

Safety Statement

1st June

2021



Unit A2, Bluebell Business Centre, Old Naas Road, Dublin 12 ,
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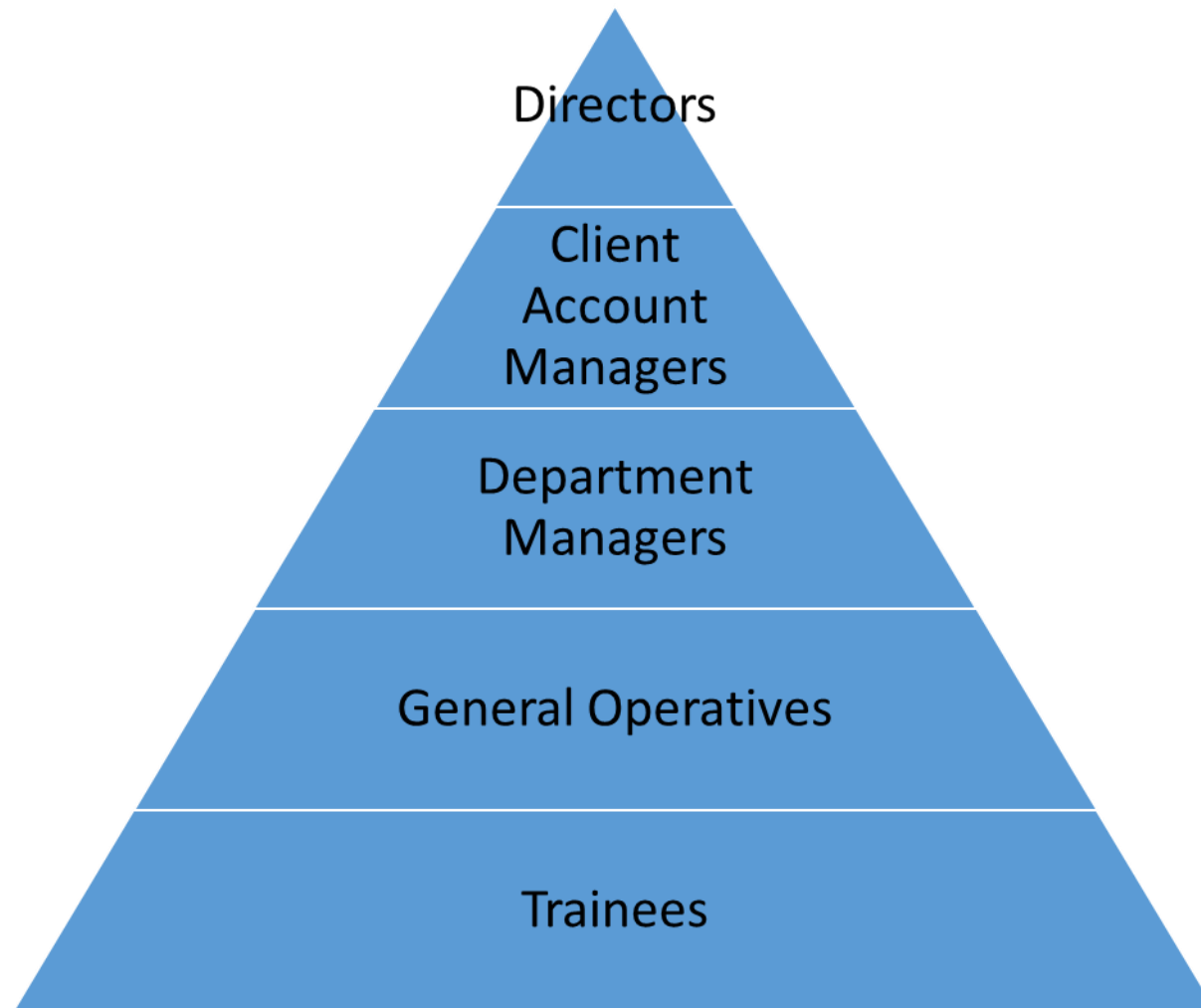
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1 Business / Company Information

BUSINESS / COMPANY INFORMATION	
Business / Company	Gorilla Design
Business / Company Address	Unit A2 Bluebell Business Centre Old Naas Road Dublin 12
Managing Director / Owner	Rob Jones
Phone Number	01 4434343
Email	info@gorilladesign.ie
Website	www.gorilladesign.ie

2 Organisational Chart



3 Revision and Approval Table

Revision #	Prompted by	Comments	Approved	Date
001	First issue		Michael Norton	18 th April 2018
002	Annual review		Michael Norton	15 th May 2019
0003	Covid 19	Update formatting Add hyperlinks Review risk assessments Addition of following policies Mental Health, Management of Change, Modern Slavery, Driving for Work, Chemicals, Office Safety, Corporate Social Responsibility, Data Protection, Working Language and Mobile Phone. Covid 19 Safe Operating Procedure	Michael Norton	1 st June 2021

It is necessary that the managing director or his/her deputy sign this document.
It is recommended that this document is reviewed annually at a minimum. It is also a requirement to review it when new laws are enacted and when new equipment or new task are involved.

4 General Policy Statement

Gorilla Design Ltd **intends** to comply with the Safety, Health and Welfare at Work (SHWW) Act 2005, Safety, Health and Welfare at Work (General Application) 2007 (Amendment) Regulations 2020 (S.I. No. 2 of 2020), The SHWW Construction Regulations 2013 and all past, present and future Legislation, Acts, Regulations and Codes of Practice that pertain to the workplace.

We **will** make certain that the safety, health and welfare of all employees are a priority and ensure the following:

- Safe plant, tools, equipment and machinery
- Safe place of work, including safe means of access and egress
- Safe systems of work – e.g. operating procedures, employer' policies etc.
- Safe Person - Provision of appropriate information, instruction, training and supervision
- Provision of suitable PPE (protective clothing and equipment where hazards cannot be eliminated)
- Preparation and revision of emergency plans and designation of staff having emergency duties
- Prevention of risk to health from any article or substance
- Provision and maintenance of welfare facilities
- Provision of a person with appropriate training and experience to recommend and assist in securing the safety, health and welfare of employees

Management considers that health and safety rules are of equal importance to all other business functions and will therefore attach equal importance to achieving health and safety targets. It is the policy of this employer to protect, so far as is reasonably possible, employees and non-employees who may be affected by our activities.

We will make arrangements to ensure the health, safety and welfare of visitors. Employees shall be trained to identify work related hazards and risks, to take the necessary safety measures and to report defects in the safety system. No one shall work, nor shall they be required to work on, at or with any machine, chemical, article or substance unless they have been or are being fully instructed in the dangers thereof and the precautions to be taken.

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

It is our policy to consult with all employees on matters of health and safety and that employees are notified of our policy and are encouraged to comply with their legal duties and to inform Gorilla Design Ltd management of any and all known hazards in the workplace.

General Policy Statement (Continued)

The allocation of duties for safety matters and the control measures are set out in our safety statement. Serious consideration is to be given in nominating persons to be responsible for the implementation of safety.

The Manager is accountable for the implementation of the Safety Management System, amendments and changes to the statement and consultation with Senior Management, staff and safety representatives. All managers and supervisors are responsible for the safety and health of employees in their charge.

Emergency plans will be posted for fire and accident evacuation etc. Resources shall be provided (finance, personnel and time) for information, instruction, training, supervision, and personal protective equipment, appropriate plant, tools and equipment and for the prevention of accidents. The assistance of a competent person to help will be sought where the necessary skills are not available.

We **will** ensure that health and safety is fully integrated into the management and decision-making processes within the organization.

We will set up a system to ensure that accidents and 'near misses' are fully investigated and appropriate action taken to reduce the likelihood of re-occurrence.

This policy will be kept up to date particularly as the business changes in nature and size and in accordance with all relevant statutes, regulations, codes of practice and subsequent legislation. To ensure this, the policy and the way in which it has operated will be reviewed annually, making any such changes known to all employees. Gorilla Design Ltd will maintain procedures for communication and discussion between all levels of staff on matters of safety, health and welfare.

Signed: _____

On Behalf of Gorilla Design Ltd **Date:** _____

5 Company Health and Safety Objectives

As part of our programme towards ensuring that we comply with all the required legislation and where possible going that step further than the general requirements laid down we aim to achieve the following:

- To uphold and make real the commitment given in our Safety Policy Statement and in our Safety Management System;
- To develop and promote safety, health and welfare awareness among the workforce
- To ensure that all employees are aware of, adhere to and carry out established safety procedures
- To provide training courses / instruction for all employees to enable them to carry out their specific work function safely
- To develop, as required, safe systems of work
- To provide suitable and safe equipment for the required jobs and ensure that all vehicles, plant, and equipment are maintained in a good and safe working order
- To identify hazards in the work area and take action to eliminate or reduce the risk(s)
- To establish good housekeeping and hygiene standards
- To prevent industrial accidents and incidents, to ensure that all accidents and incidents are reported and investigated and to encourage the reporting of near miss incidents
- To put in place a structured safety audit and a controlled monitoring system;
- To ensure that all personnel are familiar with the work place rules and the emergency procedures to be taken in relation to fire or other emergencies;
- To ensure that records of training are maintained and updated as and when required.
- To monitor, review and further develop our safety procedures and processes.
- To ensure knowledge of new legislation and regulation and implement changes where required

6 Roles and Responsibilities

6.01 General Duties of Employer

Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees. Without prejudice, the employer's duty extends, in particular, to the following:

- Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- Managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;
- As regards the place of work concerned, ensuring, so far as is reasonably practicable the design, provision and maintenance of it in a condition that is safe and without risk to health, the design, provision and maintenance of safe means of access to and egress from it, and the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
- Ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;

- Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
- Providing and maintaining facilities and arrangements for the welfare of his or her employees at work
- Providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
- Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment (section 19 SHWWA 2005) or when preparing a safety statement (section 20 SHWWA 2005) and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3 SHWWA 2005
- Having regard to the general principles of prevention in Schedule 3 of the SHWWA 2005, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;
- Reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33 of the SHWWA 2005, as appropriate, and obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
- Any duty imposed on an employer under the relevant statutory provisions in respect of any of his or her employees shall also apply in respect of the use by him or her of the services of a fixed-term employee or a temporary employee.
- For the duration of the assignment of any fixed-term employee or temporary employee working in his or her undertaking, it shall be the duty of every employer to ensure that working conditions are such as will protect the safety, health and welfare at work of such an employee. Every employer shall ensure that any measures taken by him or her relating to safety, health and welfare at work do not involve financial cost to his or her employees.

6.02 General Duties of Employee

- Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
- Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

- Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- Having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
- Report to his or her employer or to any other appropriate person, as soon as practicable:
 - Any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
 - Any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person,
 - Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

6.03 Employers Duties

(As per Section 8 of the SHWWA Act 2005)

- To ensure the SHWWA of both fixed and temporary employees
- To have an up to date Safety Statement covering all aspects of Safety, Health and Welfare at Work (SHWWA), Identification of Hazards and Assessment of Risks taking into account any change in circumstances and the general principles of prevention.
- Review risk assessment and safety statements when there has been a significant change
- Bring safety statements to employees' attention on commencement of employment and annually and have the safety statement, or a relevant extract from it available to every workplace
- Require employees from whom it contracts services to have an up-to-date safety statement
- Co-operate with other employer where workplaces are shared
- Implementing Control Measures where hazards have been identified. (Including undertaking appropriate health surveillance if the risk assessment requires)
- Engineering hazards out where possible
- Ensure that the necessary resources are available for training and development
- To manage and conduct work activities to ensure safety, health and welfare of employees and to prevent any improper conduct of behaviour
- Creation of practical work systems and procedures that are planned, organised, performed, maintained and revised to ensure that safety, health and welfare is maintained at all times
- Provision of Health Programmes and providing and maintaining welfare facilities
- Provision of information, instruction, training (on recruitment, transfer or change of tasks and equipment and ongoing) and supervision to ensure SHWWA in a language which employees are reasonably likely to understand
- Provision and maintenance of Personal Protective Clothing and Equipment where the need arises
- To prepare and revise emergency plans to be followed in case of emergency
- To report accidents and dangerous occurrences
- To obtain the services of a competent person for the purpose of ensuring SHWWA and to provide competent person with information on the factors affecting health and safety
- Providing a safe place of work including:

- the condition of the place of work
- access to and egress from the place of work
- the design, provision and maintenance of plant and machinery or any other articles that they are safe and without risk to health
- To ensure the safety and the prevention of risk to health at work of employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiation or any other physical agent
- To consult with employees on Health and Safety issues and to encourage a co-operative approach from all concerned

6.04 Employees Duties

(As per Section 13 of the SHWWA Act 2005)

- All employees are required to comply with the contents of the Safety Statement, the relevant statutory provisions, and the company's safety rules with regard to their safety and health
- Employees have a duty of care to protect themselves and others who may be affected by their acts or omission while at work
- Ensure that they are not under the influence of an intoxicant to the extent that they are in such a state as to endanger their own safety or that of others, and to submit to tests by a competent registered medical practitioner
- To co-operate with supervisors / management with regards to health and safety
- They must not engage in improper conduct or behaviour
- Employees should not partake in any form of harassment or bullying and should report any incidents occurring within the work area.
- Employees should attend training when required
- Make correct use of any article or substance provided including PPE
- Employees should as soon as practicable report any work likely to endanger SHWWA, any defect in place of work, systems of work, any article or substance, any contravention of the relevant statutory provisions, any incidents and accidents to supervisors
- An employee shall not misrepresent themselves with their level of training
- Employees should be aware of assembly points, evacuation and emergency procedures.
- Employees should not operate any piece of plant or machinery unless authorised to do so by supervisor / management.
- Employees should keep their work area clean at all times and not create any hazards for other personnel.

6.05 Duties of Employees and Other Persons at Work

(As per Construction Regulations 2013)

Every person engaged in work to which the Construction Regulations apply shall:

- comply with the Construction Regulations,
- co-operate in carrying out the requirements of the Construction Regulations,
- report without unreasonable delay any defect, discovered by the person, in the plant or equipment to which the Construction Regulations apply, which might endanger safety, health and welfare, to the person's employer or immediate supervisor, or to the contractor responsible for the plant or equipment,
- comply with all rules applicable to the safety and health plan,
- make proper use of any safety helmet, harness or any other personal protective equipment provided for the person's safety and health,
- make proper use of any work equipment supplied, and

- Show relevant registration cards referred to in regulations 19 and 25 when requested by the person's employer or the project supervisor for the construction stage.

A person shall not:

- in applying for a registration card or certificate as referred to in schedule 3 and 4, make a statement which the person applying knows to be false,
- with intent to deceive, forge or alter a registration card or certificate referred to in paragraph (a), or
- With intent to deceive, make, supply or possess any document closely resembling a registration card or certificate required in accordance with the Construction Regulations.

6.06 Duties Related To Construction Work (As per Section 17 of the SHWWA Act 2005)

This section applies to a person who commissions or procures a project for construction work. Project meaning any development which included or is intended to included construction work

They shall appoint in writing a competent person or persons to ensure, so far as is reasonably practicable, that the project:

- a) Is constructed to be safe and without risk to health, and complies in all aspects with the relevant statutory provisions
- b) Is designed and is capable of being constructed to be safe and without risk to health and can be maintained safely and without risk to health during subsequent use.

The person who designs a construction project shall ensure, so far as is reasonably practicable, that the project is designed to be constructed and maintained safely and without risk to health during use and complies with the relevant statutory provisions

6.07 General Duties of Persons in Control of Places of Work etc. (As per Section 15 of the SHWWA Act 2005)

The persons who this section applies shall ensure, so far as is reasonably practicable, that the place of work, the means of access to and egress from, and any article or substance provided for use in the place of work, are safe and without risk to health.

This applies to a person who has control of place of work or part of it (whether for profit or not) to any extent of:

- a non-domestic place of work
- the means of access to or egress from that place of work
- any article or substance provided for the use of person at work

A person that has any contract, tenancy, licence or other interest, has an obligation to:

- Maintain or repair a place of work or the means of access to and egress from
- Any extent as regards safety of, or the absence of risk to health arising from, any article or substance provided for use in, that place of work then the person is considered to be a person who this applies

7 Duties of the employer and management for H&S in the operation of our organisation

- To ensure the SHWW of both fixed and temporary employees
- To have an up to date Safety Statement covering all aspects of safety, health and welfare at work (SHWW), identification of hazards and assessment of risks taking into account any change in circumstances and the general principles of prevention.
- Review risk assessment and safety statements when there has been a significant change
- Bring safety statements to employees' attention on commencement of employment and annually and have the safety statement, or a relevant extract from it available to every workplace
- Require employees from whom it contracts services to have an up-to-date safety statement
- Co-operate with other employers where workplaces are shared
- Implementing Control Measures where hazards have been identified. (Including undertaking appropriate health surveillance if the risk assessment requires)
- Engineering hazards out where possible
- Ensure that the necessary resources are available for training and development
- To manage and conduct work activities to ensure safety, health and welfare of employees and to prevent any improper conduct of behaviour
- Creation of practical work systems and procedures that are planned, organised, performed, maintained and revised to ensure that safety, health and welfare is maintained at all times
- Provision of health programmes and providing and maintaining welfare facilities
- Provision of information, instruction, training (on recruitment, transfer or change of tasks and equipment and ongoing) and supervision to ensure SHWW in a language which employees are reasonably likely to understand
- Provision and maintenance of personal protective clothing and equipment where the need arises
- To prepare and revise emergency plans to be followed in case of emergency
- To report accidents and dangerous occurrences
- To obtain the services of a competent person for the purpose of ensuring SHWW and to provide competent person with information on the factors affecting health and safety
- Providing a safe place of work including:
 - the condition of the place of work
 - access to and egress from the place of work
 - the design, provision and maintenance of plant and machinery or any other articles that they are safe and without risk to health
- To ensure the safety and the prevention of risk to health at work of employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiation or any other physical agent
- To consult with employees on Health and Safety issues and to encourage a co-operative approach from all concerned.

7.01 Managing Director

- Read understand and ensure full compliance with the company Safety Statement.
- Ensure through co-ordination throughout all levels of management that all processes and activities carried out are undertaken safely and without risk to health.
- Take a direct interest in health and safety and give full support to the Managers and Supervisory staff in carrying it out.

- Ensure through the various Management Supervisors supported by the Safety Representative that the safety rules and procedures are adequately communicated and fully understood by all staff and contractors.
- Periodically review their own responsibilities and those of all other employees with regard to the effectiveness of the Safety Statement by setting up a safety auditing system.
- Ensure that the Safety Statement is understood by staff at all levels within the company by supporting all other Management and Supervisors, whose job it is to bring it to the attention of each employee.
- Ensure that all members of staff are competent to carry out their work safely and are fully aware of all hazards to themselves and others.
- Ensure that all emergency equipment used on site, is properly maintained and safe to use
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Provide induction training in health and safety for all new staff and ensure that they are made aware of their responsibilities as laid out in the Safety Statement.
- Ensure that all accidents, however slight, are reported and where necessary fully investigated and remedial advice is provided.
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate form.
- Review the Safety Statement regularly and ensure it is brought to the attention of all Personnel.
- Regularly inspect each activity in a walk through audit to ensure the safety standards are being complied with and where necessary make recommendations directly to the staff member, if necessary, who is in breach of the safety standards
- Ensure that all employees understand that health and safety information is available as a right
- Estimate the resource requirements both expended and projected for the efficient safe running of the facility.
- Reprimand any personnel failing to discharge satisfactorily their responsibilities.
- Managers will co-ordinate the supply and re-issuing of all personal protective equipment to the various staff.
- The Management/supervisors will co-ordinate and evaluate current work practices.
- The Dept. Managers will co-ordinate the training in the safe use of any new tools and equipment, and all other safety- training requirements.
- Ensure that all firefighting equipment is inspected and tested in compliance with statutory requirements.
- Ensure full consideration of safety, health and welfare in all current work programs, planning new operations and method of work and use of new appliances, equipment and substances on site.
- Personal training needs that you identify from time to time, and undertake personal training and development as required.
- Any other task deemed necessary by management to complete your role.

7.02 Directors

- Comply with and ensure others comply with the companies health and safety procedures
- Ensure they have read and full compliance with the company Safety Statement.
- Planning, coordinating and plan operations on site
- The efficient utilisation of space and mechanical handling equipment, ensuring quality, budgetary targets and environmental objectives are met;
- Having a clear understanding of the company's policies and vision and how the warehouse contributes to these;
- Responding to and dealing with customer communication by email and telephone;
- Keeping stock control systems up to date and ensuring inventory accuracy;
- Planning future capacity requirements;
- Organising the recruitment and training of staff, as well as monitoring staff performance and progress;
- Motivating, organising and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded;
- Producing regular reports and statistics on a daily, weekly and monthly basis;
- Briefing team leaders on a daily basis;
- Visiting customers to monitor the quality of service they are receiving;
- Maintaining standards of health and safety, hygiene and security in the work environment
- Overseeing the planned maintenance of vehicles, machinery and equipment.
- All other reasonable administrative duties related to your role.
- Put forward to your supervisor / manager any personal training needs that you identify from time to time, and undertake personal training and development as required.
- Any other task deemed necessary by management to complete your role.

7.03 Operation Supervisors

- Develop and implement project work plans and review as appropriate to meet changing needs and requirements.
- Convey and assist in negotiating with public and private providers of power sources.
- Convey and supervise contractors and subcontractors.
- Develop, maintain and improve any business relationships vital to division success.
- Establish and manage relations with independent contractors, vendors and negotiates best possible rates for their products and services.
- Conduct quality control for work performed by independent contractors.
- Evaluate project and recommend report to identify issues and opportunities to improve performance going forward.
- Interact clearly, constructively and positively with all organizational departments to ensure projects are completed effectively and with minimal disruption to planned events.
- Participate actively as projects team member to improve department efficiency, reduce costs and assist in improvement of product through customer experiences.
- Encourage communication of information between departments.
- Supervise and stimulate procurement activities as required ensuring on time delivery of components and equipment.
- Develop and maintain relations with clients as required establishing correct interfaces and presenting professional image.
- Support cost saving development initiatives and delivery process improvements.
- All other reasonable administrative duties related to your role.

- Put forward to your supervisor / manager any personal training needs that you identify from time to time, and undertake personal training and development as required.
- Any other task deemed necessary by management to complete your role.

7.04 Duties of Project Supervisor Design Process (PSDP) (As per the Construction Regulations 2013)

The client for each project must appoint a competent PSDP, in writing. In many cases the PSDP is a designer who has the necessary competence to fulfil the role of PSDP. The PSDP may appoint a Safety Consultant for advice and guidance on fulfilling this role and/or a Safety Coordinator to help complete their legal responsibilities)

- KEY ROLE – Ensure that the work of designers is co-ordinated throughout the project to ensure safety and organise co-operation between designers and ensured co-ordination of their activities.
- Identify hazards arising from the design or from the technical, organisational, planning or time related aspects of the project and take account of the General Principles of Prevention when doing so and where possible, eliminate the hazards or reduce the risk
- Communicate necessary control measures, design assumptions or remaining risks to the PSCS so that they can be dealt with in the Developed Construction Safety and Health Plan.
- Prepare a written safety and health plan, on a preliminary basis for any project where construction will take more than 500 person days or 30 working days or where there are particular risks. (Specifying a general description of the project, time for completion, basis of the time frame, information on work activities on site, particular risks, the location of electricity, water and sewerage connections to facilitate welfare facilities, conclusions of designers/PSDP as regards taking account of the General Principles of Prevention and any relevant safety file, also include copies of directions and notifications to the H.S.A.) Upon completion of Preliminary Safety and Health Plan deliver it to the client in time to enable it to be provided to everybody being considered for the role of PSCS.
- Prepare a safety file appropriate to the characteristics of the project including information to be taken into account during any subsequent construction work and promptly deliver the file to the client upon completion of the project
- The PSDP may issue directions to designers, contractors or others.
- Notify the Authority (H.S.A.) and the client in writing of non-compliance with any written directions issued to the designers or contractor

7.05 Duties of Project Supervisor Construction Stage (PSCS) (As per Construction Regulations 2013)

A competent PSCS must be appointed, in writing, by the client for each project. In many cases the PSCS is a contractor who has the necessary competence to fulfil the role of PSCS.

- Co-ordinate the construction of the project and monitor the consistent application of the General Principles of Prevention
- Co-ordinate the identification of hazards, the elimination of the hazards of the reduction of risks during construction
- Develop the safety and health plan before construction commences, including specific measures concerning work which involves particular risk, rules for the execution of construction work which are required for health and safety purposes and ensure that such rules are in writing and brought to the attention of all contractors, and adjust the Plan to take account of progress of work and changes which occur

- Follow the provisions of the safety and health plan
- Co-ordinate the implementation of the construction regulations by contractors
- Co-ordinate the development by the contractor of arrangements made in consultation with their employees, to enable the contractor and their employees to co-operate in relation to health and safety
- Organise cooperation between contractors and the provision of information including coordinating the implementation during construction of the General Principles of Prevention and the construction regulations when deciding on technical or organisational matters and when estimating the time for completing work
- Co-ordinate the reporting of accidents and dangerous occurrences to the Authority and keep records for five years and comply with requests from the H.S.A. for information Notify the authority before construction commences where construction is likely to take more than 500 person days or 30 working days or the project involves particular risks by registered post on the appropriate form and post a copy on site
- Provide information to the site safety representative such as risk assessment, information relating to accidents and dangerous occurrences and to protective measures taken under statutory provisions by the H.S.A.
- Monitor and Coordinate the checking of safe working procedures
- Co-ordinate the provision and maintenance of welfare facilities
- Monitor and Co-ordinate arrangements to ensure that craft, general construction workers and security workers have a safety awareness card, i.e. safe pass and a construction skills card where required and keep records
- Monitor and co-ordinate arrangements to only permit authorised persons on site. Co-ordinate the appointment of a site safety representative where there are more than 20 persons on site and ensure that they have access to the risk assessments, information relating to accidents and dangerous occurrences and to protective and preventive measures.

7.06 Contractors Duties

(As per Construction Regulations 2013)

You are a contractor if you are an employer whose employees carry out or manage construction work. Local Authorities, manufacturers and self-employed persons may also be “contractors” under the Construction Regulations.

- Co-operate with Gorilla Design Ltd management to enable them to comply with statutory provision and provide a copy of your safety statement and relevant information to Gorilla Design Ltd management
- Comply with directions of Gorilla Design Ltd management
- Report accidents and dangerous occurrences to Gorilla Design Ltd.’s management. Report to the authority where an employee cannot perform their normal work for more than 3 days
- Comply with all the provisions in place in the construction regulations, site rules and the safety and health plan and ensure so far as is reasonably practicable that your employees comply
- Comply to rules in Health and safety plan which may be applicable to the employees
- Identify hazards, eliminate the hazards or reduce risks during operations
- Facilitate the site safety representative
- Ensure that relevant workers have a safety awareness card and a construction skills card where required and confirm this in writing

- Provided workers with site specific induction
- Consult with workers and safety representatives of different employees
- Monitor compliance and take corrective action

7.07 Plant and Vehicle Operators

Plant operators have the responsibility to:

- Read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements.
- Never try to use the machine for work for which it was not designed. If in doubt, ask the Site Manager for advice.
- Check, prior to starting work with the Site Manager/Foreman the location of underground or overhead services.
- Ensure that if your machine is used for lifting purposes it is sited on firm, level well-consolidated base with suitable bearing timbers used under extended outriggers, if applicable.
- Ensure, if necessary, that you work with a Banks man and, if so, you are both sure before starting work of the meaning of signals that may be used.
- Ensure that any defect in the machine is reported immediately to the Site Manager. Do not continue to operate the machine if the defect affects its safe use.
- Ensure when operating your machine that other persons are well clear, especially if reversing.
- Wear suitable safety footwear and protective clothing as you are exposed to the same hazards as others on the site when not in the cab of your machine.
- Where applicable, ensure weekly inspection sheet i.e. GA2 is completed.
- Report all accidents or damage, however minor to the management.

7.08 Company External Health and Safety Consultant

The typical role will include:

- Preparation of health and safety strategies.
- Undertaking risk assessments.
- Liaising with regulatory authorities to ensure compliance with mandatory regulations.
- Investigating any accidents on site and documenting reports and recommendations.
- Undertaking site inspections to ensure that policies and procedures are being properly implemented.
- Delivery of guidance and advice on fulfilling the role of safety consultant as required by the Construction Regulations 2013.
- Interfacing with clients and design teams on a project basis.

Consultants can advise on a range of issues which include:

- Dealing with deleterious materials, such as asbestos.
- Health issues.
- Noise and vibration problems.
- Stresses and strains.
- Assisting people returning to work after a serious injury or illness.

8 Principle Arrangements for Health and Safety Management

Gorilla Design Ltd is committed to a policy of co-operation and consultation between Management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

Legislation requires that we prepare a Safety Statement with regard to the safety, health and welfare of our employees, together with details of the arrangements that we have established to carry out the undertaking of this policy.

We provide, so far as is reasonably practicable:

- A safe system of work;
- A safe building;
- A safe plant and equipment;
- A safe means of handling and transporting articles, substances and people
- Adequate training, instruction, information and supervision;
- A safe place of work with safe access and egress;
- A safe and healthy environment;
- Adequate welfare facilities;
- Consultation with employees on all aspects of safety, health and welfare;
- The means of effective evacuation in case of an emergency;
- Provide insurance cover at all times.

We must ensure, so far as is reasonably practicable, that the way we undertake our daily tasks does not affect the safety, health and welfare of persons who are not our employees, such as our contractors, sub-contractors, visitors and passers-by.

It is also recognised that where we produce articles and substances for use at work or that we erect or install any plant, equipment or structures, we have a duty to ensure the safety, health and welfare of those who use them, and make available all the required information for their safe usage.

8.01 Health and Safety Administrator

- Not trying to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Any defects should be reported immediately to the Contracts Manager.
- Operator Ticket and Training Admin
- Keeping all health and safety paperwork up to date
- Filing of all health and safety paperwork, soft and hard copy
- Identifying the position of the First Aid Box, firefighting equipment and emergency exits. Knowing the procedure in the event of a fire.
- Reporting any accident or damage, however minor, to the Manager. Ensuring that corridors, office floors, doorways, etc. are kept clear and free from obstruction.
- Not attempting to lift or move, without assistance, articles or materials as heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up, do not improvise or climb.
- Co-operating with the employer on all safety matters.
- Suggesting ways of eliminating hazards and improving working methods.

- Warning new employees, particularly young people, of known hazards and operation safety procedures.
- Continuous review of all administrative procedures, paperwork, etc. in your role
- All other reasonable administrative duties related to your role.
- Put forward to your supervisor / manager any personal training needs that you identify from time to time, and undertake personal training and development as required. All other reasonable administrative duties related to your role.
- All other reasonable administrative duties related to your role.

8.02 Appointment of Safety Officers/Advisors

Appoint in writing a full time safety adviser where there are normally more than 100 persons on site to advise as to the appropriate statutory requirements, to exercise the general supervision of observance of the requirements and to promotion of the safe conduct of work

Duties and Responsibilities

- To develop, implement and monitor Occupational Health and Safety Policy, Programmes, and Procedures
- To assist Gorilla Design Ltd in complying with current health and safety legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of all involved in operations.
- To review safety policies and safety procedures
- To update company safety statement and associated risk assessments
- To increase health and safety awareness at all levels within the company.
- Ensure equipment safety devices are certified and working correctly
- Monitor Personnel protection usage and suitability
- Consider any health and safety representations from employees
- To investigate and report on all serious/critical personal injury accidents
- To investigate and report on complaints of hazardous working conditions
- To respond to employees' safety concerns;
- To conduct, as necessary, the safety inspection of operations
- To assist the Health and Safety Committees
- To coordinate the training of personnel in areas of safety, including accident prevention and investigation, work place inspections and other matters related to implementing safety procedures
- To coordinate Gorilla Design Ltd.'s emergency procedures

8.03 Safety Representation

Section 25 of the 2005 Act entitles employees to decide on, select and appoint a safety representative or, by agreement with their employer, select more than one safety representative. These workers can represent their colleagues in consultations with their employer on matters of safety, health and welfare at their workplace. A safety representative does not have any duties, as opposed to functions, under the 2005 Act, other than those that apply to employees generally. Therefore, a safety representative who accepts a management proposal to deal with a safety or health issue could not be held legally accountable for putting the proposal into effect.

A safety representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to the employees in the workplace. The site management will facilitate the appointment of a site Safety Representative by the PSCS in accordance with

Regulation 23(1), (b) of the Construction Regulations, 2013 and the 5th Schedule of these Regulations where more than 20 persons are normally employed on the site.

If a site safety representative is selected by the persons at work on a construction site, that person shall be recognised as such by the Project Supervisor for Construction Stage. If this does not occur, an employee will be nominated as the site Safety Representative and if there are no objections, will be deemed appointed.

What can a safety representative do?

A safety representative may also:

- accompany a Health and Safety Authority inspector carrying out an inspection under Section 64 of the 2005 Act, other than the investigation of an accident or dangerous occurrence, although this may be allowed at the discretion of the inspector;
- at the discretion of the inspector, and when the employee concerned so requests, be present when the inspector interviews the employee about an accident or dangerous occurrence at the workplace;
- make representations to the employer on safety, health and welfare at the workplace;
- make verbal or written representations to inspectors, including about the investigation of accidents or dangerous occurrences;
- receive advice and information from inspectors in relation to safety, health and welfare at the workplace ;
- consult and liaise with other safety representatives appointed in the same workplace, whether or not they work in the same place or in different places under the control of the employer or at different times at the workplace (for example, safety representatives on different shifts).
- After giving reasonable notice to the employer, have the right to inspect the whole or part of a workplace that they represent at a frequency or on a schedule agreed between them and the employer. These factors should be based on the nature and extent of the hazards.
- Investigate accidents and dangerous occurrences in the workplace to find out the causes and help identify any necessary remedial or preventive measures. However, a safety representative must not interfere with anything at the scene of an accident. The safety representative cannot obstruct a Health and Safety Authority Inspector, from doing his/her investigation under occupational safety and health legislation.
- At the discretion of the inspector, and when the employee concerned so requests, be present when the inspector interviews the employee about an accident or dangerous occurrence at the workplace;
- Make representations to the employer on safety, health and welfare at the workplace;
- Make verbal or written representations to inspectors, including about the investigation of accidents or dangerous occurrences;
- Receive advice and information from inspectors in relation to safety, health and welfare at the workplace; and consult and liaise with other safety representatives appointed in the same workplace, whether or not they work in the same place or in different places under the control of the employer or at different times at the workplace (for example, safety representatives on different shifts).

8.04 Safety Committee

As part of the consultation process a safety committee can be set up to keep management informed of possible problems, queries, hazards, and suggestions.

The role of the safety committee will be:

- To promote health and safety at work.
- To assist in the formation of health and safety rules, procedures and policies.
- To assist on carrying out occupational health programmes.
- To make suggestions on methods of improving health and safety performance at work.
- To review unsafe work practices and conditions.

An employee who wishes to consult with management should first speak to their immediate supervisor. If the query is not answered it should be referred to the Safety Officer. In addition to meetings and inductions employees and outside workers and sub-contractors can consult the safety representative. The safety representative will be given access to information that pertains to safety, health and welfare of workers. The contractor shall ensure consultation with all employees and representatives.

Duties of the safety committee:

- Report unsafe conditions and suggest corrective actions.
- Meet at least monthly; less frequently for smaller departments or operations, but at least be quarterly.
- Clearly define the duties and responsibilities of officers and members.
- Review incidents, near misses, Supervisor's Accident Investigation Reports, claim summaries and loss analysis on a periodic basis.
- Review all serious injuries. Not for fault-finding, but for fact finding to prevent a re-occurrence of the same or similar incident.
- Contribute ideas and suggestions for improvements in safety.
- Work safely and influence others to work safely.
- Make periodic facility safety audits.
- Sponsor and coordinate contests, poster programs, safety drives; etc., and supply other informational materials which can help to promote safer operations.
- Develop, implement, and review written safety programs.
- Build enthusiasm for safety programs.
- Direct involvement with organizational wide safety training.
- Establish dispute resolution procedures.
- Propose and create safety checklists.
- Identifying high-risk job tasks and developing written safe operating procedures.

9 Gorilla Design Ltd Induction

Gorilla Design Ltd believes that all new employees must be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines details our commitment to ensure that all staff are supported during the period of induction, to the benefit of the employee and Company alike.

It is our aim to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and

guidelines aim to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

Gorilla Design Ltd expects that the implementation of good induction practice by managers/supervisors will:

- Enable new employees to settle in quickly and become productive and efficient members of staff within a short period of time.
- Ensure that new entrants are highly motivated and that this motivation is reinforced.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training and lost production

Gorilla Design Ltd will:

- Issue guidelines to familiarise managers and staff with the induction process.
- Maintain and update the Induction Policy.
- Provide a checklist for managers and staff to follow during the induction period.
- Ensure there is effective monitoring of the induction process particularly in the first three months
- Deal with any problems promptly providing an efficient service for both managers and staff.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training courses necessary to assist the induction process.

Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at my / our workplace

Explain to the inductees the requirement to observe specific elements appropriate to their own work activities and/or site wide hazards. These may include but not be limited to the following:

- Open excavations,
- Work at Height,
- Overhead Power Lines,
- Confined Spaces,
- Contaminated Land,
- Excessive Vehicle Movements,
- Traffic Management Systems,
- Fire Risks
-

Ensure that inductees are made aware of specific requirements for the production of risk assessments and method statements where specific hazards are identified. Make inductees aware of areas of work that will require specific authorisation to proceed such as a Permit to Work. Ensure inductees are made aware of restricted areas and the reasons for the control measures in place.

10 Health and Safety Essentials

In the design and selection of plant/equipment, storage facilities, vehicles, engineering and work equipment, protective clothing and anything else used in work activities, the suitability of such plant, equipment and structures for safe operation and use is of prime consideration.

Design, operating and general behavioural rules are set out in operating instructions, safe works procedures manuals or posted on notice boards as appropriate for the many activities conducted. These rules cover statutory, company and specific local requirements and industry best practice.

It is essential that all employees are aware of the general and specific rules that apply to their job. By the issue and updating of such rules, training and practice in the requirements management aims to ensure that no failure in compliance will occur through lack of knowledge. The specific rules which, refer to work activities are contained in the following documents:

- Relevant legislation and statutory instruments (available through Safety Consultant).
- Codes of practice/regulations and HSA guidance (available through Safety Consultant).
- Manufacturers' instructional manuals.
- Company Safe Working Procedures.
- Plant and 'site' operational and maintenance manuals.
- Written Risk Assessments as recorded by all departments.
- Written Method Statements (safe working procedures)
- Industry best practice standards.

10.01 Consultation with Employees

Gorilla Design Ltd will ensure that procedures are in place to consult with employees and provide information on matters of health and safety. Each head of department will be given training and allowed the use of Company resources, and be responsible for communicating safety issues. Statutory Regulations held by management at each site identify matters on which employees or their representatives must be consulted. Managers and Safety Representatives are to familiarise themselves with these details. Employee Representatives will be introduced to these Regulations during company training

We are committed to providing information, instruction, training and supervision that is necessary to ensure safety at work so far as is reasonably practicable. Training may be considered as the creation of a learning situation within which attitudes, knowledge and skills to change behaviour are acquired.

10.02 Employee Involvement

Every employee has a general statutory duty to take reasonable care for the safety and health of themselves and others, who may be affected by their acts or omissions, and to co-operate with their employer, so far as is necessary, to enable the latter to fulfil the statutory obligations.

Gorilla Design Ltd has a programme of training to ensure safety. This will be developed and updated accordingly as part of an on-going programme whereby employees will be trained in all the hazards in their workplace and the precautions to be taken at each stage to ensure safety. This training programme will also include management and supervisory personnel.

11 Training

Training will be provided by competent training personnel and will comply with current legislation to help protect the safety, health and welfare of employees. Before commencing work employees / sub-contractors must receive induction training to ensure that they fully understand the hazards to which they may come in contact with during their work duties.

- Relevant legislation
- Safety Statement including risk assessments
- Accident Reporting / Investigation Procedures
- First Aid Facilities
- Personal Protective Clothing Available
- Safe Methods of Work
- Emergency / Fire Evacuation Procedures
- All employees / Sub-contractors should understand safety procedures and emergency procedures.
- All employees must receive Manual Handling Training
- The Safety Representative will receive the necessary training as recommended by the Health and Safety Authority
- First Aid Training for the occupational first aid person must be provided.

11.01 Records of training

Training Records will be maintained and will contain the following information:

- Date training took place
- Where it took place and duration.
- Company who issued training and training instructor
- Name of person receiving instruction
- What was covered in the training lesson

11.02 Refresher Training for Relapse Prevention

Training shall be adapted to take account of new or changed risks and shall be provided on recruitment of employees, in the event of transfer of employees, a change of job, the introduction of new work equipment, a change in equipment or the introduction of new technology and shall be repeated periodically where appropriate.

11.03 Competent Person

A person is deemed to be a competent person if they possess sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken, account shall be taken of the framework of qualifications referred to in the Qualifications (Education and Training) Act.

12 Statement of commitment to continual improvement

It is the policy of Gorilla Design Ltd that our operations are carried out and managed at all times to ensure that the highest standards of health and safety are adhered to at all times.

Health and safety is an essential and core management responsibility at all levels in the company. In addition, we will ensure our H&S Advisors are of the highest qualification and standards to advised management on health and safety in all aspects of the company's operations.

The management of health and safety within Gorilla Design Ltd is impelled by Company Directors and senior management. It is monitored by H&S Advisors and employee safety representatives, through safety meetings held by Management, Employee Representatives and are supported by an H&S Advisors Forum, all of which assists in the co-ordination and promotion of health and safety awareness across the Group.

Our safety management system, policies and company safety statement will be reviewed and monitored ongoing throughout the company's operations. Gorilla Design Ltd benchmarks its health and safety performance against the best in the industry and recognises the need for continuous improvement. Comprehensive company health and safety reports will be produced advising on the health and safety performance of the company and its operations.

13 Manner for Securing Safety

The manner by which the safety, health and welfare of people at work will be secured is by the provision of:

- **Safe Place**
- **Safe Plant**
- **Safe Procedures**
- **Safe People**

Accidents are caused where there is a breakdown in the system of control of any of the above. Gorilla Design Ltd.'s approach to safety is based on a detailed analysis of the place, plant, procedures and people in order to control the hazards of the workplace. The standards of safety are defined by:

- Adequate induction training will be given to each new employee, covering the specific Safety and Health of his new working environment and ensure that he / she is made familiar with this Safety Statement.
- All articles and substances, including plant, equipment and raw materials will be purchased to recognised Standards and where appropriate Material Safety Data Sheets (MSDS) will be demanded as an integral part of the purchase, rental or hire.
- Regular safety inspections, examinations and audits will be carried out to ensure continuing fitness for use of places of work, articles, substances and persons from a Safety and Health point of view. Regular reviews of existing arrangements will also take place in the light of hazards reported, hazards identified, and accidents occurring.
- Employees will be involved in all aspects of the Safety Programme on a consultative basis. Full co-operation will be afforded to the Safety Representative whom the employees may select from time to time.
- The arrangements made will specify the co-operation required from employees at all levels within Gorilla Design Ltd, as well as the measures that will be taken to enforce Safety and Health rules, procedures and other related behaviours while at work.
- Gorilla Design Ltd will have designated a first aid station, a first aid box on site and a trained First Aid Person where required.
- Arrangements made will be based on the nature of the work, hazards identified together with the level of risk involved. Gorilla Design Ltd is committed to providing the necessary resources to ensure that all such arrangements are set up, used and maintained. Gorilla Design Ltd is committed to ensuring that, where statutory provisions apply, these will be the absolute minimum required.
- The maintenance of agreed arrangements will be over seen by trained and competent supervisors.

13.01 Who may be harmed by the hazards identified?

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. Identify groups of people (e.g. 'people working in certain areas, employees completing certain tasks, passers-by).

Consider for example:

- Some workers have particular requirements, e.g. new and young workers, new or expectant mothers and people with disabilities may be at particular risk.
- Extra thought will be needed for some hazards
- cleaners, visitors, contractors, maintenance workers etc., who may not be in the workplace all the time
- members of the public, if they could be hurt by your activities
- if you share your workplace, you will need to think about how your work affects others present, as well as how their work affects your staff

14 Resources

- Provision and maintenance of fire extinguishers and alarm systems
- Fire Plan and Procedure Posters
- Emergency Lighting
- Fire and Emergency Evacuation Plan
- Fire Insurance Surveys
- Emergency Plan
- Emergency plans including spill clean-up and First Aid
- Preventative Programmes
- Preventative Maintenance Programme
- Maintenance schedule
- Regular check of hand tools to be carried out
- Machines of sound construction and properly maintained
- Thorough examination (machinery policy)
- Training Programmes
- Driver training to recognised standards and COP.
- Employee Training Programme including maintenance-training programme
- Employee Information and Training Programmes
- Human Resources
- Adequate and suitable signs, fences, and or barriers
- Manual Handling Training Programme
- Safe Work Procedures
- Safe Work Procedures Manual
- Safety gear and personal protective equipment, hearing protectors, safety glasses, and safety boots will be made available.
- Provision of PPE
- Manufacturer's Instructions
- Operators Manual
- Safe use of ladders
- The manufacturer or supplier should be able to advise you about suitability
- Mechanical Aids
- Relevant Legislation
- Working Time Regulations
- Working Time Act
- Health surveillance where necessary
- Eye tests
- Noise Assessments
- Company Policies
- Strict company policy on no horseplay

15 Policies and Procedures

15.01 Company Environmental Policy

Gorilla Design Ltd is committed to minimising the impact of its activities on the environment. The key points of its strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Gorilla Design Ltd will measure its impact on the environment and set targets for on-going improvement.
- Gorilla Design Ltd will implement a training program for its staff to raise awareness of environmental issues and enlist their support in improving Gorilla Design Ltd.'s performance
- Actively promote recycling both internally and amongst its customers and suppliers.
- Gorilla Design Ltd will encourage the adoption of similar principles by its suppliers.
- Source and promote a product range to minimise the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to Gorilla Design Ltd.

15.02 Mental Health and Wellbeing Policy

Purpose

The purpose of this policy is for the company to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

The company believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Goals

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

Scope

- This policy applies to all employees, including contractors and casual staff.

Responsibility

All employees are encouraged to:

- Understand this policy and seek clarification from management where required
- Consider this policy while completing work-related duties and at any time while representing the company
- Support fellow workers in their awareness of this policy
- Support and contribute to the company's aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- Take reasonable care of their own mental health and wellbeing, including physical health
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- Ensure that all workers are made aware of this policy
- Actively support and contribute to the implementation of this policy, including its goals
- Manage the implementation and review of this policy.

Communication

The company will ensure that:

- All employees receive a copy of this policy during the induction process
- This policy is easily accessible by all members of the organisation
- Employees are informed when a particular activity aligns with this policy
- Employees are empowered to actively contribute and provide feedback to this policy
- Employees are notified of all changes to this policy.

Monitoring and review

The company will review this policy after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- Feedback from workers, the Health and Wellbeing Committee (if applicable), and management
- Review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

15.03 Waste Management Policy

Gorilla Design Ltd is actively committed to sustainable waste management on a number of fronts. Firstly we aim to reduce Gorilla Design Ltd overall consumption and usage of raw materials. Aligned to this we encourage and favour wherever possible, the re-use of materials in all areas of the business. In addition we promote the concept of recycling and the benefits of utilising recycled materials. However when disposal is the only option, we will seek to dispose of materials in an environmentally sensitive and responsible manner. In order to accomplish this aim we:

- Develop Site Waste Management Plans (SWMP) for each site in order to accommodate effective waste management and minimise the risk of pollution.
- Receive regular reports from Waste Management Companies identifying percentages of wastes recycled
- Take actions to reduce waste streams of high volume and high cost
- Give guidance and information to staff to facilitate their participation in the recycling of their waste
- Favour where possible suppliers who remove packaging as part of their contract
- Encourage the purchase of recycled materials and those which are suitable for disposal by recycling.
- Minimise waste by encouraging the exchange, and reuse of equipment and materials amongst departments

Gorilla Design Ltd understands that the correct handling, storage and disposal of waste materials are vital to ensure compliance with environmental legislation and pollution prevention. We fully comply with our Duty of Care responsibilities – we ensure that our waste does not escape from our control and is passed only to an authorised person accompanied by a full written description in the form of Waste Transfer Notes.

We promote co-operation and co-ordination between our employees, subcontractors and clients toward the shared goal of reducing waste at its source, reusing and recycling waste wherever possible. We will acknowledge, respond appropriately, and take into account of the views of the public and any other interested parties with respect to our operations. In addition, this policy statement will be communicated to all persons working for and on behalf of Gorilla Design Ltd.

15.04 Management of Change Policy

Management of Change, or MOC, is a best practice used to ensure that safety, health and welfare risks are controlled when a company makes changes in their facilities, documentation, personnel, or operations.

Gorilla Design Ltd will gather employee input on the changes, such as interviews, group discussions or surveys. Give instructions for all employees on every process in which changes are involved. The procedures must be clear, include steps for performing every operation, cover safety information, state what to do in the case of an emergency and be readily available to the employees performing the procedures.

Train employees on the changes. Emphasize any safety and health hazards and what to do in the case of an emergency. The training must take place before an employee is allowed to operate the equipment or perform the job that the changes were related to.

Establish new risk assessments for the changes that are made to a process in the safety management system. Gorilla Design Ltd will take into account, the following:

- The technical basis for the proposed change.
- Impact of the change on employee safety and health.
- Modifications to operating procedures.
-
- Time needed for the change.
- Authorization required for the proposed change.
- Steps taken to identify hazards before the changes are made.
- Identifying methods for documenting MOC reviews.
- Procedures to make approvals and authorizations workable.
- Plans to inform and train personnel about the changes.
- Methods for updating procedures and other Risk Assessment information.
- Steps for effective implementation.
- Reviewing and revising.

15.05 Quality Policy

Gorilla Design Ltd is committed to providing customers with service of the highest possible level of quality. In order to achieve this, we are continually improving processes, products and services, meeting and exceeding customer satisfaction at all times. The implementation of the quality policy is the responsibility of all staff members, with overall responsibility residing with the Directors and

senior management. It is compulsory that all staff recognise and accept our philosophy of quality service delivery, accepting accountability for their own output.

- Fully identify and conform to the needs of our customers, improving customer satisfaction.
- Monitor and review our service provision and processes, identifying potential errors and implementing the necessary actions to eliminate them.
- Provide extensive staff training.
- Achieving and maintaining a standard of excellence in the operation of our business.
- Maintaining our reputation for honesty and integrity and ensuring that this is reflected throughout the organisation.
- Providing sufficient resources and equipment to ensure that we can operate to the highest standards
- Ensuring that all Gorilla Design Ltd policies and procedures have the full support of senior management.
- Continually monitoring and reviewing our Quality Policy to ensure that it remains relevant and effective to the changing needs of our customers.

15.06 Dignity at Work Policy

Gorilla Design Ltd is committed to ensuring a harassment free work environment, and believes that all its employees should be treated with dignity and respect. It is Gorilla Design Ltd.'s policy to provide a work environment free of unlawful discrimination, sexual harassment, harassment or bullying of any kind. Employees have the right to be treated with dignity and respect. It is the responsibility of all employees to be aware of and adhere to this policy.

The intention of the perpetrator of the sexual harassment or harassment is irrelevant. The effect of the behaviour on the employee is what is important. It is a matter for the employee to decide what behaviour is unwelcome and this is so irrespective of the attitude of others.

Gorilla Design Ltd.'s management, at the highest level, strongly disapproves of and will not tolerate unlawful discrimination, sexual harassment, harassment, bullying or any such inappropriate behaviour towards its employees by managers, employees, or any other third party such as vendors, customers, suppliers or visitors. Appropriate disciplinary action will be taken against any person who violates this policy, which in the case of employees may include dismissal for serious offences or, in the case of third parties, exclusion from Gorilla Design Ltd.

The following are within the scope of this policy:

- Sexual harassment, bullying and harassment by co-workers, vendors, suppliers, contractors and other business contacts Gorilla Design Ltd outside the workplace, e.g. publicity events, press conferences, training and work related social events;
- Sexual harassment, bullying and harassment of or by employees supplied by employment agencies or engaged in vocational training.

The immediate response of an employee who is accused of harassment, sexual harassment or bullying may be to get angry, make counter allegations or deny or reject the complaint. Employees are urged not to respond in this way. Instead, they should listen to what is being said. If, after mature reflection, an employee considers that they have caused offence, unintentionally or otherwise, the appropriate action is to apologise to the individual concerned and modify the offending behaviour accordingly. In that regard, it is important to remember that where the complaint is dealt with under the informal procedure, and matters are resolved, no disciplinary

action will follow. Where, however, an employee considers that their behaviour has not caused offence, unintentionally or otherwise, the employee has the right to challenge the complaint

15.07 Modern Slavery Policy

This statement outlines how we protect against slavery in our business and supply chains in line with meeting the requirements in compliance with current regulations. We have zero tolerance to this issue and expect our people, suppliers and sub-contractors to comply with our values. We all have a duty to be alert to the risks in our business and wider supply chain. Staff are expected to follow the guidance outlined in the company anti-slavery and human trafficking policy to report concerns. Managers are required to act if concerns are raised whether these are from outside or within the business.

The following is in place to help identify and mitigate risk:-

- We aim to build long standing relationships with suppliers and sub-contractors, communicating our expectations very clearly
- Systems are in place to encourage reporting of concerns and for the protection of whistle-blowers
- We require all our existing members of our supply chain to abide by our Modern Slavery Statement
- As part of the selection process, all new supply chain members will be required to confirm that they have a policy/statement settling out the steps they have taken to ensure that slavery and trafficking is not taking place within their organisation or supply chain

This policy may be reviewed annually by the directors, who shall take responsibility for implementing this policy statement to ensure that our organisation and supply chains are free of slavery and human trafficking.

15.08 Harassment and Bullying Policy

Gorilla Design Ltd is committed to providing a workplace free from harassment and bullying. The company will deal with all allegations of bullying. All complaints will be dealt with fairly, with discretion and confidentially maintained. It is imperative that all employees understand that any form of sexual harassment / bullying will not be tolerated by Gorilla Design Ltd, regardless of status and will be dealt with accordingly by the company.

Employees found retaliating against an employee for complaining about bullying / harassment should be subject to the disciplinary procedure and disciplinary action, as appropriate. Sometimes complaints concerning bullying or harassment at work may themselves be false and / or maliciously motivated for other reasons and factors. So all cases reported will be investigated and the appropriate action taken. If an employer becomes aware that a complaint is false or malicious in nature, the appropriate disciplinary procedure up to and including dismissal should be imposed on the perpetrator.

Gorilla Design Ltd is committed to safeguard the health, safety and welfare of all vulnerable groups, and will not condone any behaviour relating to the adverse, differential treatment of a person due to family status, marital status, sex, sexual orientation, disability, race, religion, or members of the traveller community.

Sexual Harassment is defined as any act of physical intimacy, any request for sexual favours or any other act or spoken words, gestures, written words, pictures etc. if the act, request or conduct **is unwelcome** and repeated it could be reasonably regarded as sexually offensive, humiliating or intimidating.

Verbal

- Suggestive or explicit language.
- Unwelcome sexual advances.
- Continued unwelcome use of affectionate or over familiar names.
- Degrading abuse of insults
- Questions or comments of a personal nature.
- Requests or demands for sexual favours.
- Jokes or tricks of a sexual nature

Physical

- Deliberate and unnecessary contact or touching.
- Fondling or patting.
- Gesturing of a sexual nature.
- Indecent exposure
- Actual assault, up to rape

Visual

- Staring or leering.
- Offensive letters, memos, or technology.
- Display of sexually suggestive or pornographic pictures and objects.

(This list is intended as examples only and is not to be regarded as definitive or exhaustive).

A single incident, if sufficiently serious, is adequate to warrant investigation. An employer recognises that sexual harassment is an ever-growing risk that employees are potentially exposed to. Employers have a duty to put in place a policy to address such matters in an efficient, comprehensive and sensitive manner.

Sexual harassment should not be confused with simple friendly behaviour or with more intimate exchanges, if these are mutually desired and accepted. The difference between friendly behaviour and sexual harassment is that sexual harassment is not solicited nor accepted by the recipient, it is unwelcome and / or imposed.

All matters relating to sexual harassment in the workplace will be dealt with in the strictest of confidence and sensitivity.

Bullying in the workplace may be described as the “repeated aggressions, verbal, psychological or physical conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate, dominate the relationships”. Isolated incidents or aggressive behaviour should not be described as bullying. Only inappropriate aggressive behaviour, which is systematic and on-going, is regarded as bullying.

Cyber Bullying can be defined as an aggressive, intentional act or behaviour that is carried out by a group or an individual, using electronic forms of contact including mobile phones, the internet and all forms of social media with the objective of upsetting someone. It may take the form of general insults or impersonation, defamation or prejudice-based bullying. Unlike other forms of bullying a once-off posting can constitute bullying.

Cyberbullying is often similar to traditional bullying, with some notable distinctions. Victims of cyberbullying may not know the identity of their bully, or why the bully is targeting them, based on the online nature of the interaction. The harassment can have wide-reaching effects on the victim, as the content used to harass the victim can be spread and shared easily among many people and often remains accessible long after the initial incident.

Examples of bullying behaviour include:

- Shouting or swearing, in private or in public.
- Personal insults and name-calling.
- Spreading malicious rumours
- Implied threats
- Jokes, offensive language, gossip, slander etc.
- Pestering, spying or stalking.
- Physical contact up to assault.
- Staring, leering, gestures.
- Vandalism of personal property.
- Aggression, usually over quite unimportant matters.
- Communicating via electronic means to cause hurt, fear, embarrassment, humiliation, alarm and/or distress

This list is intended as examples only and is not definitive or exhaustive.

It is recognised that bullying can affect employees in many negative ways, including emotional, behavioural, cognitive and psychological effects. However more seriously it can cause anxiety, fear and depression. At its most extreme, prolonged periods of bullying can lead to stress, a nervous breakdown, depressive illness and even suicide.

This negative effect of bullying can in turn cause a negative domino effect on the organisation and productivity e.g.

- Low motivation
- Reduced efficiency
- Hasty decision making
- Absenteeism

All complaints relating to bullying in the workplace will be dealt with in the strictest of confidence and sensitivity.

We also ask for all employees to co-operate in any investigatory matters. The employees will be protected against intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation.

15.09 Violence and Aggression Policy

Gorilla Design Ltd will take all necessary measures to protect employees from acts of violence or aggression during the course of work and will act on any reports, or complaints made by employees, or other persons affected. Gorilla Design Ltd will investigate any reports made.

15.10 Stress Policy

Gorilla Design Ltd will take all necessary steps to ensure so far as reasonably practicable that our employees are not exposed to excessive stress levels in the workplace. It is our policy that any employees who are suffering from excessive stress levels must approach their supervisor and measures will be taken to relieve their workload and to try identifying the origin of the stress.

If stress becomes apparent employees are encouraged to approach Management and a suitable assistance programme will be instigated.

15.11 Racism Policy

All employees of Gorilla Design Ltd will be treated with the respect and dignity that they deserve and it will be company policy not to discriminate any individual due to colour, race or religion any means. All practical measures up to and including dismissal will be implemented should any employee be found guilty of any breaches of this policy.

15.12 Alcohol and Drugs Policy

Gorilla Design Ltd recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves and others at significant risk.

All employees, contractors, sub-contractors and visitors must be able to perform their duties whilst in work areas in such a manner that it will not affect their safety or the safety of others by acts or omissions.

If the company has reasonable grounds to suspect that an employee, contractor or subcontractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to anything up to and including the dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst on company property, in company owned vehicles or in other off site locations, will lead to disciplinary action being taken.

15.13 Smoking Policy

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. Accordingly smoking will not be permitted in any enclosed workplace, although there are some exceptions. In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of Gorilla Design Ltd that all of its work areas are smoke free.

The company recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exception. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who are employed or involved with Gorilla Design Ltd.'s operations.

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy. The person in charge shall inform all existing employees, trainees, consultants and contractors of the policy and of their role in its implementation.

All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

Infringements of the **No Smoking** policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

15.14 Pregnant Employees Policy

Gorilla Design Ltd will take into account the Safety Health and Welfare at Work (pregnant employees) Regulations, the Maternity Protection (Amendment) Act 2004 and all other relevant Legislation. The provisions of these regulations shall apply to an employee subject to her notifying her employer of her condition as soon as is practicable after it occurs and, at the time of the notification, giving to her employer or producing for her employers inspection, a medical or other appropriate certification confirming her condition, as per the regulation. Gorilla Design Ltd will complete a risk assessment and provide the necessary provisions and arrangements for all pregnant employees.

15.15 Young Persons Policy

Where Gorilla Design Ltd employs a young person (below 18 years old) an individual risk assessment will be carried out in compliance to part 11 of the Safety, Health and Welfare at Work (General Applications) Regulation, 2007

15.16 Working Hours Policy

The Working Time Acts and Regulations govern the working hours of employees. We recognise our responsibilities under the Act and thus shifts are organized to comply with such provisions. Gorilla Design Ltd will comply with the Organisation of Working Time Act. The act sets out statutory rights for employees in respect of rest, maximum working time and holidays.

Night Work and Shift Work - employees, employers and self-employed persons

- Ensure that the specific effects and hazards of night work, and the risks to the safety and health of the employee concerned are determined and whether that work involves special hazards or a heavy physical or mental strain
- Having regard to the nature of the work concerned, ensure that appropriate steps are taken for the protection of the safety and health of a night worker or an employee who is a shift worker
- An employer, before employing a person as a night worker, and at regular intervals during the period that that person is employed as a night worker, shall make available to that person, free of charge, an assessment by a registered medical practitioner, or a person under the practitioner's supervision, in relation to any adverse effects of that night work on the night worker's health
- The employer may take into account any entitlement to an assessment referred to above that is provided by the State, and shall facilitate the night worker's attendance at the assessment if so required
- The person who performs an assessment shall endeavour to detect if the health of the employee concerned is being or will be adversely affected by the fact that the employee performs or will perform night work, and on the completion of the assessment, inform the employer and employee concerned of the opinion of the person who performs the assessment as to whether the employee is fit or unfit to perform the night work concerned, and if that opinion is that the employee is unfit to perform that night work by reason only of the particular conditions under which that work is performed, suggesting changes in those

conditions that could be made so that the employee could be considered fit to perform that night work

- Neither a registered medical practitioner nor a person acting under his or her supervision shall disclose the clinical details of the assessment to any person other than the employee concerned or a person designated under section 63 of the Act, or the opinion of the registered medical practitioner of such an assessment to any person other than the employee and employer concerned.
- If a night worker becomes ill or otherwise exhibits symptoms of ill-health, and that illness is or those symptoms are recognised as being connected with the fact that the night worker performs night work, the employer, whenever possible, shall assign duties to the employee that do not involve performing any night work and to which the employee is suited
- Ensure compliance with 2007 Safety Health and Welfare at Work (General Application) Regulations, Part 6, Chapter 3, Night Work and Shift Work R.153 through R.157

15.17 Lone/Out of Hours Working Policy

This policy is designed to guide all staff and employees on the procedures required for lone or out of hours working.

Nothing in this policy shall supersede in whole or in part the duties of employers or employees under:

- (a) Existing statutory provisions relevant to health, safety and welfare at work
- (b) Common law
- (c) Company Safety Statement

Gorilla Design Ltd strongly recommends that in the interest of health, safety and personal security, lone / out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. Personnel must be accompanied at all time when carrying out high risk activities such as maintenance and repair work to plant and equipment. Under no circumstances can contactors carryout lone working.

Lone working/out of hours working is defined as follows

- Any work undertaken outside of 8am-5.30 pm Monday – Friday and 8am to 13.00 pm Saturday
- Any work undertaken on plant and equipment when not accompanied.

Lone working / out of hours working must be pre-authorised by the company and also approved by the main contractor that Gorilla Design Ltd are on hire to.

15.18 Visitors Policy

Gorilla Design Ltd has a responsibility to ensure, as far as is reasonably possible, the safety of visitors to the work place under their direct control. The employer will require personnel and visitors to log in and out. An employee will accompany visitors at all times.

15.19 Lack of Understanding (Communication)

Lack of understanding may include not understanding English, cannot read and misinterpreting instructions.

Controls

Ensure workers understand instructions, training and information provided to them. We should consider having someone interpret instructions, information, training in such a language or format

that the employee will understand if they feel there is a problem with communication. We should also consider supplying pictures to help ensure instructions

Extra Resources

Translator
Sings – Pictures
Phrase list
Safety training translated

Persons at risk

Foreign national workers
Illiterate employees
Hearing impaired

15.20 Driving for Work Policy

It is the policy of Gorilla Design Ltd to ensure that employees who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times. The company will maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment.

Gorilla Design Ltd will take all steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The company will set up procedures where employees check vehicles' oil, water, tyre pressures and general cleanliness on a daily and weekly basis, then record the inspections. Gorilla Design Ltd will keep maintenance schedules of all vehicles, which are completed each time the vehicles are serviced in any way following the maintenance schedules in the vehicles' manuals setting up a procedure to identify and rectify faults as soon as practicable.

Responsibilities as an employee

- Ensure they hold a Current Driver Licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
- Employees must be over 25 years old and hold a current full driving licence for a period of 3 years.
- Immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- Display the highest level of professional conduct when driving a company vehicle
- Regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- Comply with traffic legislation when driving
- Assess hazards while driving and anticipate 'what if' scenarios
- Reverse into parking locations of safe and clear and ensure beacons and reversing klaxons are working and switched on
- Drive within the legal speed limits, including driving to the conditions
- Wear a safety belt at all times
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- Avoid distraction when driving – the driver will adjust car stereos/mirrors etc. before setting off, or pull over safely in order to do so

- Report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- Report infringements to a manager at the earliest opportunity
- Report vehicle defects to a manager once identified.

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or being under the influence of drugs while driving
- Driving while disqualified or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after a crash
- Acquiring demerit points leading to suspension of licence
- Any actions that warrant the suspension of a licence.

15.21 Disciplinary Procedures

The employee must abide by Company Rules and all laws, regulations and acts in relation to safety, health and welfare at work. In order to promote fairness the worker will be given a reasonable opportunity to improve. Gorilla Design Ltd shall give a verbal warning and a written warning before dismissal. A case of gross negligence may warrant instant dismissal.

15.22 Safe Place

Gorilla Design Ltd commits to ensuring that the place of work will be kept as safe as is reasonably practicable.

15.23 Access and Egress

Every place of work will have a safe access and egress to and from work. This will include floors, walkways, ladders, platforms, scaffold, vehicles, transport, and emergency exits.

15.24 Working at Height

- All work at height will be adequately planned, supervised and carried out in a safe manner. Management will ensure the people working at height are trained and competent to carry out their duties.
- Management will ensure the equipment selected is appropriate for the job!
- All equipment used for working at height will be inspected regularly.
- Management will ensure there is a system for reporting and managing defects.
- Management will ensure there is plan for emergencies e.g. rescuing people and that all staff are aware of the rescue plan, its contents and implementation
- Management will ensure additional risk assessment for working in areas at height that required additional review.

15.25 Adverse Weather Policy

Introduction

We recognise that adverse weather conditions can prevent employees from reaching their place of employment. We will ensure that the health and safety of our employees is not compromised, by allowing affected employees immediate access to leave entitlement depending on the circumstances. No employee will be required to attend for work if it is unsafe to do so. These arrangements will apply to all employees.

General

It is expected that employees will make every reasonable effort to reach their place of employment. However, employees are not expected to, and should not, put themselves at risk. Employees who live in remote areas are aware of the potential difficulties they may face during periods of adverse weather and should be prepared to make appropriate arrangements in relation to attendance at work.

It is recognised that there will inevitably be occasions when weather conditions are so severe that some employees in outlying areas will either be prevented from getting to their normal place of work or will be late and/or need to leave early.

Any alleged abuse of this policy will be subject to investigation and, if necessary, action, under the Disciplinary Policy.

Application

In all circumstances of inability to attend for work or late arrival the employee must report the fact to his/her line manager at the earliest opportunity. The employee should notify us separately on each day they are unable to attend for work.

(a) Inability to Attend Work

If we are satisfied that an employee has genuinely been prevented from attending work because of a serious effect of bad weather, employees will be entitled to take one of the following options

- Take the day from their annual leave allowance
- Make up the time (see below for full details)
- Take the day as unpaid leave

The normal requirement for advance notification for leave will be suspended in these circumstances. Employees should notify in writing their line manager of which option they are choosing within seven days of their return to the office. As an alternative to the granting of leave an employee may, if appropriate, be required to work from home where facilities are in place to achieve this.

(b) Arriving late (on days of adverse weather)

Where we are satisfied that an employee has genuinely been prevented from attending work by his/her normal starting time, any lateness will not be penalised in terms of sanctions under any of the employer's policies. In all cases employees who arrive for work late will be credited with/ paid for their standard working day.

(c) Leaving early (all days of adverse weather)

Management will be responsible for obtaining information and advice from the Met Office, Police, Motoring Organisations and Transport Authorities and disseminating it to line managers.

Your line manager will be responsible for deciding whether any request to leave early is warranted, bearing in mind the information provided by the above and the home address and mode of travel of the member of staff concerned.

In circumstances where the line manager is satisfied that early release is justified, the employee will be authorised to leave work early. In all cases employees will be credited with their standard working day.

(d) Working from Home

In certain circumstances we may agree that an employee can work from home. Home working must be the subject of prior agreement (either general or specific) with the employee's line manager. The work to be undertaken at home will be the subject of normal managerial procedures on return to work. Where home working is authorised, the employee will be credited with normal hours.

(e) Closure of Place of Work

If we decide to close a place of work due to adverse weather, employees will be entitled to paid leave for their normal hours of work for the duration of the closure.

(f) Childcare Provision When Schools are closed

It is the responsibility of employees to ensure that they have emergency care arrangements in place for their children in case of a school closure due to adverse weather. If this is not possible the employee should discuss the matter with their line manager and will be entitled to take any of the options at 3a above. The normal requirement for advance notice of the intention to take leave will be suspended in these circumstances.

(g) Management Responsibility

Whilst it is appreciated that there may be operational and client service considerations in working during periods of adverse weather, line managers are expected to ensure that employees are treated in an equitable and consistent manner and that the safety of employees is not compromised in any way.

(h) The Right of Appeal

Any appeal against a decision in relation to this section will be by way of the Grievance Procedure.

(i) Making up time

All time that the employee opts to make up must be completed within two months of the employees' return to the office. Any time made up should be logged with your line manager on the day it is done and a record kept. This time limit may be extended in exceptional circumstances by prior written agreement with your line manager.

15.26 Noise Policy

It is the policy of Gorilla Design Ltd to reduce noise exposure in the workplace to the extent that it is reasonably practicable. In those situations where it is not feasible to reduce noise exposure by suitable engineering means, during exposure evaluation periods, and during implementation of engineering controls, either administrative controls or personal hearing protectors shall be used to ensure the protection of employees.

15.27 Chemicals

Any substance, in gas, liquid or solid form, which has the potential to cause harm, is referred to as a hazardous or dangerous substance. Such substances include those:

- Brought directly into the workplace and handled, stored and used for processing (e.g. solvents, cleaning agents, glues, resins, paints).
- Generated by a process or work activity (e.g. fumes from welding/soldering, dust from machining of wood, flour dust, solvents).
- Generated as waste or residue (e.g. fumes from soldering irons, carbon monoxide from exhausts).

Substances can be considered hazardous not only because of what they contain (i.e. their chemical ingredients) but because of the form or way in which they are used at the workplace. In addition to their effects on human health, some chemicals also present physical hazards such as the potential to ignite or support combustion of other substances (oxidiser) and the potential to explode. The physical, environmental and human hazards of a chemical substance must be considered when conducting a risk assessment in the workplace.

There are key duties for employers and employees under the relevant health and safety legislation.

Employers are required to:

- Determine which hazardous substances are present in the workplace.
- Assess the risks to employees and others from the presence of these hazardous substances.
- Prevent or control exposure to the hazardous substances to as low a level as is reasonably practicable.
- Have arrangements in place to deal with accidents, incidents and emergencies.
- Provide information, training and consultation to employees.
- Make available health surveillance to employees.

Employees also have duties. They must:

- Co-operate with their employer e.g. follow procedures.
- Make full and proper use of control measures e.g. using extract ventilation where provided, and report any defects.
- Report any defects in plant/ equipment immediately to the employer as appropriate.
- Report any accident or incident which may have resulted in the release of a dangerous chemical/substance into the workplace.

Refer to the Safety, Health and Welfare at Work Act 2005 (S.I. No. 10 of 2005) and the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001) and the Safety, Health and Welfare at Work (General Application) Regulations 2007 and amendments.

Procedures

The purpose of this procedure is to ensure that all risks associated with the storage, use and disposal of chemicals are controlled and managed.

Management will:

- Ensure that all dangerous goods and hazardous substances are identified within the workplace. Details of all dangerous goods and hazardous substances stored or handled in the workplace are entered into a Chemical Register. The Chemical Register is to be reviewed when new or additional quantities of chemicals are introduced into the workplace, or when risk controls have changed, or are no longer effective.
- Ensure a hard copy collection of current Safety Data Sheet (SDS) from the manufacturer or supplier is maintained. The SDS obtained for each chemical must be the authorised version prepared by the manufacturer. The Chemical Register and associated SDSs are to be kept by the Management in a suitable location which is known, and accessible to all employees in the workplace, as well as any other person who is likely to be exposed to the dangerous goods and /or hazardous substances.
- In consultation with the Health and Safety Representative (HSR) and employees, will ensure that no new dangerous goods and/or hazardous substances are introduced into the

workplace without first obtaining the manufacturer's SDS. Information from the SDS should be used to determine if the chemical can be safely introduced into the workplace.

- In consultation with HSR and employees must ensure that a risk assessment is conducted.
- In consultation with the HSR and employees, will reduce risks so far as reasonably practicable in accordance with the information provided in the SDS, from dangerous goods and/or hazardous substances and their mixtures.
- Ensure that employees are not exposed to atmospheric concentrations of a substance that are above the exposure standard (if any), for that substance.
- Refer to the current SDS for the hazardous substance to determine the health surveillance requirements for any employees exposed to any hazardous substance in the workplace.
- Ensure that all dangerous goods and hazardous substances storage containers are clearly labelled. The label on the container in which the dangerous good and/or hazardous substance is supplied must remain intact, legible and unaltered. The date of receipt of a hazardous substance should be marked on the original container to allow for monitoring of the age of the chemical and promote the use of older materials first.
- Ensure that all mixtures of chemicals and decanted chemicals are correctly labelled unless used immediately, including the product name and Dangerous Goods Class/Division (if applicable). Where chemicals are decanted, the container must be suitable for the chemical contents and preferably be of a type that is recommended by the manufacturer or supplier.
- Ensure that all purpose-built cupboards, cabinets and refrigerators for storing chemicals are labelled to indicate the type and class of chemicals being stored in them.
- Ensure that chemical waste is properly packaged, labelled and stored in suitable designated areas whilst awaiting collection.
- Ensure dangerous goods, hazardous substances and chemical waste are disposed of as per the MSDS.
- Ensure that all fire protection equipment is maintained in an operable condition and that all relevant emergency contact telephone numbers are displayed in prominent locations at the workplace (e.g. where the chemicals are stored).
- Ensure that arrangements are in place for consultation with the HSR and employees, in relation to chemical management. Consultation should occur in relation to:
 - the introduction of new chemicals to the workplace
 - the identification and assessment of risks associated with chemicals at the workplace
 - development of SWP
 - decisions about control measures to be implemented
 - Induction and training requirements.

Where possible the following controls will be put in place:

- Elimination - Eliminate the use of the substance (e.g. using a physical process instead of a chemical process).
- Substitution - Use a safer substance or a safer form of the substance (e.g. using a detergent instead of chlorinated solvent for cleaning).
- Engineering - Physical controls that eliminate, isolate or reduce exposure to people or property (e.g. provision of drip trays to limit the area of contamination in the event of spills and leaks, using a local exhaust ventilation system such as a fume cupboard).
- Personal Protective Equipment - Protective clothing and equipment for employees, contractors and visitors (e.g. overalls, gloves, chemical-resistant safety glasses).

Management will ensure that appropriate emergency management provisions are available for use in the event of a chemical emergency. The emergency management provisions include:












- spill kits or containment equipment
- safe work procedures for spills or release of chemicals
- fire blankets/extinguishers
- first aid kits
- eye wash stations/eye wash kits/emergency showers
- emergency shutdown procedures for equipment
- appropriate numbers of trained emergency wardens and first aiders
- appropriately displayed emergency contact details
- PPE.










Employees will be trained in the safe use and storage of chemicals. This training is to include:

- the requirement for, and type of information provided on labels of products
- the location of, and how to read the SDS for dangerous goods and hazardous substances
- the nature of the hazards and risks associated with the tasks being performed
- the control methods required to reduce the risk of an incident, near miss or harm to human health occurring (e.g. SWP to be followed in the use, storage, transport and disposal of dangerous goods and hazardous substances)
- the proper use and fitting of PPE
- First aid treatment, incident reporting procedures and emergency management protocol to be followed in case of a spill or release of chemicals or injury or illness arising from an exposure to chemicals.

Records of this training are to be kept and maintained as per the Induction and Training Procedure. The following records are to be maintained in relation to dangerous goods and hazardous substances in the workplace:

- Risk assessments
- Safe Work Procedures
- Consultation records
- Purchasing records
- Training records
- Chemical Register and SDS
- Any atmospheric monitoring/health surveillance records (if applicable)
- Inspection and testing records for engineering controls.

NEW CLP Pictogram	Number	Hazard Class (CLP)	OLD 'CHIP' Symbol
PHYSICAL HAZARDS			
	GHS-01	<ul style="list-style-type: none"> Explosives Self-reactive substances and mixtures, types A, B Organic peroxides, types A,B 	 Explosive
	GHS-02	<ul style="list-style-type: none"> Flammable gases, aerosols, liquids or solids Self reactive substances and mixtures Pyrophoric liquids and solids Self-heating substances and mixtures Substances and mixtures, which in contact with water emit flammable gases Organic peroxides 	 Highly/Extremely flammable
	GHS-03	<ul style="list-style-type: none"> Oxidising gases, liquids and solids 	 Oxidising
	GHS-04 NEW	<ul style="list-style-type: none"> Compressed gases, liquids and solids Liquefied gases Refrigerated liquefied gases Dissolved gases 	No current symbol
	GHS-05	<ul style="list-style-type: none"> Corrosive to metals 	 Corrosive
HEALTH HAZARDS			
	GHS-06	<ul style="list-style-type: none"> Acute toxicity (Cat 1 - 3) 	 Toxic/Very Toxic Harmful

	GHS-07 NEW	<ul style="list-style-type: none"> • Acute toxicity (Cat 4) • Skin and eye irritation • Skin sensitisation • Specific target organ toxicity • Respiratory tract irritation • Narcotic effects 	 Harmful/Irritant
	GHS-08 NEW	<ul style="list-style-type: none"> • Respiratory sensitisation • Germ cell mutagenicity • Carcinogenicity • Reproductive toxicity • Specific target organ toxicity • Aspiration hazard 	  No current specific symbol (Use either)
	GHS-05	<ul style="list-style-type: none"> • Skin corrosion • Severe eye damage 	 Corrosive
ENVIRONMENTAL HAZARDS			
	GHS-09	<ul style="list-style-type: none"> • Hazardous to the aquatic environment (acute) • Hazardous to the aquatic environment (chronic) 	 Dangerous for the environment

15.28 Office Safety

- Ensure that passageways are clear and not blocked.
- Ensure that clothing, in particular footwear, is suitable from a safety point of view.
- Do not try to maintain or repair any office equipment; leave to a trained competent person.
- Report all faulty equipment to supervisors as soon as possible, and warn others.
- Do not overload electrical power supply plugs and sockets.
- Ensure power / computer leads are not causing a tripping hazard.
- Ensure you know the safety procedure in the event of a fire.
- Ensure you know where the office assembly point is located.
- Do not try to lift or move articles too heavy, too large or are likely to cause injury.
- Do not stand up on swivel chairs or boxes to reach material stacked on shelves.
- Housekeeping should be kept to a high standard and any spillages should be reported straight away.
- Manual handling training will be provided to all employees.
- All fire exits and emergency access route should be kept clear at all times.
- Know who the First Aid person is and where the first aid box is located.

15.29 Welfare Facilities

- Sufficient and suitable sanitary convenience will be provided, adequately lit and wherever practicable with washing arrangements.
- A convenient supply of drinking water will be provided from public mains or from some other source approved by the sanitary authorities.
- Canteen Facilities will be provided, where practicable and necessary, to make available a clean area with wipe-able table surface, chairs, sink and water supply, bin and power supply for light and heaters.
- Dry Facilities will be provided, where practicable, to store and dry working clothing.
- Access to all facilities shall be kept clear and entrances to facilities will be by pathways or solid surface free from mud or water.
- Facilities will be used exclusively for the use and welfare of employees and in no circumstances be used for the storage of any materials or tools.

Please Note: The project supervisor for the design process shall specify in the preliminary health and safety plan the location of electricity, water and sewage, to facilitate adequate welfare facilities. All facilities will be cleaned regularly and upgraded when necessary.

15.30 Housekeeping

Too many accidents occur because of slips, trips, falls and collisions. Gorilla Design Ltd recognises the problems caused by poor housekeeping and will organise audits, walk-about and campaigns to highlight the problem and to help keep workplaces tidy and safe for people at work. **Supervision is vital**

In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements must be adhered to:

- Check that the workplace is free from hazards
- Always put articles away immediately after use.
- Clear up spillages etc. immediately
- Do not allow objects to protrude into walkways
- Ensure that waste materials are properly stored and are removed on a regular basis
- Do not store articles or substances anywhere other than in designated areas.
- Ensure the workplace is tidy and articles and substances have been put away at the end of each day.

15.31 Asthma

Breathing in irritating substances present in the air causes asthma. When fumes, vapours, dusts or mists are encountered it is essential to notify management, ascertain the source of contaminant and where possible take protective measures such as moving to a safe area. Controls include substitution, segregation and enclosure of the process. PPE should be used as a last resort.

15.32 Dermatitis

This is an irritation of the skin, which becomes red, itchy and blistered. It is the most common work related disease. There are two forms, Irritant (occurs when the substance comes into contact with the skin) and Allergic (when the person becomes sensitised to the smallest amount of the substance). All exposed skin must be protected to ensure the risks are reduced and good hygiene standards adopted.

15.33 Health Surveillance Policy

If required Gorilla Design Ltd will arrange for health surveillance to be carried out by a competent medical professional. Details will be kept in strict confidence. Some of the reasons for health surveillance would be to identify:

- Any current health problems
- Fitness for job or task that an employee may have to carry out
- Effects from musculoskeletal disorders, vibration, noise, exposure to chemical substances (i.e. asbestos)

Employees who become aware that they are suffering from any disease or physical or mental impairment which affects their performance of work activities that could give rise to risk to the safety, health and welfare of persons at work must notify Gorilla Design Ltd. We will in this instance refer the case to its nominated company doctor and take immediate appropriate action to comply with the general duties under the Health, Safety Welfare at Work Act 2005.

15.34 Manual Handling Procedures

Manual handling tasks will be performed according to the terms laid down by the Manual Handling Regulations. All operations requiring manual handling will be assessed according to the Regulations and all workers will be trained in Manual Handling Procedures, as required.

It is the policy when purchasing new equipment, altering existing equipment or changing a system of work to examine such proposed purchases or changes to ensure so far as is reasonably practicable that they are without significant hazard.

Assessments and on-going reviews will be conducted for each area where manual handling is integral part of the work. Factors to which Gorilla Design Ltd must have regard and questions they must consider when making an assessment of manual handling operations.

The tasks - do they involve?

- Holding or manipulating loads at distance from trunk?
- Unsatisfactory bodily movement of posture, especially:
- Twisting the trunk? Stooping?
- Reaching upwards?
- Excessive movement of loads, especially:
- Excessive lifting or lowering distances?
- Excessive carrying distances?
- Excessive pushing or pulling of loads?
- Risk of sudden movement of loads?
- Frequent or prolonged physical effort?
- Insufficient rest or recovery periods?
- A rate of work imposed by a process?

The loads – are they:

- Heavy?
- Bulky or unwieldy?
- Difficult to grasp?
- Unstable, or with contents likely to shift?
- Sharp, hot or otherwise potentially damaging?

The working environment – is there:

- Space constraints preventing good posture?
- Uneven, slippery or unstable floors?
- Variations in level of floors or work surfaces?
- Extremes of temperature or humidity?
- Conditions causing ventilation problems or gusts of wind?
- Poor lighting conditions?

Individual capability – does the job:

- Require unusual strength, height, etc.?
- Create a hazard to those who might reasonably be considered to be pregnant or to have a health problem?
- Require special information or training for its safe performance?

Other factors – is movement or posture hindered by personal protective equipment or by clothing?

15.35 Personal Protective Equipment and Clothing (PPE)

Personal Protective Equipment is provided for all employees in compliance with the Safety, Health and Welfare at Work (General Application) Regulations. The employee is obligated by the Act to take reasonable care of any equipment and to wear and use any equipment provided. Where this equipment is not being used or adequately maintained the standard disciplinary procedures apply.

Safety footwear

Approved safety footwear, i.e. steel toe capped boots or wellingtons should be worn. Ensure they fit properly as they provide protection against foot injuries caused by falling objects or protruding nails.

Protective suits

The primary purpose of work wear overalls is to protect the user from harsh elements or substances that are part and parcel of the job. Work overalls - if worn correctly - provide excellent protection against the abovementioned elements.

High visibility clothing

High visibility vest or jacket should be worn at all times while working. They should not be misused.

Hard hats

Hard hats should be worn when there is a risk of falling from a height or an item falling from a height onto someone's head. They should not in any way be misused. Check the hat for cracks, scratches or dents. Webbing should be removed on a regular basis and washed. If it is damaged it should be replaced. Avoid putting paints or solvents onto the shell of the helmet as this may conceal any damaged areas.

Eye protection

Proper eye/face protection must be worn when the nature of the operation presents a risk of eye or face injury. Examples of these hazards include: flying objects, dust, hot or splashing metals, harmful rays, caustics or acids. Assess the operation and decide what protection should be used.

Knee pads

Appropriate knee protection to be worn to protect your knees when working while kneeling down. They should be replaced as necessary.

Respiratory equipment

Approved respiratory equipment shall be worn when the worker is exposed to toxic chemicals, dusts, or confined space work. Proper training should be given to ensure that the equipment is used safely. Check risk assessment for hazards and controls.

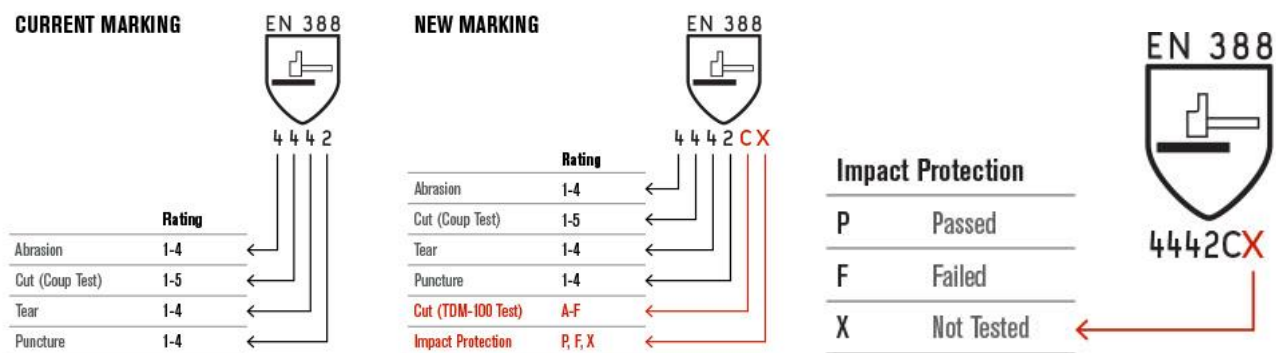
Jewellery

The wearing of rings or other jewellery is not recommended in the work place, particularly if working around moving or rotating parts or manual handling of goods.

Gloves

Appropriate gloves shall be worn to protect hands and fingers when handling hazardous chemicals, abrasive materials and sharp or rough edges. Gloves should be replaced when the signs of wear are apparent. Always ensure the appropriate gloves are worn to provide the appropriate protection.

According to EN388 2016 Standard for glove safety, characteristics such as abrasion resistance, cut resistance, tearing strength, puncture resistance and impact protection are tested. In conjunction with the pictogram, four numbers and one, or two letters, will be displayed. These signs indicate the performance of the glove.



Abrasion resistance

The material is subjected to abrasion by a sandpaper under a determined pressure. The protection level is indicated on a scale of 1 to 4 depending on the number of turns required until a hole appears in the material. The higher the number is, the better the resistance to abrasion.

Cut resistance, coup test

The cut protection is tested. A knife is passed over the glove material until it cuts through. The protection level is given by a number between 1 and 5, where 5 indicates the highest cut protection.

Tearing strength

The force required to tear the glove material apart is measured. The protection level is indicated by a number between 1 and 4, where 4 indicates the strongest material.

Puncture resistance

Based on the amount of force required to puncture the material with a tip. The protection function is indicated by a number between 1 and 4, where 4 indicates the strongest material.

Cut resistance, TDM Test ISO 13997

The result is given by a letter, A to F, where F indicates the highest level of protection. If any of these letters is given, this method determines the protection level instead of the coup test.

Impact protection

If the glove has an impact protection, this information is given by the letter P as the 6th and last sign. If no P sign, no impact protection is claimed.

NOTE

It shall be the duty of every employee while at work, to use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or item provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.

15.36 Corporate Social Responsibility Company Policy

Policy brief and purpose

Our Corporate Social Responsibility (CSR) company policy refers to our responsibility toward our environment. Our company's existence is not lonely. It's part of a bigger system of people, values, other organizations and nature. The social responsibility of a business is to give back to the world just as it gives to us.

What is corporate social responsibility?

Our Corporate Social Responsibility (CSR) company policy outlines our efforts to give back to the world as it gives to us.

Scope

This policy applies to our company and its subsidiaries. It may also refer to suppliers and partners.

Policy elements

We want to be a responsible business that meets the highest standards of ethics and professionalism.

Our company's social responsibility falls under two categories: compliance and pro activeness. Compliance refers to our company's commitment to legality and willingness to observe community values. Pro activeness is every initiative to promote human rights, help communities and protect our natural environment.

Legality

Our company will:

- Respect the law
- Honour its internal policies
- Ensure that all its business operations are legitimate
- Keep every partnership and collaboration open and transparent

Business ethics

We'll always conduct business with integrity and respect to human rights. We'll promote:

- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices

Examples of Corporate Social Responsibility

Protecting the environment

Our company recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We'll always follow best practices when disposing garbage and using chemical substances. Stewardship will also play an important role.

Protecting people

We'll ensure that we:

- Don't risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.

Human rights

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labour practices. We'll ensure that our activities do not directly or indirectly violate human rights in any country (e.g. forced labour).

Donations and aid

Our company may preserve a budget to make monetary donations. These donations will aim to:

- Advance the arts, education and community events.
- Alleviate those in need.

Volunteering

Our company will encourage its employees to volunteer. They can volunteer through programs organized internally or externally. Our company may sponsor volunteering events from other organizations.

Preserving the environment

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving energy
- Organizing reforestation excursions
- Using environmentally-friendly technologies

Supporting the community

Our company may initiate and support community investment and educational programs. For example, it may begin partnerships with vendors for constructing public buildings. It can provide support to non-profit organizations or movements to promote cultural and economic development of global and local communities.

Learning

We will be open to suggestions and listen carefully to ideas. Our company will try to continuously improve the way it operates.

Our company is committed to the United Nations Global Compact. We'll readily act to promote our identity as a socially aware and responsible business. Management must communicate this policy on all levels. Managers are also responsible for resolving any CSR issues.

15.37 Data Protection Policy

What is Data Protection?

The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directive 95/46/EC and was designed to harmonize data privacy laws across Europe, to protect and empower all EU citizens' data privacy and to reshape the way organisations across the region approach data privacy.

The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

Policy Information

Organisation	Gorilla Design Ltd
Policy operational date	1 st June 2021
Policy prepared by	(Data Protection Officer)
Date approved by Management	1 st June 2021
Policy review date	1 st June 2022

We are implementing this policy to:

- comply with the law
- follow good practice
- protect clients, staff and other individuals
- protect the company

Gorilla Design Ltd will:

- comply with both the law and good practice
- respect individuals' rights
- be open and honest with individuals whose data is held
- provide training and support for staff who handle personal data, so that they can act confidently and consistently

Data Protection Officer Responsibilities

Our Data Protection Officer's responsibilities include:

- Briefing the board on data protection responsibilities
- Reviewing data protection and related policies
- Advising other staff on tricky data protection issues
- Ensuring that data protection induction and training takes place
- Handling subject access requests
- Approving unusual or controversial disclosures of personal data
- Approving contracts with data processors

Why we collect personal data

We use personal data for the purposes of administration and for type and need identification of training and eligibility of same. We are required by some third parties (SOLAS etc.) to collect personal data to process training requirements and certification.

We may have to collect and use information about people with whom we work. These may include current, past and prospective employees, clients, and suppliers.

Types of data we collect:

- name, address and contact details, PPS number
- names and addresses of parents/guardians and their contact details
- racial, ethnic or national origin
- any relevant special conditions (e.g. special educational needs, health issues etc.) which may apply
- Previous experience record
- Information on previous academic record
- Attendance records
- Examination results as recorded on official reports
- Other records e.g. records of any serious injuries/accidents etc.

Collecting data

The principles of data protection are that data should be:

- Processed fairly, lawfully and transparently
- Used only in ways, which are compatible for the purpose for which it is given
- Accurate and up to date
- Adequate, relevant and limited to what is necessary for the purpose for which it is given
- Only kept for specified, explicit and legitimate purpose(s)
- Retained no longer than necessary
- Kept safely and securely

Retention

Statutory Retention Periods for HR Data

Wage information	3 years
Working hours and related information	3 years
Collective redundancy information	3 years
Parental leave records	8 years
Carer's leave	3 years
Employment permit records	5 years or period equal to duration of employment (whichever is longer)
Employment records of young persons	3 years
Accident records	10 years

Personal data will be retained by us only for the purposes which it was obtained. We are required to store some personal data for up to 7.5 years.

Rights of the Owner

The Data Protection Acts confer a number of rights, including:

- Every person has the right to access personal data held on computer or in a manual filing system. A person can make a subject access request to any organisation or any individual who holds personal data about them (response to be given promptly but in any event no later than 40 days from receipt of the request).

- Every person has a right to be given a description of the data about them and the purposes for which it is kept (response to be given within 21 days of request).
- If the data held about an individual is inaccurate they have a right to have that data corrected or annotated. In some cases the person may request that the data is erased – for example if the body keeping the data has no good reason to hold it or if the data has not been obtained fairly. A person can also request that the data be blocked i.e., to prevent it from being used for certain purposes. For example, a person may block their data being used for research purposes where it is held for other purposes.

Data Storage:

Below is a list of ways we keep data safe within our company:

- Access to the information is restricted to authorised staff only
- All computer systems are password protected
- Information on computer screens and manual files are kept out of view of callers
- Back-up procedures in operation for computer held data is secured in a locked location
- All reasonable measures are taken to ensure that staff are made aware of the security measures, and comply with them
- All waste papers, printouts etc. are disposed of carefully
- A periodic review is carried out yearly
- The premises is secure and locked when unoccupied

Sharing Data

We will only share data when it is necessary. Gorilla Design Ltd does not sell or rent personal information to anyone. We may however share personal information with parties on the list below:

An Garda Síochána
SOLAS
QQI
Subcontracted Safety Training Companies
Health and Safety Authority
National Employment Rights Authority

The Revenue Commissioners
Contracted Insurance Company
Contractors
Contracted IT Personnel
Government bodies or authorities

All staff are required to read, understand and accept any policies and procedures that relate to the personal data they may handle in the course of their work. Consent to the processing of personal data must be freely given, specific, informed and unambiguous.

15.38 Working Language Policy

Objective

It is our policy to encourage diversity and inclusiveness in all of its corporate pursuits. This includes employing individuals who may speak a language other than English as their primary means of communication. However, there are specific circumstances when the company requires that its employees converse in or take direction and guidance in English. This English-only policy addresses the specific circumstances where English-only rules must be observed due to business necessity.

Procedure

- English will be used when communicating with customers, co-workers and other business affiliates who speak only English. Customers who express a preference for another language are an exception to this rule.
- All task directions and work directives will be provided in English. Employees engaged in team-related work efforts or project teams will be expected to communicate in English.
- All safety, facility and security-related materials will be provided in English, and team or departmental meetings that relate to business operations, safety, facility or personal security will be conducted in English.
- The use of the company Internet, as well as work-related e-mail and other communications that involve company safety and security matters, customer communications, specific work teams or projects, and other business-related group activities, will be in English, unless customer requirements state a preference that another language be used.
- Sub-contractors will be required to provide their own interpreters on sites at all times for the benefit of their employees who cannot speak or read or otherwise understand the designated official working language of Kerwin Heavy Haulage.

We remain committed to our diversity efforts, which include the use of languages in the workplace other than English. When specific business and operational requirements necessitate the use of English, all employees are expected to comply. Employees having concerns or questions regarding this policy should address them with their immediate supervisor or the human resource department.

15.39 Mobile Phone Policy

Objective

Our mobile phone policy offers guidelines for using personal and company mobile phones during work hours. This policy applies to all company employees.

The following are our basic guidelines for proper employee mobile phone use during work hours. In general, mobile phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:

- Turn off your mobile phone or put it on the 'silent' or 'meeting' option setting before starting your journey.
- Use the voicemail on your mobile phone so people can leave messages for you while you're travelling
- Make sure the place you stop is a legal and safe place to park. It is illegal to stop on a motorway unless it is an emergency.
- Never use a mobile phone while driving.
- Never use mobile phone while operating equipment.
- Do not use mobile phones for surfing the internet or gaming during work hours.
- Avoid using work mobile phones for personal tasks.
- Avoid using personal cell phones for work tasks.
- Do not use mobile phones during meetings.
- Do not use mobile phones to record confidential information.

Remember

- It is illegal to hold a mobile phone in your hand or support it with another part of your body, for example between your head and shoulder, when you're driving. You can only use your mobile when you're driving if you are phoning 999 or 112.

- It is illegal to access information on a mobile phone while driving (even if it's in a cradle)
- Hands-free kits or 'blue tooth' systems can be just as distracting while driving so you should never use these accessories.
- Never take notes, look up a number or send text messages while you are driving.
- If you need to use your mobile, stop your car, keep your calls short and avoid emotional or stressful calls.

Disciplinary Action:

Improper use of mobile phones may result in disciplinary action. Continued use of mobile phones at inappropriate times or in ways that distract from work may lead to having mobile phone privileges revoked. Mobile phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

16 Maintenance Operations

16.01 Portable appliance testing

Gorilla Design Ltd will ensure portable equipment is maintained in a manner fit for safe use, and portable equipment which is exposed to conditions causing deterioration liable to result in danger visually checked by the user before use, and periodically inspected by a competent person, appropriate to the nature, location and use of the equipment.

16.02 Vehicle repairs

- Maintenance often involves working under propped vehicles.
- After the vehicle is raised, place axle stands or other suitable props under the vehicle to provide safe support. Never depend on the floor jack to hold up the load.
- Chock wheels when using above ground lift or when only one end of a vehicle is being lifted
- Never get under load being raised or suspended.

16.03 General Equipment

- Welding, drilling, grinding, and cutting operations and cement dust give rise to a risk of eye injury. Adequate eye protection must be used as required.
- Contractors and sub-contractors must ensure that their employees are trained and competent to use the equipment with which they are provided.

16.04 Hiring Of Equipment

- All equipment will be certified and tested and will have operator's instructions and operation manuals.
- Documentation will be available for personnel working with or likely to come in contact with hired equipment.
- Equipment will have the appropriate certification and will be in compliance with current safety standards and workplace regulations.
- Employees will be trained and competent to operate hired in equipment
- Clients will be made aware of equipment being used and how it will impact on their operations.
- Daily and weekly checks will be carried out as required on equipment.
- Damaged or faulty equipment will be removed and repaired.

16.05 Gas Safety

- Persons welding and using gas welding kits have a responsibility to inspect the hoses on a regular basis to ensure that they are not damaged or liable to leak.
- Special precautions are required to ensure that gas equipment is not left in confined spaces where a leak could cause an accumulation of gas leading to an explosion.
- Welding cylinders must be secured in an upright position in trolleys or designated storage areas.

16.06 Safe Articles

It is the employer's policy to provide and maintain articles that are safe, as far as is reasonably practicable. Equipment safety will be looked at under the following headings:

- All operators will be trained and competent to use /maintain /operate equipment
- All equipment will be in good working order certified and serviced on a regulated basis.
- Records should be kept.
- All defects will be reported immediately and management will in turn correct all faults.

16.07 Safe Procedures

The company is committed to providing systems of work so far as reasonably practicable. They will be planned, organised, performed, maintained and kept up to date.

This includes procedures to be followed in case of emergencies, such as accidents, incidents or fire. Ergonomics will be a priority when setting up procedures and systems of work

Adequate training and supervision will be provided to ensure that workers follow the systems

16.08 Vehicle Maintenance and Inspections

We complete daily walk-around check and visual vehicle checks. Quarterly vehicle inspections are completed by competent engineers. All maintenance records are kept in the company's files.

17 First Aid

First Aid is defined as the initial treatment of a casualty in order to preserve life until professional medical treatment of the casualty is available. First Aid also refers to the treatment of minor injuries by a non-medical person.

First Aid Boxes should be provided at the work place and should be stocked with the appropriate first aid supplies. Each first aid box should be stocked in accordance with guidelines issued by the HSA.

Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 2 years. Each First Aid person will be responsible for the maintenance of appropriate first aid supplies. Whenever first aid is given, a record of the injury and details of treatment must be documented by the First Aid person, and a copy left in the accident register.

18.01 Contents of First Aid Supplies Box

The following is a list of recommended supplies which should be contained in First Aid Boxes and Kits:

Materials	1 – 10 Persons	11 – 25 Persons	26 – 50 Persons
Adhesive plasters	20	20	40
Sterile eye pads (bandage attached)	2	2	4
Individually wrapped triangular bandages	2	6	6
Safety pins	6	6	6
Medium individually wrapped sterile non-medicated wound dressings (approx. 10 x 8 cm)	2	2	4
Large individually wrapped sterile non-medicated wound dressings (approx. 13 x 9 cm)	2	6	8
Extra-large individually wrapped sterile non-medicated wound dressings (approx. 28 x 17.5 cm)	2	3	4
Individually wrapped wipes	10	20	40
Paramedic shears (scissors)	1	1	1
Pairs of latex gloves	5	10	10
Sterile water where there is no clear running water ¹	1 x 500mls	2 x 500mls	2 x 500mls
Pocket face mask	1	1	1
Water-based burns dressing small (10 x 10cm) ²	1	1	1
Water-based burns dressing large	1	1	1
Crepe bandage (7cm)	1	2	3

¹ 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.

² Where mains tap water is not readily available for cooling the burnt area.

18 Accident Investigation and Reporting

Accident Definition

An accident is an unplanned event or series of events, which actually does or could lead to damage:

- To people, as injury or illness
- To plant and equipment
- To product or raw materials
- To the environment

Accident investigation can be a reactive process; however, proper accident investigation is a learning process and can be turned into an effective tool of a proactive and preventative Safety Management Programme. All accidents / incidents will be investigated and a report compiled, whether they lead to injury, damage or not.

Accident Procedures

Steps to Follow

- Where is the location of the accident?
- What is the status of injured person?
- Call for immediate medical assistance or emergency service.
- Assess the accident area.
- Is there a risk of further injury to other persons?
- If ambulance is called ensure exact location is given and that ambulance can gain easy access to the site as near as possible to the injured person.
- Establish location of hospital and appoint a suitable person to travel with injured person.
- Notify family of injured person
- Notify Gorilla Design Ltd, Safety Officer, PSCS and Safety Representative.
- Gather all information immediately about the accident and what led up to it. Do not move anything until the HSA have been notified, unless it is unsafe to leave it at the location it is in.

Accident Reporting Procedures for Employees

- All accidents must be reported without undue delay to the person in charge.
- The person in charge will decide what level of investigation is required and arrange for the investigation to take place as soon as possible.
- The purpose of the investigation will be to determine the facts of the accident and to establish the causes.
- Witnesses will be identified and instructed to keep themselves available to part-take in the investigation.
- Any item of Plant, Equipment, Material or Substance, which is pertinent to the accident, will be cordoned off and protected until the accident has been fully investigated.
- The investigation will be handled sensitively and in a blame free atmosphere

Accidents and Incident Reporting and investigation

All accidents will be recorded on Form No. 1 in Appendix 3 SHWWA 2005 (Accident report form). Pending the severity or potential severity that could have arisen from the accident a full accident investigation shall be carried out by the companies Safety Advisors and forwarded to the manager for review and agree corrective and prevent actions to be put in place. The Health and Safety Authority shall be notified of all accident that result in person being absent from work for 3 or more calendar days using the HSA form IR 1. Incidents should be reported on the IR 3.

19 Site Audit / Inspection Regime

Workplace audits/inspections help prevent incidents, injuries and illnesses. Through a critical examination of the workplace, inspections help to identify and record hazards for corrective action. Health and safety committees can help plan, conduct, report and monitor inspections. Regular workplace audits/inspections are an important part of the overall occupational health and safety program and management system

What is the purpose of inspections?

Inspections are important as they allow you to:

- listen to the concerns of workers and supervisors
- gain further understanding of jobs and tasks
- identify existing and potential hazards
- determine underlying causes of hazards
- recommend corrective action
- monitor steps taken to eliminate hazards or control the risk (e.g., engineering controls, administrative controls, policies, procedures, personal protective equipment)

What to Examine

Every inspection must examine who, what, where, when and how. Pay particular attention to items that are or are most likely to develop into unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, corrosion, chemical reaction or misuse. Include areas where no work is done regularly, such as parking lots, rest areas, office storage areas and locker rooms.

What types of hazards do we look for in a workplace?

Types of workplace hazards include:

- Safety hazards such as those caused by inadequate machine guards, unsafe workplace conditions, unsafe work practices.
- Biological hazards caused by organisms such as viruses, bacteria, fungi and parasites.
- Chemical hazards caused by a solid, liquid, vapour, gas, dust, fume or mist.
- Ergonomic hazards caused by physiological and psychological demands on the worker, such as repetitive and forceful movements, awkward postures arising from improper work methods, and improperly designed workstations, tools, and equipment.
- Physical hazards caused by noise, vibration, energy, weather, heat, cold, electricity, radiation and pressure.
- Psychosocial hazards that can affect mental health or well-being such as overwork, stress, bullying, or violence.

20 Example of an Emergency Plan

EMERGENCY PLAN

Raise the Alarm immediately by shouting
Fire, Fire, Fire

Ensure that the supervisor is notified immediately

The emergency plan will be followed accordingly

Once the alarm is raised make your way to Assembly
Point

DO NOT STOP TO PICK UP BELONGINGS.

Turn off all powered equipment

Turn off all heat producing equipment

Only trained personnel should attempt to put out a fire
and only if it is safe to do so

Obey Supervisors instructions always.

Supervisors will then ensure all personnel are
accounted for

Do not re-enter the work place until authorised by the
Supervisor in charge and is safe to do so.

21 Risk Assessment Procedure

Definitions:

Control Measures: are implemented to mitigate the HSQE risks that shall be implemented during works. The control measures must be included in the project specific documentation and method statements for specific activities.

Hazard: In relation to this procedure and corresponding documentation, a hazard refers to a health and safety hazard in which a source, situation or act has the potential for harm in terms of human injury or ill health or a combination of both.

Hazardous Effect: In relation to this procedure and corresponding documentation, a consequence refers to a health and safety consequence which is a direct negative outcome resulting from a health and safety hazard.

Likelihood: Is the frequency of a health and safety hazard or an environmental aspect occurring and the likelihood of it causing a negative consequence or impact.

Severity: The severity of the consequence or impact.

Risk Rating: is the Likelihood multiplied by the Severity

The Company Health and Safety Risk Assessment Register

This register is a high level document which has been compiled to include all the health and safety risks and the significant health and safety risks which affect the company as a whole.

This register will include routine and non-routine risks that result from the company's activities, but also the activities of all persons working for or on behalf of the company including subcontractors and visitors.

The company health and safety risk assessment register will be reviewed on an annual basis or when any new risks have arisen from new work practises or any of the following will be added and assessed;

- i. New infrastructure
- ii. New machinery, plant, equipment or materials
- iii. Changes to the organisation or its activities
- iv. Changes to work areas, processes or operating procedures
- v. Modifications to the HSQE Management System
- vi. Compliance Obligations

21.01 Risk Assessment Matrix

SEVERITY	1. Slight		2. Minor		3. Moderate		4. Major		5. Serious		
Personnel	<ul style="list-style-type: none">First Aid		<ul style="list-style-type: none">Injury with no permanent disability < 3 days lost time		<ul style="list-style-type: none">Injury with no permanent disability > 3days lost time		<ul style="list-style-type: none">Serious injury with permanent disability		<ul style="list-style-type: none">Fatality		
Equipment / Property	<ul style="list-style-type: none">Local repairs that do not affect the operation		<ul style="list-style-type: none">Items can temporarily not be accounted forFailure from wear and tearLocal repairs causing < 2 hours delay		<ul style="list-style-type: none">Theft of property/equipmentItems can consistently not be accounted forRepairs require specialist assistant and can be classified a nonconformanceThe failure / loss / damage causes > 2 and < 12 hours delay		<ul style="list-style-type: none">Repeated theft from a location/site or three or more linked cases of theftItems cannot be accountedRepairs requires assistance from engineering forThe failure / loss / damage causes >12 hours and < 24-hours delay		<ul style="list-style-type: none">The failure / loss/ damage is causing prolonged > than 48 hours delay		
Environment	<ul style="list-style-type: none">No impactContained release that requires only simple clean up procedureNo need to report to local environmental agencies		<ul style="list-style-type: none">Small medium-term (< 1 week) impairment of ecosystems functionsContained release that require immediate spill procedures to be activatedNo need to report to local environmental agencies		<ul style="list-style-type: none">Significant long term (< 1 month) impairment of ecosystems functionsUncontained release of substances that require emergency response from trained teams and removal of affected soil, filters, etc. to or by specialized companiesEvent needs to be reported to local environmental agencies.		<ul style="list-style-type: none">Very long term (1-12 months) impairment of ecosystems functionsUncontained release with a reversible impact. Remediation measures do partly existEvent needs to be reported to local environmental agencies.		<ul style="list-style-type: none">Very serious, long-term (>1 yrs.) environment impairment of ecosystem functions.Uncontained release with an irreversible impact. Remediation measures are not availableEvent needs to be reported to national environmental agencies		
Reputation / Image	<ul style="list-style-type: none">No impact		<ul style="list-style-type: none">Negative publicity in local pressDamage to reputation with local stakeholdersImpact on reputation with local stakeholdersCustomer complaint		<ul style="list-style-type: none">Negative publicity in the local pressDamage to reputation with a customerImpact on reputation with a customerRepeated complaints from a customer or three or more linked customer complaints / reactions		<ul style="list-style-type: none">Negative publicity in the national pressDamage to reputation from a company and industry perspective on a regional levelImpact on reputation from company and industry respective on a regional level		<ul style="list-style-type: none">Sustained negative publicity inDamage to reputation from an industry perspectiveImpact on reputation on global levelSignificant long term damage to		
Likelihood of an Occurrence	Severity					Historical		Frequency		Probability	
	1. Slight	2. Minor	3. Moderate	4. Major	5. Serious						
1. Very Unlikely	1	2	3	4	5	Never in the industry		Not expected to occur for years		This event may occur only in exceptional circumstances	
2. Unlikely	2	4	6	8	10	Has occurred in the industry before		Expected to occur at least annually		Unlikely to occur	
3. Probable	3	6	9	12	15	Has occurred many times in the industry		Expected to occur at least monthly		Reasonable chance of occurring	
4. Likely	4	8	12	16	20	Has occurred once or twice		Expected to occur at least weekly		The event will occur in most circumstances	
5. Very Likely	5	10	15	20	25	Has occurred many times		Expected to occur at least daily		More likely to occur than not	
L = Low	Acceptable. No resources required to reduce the risk further. Monitor control measures to ensure their efficiency.										
M = Medium	Tolerable. Implement control measures to reduce risk to LOW. If Risk demonstrate risk is reduced to as low as reasonably practicable.										
H = High	Not acceptable. Stop Work and implement control measures to reduce risk to MEDIUM or LOW.										

21.02 Risk Assessment Colour Rating:

Gorilla Design Ltd have highlighted the below Risk Assessments in order of severity as outlined below with colours corresponding to each risk.



High risk: You should focus on high risk hazards first, as there is a likelihood that an accident could occur and if it does then there could be serious injuries, ill health or death. For example, vehicles reversing where pedestrians / members of the public are walking.



Medium risk: As the level of likelihood and severity increases, a hazard may be assessed as a medium risk. For example, manual handling of heavy loads without mechanical aids. You should use control measures to reduce these hazards to low risk.



Low risk: This is where the likelihood of an accident occurring is low and the severity is low. For example, intermittent work on a computer where the workstation is well laid out is unlikely to result in any harm to the user.

21.03 Risk Assessment Form

RA:				<u>RISK ANALYSIS</u>				
<u>Personnel Affected:</u>								
<u>Hazard</u>	<u>Hazardous Effect</u>	<u>Pre-control measures</u>			<u>Normal Control Measures</u>	<u>Post-control measures</u>		
		<u>L</u>	<u>S</u>	<u>Risk</u>		<u>L</u>	<u>S</u>	<u>Risk</u>

RA: 01 Overhead lines and underground cables					RISK ANALYSIS			
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Overhead lines and underground cables	Injury or fatality Electrocution, Burns, Explosion Persons or machine coming in contact with electricity	4	4	16	Ensure that all overhead lines and their supporting structures and underground cables are constructed, installed, connected and maintained in a manner suitable for the work and conditions under which they are to be operated to prevent danger Ensure where cables to be installed underground are to be enclosed in ducting of any material, other than in concrete ducts or in floor voids or floor slabs, such ducting is coloured red, has a high resistance to impact, and is covered with suitable warning tape embedded in the ground above the duct, Ensure all overhead lines and other current-carrying parts connected to or containing part of overhead lines are arranged so that adequate clearance is provided from the ground or other accessible place to prevent dangerous contact with a person, article, substance or any conducting material Ensure means are provided to prevent danger in the event of any live conductor accidentally falling due to breakage or otherwise, and from excessive voltage on overhead lines arising from accidental contact with or leakage from any other overhead line or otherwise Ensure where excavation work is to be carried out in the proximity of a known or suspected underground cable where reasonably practicable, the electrical supply to the underground cable is isolated, the position of the underground cable is accurately determined, so far as is reasonably practicable, and material immediately surrounding the underground cable is excavated only using an appropriate and safe system of work to prevent danger. A person in control to any extent of a place of work or any item at that place shall take such action, so far as is reasonably practicable, to ensure that any work activity carried out in the proximity of live overhead lines that would expose persons to any risk to their safety and health is not carried out until the supply to the overhead line is isolated, if such isolation is not practicable, the overhead line is diverted, if such isolation or diversion is not practicable, adequate barriers, protective measures, warnings, or other suitable means, are, in so far as is reasonably practicable, put in place to minimise the risk of contact with the overhead line. Ensure the owner of a new or known underground cable, where practicable, shall determine the position of the cable and record the position on a plan to prevent dangerous contact with any person, article, substance or any conducting material.	1	4	4

RA: 01 Overhead lines and underground cables (cont.)								RISK ANALYSIS		
Personnel Affected: personnel within the area or personnel working on operation										
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures				
		L	S	Risk		L	S	Risk		
Overhead lines and underground cables	Injury or fatality Electrocution, Burns, Explosion Persons or machine coming in contact with electricity	4	4	16	Overhead Lines Overhead lines must be protected by guards, barriers or ‘goal posts’ Consultation with ESB on possible switch out and earthing of line by ESB, diversion or other precautions, if switch off is granted contractor shall wait for confirmation by ESB that the line is switched out and that it is dead Barriers are required to prevent close approach and limit the “at risk zone” where there will be no work carried out under the live wire. The barrier should run parallel to the overhead at a minimum distance of 6 metres from the nearest conductor of a low voltage, 10 kV, 20 kV, and 38 kV lines. This distance should be increased to a minimum of 10 metres for voltage of 110 kV, 220 kV and 400 kV (measure from outer conductor to the barrier not the centre of the pole or mast. Barriers should consist of fixed post fencing; steel drums painted red and white and filled with rubble, spaced 1.5 metres apart Notice Board on Barrier should indicate “DANGER LIVE OVERHEAD LINES” every 20 metres apart Bunting at a minimum height of 3 metres immediately over the barrier should be in place if cranes, tripper trucks, or other high equipment is operating in the vicinity If plant or equipment is to pass under a live Overhead line erect (height to be determined in consultation with ESB) wooden or other non-conducting material goal posts in line with the protection barrier, at the entrance to the passage on each side of the line. The passage way to have steel drums on either side and two large warning notice boards with “DANGER LIVE OVERHEAD LINES” in place near the goal posts (marked in red and white stripes) at each entrance to the passage If work is to be done within the “at risk zone” ESB needs to switch out the line for the duration of such work and a safety barrier also needs to be erected in addition to the above precautions Safety warning signs must be in place to prevent danger and an inspection system in place to ensure that the remain in place for the duration All high vehicles, tipping lorries, cranes, cement mixers with conveyors or cement pump units must be accompanied by a competent and responsible employee when working in the vicinity of overhead power lines or obstructions Underground Services (Gas, Electricity, Water, Sewer, Cable, Television) Safe system of work plan must be in place at all times (i.e. planning, cable and pipe locating devices, safe digging practices) Prior to commencing any work all underground services should be identified It may be necessary to contact the local authorities to determine locations	1	4	4		

RA: 02 Employees at Work					RISK ANALYSIS				
Personnel Affected: All Personnel									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Employees at Work	Accidents and / or incidents at work Inadequate training Disregard training Non-compliance with rules	3	5	15	Ensure that all employees attend a safety induction, when newly hired, changing tasks, or locations Employees must be notified of potential risks, which may occur at the work place i.e. overhead and underground power lines etc. All employees must comply with company rules and emergency procedures (e.g. speed limit, parking etc.). All employees must wear and maintain the PPE (personal protective equipment) appropriate to the tasks that they are performing. These include gloves, footwear, high visibility clothing i.e. vests etc. Employees must inform their supervisor immediately of any defective equipment noted while at work All employees will carry their SOLAS Safe Pass registration card and other relevant proof of training while at work Under no circumstances are employees to approach any work process in which they are not directly involved in, if there is a risk of injury Employees must dispose of combustible waste in suitable containers. Employees must ensure that access and / or egress routes are kept clear at all times. A high standard of housekeeping must be maintained, therefore, employees will be involved in a general clean-up of the work area at the end of each working day Employees must never store materials in places or positions that may create hazards to other workers. Debris and materials should never be thrown, or dropped from a height unless a chute is provided, or other suitable safe method used. Employees will be expected to maintain welfare facilities and leave them in a hygienic condition Employees should be aware of any risks associated with using items on site in the control of the main contractor i.e. scaffolding, mobile access towers, MEWP's Employees should also be familiar with the controls in place while working near plant and machinery and overhead lines Employees must attend training courses Employees must report any incident, or accident that occurred at work, to their supervisor	1	5	5	

RA: 03 Collisions				RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Collisions	Risk of serious or fatal injury Collision with other transport vehicles Collision with Pedestrians whilst reversing Collision with structures	3	5	15	The driver must ensure that his route is clear. All routes must be planned Ensure ground conditions are satisfactory Operators should ensure hazards have been identified (Excavations, Scaffolding Structures Power lines etc.....) If operators are unsure they must seek the assistance of a trained banks man where possible The driver must ensure that, the parking brake engaged and the engine switched off during when not in use Employees must not exceed posted speed limit. Employees must not turn too sharply, or drive to close to persons on site. Employees must exercise particular care when reversing. Other vehicles must give way to vehicles, which are reversing. Reverse audible warning equipment must be used where available. Adequate lighting is provided on site in hours of darkness. The access/egress route to the site will be kept clear at all times.	1	5	5

RA: 04 Temporary Electrics					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Use of temp electrics	Death, injury, shock, Fire, burns Mechanical damage Overload of equipment or cables Tripping	4	4	16	All cables and equipment shall be 110v and have an ELCB in place Cables must not trail across doorways and walkways Cables must be suspended where possible Sockets shall be water proof and in good condition Trip switches are to be working properly at all times All flammable or combustible materials to be stored safely and away from ignition sources All equipment must be checked regularly by a competent person	1	4	4	

RA: 05 Scaffolding					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Scaffolding	Persons falling from height Collapse of scaffolds Falls of materials Contact with overhead power-lines or electrical cables Head and foot injury Injury to the public during erection and dismantling	3	4	12	All scaffolds should be erected and dismantled by a competent and experienced person(s) or under their direct control. Scaffold work is to be completed in accordance with statutory requirements and applicable codes of practice to satisfy design criteria (load, use etc.) All scaffolds shall be inspected weekly and recorded Scaffolds will be equipped with railing protection at 950 mm and toe-boards. Working platforms must be a minimum of 600 mm wide. Gangways for the passage of persons shall be 400 mm wide. All scaffold planks are to be a minimum of 40 mm thick. Planking on corners will be done in such a way as to prevent the shifting of boards. Corner returns will be equipped with railing protection and full boards Scaffolds are not to be altered except by trained and experienced persons unless under the immediate supervision of a competent person, trained and experienced in this type of work. A prominent warning notice shall be placed on any scaffold that is partly erected or partly dismantled. The foot or base of any standard is to be placed on an adequate footing in a manner to prevent slipping or sinking. Sufficient longitudinal bracing is to be provided to prevent collapse and to ensure stability of the scaffold. Scaffolds should be constructed in a manner to prevent movement when any person is working on it. Ladders used to access a scaffold shall extend 1 metre above the stepping off point. Ladders shall be of suitable construction and secured to prevent movement. During erection and dismantling of scaffolds, access to the area will be restricted and properly zoned off Scaffolders are required to wear hard hats and safety footwear. Employees working on scaffolds will be required to wear suitable fall arrest equipment and be clipped on to a suitable anchor point, where full railing protection is not available Where a scaffold contractor is used a hand-over certificate will be required.	1	4	4	

RA: 06 Carpentry					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Carpentry	Slips, trips and falls. Back strain due to manual handling. Electrical shock. Contact with moving parts on machinery. Struck by material. Excessive dust	3	4	12	All working platforms, scaffolds, and ladders must be in suitable condition. All portable power equipment must operate on 110V. All equipment must be periodically checked to ensure they are in good operating order. . Protective goggles must be worn if using tools which create a risk of eye injury. Adverse exposure to dust and adhesive fumes must be avoided at all times. Good hygiene practices must be used and appropriate facilities provided to employees for washing. All materials should be unloaded next to the point of use. Use mechanical aids where necessary to move materials. All electrical appliances must have proper connections, sound wiring and earthing. Housekeeping must be maintained around the work areas to prevent trips and slips. Identify hazards associated with any solvents, adhesives or other chemicals being used. Appropriate precautions must be taken to prevent adverse exposure to these materials. Material Safety Data Sheets should be reviewed to identify safety precautions and emergency procedures. Material Safety Data sheets must be maintained on site. Every effort must be made to bang down or remove nails in timber.	1	4	4	

RA: 07 Chop Saw/Mitre Saw				RISK ANALYSIS					
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Chop Saw/Mitre Saw	Contact with moving parts Entanglement Electrocution Ejection Noise Fire	3	4	12	The operator is trained to use the machine in a safe manner and only authorised persons may operate the saw. The operator must carry out the required pre-operational checks on the machine. The spring-loaded blade guard must be operational at all times. It is the duty of the operator to advise his supervisor and maintenance person of any repairs necessary to the machine. The saw must be mounted on a firm level surface. No person is permitted to approach the dangerous moving parts of the machine while it is in operation. In exceptional circumstances, when a competent person is present to operate the machine, a maintenance person may observe the operation of the machine provided there is no risk of entanglement or coming in contact with moving parts of the machine. Materials must be clamped appropriately not hand held. The operator should stop the machine if anyone has to move close to the cutting area for any reason. Adequate warning signs should be placed at strategic points around the saw while in operation. When the machine is not in use, precautions must be taken to ensure that it is fully immobilised. The machine should be subject to a planned and recorded maintenance programme. Following maintenance, the operator must ensure that all relevant machine guards have been replaced and secured. Sockets, protected by Earth Leakage Circuit Breakers (ELCB's) must be provided. The operator should periodically test the ELCB. Electric cables must be protected from damage at all times. All blade replacements are to be carried out by a competent person and new blades must be secure and safe. Suitable and adequate PPE must be used by workers exposed to this machine while in operation	1	4	4	

RA: 08 Skill Saw / Circular Saw				RISK ANALYSIS					
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Skill Saw / Circular Saw	Contact with moving parts Eye injury Electrocution Vibration Back injury Noise Loose clothing	3	4	12	The operator is trained to use the portable tool in a safe manner Only authorised persons may operate the saw. Always follow manufacturer's instructions All blade guards to be in good working order at all times -lubricate regularly The operator must carry out pre-operational checks daily at a minimum It is the duty of the operator to advise report to his supervisor any defects The operator should stop, if anyone has to move close to the cutting area for any reason. Wear the appropriate protective equipment, safety glasses, ear muffs and dust mask. Do not use the saw above shoulder height The portable tool should be subject to a planned and recorded maintenance programme. Following maintenance, the operator must ensure that all relevant moving parts have been replaced and secured. All blade replacement to be carried out by a competent person and ensure all nuts are tight Never use a circular saw with a faulty guard Never remove riving knife Never jam blade in open position Ensure switch is functioning properly and that it can be turned off prior to plugging it out.	1	4	4	

RA: 09 Jig Saw				RISK ANALYSIS					
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Jig Saw	Contact with moving parts Electrocution Noise Fire	3	4	12	The operator is trained to use the portable tool in a safe manner and only authorised persons may operate the saw. All blade guards to be present and in working order The operator must carry out the required pre-operational checks on the portable tool. It is the duty of the operator to advise his supervisor and maintenance person of any repairs necessary to the machine. No other person is permitted to approach the dangerous moving parts of the portable-tool while it is in operation. Trailing leads to be kept behind cutting blade at all times. The operator should stop, if anyone has to move close to the cutting area for any reason. Adequate warning signs should be placed at strategic points around the saw while in operation. When the tool is not in use, precautions must be taken to ensure that its blade is fully immobilised. The portable tool should be subject to a planned and recorded maintenance programme. Following maintenance, the operator must ensure that all relevant moving parts have been replaced and secured. All blade replacement to be carried out by a competent person and new blades to be ensured to be secure and safe.	1	4	4	

RA: 10 Table Saw				RISK ANALYSIS					
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Table Saw	Contact with moving parts Entrapment Electrocution Noise Fire	3	4	12	The operator is trained to use the machine in a safe manner and only authorised persons may operate the saw. The operator must carry out the required pre-operational checks on the machine. It is the duty of the operator to advise his supervisor and maintenance person of any repairs necessary to the machine. No one else is permitted to approach the dangerous moving parts of the machine while it is in operation. All moving parts of this machine including sprockets must be guarded at all times. In exceptional circumstances, when a competent person is present to operate the machine, a maintenance person may observe the operation of the machine provided there is no risk of entanglement or coming in contact with moving parts of the machine. The emergency stop button must be in adequate working order and must be checked to ensure satisfactory working order at the start of each shift. The operator should stop the machine if anyone has to move close to the cutting area for any reason. Adequate warning signs should be placed at strategic points around the saw while in operation. When the machine is not in use, precautions must be taken to ensure that it is fully immobilised and guards are put in place. The machine should be subject and recorded to a planned maintenance programme. Following maintenance, the operator must ensure that all relevant machine guards have been replaced and secured. Dedicated sockets, protected by Earth Leakage Circuit Breakers (ELCB's) must be provided. Electric cables must be protected from damage at all times. All blade replacements to be carried out by a competent person and new blades to be ensured to be secure and safe. Suitable and adequate PPE must be used by workers exposed to this machine, while in operation such as eye protection, steel toe capped boots and hearing protection.	1	4	4	

RA: 11 Portable Drills					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Portable drills	Contact with moving parts Entanglement Ejection Electrocution Noise Fire	3	4	12	The operator is trained to use the machine in a safe manner and only authorised persons may operate the portable drills Drill bits to be mounted squarely and checked by competent person before use. The operator must carry out the required pre-operational checks on the portable drill. Trailing leads to be routed properly and kept away from drilling point. It is the duty of the operator to advise his supervisor and maintenance person of any repairs necessary to the drill. No other person is permitted to approach the dangerous moving parts of the drill while it is in operation. Eye protection to be worn at all times during operation. The operator should stop the drill if anyone has to move close to the cutting area for any reason. Adequate warning signs should be placed at strategic points around the drilling area while in operation. When the drill is not in use, precautions must be taken to ensure that it is fully immobilised. Sockets, protected by Earth Leakage Circuit Breakers (ELCB's) must be provided. The operator should periodically test the ELCB. The portable drill should be subject to a planned and recorded maintenance programme	1	4	4	

RA: 12 Alloy Tower				RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Alloy Tower	Falls from height Falling materials Collapse of structure	3	4	12	Trained and experienced persons must only erect Mobile Access Towers Towers should be erected on firm, level ground with metal base plates and adequate timber sole plates (unless ground is concrete or similar). Castor wheels, if fitted, should only be used on level ground and be fitted with brakes. Components should be correctly fitted together, and the tower kept vertical. Manufacturers' instructions must be followed regarding erection, especially for bracing. Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance for outriggers where fitted. Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions. When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at or near the base of the tower. Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted. All ladder loadings must be carried by the tower if freestanding ladders must not be used, unless the tower is firmly secured to the structure and the ladder is similarly secured.	1	4	4

RA: 13 Bench Drills					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Bench Drills	Contact with moving parts Entanglement Ejection of materials Electrocution Noise Fire	3	4	12	The operator is trained to use the machine in a safe manner and only authorised persons may operate the bench drills Drill bits to be mounted squarely and checked by competent person before use The operator must carry out the required pre-operational checks on the bench drill. It is the duty of the operator to advise his supervisor and maintenance person of any repairs necessary to the drill No other person is permitted to approach the dangerous moving parts of the drill while it is in operation Eye protection to be worn at all times during operation The operator should stop the drill if anyone has to move close to the cutting area for any reason Adequate warning signs should be placed at strategic points around the drilling area When the drill is not in use, precautions must be taken to ensure that it is fully immobilised Slowing down time should be taken into consideration or if practicable should be fitted with a brake Guards must be in place at all times Fingers and Hands must never enter the drilling area Sockets, protected by Earth Leakage Circuit Breakers (ELCB's) must be provided The operator should periodically test the ELCB The drill should be subject to a planned and recorded maintenance programme	1	4	4	

RA: 14 Forklift Trucks					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Fork-lift trucks	Injury or Fatality Hydraulic / Pneumatic Failure Collapse or collision or Overturning Poor maintenance procedures Loads falling or dislodgement Inappropriate Use	3	4	12	Only trained and authorised persons may operate a forklift. Load-holding valves / hose break valves / checks valves are fitted and are operational. Under no circumstances must any make shift inspections be permitted underneath raised forks. High Visibility clothing to be provided Any defects must be reported immediately to the Manager / Supervisor. Never walk under raised forks or load. Forklift trucks are fitted with a number of attachments, which are matched to the capacity, and stability of the forklifts. The workplace should be clean reasonably level, to ensure the safe movement of the machine. The safe working load must be indicated clearly on the forklift and must never be exceeded. Forklift trucks must never be used for inappropriate purposes. Loads must be assessed before attempting to lift. The carriage of passengers is not permitted on any part of forklift trucks Operators must ensure safe passage before reversing The fork truck driver checks for hazards / persons before reversing. Safety warning signs to be posted in strategic areas to alert persons to the movements of the forklift trucks and other vehicles. Forklifts are driven with due care and attention, and in line with all traffic controls and safety warning signs. Forklifts to be inspected in accordance with statutory requirements, and certified safe for continued use. It is the responsibility of the driver to carry out daily visual checks All suspected defects are to be reported immediately to the Manager / Supervisor. Forklift trucks are to be maintained in line with manufacturers' instructions. Forklift trucks are to be fitted with reversing sirens, lights and flashing beacons Enter and leave the forklift cab with care and attention. Hearing protection must be worn when operating a forklift Ensure that a fork-lift truck carrying one or more employees is equipped or adapted to limit the risk of it overturning: by the installation of an enclosure for the driver, by a structure preventing the fork-lift truck from overturning, by a structure ensuring that, if the fork-lift truck overturns, sufficient clearance remains between the ground and appropriate parts of the fork-lift truck for the employees carried, or by a structure restraining the employees on the driving seat so as to prevent them from being crushed by parts of the fork-lift truck which overturns.	1	4	4	

RA: 15 Lifting Equipment –Traffic Forklifts, Trucks, Cars					RISK ANALYSIS			
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Traffic: Forklifts, Trucks, Cars Etc.	Collisions Serious Personal Injury Property and Vehicle Damage Loads falling off	3	4	12	Ensure only authorised personnel are permitted to enter the area. Provide adequate car park spaces Provide adequate safety signage for visitors & others attending the premises. Keep all workshop traffic to a maximum speed limit Ensure only trained & authorised personnel operate vehicles i.e. forklift trucks. Keep all vehicles serviced and in good repair	1	4	4

RA: 16 Compressor and / or Compressed Air					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Compressor and / or Compressed Air	Risk of puncturing skin and entering body, injury Risk of explosion, fire Risk of Hearing Impairment Pressure vessel Flying materials and dust Unsecured or uncontrolled hose Moving engine parts	3	4	12	All equipment to be well maintained Provided Training, Information, Instruction and Supervision Correct Procedures to be followed Supervision to ensure safety Maintained and examined by a competent person on a regular schedule All fittings, hoses, and attachments should be in good condition Ensure hose whip arrestor are in place during operation The automatic drain valve should be operating properly and checked weekly All hand tools are to be fitted with pressure reduction nozzles Gauges and pressure indicators should be operating properly and never allow the machine to exceed the safe working pressure marked on the gauge All moving engine parts to be properly guarded Ensure engine hood is in good condition and safety arm operates properly Provided PPE PPE (footwear, gloves, earmuffs & goggles) to be used as required Hose must be switched off by a proper tape not kinked Hoses must not be pointed towards the body Never interfere or misuse equipment Toe Bar to be covered when unhitched to prevent leg injuries	1	4	4	

RA: 17 Compressors & Breakers					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Compressors & Breakers	Pressure vessel, excessive noise Injury, Burns, Fire Flying materials and dust Entanglement Unsecured or uncontrolled hose Noise induced hearing loss Hot surfaces, flammable fuel Moving engine parts, Vibration	3	4	12	All fittings, hoses, hand tools, hammers, and breakers should be in good condition The automatic drain valve should be operating properly and checked weekly All hand tools and breakers are to be fitted with pressure reduction nozzles Muffler jackets to be fitted to breakers and hammers Gauges and pressure indicators should be operating properly and never allow the machine to exceed the safe working pressure marked on the gauge All moving engine parts to be properly guarded Provided Training, Information, Instruction and Supervision Anybody operating a breaker is to be instructed in safe use Provided PPE PPE (footwear, gloves, earmuffs & goggles) to be used as required Tools, hammers, breakers and hoses are not to be left unattended while lines are pressurised The engine to be switched off and allowed to cool before refuelling	1	4	4	

RA: 18 Propane Gas					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Propane Gas	Fire Burns Fumes Incident while lifting / transporting Explosion Serious Personal Injury and damage	3	4	12	Used by experience personnel only Operated as per manufacturers guidelines Fire Extinguishers provided PPE supplied Escape Route kept clear First Aid Kit Provide If necessary, protect cylinders and tanks against impact Where there is uncontrolled access to the cylinders or tanks by the public, use a cage or enclosure: <ul style="list-style-type: none">Non-combustible constructionLockableOpen construction or else ventilated at high and low level	1	4	4	

RA: 19 Belt Sander Fixed					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Belt Sander Fixed	Contact with moving parts Eye injuries Hand injuries Respirator effects Lack of training Electrocution	3	4	12	Operators should always carry out a pre operational check before commencement of operations with sanders. Only trained competent operators should use this piece of equipment. Read the operators manual and ensure the operator understands its contents. The machine guards should be in good working order and be in position before commencement of operations. All defects and faulty equipment should be reported to supervisor. If found to be faulty isolated the unit tag it and ensure the fault is rectified before operations begin. Operators should wear the correct personal protect and ensure if fit and is adequate for proceedings. Beware of materials being sanded do not sand small thin work pieces of timber. Keep hands and fingers clear of moving parts. Ensure the operator knows where the emergency stop is located on the unit. Housekeeping should be kept to a high standard are the machine.	1	4	4	

RA: 20 Painting					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Painting	Falls from heights Trips, slips and falling Skin damage Struck by objects	3	4	12	Only scaffolds and MEWP's which are properly erected and conform to statutory provisions, will be used by painters. Scaffolds are not to be altered unless authorised to do so. All ladders are to be in good condition and secured prior to use. Avoid direct contact with paint whenever possible. Practice good personal hygiene. (Ensure employees are aware of the safety precautions stated in the Material Safety Data Sheets) Hard hats, high visibility clothing, safety footwear and overalls are required. Gloves and Masks will be worn where necessary When spraying, wear appropriate personal protective clothing and equipment as outlined in the Material Safety Data Sheets. All paint-spray equipment will be maintained in good condition and regularly inspected / cleaned. All areas must be well ventilated; all employees working around paint works must be notified of the work in progress. Quantities of paints and thinners / spirits at the workplace will be held to a minimum and be safely stored.	1	4	4	

RA: 21 Telescopic Handler / Teleporter / Loadall					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Telescopic Handler / Teleporter / Loadall	Collision with people, equipment, buildings, overhead lines Lack of Maintenance Untrained operator, poor vision Machine runaway Unsupported raised forks Overturning Noise Falling objects Fire.	3	4	12	Operated only by trained and certified drivers, with Safe Pass and valid CSCS card Operators to have specific training for attachments i.e. forklift, basket for craftsmen, cranes, jib or shovels. The Safe Working Load (S.W.L.) of the machine must never be exceeded The fork truck must never be operated across an incline or ramp No modifications can be made to equipment without being certified Manufacturer's handbook read and followed. Ground conditions always considered for stability. Passengers must never be carried, unless the machine is designed to do so Checked daily by driver and recorded weekly on GA1 & GA2 forms The operator must ensure that all loads are secure before lifting and/or moving Ensure suitable fire extinguishers are installed on machine Loads must never to be raised over head any person Keep all vehicles serviced and in good repair Ensure attachments are always correctly and securely fitted Personnel only to be in work cage when the outriggers are out Provision and use of adequate and suitable personal protective equipment i.e. ear Fit flashing beacon and reversing beeper Ensure CSCS trained slinger/signaller (banks man) is available Ensure exclusion zone is in place to prevent unauthorised personnel When the man basket is attached and in raised position, operator must be aware of increased height in relation to overhead lines	1	4	4	

RA: 22 Mobile Equipment			RISK ANALYSIS						
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Mobile Equipment	Falls from vehicles or crushed by vehicle Falling material, overloaded Driving on steep slopes, overturning of vehicle Manoeuvring vehicles around where people are working Falling into an excavation Driving over material or rubble Loading & Unloading near overhead power lines Loading and unloading of materials Coming in contact with mobile plant Unsuitable ground conditions	3	4	12	Authorised, qualified drivers must operate all surface vehicles in accordance with the rules of the Highway Code. Drivers must be adhered to at all times on Company property. Before any vehicle is operated, the driver/operator must carry out a complete pre start-up check of the equipment. Operators are not permitted to drive vehicles that are not in a safe mechanical condition. Vehicles must be brought to a complete stop before anyone is permitted to get on or off. No person is permitted to stand on the running board of a moving vehicle. Operators may not transport people in the box of their vehicle unless in cases of emergency. A signaller must guide vehicles, being backed into congested areas. When material is being transported on vehicles, the operator is responsible for the safe loading, securing and unloading of the material. Drivers of trucks should dismount and stand clear of the machine while the vehicle is being loaded. Any material, which projects beyond the front, rear or sides of the vehicle, must be properly" flagged". Walk around the machine before starting to make certain there are no people in the area. Sound horn at all exit and entry points. Always look in the direction of travel. Beware of overhead obstructions and power lines, etc. When vehicles are driven on to public roads, it is essential that dirt be cleaned off the tyres. Do not leave an engine running while a vehicle is unattended. Adhere to correct mounting and dismounting procedures. Never exceed the safe working load (S.W.L.) of any machine. Always ensure that protective guards are secure and in place. Do not lubricate or repair the vehicle while it is running. Keep vehicle clean.	1	4	4	

RA: 23 Hot Works (Soldering, Welding, Cutting)					RISK ANALYSIS			
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Hot Works (Soldering, Welding, Cutting)	Fire, Burns, Explosion Electric shock Eye injury i.e. arc eye Fumes Asphyxiation Cuts, Amputation	3	4	12	Only competent and authorised operatives shall use equipment Fire prevention procedures and plans shall be in place and tested Fire Fighting equipment shall be in place and maintained on a regular basis and records kept Emergency vehicles will have clear access, exit routes will be signed and kept free of obstruction Flashback arresters will be fitted to all oxygen and fuel gas regulators Assessments of risks to health from welding, cutting or burning operations must be available before work commences Equipment will be used in accordance with the relevant standards especially with regard to isolation, earthing and wiring arrangements Appropriate protective clothing e.g. gloves, boots, overalls, aprons, eye protection / face shields etc. will be worn at all times during operations Operatives should remove personal jewellery before work commences. Ensure adequate fire precautions are available before work commences Take care that any adjacent locations especially below the work area are monitored for possible fires Check the work area following completion of work for any possible smouldering debris Check and maintain the equipment regularly Ensure adequate protection is provided to protect others from the work Store equipment and gas cylinders correctly when not in use, keep gas cylinders upright, and secure during use or storage Ensure good ventilation during work operations Ensure cutting equipment is guarded No smoking in the area Welding Three phase welder must have metal flex cabling installed, and the machine must be stored in an area where the risks of the cable being severed are minimal. All cables must be positioned in order to prevent slips, trips and falls at all times. Appropriate protective clothing e.g. gloves, boots, overalls, aprons, eye protection / face shields etc. will be worn at all times during operations. Electrode holders should be disconnected before replacing the electrode. Ensure screens are provided to protect others from the work being carried out	1	4	4

RA: 24 Weather Conditions					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Weather Conditions	Loss of control Impact with other vehicles Loss of control Injury to passengers Injury Death	3	4	12	Drivers plan and review routes and timings if weather conditions are adverse Vehicles are equipped to deal with poor weather conditions [Electronic Traction Control, Antilock Braking System etc.] All equipment should be checked prior to use Drivers ensure that fuel tanks are kept at least three-quarters full in bad weather conditions by additional fuelling Drivers ensure that equipment is carried in the vehicle to deal with poor weather conditions, including ice scrappers, de-icing spray, snow shovel, boots, torch, blankets, fully charged mobile phone Drivers should be aware of narrow roads and pick up locations, always consider weather conditions and their impact on driving. Drivers should be aware of road spray during wet weather conditions and their impact on driving conditions Drivers should give sufficient room to the vehicle in front and be ready for the unexpected Beware of night driving and attentional precautions Drivers give an estimated time of arrival at their proposed destination Drivers are aware that they should stay with a vehicle in extreme weather conditions rather than attempting to walk to get help Winter Driving Drivers ensure that equipment is carried in the vehicle to deal with winter weather conditions, including ice scrappers, de-icing spray, Wellington boots, torch, blankets, fully charged mobile phone. Consideration is given to carrying hot drinks in flasks and emergency food Drivers ensure that heating and ventilating systems are working correctly before leaving the depot. Drivers are aware that they should stay with a vehicle in extreme weather conditions rather than attempting to walk to get help. Tyres, lights and windscreen wipers are checked Before commencing a journey the driver checks the vehicle, ensuring that all lights work and that there is sufficient cleaning solution in the windscreen washer bottle. Oil, water and fuel levels are also checked Drivers are instructed to use vehicle headlights in times of reduced visibility	1	4	4	

RA: 25 Mobile Equipment					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Mobile Equipment	Falls from vehicles or crushed by vehicle Falling material, overloaded Driving on steep slopes, overturning of vehicle Manoeuvring vehicles around where people are working Falling into an excavation Driving over material or rubble Loading & Unloading near overhead power lines Loading and unloading of materials Coming in contact with mobile plant Unsuitable ground conditions	3	4	12	Authorised, qualified drivers must operate all surface vehicles in accordance with the rules of the Highway Code. Drivers must be adhered to at all times on Company property. Before any vehicle is operated, the driver/operator must carry out a complete pre start-up check of the equipment. Operators are not permitted to drive vehicles that are not in a safe mechanical condition. Vehicles must be brought to a complete stop before anyone is permitted to get on or off. No person is permitted to stand on the running board of a moving vehicle. Operators may not transport people in the box of their vehicle unless in cases of emergency. A signaller must guide vehicles, being backed into congested areas. When material is being transported on vehicles, the operator is responsible for the safe loading, securing and unloading of the material. Drivers of trucks should dismount and stand clear of the machine while the vehicle is being loaded. Any material, which projects beyond the front, rear or sides of the vehicle, must be properly" flagged". Walk around the machine before starting to make certain there are no people in the area. Sound horn at all exit and entry points. Always look in the direction of travel. Beware of overhead obstructions and power lines, etc. When vehicles are driven on to public roads, it is essential that dirt be cleaned off the tyres. Do not leave an engine running while a vehicle is unattended. Adhere to correct mounting and dismounting procedures. Never exceed the safe working load (S.W.L.) of any machine. Always ensure that protective guards are secure and in place. Do not lubricate or repair the vehicle while it is running. Keep vehicle clean.	1	4	4	

RA: 26 Company Vehicles					RISK ANALYSIS			
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Company Vehicles, Workplace and Transport Vehicles and Traffic	Falls from vehicles or crushed by vehicle Falling material, overloaded lorries Road accidents Driving on steep slopes, overturning of vehicle Temporary roads that may subside Manoeuvring vehicles around where people are working Driving over material or rubble Persons being crushed, struck, pinned under etc.	3	4	12	Only trained and authorised drivers are permitted to operate vehicles. Driver should refer to the operator handbook regularly. Operators must obey the rules of the road and observe the safety rules i.e. speed limits, sign posts All vehicles will undergo regular documented inspections and any noted defects corrected. Insurance must be adequate to cover the vehicles and operators. All defects and accidents must be reported to the supervisor as soon as possible Operators must not use a mobile phone while driving unless they are using a hands free kit Vehicles to be kept in good repair; lights, steering, handbrake, footbrake, etc. will operate efficiently. Drivers should not manoeuvre vehicles unless they have an unrestricted view and/or the assistance of a controller. Vehicles will be equipped with the necessary warning lights, signals and fire extinguishers. Passengers must never be carried unless vehicle is designed for carrying passengers and has a seat belt for the passenger	1	4	4

RA: 27 Work on customer premises					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Work on customers premises	Noise/ Dust/ Fire Unfamiliar with layouts, procedures etc. Electrocution Injury from machinery, plant and equipment	3	4	12	Isolate work area and enclose with barriers and hazard markings. Take extra care to ensure the safety of the occupants of the premises. Ensure good housekeeping is maintained while working on premises. Ensure access to and egress from the premises is safe. Fire escape routes and other areas in use by occupants must be kept clear of materials, waste, tools and equipment. Spillages must be cleaned up immediately. When floors are being cleaned use “Wet Floor Signs” No work involving naked flames must be carried out without first completing a “Hot Work” Permit. Ensure fire extinguishers are readily available and of suitable type. Tools and equipment must not be left unattended in occupied premises unless precautions are taken that access to the working area by occupants has been prevented.	1	4	4	

RA: 28 Abrasive Wheels: Con Saw / Angle Grinder					RISK ANALYSIS			
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Abrasive Wheels: Con Saw / Angle Grinder	Bursting of the wheel or disc. Injuries: flying particles, cuts, amputation Dusts from certain types of materials. Electric shock, burns, fire, Explosion Noise Contact with moving parts Entanglement, loose clothing tangled in disc	3	4	12	An employer shall ensure that an employee does not mount an abrasive wheel unless the employee has been authorised by the employer to mount the abrasive wheel or a class of abrasive wheel to which that wheel belongs Employees are to be trained, instructed and competent in accordance with Schedule 14 SHWWA REGs 2016 The abrasive wheel must be suitable for the work it is to be used for. An abrasive wheel must not be operated at a speed in excess of the appropriate maximum permissible speed specified by the manufacturer for that wheel. Guards must be used where practical depending on the nature of work Eye & ear protection must be worn when using abrasive wheels and ensure protection is provided against hazardous dusts, which may be generated. Avoid wearing, loose clothing especially ties, sleeves, scarves etc. All machines should be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables. Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and also of people who may be affected by such sparks <u>Con Saw</u> The operator must carry out the required pre-operational checks on the tool. Always check wheels prior to use for damage It is the duty of the operator to advise his supervisor and maintenance person of any repairs necessary When the con saw is not in use, precautions must be taken to ensure that it is fully immobilised. Emergency stop button to be fitted. Following maintenance, the operator must ensure that all relevant guards have been replaced and secured Always ensure sufficient time for machines to cool down before refuelling as this is a major source of fire & explosion <u>Angle Grinder</u> Follow the standard safety procedures applying to machinery. Operate saws with all guards in position. Clean down saws regularly – only with cloth or brush .Be aware of the emergency power switches Turn off machinery when you are finished It is not to be used above shoulder height. Beware of falling cut pieces. Switch off when moving to another location or when not in use.	1	4	4

RA: 29 Working at Height					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
MEWP's etc. Measures must be taken, even if work is at ground level or below ground, if an employee could fall and suffer personal injury	Faulty equipment, scaffolding, ladder etc. Slips Trips and Falling Equipment coming in contact with scaffolding, ladder etc. Fragile surface, including fittings	3	4	12	Plan (including selection of work equipment) supervise and carry out work, so far as reasonably practicable, safe and without risk to health Ensure weather conditions do not jeopardise employees health and safety MEWP's should not generally be used as a means of access to or from a structure or surface. Thorough risk assessment of every location to select best method of work and equipment (e.g., guard-rails, toe-boards, working platforms, personal fall protection systems, working position systems and ladders etc.) Ensure no persons pass across or near or work on, from or near a fragile surface, where work can be carried out without having to do so, if not suitable, platforms, coverings, guardrails and other means of support and protection are provided Where a risk of falling remains, measures must be taken to minimise the distance of the potential fall and the risk of personal injury (use of fall arrest equipment, warning notices erected at approach to fragile surfaces etc. Ensure measures are taken to prevent people being struck by falling objects Ensure objects are stored to prevent risk from collapse, overturning or unintended movement. Where there is a risk of personal injury by falling or being struck devices to prevent unauthorised persons from entering the danger area i.e. warning signs Ensure that where the safety of work equipment depends on how it is installed or assembled, it is not used until it has been inspected in position The person inspecting must promptly prepare a report and within 24 hours provided the report or a copy to the person on whose behalf it was carried out. Inspection records must be kept for five years Ensure the surfaces and every parapet, permanent rail or other fall protection measure is checked visually prior to use and at appropriate intervals Comply with the SHWW General Application 2007	1	4	4	

RA: 30 Karabiners					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Karabiners	Falls from height Untrained personnel Faulty equipment Poor anchoring Climbing	3	4	12	Daily authorized Karabiners should be used with fall arrest. Users should always check the locking system of the threaded screw action barrel. If the Karabiners is found to be faulty or damaged it should be replaced or destroyed where appropriate. Do not force Karabiner into slider systems. Always ensure that loads are applied to the strongest part of the Karabiners (i.e. the spine) Ensure there are no sharp edges burrs, corrosion or deformation. Always ensure the gates and locking element is attached correctly. Avoid dropping onto a hard surface or piling materials onto the Karabiner. Do not load across the gate. Always carry out a pre-start check before use and destroy or replace any damaged equipment.	1	4	4	

RA: 31 Poor Housekeeping / Slips, Trips, and Falling					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Poor Housekeeping / Slips, Trips, and Falling / Access and Egress	Slips, Trips Falls and Collisions Articles Falling Fire-flammable adhesives-solvents Injuries Obstruction of access routes, emergency exits	3	4	12	A place for everything and everything in its place, all work areas, must be kept clean and tidy. Materials to be stored and stacked safely away from access / egress routes All lifts, steps, stairs, floors and passageways to be of sound construction and properly maintained (clean) and free from slip, trip and fall hazards Control of persons / systems when removing waste from premises All flammable or combustible rubbish to be disposed of properly Provided Training, Information, Instruction and Supervision Employer must provide PPE and employees must use and maintain PPE Sufficient and suitable bins and skips must be available Storage areas to be provided Space around workplace to be kept clear Clean up spillages of liquids, oil etc. ASAP No running in the workplace No smoking in the workplace, it is illegal Adequate lighting must be provided; the lighting installation should be designed to meet the levels of illumination required for each set of circumstances. Stairways, steps and exits are adequately sign-posted and well lit. Ensure that there are no obstructions are in access/egress ways, walkways, stairways; doorways, etc. as far as is reasonably practicable. However, if for some reason this is not possible obstructions must be kept to the absolute minimum and all staff and others must be warned and made aware of the dangers. This practice must only be allowed in emergency situations, and must be clearly marked. Clear and unobstructed access must be provided at all times to emergency exits and fire extinguishers	1	4	4	

RA: 32 Hand Tools					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Hand Tools	Sharp edges Flying objects Defective tools Cuts and Lacerations	3	4	12	<p>All personnel using hand tools must be adequately trained in their safe use. When selecting the tool for the job in hand, the correct type, size and weight of the tool should be considered. The cutting edges of tools should be kept sharp and when not in use they should be protected by a suitable cover. All hand tools must be maintained in a safe condition All defects must be reported to the supervisor and repaired before use. Tool handles should be of a smooth finish and free from patent defect. Tools should be kept clean and free from grease and dirt. When tools are not in use they should be stored in an appropriate toolbox All employees using hand tools must have an understanding of the associated hazards and take necessary precautions to avoid risks Suitable and adequate personal protective equipment must be worn to protect from the hazards associated with each individual tool being used.</p> <p><u>Additional Safety Preventive Measures for Utility Knives</u> All knives must be of suitable size and design for the task Operators must check the safety mechanism prior to each use and ensure that the blade will retract when not in use. Blades should be kept sharp never use blunt blades. Blades in poor condition can snap during use and can potentially pass through protective clothing. Never walk around with a knife in your hand unless the blade is retracted. Any defects should be reported any knives in poor condition should be discarded. Knives should be drawn away from the body when in use Knives should be stored in a protected place, tool box etc. when not in use</p>	1	4	4	

RA: 33 Lighting – Natural or Artificial					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Lighting	Trips and Falls Injury Collapse Eye strain Fire/explosion Sparks	3	4	12	Lighting shall be provided at levels in which work can be carried out without undue risk or fatigue The lighting installation will be designed to meet the levels of illumination required for each set of circumstances. Adequate lighting should be provided at all access points to work areas (i.e. entrance gate, site offices, base of crane, and excavations) It should be adequate to protect employees' safety and health. Installations should be fitted in such a way that they cause no risk of accident. Emergency lighting should be fitted where special risks arise if the artificial light were to fail. Extreme care must be taken when using portable lighting in engineering works i.e. grain silos and other flammable atmospheres Always carry out a pre work risk assessment	1	4	4	

RA: 34 Manual Handling					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Manual Handling	Back, Neck, Shoulder injury Prolapsed Disk Permanent Injury Trip / Fall Hit against dropped object	3	4	12	Ensure mechanical devices are used when necessary and strenuous manual handling is avoided as much as possible. Use lifting equipment supplied where possible. Employees must assess loads prior to manual handling to reduce the risk of injury Check for sharp edges, splinters or nails. Lift in easy stages -floor to knee then from knee to carrying position. All employees must be trained in safe manual handling techniques. Weights must be held close to the body. If you feel you are unable to lift a load do not lift it. Do not let the load obstruct your view. Ensure footing is secure and do not stand on boxes or other loose objects Plan route to be taken and remove obstructions for free movement. PPE including gloves and safety footwear with steel toecaps to be worn where required If injured in a lifting process report straight away to supervisor	1	4	4	

RA: 35 Noise					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Noise	Hearing impaired Deafness Tinnitus – ring in the ears	3	4	12	Every effort should be made to eliminate or reduce exposure. This may involve design and layout of work places and equipment, reducing noise by technical means and/or the organisation of work, and warning signs (where employees are likely to be exposed to levels above 80 dB (A), the provision of Personal protection. Ensure consultation and provided information and training. Specific Risk Assessments must measure the noise levels which employees are exposed, and take account of the level, type and duration of exposure. Health surveillance must be made available to employees who are revealed by a risk assessment to be at risk. Where noise levels are likely to exceed 80 dB (A), suitable and adequate hearing protectors will be provided and all employees likely to be affected and it is mandatory that the workers use this hearing protection, in accordance with manufacturer's instructions. Check all machines and workplaces for sources of excessive noise. Reduction of operator exposure levels by reducing the amount of time spent near sources of excessive noise (job rotation) To identify articles (i.e. loose / unbalanced-rotating parts) likely to cause excessive noise, preventive maintenance is to be carried out on all equipment. Hearing protectors should be checked on a regular basis and replaced where necessary. Ensure the correct hearing protection is used	1	4	4	

RA: 36 Working Near Plant and Equipment					RISK ANALYSIS				
Personnel Affected: Technical personnel and others working within the exclusion zone									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Working Near Plant and Equipment	Moving Vehicles Lack of warning i.e. when reversing Slips, Trips and Falls Collisions Serious Personal Injury Property and Vehicle Damage Struck by site transport Tipping or overturning of vehicle Struck by materials Noise Entrapment Loads falling from back of trailer Damage to Company property	3	4	12	Operatives must be trained All personnel must wear personal protective equipment Signage and speed limits should be obeyed at all times No person should walk behind a moving vehicle or take it for granted that the driver is aware of their presence No person should ever stand with in the slew radius of the 360 excavator All vehicles should be fitted with reversing lights and reversing alarms if practicable All access/egress routes and emergency exit should be kept clear at all times Site traffic should be restricted to fixed routes and access points. Adequate lighting to be in place Adequate supervision to be in place Method Statements should prepared if high or particular risk is present, supervisor to ensure it is safe and being followed Traffic Management Plan to be prepared if necessary Ensure only competent, trained and authorised personnel operate vehicles Accidents and Incidents to be reported Safe System to be followed – barriers, walkways for pedestrians, etc. All workers to be made aware of hazards Reversing Vehicles Eliminate the need for reversing, where possible Reversing to be permitted only in designated areas Minimize the distance vehicles have to reverse All trucks to be fitted with clean mirrors, reversing lights and alarm Ensure all vehicle manoeuvres are properly supervised Do not open trailer doors until trailer is close to loading bay Do not reverse while doors are unsecured Personnel to be excluded from the area in which vehicles are reversing	1	4	4	

RA: 37 Ladders					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Ladders	Falls from heights, Uneven or unsecured at base, Over-reaching Faulty equipment Materials falling, Pedestrians being struck by falling objects Climbing, carrying loads, overloading Death or serious injury	3	4	12	Before beginning work, a risk assessment must be carried out to determine the correct form of access and / or egress Always ensure that the area is safe and ladders are not creating a hazard to plant operators or other workers. Ladders must be checked before use to ensure they are in a safe condition. If any part of the ladder is found to be faulty remove it immediately and reported to the supervisor Use the ladder at the correct angle (1 meter out for 4 meters high) 75 degrees Use ladders which are strong enough for the job Place the ladder on a firm level base and extend the ladder at least 1 meter above the landing Ensure ladder is secured at the top; if this is not possible ensure someone is holding the ladder. Face the ladder when climbing and keep both hands on the stiles Always ensure that PPE equipment is worn and NEVER over reach from ladders If supplies or equipment have to be carried, ensure that a shoulder bag or a tool belt is used, never overload Ensure ladder is stored in a safe place when not in use and is not creating a hazard to others. Ladders should be stored safely so as not to attract the attention of children Never use painted ladders as damage or defects may not be visible Do not carry out makeshift repairs to a damaged ladder When using metal or metal reinforcement ladders, make sure there are no electrical hazards in the vicinity Ladder rungs must not be used as improvised ramps Different grades of stepladders are available the one chosen must be strong enough for the task it is being used for. The manufacturer or supplier should be able to advise you about suitability At any time there should only be one person on a stepladder and users should never stand on the top of a stepladder	1	4	4	

RA: 38 Using Plant and Equipment					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Using Plant and Equipment	Struck by site transport Falls from vehicles Splashed by fuel during refuelling Tipping or overturning of vehicle Contact with moving parts of machinery Struck by materials Noise and Vibration	3	4	12	The site foreman will ensure that all site transport, when delivered to site, is in good order and equipped with all safety devices, and guards. Any defective vehicle or piece of equipment will be isolated and the hire company contacted immediately. The machine will not be used until the defect is rectified and the equipment is re-inspected / certified. Only authorised drivers over 18 years of age are permitted to operate any site transport. All operators must be trained. Site traffic will be restricted to fixed routes and access points. All plant and equipment will undergo regular documented inspections and any noted defects corrected. Children must not be permitted in work areas while plant is in use. All necessary measures required to avoid hazards to children on site outside working hours must be taken, particularly if it is not possible to fully fence the site. Persons may not ride on, or be carried in, an unsecured position on plant or equipment, but only in a seat or place provided for that purpose. Measures will be taken to prevent vehicles that are tipping into excavations etc. from over running the edge. All lifting gear and equipment must be marked with a means of identification and the safe working load and carry appropriate certificates. All wires, ropes, and chains must be fitted correctly, inspected and tested with results recorded as necessary. Electrical and mechanical plant, unless specifically designed must be switched off or stopped for adjustment and before items of equipment are connected or disconnected.	1	4	4	

RA: 39 Lifting Goods or Lifting Persons Using Work Equipment					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Lifting goods or lifting persons using work equipment	Injury or fatality Falling from a height Faulty equipment /attachments i.e. stopping device Inadequate safe distance Lack of emergency procedures Persons being crushed, trapped or struck injury or fatality Entrapment	3	4	12	Lift persons only by equipment and accessories suitable for this purpose Ensure equipment is provided with suitable devices to prevent the risk of the carrier/user falling and to prevent the risk of persons being crushed, trapped or struck If the carrier has a roof it is to be equipped with a suitable inspection control station and a stopping device Ensure that the free distance in the horizontal plane beyond and perpendicular to the carrier's outer edge is exceeding 0.30 m Ensure that in the event of a person being trapped in the carrier that they are not exposed to danger and that they can raise the alarm and can be freed, and where, for reasons inherent in the site and height differences, the risks referred to above cannot be avoided by other safety measures, an enhanced safety coefficient suspension rope is installed and checked every working day Ensure that platforms and supports, fixed or mobile, upon or from which lifting equipment is mounted or supported is suitable for the purpose	1	4	4	

RA: 40 Lifting Accessories / Lifting Attachments (e.g. chains, slings etc.)					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Lifting Accessories / Lifting Attachments (e.g. chains, slings etc.)	Falling objects: lifting equipment or lifting accessories /lifting attachments Lack of training Injury or fatality i.e. crushing Faulty Equipment: lifting accessories / attachments	3	4	12	Lifting accessories are to be selected as a function of the loads to be handled, gripping points, attachment tackle and the atmospheric conditions, having regard to the mode and configuration of slinging Lifting accessories are to be stored in a way that ensures that they will not be damaged or degraded and stored in dry area away from direct sunlight and chemicals Lifting accessories are to be marked to identify its safe use Only trained persons are allowed to use this type of equipment Each load is to be inspected to ensure that it is adequately secured and that the safety catch/device is in place Each load must be assessed as to its weight and at no time can the safe working load be exceeded Operators must ensure that the direction of intended travel is clear prior to commencement of move Only CSCS trained employees shall act as slinger/signaller (banks man) for crane operators All lifting attachments are to be stored safely in accordance with manufactures instructions Damaged lifting attachments are to be repaired as soon as possible or destroyed Ensure lifting attachments are properly attached and ensure materials are free to be lifted Prior to the lift, assess the surroundings and ensure that there are no power lines or other hazards in the vicinity Never use lifting attachments or equipment to pull any materials or plant Operators must maintain daily checks on equipment All lifting attachments (chains, slings, shackles, block and tackle, etc.) are to be inspected by a competent person every six months and GA 1 issued Only certified lifting equipment should be used during the lifting operation Never make knots in attachments and never drag them from under a resting load Never use chains or slings for towing	1	4	4	

RA: 41 Driving on Roads					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Driving on roads	Inexperienced drivers Speeding Dangerous/Careless Driving Vehicle Condition Driver Fatigue	3	4	12	Employees must have an appropriate current driving license for the class of vehicle concerned, to drive any vehicle for the Company. A checking system is in place to ensure the currency and scope of each driver's license. All personnel driving on behalf of the Company must be insured to the satisfaction of the Company and Insurance Company. Drivers must obey local speed limits at all times Employees must obey the rules of the road and wear the seat belts at all times. Employees must not use mobile phones while driving company vehicles unless a hands free kit is provided in the vehicle. Drivers are responsible for checking that their vehicle is road worthy before taking it out, and that it displays a current Insurance and Tax Disc. All vehicles will undergo regular documented inspections and regular maintenance is carried out. All accidents are reported immediately to management (without delay), and that when necessary, are reported to the Garda Síochána as required by the Road Traffic Act. The vehicle inspection checklist must be filled out weekly, to ensure that all the necessary tools, safety equipment are in each vehicle attending worksites In the event of an accident, drivers must use the disposable cameras provided, to record damage to vehicle. Whenever a vehicle is left unattended, it shall be properly parked and locked, so as to prevent theft or danger to others.	1	4	4	

RA: 42 Internal Vehicle Movements					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Internal Vehicle Movements	Inexperienced drivers Risk of serious or fatal injury other persons in the vicinity Poor control of vehicles Inexperienced drivers speeding or dangerous driving Poor vision blind corners	3	4	12	All drivers of transport vehicles should be authorised, certified and experienced Drivers must not exceed posted speed limit. Drivers must not turn too sharply or drive too close to persons in the yard. All Personnel working in the Yard/garage areas must wear high visibility throughout their working day. Driver must exercise particular care when reversing. Other vehicles must give way to vehicles, which are reversing. Reverse audible warning equipment must be used. Adequate lighting must be provided. Pedestrians have a duty to wear high visibility clothing at all times and to keep clear of moving vehicles at all times. Should any persons need to speak to a driver he must first make eye contact and wait for a signal to approach	1	4	4	

RA: 43 Energy Absorbing Lanyard					RISK ANALYSIS			
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Energy Absorbing Lanyard	Falls from height Untrained personnel Faulty equipment Poor anchoring Climbing	3	4	12	When in use, ensure the person wearing this piece of equipment is competent, trained and aware of the dangers of wearing two legged lanyard. Always follow manufacturer’s guidelines when and before use. Always carry out a pre-start inspection of the equipment before use. Damage or worn lanyards should be destroyed. Ensure locking element on the snap hooks are attaching correctly and always ensure they are closed on a solid anchor point during a climb or descent. Always ensure they are attached around a secure anchor point when in use. Never climb above the point of attachment. Always attach to the highest and most secure anchor point. Always ensure there is sufficient clearance in the event of a fall. Review manufacturer’s guidelines for length of lanyard and shock absorber. Always attach this piece of equipment to the front of the harness Always attach with a screw link never a Karabiner because of the potential loading across the gate, during a fall.	1	4	4

RA: 44 Lanyards and Harnesses					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Lanyards and Harnesses	Falls Faulty equipment Damage Unsecured lanyard Slips, trips, falling Incorrect length of lanyard	3	4	12	Ensure shock absorber has not been extended or harness is not damaged in any way. Inspect webbing for cuts fraying, stretching and damage due to heat, water, corrosives and solvents etc. Check all attachments buckles, straps lanyard Never attached lanyards together Ensure lanyard is wrapped around waste to prevent a tripping hazard. Only attach Karabiners to a secure anchor point and ensure lanyard is the correct length for the task being carried out. Ensure harness is checked on a regular basis by a competent person Ensure harness fits comfortably Always clean harness according to manufactures instructions Ensure harness is stored in a clean dry area in accordance to manufactures instructions Harness must not be exposed to ultraviolet light from welding operations (Hot Works)	1	4	4	

RA: 45 Reversing Vehicles					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Reversing Vehicles	Collision Entrapment Serious or fatal injury to employees Loads falling from back of trailer Damage to Company property	3	4	12	Operatives to be trained Drivers reverse at appropriate speed All drivers must exercise care when reversing Eliminate the need for reversing, where possible Reversing to be permitted only in designated areas Minimize the distance vehicles have to reverse All trucks to be fitted with reversing lights and alarm Ensure all vehicle manoeuvres are properly supervised Mirrors to be kept clean Do not open trailer doors until trailer is close to loading bay Do not reverse while trailer doors are unsecured Monitor PPE usage i.e. high visibility clothing Personnel to be excluded from the area in which vehicles are reversing Visiting drivers to be briefed on company practices Demarcation lines to be visible at loading bays and trailer parks Adequate lighting is provided in the lading bay and trailer park area	1	4	4	

RA: 46 Plant and Equipment					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Plant and Equipment	Struck by site transport Falls from vehicles Splashed by fuel during refuelling Tipping or overturning of vehicle Contact with moving parts of machinery Struck by materials Noise	3	4	12	The site Forman will ensure that all site transport, when delivered to site, is in good order and equipped with all safety devices, and guards. Any defective vehicle or piece of equipment will be isolated and the hire company contacted immediately. The machine will not be used until the defect is rectified and the equipment is re-inspected / certified. Only authorised drivers over 18 years of age are permitted to operate any site transport. All operators must be trained. Site traffic will be restricted to fixed routes and access points. All plant and equipment will undergo regular documented inspections and any noted defects corrected. Children must not be permitted in work areas while plant is in use. All necessary measures required to avoid hazards to children on site outside working hours must be taken, particularly if it is not possible to fully fence the site. Persons may not ride on, or be carried in, an unsecured position on plant or equipment, but only in a seat or place provided for that purpose. Measures will be taken to prevent vehicles that are tipping into excavations etc. from over running the edge. All lifting gear and equipment must be marked with a means of identification and the safe working load and carry appropriate certificates. All wires, ropes, and chains must be fitted correctly, inspected and tested with results recorded as necessary. Electrical and mechanical plant, unless specifically designed must be switched off or stopped for adjustment and before items of equipment are connected or disconnected.	1	4	4	

RA: 47 Electrical drills, portable drills, bench drills and fixed pedestal drills in the workshop					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Electrical Drills, Portable Drills, Bench Drills and Fixed Pedestal Drills in the workshop	Contact with moving parts Entanglement Ejection Electrocution Noise Fire	3	4	12	Always read manufacturer's instructions. The operator is trained to use the machine in a safe manner and only authorised persons may operate the equipment. Drill/driver bits to be mounted squarely and checked by competent person before use. The operator must carry out the required pre-operational checks on the portable drill/driver. Trailing leads to be routed properly and kept away from drilling point. It is the duty of the operator to advise his supervisor and maintenance person of any repairs necessary to the drill/driver. No other person is permitted to approach the dangerous moving parts of the drill/driver while it is in operation. Eye protection to be worn at all times during operation. The operator should stop the drill/driver if anyone has to move close to the cutting area for any reason. Adequate warning signs should be placed at strategic points around the drilling area while in operation. When the drill/driver is not in use, precautions must be taken to ensure that it is fully immobilised. Sockets, protected by Earth Leakage Circuit Breakers (ELCBs) must be provided. The operator should periodically test the ELCB. The portable drill/driver should be subject to a planned and recorded maintenance programme	1	4	4	

RA: 48 Workshop Machinery					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Workshop Machinery	Trapping Cutting Pinching Entanglement Shearing Burns Crushing Burning Impact and eye injuries	3	4	12	Always read manufactures instructions All machinery is to be guarded to the required standards where necessary Only qualified or authorised personnel are allowed to switch out interlocks, remove fixed guards, clean, inspect or carry out maintenance work on any machinery. Operators to follow safe working procedures Always: Obey warning signs. Wear appropriate Personal Protective Equipment (PPE) Wear appropriate hand protection when handling machinery or lubricating oils if this is necessary. Ensure that power to the plant and machinery is isolated and locked off before guards or safety devices are removed for any reason. Never: Re-start a machine where guards have been removed – unless appropriate provisions have been taken. Hydraulic operated machines should have safety guards to ensure that if hydraulic operation fails that it does not collapse	1	4	4	

RA: 49 Securing Chains and strapping					RISK ANALYSIS				
Personnel Affected: All Personnel									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Securing Chains and Strapping	Falling lifting equipment or lifting accessories /lifting attachments Lack of training Injury or fatality i.e. crushing	3	4	12	Lifting accessories are to be selected as a function of the loads to be handled, gripping points, attachment tackle and the atmospheric conditions, having regard to the mode and configuration of slinging Lifting accessories are to be stored in a way that ensures that they will not be damaged or degraded and stored in dry area away from direct sunlight and chemicals Lifting accessories are to be marked to identify its safe use Only trained persons are allowed to use this type of equipment Each load is to be inspected to ensure that it is adequately secured and that the safety catch/devise is in place Each load must be assessed as to its weight and at no time can the safe working load be exceeded Operators must ensure that the direction of intended travel is clear prior to commencement of move Only trained employees shall act as signaller / banks man for crane operators All lifting attachments are to be stored safely in accordance with manufactures instructions Damaged lifting attachments are to be repaired as soon as possible or destroyed Ensure lifting attachments are properly attached and ensure materials are free to be lifted Prior to the lift, assess the surroundings and ensure that there are no power lines or other hazards in the vicinity Never use lifting attachments or equipment to pull any materials or plant Operators must maintain daily checks on equipment All lifting attachments (chains, slings, shackles, block and tackle, etc.) are to be inspected by a competent person every six months and GA1 issued Only certified lifting equipment should be used during the lifting operation Never make knots in attachments and never drag them from under a resting load Never use chains or slings for towing	1	4	4	

RA: 50 Dust and Fumes					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Dust and Fumes	Eye Injury Skin Infection Inhalation Ingestion with Food Fire and Explosions	3	4	12	Ensure dust is kept to a minimum Housekeeping to be maintained at a high standard to keep dust to a minimum Adequate ventilation shall be provided Suitable dust respirator shall be provided if necessary Appropriate PPE to be worn: Eyes must be protected. Glasses, goggles, face shields, screen masks and helmets should be provided, as necessary No smoking unless in designated areas Avoid naked flames and sparks where there is a build-up of dust, fumes and gases Signage to be in place Equipment and machinery shall be fitted with devices to contain or extract gas, vapour, liquid or dust, where necessary	1	4	4	

RA: 51 Stairs					RISK ANALYSIS				
Personnel Affected: All Personnel									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Stairs	Slips, trips and falls Access and egress	3	4	12	All stairways must be adequately illuminated and maintained in good condition. Stairways, steps and handholds must be of sound construction and free from defects. Torn or damaged covering on stairways and steps must be repaired, or replaced as soon as is reasonably practicable. Manual handling of heavy or bulky loads, up or down stairways, must be avoided as far as is reasonably practicable Stairways, steps, or doorways, where access is restricted, must be clearly sign posted. Where access ramps are provided they must be adequately illuminated, and maintained in a condition so as to be safe and without risk to safety and health. In keeping with the Building Regulations, access ramps for disabled people must be of a gradient no greater than 1 in 20 and not be less than the minimum width of 1mtr.	1	4	4	

RA: 52 Lifting Loads with Work Equipment					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Lifting loads with work equipment	Injury or fatality Collapse Untrained workers Unsuitable equipment Unstable Inappropriate ground conditions	3	4	12	Operations are to be properly planned and appropriately supervised If work equipment for lifting loads is installed permanently, ensure its strength and stability having regard to the loads to be lifted and the stress induced at the mounting or fixing points of the structure Ensure that the appropriate lifting equipment is used for the task Machinery for lifting loads is to be clearly marked to indicate its safe working load Where appropriate the SWL for each configuration of the machinery must be marked If equipment is not designed for lifting persons it should be clearly marked The drum or pulley around which the chain or wire rope of any lifting equipment is carried must be of suitable diameter and construction for the chain or rope used Chains and ropes which terminates at the winding drum of any lifting equipment is to be properly secured thereto and at least two turns of such chains or rope is to remain on such drum in every operating position of the equipment Permanently installed work equipment is to be installed ensuring that the risk of the load striking employees, drifting dangerously or falling freely, or being released unintentionally is controlled as far as is reasonably practicable Ensure work equipment which is a lifting load is stable Ensure ground conditions are appropriate Ensure lifting equipment is not used beyond its safe working load unless it is being tested under the direction of a competent person Ensure that employees are not nearby suspended loads Loads are not to be moved above unprotected workplaces occupied by employees	1	4	4	

RA: 53 Chemical and Cleaning Supplies Storage					RISK ANALYSIS			
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Chemical storage	Unauthorised access Fire Chemical spillage Employees not wearing personal protective equipment Skin burns Inhalation Ingestion	3	4	12	Chemical storage is to be kept locked and access restricted to authorised personnel only. Appropriate signage to be in place An inventory of all chemicals should be kept Chemicals must never be mixed unless agreed with the manufactures. Containers must be covered when not in use Empty containers must be disposed of in an appropriate manner. All chemicals should be adequately labelled. Smoking in, or near the storage area is prohibited. The Material Safety Data Sheets should be kept near where the chemicals are used for reference. The required personal protective equipment must be worn while handling chemicals or cleaning supplies.	1	4	4

RA: 54 Chemicals and other Hazardous Materials					RISK ANALYSIS			
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Chemicals and other Hazardous Materials Combustible, Irritation of mucous membranes, Skin irritation	Burns, Fire, Explosion, Inhalation, Skin Contact, Ingestion Eye Splashes, Spills Unauthorised access to storage area Employees not wearing personal protective equipment.	3	4	12	Induction and training to include emergency procedures i.e. dealing with spillages, first aid. Train employees in Safe Handling Procedures Ensure Material Safety Data Sheet (MSDS) is available at location where chemicals are being used Refer to MSDS for First Aid Measures, Fire-fighting measures, accidental release measures, handling and storage, exposure and personal protection Provision PPE as per the MSDS and manufactures instructions i.e. eye, respiratory, hand, skin and body protection Adequate storage facilities: (Store solvents in properly labelled, suitable containers) Emergency planning in place Use dispensers where possible to keep evaporation to a minimum and reduce spillage and/or splashes Ensure the work area is well ventilated, especially in confined spaces Do not eat drink or smoke in areas where chemicals are being used. First aid advice: never give anything by mouth to an unconscious person Follow guidelines in relation to register of chemicals (where applicable) from the SHWW Reach Regulations 2007 Keep lids on containers unless contents are being poured or dipped, etc. (Use sealed containers for solvent waste) Dispose of solvent-soaked rags in closed containers If possible avoid spraying solvent-based products, as this causes greater contamination of the air than brush application Storage Chemical storage is to be kept locked and access restricted to authorised personnel only and appropriate signage to be in place An inventory of all chemicals should be kept Chemicals must never be mixed unless agreed with the manufactures. Containers must be covered when not in use Empty containers must be disposed of in an appropriate manner.	1	4	4

RA: 55 Office Environment					RISK ANALYSIS				
Personnel Affected: All Personnel									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Working within an office environment	Slips Falls Trips Electric Shock Cuts Entrapment Fire Arm, Shoulder, Wrist, Neck Injury	3	4	12	Good maintenance of floor covering, to be checked regularly Keep floor area clear: no stacking or storage of boxes, files, paper etc. on floors Regular inspection of all electrical appliances and fittings All electric cables on equipment suitably tied (tie wraps) Training in correct and safe use of guillotines, shredders, paper cutters, staplers, binding machines Provision of height / back adjustable seating for VDU users and training in use Positioning of VDU screens at the recommended location relative to windows, lighting, to avoid glare or reflection Luminance levels of between 300 and 500 LUX Provision of suitable breaks from VDU work Proper consideration of humidity levels Proper use of metal waste bins to help prevent fire No smoking policy implemented Provision of fire extinguishers at fire points Ensure a minimum floor space of 4.7 square meters for each individual including the desk and chair but excluding any other equipment or furniture	1	4	4	

RA: 56 Guards and Protection					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Guards and protection devices in regards to work equipment - not in place, not in working order, not maintained	Injury or fatality Entrapment	3	4	12	work equipment presenting risk due to falling objects or projections are fitted with appropriate safety devices corresponding to the risk, work equipment presenting hazards due to emissions of gas, vapour, liquid or dust are fitted with appropriate containment devices, extraction devices, or both, near the sources of the hazard, work equipment and parts of such equipment are, where necessary for the safety and health of employees, stabilised by clamping or some other means, where there is a risk of rupture or disintegration of parts of work equipment, likely to pose significant danger to the safety and health of employees, appropriate protection measures are taken, where there is a risk of physical contact with moving parts of work equipment which could lead to accidents, those parts are provided with guards or protection devices to prevent access to danger zones or to halt movement of dangerous parts before the danger zones are reached, the guards and protection devices where required above are of robust construction, do not give rise to any additional hazard, are not easily removed or rendered inoperative, are situated at sufficient distance from the danger zone, do not restrict more than necessary the view of the operating cycle of the equipment, allow operations necessary to fit or replace parts, and restrict access for maintenance work only to the area where the work is to be carried out, if possible, without removal of the guard or protection device, warning devices on work equipment are unambiguous and easily perceived and understood,	1	4	4	

RA: 57 Inspection and Maintenance of work equipment					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Inspection and Maintenance of work equipment	Injury or fatality	3	4	12	<p>Where the safety of work equipment depends on the installation conditions, an initial inspection is to be carried out after installation is completed and before it is first used</p> <p>An inspection is to be carried out after assembly at any new site or in any new location and that it is to be correctly installed and operating properly</p> <p>Where equipment is exposed to conditions causing deterioration liable to result in dangers to safety and health, periodic inspections and testing is to be carried out</p> <p>Special inspections are to be carried out after modifications, accidents, natural phenomena or prolonged inactivity. Deteriorations are to be detected and remedied in good time.</p> <p>Inspections are to be carried out by a competent person and are to be appropriate to the nature, location and use of the work equipment</p> <p>Results of inspections are to be recorded and kept available for 5 years, for inspection by an inspector, and access to inspections are to be available to users of the equipment upon request</p> <p>When work equipment is used in another place of work it is to be accompanied by evidence of the last inspection</p> <p>Throughout working life the equipment is to be adequately maintained to meet with all these conditions</p> <p>Where possible maintenance is to be carried out when the equipment is shut down, if this is not possible appropriate measures must be taken to avoid risks</p> <p>Work equipment is to be maintained in such a way as to reduce risk to users and other persons at work</p> <p>A maintenance log for all machines is to be kept up to date</p>	1	4	4	

RA: 58 Electric Work					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Electric Work	Shock Electrical Burns Tripping and falling over cables Struck by materials	3	4	12	All portable power equipment is to be operated on 110V Standard practice for all electrical work is to be on “Dead” services Work on live services will be done only under the direct authorisation of the Project Supervisor – Construction Stage All equipment must be maintained in good condition and properly guarded Electricians must report any defect in plant and equipment to their Supervisor All cable connections must be properly made. Insulation tape alone will not be used to make repairs, or join extension cables Electricians must be familiar with first aid treatment for electrical shock Equipment must be in a good state of repair. Any defective equipment must be replaced or corrected immediately. Check cables regularly and replace any damaged or frayed cables Place leads and cables in positions where they will be safe from damage	1	4	4	

RA: 59 Mobile Elevated Working Platforms (MEWP)					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Mobile Elevated Working Platforms (MEWP)	Falls of persons from the (MEWP) Collapse of ground Overturning of machine Trapping of operator between structure Contact with other plant or equipment Lack of training Contact with power lines Faulty equipment	3	4	12	Only trained competent persons should operate a MEWP Operators should carry out a pre operation check before commencing work checks are specified by manufacture in operator's manual. Only a competent person should carry out any repairs required on a MEWP If the equipment is found to be faulty it should be parked in a safe area, tagged and should not be used until it has been repaired. A full risk assessment should be carried out before work commences Full personal protective equipment should be worn at all times when working in a MEWP Safety harnesses are required when operating or working with the MEWP and must be secured to a secure anchor point (not the hand rail) The appropriate certification should be in place before work commences to ensure the machine has been certified within a 6 month period. Ensure that the safe working load for the machine is displayed Ensure safety devices fitted are working correctly. Emergency stop and isolation switches etc. should be clearly marked and operatives using the equipment should be aware of the emergency procedures Ensure a safe distance of 9 meters from overhead power lines & 15 meters from high voltage lines is observed at all times. Ensure that ground conditions are appropriate and the machine is not creating a hazard to other workers or the public Ensure that vehicle operators are aware of the presents of a MEWP to avoid them coming in contact with the machine Close off the working area to prevent persons coming in contact the working operation. If movement is planed ensure that there are no hazard on the route	1	4	4	

RA: 60 First Aid				RISK ANALYSIS						
Personnel Affected: personnel within the area or personnel working on operation										
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures				
		L	S	Risk		L	S	Risk		
First Aid	Inadequate supplies Untrained first aid person No first aid station	3	4	12	Ensure that the appointed occupational first-aid person is trained and qualified in occupational first-aid Provide and maintain suitably marked and easily accessible first-aid equipment, as is adequate and appropriate in the circumstances for enabling first-aid to be given to persons at every place where working conditions require it, at a place of work under the employer's control, Designate at each place of work under the employer's control the number of occupational first-aid persons as is necessary to give first-aid at the place of work concerned Ensure that the number of occupational first-aid persons, their training and the equipment available to them is adequate, taking account of the size or hazards, or both, of each such place of work Ensure that details of arrangements made for the provision of first-aid, including the names of occupational first-aid persons and the location of first-aid rooms, equipment and facilities for or at the place of work are included in the safety statement Ensure that the names, addresses and telephone numbers of the local emergency services are clearly displayed at each place of work Where an occupational first-aid person is absent in temporary and exceptional circumstances, it shall be sufficient compliance with that paragraph if the employer designates a person, or ensures that a person is designated, to take charge of an injured or ill person. Provision of one or, as appropriate, more first-aid rooms at every place of work under the employer's control where the size of the undertaking, the type and scale of activity being carried out and the frequency of accidents so require it and ensure that every first-aid room provided under is fitted with essential first-aid equipment and facilities and is easily accessible for stretchers (*this does not apply to means of transport used outside the undertaking or a place of work inside a means of transport; a fishing boat; a field, wood or land forming part of an agricultural or forestry undertaking which is situated away from the undertaking's buildings)	1	4	4		

RA: 61 Loading and Unloading					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Loading and unloading	Being struck by a Forklift Materials falling from Lorries/Vans Materials falling from Forklifts Slips Trips and Falls Operatives being struck by lorries/Vans Poor manual handling Obscured Vision	3	3	9	All loading and unloading should be carried out in designated unloading areas. Drivers should make themselves aware of hazards in the offloading area and identify potential accident/incident areas and activities. All lorry and van drivers should be made aware of company polices with regards to safe loading and unloading. Personal protective equipment should be worn by drivers before they leave the vehicle and must be compliant with project standards and requirements. Once the vehicle has been security parked in designated parking area the driver should apply parking brake and switch off the unit. Before leaving the cab of the vehicle they should remove the keys. Before removal of strapping or securing chains the driver should review the contents of his load and ensure there are no loose materials before releasing the pressure on adjustable strapping. No adjustable strapping should be removed for materials on trailers unless authorised to do so by the slinger/signallers or plant operator Drivers should be aware of persons standing in the vicinity of the trailer and materials about to be unloaded. Drivers should wear hand protection to protect hands and fingers and must be aware of spring back form adjustable strapping on loads. Drivers should be aware of underfoot conditions and be aware of loose Chains and Strapping. Once they have been removed from the load they should be rolled up and place in designated storage container on the tractor unit. Damaged strapping should be removed and destroyed. Drivers should be aware of Telescopic Handlers and Mobile Cranes to be used in the offloading process. Drivers should no climb onto trailers unless appropriate precaution shave been taken to prevent them from falling off the edge of the vehicle or load. Once the load is clear of strapping and ready for lifting the driver should step away from the offloading area as not to come in contact with the offloading operation. Once the load has been lifted clear of the trailer, the driver should check the area around his vehicle and move away from the area making sure to check his mirrors for project personal. Trailers should not be loaded beyond their maximum capacity and should be properly secured	1	3	3	

RA: 62 Shelving					RISK ANALYSIS				
Personnel Affected: All Personnel									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Shelving	Falling objects Inadequate access Repetitive strain injury	3	3	9	All shelving must be of sound construction, adequate strength and free from patent defect. Items stored on shelving must be placed in such a manner so that they will remain stable. Shelving must never be overloaded with any items or goods. Safe and free access to shelving must be provided and maintained at all times. The manual handling of loads on to, or down from shelving must be carried out in accordance with the Manual Handling Regulations, 1993. The storage on shelving of goods and materials must be ergonomically organised, in such a manner, so as to avoid repetitive strain injury from continuous stooping, or bending.	1	3	3	

RA: 63 Hooks			RISK ANALYSIS					
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Hooks	Overloading Improper usage Loads falling Cuts, nick and rips Chemical contamination Lack of Pre operation checking Lack of training	2	4	8	Only trained and authorised persons should be permitted to use any lifting equipment All Slinger, signallers should be competent and hold a CSCS card All hooks should be checked before use to ensure they are in good working order The safe working load, identification marking and colour code should be clearly identified before usage All lifting gear should be certified every six months Always ensure the safety catch is closing correctly that it is not twisted or out of shape Never attach more than one piece of lifting gear to a hook. If more than one must be used always use a suitable shackle Never side load, back load or lip load Always clean hooks after use and inspect in accordance with manufactures guidelines Always store hooks in accordance with manufactures guidelines	1	4	4

RA: 64 Removal of Engine Oils					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Removal of engine oils	Spillages, Contact with skin/ eyes/ ingestion	2	4	8	Dispose all waste oils safely in lidded metal containers, which are in good condition. Never leave waste oil containers open Use a colour designated system for the oil storage containers not to confuse the containers to be used for the engine oils with those for the petrol The oil storage containers must be leaking free and have correct labels Used motor oil may be mixed with other used oils (hydraulic oils, transmission fluids, brake fluids), and stored in the same container Waste oils to be stored in bunded tray Spillages should be cleaned up once identified Wear protective clothing (gloves, overall, etc.) when dealing with engine oils Use a drip or screen table while changing oil, to collect oil dripping off parts Never keep containers with engine oil that is not in use in the workplace or near it. Keep these in a separate storage room Storage room for engine oils must be well ventilated, The containers with the engine oils are stored in a separate room and pipes are transferring the oil to the workshop.	1	4	4	

RA: 65 Portable Electrical Equipment					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Portable electrical equipment	Injury or fatality Faulty equipment / articles Electric Shock., Fire Contact with moving parts: Entanglement, Ejection Noise, vibration	2	4	8	Ensure that a circuit supplying portable equipment or a socket outlet intended to supply portable equipment, including any circuit supplied by an electrical generator, and in which is used alternating current at a voltage exceeding 125 volts, and not exceeding 1,000 volts, is protected by one or more residual current devices having a tripping current not exceeding 30 milliamperes operating within such period of time so as to provide the necessary protection to prevent danger to any person coming into direct or indirect contact with any live part of the circuit Ensure that portable equipment is maintained in a manner fit for safe use, and Ensure that portable equipment, which is exposed to conditions causing deterioration liable to result in danger, and supplied at a voltage exceeding 125 volts alternating current, is visually checked by the user before use, and periodically inspected by a competent person, appropriate to the nature, location and use of the equipment. Ensure, where appropriate, that a competent person tests any portable equipment certifies whether or not the portable equipment (including any cables and plugs) was, on the day of test, as far as could reasonably be ascertained, safe and without risk to persons coming into direct or indirect contact with any live part of the equipment. If the certificate of the competent person indicates that the portable equipment tested was not, on the day of the test, safe and without risk, as described in that paragraph, the employer shall ensure that the equipment is not used until it is made safe and certified Ensure that portable equipment, other than portable transformers and portable generators, supplied at a voltage exceeding 125 volts alternating current is not used in construction work, external quarrying activities, or damp or confined locations, unless it's rating exceeds 2 kilovolt amperes. Ensure that portable hand lamps supplied at a voltage exceeding 25 volts alternating current or 50 volts direct current is not used in construction work, external quarrying activities, or damp or confined locations Ensure that where a transformer or generator is used to supply electricity to portable equipment at a voltage greater than 25 volts, but not exceeding 125 volts, alternating current, that the centre point, electrically, or neutral (star) point in the case of three phase of the output voltage or secondary winding, is connected to earth and the transformer or generator is of the double wound type All tools should be thoroughly inspected prior to use. Portable electric tools must only be used for the purpose for which they are designed. Cables, plugs and connectors must be in good condition and free from cracks, breaks and exposed wires.	1	4	4	

RA: 66 Shackles				RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Shackles	Overloading Improper usage Loads falling Lack of Pre operation checking Lack of training	2	4	8	Only trained and authorised persons should be permitted to use any lifting equipment All Slinger, signallers should be competent and hold a CSCS card All shackles should be checked before use to ensure they are in good working order The safe working load, identification marking and colour code should be clearly identified before usage All lifting gear should be certified every six months Before use all shackles should be inspected for (nicks, cuts, cracks or corrosion) Look for signs of damage on pins and on the shackle body If lock pins are required ensure they are inserted before use Insure shackles fit the lifting hook correctly, packing may be required Never let a single rope sling pass over the eye of the sling shackle. Always place the shackle with the pin uppermost in the hook with the sling eyes located in the Shackle body Always clean shackle after use and inspect in accordance with manufactures guidelines Always store Shackles in accordance with manufactures guidelines	1	4	4

RA: 67 Eye Bolts				RISK ANALYSIS					
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Eye bolts	Overloading Improper usage Lack of Pre operation checking Loads falling Lack of training Improper fitting	2	4	8	Only trained and authorised persons should be permitted to use any lifting equipment All Slinger, signallers should be competent and hold a CSCS card Never over load any piece of lifting gear either by the weight or method of slinging. Always identify the weight of all materials being lifted before attaching any piece lifting gear. All eye bolts should be checked before use to ensure they are in good working order The safe working load, identification marking and colour code should be clearly identified before usage. All lifting gear should be certified every six months when in use Before use all eye bolts should be inspected for (nicks, cuts, cracks or corrosion) Look for signs of damage on threading and on the eye Never attached or fit an eye bolt directly onto a hook, always use a shackle Never use excessive force to tighten eye bolts, can cause excessive stretching of the shank Always insure the eye bolt is fully inserted into the load being lifted If lock pins are required ensure they are inserted before use Insure shackles fit the lifting hook correctly packing may be required Never let a single rope sling pass over the eye of the sling shackle Always place the shackle with the pin uppermost in the hook with the sling eyes located in the Shackle body Always clean shackle after use and inspect in accordance with manufactures guidelines Always store Shackles in accordance with manufactures guidelines	1	4	4	

RA: 68 Examination and testing of lifting equipment						RISK ANALYSIS		
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Examination and testing of lifting equipment and Keeping of records and registers of lifting equipment	Safe working load is exceeded and/or collapse Injury and/or fatality	2	4	8	Fixed work equipment for lifting loads, including rail mounted work equipment for lifting loads, is not to be taken into use for the first time unless the fixed lifting equipment has been tested and thoroughly examined by a competent person and a certificate of test and examination specifying the safe working load and, if appropriate, the maximum numbers of persons permitted has been obtained Ensure mobile work equipment unless it has been examined and certified or it is a new machine and it is CE marked in accordance with the relevant directives of the European Communities and it is accompanied by an EC declaration of conformity in accordance with the relevant directives of the European Communities, is accompanied by a certificate of test and examination for that machine signed by the person making the test, specifying the safe working load, and it has not been reassembled since dispatch from the manufacturer Ensure where alteration or repair is carried out to lifting equipment / accessory the equipment is examined by a competent person before the equipment's return to service Ensure where a report of an examination specifies conditions for the safe working of the equipment that the equipment is used only in accordance with those conditions In the case of new work equipment, the period of the first examination shall be determined by the date on the accompanied certificate of test and examination for that machine signed by the person making the test which specifies the safe working load Ensure that work equipment of a type or class listed in column 1 of Parts B or C of Where a thorough examination has been carried out in compliance with the relevant statutory provisions in force immediately before the commencement of the 2007 General Applications Regulations, the examination shall be regarded as being in compliance until after the expiry Ensure that a copy of the report is kept at the place of work when the lifting equipment is permanently located there, in the case of lifting equipment on a construction site it is to be kept at the site office or at the business address of the contractor for whom the report was made In the case of mobile equipment it is to be kept on the equipment in addition to being available for inspection at the address of the equipment owner Ensure a register of lifting equipment and lifting accessories containing details of the equipment, distinguishing number, date of first use and date of last thorough examination and testing is maintained and kept available for inspection by an inspector, and if the equipment does not have a distinguishing number or mark, one of long lasting duration is provided	1	4	4

RA: 69 Control Devices					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Control devices	Injury or fatality Crushing Faulty devices	2	4	8	Ensure equipment control devices are clearly marked Ensure control devices are located outside danger zones and that operation of control devices does not cause any additional hazards or give rise to any hazard as a result of unintentional operation Ensure the absence of persons in the danger area is verifiable from main control position and where this is impracticable a safe system of work must be in place i.e. an audible or visible warning signal or a combination of both Ensure all exposed employees have time and the means to quickly avoid hazards caused by starting / stopping the equipment and that control systems are safe and appropriate procedures are in place for failures, faults and constraints Ensure the equipment cannot be started by accident i.e. after a stoppage or a change in operating conditions Ensure all work equipment is fitted with a control to stop it completely and safely Ensure each work station is fitted with a control to stop some or all of the work equipment and that the stop control has priority over the start controls and when the dangerous parts have stopped moving the energy supply to the actuator concerned is switched off, where appropriate work equipment is to be fitted with an emergency stop device	1	4	4	

RA: 70 Securing of Loads for Transportation					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Securing of loads for Transportation	Poor road conditions Unsafe vehicles Untrained operators Overloading of lashings and fastening devices Products fall from trailers Poor communication overloading of trailers	2	4	8	Operators should always check your route of travel and ensure ground conditions area suitable for transportation of loads Keep speed down to suit ground conditions Lorry drivers should ensure that items are restrained securely to dedicated tying points and the load is spread to give an even weight distribution over the whole floor area; When a load is stacked the larger and heavier items should be placed at the bottom The load must be packed tightly before applying the restraints, which should be arranged so that no part can accidentally be released by vibration or road shocks while the vehicle is in motion. All items of loose equipment not in use (sheets, ropes, dunnage etc.) and loose surplus equipment in service (rope ends etc.) must be securely restrained at all times. The load must be checked for security and the lashings tested for adequate tension after the vehicle has travelled a few miles and again at intervals throughout the journey Weather Conditions can affect the tension of lashings, which may lead to loss of security and damage to the load if not correctly re-tensioned. Operators should check the condition of the trailer and its structure and make up to ensure it is suitable to use in the transportation of materials Operators should ensure that Retaining chains and ratchet strapping to be examined for wear and tear and any signs of damage on a regular basis to ensure they are suitable for use. The lashings and fastening devices (ropes, webbing, chains, cables, clamps etc.) should be in sound condition and must be capable of withstanding all normal forces. To avoid movement of the load, lashings must be properly tensioned at all times using a tensioning device specified by the manufacturer of the lashing. Never over tension lashings by the use of levers. Lashings used to restrain the load must always be attached to anchorage points that have sufficient strength to absorb the expected loading. Any restraint system is only as strong as its weakest component. Anchorage points should themselves be firmly attached either directly to the chassis or to a metal crosspiece or outrigger.	1	4	4	

RA: 71 Synthetic Web Slings					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Synthetic Web Slings	Overloading Improper usage Cuts, nick and rips Loads falling Chemical contamination Lack of Pre operation checking Lack of training	2	4	8	Only trained and authorised persons should be permitted to use any lifting equipment All Slinger, signallers should be competent and hold a CSCS card All slings should be checked before use to ensure they are in good working order The safe working load, identification marking and colour code should be clearly identified before usage. All lifting gear should be certified every six months when in use. GA1 in place Before use all slings should be inspected for (nicks, cuts, cracks or corrosion) Look for signs of damage on the eye of the sling Slings should always be stored in a well-ventilated area away from heat chemicals or any other materials which may affect its mark up or structure Never allow slings come in contact with sharp edges always use packing and protect them from cuts or abrasions Never join two slings together, if they have to be joined always use a shackle and follow manufactures guidelines Always clean slings after use and inspect in accordance with manufactures guidelines Always store slings in accordance with manufactures guidelines Never knot or twist a sling or use a sling to pull a load Always ensure the load is balanced before commencement of any lifting operation Never allow any person to ride on a sling Never trap slings under loads always ensure chocks are used and placed in the landing position before landing the load	1	4	4	

RA: 72 Fire					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Fire	Fire Electric shock, Death Burns Fumes Asphyxiation Explosion	2	4	8	Fire prevention procedures and plans shall be in place and tested Fire Fighting equipment must be provided in the work place and in work vehicles Equipment should be maintained on a regular basis and records will be kept Emergency vehicles will have clear access and / or egress routes Signage should be in place Only competent and authorised operatives will use equipment with high risk Electrical equipment shall be used in accordance with the relevant standards especially with regard to isolation, earthing and wiring arrangements. Appropriate personal protective clothing provided for the task at hand If there is a high risk of fire ensure adequate fire precautions are available before work commences and take care that any adjacent locations, especially below the work area is monitored for possible fires, check the work area following completion of work for any possible smouldering debris. Ensure adequate protection is provided to protect others from the task Store equipment and gas cylinders correctly when not in use, high flammable liquids and LPG should be restricted Hot work and use of naked flame appliances will require Permit to Work system Ensure good ventilation during work operations	1	4	4	

RA: 73 Vibration					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Vibration	Damage to nerves, blood vessels, tendons, muscles, and body organs Musculoskeletal Disorders Loss of concentration, fatigue, irritation Whole body vibration, Hand Arm Vibration, Vibration White Finger	2	4	8	Every effort will be made to reduce workplace vibration levels to a minimum, in so far as is reasonably practicable, so as to be safe and without risk to safety and health Check all machines and workplaces for sources of excessive vibration Reduction of operator exposure levels by reducing the amount of time spent working on sources of vibration (job rotation) In situations where vibration levels are high, the employer must do everything reasonably practicable to reduce the effects of vibration Use the protection, in accordance with manufacturer's instructions Preventive maintenance to be carried out on all equipment to identify loose / unbalanced-rotating parts Protection to be checked on a regular basis and replaced where necessary Always choose the correct protection Purchase and Hire agreements to include information on vibration levels and vibration control built into the equipment Use supports for tools to reduce grip and push forces Provide information and training to employees on hazards, symptoms, working routines and techniques to help avoid excessive grip and push forces	1	4	4	

RA: 74 Personal Protective Equipment and Clothing (PPE)					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Personal Protective Equipment and Clothing (PPE)	Employees not wearing PPE Not supplied with appropriate PPE Injury Not being used properly	2	4	8	Personal Protective Equipment shall be provided for all employees in compliance with the Safety, Health and Welfare at Work (General Application) Regulations, 2007. A PPE register should be kept All employees have a legal obligation to use and maintain the PPE provided to them Where this equipment is not being used or adequately maintained the companies disciplinary procedures apply Appropriate Safety footwear shall be worn, i.e. shoes with non-slip soles, steel toe caps Rubber gloves, glasses, face protection and hearing protection must be worn as required Other protective clothing / equipment shall be provided and worn as and when necessary All employees shall wear the protective clothing / equipment provided to them Employees have a duty to adequately maintain all personal protective equipment Monitoring of PPE will take place on a regular basis by the supervisor and safety persons Provision of PPE that carry the stamp BS or CE High Visibility vests are worn at all times to enable others to see you Safety Goggles to protect eyes from flying debris, sparks, splinters etc. Ear muffs / plugs to be provided when noise levels exceed 80 dB Masks to be worn when working in dusty conditions such as cutting concrete, or breathing harmful fumes Suitable gloves to be worn when handling sharp objects or harmful, corrosive, staining materials Fall protection and prevention equipment i.e. safety harness	1	4	4	

RA: 75 Electrical Articles					RISK ANALYSIS			
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Electrical Articles	Electrocution Trips, Falls Fire and/or Explosion Fatality Burns Electric Shock.	2	4	8	Electric installations are to be carried out by qualified and competent electricians Connections to be maintained in good condition, all cable connections must be proper, insulation tape is not to be used to protect any repair or join in cables Only 110V equipment (or less) to be used Extension cables to be minimised by the provision of an adequate number of outlets Locate extension cables in a safe manner, suspended if possible to avoid a tripping hazard Whenever possible, electrical supplies will be protected by residual current and other such protection devices All articles to be regularly inspected and maintained by a competent person Check articles before use for any sign of damage and report defects immediately If anything goes wrong, switch the article off and disconnect from the power supply Do not lift or pull the article by the cable, the connections may break Open sockets must be protected where a bulb is not fitted. As well as the fragments of glass or broken bulbs being a hazard, it must be remembered that the protruding wires may still be live. Isolation of circuits for the purpose of carrying out maintenance and other work will be carried out after consultation with the employing contractor and others that may be affected by the work. Signage will be erected to prohibit accidental switch on. Locks and physical barriers will also be used to prohibit accidental switch on. The supervisor must supervise shut down, isolation of circuits and return to work Loose wall and ceiling fixtures, electrical wires that are not properly concealed, exposed electric or telephone cords, poorly fitting plugs in socket connections, (loose, corroded or bent) and broken or missing bulbs, must be report immediately Do not plug power strips into other power strips and do not use multi plugs in extension cords Extension cords are not to be strung around door jambs or placed under rugs with tacks or other fasteners causing insulation failure from wear and tear Power cords must not extend into walkways or door ways	1	4	4

RA: 76 Chains					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Chains	Overloading Improper usage Cuts, nick and rips Loads falling Chemical contamination Lack of Pre operation checking Lack of training	2	4	8	Only trained and authorised persons should be permitted to use any lifting equipment All Chains should be checked before use to ensure they are in good working order The safe working load, identification marking and colour code should be clearly identified before usage. All lifting gear should be certified every six months when in use Before use all chains should be inspected for (nicks, cuts, cracks, stretching or corrosion) Look for signs of damage on the eye of the sling Slings should always be stored in a well-ventilated area away from heat and chemicals or any other materials which may affect its mark up or structure. Never allow slings come in contact with sharp edges and always use packing and protect them from cuts or abrasions. Never join two chains together, if they have to be joined always use a shackle and follow manufactures guidelines Always clean slings after use and inspect in accordance with manufactures guidelines Always store slings in accordance with manufactures guidelines Never knot or twist a sling or use a sling to pull a load. Always ensure the load is balanced before commencement of any lifting operation. Never allow any person to ride on a sling Never lift on the point of a hook Never trap slings under loads, always ensure chocks are used and placed in the landing position before landing the load. Use tag line when lifting loads, where appropriate Never allow any person pass under a suspended load Always check for overhead obstacles when lifting loads	1	4	4	

RA: 77 Portable Electrical Equipment					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Portable electrical equipment	Injury or fatality Faulty equipment / articles Electric Shock., Fire Contact with moving parts: Entanglement, Ejection Noise, vibration	2	4	8	Ensure that a circuit supplying portable equipment or a socket outlet intended to supply portable equipment, including any circuit supplied by an electrical generator, and in which is used alternating current at a voltage exceeding 125 volts, and not exceeding 1,000 volts, is protected by one or more residual current devices having a tripping current not exceeding 30 mill amperes operating within such period of time so as to provide the necessary protection to prevent danger to any person coming into direct or indirect contact with any live part of the circuit Ensure that portable equipment is maintained in a manner fit for safe use, and Ensure that portable equipment, which is exposed to conditions causing deterioration liable to result in danger, and supplied at a voltage exceeding 125 volts alternating current, is visually checked by the user before use, and periodically inspected by a competent person, appropriate to the nature, location and use of the equipment. Ensure, where appropriate, that a competent person tests any portable equipment certifies whether or not the portable equipment (including any cables and plugs) was, on the day of test, as far as could reasonably be ascertained, safe and without risk to persons coming into direct or indirect contact with any live part of the equipment. If the certificate of the competent person indicates that the portable equipment tested was not, on the day of the test, safe and without risk, as described in that paragraph, the employer shall ensure that the equipment is not used until it is made safe and certified Ensure that portable equipment, other than portable transformers and portable generators, supplied at a voltage exceeding 125 volts alternating current is not used in construction work, external quarrying activities, or damp or confined locations, unless it's rating exceeds 2 kilovolt amperes. Ensure that portable hand lamps supplied at a voltage exceeding 25 volts alternating current or 50 volts direct current is not used in construction work, external quarrying activities, or damp or confined locations Ensure that where a transformer or generator is used to supply electricity to portable equipment at a voltage greater than 25 volts, but not exceeding 125 volts, alternating current, that the centre point, electrically, or neutral (star) point in the case of three phase of the output voltage or secondary winding, is connected to earth and the transformer or generator is of the double wound type All tools should be thoroughly inspected prior to use. Portable electric tools must only be used for the purpose for which they are designed. Cables, plugs and connectors must be in good condition and free from cracks, breaks and exposed wires.	1	4	4	

RA: 78 Safe Working Loads					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Safe working loads for excavators, draglines, telehandlers, loaders or combined excavators and loaders when used as cranes	Faulty equipment Exceeding the safe working load Injury or fatality Collapse	2	4	8	Ensure that before one of the machines listed above is first used, that a competent person specifies the safe working load or loads which may be raised and lowered by the machine Where it's safe working load depends on the configuration of the machine, it's safe working load for the different configurations are to be determined Provision of a signed certificate specifying the safe working load and safety provisions The certificate is to be kept available for inspection with the machine Ensure a machine is not loaded beyond the relevant safe working load specified in the certificate The specified safe working load or loads and the outrigger position and the length of jib or boom to which the safe working loads relate is either plainly marked on the machine or a copy of the table relating to the safe working loads to the distance worked is affixed in a clearly visible position in the driver's cab If after the issue of the certificate, a machine undergoes any substantial alteration or repair likely to affect the specified safe working loads, that certificate is cancelled and a new certificate is obtained Hydraulically-operated machines, except for machines with a maximum rated lift capacity of a 1,000 kg or less, are to be fitted with check valves on the cylinders used for lifting or by another means to prevent a gravity fall of the load in the event of a hydraulic failure A telehandler's safe working load is not to be greater than 1,000 kg unless fitted with an automatic safe load indicator or rated capacity indicator Unless a machine is fitted with an automatic safe load indicator or a rated capacity indicator, the safe working load is the same for all radii at which a jib or boom is operated and is not greater than the load which the machine in its least stable configuration is designed to lift with that jib or boom Machines are to be plainly marked with the SWL and to be examined and tested periodically in accordance with Parts B and C of Schedule 1.	1	4	4	

RA: 79 Adverse or hazardous environments					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Adverse or hazardous environments, Identification and Marking, Protection against electric shock	Slipping, Tripping and Falling Electric Shock Poor Housekeeping, trailing leads Floor surfaces i.e. wet floors, uneven floors Struck by or against objects, cuts Manual Handling, Arm, Shoulder, Wrist, Neck Injury Ventilation, Temperature, Lighting, Workstations Eating facilities, Smoking, Welfare facilities, Work Equipment, Chemicals, Emergencies Violence, Stress	2	4	8	Ensure that electrical equipment which is likely to be exposed to adverse or hazardous environments, including in particular mechanical damage, the effects of weather, natural hazards, temperature or pressure, the effects of wet, dirty, dusty or corrosive conditions, and any flammable or potentially explosive atmosphere, including any mixture of air and a flammable substance in the form of gas, vapour, mist or dust, is constructed, installed, maintained and modified or so protected as to prevent danger arising from the exposure Ensure that all electrical equipment is suitably identified where necessary to prevent danger and that all electrical equipment, other than cables and overhead lines, displays the maker's name together with all ratings necessary to show that it is suitable for the purpose for which it is used Ensure that all electrical circuits are suitably identified at their source to allow those circuits to be safely and securely de-energised and isolated Ensure that all live parts which may cause danger are suitably covered with insulating material and so protected as to prevent danger, or are the subject of precautions taken to prevent danger, including, where appropriate, the live parts being suitably placed to prevent danger Ensure that precautions are taken, either by earthing and automatic disconnection of the supply of electricity, or other suitable means, to prevent danger arising where any exposed conductive part may become live, Ensure that in adverse or potentially hazardous conditions and where all of an electrical installation is dependent on one or more residual current devices in a single location for earth fault protection, precautions are taken to prevent the transmission of dangerous voltage levels in the installation caused by a fault upstream of the protective device or devices by: installing it or them in a non-conducting enclosure, or using equally effective means, and Ensure that all electrical circuits supplying: electric water heating devices, electrically heated showers, and pumps for electrically operated showers, which are located in zone (1), as defined by the Electro-Technical Council of Ireland "National Rules for Electrical Installations", of rooms in a place of work containing a bath or shower basin, are protected by a residual current device having a tripping current not exceeding 30 mill amperes operating within such period of time so as to provide the necessary protection to prevent danger to any person coming into direct or indirect contact with any live part of the circuit.	1	4	4	

RA: 80 Health					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Health	Temperature, Sunburn Cleanliness, Dermatitis First Aid attention Humidity, Ventilation Overcrowding, hygiene Stress, Violence Alcoholism, Drug Addiction Lighting, Vibration Reoccurring illnesses Manual Handling, Noise, Vibration, Dust and Fumes, Weill's Disease, Chemicals and VDU are all risk assessed separately	2	3	6	Control on Maximum working hours Adhere to Occupational Exposure Limits (OEL) Harmful materials (asbestos, lead, etc.) must be identified and precautions taken. Safety information sheets (MSDS) must be obtained from the supplier Other workers who are not protected must be kept out of danger areas. In confined spaces, the atmosphere must be tested and a fresh air supply provided if necessary. The Confined Space Regulations must be complied with. Provision of Fire and Emergency Plans Emergency procedures must be in place for rescue from the confined space Health Surveillance to be provided, where appropriate Safety equipment must be provided, maintained and used.	1	3	3	

RA: 81 Emergency Breakdowns					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Emergency Breakdowns	Other Road Users Collisions between maintenance fitters Collisions other traffic Collisions due to poor visibility, Inadequate warning to others	2	3	6	Ensure that drivers have the following in their vehicles: • a copy of the emergency procedures, • contact details of the person(s) to whom you should report emergencies and incidents, • contact details of the breakdown firm and insurers your organisation uses and any reference numbers that you may need to quote, and • a fully-charged mobile phone to call for help if necessary. Do not use the phone while driving. Personal safety and the safety of any passengers should always be the first consideration. Use hazard warning lights and high visibility clothing to make sure you and your vehicle can be seen by other road users. Never leave the scene of a collision. Collisions that result in injury while driving for work should be reported to the Gardaí and your line manager immediately. Details should be recorded on a preliminary incident report form. Where a vehicle is in a dangerous position i.e. on a motorway or trunk road, the Garda should be informed Maintenance carried out on vehicles along public roads will be done in a safe manner that ensures that obstructions to pedestrians and vehicular traffic are kept to a minimum at all times. Signposting, cones and where necessary, illumination must be adequate at all times to ensure safe conditions for general traffic and for pedestrians.	1	3	3	

RA: 82 Weill's Disease					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Weill's Disease	Not covering any cuts and abrasions on hands etc. Non-wearing of protective gloves Poor personal hygiene practices.	2	3	6	Prior to commencing work employees should examine their hands for cuts or abrasions and cover them with waterproof plasters. Employees should use gloves at all times when working near drains Always check safety boots for leaks or cracks and replace immediately if they are inadequate to prevent contact with the water. Overalls should be worn at all times when operating in this area. To prevent means of entry, pants should be tucked into socks or safety boots before the overalls are put on. When putting on gloves pull the cuff of the glove over the wrist cuff your overalls. Employees must wash their hands after every exposure to possibly contaminated areas, before eating, smoking or using the welfare facilities, and also when finishing work. Employees must avoid touching their face while working in this area. When removing gloves, they must be pulled off from the cuff or wrist downwards towards the fingers, leaving the glove inside out when removed and disposed of immediately	1	3	3	

RA: 83 Diesel Oil and Fuelling Vehicles					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Diesel Oil and Fuelling vehicles	Fire Burns Skins and Eye Irritant Dermatitis Environment Slip / fall	2	3	6	Store as per suppliers recommendation. Personal Protective Equipment supplied, especially for hands and eyes. Fire extinguisher fitted near re-fuelling area. Used only by properly trained operatives. Do not let spills enter drains/water ways Mop up spills immediately and dispose of the waste materials carefully. Provide spill kits Avoid direct contact with hands, wear gloves (barrier creams only as a last resort) Wash hands after use All storage tanks should be bunged. Fuelling When with diesel, the pump automatically cuts off when the tank is full. the operator should be aware of this and carefully replace the nozzle into the bunding to prevent outer spills All major spillages must be reported to the supervisor. The area must be maintained separate and under no circumstances is smoking to be permitted in this general area. Only authorised personnel must carry out this activity. Full protective clothing, particularly gloves and safety footwear must be worn. Any defects in the fuel pumps or surrounding equipment should be reported promptly to a responsible employee of the fuelling station. The dedicated fuelling stations safety rules should be adhered to at all times. Care must be taken during parking and pulling away from the fuelling area	1	3	3	

RA: 84 Lone Working					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Lone Working	Slips, Trips, Falling Fainting or collapsing Machine turn over Weather Heart Attack or other health conditions Injury Stress	2	3	6	A lone worker policy should be in operation Work procedures should be reviewed and precautions introduced Regular contact with others using either a phone or radio Someone regularly checking the work area Carrying a whistle or other means to raise the alarm Checks to ensure workers return at a designated time Machines should not be operated by a lone worker unless safety precautions are in place and workers are aware of these procedures Report procedures if there are any problems and constant review of work procedures Always review weather conditions Ensure machine operators are trained and aware of safe machine operations and aware of ground conditions and layout	1	3	3	

RA: 85 Generators					RISK ANALYSIS			
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Generators	Noise Maintenance Fire Slips, Trips and Falls Manual Handling Electrocution	2	3	6	Noise levels must be monitored and appropriate hearing protection worn A competent person must perform all maintenance procedures and checks Gloves are to be worn when refuelling Fire protection must be located near operations at all times All diesel to be stored in an appropriate container Smoking should be prohibited Generators should be kept as far as possible from work environment in a safe location, ensure not to obstruct access and egress ways Manual Handling training for all employees All electrical fittings must be inspected prior to use and if substandard fittings are found the machine is to be repaired prior to its operation.	1	3	3

RA: 86 Battery Charger					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Battery Charger	Acid Burns Eye Injury Manual Handling Electric Shock Explosion	3	2	6	Only trained and authorised personnel are permitted to use battery-charging equipment. Make sure that the charger is switched off before connecting or disconnecting to batteries. If more than one battery is being charged, battery bridge connectors should be used and bolted securely to the battery poles. After connecting, switch on charger and check that it is charging. Smoking is strictly prohibited in battery charging areas. Battery charging may only be carried out in a well-ventilated area. Adequate and suitable fire extinguishers should be readily available at all battery charging facilities. Under no circumstances is any welding or grinding to take place within the battery charging area Use suitable and adequate personal protective equipment, e.g. full-face visor, apron and PVC gloves. Emergency eyewash facilities must be readily available at all battery charging facilities Electrical sockets are protected by an ELCB to prevent electrocution Safe manual handling procedures must be adhered to when handling batteries. Employees are trained in manual handling and are encouraged to use the correct manual handling techniques that are shown to them	2	2	4	

RA: 87 Display Screen Equipment					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Display Screen Equipment -any alphanumeric or graphic display screen	Back strain;	2	3	6	Ensure that the equipment, workstations and conditions are in accordance with statutory regulations.	1	3	3	
	Upper limb and neck pain and discomfort;				Training will be provided to operators in the use of workstations.				
	Eye fatigue.				The activities of operators will be planned in such a way that daily work on a display screen is periodically interrupted by breaks or changes of activity, which reduce workload at the display screen.				
					Staff must not alter the ergonomic design of workstations without consent from their supervisor.				
					Management will ensure that adequate arrangements are made in respect of provision of eye tests and corrective appliances, in accordance with regulations				
					Operators are advised to take the following precautions in order to minimize eyestrain.				
					Adjust the contrast to provide a sharp screen on which individual characters can be easily read.				
					The characters should not flicker or move.				
					Take account of lighting levels, reflections and glare, noise, heat and humidity.				

RA: 88 Vehicle Cleaning					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Cleaning Vehicles	Slips trips & falls Manual handling Untrained personnel Contact with chemicals	2	3	6	Training on the use of pressure washers is provided to all Operators Gloves are provided for handling cleaning fluids All hazardous materials are stored in a locked cupboard and in the original containers Storage cupboards are clearly marked as containing hazardous substances Areas used for cleaning are clearly marked and signs are provided to inform visitors Steps are provided for staff to reach higher parts of the vehicles Reverse current circuit breakers are used on pressure washers and any other items of electrical equipment that may be affected by damp conditions Cleaning is minimised in winter when the residue water may cause ice patches Water from the cleaning area is controlled to stop hazardous liquids [oils, etc.] Protective gloves are worn when cleaning vehicles, particularly when sweeping inside the vehicle Waterproof clothing is provided for staff involved in cleaning vehicles Vehicles are only cleaned in designated areas Designated cleaning areas are adequately illuminated Vehicles cleaned on the inside are allowed to dry out thoroughly before being used by passengers	1	3	3	

RA: 89 Canteen					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Canteen	Cuts from knives, broken glass Slips on wet or greasy floors Burns from hot surfaces or heated products Electrocution Inadequate storage and use of cleaning chemicals Faulty equipment	2	3	6	Knives should be stored in drawers or other designated storage areas when not in use. Knives should not be left on the edge of counters or on worktops. Knives should be kept sharp and provided with suitable handles in good condition. Damaged knives should be repaired or replaced as necessary. Broken Glass All glass breakages should be cleaned up immediately. Care must be taken when cleaning up broken glass use a brush and pan, do not handle glass. Broken glass must be disposed of in a closed container and not placed in plastic rubbish bags. Floors All spillages of water, oil, grease etc. should be cleaned up immediately. The canteen floor should only be washed when the area is not occupied. Warning notices must be displayed during and after cleaning. Electricity Employees must not interfere with electrical systems unless they are competent and authorised. All portable electrical equipment / appliances must be suitable and tested on a regular basis. Chemical Agents Ensure suitable Personal Protective Equipment is provided for staff when handling cleaning and chemical agents. All staff handling chemicals must be provided with suitable information and instruction on the handling and use of those chemicals. Ensure all spillage of chemicals are cleared up immediately in accordance with the Material Safety Data Sheet. Ensure a Material Data Safety Sheet is obtained for each chemical and is easy accessible. Cleaning Each employee is responsible for their own housekeeping. No Smoking in the Canteen	1	3	3	

22 Names of persons in charge in case of emergency

Location: _____

Print Name	Title	Office Phone	Mobile Phone	Date trained

Names of persons assigned as deputy in case of emergency and the above persons are not available

Location: _____

Print Name	Title	Office Phone	Mobile Phone	Date trained

Names of first aid persons trained in Occupational First Aid

Location: _____

Print Name	Title	Office Phone	Mobile Phone	Date trained

Names of Safety Representatives

Location: _____

Print Name	Title	Office Phone	Mobile Phone	Date trained

Names of Competent Person Overseeing Safety for Gorilla Design Ltd

Location: _____

Print Name	Title	Office Phone	Mobile Phone	Date trained

23 Safety Statement Log

I certify that I have had the attached Company Safety Statement communicated to me, I acknowledge the existence of such a document and its ready availability to me, I understand my health and safety responsibilities as outlined, I undertake to comply with all requirements of the Company Safety Statement and I acknowledge that I have been afforded the opportunity of asking questions on any point of which I was unsure.

[illegible]

Appendix A – Covid 19 Safe Operating Procedure

1 Management

Management and Supervision

For the purposes of the document, anyone with supervisory responsibilities is classified as site management.

Responsibilities of Site Management for COVID-19

Management must risk assess and manage safety and health hazards in the workplace. In the context of the application of the requirements of this C-19 SOP, responsibilities include managing and instructing workers on the various control measures and compliance.

This SOP identifies a number of key management responsibilities during the implementation of this Plan. These responsibilities are elucidated hereafter.

Note: Project teams must stay agile as new information comes available that may change approach in procedures, processes or PPE.

Pre-Planning for works

Management are responsible for ensuring that all personnel, including sub-contractor management/staff have been made aware of the specific requirements of the work area.

Specifically:

- To ensure that a member(s) of the management team is appointed as the C-19 Compliance Officer.
- To ensure that appropriate personnel from the PSCS/Contractor and the sub-contractors are appointed as C-19 Compliance Officer(s).
- CIF Online C-19 Induction has been undertaken by all personnel (construction sites) prior to coming to site. Ensuring that non-compliant personnel are not permitted on site (See Section 17 for link to CIF C-19 Induction)
- The inclusion of COVID-19 as a hazard in their Risk Assessment and Method Statement (RAMS) for their work activities.
- To ensure that this RAMS is effectively reviewed, approved and communicated.
- To ensure that all site facilities are sufficient to allow for the social distancing and hygiene requirements of this SOP and to take appropriate immediate action where they are not.

On-Site

Site management responsibility includes assessing various work scenarios to ensure that the key requirements such as worker distancing and hygiene/PPE controls are being implemented. This may involve discussions with client and PSDP. It will involve conducting regular site walks and inspections. Continuity of work crews to be encouraged for ease of contact tracing purposes.

Workers

It is vital that each worker knows how to work safely during this COVID-19 and understands the requirements of their task specific RAMS. Management should coach and guide workers during the workday to ensure that they are fully compliant with the requirements.

Management Approach

Management's main priority is ensuring that their plan is implemented at all levels and at all times with the cooperation of all stakeholders – Clients, PSDP, Contractors, Workers and Suppliers.

Note: Based on the level of communication involved and requirement to implement social distancing, each site should consider a phased return to work, advance communication and online briefings as appropriate.

General Work Activities

1. **Reduce** - the number of persons-in any work area to comply with the 2-metre social distancing guideline recommended by the HSE (e.g. relocate workers to other tasks, review work schedule and task sequence, consider staggered starting and finishing times etc.).
2. **Review** - work practices, mindful of close working arrangements. Coach personnel to self-assess their task for social distancing and transmission points.
3. **Supervise** – or mentor appointment of C-19 Compliance Officer to specifically monitor adherence to social distancing and hygiene etiquette.

2 Hygiene

DO:

Wash your hands properly and often. Hands should be washed:

- ▶ after coughing or sneezing
- ▶ before and after eating
- ▶ before and after preparing food
- ▶ if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- ▶ before and after being on public transport if you must use it
- ▶ before and after being in a crowd (especially an indoor crowd)
- ▶ when you arrive and leave buildings including your home or anyone else's home
- ▶ before having a cigarette or vaping
- ▶ if your hands are dirty
- ▶ after toilet use
- ▶ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- ▶ Put used tissues into a bin and wash your hands.
- ▶ Clean and disinfect frequently touched objects and surfaces.

DON'T:

- ▶ Do not touch your eyes, nose or mouth if your hands are not clean.
- ▶ Do not share objects that touch your mouth – for example, bottles, cups.



Disposable gloves

Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off.

Disposable gloves are worn in medical settings. They are not as effective in daily life. Wearing disposable gloves can give a false sense of security.

A person might potentially:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on
- contaminate yourself when taking off the gloves or touching surfaces
- not wash your hands as often as you need to and touch your face with contaminated gloves.

Face Masks

HSE advice in the general wearing of facemask / face coverings can be found at <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Detailed advice on PPE requirements for close working can be found under the “Close Working” section of this document. Note, the general wearing of face masks / face coverings on site should be subject to a site specific risk assessment.

3 Return to work requirements – sites

In advance of sites commencing following the COVID-19 shutdown period, all companies must consider the following, in conjunction with communications and briefings that will be required:

- Updates to Safety and Health Plans, Safety Statement and other relevant documents will have to be communicated to all staff members
- The revised site Construction Stage Health and Safety Plan must be communicated to all Site Management
- All site personnel must complete the ‘CIF Online C-19 Induction’.
- All persons returning to work must complete a COVID-19 Questionnaire / self-declaration. It is recommended that this be completed and submitted by each main contractor / contractor / developer at least 2 days in advance of persons returning to site – ***if conditions change at any time, resulting in a re-appearance of symptoms – workers should be advised not to come to work!***
- The questionnaire / self-declaration is designed to seek confirmation that the individual has no symptoms of COVID-19 and is not waiting a COVID-19.

Covid 19 Questionnaire / Self Declaration

In the interests of safety of the people of this location, their families and the community, management asks that you complete the following questionnaire / self-declaration. Your co-operation and support are appreciated. You will be requested to leave the work site if you answer 'YES' to Questions 1, 2 or 3.

Question	Yes	No
1. Have you been in close contact with anyone who are confirmed / suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulate in 1 day)?		
2. Have you been diagnosed with confirmed/suspected COVID-19 infection or been advised, by a doctor to self-isolate within the past 14 days?		
3. Do you have any of the following typical COVID-19 symptoms; fever, high temperature, persistent coughing, or breathing difficulties / shortness of breath?		
4. Have you been advised by a doctor to cocoon at this time?		
5.		
6. Have you returned to the island of Ireland from another country not included on the government's 'green list' within the last 14 days?		
If 'YES' where?		

I confirm that I have responded to the questions above truthfully based on my current condition and I commit to advising the Management Team and excluding myself from work if this situation changes (i.e. if a point in the future, I would answer 'Yes' to any of the above questions).

Name: _____

Company: _____

Signature: _____

Date: _____

4 Travel to / from work

Where a worker exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work. Wherever possible, workers should travel to work alone using their company vehicle or their own means of transport. Where public transport is the only option for workers, then regular toolbox talks outlining how to reduce the possibility of infection should be considered.

Management must consider the following:

- Parking arrangements for additional cars / vans and bicycles.
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available.
- How someone taken ill would get home.

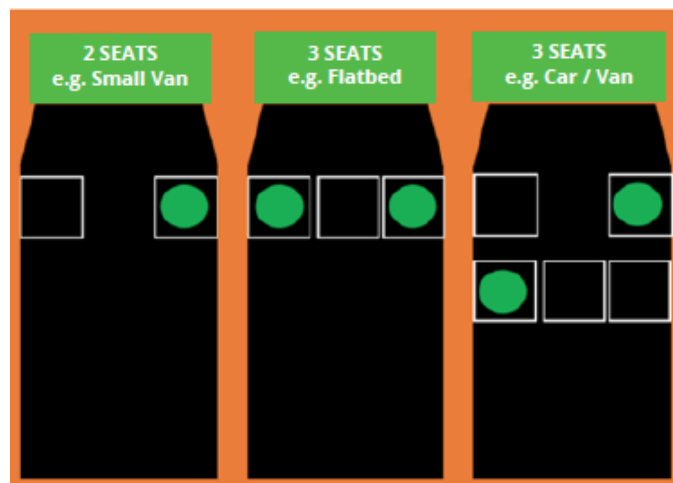
Social Distancing in Vehicles

Social distancing is advised when travelling in vehicles to/from work and when in work vehicles and operating mobile plant.

Suggested arrangements are as follows:

- Single occupancy of vehicles is preferable.
- Sit as far apart as the vehicle allows.

RECOMMENDED MAXIMUM ROAD VEHICLE OCCUPANCY



Other Control Measures for Vehicle Use

Workers should not enter a work vehicle with others if they have any symptoms or have had contact with a confirmed case of COVID-19.

General guidance for minimising the potential transmission of COVID-19 are:

- Employers should consider requesting personnel to use personal transport to reduce numbers travelling in work vehicles.
- It is advisable to limit the “churn” of people travelling together (i.e. try to ensure the same crew members travel and work together day after day).
- When entering (and leaving) all vehicles the driver should clean all common areas that are liable to be touched including the external door handles, keys and other internal furnishings.
- Keep windows at least partially open.
- Keep personal items (PPE, clothes, lunch boxes etc.) separate.
- Wiping/cleaning down of contact points should be done using antibacterial wipes or a wet cloth with soap application, or equivalent.
- Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds.

- If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roof straps, isolation bars etc.
- Carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.

Note: It is noted that it is commonplace in the construction sector for family members to travel together or workers, who lodge together, to travel together (i.e. essentially a “family unit”).

Recommended Maximum Road Vehicle Seating Arrangements		
No. of seats	Max no. of occupants	Seating arrangement
2	1	1 driver
3	2	1 in the driving seat 1 in the far passenger seat
5	2	1 in the driving seat 1 in the far passenger seat

5 Prevention of Cross Contamination

Site Entry

The potential for cross contamination is higher at entry and exit points and where there are high levels of surface contact points such as in welfare areas, site walkways, stairs access etc.

Recommended Control Measures

The following are recommended controls measures at access points to all construction sites:

- Turnstiles to be by-passed with open door access to work are
- Thumb access devices should be by-passed / turned-off
- Stagger start times / finishing times to reduce queues
- Multiple entry points depending on site numbers
- Security guards to record all names rather than having multiple persons signing-in using shared pen/booklet
- Restrict entry to workers and essential visitors only.
- Sanitising stations in position at all entry points
- Regularly clean common contact surfaces in reception, office, access control and delivery areas (e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times)
- Reduce the number of people in attendance at inductions and consider holding them outdoors wherever possible
- Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials
- All persons entering the work area must be directed to wash their hands and additional hand washing stations should be provided where possible
- Touch points should be minimised with a “handsfree” approach where possible
- On access routes throughout site, one-way systems should be implemented where possible, barrier gates should be wedged open, and touch points should be cleaned regularly.

6 Cleaning to prevent contamination

Enhanced cleaning procedures should be in place to prevent cross contamination, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Communications equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day
- Regular cleaning of site welfare facilities, handrails and touch points should be undertaken.

Control points within a vehicle



- Steering Wheel
- Gearstick
- Handbrake
- Door Handles
- Radio & Infotainment Controls
- Steering Column (Indicators, Windscreen Wipers, Cruise Control)
- Elbow Rests
- Seat Position Controls
- Door Frame

Tools, equipment and plant

All tools and equipment should be properly sanitised to prevent cross contamination.

- Arrangements for one individual to use the same tool, equipment and plant as much as possible. Make available cleaning material for all tools to be wiped down with disinfectant between each user. Organise work practices to reduce eliminate or reduce transmission points and coach site personnel on the same.
- Cabs and touch points of site vehicles and plant (MEWPs, Excavators, Cranes, etc.) to be thoroughly cleaned and a cleaning regime by plant operatives should be maintained daily thereafter.
- Consider provision of stickers for tools, equipment and mobile plant to encourage disinfection

EXAMPLES OF STICKERS TO PROMOTE CONTROLLED USE OF MOBILE PLANT/EQUIPMENT



CONTACT POINTS
WITHIN A MINI DIGGER



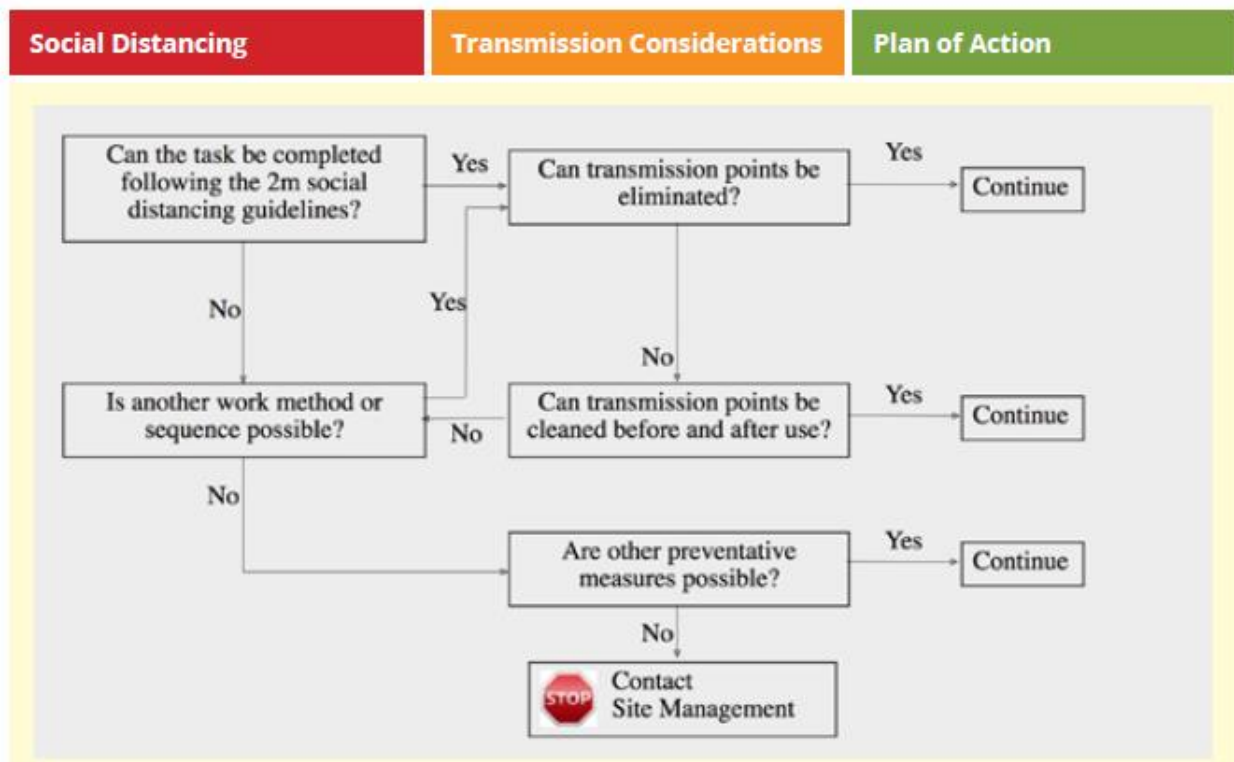
7 Social Distancing

What is social distancing?

Social distancing, or physical distancing, is a set of interventions or measures taken to prevent the spread of a COVID-19 by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.

In order to slow the transmission rate of COVID-19, a social distancing of minimum 2m is recommended by the HSE.

The flow chart below is provided to assist in the review of work processes with social distancing in mind.



8 Compliance Officer

This section is intended to outline the role and duties of a COVID-19 Compliance Officer ('C-19 Compliance Officer') for sites of all sizes in line with the Government's recommendations to monitor Social Distancing.

It is important that the right candidate is appointed/ selected as a C-19 Compliance Officer.

Projects must assess how many C-19 Compliance Officers are required depending on size, environment, number of personnel and the work activity to be monitored. C-19 Compliance Officer's duties should be shared among all contracting companies on a project.

Social distancing compliance is the responsibility of everyone.

A backup must be available in the event of a C-19 Compliance Officer going on training, annual leave or being off sick.

Details of the assigned C-19 Compliance Officer to be communicated on safety notice boards.

Role of a C-19 Compliance Officer

- The role of a C-19 Compliance Officer is to monitor day to day activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the C-19 virus.
- These key personnel should be clearly identifiable onsite with a distinguishable high viz vest with C-19 Compliance Officer written on them, similar to the illustration provided.
- The person undertaking the role must receive training in what the role will entail.
- Ensuring compliance to the 2m social distancing rule and good hygiene is not the sole responsibility of the C-19 Compliance Officer. Their role is supported by all management and workers.
- Management must communicate to all details of the appointed C-19 Compliance Officer(s).
- A C-19 Compliance Officer must not put themselves at risk while carrying out their duties.

- C-19 Compliance Officers must have a structure or framework to follow within the organisation to be effective in preventing the spread of COVID-19. This structure must be regularly audited and managed to ensure it works and protects all onsite. Failure to take it seriously could result in an outbreak of COVID-19 onsite.



EXAMPLE OF
HIGH VISIBILITY
VESTS TO IDENTIFY
C-19 COMPLIANCE
OFFICER

Responsibilities of a C-19 Compliance Officer

C-19 Compliance Officer's responsibilities and duties fall broadly into 2 categories:

1. Proactive day to day duties
2. Reactive emergency duties

Proactive day to day duties of a C-19 Compliance Officer

- Ensure personnel complete relevant COVID-19 Questionnaires / Declarations.
- Being a constant presence to monitor compliance with social distancing of 2 metres between all personnel (with the exception of planned close working). In instances where there is non-conformance with social distancing the C-19 Compliance Officer is to intervene.
- Maintain a log of regular monitoring of COVID-19 controls.
- Ensure there is sufficient up to date signage erected to educate all personnel about the COVID-19 controls.
- At all times promote and coach good hygiene practises to all personnel.
- Ensure regular cleaning of welfare facilities, handrails, door handles, etc. is undertaken.
- Ensure hand wash liquid/soap and hand sanitisers are replenished as required.
- Check hot water and hand drying facilities are available.
- Make representations to management with regards any COVID-19 concerns raised by personnel to the C-19 Compliance Officer.
- Ensure personnel are adhering to staggered break time schedules and limiting numbers in canteens, drying rooms and smoking areas cognisant of the 2-metre social distancing guideline.
- Ensure personnel leaving site at designated breaks remove their site PPE and continue to adhere to social distancing guidelines.
- Report any areas of non-compliance to site management and ensure these are addressed.
- Consider provision of additional controls for exceptional circumstances
- Keep up to date on HSE guidelines.

Reactive C-19 Compliance Officer duties

While the main role of the C-19 Compliance Officer is to prevent the spread of COVID-19 onsite, there is the potential where an individual onsite may experience COVID-19 symptoms and where the C-19 Compliance Officer needs to react.

In a reactive position, their responsibilities include:

- Informing site management if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms.
- Isolating an individual with symptoms in an isolation room/segregated area away from other personnel.
- Following site protocol for individuals with COVID-19 symptoms. (I.e. send home, inform them to contact GP).
- Assisting in contact tracing should there be a confirmed case of COVID-19.

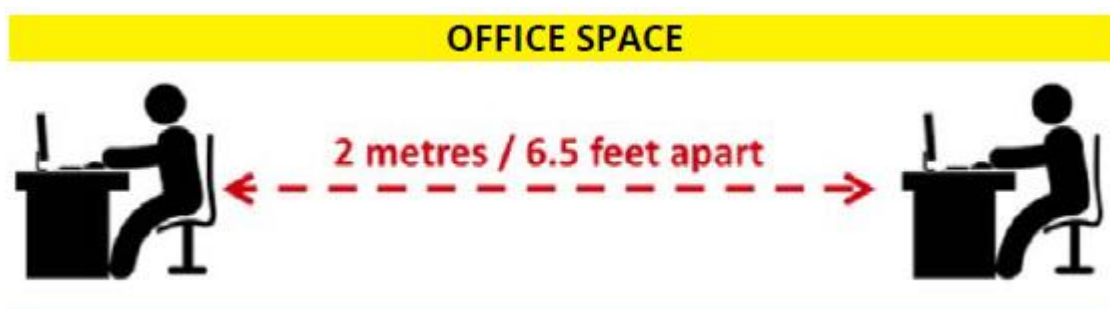
9 Communal and Welfare Areas

Office arrangements

- All non-essential site personnel should be encouraged to work from home where possible – usual supports required.
- Personnel working in site offices should be dispersed so there is always a social distance of 2m.
- Eliminate non-essential visitors attending offices.
- Use I.T software to support online meetings both in and out of the office.
- Keep workstation surfaces clear and wipe with disinfectant regularly.
- Hand sanitizers should be made available at main entry and exit points.
- Keep main doors open where possible to reduce persons touching door handles etc.
- Increase the cleaning regimes including a wipe down with disinfectant on door handles, stair rails etc. at regular intervals throughout the day.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time. Ensure there is a social distance of 2m maintained while using the toilet facility.
- Implement appropriate COVID-19 hygiene regime.
- Ensure soap and hand washing pictorial guides provided for washing hands are clearly visual and in a form manner and language understand for all.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush handle.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.



Canteens and Eating Arrangements

The following is suggested to ensure a social distancing of 2m.

- Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, a pandemic is an exceptional circumstance and workers attending site canteens should be advised where possible to bring a packed lunch and flask to help eliminate transmission points on microwaves and water pour points etc.
- Break times should always be staggered to reduce congestion and contact.

- Site personnel must be encouraged to wash their hands before eating.
- Hand cleaning facilities or hand sanitiser should be available at the entrance and exit of any room where people eat and should be used by all personnel when entering and leaving the area.
- Ensure a seating arrangement where workers sit 2 metres apart from each other whilst eating and avoid all physical contact with co-workers.
- Where catering is provided on site, consider the provision pre-prepared and wrapped food only.
- Payments should be taken by contactless card wherever possible.
- Tables should be cleaned between each use and sitting based on rota.
- All rubbish should be disposed in a suitable bin.
- Tables should be clear when finished eating.
- All areas used for eating must be thoroughly cleaned after each use, including chairs, door handles, vending machines and payment devices etc.
- Provide illustrations of 2 metre spacing to clearly demonstrate social distancing.

Drying Rooms

- The following is suggested to ensure a social distancing of 2m.
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2 metres.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.
- Identify 2-metre social distancing areas.
- Remove all unnecessary items.

Walkways and General Access

To assist with social distancing, consider the following:

- A one-way system on access routes throughout where possible. Increasing access points can help establish a one-way system. (E.g. An additional HAKI stair to allow for one-way traffic up and down).
- Where a one-way system is not possible consider widening pedestrian routes so social distancing can be maintained on main walkways.
- Marked up walkways can help give an indication of what 2-metre spacing looks like

10 First Aid Responder Guidance

- COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. **It does not infect through the skin.**
- The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.
- The key interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.
- There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person's respiratory tract landing directly in your eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).

- If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, and stroke.
- First Aid Responders should be familiar with the symptoms of COVID-19, as per graphic below. You will need to perform a “dynamic risk assessment” based on the scenario you are presented with.

Symptoms	CORONAVIRUS <i>Symptoms range from mild to severe</i>	FLU <i>Abrupt onset of symptoms</i>	COLD <i>Gradual onset of symptoms</i>
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Shortness of breath	Common	No	No
Lost or changed sense of smell or taste	Common	Rare	Rare
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

Key Control Measures

- Standard infection control precautions to be applied when responding to any first aid incident in the workplace. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case.
- In such cases, move individual to a first aid room / isolated room to minimise risk of infection to others.
- Only one First Aid Responder to provide support/treatment, where practical.
- Additional PPE (enclosed eye protection and FFP3 mask if available) should be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. Please also have a mask available to give to person if they are displaying symptoms consistent with COVID-19 to limit droplet dispersion.
- If you suspect a person has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear and cheek close to the person’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions only until help arrives. To iterate the point, a person in cardiac arrest should have **compression only CPR** applied.
- Persons with minor injuries (cuts, abrasions, minor burns) - where practical, a First Aid Responder should avoid close contact and advise the injured party what steps to take in treating their injury.
- No reusable equipment should be returned to service without being cleaned/disinfected appropriately.

PPE Requirements

The following PPE must be available for responding to first aid incidents:

1. Disposable gloves (nitrile/latex)
2. FFP3 or FFp2 Face masks
3. Disposable plastic aprons
4. Enclosed eye protection

First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face.

Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.

Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.

Replenish PPE stock as appropriate. Liaise with your Project Lead or designated person to ensure any issues with first aid PPE are resolved in as timely a manner as possible.

11 Management of meetings

All meetings, where possible, are to be conducted virtually using on-line systems for remote meetings unless it is absolutely necessary to meet face-to-face. In these circumstances, keep the numbers attending as small as possible ensuring the mandatory 2m distance apart. The meeting time should be kept as brief as possible.

Site Meetings

- Only 'absolutely necessary' meeting participants should attend.
- Attendees should be 2m apart from each other.
- Rooms should be well ventilated/windows open to allow fresh air circulation.
- Consideration to be given to hold meetings in open areas where possible.

12 Management of Deliveries

Management should:

- ensure that all delivery transactions enforce physical distancing.
- agree a delivery protocol with suppliers and hauliers.
- all deliveries must be planned with allocated times for collections/appointments/deliveries.
- make arrangements for paperless delivery acceptance and acknowledgements with suppliers to ensure materials management and material reconciliations are accurate.
- ensure that hand washing facilities are available convenient to set down and goods inward locations.
- ensure there are appropriate sanitising arrangements at points of access, egress and set down areas for raw materials and stock.

13 Close Working

This section outlines guidance relating to COVID-19 Particular Risks for short-term work that must be completed where workers are less than 2 metres apart (<2m).

Elimination of Close Working:

Elimination of close working is preferable and should be investigated.

For all companies and management putting personnel to work, it is critical that you explore every available option possible before putting personnel to work in < 2m close contact tasks.

Stages of the construction process where <2m tasks can be eliminated/mitigated: (including a non-exhaustive list of examples)

- Design – sections of materials are:
 - A) 2.5m long or longer OR
 - B) Materials can be installed by an individual (lightweight/fixings are simplified)
 - C) Mechanical means for lifting and access can be used while keeping construction personnel >2m apart
- Planning for work: RAMS / Planning / Sequencing / Coordination / Communication – All tasks planned via a pre-planned safe system of work shall consider eliminating <2m work.
- RAMS must consider elimination of work within 2m as the first priority. Where this is not possible the RAMS must detail the control measures for persons working <2m on the task.

Why tasks where personnel are <2m apart require additional focus and daily oversight?

In Ireland, the Health Service Executive (HSE) has recommended a 2 metre safe distance between individuals to avoid transmission hazards. Where a risk assessment identifies work where 2 m separation cannot be maintained, additional safety precautions are required to manage the risk.

Requirements for personnel working within 2m of each other:

- No worker has symptoms of COVID-19.
- The close contact work cannot be avoided.
- PPE is present in line with the RAMS / Risk Assessment (full face shield etc.).
- An exclusion zone for <2m work will be set up pre task commencement.
- Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly.

There are 2 types of work in the <2m transmission zone,

- no physical contact between colleagues
- physical touching will occur (manual handling / pushing – pulling side by side, shared tools and equipment).
- Scenario B is of higher risk than scenario A.
- Scenario A - preferably, personnel will wear full face shields and gloves - alternatively, FFP3 / FFP2 / surgical masks with eye protection and gloves.
- Scenario B - preferably, personnel will wear full face shields, (alternatively, FFP3, FFP2 or surgical masks with eye protection) , and should wear gloves & disposable suits - on completion, dispose / make safe any contaminated PPE - specific procedures to be agreed on site.
- If it is possible to erect a physical barrier / safety signage that does not impede the work between colleagues and does not increase work safety hazards (lack of communication / visibility), please consider your options. (E.g. hanging clear plastic / mobile frame with plexiglass).

Note: The full-face visor replaces plexiglass as a physical airborne barrier between colleagues provided there is adequate air circulation.

- At the end of the task, all tools and equipment for scenario A & B work must be sanitized properly – as should any surfaces safe to wipe down.
- Forced ventilation internally could be considered for restricted confined spaces.

Oversight:

Following assessment that the task has to be completed within the 2 m zone, and review of controls, the contractor's supervisor may issue a permit, which could be in the form of a checklist or other agreed format.

14 Return to Work Process – Worker

In the event of a worker either being a suspected/confirmed case of COVID-19 or a known “close contact” with a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to work by means of self-declaration [1].

Fitness for Work should be considered from two perspectives:

1. Does their illness pose a risk to the individual themselves in performing their work duties?
2. Does their illness pose a risk to other individuals in the workplace?

The following steps should be followed, in line with current public health advice in Ireland:

Any worker who has displays symptoms consistent with COVID-19 must stay away from work, self-isolate and contact their GP by phone as part of the triage process.

They must also notify their line manager / employer. An individual will be classified as either a suspected or confirmed case, based on HSE decision to test /outcome of test.

An individual who is a known close contact with a confirmed or suspected case will be contacted by the HSE through its contact tracing process. Advice regarding self-isolation for a period of 14 days since their last “close contact” with a confirmed/suspected case must be followed.

An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with their line manager/designated HR/employer contact.

When an individual is symptom-free and are deemed fit to return to work, the key criteria are:

1. 14 days since their last “close contact” with a confirmed/suspected case and have not developed symptoms in that time, or
2. 14 days since the onset of their symptoms and 5 days since their last fever (high temperature),

or

3. They have been advised by a GP / healthcare provider to return to work.

Line Manager/designated Employer/HR should confirm the relevant criteria above with the individual and write down their responses.

1 Individual must self-declare their fitness for work in the absence of having a fitness for work certificate from their GP/healthcare provider. This is in acknowledgement that GP's don't currently have capacity to be issuing return to work certificates.

2 Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person. [This is only a guide].

15 Cleaning Spaces with Suspected / Confirmed Cases

- It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (COVID-19) case has left will reduce the risk of passing the infection on to other people
- If an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
- For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Principles of cleaning after the case has left the area

Personal Protective Equipment (PPE)

- The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
- If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.

Cleaning and Disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Additionally:

- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste Management

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

16 Statutory Training Updates**First Aid Responder Training**

The Pre-Hospital Emergency Care Council (PHECC) is responsible for the provision of First Aid certification in Ireland. PHECC have confirmed that if a First Aid Responder's certification has lapsed and they are unable to complete a refresher course, their certification will remain valid until such time that the situation is rescinded. This departure from normal standards shall be limited to the duration of the current COVID-19 outbreak.

17 Additional Reading

CIF C-19 INDUCTION

<https://cif.ie/induction/>

LATEST INFORMATION FROM HEALTH SERVICES EXECUTIVE:

For the most up to date information, from health care professionals, members are advised to monitor the HSE website: www.hse.ie/conditions/coronavirus/coronavirus.html

CONTINUITY PLANNING

Continuity planning is important at this time and the latest advice on this matter, including a checklist of preparatory actions can be found at:

<https://dbei.gov.ie/en/Publications/Business-Continuity-Planning-A-checklist-of-Preparatory-Actions-in-Responding-to-the-COVID-19-Outbreak.html>

NSAI' COVID-19 WORKPLACE PROTECTION AND IMPROVEMENT GUIDE

https://www.nsai.ie/images/uploads/general/Covid-19_Workplace_Protection_and_Improvement_Guide.pdf

POSTERS

The HSE has prepared a package of resource materials that may be displayed in all workplaces and sites. See: <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

TRAVEL ADVICE

Travel advice is available on the website of the Department of Foreign Affairs at: www.dfa.ie/travel/travel-advice/coronavirus

HEALTH PROTECTION SURVEILLANCE CENTRE (HPSC)

The HPSC provide advice for the general public and for specific groups and settings including employers, healthcare professionals, education settings and religious settings at: www.hpsc.ie

WORLD HEALTH ORGANISATION (WHO):

www.who.int

CENTRE FOR DISEASE CONTROL (CDC):

www.cdc.gov

The Health and Safety Authority (HSA):

www.hsa.ie/eng/news_events_media/news/news_and_articles/coronavirus.html

HSA FAQ's:

https://www.hsa.ie/eng/news_events_media/news/news_and_articles/covid-19_additional_hsa_faqs.html

WORKPLACE RELATIONS COMMISSION (WRC):

https://www.workplacerelations.ie/wrc/en/news-media/workplace_relations_notices/covid-19-guidancenotice-for-employers-and-employees-.html

18 RA: Covid 19					RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation									
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures			
		L	S	Risk		L	S	Risk	
Covid 19	Fever (temperature) Cough Shortness of breath Breathing difficulties Fatality	4	5	20	<p>Travel - persons returning to the island of Ireland should refer to national advice issued by the HSE / the Department of Foreign Affairs.</p> <p>Hand Hygiene – everyone is washing hands regularly and thoroughly or sanitizing and sufficient facilities are provided and maintained to allow this to happen.</p> <p>Social Distancing – workers maintain 2-metre (2m) separation insofar as possible while working, when using toilets, canteens, drying rooms etc. Also, to promote social distancing when travelling to and from work (public transport, vans etc.) and in their daily lives, in order to limit exposure.</p> <p>Cough Etiquette / Respiratory Hygiene – people cough / sneeze into sleeve or elbow, always cover up, dispose of tissues.</p> <p>Cleaning - all frequently touched objects and surfaces are regularly cleaned and disinfected.</p> <p>Insurance - Before commencing activities onsite, contractors are advised to contact their insurance broker or insurance advisor for direction.</p> <p>Safety Statement - review their Safety Statement and associated risk assessments, considering COVID-19.</p> <p>Risk Assessments / Method Statement (RAMS) - Risk assessments and method statements for all work on site should be reviewed to address the risk of COVID-19 and the associated control measures required. Particular emphasis will be required on 'close working', i.e. where persons work within 2m of each other (2m being the HSE recommended separation for social distancing). See SOP in Safety Statement.</p> <p>Daily Briefings Documents - daily briefing documents such as SSWPs, SPAs, Daily Safe Starts, Task Briefings or equivalent should be updated to reference COVID-19 and specifically social distancing and hand hygiene. Basic COVID-19 control measures to be highlighted on all such documents, as per illustrated example.</p> <p>Pre-Planning for works - Ensure that a member(s) of the management team is appointed as the C-19 Compliance Officer. Ensure that appropriate personnel from the PSCS/Contractor and the sub-contractors are appointed as C-19 Compliance Officer(s).</p> <p>CIF Online C-19 Induction has been undertaken by all site personnel prior to coming to site. Non-compliant personnel are not permitted on site.</p> <p>Return to work/Self Declaration CIF form completed by all.</p> <p>The inclusion of COVID-19 as a hazard in their Risk Assessment and Method Statement (RAMS) for their work activities. Ensure that this RAMS is effectively reviewed, approved and communicated.</p> <p>To ensure that all site facilities are sufficient to allow for the social distancing and hygiene requirements of this SOP and to take appropriate immediate action where they are not.</p> <p>On-Site - Site management responsibility includes assessing various work scenarios to ensure that the key requirements such as worker distancing and hygiene/PPE controls are being implemented. This may involve discussions with client and PSDP. It will involve conducting regular site walks and inspections. Continuity of work crews to be encouraged for ease of contact tracing purposes.</p>	1	5	5	

RA: Covid 19 (Cont.)				RISK ANALYSIS				
Personnel Affected: personnel within the area or personnel working on operation								
Hazard	Hazardous Effect	Pre-control measures			Normal Control Measures	Post-control measures		
		L	S	Risk		L	S	Risk
Covid 19	Fever (temperature) Cough Shortness of breath Breathing difficulties Fatality	4	5	20	Site Workers - It is vital that each worker knows how to work safely during this COVID-19 and understands the requirements of their task specific RAMS. Site management should coach and guide workers during the workday to ensure that they are fully compliant with the requirements. Management Approach - Site management's main priority is ensuring that their plan is implemented at all levels and at all times with the cooperation of all stakeholders – Clients, PSDP, Contractors, Workers and Suppliers. General Site Work Activities 1. Reduce - the number of persons-in any work area to comply with the 2-metre social distancing guideline recommended by the HSE (e.g. relocate workers to other tasks, review work schedule and task sequence, consider staggered starting and finishing times etc.). 2. Review - work practices, mindful of close working arrangements. Coach site personnel to self-assess their task for social distancing and transmission points. 3. Supervise – appointment of C-19 Compliance Officer to specifically monitor adherence to social distancing and hygiene etiquette.	1	5	5