company is also exempt from having to provide work glasses where an employee already requires glasses and eye tests show that their existing glasses are sufficient for their work.

Computer Workstation

Forearms horizontal and roughly at right angles to upper arms

Backrest with adequate lumbar support

Thighs should be roughly horizontal without areas of excess pressure from the chair edge on the back of the legs



Top of monitor at or slightly below eye level and approximately arm's length distance

Wrist position should be neutral when typing

Feet flat on floor or supported by footrest

Sufficient leg room under desk

19. HAZARDOUS SUBSTANCES

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments employees are exposed to hazardous substances used in a controlled manner and circumstances. Companies using chemicals must adhere to The Safety, Health and Welfare At Work (Chemical Agents) Regulations, 2001 to 2021. These regulations make it necessary to follow REACH guidelines.

The following control measures are put in place to ensure no harm comes to employees making use of chemicals;

- Safety Data Sheets are obtained for all chemicals used on the premises, these are retained for consultation by all members of staff at the chemical storage area and at the Technical Manager's office,
- Staff are made aware of the hazards associated with the use of hazardous substances and are instructed in their correct use,
- Staff are provided with all necessary PPE listed in the SDSs,
- Spill control procedures are put in place and spill control kits are readily available,
- All chemical waste and waste containers are removed from site in a timely manner by licenced waste collectors.

Hazard Labels

Hazard labels are present on all chemical containers; they contain all the necessary information to allow a person to make the safe use of the product.

The Basic Parts of A GHS-Compliant Label

The diagram shows a sample GHS-compliant label for n-Propyl Alcohol. The label is rectangular with a white background and a black border. It contains the following information:

- 1** **n-Propyl Alcohol** (Product Identifier)
- UN No. 1274
- CAS No. 71-23-8
- 2** **DANGER** (Signal Word)
- 3** Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness. (Hazard Statements)
- 4** Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapours/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing. (Precautionary Statements)
- Fill Weight: 18.65 lbs. Lot Number: B56754434
- Gross Weight: 20 lbs. Fill Date: 6/21/2013
- Expiration Date: 6/21/2020
- See SDS for further information.
- 5** Acme Chemical Company • 711 Roadrunner St. • Chicago, IL 60601 USA • www.acmechem.com • 123-444-5567 (Supplier Identification)
- 6** Pictograms: A flame (F+), a hand being splashed (C), and an exclamation mark (Xn).

1. **Product Identifier** - Should match the product identifier on the Safety Data Sheet.
2. **Signal Word** - Either use "Danger" (severe) or "Warning" (less severe)
3. **Hazard Statements** - A phrase assigned to a hazard class that describes the nature of the product's hazards
4. **Precautionary Statements** - Describes recommended measures to minimize or prevent adverse effects resulting from exposure.
5. **Supplier Identification** - The name, address and telephone number of the manufacturer or supplier.
6. **Pictograms** - Graphical symbols intended to convey specific hazard information visually.

Sample label courtesy of Weber Packaging Solutions • www.weberpackaging.com



GHS01 Explosive



GHS04 Compressed Gas



GHS07 Harmful



GHS02 Flammable



GHS05 Corrosive



GHS08 Health Hazard



GHS03 Oxidizing



GHS06 Toxic



GHS09 Environmental Hazard

20. COMPANY DRIVING POLICY

Driving for work is where a person driving on the road for work purposes. Driving for work excludes commuting except where the person's journey starts from their home, and they are travelling to a work location that is not their normal place of work.

Employees may be at risk of suffering a serious injury or being killed if they are involved in a road traffic collision. Employees can also suffer musculoskeletal injuries through poor posture whilst driving or driving for long periods of time. Slips, trips and falls resulting in sprains and strains are also common occurrences and normally occur whilst the person is mounting or dismounting the vehicle.

Although the driver is ultimately responsible for how a vehicle is driven on the road, as an employer St Francis Credit Union is responsible for the behaviour and the safe outcome of road journeys taken on behalf of the Credit Union. Therefore, we have developed this driving for work policy to ensure the safety of our employees and members of the public.

20.1 Fleet Management

Alternative Energy Ireland. maintains a fleet of vehicles. The following is an outline of how this these vehicles and any future vehicles are procured and managed.

20.1.1 Purchasing

Alternative Energy Ireland. purchases vehicles for the company fleet based on a number of criteria.

- Ergonomic and technological features are designed to reduce physical strain on drivers.
- Safety features/rating.
- Reliability.
- Suitability of the vehicle for intended purpose/ load capacity.
- Fuel economy and emissions.

20.1.2 Maintenance of Fleet Vehicles

Alternative Energy Ireland. ensure that all company vehicles:

- Have a valid insurance policy that is appropriate for the vehicles intended use.
- Have a valid road tax disc.
- Undergo servicing every 15,000 km or annually if this millage is not reached.
- Undergo a daily pre-use inspection.
- Undergo a monthly in-depth inspection.
- Undergo repair as soon as any issue is raised with management.
- Are replaced promptly if irreparably damaged, suffering from excessive wear and tear or are no longer fit for purpose

20.1.3 Control of Fleet Vehicles

- Employees may only drive vehicles with premission from the Chief Operations Officer.
- Employees must sign vehicles out before taking control of them.

20.2 Grey Fleet Management

Grey Fleet is a term that refers to employee-owned vehicles used for the purpose of carrying out work activities. This does not include staff using their personal vehicles to complete their normal daily commute. Grey Fleet plays a minor role in Alternative Energy Ireland.'s overall fleet operations. The use of Grey Fleet will be limited to occasional travel for meetings at client sites and emergency situations such as where a member of staff may need to be transported to receive medical attention. Members of staff will never be asked to and are not permitted to use their personal vehicles to transport goods and materials for Alternative Energy Ireland.

20.2.1 Avoiding the need to travel

Alternative Energy Ireland. will take steps to reduce the need for staff to have to use their own vehicles for work wherever practicable. This will include organising meetings to be conducted online in order to eliminate the need to travel to client sites and encouraging employees to use public transport.

20.2.2 Requirement of Personal Vehicles Used for Work

All persons using their personal vehicles must meet the following criteria Alternative Energy Ireland.. Management will ensure that the following criteria are met.

- Employees are not permitted to drive motorcycles for the purpose of carrying out work on behalf of Alternative Energy Ireland..
- Employees must own or be permitted to use the vehicle.
- Employee vehicles must be maintained in a roadworthy condition.
- Employee vehicles must be fully taxed.
- Employee vehicles must have a valid NCT cert.
- Employee vehicles must have appropriate insurance that covers third parties and permits the vehicle to be driven for work.
- Employees must complete and submit a pre use safety check of their vehicle, before commencing driving for work.

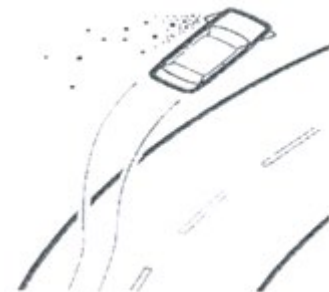
20.3 Driver Safety Procedures

All employees driving on behalf of St Francis Credit Union must adhere to the following safety protocols

20.3.1 Driver Fatigue

Thousands of crashes are caused by tired drivers. They are most likely to happen:

- On long journeys on monotonous roads, such as motorways
- Between 2.00 am and 6.00 am
- Between 2.00 pm and 4.00 pm (especially after eating, or drinking even one alcoholic drink)
- After having less sleep than normal
- After drinking alcohol
- If taking medications that cause drowsiness
- On journeys home after night shifts



Sleepiness reduces reaction time, alertness, concentration and decision making, all crucial driving skills.

Tired drivers are much more likely to have an accident, and the crash is likely to be severe because a drowsy or sleeping driver does not usually break or swerve before the impact.

20.3.2 Plan Your Journey

A planned journey reduces the risk of drowsiness and falling asleep at the wheel, and is more efficient, saving you time, stress and money.

20.3.3 Mode of Travel

If possible, make long journeys by train, bus, coach, as these are safer (mile for mile) than road travel.

20.3.4 Time

Consider how long the journey will take, including time for rest breaks and unexpected delays. Avoid driving in the early hours of the morning, when you have had less sleep than normal or in mid-afternoon after eating a large meal – these are peak times for sleep related accidents. Avoid starting a long journey after a full day's (or shift's) work.

20.3.5 Plan Your Route

Write out a route plan that you can easily read. Check for roadwork's or likely traffic jams, and if possible, plan an alternative route to avoid any major delays. Plan where to stop for regular rest breaks (every two hours, or sooner if feeling tired, for at least 15 to 20 minutes).



20.3.6 Overnight Stop

Consider breaking your journey with an overnight stop. If you are catching an early flight or returning from abroad – make it part of your holiday.



20.3.7 Second Driver

If possible, share the driving with a second driver.

20.3.8 Sleep

Try not to stay up late or reduce your normal sleep before a long journey.

20.3.9 Alcohol

Alcohol stays in the body for several hours and will make you sleepier, so avoid having even one drink.



20.3.10 Medicines

If you are taking any medication, check whether it causes drowsiness. If it does, ask your doctor or pharmacist for an alternative that does not cause drowsiness.



20.3.11 Illicit Drugs

Roadside testing of drivers who may be impaired by drugs has commenced since 2013. Drivers suspected of being under the Influence of drugs will be asked to perform a series of tests at the roadside by the Gardai to measure the motorist's co-ordination abilities. Any driver who fails the roadside impairment test, or who appears to be under the influence of drugs according to the Garda at the scene, will be arrested and brought to a Garda Station

20.3.12 Check Your Vehicle

Make sure everything's working properly, especially the tyres, lights, windscreen wipers, and all fluid levels.

20.3.13 Tiredness and Fatigue

If you start to feel sleepy while driving, this means that you are more likely to crash. Many drivers try to stay awake by turning up the air conditioning, winding down the window, listening to the radio, talking or singing.

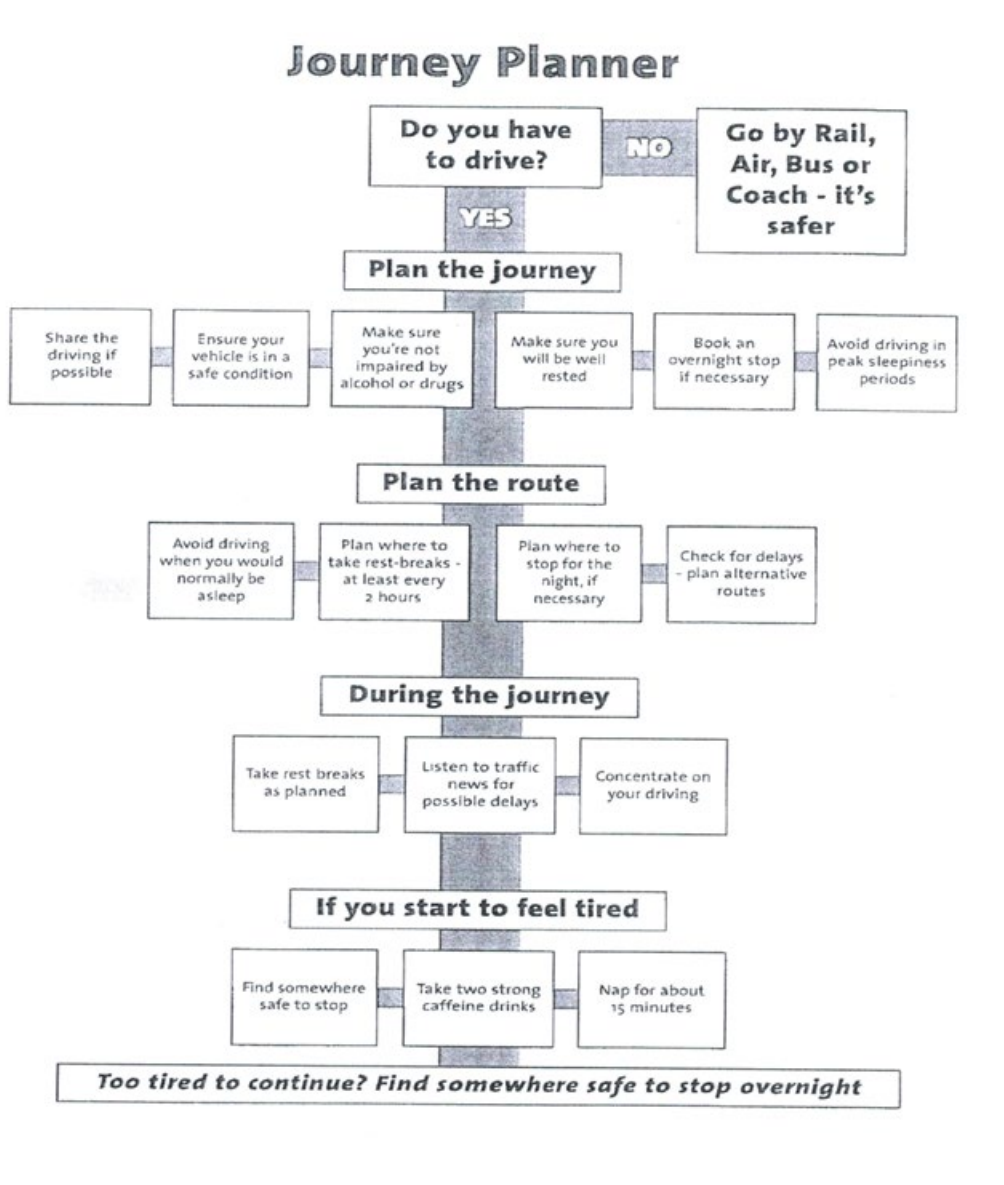


These will only work for a few minutes, to give you time to find somewhere safe to stop, **these Practices Will Not Stop You Falling Asleep!**

If you begin to feel tired or drowsy:

- 1) Do not try to complete the journey (you might never arrive)
- 2) Find somewhere safe to stop (not the hard shoulder)
- 3) Drink one or two cups of strong coffee or other high caffeine drinks
- 4) Take a nap of about 15 minutes

But remember, sleep is the only cure for tiredness. So, if necessary, find somewhere safe to stay overnight.



20.4 Dealing with Collisions and Emergencies

20.4.1 Collision

If you are involved in a collision and are injured, call for help on 999 or 112 immediately, if you are able to do so. If you are not able to do this, stay calm and wait for assistance.

The general steps to take in a collision, are as follows;

- Stop! It is an offence not to stop, if your vehicle is involved and damage is caused to property or someone is injured.
- Switch off your engine and use your hazard warning lights. Consider the use of a warning triangle/s but not on a Motorway.
- Do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion.
- Call the emergency services immediately; provide them with information about the situation, any special circumstances (for example, if carrying oxygen bottles) and if any passengers have special needs.
- Give First Aid if required and if you are competent to do so.
- If the emergency services are called, stay at the scene until they allow you to leave.
- Obtain the names and addresses of all independent witnesses (if possible).
- Ensure the vehicle is roadworthy before planning to continue any journey.
- If there is any injury or the names of the people involved are not exchanged, you must report the accident to the Gardaí as soon as possible, or in any case within 24 hours.

20.4.2 Record and Report the Collision

- If your vehicle was involved in the accident, sketch the accident scene (or take photos), if you can do so safely.
- Report the accident to your Supervisor. You may need to discuss the details with CEO or Chief Operations Officer, following the collision. It is important that you discuss any work-related collision with your Supervisor so that appropriate steps are taken to avoid the same thing happening in the future to you or one of your colleagues.

20.4.3 Emergency Procedure in the Event of a Collision

If you are involved in a collision, you should:

- Stop your vehicle at the scene or as close to it as possible. If possible do not obstruct traffic.
- If you are injured or think you might be injured, do not move, stay calm and wait for assistance.
- Ensure your own safety first. If exiting the vehicle wear a high visibility jacket or vest.
- Help any injured person. Call the Gardaí and emergency services if someone is hurt – dial 999 on a landline or 112 on a mobile phone provide the following information to the other vehicle driver or property owner
 - 1) The name and address of the driver in charge of the vehicle
 - 2) The name and address of the owner of the vehicle
 - 3) The registered number of the vehicle
 - 4) The vehicle insurance details
- Record the details of the collision on the Credit Union Accident Investigation Form.
- Contact your employer/ the office as soon as you can to tell them about the collision. You should carry these contact details or keep them in the vehicle when you are working.
- Take pictures of the scene, if possible. Management will report the collision to the HSA, where relevant – for example, if someone is seriously injured or killed due to collision. Details can be found at www.hsa.ie.

20.5 Breakdowns

- Move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights.
- If this is not possible, move it as far away from moving traffic as you can.
- Make sure to put on a high visibility vest or jacket before you consider getting out of the vehicle, ensure passengers also wear a high visibility vest.
- Move passengers to a safe location as far away from the vehicle and other traffic as possible. No one should stand between the vehicle and oncoming traffic.
- On motorways or other busy roads, passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable.
- Keep passengers together and keep children under constant supervision.
- Telephone the emergency services or breakdown firm. Give them accurate details of the vehicles location and let them know if children or passengers with mobility problems are being carried.
- Telephone the office to tell them what has happened.
- On a motorway, use the roadside emergency telephone as this will enable the Gardaí to pinpoint your location.

21. HEALTH HAZARDS

21.1 COVID-19

Background: COVID-19 is an illness that emerged in late 2019 and spread globally in 2020. This disease primarily affects the lungs and airways but is also reported to have long-term effects on other parts of the body including the heart and nervous system. In some cases, patients may develop a condition known as “Long Covid” where they suffer on-going symptoms including fatigue, breathlessness, muscle aches, and palpitations.

This illness is caused by a Coronavirus called Coronavirus SARS-CoV-2. The virus has been found to be significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours, so good personal hygiene, cleaning, ventilation, and awareness of the symptoms are required to help protect people from infection.

In January 2021 the Government began the roll out its vaccination program which saw a gradual easing of mandatory COVID-19 controls. By January 2022 the majority of persons in the Republic of Ireland had received two doses of the Vaccine and a booster shot. In light of this, the Government began to prepare to lift COVID-19 restrictions in all sectors except for healthcare and instead, rely on persons to use their own judgment and best practices to prevent the spread of the virus.

Guidelines were developed to assist in this transition and on the 31st of January 2022, the Government introduced the guidance document ‘*Transitional Protocol Good Practice Guidance for Continuing to Prevent the Spread of COVID-19*’. <https://enterprise.gov.ie/en/Publications/Publication-files/Transitional-Protocol-Good-Practice-Guidance-for-Continuing-to-Prevent-the-Spread-of-COVID-19.pdf>.

On 31st of March 2022, the HSE released a ‘General guide on management of COVID-19 outbreaks in non-healthcare workplace settings’ to be used in conjunction with the Government guidance. <https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/employersemployeesguidance/Guidance%20of%20work%20place%20outbreaks.pdf>

In general, both documents advise employers to use a risk assessment-based approach to managing COVID-19 in the workplace, taking into consideration how positive cases and isolation periods may affect staff cover and implementing relevant control measures where necessary to reduce transmission.

Following the publication of these documents the Government lifted COVID-19 controls in all areas except healthcare and instead has put an onus on all Employers to ensure good hygiene practices are maintained in their workplace to prevent transmission of the virus and to have emergency plans prepared in the event of an outbreak.

We have prepared and implemented a COVID-19 response plan during the pandemic. This document is currently being maintained by company management so that the procedures can be reintroduced should risk assessment deem it necessary to do so or if the Government re-introduces restrictions.

Further literature on managing COVID-19 can be found at

- Health and Safety Authority - https://www.hsa.ie/eng/topics/covid-19/coronavirus_information_and_resources/
- Health Service Executive - HSE - <https://www2.hse.ie/coronavirus/>
- Government of Ireland’s Transitional Protocol (Good Practice Guidance for Continuing to Prevent the Spread of COVID-19) of the 31st January 2022. - <https://enterprise.gov.ie/en/Publications/Publication-files/Transitional-Protocol-Good-Practice-Guidance-for-Continuing-to-Prevent-the-Spread-of-COVID-19.pdf>
- NSAI Workplace Protection and Improvement Guide - <https://www.nsa.ie/images/uploads/general/NSAI-COVID19-Guidelines-Workplace-20201023.pdf>
- Government of Ireland Travel Guidelines - <https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/>

- Irish Small and Medium Enterprise Association - <https://isme.ie/Coronavirus/>
- Irish Business and Employer's Confederation- <https://www.ibec.ie/employer-hub/covid-19>
- Health Protection Surveillance Centre - <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/outbreakmanagementguidance/>

In order to prevent the spread of COVID-19 the following items must be taken into account day to day.

- **Symptoms**

These include fever (temperature), cough, shortness of breath and/or breathing difficulties, and loss or change in your sense of smell or taste – this means you have noticed that you cannot smell or taste anything, or things smell or taste different to normal. Anyone who is displaying symptoms must stay home and follow the advice issued by the HSE.

The HSE advises that:

- I. Persons displaying symptoms, even mild ones, must self-isolate until 48 hours after their symptoms are mostly or fully gone.
- II. Persons who have tested positive for COVID-19 must self-isolate 7 days
- III. Persons with symptoms or who have tested positive must wear a face mask and maintain a 2-meter social distance if they have to be around other people.
- IV. Any person who has been in close contact with someone who has COVID-19 is not required to self-isolate unless they develop symptoms of the illness. This may take up to 14 days to occur.

- **General Health**

Personnel living with “at-risk groups” as defined by the HSE, must consider if there is a heightened risk from attending work.

- **Travel**

It is recommended that anyone partaking in foreign travel should consult the HSE and the Department of Foreign Affairs websites for the most up to date information and safety precautions.

- **Hand Hygiene**

Ensure everyone is washing hands regularly and thoroughly or sanitizing and that sufficient facilities are provided and maintained to allow this to happen.

Note - Hand sanitisers for use against COVID-19 must contain a minimum of 60% alcohol. As hand sanitisers are biocides, any sanitisers used must be listed on the Department of Agriculture, Food and the Marine's Biocidal PT1 Hand Sanitisers Register. *Note: alcohol-based hand sanitisers are highly flammable and must not be stored or used near heat or a naked flame.*

- **Cough Etiquette / Respiratory Hygiene**

Ensure that people cough/sneeze into their sleeve, elbow, or a tissue, wash or sanitize their hands afterward and dispose of tissues in the bin.

- **Cleaning**

Ensure that all frequently touched objects and surfaces are regularly cleaned and disinfected.

22. APPENDIX

- Hazard Identification & Risk Assessment
- Safety Statement Acknowledgement Record
- Accident Report form – IR1.
- PPE Record
- Work at Heights Risk Assessment Form
- AF3
- GA2
- GA3
- SSWP Form 2 (House Building)
- SSWP Form 4 (New Commercial Buildings)



HAZARD IDENTIFICATION & RISK ASSESSMENT

Termside T/A
Alternative Energy
Ireland

February 2023

AYRTON
GROUP

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Termside T/A Alternative Energy Ireland	PERSONS RESPONSIBLE:	Steven Bray, Conor Omelia, Employees
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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

HAZARD IDENTIFICATION & RISK ASSESSMENT

Prepared By	Darren Tully of Ayrton Group
Date	February 2023
Issue	6

Hazard Identification & Risk Assessment

A Hazard Identification & Risk Assessment has been carried out. This assessment is intended as a guide to use for the purposes of attempting to reduce the possibility of accidents or ill health occurring.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect a single audit to state all hazards or that all other hazards are under control at the time of the audit.

This Hazard Identification & Risk Assessment Report is to be advisory and the final decisions must be made Management of ALTERNATIVE ENERGY IRELAND

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARD:	Is taken to mean “anything that can cause harm”.
RISK:	Is “the chance, great or small, that someone will be harmed by the hazard”.
SEVERITY:	Is “the possible outcome of an accident / incident, e.g. broken leg, explosion”.
LIKELIHOOD:	Is “the possibility of the accident / incident occurring”.

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows:

SEVERITY		LIKELIHOOD	
Major	3	High	3
Serious	2	Medium	2
Slight	1	Low	1

The Risk Factor is the multiple of Severity and Likelihood. RISK is then graded as follows: -

GRADE OF RISK	VALUE	RISK	CHARACTERISTICS
High Risk	7 – 9	“H”	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	4 – 6	“M”	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	1 - 3	“L”	The possibility of injury or material loss is unlikely, although conceivable.

Hazard / Risk Controls

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard Identification & Risk Assessment should be reviewed at least every year.

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GENERAL HAZARDS ON WORK SITES:

PERSONS AFFECTED:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Visits to Client Sites	<ul style="list-style-type: none"> Potential injury from conditions that exist on site 	<ul style="list-style-type: none"> Management will first liaise with the client to ascertain the scope of the works and to identify and particular hazards that exist on the site. Management will ensure that a client representative shall be present to accompany staff member on site. Only experienced staff will attend customer sites alone. Staff will: <ul style="list-style-type: none"> Attend site inductions, Familiarise themselves with site emergency procedures, evacuation routes and assembly points, Obey all safety instructions given by the client, Wear all necessary PPE, Be aware of site traffic and stay in dedicated pedestrian walkways, Only use equipment that they are trained to use and have been granted permission to use, Stop work and notify management if they believe that the work unsafe. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Interaction between Clients and Members of the Public and work activities	<ul style="list-style-type: none"> Serious Personal Injury Fatality 	<ul style="list-style-type: none"> Staff must liaise with clients to discuss the nature of the work and potential hazards and to make arrangements for safe workplace layout and suitable times to carry out work. Staff work areas must be cordoned off at all times with secured barriers. Appropriate warning signs must be in place. Staff must maintain safe pedestrian walkways free of trip hazards. All cables must be protected or run overhead Staff must clean as they go and maintain good. Tools and equipment must never be left unattended and must be put away when not in use. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Aggressive members of the public	<ul style="list-style-type: none"> Physical Altercations Leading Serious Personal Injury 	<ul style="list-style-type: none"> Staff must liaise with any members of the public who may be affected by their work before commencing. Staff must not block neighbouring cars, services or access and egress points. Staff must conduct themselves in a professional manner and speak politely to members of the public. If a member of the public raises a complaint, staff must try to address the issue. If this is not possible, they must provide them with the contact details for management. If the member of the public becomes aggressive, staff must disengage and go inside the client premises or return to their vehicle. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Housekeeping on site	<ul style="list-style-type: none"> Slips and trips leading to injury. Contact with tools and materials causing injury 	<ul style="list-style-type: none"> All work areas and walkways must kept as clean and tidy as possible at all times. Emergency exits must be kept clear of stored items Cables must be managed properly and not run across work areas and walkways. Where this is not possible the must be taped down or protected by cable covers Staff must clean as they go, dust must be swept up and waste materials must be put in the bins provided. Tools and materials must not be left unattended. Tools and equipment must be stored on staff vehicles or at designate set down/storage areas on site when not in use All spillages must be cleaned up immediately. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Lighting	<ul style="list-style-type: none"> Eye strain. Trips and fall leading to injury. 	<ul style="list-style-type: none"> Employees are provided with torches and potable task lights these must be used in areas where there is a lack of natural or artificial light. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Work on the street	<ul style="list-style-type: none"> Pedestrians injured by work activities Contact between staff and road traffic casing injury or fatality 	<ul style="list-style-type: none"> Any long duration work on the public street or roadway must be conducted under temporary traffic management plan or pedestrian management plan. The client/main contractor will be responsible for furnish E.E.S with a valid traffic or pedestrian management plan and a person with the CSCS qualification to implement and manage the plan. Staff must wear hi-vis clothing when working on or near streets and roadways. All work activities must be enclosed by appropriate barriers and cones with signage in place for pedestrians and motorists. Pedestrians must be provided with safe walkways around works or must be diverted safely away from the works. Staff must carry out all unloading in car parks/ driveways away from the road where possible. Staff will avoid parking and unloading where a hazard may be posed to pedestrians, If it is not possible to do so a member of staff will marshal pedestrians around the work activities. When parking on the street to unload, staff put their hazard lights on and must not park on corners or block access route and side roads. Staff must will check mirrors and look and blind spots for oncoming cars and cyclists before opening doors and dismounting into the road 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Fire safety on site	<ul style="list-style-type: none"> Generation flammable waste leading to a fire which may result in property damage or fatality. Blockage of emergency escape routes hindering escape in the event of a fire 	<ul style="list-style-type: none"> Staff must undergo site induction briefing on arrival on site and familiarise themselves with the site emergency procedures. Staff must familiarise themselves with the site layout and the location of the fire assembly point. Staff must obey all site fire safety protocols such as only smoking in designated areas and obtaining hot work permits Staff must not block access to fire escapes, fire alarm activation points and firefighting equipment. Staff must clean as they go, and all waste items especial flammable materials must be removed to proper waste receptacles. In the event of a fire staff must raise they alarm before attempting to fight the fire. Staff may only attempt to fight the fire if they are trained to do so and doing so will not put them in danger. On hearing the fire alarm staff must stop what they are doing. If it is safe for them to do so, they must make their work area safe and head to the nearest safe exit closing doors behind them as they go. Staff must proceed to the designated assembly point and remain there until told that it is safe for them to re-enter the work site. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Hot works	<ul style="list-style-type: none"> Fire on site leading to serious property damage or fatality 	<ul style="list-style-type: none"> Where hot works are being carried out staff must obtain a permit from the client and comply with all safety requirements out lined in the document. The area must be cordoned by barriers and signage. The area around the work must be cleared of all flammable material and the floors must be swept clean of dust. Any flammable material which cannot be removed must be protected by a fire-retardant cover or screens. Any opening through which sparks could pass must be covered over or shut. Firefighting extinguishers must be placed within easy reach of the works. Fire watch must be conducted in the area where the works occurred as well as any are where sparks or heat may have travelled. The fire watch must last at least 30 minutes after the works are completed or for the time specified by the permit. Hot works should not commence if there will not be sufficient time for a full fire watch to be carried out. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Hand Tools	<ul style="list-style-type: none"> Cuts Broken fingers or hands Eye injury 	<ul style="list-style-type: none"> Employees are provided with and must wear protective gloves and boots. Safety glasses are provided and must be worn when there is a risk of flying particles being generated by the tools. All tools must be inspected for signs of damage and loose fittings before use. Any tools which are found to be defective must be repaired or replaced. Tools must only be used for their intended purpose. Tools must not be used with non-compatible parts or materials. If staff lack the correct tools for a task, they must inform management and not proceed until they have the appropriate equipment. Sharp tools must be put away safely when not in use. Staff must ensure that any cutting or jabbing motions are not directed towards themselves. Staff must pay attention to the task at hands. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Power Tools	<ul style="list-style-type: none"> Cuts Entanglement Flying particles causing cut and eye injury Generation of dust causing respiratory injury Electric shock 	<ul style="list-style-type: none"> Employees are provided with and must wear hard hats safety gloves, boots, glasses and hearing protection and dust masks as required. Employees must wear close fitting clothes which is free of fraying and loose threads. Loose jewellery must be kept tucked in. Long hair must be kept tied back. All power tools must be used with a 100v transformer. Power tools must be double insulated. Power tools casing must be free from damage and all components must fit tightly. Leads and plugs must be secure and free from cracks splits and fraying. The lead must be managed safely; it must be free of knots and must not be trailed through puddles or across sharp/rough surfaces. Handles and guards must be in place and secured. Bits and blades must be compatible with the tool and must be in good repair. Defective tools must be reported to management and must be repaired or replaced. Power tools must only be used for their intended purpose. Steps must be taken to protect other persons from hazard generated by power tools: <ul style="list-style-type: none"> Work areas must be cordoned off. Fire prevention must be in place if heat or sparks will be generated. Dust mitigation/extraction must be used. Persons must be advised of noise being generated. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Battery Operated Drill	<ul style="list-style-type: none"> Cuts Entanglement Flying particles causing cut and eye injury Generation of dust causing respiratory injury 	<ul style="list-style-type: none"> Employees are provided with and must wear safety gloves, boots, glasses and hearing protection and dust masks. Employees must wear close fitting clothes which is free of fraying and loose threads Loose jewellery must be kept tucked in Long hair must be kept tied back The drill must be inspected for signs of damage before use, the casing must be free of cracks and all components must fit together securely. Battery packs must have intact casing and be free from scorch marks. The drill bit must be compatible with the drill and free from damage. Defective tools must be reported to management and must be repaired or replaced. Drills must only be used for their intended purpose. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Masonry Drill	<ul style="list-style-type: none"> Cuts Entanglement Flying particles causing cut and eye injury Generation of dust causing respiratory injury 	<ul style="list-style-type: none"> Employees are provided with and must wear safety gloves, boots, glasses and hearing protection and dust masks. Employees must wear close fitting clothes which is free of fraying and loose threads. Loose jewellery must be kept tucked in Long hair must be kept tied back. The drill must be inspected for signs of damage before use, the casing must be free of cracks and all components must fit together securely. The drill bit must be compatible with the drill and free from damage. Defective tools must be reported to management and must be repaired or replaced. The chuck-key must be removed before the drill is put into operation. The lead and plug must be free from damage. The drill must be used with a 110v transformer. The lead must be managed safely; it must be free of knots and must not be trailed through puddles or across sharp/rough surfaces. The drill must only be used for their intended purpose. If employees are making a penetration through a wall, they must ensure that the opposite side of the wall is cordoned off to protect persons from protruding drill bits and falling material. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
Angle Grinders/ Abrasive Wheels <ul style="list-style-type: none"> Contact with the abrasive wheel or wheel burst causing serious injury or fatality. Generation of dust causing respiratory ailments Generation of sparks causing fire 	<p>Angle Grinder</p> <ul style="list-style-type: none"> Angle grinders may only be used by persons who have been trained in their use. Employees are provided with and must wear hard hats, safety gloves, boots, glasses, hearing protection, respiratory protection, and face shields. Employees must wear close fitting clothes which are free of fraying and loose threads. Loose jewellery must be kept tucked in Long hair must be kept tied back. The handle and guard must be in place on the grinder. The grinder's specification plate must be present and legible. The grinder must be inspected for signs of damage before use, the casing must be free of cracks and all components must fit together securely. The lead and plug must be free from damage. Defective tools must be reported to management and must be repaired or replaced. The grinder must be used with a 110v transformer. The lead must be managed safely; it must be free of knots and must not be trailed through puddles or across sharp/rough surfaces. Work that will generate sparks must be carried out externally where possible. Where this is not possible, Employees must follow hot work procedures/take precautions to prevent fire where sparks are being generated. Cutting or grinding of stone must be conducted externally and dust mitigation measures such as wetting must be used Work pieces must be set up on a stable surface and secured. Employees must use both hands when operating the grinder. Employees must not hold the grinder above chest height when in use. Employees must wait for the wheels to stop before setting down the machine. <p>Abrasive Wheels</p> <ul style="list-style-type: none"> Abrasive wheels must be stored in a dry place away from direct sunlight. Abrasive wheels must be kept their packaging or hung on a peg. Abrasive wheels must not be transported on the angle grinder. Before mounting the abrasive wheels, the user must: <ol style="list-style-type: none"> Check that the grinder is plugged out/ the battery is disconnected. Check that they have selected the correct wheel for the task and material. Check that wheel is compatible with the machine. The wheel's diameter and maximum RPMS must match those on the machine's label. Check the expiration date on the wheel. Check the wheel for damage such as chips, cracks, gouges, loose materials or discolouration. 			
Risk After Control Measures	S	L	S x L	Risk
	3	2	6	M

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Noise on site	<ul style="list-style-type: none"> Prolonged exposure to noise at or above 85dB resulting in hearing loss 	<ul style="list-style-type: none"> Management will select tools and equipment that have built in dampening systems to help reduce noise. Tools and equipment will be inspected regularly and maintained to prevent the occurrence of loose and damaged components which may contribute to the generation of noise. Employees will be provided with and will wear hearing protection. Noisy work will not be carried out in confined areas where possible. Noisy work will be carried out away from other workstations/ employees where possible to limit exposure. Warning signs will be set up where noisy work takes place to warn persons of the need to wear hearing protection. Noisy work will be of short duration where possible, and employees will rotate tasks to limit exposure 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Exposure to dust	<ul style="list-style-type: none"> Inhalation of dust causing occupational asthma, COPD, or cancer. Exposure to skin causing dermatitis. Flying particles causing eye injury Build up of flammable materials causing fire or explosion 	<ul style="list-style-type: none"> Employees are provided with and must wear eye protection FFP2/FFP3 dust masks. Employees must wear gloves and long sleeves when carrying out work that generates dust. Work that generates dust must be conducted outside where possible. Dust mitigation measures such as wetting and local vacuum extraction must be used. Surfaces must be wiped down and floors must be swept clean. Employees are provided with and must use handwashing facilities. Contaminated clothing must be washed. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Hand arm vibration	<ul style="list-style-type: none"> Prolonged exposure to vibrating tools leading to musculoskeletal injury and damaged to blood vessels and nerves (e.g. vibrational white finger) 	<ul style="list-style-type: none"> Management will select tools and equipment that have built in dampening systems to help reduce vibration. Tools and equipment will be inspected regularly and maintained to prevent the occurrence of loose and damaged components which may cause vibrations. Employees will be provided with and will wear vibration dampening gloves. Work with vibrating tool will be of short duration where possible, and employees will rotate tasks to limit exposure. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Electrical Works	<ul style="list-style-type: none"> Contact with live systems causing electrocution. 	<ul style="list-style-type: none"> Electrical works may only be carried out by a qualified electrician. Circuits must be isolated before carrying out repairs or connecting new systems to the mains. Employees must test the circuit with a multimeter to confirm that it is dead and there is no residual energy before commencing with work. Employees must use insulated tools Only fibreglass ladders may be used when carrying out electrical works. Employees must carry out safety tests on systems and equipment on completion of works 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Running cables	<ul style="list-style-type: none"> Manual handling injury Tripping accidents 	<ul style="list-style-type: none"> Staff must wear gloves when cutting and stripping cable. Areas where works are taking place must be cordoned off particularly if cables are being run through the floor. Cables reels stood on their ends and must be stored neatly. Large reels must be mounted on a reel stand. Cables must be spooled out from the reel and not dragged. Cables being run over head must be secured in cable trays/trunking. When working from ladders employees must not pull cables forcefully or overreach. Off cuts and scrap cable must be tidied up and put in the bin 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Manual Handling <ul style="list-style-type: none"> • Back, Neck, Shoulder Injury. • Prolapsed Disk. • Permanent Injury. • Trip / Fall. • Injury Caused By Dropped Objects. 	<ul style="list-style-type: none"> • Employees must be provided with suitable training in safe manual handling technique and must put this training into practice. • Employees must be provided with all necessary information on the load such as the nature of the contents and the weight. • Employees must plan their route taking into account obstacles and hazards such as cables and steps. • Employees must assess the load to ensure that they can be moved safely. • Where necessary, employees must reduce the risk of injury to themselves by using team lifts. • Employees must use mechanical aids when moving items over long distances. • Bulky loads must be broken down into smaller more manageable loads • Employees should take short rest breaks if carrying out repetitive lifting/ carrying loads over long distances. • Where a load poses a risk of injury to hands or feet PPE must be worn • The Workplace must be arranged to allow sufficient space to move. • Walkways must be kept free of stored items, trailing cables and rubbish. • Floor surfaces must be maintained in good condition and must be repaired as necessary to prevent tripping hazards. • There must be sufficient lighting to allow safe movement. • Lifting to and from above chest height should be avoid where possible • Bulky loads should be broken down into smaller more manageable loads. • Items must be stacked no higher than chest height. • Heavier items must be stored on lower shelves. • Employees should make use of steps/stepladder and work in pairs to bring loads to and from higher levels. 				
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

GENERAL HAZARDS ON WORK SITES:

PERSONS AFFECTED:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Driving for Work <ul style="list-style-type: none"> Vehicle Road Collision leading to severe injury or death 	<ul style="list-style-type: none"> Only persons possessing full driving licenses may drive on behalf of the company. The employees driving licence must be applicable to the vehicle that is being driven. Driver workdays must be arranged to allow sufficient time to reach destinations reducing pressure on the driver and the likelihood that speeding will occur. Drivers' workdays must be scheduled to allow sufficient time for rest/lunch breaks to be taken. Drivers must take their allotted rest and lunch breaks – If they are feeling drowsy while driving, they should stop and park in a safe place, drink a caffeinated drink like coffee if they have one, and set an alarm on their phone and take a 15 minutes nap. Drivers must ensure that they have sufficient sleep/rest before commencing driving for work. Drivers must obey the speed limits and all road traffic signs. The speed limit is not to be treated like a target and drivers must adjust their speed as appropriate to the road conditions Drivers must plan their routes in advance and ensure that their schedule allows sufficient time for them to travel between client site and complete their work. If a driver is running late they must not speed to make up on lost time. They must instead pull over and notify the office or the client of the delay by phone when it is safe to do so. Drivers must not take calls while driving unless they have a hands-free kit Drivers are advised to pull over to take incoming calls. Drivers must not operate phones or other multimedia devices while driving. Drivers who have illnesses such as Diabetes, Epilepsy, Cardiac problems Angina or on medication should report this to their Supervisor. Drivers must not drive while under the influence of alcohol or other substances that may impair the ability to drive safely. Drivers who are taking medication that may impair their ability to drive must inform management immediately. In the event of a breakdown on a motorway the driver must pull into the hard shoulder, if possible, turn on their hazard lights, put on their high vis clothes and exit the vehicle stand behind the safety rail . 				
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Management of Company Fleet Vehicles	<ul style="list-style-type: none"> Improper supervision of vehicle use Improper maintenance of Vehicles 	Vehicles purchased for the company fleet are selected based on the following criteria: <ol style="list-style-type: none"> Ergonomic and technological features designed to reduce physical strain on drivers. Safety features/rating. Reliability. Suitability of the vehicle for intended purpose/load capacity. Fuel economy and emissions. <ul style="list-style-type: none"> Employees may only drive vehicles that have been assigned to them by management. Employees must sign vehicles out before taking control of them. Management will ensure that all company vehicles- <ul style="list-style-type: none"> Have a valid insurance policy that is appropriate for the vehicles intended use. Have a valid road tax disc. Have passed their CRVT test. Undergo servicing every 15,000 km or annually if this millage is not reached. Undergo a daily pre use inspection. Undergo a monthly in-depth inspection. Undergo repair as soon as any issue is raised with management. Are replaced promptly if irreparably damaged, suffering from excessive wear and tear or are no longer fit for purpose 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Management of Grey Fleet Vehicles	<ul style="list-style-type: none"> Improper supervision of vehicle use Improper maintenance of Vehicles 	<ul style="list-style-type: none"> Employees will never be asked to and are not permitted to use their personal vehicles to transport goods and materials for the company. Employees are not permitted to drive motorcycles for the purpose of carrying out work on behalf of the company. Employees must own or be permitted to use the vehicle. Employee vehicles must be maintained in a road worthy condition. Employee vehicles must be fully taxed. Employee vehicles must have a valid NCT or CVRT cert. Employee vehicles must have appropriate insurance that covers third parties and permits the vehicle to be driven for work. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Location and Parking of vehicle	<ul style="list-style-type: none"> Obstruction of public. Routing public onto roadway, Accident, and bodily injury. Obstructing vehicular traffic / collision. Obstruction of emergency exits. 	<ul style="list-style-type: none"> Vehicle parking to comply with local parking rules/requirements. Vehicle to be parked so as not to cause obstruction to passing pedestrians or traffic and not to block any exits from buildings or property. Vehicles must not be parked on a corner. Vehicle to be parked on level ground. Drivers must check mirrors and blind spots before opening doors and dismounting. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Loading and Unloading Vans	<ul style="list-style-type: none"> Cuts and bruises Broken bones Crush injuries Traffic collisions 	<ul style="list-style-type: none"> Staff are provided with and must wear hi-vis clothes safety gloves and boots. The vehicle should be parked off the roadway if possible, taking care not to block gates, pedestrian walkways or emergency exits If loading/unloading on the road, park the vehicle away from the corner put on hazard lights and put out traffic cones. Ensure that the vehicle is secured, remove the keys, apply the hand break and, if the vehicle is situated on a slope, use stop blocks. Before loading/unloading the vehicle, make sure that the route from the vehicle to the storage location is as clear as possible and that as far as reasonably practicable, the public is warned of the potential hazard. Before loading ensure that the van is clean and unnecessary items have been cleared out Before loading, assess load. Ensure that it will fit on the vehicle and will not exceed the vehicle's SWL. If loads are heavy reduce the risk by using mechanical lifting aids or team lifts. Ensure that the load is evenly distributed. Check the angle of the vehicle to ensure that it is not listing to one side. Secure loads using bungee ties if necessary. When unloading, open the van with caution in case dislodged items fall out. Unload items working top to bottom to prevent loads from collapsing. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Loading and Unloading Flatbed Trucks <ul style="list-style-type: none"> Cuts and bruises Broken bones Crush injuries Overhead Loads Falls from height. Traffic collisions 	<ul style="list-style-type: none"> Staff are provided with and must wear hard hats, hi-vis clothes safety gloves and boots and fall protection equipment. If loading/unloading on site an exclusion zone needs to be established around the operation. If loading/unloading on the road the operation must be conducted using a temporary traffic management plan prepared by the client. Pedestrians must be diverted away from the works and traffic must be stopped as required. Flashing beacons must be activated when loading/unloading is taking place. Ensure that the vehicle is secured, remove the keys, apply the hand break and, if the vehicle is situated on a slope, use stop blocks. Anyone mounting the truck bed must deploy guard rails or wear a safety harness and tie off on a lifeline. Make sure that the truck bed has been swept clean and check for holes and other defects before loading. Report vehicular damage to management. Before loading, assess load. Ensure that it can be accommodated by the vehicle and will not exceed the vehicles SWL. Loading must be conducted by a banks man and telehandler or crane driver who have valid SOLAS CSCS cards for the task. If the load is being lifted by cranes, taglines must be used to help keep the load under control. Operators must stay clear of the path of the load and not stand under suspended loads. Ensure that the load is evenly distributed. Check the angle of the vehicle to ensure that it is not listing to one side. Secure loads using chains and shackles or ratchet straps. Unloading must be conducted by a banks man and telehandler or crane driver who have valid SOLAS CSCS cards for the task. Before unloading commences check the load to see if it has shifted and if there is a risk of items falling when the strap is released. If this is the case, ensure that they are supported before removing the strap. When undoing straps ensure that there is a safe route of retreat. If the load is being lifted by cranes, taglines must be used to help keep the load under control. Operators must stay clear of the path of the load and not stand under suspended loads. 				
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

WORK AT HEIGHT:

PERSONS AFFECTED:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Work at Height	<ul style="list-style-type: none"> People falling from height Serious personal injury Fatality 	<ul style="list-style-type: none"> As per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021, Part 4, Work at Height, all Work at Height should be assessed prior to work commencing to establish if there is a safer alternative. The Supervisor must conduct a pre-work assessment of Work at before work commences and identify what safety measures are required. A rescue plan must be in place for any work requiring the use of a safety harness and lifeline. Work should be completed or partially completed at ground level were possible. Leading edges and opes must be cordoned off by secure barriers or hand rails, where this cannot be achieved staff must wear harnesses and tie off with arrest blocks Safe means of access to works must be provided <ul style="list-style-type: none"> Scaffolds and mobile towers must be erected and inspected by a qualified person holding the relevant CSCS tickets MEWPs must have valid GA1 certificate and must be driven by a qualified operative. Ladder should be used for access only. Any work that must be conducted from a ladder must be light and of a short duration. Mechanical equipment such as telehandlers should be used to transport loads up onto work at height platforms. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Traffic Below Work at Height	<ul style="list-style-type: none"> Falling objects Collision with work at height platform resulting in falls Serious personal injury Fatality 	<ul style="list-style-type: none"> All persons working on the ground beneath the work at height must wear a hard hat. An exclusion zone must be established on the ground around the work at height and it must be protected by barriers. Pedestrian and vehicular traffic routes must be diverted away from/around the work at height. Any doorways that lead into the area underneath work at height must be closed off with barriers and signage. Toe boards must be installed on work at height platforms. Tools and materials must be stored neatly and put away when not in use. Tool belts and tool lanyards should be used where possible. Rubbish and materials must not be thrown off work at height platforms. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
Ladders <ul style="list-style-type: none"> Falls from height leading to serious injury or death. 	<ul style="list-style-type: none"> Tasks must be risk assessed to ensure that the correct ladder is being used. Ladders must be made to EN131 standards Ladders must be tagged and must undergo thorough inspection at least weekly, this must be recorded on a GA3 form. Ladders must undergo visual inspection before use. Damaged ladders must be taken out of and disposed of. Wooden ladders must not be painted as this may hide defects. Metal ladders must not be used when conducting electrical repairs or near overhead lines Extension ladders must be a single unit, different ladders must not be combined to make extension ladders. Homemade/ makeshift ladders must not be used. The area around the ladder must be cordoned off. Ladders must not project into doorways if this cannot be avoided the doorway must be cordoned off with a barrier and warning sign. Ladders must be placed on stable level ground. Ladder must be set up 1 meter out from the wall for every 4 meters up. Ladders must be securely lashed to the staging or landing and securely footed. Were it is not possible to secure ladders workers must get a co-worker to foot it. Ladders that are to be used for access must extend 2 meters above the parapet Only one person may use a ladder at a time Staff must maintain 3 points of contact at all times while climbing the ladder Staff must not stand on the top three rung of a ladder. Staff must not overreach or stretch they must climb down and reposition the ladder. Ladders must never be used as makeshift trestles. 			
Risk After Control Measures	S	L	S x L	Risk
	3	2	6	M

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
A-frame and Step Ladders <ul style="list-style-type: none"> Falls from height leading to serious injury or death. 	<ul style="list-style-type: none"> Tasks must be risk assessed to ensure that the correct ladder is being used. A-frame and Step Ladders must be made to EN131 standards A-frame and Step Ladders must be tagged and must undergo thorough inspection at least weekly; this must be recorded on a GA3 form. A-frame and Step Ladders undergo visual inspection before use. Damaged ladders must be taken out of and disposed of. Wooden ladders must not be painted as this may hide defects. Metal ladders must not be used when conducting live electrical repairs. Homemade/ makeshift ladders must not be used. The area around the work must be cordoned off. A-frame and Step Ladders must not project into doorways if this cannot be avoided the doorway must be cordoned off with a barrier and warning sign. A-frame and Step Ladders must be placed on stable level ground. A-frame and Step Ladders must be opened fully and stays must be locked. A frame and Step Ladders must never be leaned against the wall and used as straight ladders A-frame and Step Ladders must be set up facing the work. Staff must maintain 3 points of contact at all times while climbing the ladder. Staff must not overreach or stretch they must climb down and reposition the ladder. Staff must face the ladder at all times. Staffs must ensure that their knees do not go above than the top rung of an A-frame ladder or the top plate on a step ladders. They must not stand on the top rungs or plate. Employees must not straddle a A-frame ladder. Do not hang items off the ladder. Do not overload the plate on a step ladder. Where tools or equipment prove to be too unwieldy to use safely staff should use an alternative method of gaining height such as a trestle or MEWP 			
Risk After Control Measures	S	L	S x L	Risk
	3	2	6	M

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
Scaffold <ul style="list-style-type: none"> Falls from Height. Serious Personal Injury Fatality. Material falling from height. Scaffold Collapse 	<p>As per the requirements of the Safety Health and Welfare at Work (General Application) Regulation 2007-2021 and the Code of Practice for Access and Working Scaffolds (2018), scaffolds must:</p> <ol style="list-style-type: none"> Be designed by a competent person. Be constructed and or modified by persons holding the necessary SOLAS CSCS qualifications, who are also wearing safety harnesses and tying off during construction. Be erected to the design specification and in line with the manufacturer's instructions and the requirements of the 2018 code of practice, Undergo documented inspection of components before erecting. Undergo documented inspection after construction every 7 days, or following an event which may have damaged the scaffold such as severe weather or a collision. <p>Scaffolds Requirements:</p> <ul style="list-style-type: none"> Metal base plates must be used on concrete, steel and asphalt where there is sufficient load bearing capacity. Timber sole boards must be used on soil, gravel, tarmac, paving slabs etc. Where the surface is soft, has been disturbed or recently back filled, stone must be laid down and the ground must be compacted. Scaffolds should not be erected close to the edge of open excavations, and excavations should not be made close to the scaffold in a manner likely to undermine the stability of the scaffold. Scaffold standards should not be erected over shallow drains or manhole covers. Scaffold must be fitted with adequate ties and braces in compliance with the Codes of Practices for Access and Working Scaffolds (2018), and the Design and Installation of Anchor Points (2017). Scaffolds must be equipped with handrails consisting of a top-rail set at no less than 950mm from the decking and a mid-rail situated no more than 470mm from the top rail and deck. Scaffold must be no more that 255mm from the building. Where the gap exceeds this, it must be closed by using cantilever platform brackets or internal handrails. All loading bays must be equipped with gates and/or over under barriers and the SWL must be on display. Access ladders must be situated in towers external to the main scaffold. Access ladders must extend 1m there above the deck and be securely tied off. Ladder opening must be protected against fall from height by a gate or safety rail. Persons must be protected from falling objects by toe boards. Sheeting, brick guards and fans must be used as required. <p>Staff must always:</p> <ul style="list-style-type: none"> Check that the scaffold tag is in date. (Within 7 days of date marked). Enter the scaffold via the safe access route provided. Maintain good housekeeping on the deck. Store tools neatly away from the edge of the scaffold when not in use. Have heavy/bulky materials brought up the scaffold via the loading bay. Close loading bay gates. Secure light materials that may be blown off the scaffold by wind. Remove rubbish from the scaffold. Report to the site manager where a scaffold component must be removed in order to complete works, and have the modification done by a qualified scaffolder with the permission of site management after it has been risk assessed. Report any safety hazards on the scaffold such as instability, missing rails or toe boards or damaged components. <p>Staff must never:</p> <ul style="list-style-type: none"> Enter a scaffold that is missing its tag, has not been inspect in the last 7 days, marked as in complete, or is cordoned off/had its access removed. Use a scaffold that feels unstable or is missing components such as handrails wall ties and bracing. Climb up the outside of the scaffold. Store items in the access points. Stand on the top or mid rails. Reach out over the railings. Hang loads or other items over the side of the scaffold. Leave loading bay gates open. Exceed the stated maximum weight limits. Throw rubbish or other items off the scaffold. Remove handrails toe boards or otherwise modify the scaffold. Leave loading bay gates open. 			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
Mobile Scaffold and Alloy Towers <ul style="list-style-type: none"> Serious personal injury. Fatality. Falls from height Materials being dropped Material Damage 	<p>As per the requirements of the Safety Health and Welfare at Work (General Application) Regulation 2007-2021 and the Code of Practice for Access and Working Scaffolds (2018), mobile towers must:</p> <ol style="list-style-type: none"> Be erected by persons holding the necessary SOLAS CSCS qualifications. The persons erecting the scaffold MUST NOT tie themselves off the tower to prevent it from overturning in the event of a fall. Be erected in line with the manufacturer's instructions and the requirements of the 2018 code of practice, Undergo documented inspection of components before erecting. Undergo documented inspection after construction every 7 days or following an event which may have damaged the scaffold such as severe weather or a collision. <p>Scaffolds Requirements:</p> <ul style="list-style-type: none"> The tower should be adequately braced on all four sides and be braced in plan at every alternate lift. Castors should be fitted with adequate brakes, and they should be securely fixed to each leg of the tower to prevent accidental uncoupling. Adjustable legs should only be used for adjusting level and not for increasing height. The deck units or boards should be securely fixed to the frame. Toe-boards and guard-rails must be provided. Outriggers must be used to stabilize the scaffold. Scaffold must not be used outdoors in high winds. Scaffold must not be used in close proximity to overhead powerlines. <p>Staff must always:</p> <ul style="list-style-type: none"> Check that the scaffold tag is in date. (Within 7 days of date marked). Check the route of travel for overhead obstructions, overhead cables, potholes and fragile surfaces before moving the tower. Use a spotter to assist in moving the tower through congested areas. Set the tower on a level stable surface. Apply the brakes when the tower is being parked or is in use. Use the stabilisers or tie the tower to the building. Cordon off the area around the tower. Enter the tower via the secured ladder access. Maintain good housekeeping on the deck. Remove rubbish from the tower. Report any safety hazards on the tower such as instability, missing rails or toe boards or damaged components. <p>Staff must never:</p> <ul style="list-style-type: none"> Set a tower up close to overhead electrical cable. Enter a tower that is missing its tag/ has not been inspect in the last 7 days, or as been marked as not fit for use. Ride on the tower when being moved. Stand in the tower and pull yourself along Use a tower that feels unstable or is missing components such as handrails wall ties and bracing. Climb up the outside of the scaffold. Leave trapdoors open. Stand on the top or mid rails. Reach out over the railings. Hang loads or other items over the side of the tower. Exceed the stated maximum weight limits. Throw rubbish or other items off the tower. Remove handrails toe boards or otherwise modify the tower. 			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
MEWP – Scissor & Boom Lifts	Fall from work platform Elevated machine collapsing on soft ground Fatality by being catapulted from a falling platform. Crushing against ceilings/roof.	<ul style="list-style-type: none"> Where a task requires the use of a MEWP, E.E.S management will source the machine from a reputable supplier. E.E.S Management will assess the task and consult with the supplier to ensure that the machine procured is appropriate for the intended task. E.E.S Management will check to ensure that the machine is in good repair, has an instruction, an up-to-date maintenance record, and a valid GA1 certificate before accepting delivery of the machine. Where necessary, E.E.S management will ensure that the supplier is contacted to renew the GA1 cert (every 6 months) and to carry out repairs. MEWPS will undergo weekly detailed safety inspections and these will be recorded on GA3 Forms. MEWPS will only be operated by trained staff. Drivers must conduct daily pre use inspections of the machine. Staff must report any defects to management and must not use damaged equipment. Drivers must ensure that the MEWP has sufficient charge/fuel to complete the task. MEWPS must not be operated in lone working conditions. A rescue plan must be in place in case of break down or emergency, ensure that someone on the ground knows how to lower the MEWP using the emergency release. The driver must keep a phone on them at all times in case of an emergency. All persons onboard the MEWP must wear safety harnesses and tie off to the anchor points inside the basket. The MEWP must be driven to the work location with the basket in the lowered position. Check the route of travel for obstacles, use a spotter to marshal the MEWP as necessary. The MEWP must not be driven across slopes or over manholes/duct covers. The MEWP must be set up on level stable ground and its stabilizers must be deployed. The area around the MEWP must be cordoned off The MEWP must not be used underneath overhead power cables. The MEWP must not be used outdoors in high winds. Diesel powered machines must not be used in confined spaces. Use a spotter if maneuvering the MEWP in tight areas/around overhead obstacles. Do not exceed the stated maximum weight limits of the machine. Do not hang loads off the side of the MEWP or balance them on the basket. Do not use the MEWP as a means of accessing other work platforms. Remain inside basket at all times, do not climb on the handrails. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Working On Roofs	People falling from height Materials Falling Serious Personal Injury Fatality	<ul style="list-style-type: none"> All work on roofs must be carried out in accordance with the <i>Code of Practice For Safety in Roofwork (2011)</i> Where there is a risk of items falling from height the street below the works must be cordoned off and toe boards must be put in place. A safe means of access must be provided to the roof. This can include an internal stairwell, ladder and roof hatch or a scaffold. Where possible edge protection must be in place this can include a Parapet wall that is no less than 950mm high, a fixed guard rail with mid rail, a temporary guard rail with mid rail, or a scaffold. Where guard rails cannot be installed staff must be provided with a means of tying off using their harnesses. This can include a skyrail or fixed/temporary anchor points. Where anchor points are used they must be in sufficient number to allow staff to reach all areas of the roof and must be positioned so that staff may clip off from one and immediately clip on to another. Tying off must be by means of a fall arrestor block or fixed lanyard. Openings, skylights and fragile surfaces must be cordoned off by barriers or covered over by crash decks. Crawl boards/roof ladders must be used when standing on a pitched roof Materials must be stored away from the edge of the roof and must be secured against the wind. Materials must never be stacked on a pitched roof they must be stored on a level surface such as a scaffold loading bay. Heavy materials must be lifted up to the roof using a mechanical aid such as a hoist, telehandler or crane. If a crane is to lift materials over a flat roof, openings, skylights and fragile surfaces and machinery must be covered over by crash decks. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
PPE for Falls From Height – Harnesses, Lanyards, Fall Arrestor Blocks etc.	People falling from height Serious Personal Injury Fatality	<ul style="list-style-type: none"> Work at height PPE is to be used where the risk of falls from height cannot be eliminated by other means. All works requiring the use of fall from height PPE must be risk assessed and planned out taking account of: <ol style="list-style-type: none"> The suitability of the PPE for the task. Safe access and egress (clipping on and off). Provision of appropriate permanent or temporary anchor points. Rescue in the event of a fall or other emergency. All work at height PPE must be manufactured and marked the European standard EN 365:2004. All persons who use fall from height PPE must receive appropriate training in its care, inspection and use. All fall from height PPE must have a valid GA1 certificate and it must be renewed every 6 months. All fall from height PPE must be inspected by the wearer before use, these inspections must be recorded on a GA3 form. Staff names/ identifying marks must be written on purpose made name tags and must not written directly onto the fabric of the PPE. Any fall from height PPE that shows signs of damage or that has been contaminated by chemicals must be returned to management and put beyond use. Any fall from height PPE that is missing tags providing serial numbers and safety data must be returned to management and put beyond use. Work at height PPE must be stored in a cool dry place and not subjected to direct sunlight. If the appliances get wet, they should not be dried by direct heat. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

USE OF MOBILE MACHINERY ON CONSTRUCTION SITES

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Mobile Work Equipment	<ul style="list-style-type: none"> Collisions Personal Injury 	<ul style="list-style-type: none"> In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021, an employer shall ensure that: <ul style="list-style-type: none"> If work equipment is moving around in a work area, appropriate traffic rules are drawn up and followed. Organisational measures are taken to prevent employees on foot from coming within the area of operation of self-propelled work equipment and, if work can be done properly only if employees on foot are present, appropriate measures are taken to prevent them from being injured by the equipment, and. The transport of employees on mechanically driven mobile work equipment is only permitted where safe facilities are provided to this effect and if work is carried out during the journey, speeds are adjusted, as necessary. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Site Traffic	<ul style="list-style-type: none"> Collisions. Serious personal injury to workers and road using public. Property and vehicle damage. 	<ul style="list-style-type: none"> Provide adequate safety signage. Employees encouraged to assist truck drivers when reversing. Make sure that temporary traffic lights work and are strictly followed. Always wear Personal Protective Equipment, especially a hi-visibility jacket. Keep all site traffic to a maximum of 10 MPH. Ensure only trained and authorised personnel operate vehicles. Beware of danger or entrapment of limbs by machines. Keep all vehicles serviced and in good repair, as is necessary. All construction vehicles are to be provided with reversing beepers and reversing lights/flashing beacon 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Movement of People and Vehicles in Danger Areas <ul style="list-style-type: none"> Obstruction of Public Injury to Public Insufficient clearance between traffic routes and doors. Collision Accident or Bodily Injury 	<ul style="list-style-type: none"> Ensure Outdoor and indoor places of work are organised in such a way that pedestrians and vehicles Can circulate in a safe manner. Ensure routes including stairs, fixed ladders and loading bays and ramps are designed, located and dimensioned to ensure easy safe and appropriate access for pedestrians and vehicles in such a way as not to endanger employees employed in the vicinity of such routes. Ensure routes for pedestrian traffic or goods traffic are dimensioned in accordance with the number of potential users and the type of undertaking. Ensure sufficient safety clearance is provided for pedestrians if means of transport are used on traffic routes. Ensure sufficient clearance is allowed between vehicle traffic routes and doors, gates passages for pedestrians, corridors and staircases. Ensure Pedestrian routes and traffic routes are clearly identified for the protection of employees. Ensure if the places of work contain dangerous areas, in the nature of work, if a risk of employee or objects falling – these are: <ul style="list-style-type: none"> Equipped with devices preventing unauthorised employees from entering those areas. Clearly indicated. Appropriate measures are taken to protect employees unauthorised to enter dangerous areas. 				
	Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L	

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Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
Mobile Phones <ul style="list-style-type: none"> Accident with other road users Unsafe use of machines 	<ul style="list-style-type: none"> If operating a vehicle and you are not equipped with a hands-free apparatus, and you need to use a mobile phone for work related calls: - <ul style="list-style-type: none"> You must stop driving operations. Park in a safe area away from bends or narrow/steep roads and ensure your handbrake is on. Switch on the hazard warning lights. Take/make your work-related phone call. DO: <ul style="list-style-type: none"> Carry a mobile phone if working alone in a remote area. Carry a mobile phone if you are concerned about your safety going to or from work. Ensure you have quick and effective communications available for emergency situations. Switch your phone off when operating 'Plant Machinery' or dangerous items of equipment. Ensure you are standing in a safe area before answering a call. Remember using a mobile phone 'hands free kit' still increases the risk of an accident. Remember, mobile phones can ignite fuel and fumes. 			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Telescopic Handler <ul style="list-style-type: none"> • Overturning • Collisions • Material • Falling • Contact with overhead lines • Fatalities 	<ul style="list-style-type: none"> • Only trained CSCS cardholders to operate Telescopic handlers. • Operators must carry out daily visual and operational checks of the Telescopic handler. • Inspections must be recorded once a week on a GA2 form. • Operators must ensure all safety devices are working correctly. • Any defects must be reported to a supervisor/foreman. • Do not operate a defective machine. • Always maintain 3 points of contact when entering or leaving the cab. • When travelling in a telescopic handler always set the forks at hub height (centre of the front wheel) • When picking up loads ensure you know the centre of gravity of the load before lifting. • Always work within the Telescopic handlers rated capacity. • Always carry the load as low to the ground as possible do not turn with a raised load. • When setting the machine up for a height lift or a long reach lift ensure ground conditions are suitable for the outriggers. • Spreader plates may need to be used also. • When loading onto a scaffold, loads should only be placed on loading bays with the SWL displayed on each bay. • Telescopic handler operators must not place loads on scaffolds where the SWL is not displayed. • When attaching a bucket attachment, you must be aware you are de-rating the Telescopic handler. • Training may be required in regard to the use of other attachments such as fly jib, winches, and ultra-work platforms. • The operator must be aware of stability factors when carrying live loads which would be suspended from fly jib or chains. • Never place on a sling on a chain over a fork. • Lifting accessories must be securely attached to a lifting hook. • When using a work platform attachment, the workers in the platform must have the controls in the basket. • Never operate the Telescopic handler under or near overhead powerlines. • When placing loads into excavations never set the outriggers close to the edge of the excavation, always stay back the required distance. • When loading the Telescopic handler onto a low loader, ensure the vehicle is parked on solid level ground cordon off area if needed and ensure the truck and trailer will support the load you are placing on it. 				
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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Risk Before Control Measures	S	L	S x L	Risk	
	3	3	9	H	
Crane - Mobile-Self Erecting-Tower Crane <ul style="list-style-type: none"> A Load falling from height while suspended from the crane: <ul style="list-style-type: none"> Multiple fatalities Serious injury to persons Destruction of existing loads Fire Operating in wet near overhead cables (arcing) Electric shock Collapse of crane Falls from height. 	<ul style="list-style-type: none"> Ensure that the crane is certified mechanically sound by a competent person every 12 months and a GA1 obtained. This is the minimum requirement. A GA2 form must also be available for inspection. The Supervisor must check that crane drivers are properly trained and certified to SOLAS CSCS / FETAC level or alternative. Up-to-date test certificate for each sling and hook to be obtained by the operator and checked by the Supervisor. This is a 6-monthly requirement. Under the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021, the crane must be inspected weekly. A GA2 is required for this. The Supervisor must check the set down area for crane jacks. The Safe Working Load (SWL) must be displayed prominently and clearly marked. Ensure it is fitted with suitable accurate automatic safe load indicator or rated capacity indicator, clearly visible to the driver showing safe working load corresponding to that radius, unless- <ol style="list-style-type: none"> It is a guy derrick crane (being a crane of which the mast is held upright solely by means of ropes with the necessary fittings and tightening screws), It is a hand crane which is being solely used for the erecting or dismantling of another crane, or It has been assigned by a competent person a safe working load of 1,000 kg's or less, and Has an automatic safe load indicator or rated capacity indicator, which is: Properly maintained, Correctly Used, tested by a competent person after erection, installation or alteration of the crane for the purpose of any work before the crane is taken into use or returned to use. Ensure during dismantling, any jib or boom which is separated from the crane is clearly marked. Ensure cranes with derricking jibs are provided with- <ol style="list-style-type: none"> Such means will minimise the risk of the accidental raising or lowering of the jib, and A jib that does not exceed the maximum radius specified by the manufacturer, or by a competent person in a report pursuant to Regulations 53. A crane travelling on rails is provided with deflector plates to remove from the rails any loose material likely to cause danger. Ensure where the safety of work equipment depends on the installation conditions on a construction site- <ol style="list-style-type: none"> After each assembly of a tower crane or any adjustment to any member which may affect the strength and stability of the crane. Where the stability of a crane is secured by means of removable weights, a diagram or notice indicating the amount and position of such weights is affixed on a crane so that it can be readily seen and each such removable weight clearly marked with its correct weight. Lifting equipment used on a site is examined weekly by the user as regards features related to its safe working and a record of the results kept in a suitable form which has to be kept available for inspection for up to 3 months from the date of examination. A thorough visual inspection of the crane should take place before use by the driver. A copy of the up-to-date engineer's report and GA forms to be kept in the crane. The immediate work area to be properly cordoned off. All personnel should wear Hi-visibility Personal Protective Clothing. Only authorised persons to be permitted within the falling zone of the crane and the load. When you enter an area always survey the area for overhead cables. Also check the area where you will be dropping the stabilising rams and that the ground where you are placing the load is able to support the weight. Do not use a crane near or under overhead cables. Always pay attention to the arm's length of the crane. Be aware that electricity from high voltage cables can "arc" and travel long distances. This especially dangerous in wet weather. A trained banksman to assist operator and two-way radios to be used if set down area is out of sight of the operator. The driver or trained banksman must personally examine the crane, slings and hooks prior to commencement of lift. Check method of slinging and slings used. Make sure slings are capable of taking the weight. Make sure all hooks have safety clips and that they are working correctly. Check wind conditions refer to wind speeds. Yellow light is 50 MPH and red light is 72 MPH – work must be stopped. 				
Risk After Control Measures	S	L	S x L	Risk	
	3	1	3	L	

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Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
Lorry Mounted Crane <ul style="list-style-type: none"> Loads falling crushing mechanised failure electrocution overhead cables 	<ul style="list-style-type: none"> Only trained experienced operators are permitted to operate lorry mounted crane's Daily inspection of the lorry mounted crane must be carried out by the operator prior to use. Checks must be recorded on a GA2 form weekly by the operator. The lorry mounted crane must undergo a thorough examination at least every 12 months. Lifting accessories must be certified every six months. When setting up for lifting always fully extend establishers. Use spreader plates at all times under jacklegs. Never set jacks down on gullies manhole covers. Always check ground conditions. Before removing boom from the stowed position always check for overhead clearance, especially powerlines. Never operate a lorry mounted crane in the vicinity of overhead power lines. Always ensure loads are secured prior to lifting and lifting accessories are attached correctly. Always use the correct lifting accessories for the type of load which is to be lifted. Always follow the configurations started on the slings and chains. Operators must be aware of the WLL when setting slings or chains at different configurations. Never use defective lifting accessories, any defective gear should be removed from service and destroyed. When lifting and placing loads always stand clear, never position yourself between the load and other objects Use tag lines when necessary Never leave a load suspended for any reason. Never lift a load over the heads of persons Once the load leaves the truck bed, the load should be brought close to the ground until it is in position to be set down. Always set loads down on skids. Never leave the load down on lifting accessories or never use the lorry mounted crane to pull lifting gear out from underneath loads. Always fully stow and lock the boom and stabilisers before travel. 			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Lifting Equipment, Chains, Slings, Shackles, etc.	<ul style="list-style-type: none"> Falling Objects Fatalities Injury Damage to Loads 	<ul style="list-style-type: none"> All Lifting accessories must undergo a thorough examination every six months and the results must be recorded on GA1 form. Only trained experienced operators are allowed to use lifting accessories CSCS slinger signaller. All lifting equipment must be checked prior to use and after use Any defective lifting accessories must be reported to a supervisor and removed from service. A register of all lifting tackle should be kept with a copy of the test certificate. Lifting accessories must be stored correctly after use. If the operator cannot obtain information from the tag of chains or slings, then this equipment should not be used. Never use a chain or sling in any other configuration other than what is stated on the tag. Operators must be aware of the WLL when setting chains and slings at different configurations. D- Shackles must only be used for straight lifts only. Bow shackles may be used for straight lift and 45' angle lifts. If slings get wet, they must not be placed on heaters in drying rooms as force drying them can cause them to weaken. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Lifting Accessories	<ul style="list-style-type: none"> Breakage of Ropes Falling from Height 	<ul style="list-style-type: none"> In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021, Regulation 49, An employer must ensure that: <ol style="list-style-type: none"> Lifting accessories are selected as a function of the loads to be handles, gripping points, attachment tackle and the atmospheric conditions, having regard to the mode and configuration of slinging. Lifting accessories are stored in a way that ensures that they will not be damaged or degraded, and Lifting accessories are stored in a way that it is possible to identify the characteristics essential for safe use, having regard to regulation no 57 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures	S	L	S x L	Risk
	2	3	6	M
Hiring of Lifting Equipment <ul style="list-style-type: none"> Falling Objects Serious injury Fall from height 	<ul style="list-style-type: none"> Any person who hires lifting equipment for use shall comply with the duties set out in the General application regulations. Lifting equipment that is used for lifting persons must have a report of a thorough examination every six months. Operators of hired equipment must ensure certification is in date prior to use. Operators are responsible for checking the machine daily and recording checks once per week on a GA2 form. All lifting equipment accessories must have a thorough examination every 12 months. If hired lifting equipment is defective do not use it for any reason. Records of GA1 and GA2 must be kept for all lifting equipment. 			
Risk After Control Measures	S	L	S x L	Risk
	2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
Pulley Blocks and Hoists <ul style="list-style-type: none"> Serious injury from falling objects or collapse of the pulley Electric Shock. Strain / Sprain. 	<ul style="list-style-type: none"> To be maintained in good condition. To be regularly inspected by a competent person. To be fitted by a competent person only. To be operated by personnel trained in its use and danger. Safe working load (SWL) to be displayed prominently and clearly marked. Fence off area under pulley block or hoist. Put up warning signs. Check method of slinging and slings used. Make sure slings are capable of taking the weight. Make sure all hooks have safety clips and that they are working correctly. In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2021, Regulation 46. An employer must ensure that: <ol style="list-style-type: none"> Every hoistway or lift way is efficiently protected by a substantial enclosure fitted with gates so as to prevent when the gates are shut, <ol style="list-style-type: none"> Any person falling down the way, or Coming into contact with any moving part of the hoist or lift. Any gate referred to in subparagraph (a) is fitted with efficient interlocking or other devices to ensure that the gate cannot be opened except when the carrier is at the landing and that the carrier cannot be moved away from the landing until the gate is closed. Every hoist or lift is constructed to prevent any person or goods carried in the hoist or lift from being trapped between- <ol style="list-style-type: none"> Any part of the hoist or lift and any fixed structure, or Between the counterbalance weight and any other moving parts of the hoist or lift. Efficient devices will support the carrier in the event of a failure. Efficient devices are provided and maintained which will ensure the carrier does not overrun the highest point set for its intended travel. Every hoist or lift installed so that it can be operated at any one time only from one position and it is not operated from the carrier. Unless the requirements below H are complied with. The carrier bears an easily visible plate clearly showing the rated load in kilograms and, if applicable, the maximum number of passengers which may be carried. In the case of hoists and lifts used for carrying persons, whether together with goods or otherwise, <ol style="list-style-type: none"> Efficient automatic devices are provided and maintained to prevent overturning. Every carrier on each side from where access is gained to a landing is fitted with a gate, and efficient devices are provided to secure that. Unless the gate is closed the carrier cannot be raised or lowered when persons or goods are in the carrier. Efficient devices are provided and maintained which will support the carrier and persons or goods in the event of a breakage of ropes or chains. Suitable efficient automatic devices are provided which will ensure that the carrier comes to a rest at a point above the lowest point to which the carrier can travel. 			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

WELFARE HAZARD:

PERSONS AFFECTED:

Employees

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Lone Working	<ul style="list-style-type: none"> Employee not receiving help in the event of acts of violence and aggression, accidents occurring or medical incidents leading to Personal Injury or Death 	<ul style="list-style-type: none"> Management aim to minimise the occurrence of lone working where possible. Management will risk assess lone working tasks taking account of the: <ol style="list-style-type: none"> The environment The equipment and materials The work methods The worker's experience, abilities, and health concerns Only experienced staff will be selected for lone working. Lone workers must always carry their mobile phones. Lone workers must check in with their supervisor at pre-determined intervals. Lone workers must notify management if they are taking medication that may impact their ability to work or if they have been diagnosed with a medical condition which may impact their safety and ability to carry out lone working. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Young Workers	<ul style="list-style-type: none"> Lack of experience making young persons more susceptible to accidents and injuries 	<ul style="list-style-type: none"> Employees under the age of 18 must be supervised at all time Specific risk assessments must be carried out taking into account level of the employee's experience and the nature of the tasks being carried out Employees under the age of 18 must not be allowed to operate equipment which poses a significant risk to health and safety or requires specialist training to operate. Shift organisers must take into account the age of Employees under the age of 18 and ensure that he or she does not exceed their maximum permissible hours worked in a week and a single shift under legislation. Employees under the age of 18 must not work outside the permissible times outlined in the legislation Employees under the age of 18 must be given sufficient lunch and rest breaks as outlined in the legislation. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures	S	L	S x L	Risk
	3	2	6	M
Pregnant Employees and Nursing Mothers <ul style="list-style-type: none"> Injury to pregnant employee, unborn child or breast-fed child. Delay in developmental phases. Back and muscular skeletal injury. Worry and psychological stress to woman involved 	<ul style="list-style-type: none"> Employees to inform their supervisor of their pregnancy at the earliest possible time. Risk Assessments to be conducted of the pregnant employees' place of work on notification of pregnancy to ensure it is safe to continue in the work environment. Pregnant Employees must be limited to light manual handling, in situations where they are not required to reach, squat or travel great distances, as the pregnancy progresses manual handling must be eliminated so far as is reasonably practicable. Work shifts should be arranged to ensure sufficient coverage to allow pregnant employees to take rest breaks as needed. Pregnant employees work should be arranged to reduce the need to spend large amounts of time traveling Pregnant employees to be offered alternative work if there are safety issues associated with them continuing in their normal duties. Shift work and early and late shifts which may interfere with sleeping patterns must be avoided. Management should consult with pregnant employees regularly to ensure that any further issues are addressed as they arise. SDS for chemical materials in use should be consulted, pregnant employees must not work with any chemicals which may pose a serious risk to them or their babies 			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

Risk Before Control Measures	S	L	S x L	Risk
	3	2	6	M
Stress <ul style="list-style-type: none"> Ill Health. Poor work ability. Depression. Lack of concentration. Absenteeism from work. 	<ul style="list-style-type: none"> Provide managers and supervisors training on how to recognise and address stress in the work place Identify what aspects of an individual's work could cause stress to occur Assess the risks, workloads, tasks and responsibilities against the persons capabilities Eliminate the risks by changing work tasks and workloads to suit the individual as appropriate Monitor persons behaviour in work to detect signs of stress and encourage open communication between employees and managers Delegate work loads evenly to all individuals within the workplace taking into account their personal limitations Have an open communication system, this makes it easy for anyone suffering from stress to talk about it Have clear goals set out in the workplace. Ensure that unless stated in their contract role staff can disconnect from work outside of workign hours 			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures	S	L	S x L	Risk
	2	2	4	M
Bullying <ul style="list-style-type: none"> Mental health issues. Stress. 	<ul style="list-style-type: none"> Ensure that all employees are made aware of the company bullying and harassment policy. Employees should report all cases of bullying and harassment to managers/supervisors. Ensure that any complaints made are listened to and appropriate measures are taken. Management should take immediate steps to resolve any conflict that arises before they escalate. Disciplinary action should be taken if necessary. Where grievances can be solved verbally, it is advisable to keep some form of written record of minutes if a case is ever appealed or referred to a third party. Where irreconcilable differences exist, or the victim feels uncomfortable to work around the perpetrator, measures such as changing workstations or shift rearrangement should be considered 			
Risk After Control Measures	S	L	S x L	Risk
	2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

GENERAL HAZARDS CANTEN:

PERSONS AFFECTED:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Canteen Cleanliness	<ul style="list-style-type: none"> Unclean surfaces Old/ out of date food causing food poisoning Spills leading to slips and falls 	<ul style="list-style-type: none"> Cleaning materials such as domestic/food safe detergents and disposable paper towels must be available Employees must clean the canteen after themselves and put their delph away Employees must clean cooking equipment after use The fridge must be cleaned out once a week All food items must be put away in presses, Tupperware or the fridge after use Dates on communal items must be checked periodically and food must be thrown out as required Employees must remove their own food items from the canteen by the end of the week Bins in the canteen must be removed daily Employees must clean up any food or liquids which have been spilled with cleanign materials provided 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Microwave Oven	<ul style="list-style-type: none"> Electric Shocks. Burns. Fire. 	<ul style="list-style-type: none"> Never use a microwave if the interlock or the door seals are broken or the casing shows signs of damage. Microwave flex, plug and panels should be periodically inspected for damage and discolouration. Microwaves must undergo PAT Testing. Items with tinfoil on them must not be placed in the microwave. Only suitable containers may be used when heating food e.g. no metal containers. Do not place flammable materials in, on or around the microwave. Do not put sealed or closed containers in the microwave. Do not overheat food, if the container is too hot to touch use oven mitts or a tea towel to avoid direct contact with the item or allow it to cool down before touching them. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Kettle	<ul style="list-style-type: none"> Electric shocks. Scalds. Fire. Spills causing slips 	<ul style="list-style-type: none"> The kettle's flex, plug and casing should be periodically inspected for damage The kettle must undergo PAT Testing The kettle must be set up on a level surface The kettle must not be overfilled The kettle must not be allowed to boil without the lid attached The kettle must shut off on its own once the water reaches boiling point. If the kettle continues to boil it should be removed from use and replaced All spillages of liquid must be cleaned up immediately Management must ensure that there are paper towels etc. available for cleaning spillages 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Toaster	<ul style="list-style-type: none"> Electric shocks. Burns. Fire. 	<ul style="list-style-type: none"> The toaster's flex, plug and casing should be periodically inspected for damage The toaster must undergo PAT Testing Items such a croissants or pre-buttered bread must not be placed in the toaster Items such as thick cut bread or bagels which will not physically fit into the toaster must not be forced into the toaster The toaster must be periodically cleaned of crumbs and other materials which may become trapped inside The toaster must be plugged out before attempting to clear a jam Employees must not put their fingers into the toaster while it is plugged in Metal objects such as knives and forks must not be put into the toaster 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
George Foreman / Sandwich Toaster Grill	<ul style="list-style-type: none"> Electric shocks. Burns. Fire. 	<ul style="list-style-type: none"> The grill's flex, plug and casing should be periodically inspected for damage The grill must undergo PAT Testing Ensure the open & closing mechanism is in proper working order to avoid machine slamming on the users hand. Spatulas should be used to remove or place food on the grill. Avoid leaving metal utensils on or near the grill to prevent them from becoming over heated. Make sure that the drip tray is in place. Do not store flammable material beside the grill. Ensure that the grill is switched off when not in use. Clean the machine regularly to avoid flammable material building up. Always allow the machine to fully cool before commencing cleaning. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Dishwasher	<ul style="list-style-type: none"> Scalds. Spills causing slips Manual handling injury Fire 	<ul style="list-style-type: none"> Never fill the dishwasher beyond capacity. Let the dishwasher finish its cycles, don't open it while its running as the hot water may spray out. Avoid putting hand into the water to retrieve an item, allow the dishwasher to drain first. Always allow items in the dishwasher to cool before touching them. Clean spills up immediately after they occur. Never run the dishwasher overnight, members of staff must be on site while it is use. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Canteen waste	<ul style="list-style-type: none"> Accumulation of Rubbish creating slipping tripping accidents. Attraction of pests 	<ul style="list-style-type: none"> Spillages of food on counters and the floor must be cleaned up immediately and the put in the bin. All general recycling and food wastes must segregate into the correct bins at the end of lunch breaks. Canteen Bins are not to be over-filled and must be emptied daily External bins must be emptied by waste collection company regularly. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

GENERAL HAZARDS COMPANY OFFICE:

PERSONS AFFECTED:

Employees, Subcontractors, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Visitors	<ul style="list-style-type: none"> Personal Injury from contact with company equipment. Becoming trapped in the event of a fire 	<ul style="list-style-type: none"> All visits to site shall be by prior arrangement only All visitors must report to a member of staff and sign in on arrival. All visitors will be accompanied by a member of staff at all times. No visitor to the premises is allowed to use company equipment without permission of the company staff and instruction on its use. Each visitor is requested to abide by the company Safety Policies. Visitors must comply with any requests or instructions made by company staff with regards to their own Safety and Health and that of the company employees. Any visitor who refuses to comply will be asked to leave politely. In the event of an emergency or evacuation, all visitors will be directed to our designated Assembly Point and will be instructed wait there for further instructions. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Contractors	<ul style="list-style-type: none"> Improper management of work activities causing injury or death to contractors, employees, or members of the public Unauthorised access to restricted areas 	<ul style="list-style-type: none"> All contractors must be vetted at the tendering stage. All contractors must provide copies of their insurance certificate, photo ID of employees who will be conducting the work, employee training certs and qualifications, the servicing certificates for their equipment before coming to site. All contractors must submit method statements and risk assessments for review and approval by management. Contractors may not bring chemicals onto site without prior approval from management. Contractors must be briefed on emergency procedures. Contractors must be supervised by a member of management when in restricted areas. Contractor outside restricted areas will be provided with a phone number of their liaison to call if they need to have access to restricted areas. Contractor work areas must be cordoned off with signs and barriers. All works must be completed as outlined in the method statement using tools and equipment that are in good condition. Contractors must wear appropriate PPE when completing work. Contractors must conduct work that generates dust outside or use a local extraction system. Contractors must clean as they go. Hot work and work on live systems will be carried out under a permit to work system. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Lighting	<ul style="list-style-type: none"> Eye strain. Trips and fall leading to injury. 	<ul style="list-style-type: none"> Regular checks on condition of light fittings must be carried out. Faulty bulbs, tubes or fittings must be replaced as soon as possible. Provide extra lighting for fine work must be provided where needed. In Accordance with the <i>General Applications of 2007 to 2021, Part 2 Regulation 8</i>, management must ensure that <ol style="list-style-type: none"> Sufficient natural light is received and equipped with artificial lighting adequate for the protection of the safety and health of the employees. Lighting installations are placed in such a way that there is no risk of accident to the employees as a result of a type of lighting fitted. Places of work where employees are especially exposed to risks in the event of failure of artificial lighting provided with emergency lighting of adequate intensity. Emergency lights must be tested/serviced every 6 months. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Manual Handling	<ul style="list-style-type: none"> Back, Neck, Shoulder Injury. Prolapsed Disk. Permanent Injury. Trip / Fall. Injury Caused By Dropped Objects. 	<ul style="list-style-type: none"> Employees must be provided with suitable training in safe manual handling technique and must put this training into practice. Employees must be provided with all necessary information on the load such as the nature of the contents and the weight. Employees must plan their route taking into account obstacles and hazards such as cables and steps. Employees must assess the load to ensure that they can be moved safely. Where necessary, employees must reduce the risk of injury to themselves by using team lifts. Employees must use mechanical aids when moving items over long distances. Bulky loads must be broken down into smaller more manageable loads Employees should take short rest breaks if carrying out repetitive lifting/ carrying loads over long distances. Where a load poses a risk of injury to hands or feet PPE must be worn The Workplace must be arranged to allow sufficient space to move. Walkways must be kept free of stored items, trailing cables and rubbish. Floor surfaces must be maintained in good condition and must be repaired as necessary to prevent tripping hazards. There must be sufficient lighting to allow safe movement. Lifting to and from above chest height should be avoid where possible Bulky loads should be broken down into smaller more manageable loads. Items must be stacked no higher than chest height. Heavier items must be stored on lower shelves. Employees should make use of steps/stepladder and work in pairs to bring loads to and from higher levels. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Repetitive Tasks	<ul style="list-style-type: none"> Repetitive and Forceful Movement – leading to damage to joints connective tissue and nerves 	<ul style="list-style-type: none"> Identify work tasks jobs involving frequent prolonged rapid forceful movements, forceful gripping and twisting movements of the hand and arm, where the wrist is angled towards the little finger, the arm held above the shoulder height or uncomfortably away from the body, and where repetitive pushing, pulling and lifting are necessary and try to design out the hazard by <ol style="list-style-type: none"> Adjusting work processes. Changing workplace layout. Introducing new equipment with better ergonomic designs. Ensure all equipment used is designed with good mechanical advantage and have a comfortable grip, are suitable for those who use them and maintained in good working order. Warn those involved in the work of the risks and train them in the correct use equipment and manual handling techniques. Allow rest periods and rotate work activities where possible. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Use of Laptops	<ul style="list-style-type: none"> Habitual use of laptops for periods exceeding an hour - Repetitive strain injuries in shoulder, neck, back, wrist, finger 	<ul style="list-style-type: none"> Where an employee is required to work at a laptop for a period exceeding an hour they must be provided with a means of setting it up in an ergonomically safe manner including; <ol style="list-style-type: none"> Access to an appropriate desk equipped with an ergonomically adjustable chair. A monitor to plug the laptop into, or a stand on which to rest the laptop and bring it up to eye level A separate mouse and keyboard to plug into the laptop 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

V.D.U. Usage (Visual Display Unit)	<ul style="list-style-type: none"> • Eye strain • Repetitive Strain Injury (R.S.I). • Work Related Upper Limb Disorders (W.R.U.L.D.S.) 	<p>Ergonomics/ Static Loading</p> <ul style="list-style-type: none"> • Employees must be provided with training in correct VDU workstation set up and good ergonomic work practices. • Where possible work should be organised to allow staff to vary tasks and perform work away from their VDU workstation. Where this is not possible staff should be encouraged to stand a move around for 1 minute every hour. • Regular VDU assessments must be carried out on employee workstations. <p>Lighting</p> <ul style="list-style-type: none"> • Artificial light in the form of overhead or desk lamps must be provided where natural light is absent or insufficient to prevent strain to eyes. • Overhead lighting must be of a sufficient level 320-500 Lux . • Light fittings must be fitted with diffusers to prevent excessive glare. • All windows must be fitted with adjustable blinds to manage heat and light. • Monitors must be situated perpendicular to windows where possible to reduce glare <p>Desks</p> <ul style="list-style-type: none"> • Desk legs/supports must be even to provide a stable work surface. • Desks must be the correct height to allow employees to sit in close with their elbows bent at 90-degree angles while resting on the desktop and with their knees bent at 90-degree angles with both feet flat on the floor. • Desk must allow sufficient clearance for the employee’s knees to fit under the work top. • Where an employee is too tall for a desk it must be possible to raise the height of the desk with adjustable legs or by placing the desk up on support blocks. • Where an employee is too short for a desk they must be provided with a foot rest to prevent their legs from dangling. • All desktops must be of a non-reflective finish to prevent overhead lighting being reflected at the employee. • Desks must be of a sufficient size to accommodate all work equipment and files. • There must be enough room to keep the monitor at least arms distance from the employee and for the employee to rest their hands in front of the keyboard. • Paperwork on desks must be kept to a minimum and paper trays must be provided to keep paperwork neat. • Underneath the desks must be kept clear of stored items. • Desks must be arranged to allow staff sufficient room to move between workstations. • There must be sufficient room behind desk for staff to move their chairs back and stand up freely. <p>Chairs</p> <ul style="list-style-type: none"> • Chairs must be fully adjustable and possess the following features: <ol style="list-style-type: none"> 1. The ability to swivel 2. A five-point base equipped with casters 3. A seat that is adjustable in height 4. A back separate to the seat, adjustable in both height and tilt • Chair seats must provide adequate cushioning • Chairs must be inspected periodically and replaced if their height lowers on it’s own or if they have loose/damaged components.
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CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Termside T/A Alternative Energy Ireland	PERSONS RESPONSIBLE:	Steven Bray, Conor Omelia, Employees
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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

		<ul style="list-style-type: none"> Trailing cables must be protected with cable covers Cables underneath desks must be kept out of the way of employee's feet with cable baskets or cable-zips. Cables on VDU equipment must be of a sufficient length to allow ergonomic arrangement on the desk <p>Monitors</p> <ul style="list-style-type: none"> Monitors provided must be capable of being swivelled and tilted. Monitors must have cables of sufficient length to allow flexible arrangement at the desk Monitors must be positioned so that they are at least arms distance away and facing the employee head on. The top of the monitor must be level with the employee's eyes when they are sitting up straight. Where a monitor is not adjustable in height, materials such as paper or a stand must be provided to allow the employee to prop the monitor up. Monitors must be positioned to reduce the occurrence of glare from natural and artificial light sources. Where this is not possible an anti-glare screen must be provided. Monitors must be equipped with adjustable brightness and contrast features, and employees must be instructed on how to adjust these features to match ambient lighting conditions. The monitor must be maintained in a clean state and in good repair, the screen must be free of dirt and must not flicker. Every half hour, employees must look away from the monitor for 2-3 minutes to allow their eyes to readjust and reduce strain. <p>Keyboards</p> <ul style="list-style-type: none"> The keyboard must have a sufficiently long cable to allow flexible arrangement on the desk. The keyboard must be positioned to allow the user to rest their hands upon it and to keep their elbows at a 90-degree angle while typing. The keyboard must have legs to allow it to be tilted upwards if the employee so chooses. The keyboard must be clean and legible. The keyboard must have a matt surface to avoid reflecting overhead lights into the employee's eyes. A wrist rest must be provided where the employee has need of additional support. <p>Mouse</p> <ul style="list-style-type: none"> The mouse must have a sufficiently long cable to allow the employee to keep it close to their body. The employee must keep their mouse close enough to allow them to keep their elbow at a 90-degree angle. Where necessary, a left-handed employee must be provided with a left handed mouse A mouse pad with a wrist rest must be provided where the employee has need for additional support. 		
Risk After Control Measures	S	L	S x L	Risk
	2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Material Storage	<ul style="list-style-type: none"> Slip, trip or fall Fire Objects falling from shelves Person falling 	<ul style="list-style-type: none"> All materials must be stored in a safe manner. Flammable items must be stored away from sources of heat and electrical panels. Walkways stairwells and exit points must be kept clear at all times. Items should be stored on shelves instead of on the floor. Stacked boxes must be stacked no higher than chest height. Heavy items must be stored on lower shelves. Items stored on high shelves must not be in contact with light fittings. Chemicals must be stored securely in a designated location in line with the requirements outlined in the SDS. A drip tray should be used in case of leakage or spills. Aerosols and flammable chemicals must be stored in a fireproof cabinet. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Filing Cabinets	<ul style="list-style-type: none"> Cabinet toppling over leading to injury Falling items causing injury 	<ul style="list-style-type: none"> Filing cabinets must be filled from the bottom drawer upwards. Filing cabinet stabilization mechanism must prevent more than one drawer from being opened at a time. Ensure that drawers are not overloaded. Drawers must move easily along the runners and must not dip out of the cabinet when fully extended. Items must not be stored on top of filing cabinets as they may rock and cause the item to fall off leading to injury. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Shelving units/ cabinets	<ul style="list-style-type: none"> Unit toppling over leading to injury Shelves collapsing/items falling causing injury Manual handling strain. 	<ul style="list-style-type: none"> Shelving must be periodically inspected for damage such as bowing shelves. Damaged shelves must be unloaded and not used until all necessary repairs have been made. Unstable units must be bolted to the floor or secured to the wall using a cabinet bracket. Items placed on shelves must not exceed the shelves load bearing capacity. If shelves bow or dip forward under the weight of items, they must be unloaded. Shelves must not be so packed full of items that it requires excessive force to pull them free. Heavy items must be stored on the lower shelves. Items must not be stored on top of units as they may rock and cause the item to fall off leading to injury. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Wall Mounted Shelves	<ul style="list-style-type: none"> Unit toppling over leading to injury Shelves collapsing/items falling causing injury Manual handling strain. 	<ul style="list-style-type: none"> Shelving units must be periodically inspected for damage such as bent shelves, bent struts and struts/brackets coming away from the wall. Damaged shelves must be unloaded and not used until all necessary repairs have been made. Items placed on shelves must not exceed the shelves load bearing capacity. If shelves bow or start to come away from the wall they must be unloaded Shelves must not be so packed full of items that it requires excessive force to pull them free Shelves must be organised so that the heaviest and bulkiest items are positioned at shoulder and trunk height to ensure that less strain is caused when trying to remove items from low and high shelves. Light items must be stored on the top shelf to reduce the risk of back strain. Steps must be provided to eliminate the need to lift to or from above head height. Loose items must not be stacked on the top shelf as these could become dislodged and fall. When loading the top shelves ensure that clearance is maintained between light fittings and stored items 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Windows Skylights Glass Panels	<ul style="list-style-type: none"> Personal Injury Lack of Ventilation 	<ul style="list-style-type: none"> Ensure where possible for employees to open, close, adjust or secure windows, skylights and ventilators so that: <ol style="list-style-type: none"> It may be done safely. When open such windows, skylights and ventilators are not positioned so as to constitute a hazard to employees. Ensure windows and skylights can be cleaned without risk to the safety, health or welfare of persons carrying out this work or of other persons present: <ol style="list-style-type: none"> By Design By being fitted with devices In conjunction with the use of equipment. All full or near full length glass panels should have easily identifiable "strips" at a height to ensure visibility for any persons who might otherwise accidentally walk into such glass panels. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Electrical Systems/ Panels	<ul style="list-style-type: none"> Contact with live components causing electrocution. Overheating/ shorting leading to fire 	<ul style="list-style-type: none"> Electrical panels must be marked with hazard symbols and warning signs Access to electrical panels must be restricted to qualified individuals Covers and panel doors must be in place and locked, this can help smother incipient fires in the event of short All work carried out on electrical systems must be done by a qualified person A permit to work system must be used to ensure isolation is achieved (e.g. LOTO) Electrical systems must undergo service and inspection at least every 5 years Areas housing electrical panels must be fitted with fire detection systems Aerosols and flammable items must not be stored beside electrical panel. Plug sockets must be firmly affixed to the wall and free from damage. RCD units must be installed on site. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Electrical Equipment	<ul style="list-style-type: none"> Faulty equipment/ Improper use of electrical equipment causing electric shock or fire 	<ul style="list-style-type: none"> Staff are not permitted to bring their own electrical equipment to the premises. All electrical equipment must be purchased by management and must comply with CE standards. Electrical equipment must undergo PAT testing. Electrical equipment must be inspected periodically/before use. Do not use electrical equipment if: <ol style="list-style-type: none"> It overheats. It makes buzzing sounds or sparks. There is a burning smell while it is in use. The plug or casing is discoloured or cracked The cable is split, taped or spliced. If it is wet. Damaged electrical must be put beyond use or repaired by a qualified person. Electrical equipment must be turned off and plugged out when not in use. Domestic equipment must not be used outdoors. Electrical equipment must not be stored/used beside sinks Electrical equipment must not be operated with wet hands 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Extension Leads	<ul style="list-style-type: none"> Faulty equipment / Improper use of electrical equipment causing electric shock or fire 	<ul style="list-style-type: none"> Staff are not permitted to bring their own electrical equipment to the premises. All extension leads must be centrally purchased and must comply with CE standards. Extension leads must be of the fused or surge protected type. Electrical equipment must undergo PAT testing. Extension leads should be used as a short term solution when current availability of wall sockets is insufficient; installation of additional wall sockets and floor sockets should be used as the long term solution Extension Leads should be periodically inspected for damage and discolouration Extension Leads must be taken out of use if there is any sparking, buzzing, smoke or burning smells associated with them. The combined amperage of the items being plugged into multi-plug adaptors must be calculated and checked against the adaptors to ensure the maximum capacity is not exceeded. Extension Leads must not be plugged into one another. Extension Leads should be plugged out when not in use. Extension Leads must not be coiled as this can cause the lead to overheat. Extension Leads should not be trailed across walkways. Where this is unavoidable, they must be protected with cable covers 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

FIRE HAZARDS COMPANY OFFICE:

PERSONS AFFECTED:

Employees, Subcontractors, Visitors, General Public

Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
Fire on the Premises <ul style="list-style-type: none"> Serious injury or fatality resulting from smoke and flames. Damage or destruction of premises and property 	<ul style="list-style-type: none"> No smoking is permitted indoors. Ashtrays must be provided at external smoking points to allow safe disposal of cigarettes. Good housekeeping must be maintained. Flammable materials must be stored away from electrical cabinets and sources of heat. Items on high shelves must be kept away from light fittings No chemicals may be brought to site without prior approval of management, flammable chemical must be stored in a fire cabinet. Canteen equipment must not be left unattended and must be cleaned regularly. Extractor hoods must be deep cleaned at least every 6 months Fire alarms systems must be serviced every 3 months. Fire alarm panels must be checked daily and tested weekly. Emergency lights must be checked weekly must be tested/serviced every 6 months. Fire doors must be serviced every 3 years. Fire doors must be kept closed at all times unless equipped with magnetic releases. Smoke vents must be tested weekly and serviced every 6 months. Any penetrations through walls, ceilings etc must be fire sealed. Electrical panels and boxes must be kept closed and must be serviced every 5 years Electrical equipment must be maintained in good repair and must be PAT tested. Electrical equipment must be turned off and plugged out when not in use. Dishwashers etc must not be run overnight. Extension Leads must be of the fused/surge protected type. Extension Leads must not be daisy chained. Double adaptors are not permitted. Rubbish and waste materials must not be allowed to accumulate on site. Bins that are stored externally must be secured stored away from the building and secured. Hot work activities must be conducted under a permit to work system and must be carried out outdoors where possible 			
Risk After Control Measures	S	L	S x L	Risk
	3	2	6	M

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Firefighting Equipment	<ul style="list-style-type: none"> Insufficient/inadequate firefighting equipment. Poorly maintained equipment failing when required. Lack of knowledge in the correct use of firefighting equipment. 	<ul style="list-style-type: none"> A fire safety survey must be completed to determine: <ol style="list-style-type: none"> the correct types of firefighting equipment required, the numbers firefighting equipment required, the correct positioning of firefighting equipment. Fire extinguishers, hoses, hydrants, must be tested/serviced annually. Firefighting equipment must be checked weekly for damage. Firefighting equipment must be highlighted by signage. There must be clear access to firefighting equipment at all times. Fire extinguishers must be mounted on the wall or dedicated extinguisher stands. Fire extinguishers must not be used as door stops. Persons who are expected to use firefighting equipment must be trained in its safe use and must undergo periodic refresher training. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	6	M

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Emergency Evacuation	<ul style="list-style-type: none"> Obstruction of exits/ delays in evacuation leading to persons becoming trapped causing severe injury or death 	<ul style="list-style-type: none"> An external assembly point must be designated at a safe distance from the building and clearly signposted. Management must prepare an evacuation plan Fire wardens must be appointed and provided with appropriate training in the procedures to follow. All members of staff must be briefed on evacuation procedures at induction. All contractors must be briefed on evacuation procedures. All visitors must be accompanied by a member of staff at all times. Fire drills must be run at least once every 6 months. Evacuation routes must be mapped and clearly displayed. Emergency exit signs must be in place. Fire alarms systems must be serviced every 3 months. Fire alarm panels must be checked daily and tested weekly. Emergency lights must be tested/serviced every 6 months. Stairs and corridor must be kept clear of stored items. Emergency exit doors must be open outwards and must be kept unlocked when the building is in use. Push bars and electronic door releases must be in good working order and tested regularly. No items may be stored externally within 2 meters of a fire exit door. Persons (besides trained fire wardens performing sweeps) must not be permitted to re-enter the building until it is declared safe. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
First Aid Equipment <ul style="list-style-type: none"> Worsening of condition Onset of infection Fatality, permanent injury / illness 	<ul style="list-style-type: none"> First aid kits are provided on site and are inspected by management at regular intervals to ensure that they are fully stocked and that the stock is in date. 				
Lack / Absence of First Aiders <ul style="list-style-type: none"> Improper diagnosis Improper treatment Delay in seeking professional medical help. Worsening of condition Onset of infection Fatality, permanent injury / illness 	<ul style="list-style-type: none"> Employees will be nominated to the role of first aider Trained first aider and will be provided with all necessary training. Management will endeavour to ensure that there will be a first aider present at all times were possible/practicable. Arrangements to be in place with local doctor for emergencies. All employees will be briefed on emergency procedures at induction. 				
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

HOUSEKEEPING COMPANY OFFICE:

PERSONS AFFECTED:

Employees, Subcontractors, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Cleaning Chemicals	<ul style="list-style-type: none"> • Dermatitis – red, itchy, blistered or crusty skin • Respiratory Ailments • Asphyxiation • Fire 	<ul style="list-style-type: none"> • Only approved chemicals purchased by management may be brought to site. • Safety data sheets must be available for all chemicals on site. • Rubber gloves must be available for persons who are required to use cleaning chemicals. • Cleaning chemicals must be put away in a designated storage area when not in use. • Cleaning chemicals must be stored as per the guidelines in the SDS, ensure that reactive chemicals are not stored together • Drip trays should be provided in case of spillage or leakage. • Flammable chemicals and aerosols must be stored in a fireproof cabinet. • Cleaning chemicals must be stored in their original labelled containers. They must never be decanted into drinking bottles • Concentrated chemicals such as bleach must be diluted as per the instructions on the label. • Eating surfaces must be cleaned with food safe domestic chemicals and rinsed afterwards. • Any cleaning chemical which produces noxious vapours must be used in a well-ventilated area. The containers for such chemicals must be sealed when not in use. • Never mix chemicals together. • Ensure that spill kits are provided. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Housekeeping	<ul style="list-style-type: none"> • Slips / Trips / Falls. leading to serious personal injury. • Creation of conditions that may lead to fire • Obstruction of emergency exits 	<ul style="list-style-type: none"> • All work areas and access routes will be kept as clean and tidy as possible at all times. • Cables will be managed properly and will not be run across work areas. • All equipment and materials must be stored correctly when not in use. Stairwells and corridors must be kept clear of stored items at all times. • Flammable materials must be stored away from heat sources and sources of ignition. • Flammable chemicals and aerosols must be stored in a fireproof cabinet. • All spillages and wet floors must be cleaned up immediately and warning signs must be put in place. • Bins must be emptied regularly. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Upkeep of Toilets	<ul style="list-style-type: none"> Improper upkeep of Toilets leading to spread of infection or slips and trips. 	<ul style="list-style-type: none"> Ensure that toilets are cleaned at least daily or as needed. An hourly roster for toilet checks should be implemented to help achieve this. Ensure that toilets are equipped with toilet brushes and signs instructing users to clean up after themselves. Equip toilets with air fresheners and urinal cakes to control unpleasant odours. Ensure that sufficient amounts of toilet paper are provided. Ensure that female toilets are equipped with bins for sanitary products and that these are emptied regularly and the contents are disposed of safely. Leaking/damaged fixtures must be repaired immediately. The affected toilet should be put out of commission until this is completed. Provide hot water and soap for washing hands. Ensure that hot water temperatures are regulated Post warning signs where water is excessively hot A shared hand drying facility such as towels must not be used. Persons must be provided with a means of hand drying which does not spread infection such as electric hand dryers, disposable paper towels or roller towels Disposable hand drying facilities such as paper towels and roller towels must be restocked in a timely fashion. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Vacuum Cleaners	<ul style="list-style-type: none"> Electric shock. Slips and trips. Manual handling. 	<ul style="list-style-type: none"> Ensure that the Vacuum Cleaner is in good working order before using. If any concerns over maintenance do not use Hoover. Do not overextend the cable/pull it taught. Use the plug sockets close to area being cleaned. Do not run the cable across walkways and stairs. Use correct manual handling techniques when carrying the vacuum cleaner up and down stairs. Use the correct attachments and ensure that the wand is fully extended. Ensure the cord is wound up when not in use. Vacuum cleaners should not be left out in the hallway or on stairs when unattended. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

HEALTH HAZARDS:

PERSONS AFFECTED:

Employees, Subcontractors, Visitors

Risk Before Control Measures	S	L	S x L	Risk
	3	2	6	M
COVID-19 Virus <ul style="list-style-type: none"> Serious Personal Illness leading to Fatality. Long lasting side effects including chronic fatigue and damage to heart and lungs (Long Covid) 	<ul style="list-style-type: none"> During the pandemic we developed and implemented a COVID-19 Response Plan in line with the requirements of the <i>Work Safely Protocol</i> developed by the government of Ireland in May 2020. These control measures were lifted in March 2022 in line with guidance issued by the Government We continue to maintain the COVID-19 Response Plan as per the Government of Ireland's <i>Transitional Protocol: Good Practice Guidance for Continuing to Prevent the Spread of COVID-19</i> (March 2022), and are prepared to implement if internal risk assessments of guidance issued by the Department of Health deem it necessary to do so. In order to control the spread of COVID-19 the following items must be taken into account: <p>Symptoms These include fever (temperature), cough, shortness of breath and/or breathing difficulties, and loss or change in your sense of smell or taste – this means you have noticed that you cannot smell or taste anything, or things smell or taste different to normal. Anyone who is display symptoms must stay home and follow the advice issues by the HSE.</p> <p>The HSE advises that:</p> <ol style="list-style-type: none"> Persons displaying symptoms, even mild ones, must self-isolate until 48 hours after their symptoms are mostly or fully gone. Persons who have tested positive for COVID-19 must self-isolate for 7 days Persons with symptoms or who have tested positive must wear a face mask and maintain 2-meter social distance if they have to be around other people. Any person who has been in close contact with someone who COVID-19 are not required to self-isolate unless they develop symptoms of the illness. This may take up to 14 days to occur. <p>General Health Personnel living with “at risk groups” as defined by the HSE, must consider if there is a heightened risk from attending work.</p> <p>Travel It is recommended that anyone partaking in foreign travel should consult the HSE and the Department of Foreign affairs websites for the most up to date information and safety precautions.</p> <p>Hand Hygiene Ensure everyone is washing hands regularly and thoroughly or sanitizing and that sufficient facilities are provided and maintained to allow this to happen.</p> <p>Cough Etiquette / Respiratory Hygiene Ensure that people cough/sneeze into their sleeve, elbow, or a tissue, wash or sanitize their hands afterward and dispose of tissues in the bin.</p> <p>Cleaning Ensure that all frequently touched objects and surfaces are regularly cleaned and disinfected.</p>			
Risk After Control Measures	S 3	L 1	S x L 3	Risk L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Termside T/A Alternative Energy Ireland	PERSONS RESPONSIBLE:	Steven Bray, Conor Omelia, Employees
DATE:	February 2023	Page No.	Page 58 of 59
ADDRESS:	Unit E1, Centrepoint Business Park, Oak Drive, Dublin 12, D12 P959.	ASSESSED BY:	Darren Tully of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures	S	L	S x L	Risk
	3	2	6	M
Aspergillus <ul style="list-style-type: none"> Detrimental health effects on patients particularly those with lowered immune systems. 	<p>Aspergillus may be released into the air during construction/renovation activities ranging from demolition and renovation to construction. Aspergillus can be transported great distances by normal conditions such as air currents and wind. Small pieces of dirt or dust in the air are the main ways that Aspergillus travels and causes infection in hospitals or to people with immune-suppressed conditions. Activities that generate dust such as maintaining the ventilation system, cleaning, vacuuming and dry dusting can also allow Aspergillus to travel through the air.</p> <p>Preventive Measures to Control Invasive Aspergillosis The key to eliminating Aspergillus infection is first to minimise the dust generated during the construction activity and second, to prevent dust infiltration into adjacent areas. Other measures include the erection of airtight plastic and drywall barriers around the construction site, the use of negative pressure ventilation in the construction area, covering of all air intake and exhaust vents in the construction zone to prevent the introduction of contaminated air into the nursing home heating, ventilation and air conditioning systems, capping the open ends of any existing ventilation ducts in the construction zone, redirection of construction traffic away from adjacent areas, regular removal of the construction debris from the site in sealed containers or at least covered by a damp cloth, the use of sticky mats and damp cleaning, covering trucks/skips, watering areas where necessary and avoiding uncovered spoil heaps.</p> <p>As well as complying with the necessary level of controls prescribed in the <i>National Guidelines for the Prevention of Nosocomial Aspergillosis (2018)</i> the below clean working protocol will be implemented and maintained.</p> <p>CLEAN WORKING PROTOCOL To ensure that strict Hygiene Standards are maintained the following Protocol must be adhered to</p> <ul style="list-style-type: none"> Clean Clothing: When Accessing Work Area: staff must ensure that clean clothing is worn, and contaminated clothing is washed. Clean Appearance Personal Hygiene standards must be to a high standard and always maintained. This will reduce the potential spread of disease. Strict Hand Washing procedures must be followed. Clean Equipment Dirt from unclean tools/plant/equipment poses the same risk of contamination. Ensure that you clean down any tools/plant/equipment with suitable sterile wipes prior to entering medical treatment areas. Only bring in what you intend to use and ensure that it is routinely checked for cleanliness. Good Housekeeping Procedure to be followed Ensure that you dispose of waste properly. Make sure that waste is correctly segregated. Do not bring any waste from contaminated areas into adjacent work areas. Only materials that are intended for immediate use are to be brought to the work area. Clean As You Go! <p>Full compliance with this procedure is mandatory. Operatives found to be in breach will face immediate dismissal from the site.</p>			
Risk After Control Measures	S	L	S x L	Risk
	2	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Termside T/A Alternative Energy Ireland	PERSONS RESPONSIBLE:	Steven Bray, Conor Omelia, Employees
DATE:	February 2023	Page No.	Page 59 of 59
ADDRESS:	Unit E1, Centrepoint Business Park, Oak Drive, Dublin 12, D12 P959.	ASSESSED BY:	Darren Tully of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Asbestos (Discovering or Working in an area with Asbestos present)	<ul style="list-style-type: none"> Inhalation of asbestos fibres causing fatal lung disease 	<p>Asbestos was extensively used as a building material from the 1950s as it was ideal for fireproofing and insulation. As such asbestos fibres can be found in any house or building in Ireland built before the year 2000. As long as the asbestos remains undisturbed and is in a stable condition it provides no risk to persons.</p> <ul style="list-style-type: none"> If suspected asbestos is found stop working and notify management. Management will organise for sample to be taken and testing to be carried. If work can be carried out without disturbing the asbestos will be cordoned off and work will proceed. If works cannot proceed without disturbing the asbestos the works must be halted until the client has the asbestos removed by a qualified removal company. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

PLACE X IN ONE BOX ONLY IN EACH SECTION, UNLESS OTHERWISE STATED. e. g. Gender: Female Male

(A) EMPLOYER/ SELF-EMPLOYED INFORMATION:

A. 1: NAME OF EMPLOYER/ COMPANY NAME:

Insert the registered legal name of your organisation, where applicable, or the name of the sole trader or individual who employs the injured person.

A. 2: COMPANIES REGISTRATION OFFICE NO:

This number maybe found on a company's letterhead or invoice paper, and may be verified at www.cro.ie. The provision of this number is essential in order to ensure that accidents reported by employers with similar names are not assigned to the wrong company inadvertently.

A. 3: BASE ADDRESS OF THE INJURED PERSON (if different from head office):

Address where injured person is based e. g. depot, sub- office or construction site. For travelling workers it is the depot or office they report back to. For non- workers it is the base address of an employee who was involved in the accident.

A. 4: NATURE OF BUSINESS:

Give a brief description of the nature of the business carried out at the base address of the injured person. If several different types of business are carried out, chose the one that involves the biggest number of employees.

(B) DETAILS OF INJURED PERSON :

B. 1: OCCUPATION:

Occupation or job title that best describes the injured person's normal work.

B. 2: AGE:

Enter the persons age if known. If not known, enter best estimate.

B. 3: ACTUAL/ ANTICIPATED CALENDAR DAYS UNABLE TO CARRY OUT NORMAL DUTIES:

This should not include the day of the accident. Saturdays, Sundays and bank holidays are counted.(For example, an employee who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays returns to work the following Monday, the absence is deemed to be four calendar days.)

(C) ACCIDENT INFORMATION:

C. 1: TYPE OF ACCIDENT:

Use "fatal" if the accident caused a death. Use "non fatal injury" if no life was lost but the person was unable to carry out normal duties for more than three calendar days, not including the day of the accident.

C. 2: ACCIDENT DESCRIPTION:

Give the known circumstances of the accident including what the injured person was doing immediately before the accident, what happened and how the person was injured.

C. 3: WHAT TRIGGERED THE ACCIDENT?:

Choose the most appropriate description. If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 4: WHICH OF THESE BEST DESCRIBES HOW THE PERSON WAS INJURED?:

Choose the most appropriate description. If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 5: INDICATE MOST SEVERE TYPE OF INJURY:

Choose the most appropriate description. If the person sustained more than one type of severe injury, choose "Serious multiple injuries". If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 6: INDICATE PART OF THE BODY MOST SERIOUSLY INJURED:

Choose the most appropriate option. If none of the options listed are considered appropriate, choose "Other" and describe it.

INCIDENT REPORT FORM (IR1)

THIS FORM IS APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS AND IS THE ONLY FORM THAT MAY BE USED TO REPORT ACCIDENTS TO THE HEALTH AND SAFETY AUTHORITY.

BY LAW, WORKPLACE ACCIDENTS MUST BE REPORTED TO THE HEALTH AND SAFETY AUTHORITY AS SOON AS POSSIBLE. THE INFORMATION CONTAINED IN AN INCIDENT REPORT FORM HELPS TO IDENTIFY THE CAUSES OF AN ACCIDENT AND MAY THEREFORE ENSURE THAT SIMILAR ACCIDENTS ARE PREVENTED IN THE FUTURE.

SERIOUS ACCIDENTS AND ACCIDENTS REPORTED LATE, OR NOT REPORTED, MAY BE INVESTIGATED BY THE AUTHORITY. IT IS AN OFFENCE NOT TO REPORT AN ACCIDENT AS SOON AS PRACTICABLE.



THIS FORM MAY ALSO BE COMPLETED ONLINE AT www.hsa.ie.
Employers can register to view summary reports of accidents they have reported online.

THE FOLLOWING TYPES OF ACCIDENTS MUST BE REPORTED:

- the death of any employed or self- employed person, which was caused by an accident during the course of their work.
- an injury sustained in the course of their employment, which prevents any employed or self- employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)
- a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e. g. surgery or medication) do not need to be reported.
- a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- a road traffic accident that meets the criteria (c) above as a result of construction work on or adjacent to a public road.

THE FOLLOWING PERSONS ARE RESPONSIBLE FOR REPORTING ACCIDENTS:

- employers (in the case of the death or injury of employees at work).
- persons providing training (in the case of the death or injury of a person receiving training for employment).
- self- employed persons (in relation to accidents to themselves).
- persons in control of places of work in relation to:
 - the work- related death or injury of a person not at work
 - the death of a self- employed person.
- the next of kin (in the event of the death of a self- employed person at a place of work under that person's control).

WORK- RELATED ACCIDENTS MUST BE REPORTED PROMPTLY:

- Fatal or potentially fatal accidents must be reported immediately, by telephone in the first instance.
- Non- fatal accidents should be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.
- Major accidents notifiable under the major accident hazards regulations must be reported immediately, by telephone in the first instance.

HOW TO COMPLETE THIS FORM:

Instructions on how to complete this form are given on page 4.

CONFIRMATION OF RECEIPT:

Confirmation of receipt of this form will be issued by email to those who submit reports of accidents online.

PLEASE RETURN THIS FORM TO:

Workplace Contact Unit
Health and Safety Authority
The Metropolitan Building
James Joyce Street
Dublin 1

PERSONAL PROTECTIVE EQUIPMENT ISSUE FORM

This is to state that the undersigned has been supplied with the following items of personal protective equipment:

ITEM	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR
Hearing Protection				
Ear Muffs				
Disposable Ear plugs				
Respiratory Protective Equipment				
Disposable Respirators				
Safety Footwear				
Eye / Face Protection				
Safety Glasses				
Full Face Shield				
Goggles				
Overalls				
Gloves (rigger)				
Safety Helmet				
Safety Harness				
Hi-Viz Vests				
Other:				

NOTE:

Store according to the instructions provided. Keep your equipment in good working condition. Report all damage or requirement for parts to Management.

I agree to wear & use the Personal Protective Equipment at all times as may be required and / or necessary for my work. I have received the personal protective equipment as detailed above.

Name (Block Letters) _____ Date: _____

Signature _____

DISCLAIMER:

In the event of this Personal Protective Equipment not being worn by the above employee, The Company reserve the right to enforce its disciplinary procedure which may involve:

1. Dismissal - Permanently
2. Suspension - With or without pay, for a period of time as decided by Management.

Work at Height Regulations 2007 to 2016, Part 4, Work at Height Regulation 95 Risk Assessment Guidelines

This Risk Assessment is aimed at assisting site Management with the evaluation of the dangers of Work at Heights on site, as they arise.

Assess the risks to help you decide how to do the job safely.

Responsible Person: _____
 Date: _____
 Location: _____
 Job Description: _____

1. Is there a risk of a person falling a distance likely to cause personal injury?

YES NO

2. Are there any other practical ways of doing this job?

YES NO

3. How many people are likely to be affected? _____

4. What are the ground conditions like? (please describe)

5. What will be the safe means of access? (please describe)

6. What plans will be put in place to ensure good housekeeping? (please describe)

7. What is the condition of the boards? (please describe)

8. How long will the job take? _____

9. What plans will be in place to ensure regular inspection of the chosen method?

10. Will P.P.E. be made available and will it be ensured that it is worn by the operative?

YES NO

11. What P.P.E. is necessary to reduce the risk of injury?

Helmet		Safety Footwear		Hi – Viz		Harness	
Lanyard		Inertia Reel		Inertia Rope			

Risk Assessment

Severity of exposure to the hazard and likelihood of exposure to the hazard.	Rating	Scoring	Choose 1, 2 or 3	Multiply these to get result
What is the severity likely from exposure to this hazard?	Minor - scratch.	1		
	More serious - broken bone, hospital treatment.	2		
	Very serious - fatal, broken major bone, permanent disability or injury.	3		
How likely is it that people will be exposed or effected by this hazard?	Most unlikely – less than weekly.	1		
	Very Likely – daily or weekly.	2		
	Definite exposure – daily or more frequently.	3		

Result	1 – 3 Minor Risk
	4 – 6 Medium Risk
	7 – 9 Very Serious Risk

How will you reduce the risk?

Signed: _____ Date: _____

Circulated to: _____

SAFE SYSTEM OF WORK PLAN (SSWP)

CONSTRUCTION FORM 2 (HOUSE BUILDING)

Plan No.

PART 1

Job Details	Resources Required	Emergency Details
Employer Name: _____ Supervisor/Lead Person: _____ Number of Workers: _____ Specific Location: _____ Description of Works: _____ _____ _____ Start Date: _____	Worker Skills: _____ _____ _____ Plant/Equipment: _____ _____ _____ Hazardous Materials: _____ _____ _____	Contact Names & Tel No. 1. _____ 2. _____ 3. _____ First Aider: _____ _____ Location of First Aid Box: _____ _____ WORK PERMITS REQUIRED Hot <input type="checkbox"/> Electricity <input type="checkbox"/> Excavation <input type="checkbox"/> Confined Space <input type="checkbox"/> Other <input type="checkbox"/> Method Statement Yes <input type="checkbox"/> No <input type="checkbox"/>













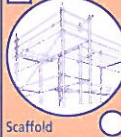














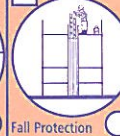




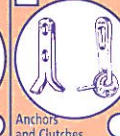


























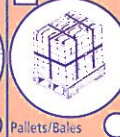
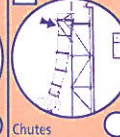
















NOTE: A new SSWP must be completed when the task or the environment changes.

Before Works Starts the following MUST be in place

										
Supervision	Safe Pass	Plant/Equip. Cert.	CSCS	Communication/Induction	WC & Washing	Canteen	Drying/Changing	Drinking Water	First Aid	Smoking Control

SELECT HAZARD **SELECT CONTROL** All controls identified below must be in place before work starts
 Tick the box to identify controls required; Tick the circle when control is in place.

PART 2

 Ground Floor										
 Upper Floors										
 Roof Work and Roof Space										
 Falling Objects										
 Hand Held Equipment										
										
										

PART 2

HAZARD CONTROL Tick the box to identify controls required; Tick the circle when control is in place.

<input type="checkbox"/> Plant and Equipment	<input type="checkbox"/> Selection/Suitability	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Private Parking	<input type="checkbox"/> Speed Signs	<input type="checkbox"/> Pedestrian Route	<input type="checkbox"/> Fencing	<input type="checkbox"/> Banksman	<input type="checkbox"/> Flagman	<input type="checkbox"/> Roll Over Protection/No Passengers	<input type="checkbox"/> Seat Belts
	<input type="checkbox"/> Reverse Warning Devices	<input type="checkbox"/> SWL	<input type="checkbox"/> Plan Lift	<input type="checkbox"/> Exclusion Zone	<input type="checkbox"/> Ground Conditions	<input type="checkbox"/> Teleporter	<input type="checkbox"/> Forks Clamp	<input type="checkbox"/> Forks Extension	<input type="checkbox"/> Locking Attachments	<input type="checkbox"/> Other
<input type="checkbox"/> Lifting Operations	<input type="checkbox"/> Crane	<input type="checkbox"/> Check Lifting Gear	<input type="checkbox"/> Slab Lifting Gear	<input type="checkbox"/> Block Grabs and Nets	<input type="checkbox"/> Skips/Bins	<input type="checkbox"/> Stillages	<input type="checkbox"/> Load Stability	<input type="checkbox"/> Overhead Lines	<input type="checkbox"/> Weather	<input type="checkbox"/> Concrete Pump
	<input type="checkbox"/> Power Floating	<input type="checkbox"/> Cement Mixer	<input type="checkbox"/> Paint Sprayer	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Remote Control	<input type="checkbox"/> Communication	<input type="checkbox"/> Examination & Inspection	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Electricity	<input type="checkbox"/> ESB	<input type="checkbox"/> Divert/Off	<input type="checkbox"/> Survey Map	<input type="checkbox"/> Detector & Mark	<input type="checkbox"/> Over Head Lines	<input type="checkbox"/> Warning Signs	<input type="checkbox"/> Hand Dig	<input type="checkbox"/> Barriers	<input type="checkbox"/> Tipping	<input type="checkbox"/> Other
	<input type="checkbox"/> Gas Company	<input type="checkbox"/> Divert/Off	<input type="checkbox"/> Survey Map	<input type="checkbox"/> Detector	<input type="checkbox"/> Warning Signs	<input type="checkbox"/> No Flames	<input type="checkbox"/> No Mechanical Digging	<input type="checkbox"/> Hand Dig	<input type="checkbox"/> Barriers	<input type="checkbox"/> Storage
<input type="checkbox"/> Members of Public	<input type="checkbox"/> Fencing	<input type="checkbox"/> Hoarding	<input type="checkbox"/> Barriers	<input type="checkbox"/> Pedestrian Way	<input type="checkbox"/> Lighting	<input type="checkbox"/> Warning Signs	<input type="checkbox"/> Security	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Banksman	<input type="checkbox"/> Flagman
	<input type="checkbox"/> Dust/Muck	<input type="checkbox"/> Visitor Control	<input type="checkbox"/> Handover Controls	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Risk Assess	<input type="checkbox"/> Mechanical Aids	<input type="checkbox"/> Work Organisation	<input type="checkbox"/> Training

PART 3

PPE	<input type="checkbox"/> Safety Helmet	<input type="checkbox"/> Safety Boots	<input type="checkbox"/> Eye Protection	<input type="checkbox"/> Safety Gloves	<input type="checkbox"/> Ear Protection	<input type="checkbox"/> Hi Visibility Vest	<input type="checkbox"/> Dust Mask	<input type="checkbox"/> Respiratory Equipment	<input type="checkbox"/> Face Protection	<input type="checkbox"/> Safety Harness	<input type="checkbox"/> Safety Overalls
------------	--	---------------------------------------	---	--	---	---	------------------------------------	--	--	---	--

SSWP prepared by: _____ Date: _____



The controls to be used as per this form have been brought to my attention.

Signed by Team: _____

NOTE: This is an Non Exhaustive List of Hazards and Controls IF IT'S NOT SAFE DON'T DO IT AND INFORM SITE MANAGEMENT

<input type="checkbox"/> Fire	<input type="checkbox"/> Emergency Route	<input type="checkbox"/> WATER Cloth, paper, wood only
<input type="checkbox"/> DRY POWDER Most fires + electric	<input type="checkbox"/> CARBON DIOXIDE Flammable liquids + electric	<input type="checkbox"/> FOAM Oil, fuel fires only

PART 2

HAZARD	CONTROL Tick the <input checked="" type="checkbox"/> box to identify controls required; Tick the <input checked="" type="checkbox"/> circle when control is in place.									
 Plant  Lifting Operations	<input type="checkbox"/> Selection/Suitability <input type="checkbox"/> Teleporter <input type="checkbox"/> Forks Clamp <input type="checkbox"/> Forks Extension <input type="checkbox"/> Locking Attachments <input type="checkbox"/> Concrete Pump <input type="checkbox"/> Pump Connections <input type="checkbox"/> Ground Conditions <input type="checkbox"/> Mixer <input type="checkbox"/> Reverse Warning Devices	<input type="checkbox"/> Traffic Speed Control <input type="checkbox"/> Seat Belts <input type="checkbox"/> Compound <input type="checkbox"/> Pedestrian Route <input type="checkbox"/> Flagman <input type="checkbox"/> Banksman <input type="checkbox"/> Communication <input type="checkbox"/> Crane Coordination <input type="checkbox"/> Plan Lift <input type="checkbox"/> SWL	<input type="checkbox"/> Check Lifting Gear <input type="checkbox"/> Glazing/Suction <input type="checkbox"/> Load Stability <input type="checkbox"/> Skips/Bins <input type="checkbox"/> Concrete Skips <input type="checkbox"/> Stillages <input type="checkbox"/> Overhead Lines <input type="checkbox"/> Remote Control <input type="checkbox"/> Examination & Inspection <input type="checkbox"/> Other	<input type="checkbox"/> Selection/Suitability <input type="checkbox"/> Voltage <input type="checkbox"/> Check Cable <input type="checkbox"/> Cable Protection <input type="checkbox"/> Guards <input type="checkbox"/> Generators Outside <input type="checkbox"/> Compressor & Whip Checks <input type="checkbox"/> Jack Hammer/Kango <input type="checkbox"/> Dust Suppression <input type="checkbox"/> Cartridge Tools	<input type="checkbox"/> Paint Sprayer <input type="checkbox"/> Hot Works <input type="checkbox"/> Gas/Flame Arrester <input type="checkbox"/> Con Saw <input type="checkbox"/> Angle Grinder <input type="checkbox"/> Power Floating <input type="checkbox"/> Maintenance <input type="checkbox"/> Replace Damaged Parts <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> Service Supplier <input type="checkbox"/> Divert / Off <input type="checkbox"/> Detector & Mark <input checked="" type="checkbox"/> Permit to Work <input type="checkbox"/> Hand Dig <input type="checkbox"/> Isolate/Lock Out <input type="checkbox"/> Barriers <input type="checkbox"/> No Flames <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> Fencing <input type="checkbox"/> Hoarding <input type="checkbox"/> Barriers <input type="checkbox"/> Warning Signs <input type="checkbox"/> Security <input type="checkbox"/> Traffic Control <input type="checkbox"/> Flagman <input type="checkbox"/> Banksman <input type="checkbox"/> Lighting <input type="checkbox"/> Pedestrian Way	<input type="checkbox"/> Dust/Muck <input type="checkbox"/> Handover Controls <input type="checkbox"/> Visitor Control <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Manual Handling <input type="checkbox"/> Risk Assess <input type="checkbox"/> Mechanical Aids <input type="checkbox"/> Work Organisation <input type="checkbox"/> Training	<input type="checkbox"/> Helmet/Boot <input type="checkbox"/> Eye Protection <input type="checkbox"/> Safety Gloves <input type="checkbox"/> Ear Protection <input type="checkbox"/> High Visibility Vest <input type="checkbox"/> Dust Mask <input type="checkbox"/> Respiratory Equipment <input type="checkbox"/> Face Protection <input type="checkbox"/> Safety Harness <input type="checkbox"/> Safety Overalls	<input type="checkbox"/> Emergency Route <input type="checkbox"/> WATER Cloth, paper, wood only <input type="checkbox"/> DRY POWDER Most fires + electric <input type="checkbox"/> CARBON DIOXIDE Flammable liquids + electric <input type="checkbox"/> FOAM Oil, fuel fires only
	<input type="checkbox"/> Selection/Suitability <input type="checkbox"/> Voltage <input type="checkbox"/> Check Cable <input type="checkbox"/> Cable Protection <input type="checkbox"/> Guards <input type="checkbox"/> Generators Outside <input type="checkbox"/> Compressor & Whip Checks <input type="checkbox"/> Jack Hammer/Kango <input type="checkbox"/> Dust Suppression <input type="checkbox"/> Cartridge Tools	<input type="checkbox"/> Paint Sprayer <input type="checkbox"/> Hot Works <input type="checkbox"/> Gas/Flame Arrester <input type="checkbox"/> Con Saw <input type="checkbox"/> Angle Grinder <input type="checkbox"/> Power Floating <input type="checkbox"/> Maintenance <input type="checkbox"/> Replace Damaged Parts <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> Service Supplier <input type="checkbox"/> Divert / Off <input type="checkbox"/> Detector & Mark <input checked="" type="checkbox"/> Permit to Work <input type="checkbox"/> Hand Dig <input type="checkbox"/> Isolate/Lock Out <input type="checkbox"/> Barriers <input type="checkbox"/> No Flames <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> Fencing <input type="checkbox"/> Hoarding <input type="checkbox"/> Barriers <input type="checkbox"/> Warning Signs <input type="checkbox"/> Security <input type="checkbox"/> Traffic Control <input type="checkbox"/> Flagman <input type="checkbox"/> Banksman <input type="checkbox"/> Lighting <input type="checkbox"/> Pedestrian Way	<input type="checkbox"/> Dust/Muck <input type="checkbox"/> Handover Controls <input type="checkbox"/> Visitor Control <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Manual Handling <input type="checkbox"/> Risk Assess <input type="checkbox"/> Mechanical Aids <input type="checkbox"/> Work Organisation <input type="checkbox"/> Training	<input type="checkbox"/> Helmet/Boot <input type="checkbox"/> Eye Protection <input type="checkbox"/> Safety Gloves <input type="checkbox"/> Ear Protection <input type="checkbox"/> High Visibility Vest <input type="checkbox"/> Dust Mask <input type="checkbox"/> Respiratory Equipment <input type="checkbox"/> Face Protection <input type="checkbox"/> Safety Harness <input type="checkbox"/> Safety Overalls	<input type="checkbox"/> Emergency Route <input type="checkbox"/> WATER Cloth, paper, wood only <input type="checkbox"/> DRY POWDER Most fires + electric <input type="checkbox"/> CARBON DIOXIDE Flammable liquids + electric <input type="checkbox"/> FOAM Oil, fuel fires only			
	<input type="checkbox"/> Selection/Suitability <input type="checkbox"/> Voltage <input type="checkbox"/> Check Cable <input type="checkbox"/> Cable Protection <input type="checkbox"/> Guards <input type="checkbox"/> Generators Outside <input type="checkbox"/> Compressor & Whip Checks <input type="checkbox"/> Jack Hammer/Kango <input type="checkbox"/> Dust Suppression <input type="checkbox"/> Cartridge Tools	<input type="checkbox"/> Paint Sprayer <input type="checkbox"/> Hot Works <input type="checkbox"/> Gas/Flame Arrester <input type="checkbox"/> Con Saw <input type="checkbox"/> Angle Grinder <input type="checkbox"/> Power Floating <input type="checkbox"/> Maintenance <input type="checkbox"/> Replace Damaged Parts <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> Service Supplier <input type="checkbox"/> Divert / Off <input type="checkbox"/> Detector & Mark <input checked="" type="checkbox"/> Permit to Work <input type="checkbox"/> Hand Dig <input type="checkbox"/> Isolate/Lock Out <input type="checkbox"/> Barriers <input type="checkbox"/> No Flames <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> Fencing <input type="checkbox"/> Hoarding <input type="checkbox"/> Barriers <input type="checkbox"/> Warning Signs <input type="checkbox"/> Security <input type="checkbox"/> Traffic Control <input type="checkbox"/> Flagman <input type="checkbox"/> Banksman <input type="checkbox"/> Lighting <input type="checkbox"/> Pedestrian Way	<input type="checkbox"/> Dust/Muck <input type="checkbox"/> Handover Controls <input type="checkbox"/> Visitor Control <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Manual Handling <input type="checkbox"/> Risk Assess <input type="checkbox"/> Mechanical Aids <input type="checkbox"/> Work Organisation <input type="checkbox"/> Training	<input type="checkbox"/> Helmet/Boot <input type="checkbox"/> Eye Protection <input type="checkbox"/> Safety Gloves <input type="checkbox"/> Ear Protection <input type="checkbox"/> High Visibility Vest <input type="checkbox"/> Dust Mask <input type="checkbox"/> Respiratory Equipment <input type="checkbox"/> Face Protection <input type="checkbox"/> Safety Harness <input type="checkbox"/> Safety Overalls	<input type="checkbox"/> Emergency Route <input type="checkbox"/> WATER Cloth, paper, wood only <input type="checkbox"/> DRY POWDER Most fires + electric <input type="checkbox"/> CARBON DIOXIDE Flammable liquids + electric <input type="checkbox"/> FOAM Oil, fuel fires only			

PART 3

SSWP prepared by: _____ Date: _____

The controls to be used as per this form have been brought to my attention.

Signed by Team: _____

**NOTE: This list of Hazards and Controls is not exhaustive and is in no particular order.
IF IT'S NOT SAFE DON'T DO IT AND INFORM SITE MANAGEMENT**