

DONOHUE

MARQUEES



SAFETY STATEMENT

of
Donohue Marquees Ltd.
Milltown,
Garryhill,
Co. Carlow.

Per:

Safety, Health & Welfare at Work Act, 2005

Safety, Health & Welfare at Work (Construction) Regulations 2006

Safety, Health & Welfare at Work (General Application) Regulations, 1993/2007

Fire Service Act 1981, Building Control Act 1990/1997.

Licensing of Indoor Events Act 2003

Prepared by:

Jim Kennedy

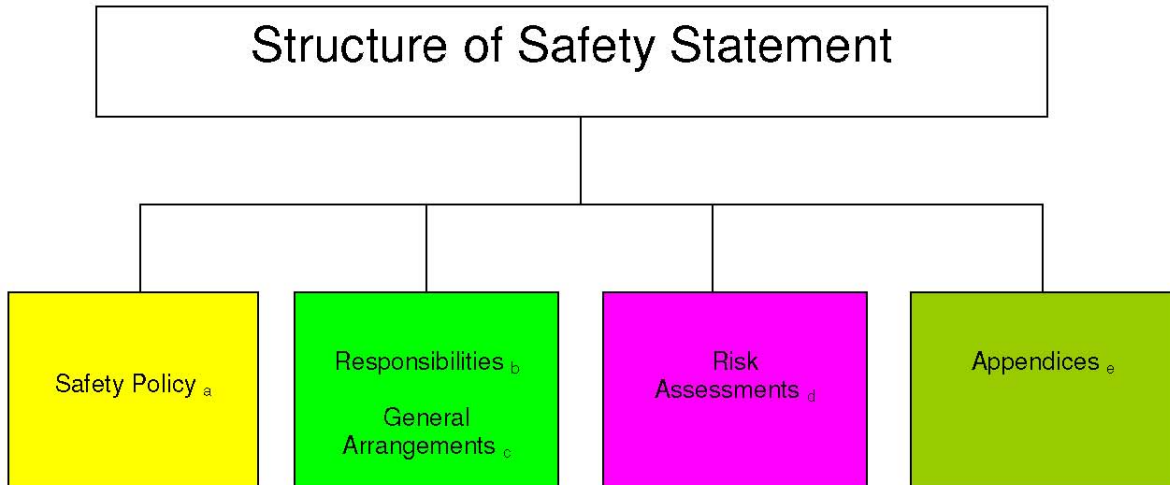
Contents Page

PART A: Company Policy for Health and Safety	5
1.0 Management Safety Policy	6
PART B: Responsibility for Health & Safety	7
2.0 Safety Management Structure	8
3.0 Allocation of Responsibilities for Safety/Health.	
3.1. Managing Directors – Mark Donohue & Kirsten Dobie	9
3.2. Site Supervisor	9
3.3. Employees	11
3.4. Safety Representative	13
PART C: General Arrangements for Health & Safety	14
4.0 Provision of Safety Training and Instruction	15
5.0 Provision of Personal Protective Clothing & Equipment	17
6.0 Control of Articles & Substances	20
7.0 Provision of Practical and Safe Working Systems	21
8.0 Consultation with Employees	21
9.0 Bullying & Harassment	22
10.0 First Aid	23
11.0 Emergency/Fire Procedures	24
12.0 Smoking Policy	25
13.0 Welfare	25
14.0 Accident Reporting and Investigation Policy and Procedure	26
14.1.....Policy	26
14.2.....Scope.	26
14.3.....Procedure	26
14.4.....Accident Investigation	27
14.5.....Responsibilities	27
15.0 Pregnant Employees	28
16.0 Pre-employment Health Screening	28
17.0 Protection of Visitors	28
18.0 Disciplinary Action	28
19.0 Director's Annual Review	28
20.0 Contractors	29
21.0 Plant Operatives	30
22.0 Transport Drivers	31
23.0 Employment of Young Persons	31

PART(D): Risk Assessments See Appendix 18

PART (E): Appendices

- Appendix 1 -Donohue Marquees Ltd Accident Report Forms
- Appendix 2 -Schedule of Emergency Equipment Checks
- Appendix 3 -Safety rules for contractors
- Appendix 4 -Recommended First Aid Kit Contents
- Appendix 5 -Principles of Manual Handling Technique
- Appendix 7 -1Schedule of 2006 Construction Regulations
- Appendix 8 -Company Health and Safety Questionnaire
- Appendix 9 -Register of FÁS Safe Pass & CSCS Training
- Appendix 10 -Record of Safety Statement Communication
- Appendix 11 -Record of PPE issued
- Appendix 12 -Plant Safety Inspection Checklist
- Appendix 13 -Safety Meeting / Training Minutes
- Appendix 14 Site Specific Induction
- Appendix 15 -Safety Induction for New Employees
- Appendix 16 -Pre-employment Medical Questionnaire
- Appendix 17 –VDU Guidelines
- Appendix 18 – Risk Assessments for Donohue Marquees.



This is the structure of the Safety Statement of

*Donohue Marquees Ltd,
Milltown,
Garryhill,
Co. Carlow.*

PART A: Company Policy for Health and Safety

1.0 Management Safety Policy

The *Safety, Health and Welfare at Work Act 2005* require the company to prepare and issue a safety statement setting out its policy on safety. This statement together with the following will be known collectively as the 'safety statement':

- Hazard identification and risk reduction guidelines.
- Allocation of responsibilities.
- Consultation procedure

The Managing Directors of Donohue Marquees Ltd recognises the importance of safety health and welfare, to all employees, in the successful conduct of business. This Safety Statement outlines the policy of Donohue Marquees Ltd for ensuring so far as is reasonably practicable, the Health, Safety and Welfare of employees, the public, contractors and visitors. Donohue Marquees Ltd will comply with the requirements of the *Safety, Health and Welfare at Work Act 2005*, the *Safety, Health & Welfare at Work (General Applications) Regulations 2007* (this is known as the most important Health & Safety legislative enactment in the Irish Statute Book) and all other statutory requirements, Codes of Practice and national standards.

Donohue Marquees Ltd will ensure so far, as is reasonably practicable:

- Safe and healthy working conditions
- Safe equipment and systems of work
- Provision of appropriate information, instruction, training and supervision
- Provision, where necessary, of a competent person to advise and assist in securing the health, safety and welfare of employees and others.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

All members of staff will be made aware of and have access to this Safety Statement and arrangements for consultation with the staff representatives on health and safety matters will be an integral part of the company safety policy.

This Safety Statement will be subject to revision and is liable to amendment, if circumstances change.

Donohue Marquees Ltd is committed to ensuring that all activities are managed in a manner that will minimise the risk of injury to our employees and contractors so far as is practicable.

Mark Donohue – Director
Jan 2011

Kirsten Dobie -Director
Jan 2011

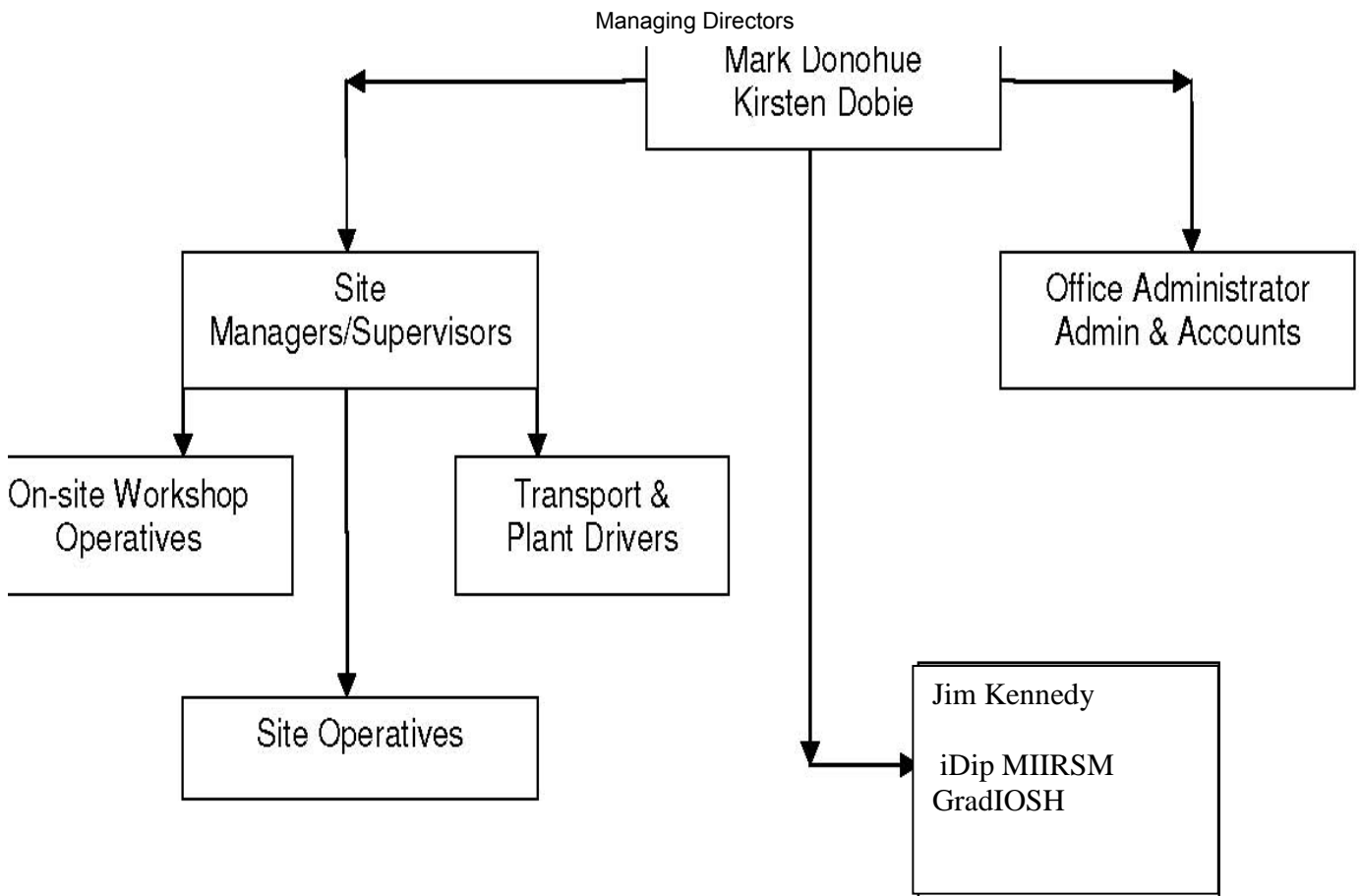
PART B: Responsibility for Health & Safety

2.0 Safety Management Structure

Persons responsible directly or by formal delegation for:

- 1 The effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy.
- 2 Ensuring that Supervisors are given the resources and/or necessary information to manage implementation of the policy.

Organisation Chart



3.0 Allocation of Responsibilities for Safety/Health

3.1 Managing Directors – Mark Donohue & Kirsten Dobie

The Managing Directors are the persons charged with overall responsibility for implementing safety policy. As such, he will:

- Demonstrate his commitment by taking active steps to be aware of the safety record of the company and will issue any necessary reasonable directives in the interest of the health, safety and welfare of all employees and third parties.
- Endeavour to ensure that sufficient funds and facilities are made available to enable the safety policy to be reasonably implemented.
- Annually appraise the effectiveness of the statement.
- Ensure that the responsibility is properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his attention.

3.2 Site Supervisor.

Site Supervisor is responsible for ensuring that the Safety Statement is effectively communicated and observed at all levels by:

- Ensuring they are fully familiar with the company's Safety Statement and any subsequent revisions.
- Ensuring that reasonable account of health and safety is taken in all departmental procedures.
- At all times demonstrating an exemplary approach to safety and health in order to engender in their staff a total commitment to safety and health.
- Having due regard to the safety of contractors and visitors to sites, or parts of sites, under the direct control of Donohue Marquees Ltd.
- Ensuring that staff are properly instructed and trained, that they are warned of hazards inherent in the work being undertaken and the need to comply with all safety instructions and statutory requirements.
- All staff working on construction sites are required to be in possession of a Safepass card. Where staff operate site mobile machinery on a construction site, or engage in some other activities (as per the 9th schedule of the Construction Regulations), they are required to be in possession of a Construction Skills Certification Scheme (CSCS) Card.
- Staff operating site mobile machinery on non-construction sites must have relevant training in the safe operation of this plant and must always follow instructions per the operators manual which must be kept in the drivers cab.
- Ensuring that all employees under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire fighting equipment is available on site.
- Ensuring that all injuries and dangerous occurrences are reported and to investigate the circumstances causing injuries, even minor ones, in order to prevent recurrences.
- Endeavouring to instil safety awareness in their staff.
- Considering representations about health and safety from employees under their control.
- Ensuring regular safety surveys are conducted on sites, or on parts of sites under the control of Donohue Marquees Ltd.
- Ensuring that any contractors working within their area observe the requirements of their own safety statement and that of Donohue Marquees Ltd.

- Ensuring that sub-contractors and workers when on construction sites have received a copy of the Safety & Health Plan and have signed to say they have read and agree to abide by its terms and conditions.
- Overseeing work carried out by contractors to ensure that work is conducted in a manner that will not put the staff of Donohue Marquees Ltd at risk.
- Site Managers are accountable to their Senior Management Team for any breach or omission regarding safety and health matters. They must take account of their statutory duties and best available working practices and methods of training which they should apply (*they should notify their staff accordingly*). They will also ensure that their staff fully understand safe methods of work and are suitably trained to carry out their functions.
- Administers and supervises the wearing of Personal Protective Equipment (PPE).
- Supervises access to the site and ensures that all staff and visitors are signed in.
- In the event of a serious incident will preserve the scene, isolate equipment and take photographs.
- When new personnel start will conduct the staff member around the site on a practical induction walkabout.
- Monitors on a daily basis the integrity and security of the site perimeter to try and ensure there are no uncontrolled breaches.

3.3 Employees

Employees have general obligations under current Irish law, which include the following:

They must:

- Take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their actions or omissions while at work.
- Co-operate with their employer and any other person in order to comply with any of the relevant statutory provisions.
- Use any safety equipment, or other items provided for their safety, health and welfare at work.
- Report to their supervisor, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare to themselves and others.
- Follow the procedure (as set out beneath) when the fire alarm sounds or during any emergency.
- Follow the instruction of management and the fire warden in the event of fire or other emergency.

They must not:

- Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons arising out of work activities.
- Engage in any form of dangerous pranks or unauthorised hazardous activities on company premises.

In addition, employees are reminded:

- To keep work areas clean and uncluttered.
- To use proper manual handling techniques when moving any item.
- Ensure that they comply with the requirements of risk assessments applicable to their work.
- If they are under medical supervision, or on prescribed medication and have been certified fit for work, they should notify their supervisor about known side effects or temporary physical disabilities, which could hinder their work performance and which may cause them to be a danger to themselves or fellow workers. Their manager will arrange, in co-operation with the Site Foreman, to assign appropriate tasks to carry out in the interim.
- Illicit drugs and alcohol -employees are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol. Any breach of this rule may result in the commencement of disciplinary procedures as set out in your contract of employment.
- All staff who enter a Construction Site as part of their work, are required to be in possession of a current Safepass card. Additionally, if staff is required to operate site mobile machinery, or to engage in certain activities on site, they are required to be in possession of a Construction Skills Certification Scheme card.

GROSS MISCONDUCT

Any employee found to have acted in any one of the following ways, may be liable to summary dismissal:

- Wilfully breaching the safety rules or safety policy.
- Removing any guard or protective device without permission.
- Operating any machine, plant or equipment without authority.
- Misusing items provided for first aid.
- Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
- Defacing or removing notices, signs, labels or any other warning device.
- Misusing any chemical, flammable substance, toxic material, etc.
- Smoking in designated "No Smoking" areas.
- Taking part in horseplay or practical jokes.
- Making false declarations or interfering with evidence following an accident or dangerous occurrence.
- Misusing electric or pneumatic equipment.
- Overloading lifting equipment.

This list is not exhaustive.

3.4 Safety Representative

Section 25 of the Safety, Health and Welfare at Work Act 2005 states that employees may select a Safety Representative who has the following rights under the legislation:

- To make representations on any aspects of safety, health and welfare at the place of work.
- To investigate accidents and dangerous occurrences. The SR shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any persons under any of the relevant statutory provisions.
- To make oral or written representations to inspectors on matters of safety, health and welfare at work.
- To receive information from their employer as is necessary to ensure, so far as is reasonably practicable, the safety and health of employees at the place of work.
- To receive advice and information from inspectors on matters of safety, health and welfare at work.
- To accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose of investigating an accident.
- Subject to prior notice to the employer, they may carry out inspections of the premises to determine any potential hazards on the premises.
- Subject to prior notice to the employer, they may investigate potential hazards and complaints made by any employee whom they represent relating to that employee's safety, health and welfare at the place of work.

Employees have been advised of their right to appoint / select a safety representative.

The nominated Safety Representative is

PART C: General Arrangements for Health & Safety

4.0 Provision of Safety Training and Instruction

The Company Directors undertake to provide all necessary training / instruction / information to each employee to secure their safety and health in the work place. The primary responsibility for this rests with Donohue Marquees Ltd in co-operation with specialists as appropriate.

Management recognises that even with the best work arrangements people may still need clearly defined safety procedures and instructions. For that reason there is a commitment by the organisation to identify safety training needs, to carry out necessary training and to assess the competence of employees.

The organisation expects that all employees will co-operate in the training provided. Certain tasks in our operations require that strict safety procedures be followed. Where this arises staff involved will receive special instruction by a competent person. It is essential that no person attempt a potentially hazardous task without proper instruction and training. Training programmes are designed so that employees become fully conscious of the need to work safely and have the necessary knowledge and skills to so do.

Training we provide is supported by a continuing effort on the part of experienced supervisors, who have a thorough knowledge of our various operations, to provide information and guidance to employees with a view to eliminating any unsafe working practice that may arise.

Training courses are provided in emergency procedures and evacuation during induction-training for new employees. Additional training courses may be carried out in-house using an appropriate outside agency.

It is recognised that maintaining a safe working environment needs constant vigilance and it is accepted that training of employees will continue to have an important role to play in this regard. Safety "campaigns" and other methods aimed at maintaining a high level of safety awareness will be instigated from time to time. Similarly, a regular assessment of training needs is carried out, to ensure the updating of employee safety training. The introduction of new systems of work, equipment, products or processes may automatically necessitate additional training.

Induction Training

Induction training includes information on the organisation's approach to safety and the safety procedures and requirements throughout the premises. Key hazards associated with this type of work are covered including;

- Manual Handling
- Fire Safety
- First Aid
- Chemicals
- PPE
- Consultation Arrangements
- Employee Duties
- Plant Training (Forklift)

Induction forms are located in Appendix.

Other Specialist Safety Training

Specialist training may be required from time to time. In respect of these requirements the following may apply;

- a. Training will be provided on an "as needed" basis
- b. Training requirements will be reviewed periodically
- c. The format and degree of certification required will depend on the requirements of legislation, of Codes of Practice and the experience and profile of staff involved.
- d. Specialist safety training will include any of the following;
 - Safepass
 - The requirements of the Construction Skills Certification Scheme (e.g. telescopic handlers, site dumpers, excavators, teleporter & Slinger / Signaller)
 - Fire extinguisher use
 - Fire drills

Safety Training

- ◆ All relevant personnel employed by Donohue Marquees Ltd hold a current FAS Safe Pass Card.
- ◆ Employees shall hold their relevant CSCS card or equivalent approved certificate of competency for the operation of plant and equipment e.g.: teleporter, Dumpers, forklifts, rigid trucks, slinging / signalling etc.
- ◆ All employees shall be trained in correct manual handling techniques and basic fire safety.
- ◆ Employees shall receive ongoing training in the Company's safety policies and work procedures. Training will be through the safety meetings.
- ◆ Records of all training conducted shall be maintained and include: name and signature of trainer, date of training, training topics, names and signatures of attendees.
- ◆ All sub-contractors shall hold a current FAS Safe Pass where required along with any other certificate of competency that is required for the work they carry out. Copies of their certificates shall be maintained in the site specific safety folder.
- ◆ Donohue Marquees Ltd will conduct an annual training needs assessment for all direct employees, to assess current training levels and determine future training needs. All training shall be conducted by qualified trainers.

5.0 Provision of Personal Protective Clothing & Equipment

Use of Personal Protective Equipment

Donohue Marquees Ltd accepts that this equipment is often a weak barrier between the employee and the hazard. Therefore, where reasonably practicable, all hazards are eliminated at source before relying on personal protective equipment.

The law requires that in circumstances in which it is not reasonably practicable for an employer to control or eliminate hazards in a place of work under his control, or in such circumstances as may be prescribed, the provision and maintenance of such suitable protective clothing or equipment, as appropriate, that are necessary to ensure the safety, health and welfare at work of his employee.

The law also requires that an employee should use in such manner so as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his own use alone or for use by him in common with others) for securing his safety, health or welfare while at work.

The following industry agreement is accepted by Donohue Marquees Ltd and covers the provision of protective clothing and equipment.

- Donohue Marquees Ltd will provide workers with safety boots free of charge where necessary due to the nature of work. The boots will not be provided more frequently than once a year, unless damaged in which case they will be replaced in the new for old scheme.
- Other necessary clothing, equipment for example helmets, gloves, eye protection, ear protection, etc., will be provided by Donohue Marquees Ltd free of charge. This equipment will be replaced on a new for old basis.
- This personal protective equipment is signed for when issued and must be worn and used where and when directed.
- Where this clothing and equipment are not being used or adequately looked after by the person it was issued to, the normal disciplinary procedures apply, with verbal and written warnings that can lead to suspension or dismissal.
- The employee is obliged by law to take reasonable care, this simple phrase constitutes a moral and legal requirement to wear and use safety helmets and any other safety equipment provided.

The following rules, regulations and general guidelines will apply to the use of personal protective equipment:

- When personal protective equipment has been specified for certain work assignments or areas, all employees must use it.
- All employees, visitors and vendors must wear personal protective equipment in designated areas.
- All employees must wear clothing suitable for the work they are doing and sufficiently tight fitting to avoid catching in objects or machinery.
- Sturdy safety boots must be worn. Sneakers and sandals are not permitted.
- All items of P.P.E will be issued on a personal basis & be signed for by each individual.
- Employees must wear proper eye protection when exposed to flying objects, dust, chemicals or harmful rays.
- Hearing protection equipment is available upon request and must be worn in designated areas or for specific jobs.
- Respiratory equipment may be required in areas where health hazards exist due to accumulations of dust fumes mists or vapours.
- Gloves must be worn when handling articles or substances that could cut, tear, burn or damage the hands in any way.

- Always ensure that safety equipment is of the right type and of good quality made to a recognised or approved standard.
- No exemptions will be allowed for jobs that take “just a few minutes” always use appropriate protection.

Types of Personal Protective Equipment

All Personal Protective Equipment must conform to appropriate C.E. standards as a minimum.

Head Protection

All personnel must wear safety helmets where required. The helmet will be replaced if exposed to significant abrasion or shock or if it is older than three years from the helmet manufacturers issue date.

Hand Protection

Appropriate gloves are to be worn to prevent hand injury. Heavy duty general purpose heavy fabric gloves and leather gloves will be used to prevent abrasion, scratches or when working with hot equipment (leather gloves only). Rubberised or neoprene gloves will be used when handling chemicals or irritant cleaning fluids and solvents. Welding gauntlets will be used during welding operations.

Foot Protection

Safety boots will be worn by all personnel where required. Safety Wellington boots must be worn when working in areas exposed to irritant chemicals.

Eye Protection

Eye Protection must be used when there is a danger from flying particles, molten materials, liquids, fumes, injurious light and heat rays. Glasses must not be used for work with abrasive wheels – goggles must be used for work with abrasive wheels and harmful or irritant liquids or gases.

Ear Protection

Ear muffs or plugs must be provided where employees are exposed in designated areas and for certain work tasks to noise levels in excess of 80db(a). It is recommended that ear protection is used in noise levels in excess of 80db(a). It is compulsory that ear protection is used in noise levels in excess of 85db(a). The employer must also take steps to reduce the level of sound at 85db(a). Hearing protection must be supplied and all personnel must be informed of the dangers involved.

Respiratory Equipment

Must be worn in areas where health hazards exist due to accumulation of dust, fumes, mists or vapours.

General

The following general rules apply to the wearing and use of personal protective equipment:

- When personal protective equipment has been specified for certain work tasks or areas all employees must use it.
- All employees must wear clothing suitable for the work they are doing and sufficiently tight fitting to avoid catching in objects or machinery.
- Always ensure that safety equipment is of the right type and of good quality made to a recognised or approved standard.
- No exemptions will be allowed for jobs that take “just a few minutes”, always use appropriate protection.
- All personnel must be instructed about the correct wear and use of P.P.E.

6.0 Control of Articles & Substances

Section 8 of the Safety Health and Welfare at Work Act 2005 states that the employer must ensure, so far as is reasonably practical 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.

This requires that great care must be taken in the purchase, use and disposal of any substance.

It also requires that employees must be given adequate information concerning the health effects of working with a substance.

Procedure:

- 1 A list of all substances currently being used will be made.
- 2 Where Safety Data Sheets do not exist for any substance the supplier will be requested to provide one.
- 3 The Safety Data Sheets will be examined by the safety officer, who will identify the risk and specify the corrective action required preventing ill health to the user of the substance.
4. The safety officer will complete a "chemical hazard sheet" stating:
-Names of substance.-Classifications (E.g., toxic harmful, etc.).-Possible health effects.-Restrictions on use.-Special requirements (e.g., ventilation).-Precautions to be taken.-Protective equipment.
5. Where practical, hazardous substances will be substituted with less harmful substances.
6. Employees will be trained and instructed in the safe use of substances.
7. Substances will only be stored in their original containers and will carry the relevant warning symbol.
8. Substances will be strictly controlled from the point of view of issue and storage.
9. Compressed gas cylinders must be stored upright & chained when not in use. Fuel gasses & oxygen must be stored at least 3 meters apart. All compressed gasses must be stored outside enclosed spaces or rooms.

7.0 Provision of Practical and Safe Working Systems

It is the policy of the organisation to ensure that tasks are within the competence and capacity of each employee and that system of work will be designed with that purpose in mind.

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

Written safety instructions/safe operating procedures will be provided where necessary. Management will review systems of work on a regular basis as required. To facilitate this process, Task Based Risk Assessments are conducted on each activity in the workplace.

Systems of work cover all conventional operations, maintenance work and work by contractors in our premises. They include consideration for the safety and health of visitors/clients/customers.

Staff visiting other organisations must adhere to their safety requirements, as well as policies set out in this safety statement.

Where a member of staff deems a system of work to be inadequate or flawed, this must be reported to a manager who in turn will bring the matter to the attention of the safety committee.

8.0 Consultation with Employees

The organisation is committed to meeting its obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005* on consultation. The following consultation arrangements have been agreed.

Consultation with employees and sub-contractors shall be through:

- ◆ Informal consultation /discussions between Donohue Marquees Ltd management, employees and sub-contractors regarding safe practices and work activities; or
- ◆ Toolbox talks conducted by the Supervisor or by the safety consultant appointed to a project.
- ◆ Consultation group will also meet at monthly intervals to discuss and review health and safety aspects of the company. This group which will include the safety co-ordinator who will be responsible for making representations to the organisation on behalf of the employees on matters concerning the safety, health and welfare in the place of work. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

This Group will include –

Directors -Mark Donohue/Kirsten Dobie

Supervisor -

Safety Co-ordinator –Siobhan Donohue

Safety Representative -Donohue Marquees Ltd recognises the statutory rights of a safety representative as set out in Section 25 of the Act and is committed to co-operating with the person appointed.

9.0 Bullying & Harassment

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

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

Bullying puts at risk the safety, health and welfare of people at work. A pattern of the following behaviours are examples of types of bullying.

- Exclusion with negative consequences
- Verbal abuse/insults
- Physical abuse
- Being treated less favourably than colleagues
- Intrusion – pestering, spying or stalking
- Menacing behaviour
- Intimidation
- Aggression
- Undermining behaviour
- Excessive monitoring of work
- Humiliation
- Withholding work-related information
- Repeatedly manipulating a person's job content and targets
- Blame for things beyond the person's control.

This list is not exhaustive.

The effects on the organisation as a whole can include:

- Increased absenteeism;
- low motivation;
- reduced productivity;
- reduced efficiency;
- hasty decision making;
- poor industrial relations.

Management recognises the right of everyone to be treated with dignity and respect at work, and is committed to ensuring that all staff members are free to do their work without harassment or bullying. Any breach of the policy on Bullying /Harassment at work will be dealt with under disciplinary procedures.

Donohue Marquees Ltd is committed to ensuring that the workplace is free from bullying and that the work environment is aimed at providing a high quality product or service in an atmosphere of respect, collaboration, openness, safety and equality.

All employees have the right to be treated with dignity and respect at work.

Employees also have responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying.

Complaints by employees of bullying at work will be treated with fairness, sensitivity, respect and confidentiality for all parties concerned.

Any person or persons alleged to have bullied will be afforded natural justice and treated with fairness, sensitivity and respecting the need for confidentiality with all parties concerned.

Bullying at work by the employer, by employees and by non-employees, such as clients, customers, sub contractors and business contacts, will not be tolerated and the appropriate employing organisation should deal with the complaint in line with these procedures, which could lead to disciplinary procedures being applied.

A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure.

Human resource management policies and practices will strive to prevent bullying at work.

10.0 First Aid

The provision of first aid equipment is required by Irish law. The organisation has a number of people qualified to administer first aid techniques. The organisation may in the future seek to train additional employees and co-operation in this area is expected.

Persons trained in 1st Aid

The trained and qualified personnel for our construction sites are as follows:

There is a comprehensive first aid box available in each van or at the site office (depending on the site). Emergency contact numbers are displayed in the site office / hut.

Signs are erected to highlight 1st aid kit locations.

All accidents / injuries must be notified to the Site Foreman. The Site Foreman will in turn initiate an investigation to ascertain the root causes and to devise preventative measures for future prevention.

Dial 999 or 112 for emergency services.

11.0 Emergency/Fire Procedures

These procedures are to be employed in the event of fire or other significant emergency requiring the evacuation of any construction site.

The objective of the fire safety programme is to guard against an outbreak of fire to ensure so far as is reasonably practicable the safety of persons on the premises in the event of outbreak of fire or other emergencies, i.e. bomb scares, serious accidents etc.

Training

All employees are made aware of (via induction or other training):

- fire prevention measures
- procedures in the event of fire or other emergency
- location of assembly points and to whom they should report

Training will be provided to a number of staff in the selection and use of portable fire extinguishers. Only personnel that have received this type of training may use this equipment. To use a fire extinguisher without the proper training can have fatal consequences.

Emergency and fire training programmes will be co-ordinated by the site supervisor. The site safety co-ordinator maintains all records in respect of this training.

Fire Prevention

- All electrical equipment is protected by a Residual Current Device. This device cuts off the energy supply in the event of a leak.
- Electrical circuits must not be overloaded or interfered with.
- Combustible materials may not be stored within 0.5m of heating appliances, light fittings or hot surfaces.
- All flammable fuels are stored in Metal Gerry cans or other suitable containers
- Smoking is not permitted in the vicinity of any fuel containers or where fuel is being decanted.
- Any defective electrical equipment must be reported to the Site Supervisor.
- Fire extinguishers are supplied at site.
- Strict housekeeping standards are employed in all work environments associated with Donohue Marquees Ltd.

Means of Escape

- Escape signage is fitted throughout structures where required. These comply with the General Application Regulations 2007.
- Employees should know the fire escape routes and exits from the building. Under no circumstances must access to these be obstructed.
- Portable fire extinguishers are provided. Only employees that have been given specific training in the correct selection and use of fire extinguishers should attempt to use one.
- Staff are to go to the assembly point in the event of an emergency.
- Assembly points will be marked clearly by signage

Fire Extinguishing Systems and Appliances

The following apply in respect of portable fire extinguishers:

- Extinguishers provided will be suitable for use on fire risks in that area.
- Portable fire extinguishers are kept clear of obstructions at all times and their locations are clearly indicated with a fire point and instructional sign.
- Training is provided to staff in the correct selection and use of fire extinguishers.

Site Evacuation

Site evacuation from any Donohue Marquees Ltd construction site is signalled by the sounding of air-powered klaxon (air horn).

Evacuation drills are to be conducted at least twice per annum. Evacuation is co-ordinated by the site managers.

When the evacuation alarm sounds all personnel will leave the site and proceed to their assembly point. The assembly point is pointed out during site induction sessions.

It shall be the duty of every person, being on a premises to conduct himself in such a way as to ensure, that as far as is reasonably practicable, no person on the premises is exposed to danger, from fire, as a consequence of any act or omission of his.

Temporary and permanent sites must have

- 1 An Emergency Plan.
- 2 All persons on site must be familiar with its contents.
- 3 Plans must be displayed on site.
- 4 All persons must sign in & sign out.

12.0 Smoking Policy

Smoking is prohibited in all indoor areas.

Smoking is permitted in designated outdoor smoking areas only. These areas must not be adjacent to any flammable liquids, fuels, chemicals, gases or any other fire hazard.

13.0 Welfare

Facilities that will be provided include;

- Toilets / Washroom
- Canteen Area

If staff find that any of our amenities are not to standard or in need of maintenance, they should report this to the site supervisor who in turn will notify the Health and Safety Co-ordinator.

14.0 Accident Reporting and Investigation Policy and Procedure

14.1 Policy

It is the policy of Donohue Marquees Ltd to promote accident prevention. When accidents do occur, we want to provide for the well being of our employees and once this has been done we want to effect a full and thorough investigation of root cause and implementation of corrective action to prevent it happening again.

14.2 Scope

This policy and procedure applies to the reporting and investigation of all accidents, involving Donohue Marquees Ltd employees while at work.

Contractors working on Donohue Marquees Ltd site should report all accidents to the Site Supervisor.

14.3 Procedure

Accident Definition

An accident can fall into 3 separate categories, defined as follows;

Injury -An unplanned event which causes physical injury to person(s) involved.

Incident -An unplanned event which causes damage to plant or equipment but does not cause any injury to person(s) involved. *Close Call* -An unplanned event which had the potential to cause an injury or an incident.

Accident Reporting

All accidents must be reported using the following guidelines.

Injury Reporting

All injuries must be reported to relevant Managers/Team Leaders as soon as is physically possible and before the injured person leaves site.

There are 3 basic categories of injuries;

- First Aid Treatment Only,
- Doctor Visit,
- Casualty Visit.

Site Manager/Site Supervisor will establish the seriousness of the injury with the assistance of the First Aider and will inform the Site Foreman immediately to confirm that the course of action is appropriate.

If further medical treatment is required then the Site Manager/Site Supervisor will organise for the injured person to be brought to the nearest hospital casualty (A & E). The seriousness of the injury will determine whether an ambulance is required for this purpose.

The Site Foreman will be informed immediately of any injury which requires external medical treatment. The Site Foreman will determine if any accident is "HSA" recordable. An injury report form should be filled in by the Site Manager/Site Supervisor with the injured person as soon as possible after the accident has occurred. (See Appendix 1).

The following guidelines should apply: -Injured person comfortable -complete form straight away before person leaves site. -Injured person in some discomfort -complete form within 48 hours. -Injured person in serious discomfort -complete form as soon as is reasonable with assistance of Site Foreman.

All injury report forms must be returned to Site Foreman as soon as possible after completion.

Incidents must be reported using the respective forms before those involved leave site. The form should be completed with the assistance of the Site Supervisor/Site Manager. These forms should be left with the Site Foreman at the end of the shift.

All accident information will be logged on a data base within 1 working day of receipt of the relevant form by Site Foreman.

14.4 Accident Investigation

Section 1, 2 and 3 of the accident investigation form must be completed by the Team Leader for all accidents occurring in their area. This form must be completed within 48 hours of the accident occurrence.

The accident should then be fully investigated by the Accident Investigation team which comprises of the;-Safety Representative.-Site Supervisor-Site Foreman.

The team will complete the Accident Investigation form and return to Site Foreman.

A guide for completion of the accident investigation form is available and should be referred to when completing this form. See Appendix 1.

Action items must be communicated to Senior Management Team and completed to an agreed time frame.

Current Accident Investigation Reports will be reviewed at the weekly Management Team Meeting.

The accident log will be updated with completion times and reference numbers for investigation forms.

14.5 Responsibilities

Responsibility for completing accident report forms lies with the individual(s) involved and the Site Supervisor or Site Manager.

Responsibility for completing accident investigation form lies with the Site Manager.

Responsibility for administering the system and providing specialist support lies with the Site Foreman.

Responsibility for reviewing progress and investigation close-out rests with the Management Team.

15.0 Pregnant Employees

The company adheres to the provision of the Safety, Health and Welfare at Work (General Application) Regulations 2007.

Where a pregnant employee is required to undertake any work on site they must notify the Site Manager to ensure a pregnant employees risk assessment is undertaken.

16.0 Pre-employment Health Screening

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

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

17.0 Protection of Visitors

Donohue Marquees Ltd will ensure that all customers are protected by ensuring that

- No access is available to restricted areas
- All pathways are kept clear and free from obstacles
- Emergency Exit routes are clearly signposted
- No hazardous materials or equipment are left in areas to which the public have access
- Every effort is made by all staff members to safeguard visitors

No person can enter any construction site without prior authorisation. All visitors to construction sites must report to and sign in and out of the visitor's book at the site office/compound. While on site, visitors must be accompanied at all times by a member of Donohue Marquees Ltd staff. Visitors must wear a helmet and high visibility vest while on a construction site.

18.0 Disciplinary Action

Failure to adhere to safety and health rules may result in the company taking disciplinary action in accordance with the policy and procedure set out in the employee's contract of employment and/or staff handbook.

THIS DISCIPLINARY ACTION CAN BE UP TO AND INCLUDING DISMISSAL

19.0 Director's Annual Review

The Director's annual report includes a section dealing with health and safety. Typically this report will indicate what progress has been made with regard to health and safety in the past year and what targets are set for the subsequent years. Site Managers will ensure that any relevant information is forwarded to the Site Foreman for inclusion in this review.

20.0 Contractors

Contractors will not be allowed on the premises to carry out work until the Company has checked and is satisfied with their insurance.

The contractors must liaise with the relevant Manager and discuss and agree the safety precautions deemed necessary by either party.

Contractors must take all due care of their own safety; the safety of their employees and all others affected by their work.

Contractors must not use any equipment or the service of personnel belonging to or engaged by the company without prior approval being granted by the Site Manager.

Every contractor working on Donohue Marquees Ltd sites must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the occupier.

Any equipment taken onto the sites of Donohue Marquees Ltd must be in good working order and without defect. It is the responsibility of the contractor to ensure these requirements are met.

In this regard, it is the responsibility of the contractor to:

- Provide all relevant documentation before they commence on site
- Have read, understood and accept the site safety statement of Donohue Marquees Ltd
- Take all adequate measures to ensure the health, safety and welfare of the staff and visitors to Donohue Marquees Ltd.
- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Ensure all their staff engaged in construction activities (as defined in the Safety, Health & Welfare at Work (Construction Regulations), 2006) are in possession of a current Safepass Registration Card, and where necessary are in possession of Construction Skills Certification Scheme cards (see schedule 4 of the above regulations).
- Provide to and enforce use of all relevant Personal Protective Equipment (PPE) by their staff.
- Provide competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees
- Ensure that all accidents and dangerous occurrences are reported to the Site Manager.
- Ensure that all company safety notices and alarms are followed at all times.
- Ensure that hazardous substances are not brought on to the premises/site without prior notice and permission.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises/site.
- Ensure, on completion of work, that all hazardous substances are removed from the premises/site.
- Monitor and assess the safety performance of their employees
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto company premises without prior notice or permission.
- Prior to the commencement of any work on the premises the following criteria should be observed:
 - Both parties must undertake an assessment of the likely safety hazards and risks involved in or associated with the proposed work. The extent of each party's involvement will be determined by the separate sets of safety responsibilities as agreed.
 - The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.
- No work, no matter how minor, should commence without some form of risk assessment and consultation.

21.0 Plant Operatives

- 1 Read and understand the Safety Statement and carry out your work in accordance with its requirements.
- 2 Know the legal requirements affecting the use of your machine and yourself, and ensure that the machine is used in strict accordance with those requirements.
- 3 Ensure that any defect in the machine is reported immediately to your Supervisor. Do not continue to operate the machine if a defect affects its safe use.
- 4 Ask for and use hearing protection to ensure that you do not suffer from gradual loss of hearing due to prolonged exposure to noise.
- 5 Never try to use a machine for work for which it was not designed. If in doubt, ask for advice from the site manager/supervisor.
- 6 Wear suitable safety footwear, a hard hat and protective clothing as you are exposed to the same hazards as others when you are not in the cab of your machine.
- 7 Suggest ways to eliminate hazards or improve working methods.
- 8 Ensure when operating your machine that other persons are well clear, especially when reversing.
- 9 Ensure, if and when necessary, that you work with a banksman and if so, you both understand and agree of the meaning of the signals which may be used.
- 10 Report all accidents, near misses or damage, however minor, to the site office.
- 11 Check with the supervisor, prior to starting work, the location of underground or overhead services, manhole covers, excavations or other obstructions on the site.
- 12 Ensure that when your machine is used for lifting purpose it is sited on a firm, level and well consolidated ground.
- 13 Ensure first aid facilities are not abused.
- 14 Ensure all accidents are reported immediately as required by the Policy.
- 15 Set a personal example by using and wearing any necessary protective equipment, when appropriate.
- 16 Conduct the required weekly safety inspection of your machine and enter the results in relevant Forms.
- 17 Where seat belts are supplied they must be worn.
- 18 Never remove parts of the machinery i.e. doors, windows for convenience of operation.

22.0 Transport Drivers

- 1 Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.
- 2 Ensure that any defect in your vehicle is reported immediately to the Manager.
- 3 Make regular inspections of your vehicle for obvious defects.
- 4 Wear suitable safety footwear and protective clothing as you are exposed to the same hazards as others on site.
- 5 Always report to the site office or a site supervisor before travelling around any site.
- 6 Get out of the cab of your vehicle when it is being loaded with loose materials (unless suitable means are provided to protect the cab).
- 7 Drive in a safe manner at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- 8 Ensure before reversing that there are no obstructions or people behind the vehicle. Preferably, ask someone to act as banksman when you reverse.
- 9 Report all accidents or damage, however minor, to the Manager.
10. Ensure that any load on your vehicle is well secured and also that your vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle or may result in spilling of the load on the public highway.

23.0 Employment of Young Persons

Young person means a person who has reached 16 years of age or the school-leaving age (whichever is higher) but is less than 18 years of age.

It shall be the duty of every employer:

(a) without prejudice to the provisions of the SHWW (General Application) Regulations 2007, (Schedule 7), to assess any risk to the safety or health of a child or young person and any specific risk to their safety, health and development arising from

- (i) his or her lack of experience, absence of awareness of existing or potential risks or lack of maturity,
 - (ii) any work activity likely to involve a risk of harmful exposure to the physical, biological and chemical agents specified in Part I of the Schedule, and
 - (iii) the processes and work specified in Part II of the Schedule and to take the preventive and protective measures necessary;
- (b) to carry out a risk assessment before employing a child or young person and whenever there is a major change in the place of work which could affect the safety or health of such child or young person;

- (c) when carrying out a risk assessment to take account of the following
 - (i) the fitting-out and the layout of the place of work and of the workstation,
 - (ii) the nature, degree and exposure to any physical, chemical or biological agent at the place of work,
 - (iii) the form, range and use of work equipment, in particular agents, machines, apparatus and devices, and the way in which they are handled,
 - (iv) the arrangement of work processes and of work operations at the place of work and of the way in which these may be organised in combination for the purposes of carrying out work, and
 - (v) the training, instruction and level of supervision provided to a child or young person at the place of work;
- (d) where a risk assessment reveals that the work involved is work which
 - (i) is beyond the physical or psychological capacity of the child or young person concerned,
 - (ii) involves harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage, or harm to the unborn child or which in any other way chronically affects human health,
 - (iii) involves harmful exposure to radiation,
 - (iv) involves the risk of accidents which it may be assumed cannot be recognised or avoided by a child or young person owing to insufficient attention to safety or lack of experience or training, or
 - (v) presents a risk to health from exposure to extreme heat or cold and to noise or vibration, not to employ such child or young person at such work;
- (e) in taking the protective and preventive measures in accordance with paragraph (a) and as regards planning for and implementing measures to monitor and protect the safety and health of a child or young person, to take account of the SHWW (General Application) regs 2007;
- (f) without prejudice to the provisions of 2007 regs, to inform a child or young person of any risk identified in accordance with paragraph (a) and of the preventive and protective measures taken and, in the case of a child, to inform the parent or guardian of such child of such risk and such preventive and protective measures;
- (g) where a risk assessment reveals a risk to safety or health or to the physical or mental development of a child or young person, to make available health surveillance in accordance with 2007Regs;
- (h) to make available to a child or young person a free assessment of his or her health and capabilities before assignment to night work and at regular intervals thereafter;
- (i) to inform a child or young person of the result of any health surveillance or health assessment carried out and, in the case of a child, to inform the parent or guardian of such child of the results of any health surveillance or health assessment.

Hazard 1:

Ladders & Stepladders

Significant Risks	H	M L
Failure to secure ladder at the head	X	
Overreaching, sliding down, one-hand use	X	
Unsafe base	X	
Incorrect angle, swaying, swinging, slipping	X	

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	X
General Public	

CONTROL MEASURES

Ladders

Ladders will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

Under no circumstances is a ladder constructed from timber which is nailed or screwed together to be used on site i.e. a home-made ladder.

At the planning stage, the requirements of the relevant standards will be allowed for.

The Manager will ensure that a ladder is used for work at height only if the risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk factor or that the site cannot be altered.

When working from a ladder, do not, under any circumstances, overreach.

Do not cross over from one ladder to another. Always descend from the ladder you are on, and then climb the second ladder.

All ladders, even if they are in a position only for a short time, must have a secure handhold and secure support and can maintain a safe handhold when carrying a load unless in the case of a step ladder where a handhold is not practicable, a risk assessment must be carried out to ensure a low risk.

Ladders must be footed on a stable and firm level ground, not on rubble or loose bricks or blocks. Surface must be of sufficient strength to ensure the support of the ladder, so that the ladder's rungs or steps remain horizontal.

The means of securing ladders will be planned as far as possible to ensure its stability during use and sufficient materials will be made available.

No ladder or run of ladders rising a vertical distance of more than nine (9) meters or more above its base shall be used unless there are sufficient safe landing areas or rest platforms provided at suitable intervals where reasonably practicable.

Where a ladder, due to its length is springing, it will be secured and stabilised by means of a support unit or brace which will not impede the user in any way.

Training provided to Supervisors and operatives will include the hazards and precautions relating to ladders and their use.

Effective anti-slip or other effective stability devices or its equivalent must be used.

The ladder must be long enough to protrude sufficiently above the place of landing to which it provides access unless other measures have been taken to ensure a firm handhold.

Folding Stepladders

The limiting chains, ropes or stays on a folding step ladder must be properly secured to both sides of the unit and they must not be damaged or spliced in any way. The rungs, stiles and the hinges must be defect free. The ladder must be fully opened before being used. The ladder must not be used as a conventional ladder. The ladder must not be used on an oil covered floor.

The ladder must not be "walked" by the user when he/she is on it. Due to the weight of a wooden ladder, the rules of safe manual handling must be observed when carrying the unit.

- a) A ladder will be used in such a way that: a) a secure handhold and secure support are always available to the employee, and

- b) the employee can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and the risk assessment has demonstrated that the use of a stepladder is justified because of –
 - I. the low risk, and
 - II. the short duration of use.

SUPERVISION

Ladders will be checked by the Supervisor before use to ensure that there are no defects and they will be checked at least weekly whilst in use on site.

Where a defect is noted or a ladder is damaged it will be taken out of use immediately.

Before using a ladder or a stepladder, the Supervisor will conduct a risk assessment on the use of this equipment before the job commences.

The Supervisor will check that ladders in use are securely lashed at the head, are on a solid level base, and are being used correctly.

Ladders will not be used to provide access to a working area/position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands, etc.)

Methods of use which will result in damage to the ladder will not be permitted, e.g. securing ladder with scaffold clip, placing board on rungs to form a working platform or a ramp etc.

Supervisors will ensure that proper storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout its length.

Employees will not be allowed to climb a ladder when carrying an item in one hand. Both hands must always be free when climbing or descending to ensure safety.

Hazard 2:

Overhead Electricity Cables

Significant Risks	H	M	L
Machine contact with overhead lines	X		
Contact by long objects or scaffolding	X		
Arcing		X	

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	
General Public	

The fact that electricity can "arc" across gaps must always be taken into account.

In certain situations, capacitated or induced alternating current voltages can be created in fences and pipelines which run parallel to overhead lines carrying a voltage of more than 30 kV.

CONTROL MEASURES

Where work directly beneath power lines has to be carried out, it must be done with absolute care. When unloading trucks or other high level or unusual activity – using teleporters or diggers etc beneath or near overhead lines, the lines may need to be made dead or diverted, and a Permit to Work system will be operated if deemed to be necessary.

If necessary, at the pre-commencement stage of any task/project being undertaken the Manager will arrange for any necessary diversions or confirm safe distances, clearances and precautions such as visual marking etc with the ESB.

The Manager will ensure that the necessary protection in the form of warning buntings, signs, goalposts, clearance factors etc, have been erected in accordance with the current standards.

The protection provided will be checked by the Manager or another responsible person at regular intervals and the protection will be maintained.

Appropriate action must be taken against any person(s) who disregards or damages any protection provided.

1 Accidental contact with overhead electrical lines will result in death or severe injuries. Most of these accidents occur when contact is made with overhead lines by teleporters, cranes or excavators, by tipping or crane mounted lorries, by mobile extendable machinery or by metal equipment such as scaffolding, metal ladders, mobile extendable lighting units etc. Such accidents are caused by failure to take all practicable precautions to prevent accidental contact with these lines. The following, if adhered to, will provide a positive approach to overhead line safety and will eliminated the risks associated with these lines.

2 Where work directly beneath power lines has to be carried out or for blasting or other unusual activity near overhead lines, the lines may need to be diverted or made dead and a Permit to Work system operated.

3 At the planning stage, the existence of any overhead lines will be noted and allowed for in accordance with the standards below.

4 Where overhead lines are running across a site, or are located near the site boundaries or are crossing over access road/s to the site, it is vital that the Contractor or the person undertaking to work should consult with the ESB. This consultation should take place at the planning stage of the project so that the proposed work can be discussed in relation to the precautions/actions to be taken in relation to the lines. This approach will provide adequate time within which the line/s can be diverted, rendered or otherwise.

5 If the supply conditions permit the switching out of an overhead line, it becomes a matter of arrangement between the Contractor and the local ESB Office. Ample advance warning concerning any requirement of this nature is essential to allow time for changes to be made in existing feeding methods and for informing ESB customers whose supply, or quality of supply, would be affected by the switch-out etc. In many instances, such outages can be granted for short periods of time only i.e. two to three hours, due to loss of supply to ESB customers during the outage period and, usually, this option is not available at all due to the necessity to maintain an un-interrupted supply to particular types of customers. In general, rendering dead is not a practical solution in situations where work in proximity to overhead lines is on-going over a period of time.

6 Where diversion of the lines is a practical option, contact with the ESB must be made as early as possible – the planning stage. Time spans for the diverting of LV/10Kv lines can be up to a few months due to way-leave serving, workload etc. and that for higher voltage lines, can be as much as one year due to planning permissions, way-leave serving, workload etc. In certain circumstances, it may be impossible to design a suitable line diversion due to the lack of an acceptable alternative route. In addition, if the work in proximity to a line is of a particular nature e.g. not involving the erection of permanent structures over ground, a line diversion would not be an appropriate or justifiable means of dealing with the problem.

7 Where rendering dead or diverting as outlined above is not practicable, the precautions required to prevent accidents involving live overhead lines, depends on the nature of the work.

There are three broad categories of work on any site.

Site where there will be no work carried out or passage of plant under a live line. Here barriers are required to prevent close approach. Sites where plant will pass under a live line. Here defined passageways under the line must be made. Sites where work will be done beneath a live line. Here further precautions must be taken in addition to the provision of barriers and passageways.

8 On sites where machinery or plant may accidentally come in contact with a live overhead line, the Contractor must erect a barrier on the work side of the line at a minimum distance of 6 (six) meters from the line. A barrier will consist of fixed wood post fencing, steel drums filled with rubble or other means approved by a Health & Safety Authority Inspector. The barrier should be supplemented by notice boards indicating "DANGER LIVE OVERHEAD LINES". Where a crane is operating in the vicinity of a live line, then the barrier should be further supplemented by a line of buntings at a minimum height of 3 (three) meters immediately over the barrier. (See Figure 1)

9 Where movement of plant is necessary under a live overhead line, the Contractor must erect wooden goal-posts at the entrance to the passage on each side of the line. The goal-posts should be in line with the protection barrier as detailed above, the cross-bar should be set at a height determined in consultation with the ESB. The passageway should be as narrow as possible and should be fenced on either side. Two warning notice boards indicating "DANGER LIVE OVERHEAD LINES" should be placed near the goal-posts at each point of entry to the passageway. The goal-posts must be marked in red and white stripes.

10 In general, when work has to be carried out beneath a live line, the ESB will insist on the line being switched out – made dead – for the duration of such work. In some instances, due to continuity of supply considerations, the ESB may be forced to permit work underneath a live line, but only after detailed consultations with them and with the understanding that strict safety precautions will be employed. In addition to the precautions outlined in the two preceding sections, it will be necessary for the Contractor to erect a safety barrier beneath the line. This barrier may be made of timber or earthed steel net and placed at a height determined by the ESB. It must be erected under the supervision of the ESB so as to avoid danger of contact with the overhead line.

11 In all cases covered by the three sections above, a care and maintenance system must be introduced by the Contractor in order to ensure that the barriers and the warning notices remain effective for the duration of the work.

12 It should always be noted that, in common with electrical utilities world, The ESB's overhead electrical lines are bare conductors. In the rare situation where one finds covered conductors, this covering is largely for mechanical protection of the overhead line and is not a fully rated insulation thus necessitating that the line be treated as being bare and not insulated.

- 13 The ESB must always be contacted whenever it is proposed to work in the vicinity of their overhead lines.
- 14 Contact with or coming in close proximity to overhead lines can be lethal whether they are carrying 400,000 volts or as low as 220 volts.
- 15 Clearance from overhead electrical lines should not be reduced by the dumping or tipping of waste material, by landscaping operations or by the creation of storage areas under these lines.
- 16 Pre-planning of safe working procedures is essential.
- 17 Liaison with the ESB should be continued until the construction work has been completed or the high risk activity is finished.
- 18 Access for plant and materials and the working of plant adjacent to overhead lines should be carried out under the direct supervision of a responsible person appointed by the Contractor to ensure that the safety precautions are observed.
- 19 Self-adhesive stickers (obtainable free from the ESB) that warn machinery operators of the hazards of working in close proximity to overhead lines should be placed on the cab windows of machines.
- 20 Before starting work in the vicinity of overhead lines, machinery operators in particular should be briefed by their responsible supervisors on the dangers existing and the precautions to be observed.
- 21 In the absence of specific information provided by the ESB, it must be assumed at all times that an overhead line is live.
- 22 At pre-contact or pre-commencement stage, the Site Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions such as visual marking, goal-posts, crossing pints, etc. with the Electricity Supply Board.
- 23 All Contractors likely to be affected will be informed of any overhead lines on the site.
- 24 The Site Supervisor will ensure that the necessary protection and marking is erected in accordance with the standards below.
- 25 The protection provided will be checked by the Site Supervisor or other responsible appointed person at regular intervals and maintained.
- 26 Appropriate action must be taken against any person(s) who disregards or damages, the protection provided.

Hazard 3:

Underground Services

Significant Risks	H	M	L
Contact with underground/overhead services	X		
Trapping or crushing between pipes		X	
Overhead loads falling	X		
Fumes from plant/ground conditions		X	

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	X
General Public	

CONTROL MEASURES

All work to be planned for in accordance with the required standards.

The Site Manager will obtain full details of all underground services from the various state authorities, i.e. Electricity Supply Board. Local Authorities Telecom Eireann. Board Gais.

Adjacent private owners and any other local special circumstances.

During lifting operations a banksman will be used if the driver does not have line-of-sight to the landing area.

Loads will not be over-slung personnel.

The weight of loads will be determined to ensure that the safe working load of the lifting appliance is not exceeded.

SUPERVISION

Before any digging work commences, the Site Supervisor will ensure that all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment i.e. CAT Scanner and a Genny and/or carefully hand dug trial holes.

Full consultation must be carried out all stages with representatives of the various service authorities to agree precautions required. All Supervisors, Operators and Banksmen will be instructed in the procedures to be followed.

Any Contractors involved in digging work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work system if applicable.

Any service installed as temporary supplies or as part of the permanent works will be accurately plotted on a site plan by the Engineer/Site Agent and will be physically marked along its route by means of painted timber stakes and notices.

Hazard 4:

Plant

Significant Risks	H	M	L
Unskilled operation	X		
Incorrect/careless use	X		
Lack of maintenance	X		
Noise		X	

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	X
General Public	

CONTROL MEASURES

Plant operators must not drink alcohol during the working day – See Policy Document.

Children must not be permitted to enter working areas and all necessary measures required to avoid hazards to children must be taken, particularly if it is not possible to fully fence the working area.

Stability of the plant should be considered when working on peat, soft ground or other unstable ground conditions to ensure that plant does not tip over or sink etc. There may be a requirement for the provision of such safeguards as excavator mats or for ground stabilisation techniques.

All work will be planned in accordance with the required standards.

The Manager will take all aspects of work into account to ensure that sufficient information is provided by the Hire Company or the Machinery Supervisor to enable the correct type of plant to be provided.

The Manager will ensure that competent Operators are provided or that, where necessary, full training and instruction is arranged.

The Manager will determine whether any preparatory work is required for the installation or use of plant on site and ensure that any requirements are planned, e.g. storage areas, solid base for crane, mixer setup, fuel storage, road crossing, etc.

Special consideration should be given to the stability of the plant when working on peat or other unstable ground to ensure that the loading/unloading, operating etc. can be supported adequately.

SUPERVISION

- The Supervisor will ensure that plant delivered to the working area or site is in good order and fitted with any necessary safety devices and guards.
- Any defects noted will be reported to the Hire Company immediately.
- The Supervisor will ensure that only Authorised Operators are permitted to operate any item of plant. Where any doubt of the competency of an Operator exists, the Site Supervisor will report to the appropriate Engineer or Hire Company immediately.
- No young person (under 18 years old) is permitted to operate any item of plant or act as Banksman unless being trained and under direct supervision.
- All plant will be properly secured and totally immobilised at the end of each working day.

- All necessary testing and thorough examination certificates will be requested and checked by the Manager and all items of plant, requiring weekly inspections by the Operator or other competent person, will have the inspection recorded in the register (CR4B for lifting equipment) regardless of any register kept by the Operator or plant hire Company.
- The Manager will ensure that any necessary preparatory work required to enable plant to be installed or used correctly, is carried out in accordance with specific requirements.
- The Manager will ensure that any defect notified by the plant operator during work is reported immediately for repair and that where defects could affect safety, the item of plant is not used until the repairs are carried out.
- The Manager will not ask or permit the plant operator to carry out work with a machine for a purpose of which it was not intended for unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

STANDARDS REQUIRED

The following Regulations contain requirements to be complied with in the provision, maintenance, operation and use of plant on site:

Construction Regulations 2006

Hazard 5:

Rigid Trucks & Artic Trailers

Significant Risks	H	M	L
Vehicle overturning	X		
Driving into sites	X		
Injury to pedestrians		X	
Falling from vehicle		X	
Overloading – obstructed forward vision	X		

Who may be harmed	
Employees	X
Subcontractors	X
Official Visitors	X
General Public	X

CONTROL MEASURES

- Only trained and certified drivers are allowed to operate these vehicles.
- When loading or tipping the handbrake must be applied.
- Drivers must not consume any intoxicating liquids or drugs before/during each working day.
- Drivers must be aware of and take the necessary precautions when working under or near overhead power lines, scaffolding, excavations, and storage areas and in areas where heavy machines are operating.
- When parked-up, the machine must be made dead– ignition key removed and handbrake applied.
- When loaded, the driver's forward vision must not be obstructed.
- The load must fully secured.
- Seat belts must be worn.
- The machine must be driven at speeds which allow for the nature of the ground and the number of pedestrians and other vehicular traffic on the site.
- When working on sloping ground, drivers must not move diagonally across the slope.
- Care must be taken when reversing and assistance must be requested where required.
- The driver must wear a high viz vest and a hard hat at all times when on the site.
- The driver must dismount from his vehicle during loading operations.
- The driver must conduct a daily check of his machine to ensure it is safe to use i.e. steering, brakes, tyres, warnings, probe light and reversing bleeper.

SUPERVISION

The supervisor will ensure that all trucks which are bought or hired are certified.

The supervisor will ensure that the trucks are serviced and maintained according to the manufacturers recommendations.

The supervisor will ensure that the drivers drive their trucks at a safe speed and manner at all times.

Hazard 6:

Transport on Site

Significant Risks	H	M	L	Who may be Harmed	
Speeding	X			Employees	X
Unsafe use	X			Subcontractors	X
Reversing unassisted	X			Official Visitors	X
Overloading or un-secure load		X		General Public	X

CONTROL MEASURES

The Manager will arrange for suitable transport to be provided taking into account the work to be carried out and the current standards.

A planned maintenance schedule will be prepared and maintained by the Manager for all transport vehicles.

All personnel required to work in areas adjacent to transport will be provided with high visibility coats or vests.

Transport drivers must not consume any intoxicating liquids or drugs before/during each working day.

Transport drivers must be aware of and take the necessary precautions when working under or near overhead power lines, scaffolding, excavations, and storage areas and in areas where heavy machines are operating.

Drivers must comply with all safety and warning signs when on a site.

The warning reversing bleeper on all transport vehicles must be operating correctly.

Drivers must request the aid of a banksman when driving/reversing in confined areas.

When on site, drivers must drive a speed appropriate to the ground conditions and in accordance with good safety standards.

SUPERVISION

The Manager/Supervisor will ensure that only authorised licensed drivers are permitted to operate any form of transport. Where any doubt of competency of any driver exists, the Supervisor will stand the driver down and will report same to the Manager or the Hire Company immediately.

No young person (under 18 years old) is permitted to operate any transport or act as banksman unless being trained under direct supervision.

The Manager/Supervisor must ensure that any defect notified to him by a transport driver during any operations or time is acted upon immediately and is sent for repair, and that where the defect could affect safety on site, the item of transport will not be used until repairs are carried out.

STANDARDS REQUIRED

All transport on site including dumpers, tipper trucks, trucks, teleporters, tractors, vans, tankers etc. will be provided, maintained, operated and used in accordance with the 2006 & 2007 Regulations.

The Road Traffic Acts and associated legislation will also apply when transport is used on public roads.

Hazard 7:

Compressed Air Power Tools

Significant Risks	H	M	L	Who may be Harmed	
Eye injury – swarf, shavings, grit	X			Employees	X
Compressed air in the blood stream	X			Subcontractors	X
Hearing damage	X			Official Visitors	
Injuries to hands, feet, internal organs		X		General Public	

Other Hazards:

Vibration White Finger (Raynaud's Syndrome) particularly in cold weather or where considerable use is made of hand tools. Damage to internal organs or upper limbs due to incorrect posture when using breakers. Noise: (Note: leaving engine covers open results in noise control measures being made ineffective

and can cause overheating of the engine). Damage to feet if breaker point slips (Usually caused by lack of sharpening). Uncoupled hose swinging out of control. Machine starting unintentionally while changing disc, point etc. due to air supply not being isolated at

compressor. Manual handling accidents while moving compressor particularly if stand or jockey wheel damaged. Injuries while starting compressor due to lack of maintenance or to engine hood or cover stay failure. Towing by mechanical means (J.C.B.).

RISK ASSESSMENT: High.

CONTROL MEASURES

Eye protection and hearing protection will always be used when using compressed air tools. When moving compressors on site, ensure that the jockey wheel or towing arm stand are not damaged. When changing tools connected to compressed air lines not fitted with automatic cut-off valves, the air

must be turned off at source (lines must not just be folded and held or tied). The Site Manager will ensure that any compressor and compressed air tools which are purchased or

hired for use on site or in the workplace are in accordance with the required standards and are selected in accordance with the policy on noise. A schedule of examination must be prepared for all the compressors, fittings and plant which use air

under pressure. Copies of the necessary thorough examination certificates and schedule must be maintained. Documentation relating to hired plant should be requested from the hire company at the time of hire.

Pneumatic Tools

1. Operating triggers or portable pneumatic tools should be:

- (a) So placed as to minimise the risk of accidental starting of the machine;
 - (b) so arranged as to close the air inlet valve automatically when the pressure of the operator's hand is removed.
2. Hose and hose connections for compressed air supply to portable pneumatic tools should be:
- (a) designed for the pressure and service for which they are intended.
 - (b) fastened securely to the pipe outlet and equipped with a safety chain.
- 4 Pneumatic shock tools should be equipped with safety clips or retainers to prevent dies and tools from being accidentally expelled from the barrel.
- 5 Tools should not be shot out of pneumatic hammers but removed by hand after use.
- 6 Pneumatic tools should be disconnected from the source of supply and the pressure in hose lines released before any adjustments or repairs are made.
- 7 Before disconnecting hose lines the air supply should be shut off.
- 8 Compressed air should never be used for cleaning clothing or parts of the body.
8. When cutting rivets with pneumatic cutters:
- (a) the tools should be provided with a cage guard or other suitable device to catch the rivet heads.
 - (b) workers must wear suitable head, hearing and eye protection.

SUPERVISION

The Supervisor or Foreman will check that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays etc.). Noise control measures must be in place and instructions given to Operatives in the correct use of the equipment to reduce noise, injuries, damage etc.

The Supervisor or Foreman will ensure that all necessary safety equipment, e.g. eye protection, hearing protection, gloves etc. are available and provided for use as required.

The Supervisor or Foreman will check that the necessary maintenance, lubrication, draining of receivers etc is being carried out and that any defect in the compressor, towing arm stand, side panels, gauges, hoses, connections or tool is reported immediately to the appropriate Engineer or hire company.

Compressed air will not be used to blow down clothing etc. and disciplinary action will be taken against any Operative seen directing a live compressed air hose at any other person.

Hazard 8:

Lifting Operations Generally

Significant Risks	H	M	L	Who may be Harmed	
Overturning/collapse	X			Employees	X
Falling/dropped load	X			Subcontractors	X
Contact with scaffolding	X			Official Visitors	X
				General Public	X

Additional hazards associated with lifting operations are:

- 1 Unsuitable or inadequate base for digger or crane.
- 2 Exceeding the Safe Working Load of the machine.
- 3 Overstressing or incorrect use of the lifting gear.
- 4 Incorrect positioning of lifting appliance.
- 5 Insecure/incorrect attachment of the load.
- 6 Contact with overhead electricity lines (see separate section).
- 7 Improper methods of use of equipment.
- 8 Failure of equipment due to lack of maintenance.
- 9 Incorrect signals between banksman and operator.

CONTROL MEASURES

All personnel working with or near lifting appliances must wear safety helmets. All lifting appliances must be secured and left in a safe condition at the end of each working period. Areas where lifting operations are to be carried out must be cleared of any obstructions before lifting begins. Loads must not be carried or over-slung personnel. If it is necessary to inspect the bottom faces of heavy loads, purpose made tests stands must be used. Loose items must be secured or fully covered when being handled by a lifting appliance. If any lift, hoist, crane or excavator collapses or overturns on site, or any load bearing part fails, the procedures detailed for dangerous occurrences in this Statement must be carried out. All lifting operations will be planned for taking into account the standards required. The Site Manager will ensure that lifting operations are planned taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, etc.

Suppliers will be asked to provide information on weights, lifting points, safe slinging procedures etc. of materials or articles supplied. The safe working load must be clearly marked on any lifting appliance used for lifting or lowering any load weighing 1000kg or more.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Servicing and maintenance of all lifting appliances must be planned before being taken into use on site.

Training will be provided for Operators of lifting appliances and Banksmen, Slingers or Riggers. Where appropriate, only persons who possess a certificate will be permitted to operate a lifting appliance.

SUPERVISION

The Site Supervisor will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries etc. are available on site. Any other equipment will not be used to carry out lifting operations.

The Site Supervisor will ensure that areas where mobile cranes are to be set up to carry out lifting operations are levelled and consolidated. Where mobile cranes must be used in areas where there are underground ducts, drains, basements or where there is doubt of the bearing capacity of the ground, an Engineer must be asked to confirm that the area is suitable or that additional precautions must be taken.

Rubbish skips must not be lifted by a lifting appliance unless the skip is designed and marked as being suitable for lifting purposes.

Only **Authorised Operatives** will be permitted to operate lifting appliances, to sling loads or give signals. The authorised persons must be over the age of 18 and be competent to carry out the duties. Where there is any doubt of the competency of the **Authorised Operatives**, the Site Manager must be informed immediately.

Any defect noted in any lifting appliance, machine, gear or tackle must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

Where adverse weather conditions could affect the safety of lifting operations, the Site Supervisor will stop operations until conditions improve.

The Site Supervisor will ensure that all lifting appliances are inspected weekly and a record of the inspection made in Form CR.4B.

STANDARDS REQUIRED

All lifting operations will be planned and carried out in accordance with:

General Application Regulations 2007.

Hazard 9:

Lifting Gear

Significant Risks	H	M	L
Incorrect use	X		
Unsafe condition	X		
Overloading	X		
Incorrect slinging	X		

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	X
General Public	X

Additional Hazards:

- Incorrect use, i.e. too wide an angle between legs of sling, use of eye bolt at an angle. etc.
- Use of defective equipment.
- Damage to sling, i.e. lack of protective packing.
- Incorrect slinging method.

CONTROL MEASURES

All personnel working with or near lifting appliances must wear safety helmets.

All items of lifting gear must be tested and certified and the certificates must be held available for examination.

"Dynamo" type eye bolts must not be used.

Repairs to lifting gear must not be carried out on site.

A test certificate must be obtained for any repaired item of lifting gear i.e. chains, rings, links plate clamp, shackles, swivels, eye-bolts or other similar lifting gear.

Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered by unsafe methods, i.e. knots, bolts through links, etc.

Sufficient materials for packing between the slings and load edges must be provided.

The Site Manager will ensure the provision of lifting gear is planned taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used. Training will be provided for Slingers and Supervisors.

SUPERVISION

The Supervisor will ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined within the previous 6 months. The Supervisor will arrange for proper storage facilities for lifting gear. Where defects are noted or reported with lifting gear, the supervisor will take the equipment out of use immediately.

STANDARDS REQUIRED

All lifting gear or tackle to be provided, maintained and used in accordance with: -General

Application Regulations 2007

Hazard 10:

Dermatitis

Significant Risks	H	M	L
Skin condition		X	

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	
General Public	

Symptoms:

- Dry, itchy skin -hands, arms, face.
- Deep cracks in skin and flesh.
- Infections.

RISK ASSESSMENT Medium.

CONTROL MEASURES

- Dermatitis is contracted through skin contact with substances such as oils, chemicals, tars and cement. In cement, it is the chrome which is the source of the contagion
- Once contracted, dermatitis cannot be cured.
- Always wash your hands after coming into contact with any of the above listed substances.
- Always try to avoid contact with such substances.
- Use a suitable barrier cream.
- Use gloves when you are working to provide a barrier between your skin and the substance.
- If an irritation begins on any part of the body, consult your doctor without delay.
- Follow the doctor's instructions and avoid contact with the substance.

Hazard 11:

Vibration

Significant Risks	H	M	L
Damage to the nervous system	X		
Damage to the spine	X		
Damage to the organs	X		
Damage to the vision	X		

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	
General Public	

SUMMARY

Whole-body vibration is a vibration which is transmitted to the whole body of a person who is in direct contact with a vibrating surface and consequently affects all the body organs. Associated symptoms include dizziness, headaches, nausea, weight loss, varicose veins, blurred vision, spinal damage, rectal bleeding, lung damage, and in some cases heart failure. The effects are often reversible once exposure ceases. The most dangerous frequencies from a work point of view are between 60 and 70Hz, which affect the eyeballs, causing blurred vision, and 10 and 20Hz, which affect the brain and induces sleep.

Hand-arm vibration is a vibration which is transmitted to the hands and arms through direct contact with a vibrating tool; it is generally more serious than whole-body vibration. The main effect is a thickening of the arteries carrying blood to the fingers thus impeding the flow of blood which results in blanching (whitening) of the fingers and eventually the hands. In extreme cases, the blood vessels become completely blocked and tissue death (gangrene) occurs, possibly leading to amputation. The effects are made worse by secondary factors such as smoking. The most damaging frequencies are between 5 and 20Hz.

The parts of the body affected by vibration will depend on the type of vibrations, its frequency and the duration. However, all parts of the human body have different natural resonances which means that they will amplify any vibration which is at the same frequency as their natural resonance, i.e. the overall effect of the vibration will be increased -in some cases the amplification can be up to four times that of the original vibration.

Exposure Limit Values and Action Values

For hand-arm vibration -:

- (exposure action value) the level of daily exposure for any employee which, if exceeded, requires specified action to be taken to reduce risk must not be exceeded to an eight-hour reference period shall be 5m/s^2
- (exposure limit value) the level of daily exposure for any employee which must not be exceeded to an eight-hour reference period shall be 2.5m/s^2
- exposure shall be assessed or measured according to the Safety, Health and Welfare at Work (General Application) Regulations 2007

For whole-body vibration -:

- (exposure action value) the level of daily exposure for any employee which, if exceeded, requires specified action to be taken to reduce risk must not be exceeded to an eight-hour reference period shall be 1.15m/s^2
- (exposure limit value) the level of daily exposure for any employee which must not be exceeded to an eight-hour reference period shall be 0.5m/s^2
- exposure shall be assessed or measured according to the Safety, Health and Welfare at Work (General Application) Regulations 2007

Who is at risk?

Basically all employees but young people are most at risk from exposure to vibrations. This is due to the fact of their physical immaturity -common problems include back pain and spinal disorders as their back muscles and bones have not fully developed and strengthened. They may also be unable to perceive the risks associated with vibrating tools, etc.

Vibrating Machinery and Tools

The European Communities (Machinery) Regulations 2001 require the suppliers of hand held or hand guided machinery to provide instructions on the correct installation of that machinery in order to control and associated vibrations. Suppliers must also provide information on the vibration levels that operators are likely to be exposed to. In addition, the (Safety, Health and Welfare at Work (General Application) Regulations 2007 requires that the employer must set lower values for the daily action or the daily exposure limit that employees are exposed to and provide appropriate information and training, provide appropriate health surveillance and risk assessments.

CONTROL MEASURES

A vibration risk assessment should be conducted and it should identify:

- what the vibration hazards are e.g. drills, vehicles, pokers etc
- the level, type and duration of vibration, its frequency and duration
- the effects of exposure to vibration on employees who are at particular risk
- any information provided by the manufacturers
- the replacement of equipment designed to reduce risks
- the extension of exposure to whole-body vibration beyond normal working hours
- specific working conditions such as low temperatures
- appropriate information obtained from health surveillance

Control measures for whole-body vibrations are as follows:

- observation of specific working practices
- use low frequency seats on all terrain and similar vehicles
- suspension of driving seats • other methods of work which reduce exposure
- damping of high-vibration surfaces, use of rubber mats under feet
- job rotation
- the choice of work equipment of appropriate design to reduce the vibration
- the provision of auxiliary equipment which reduces the risk of injury
- appropriate maintenance programmes for work equipment, i.e. places of work, workstations etc
- adequate information and training
- provision of clothing to protect employees exposed to cold and damp
- ensure employees are not exposed to vibration above the relevant exposure limits

Control measures for hand-arm vibrations are as follows:

- design out vibration
- use of low vibration tools
- correct installation of machinery
- working with warm hands, keep gloves dry
- taking regular breaks
- training
- personal protective equipment

Standards Required

Safety, Health and Welfare at Work (General Application) Regulations 2007

Hazard 12:

Weils Disease

Significant Risks	H	M	L
Severe/fatal infection	X		

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	
General Public	

Symptoms

Headaches

Muscleache

Redness of the Eyes

Loss of appetite

Vomiting

Skin Rash,

Also: Jaundice, Hart Failure and Meningitis.

What is it? Leptospirosis, often called Weil's disease, it is caused by a spiral-shaped germ that penetrates the skin. It is transmitted through contact with the urine of rats, dogs, rodents and other wild animals.

Control Measures:

Before handling any other materials which have been left about the site overnight or for some time, always put on a pair of gloves. In the case of this disease, prevention is far and away better than cure. Do not handle any materials with your bare hands where there is a risk of them having been contaminated by urine.

Treatment:

Penicillin is effective if given early and if the individual does not react to it, but it is of little value once organ damage has occurred. This is a killer disease.

Hazard 13:

Site Signs

Safety signboards put in place after 1 November 2007 should not contain text. This is because the symbols or pictograms on a signboard are intended to be understood, independently of the language ability of the worker viewing it. Employers must instruct employees on the meaning of signs

Text may be included on a supplementary signboard provided that it does not adversely affect the effectiveness of the safety signboard.

Signage is normally provided by the main contractor for the project concerned.

The system for signs and signboards is based on the familiar “traffic light” colours–

- red for prohibition,
- yellow for caution,
- green for positive action.

A fourth colour, blue, is used for mandatory signs and to convey information such as the location of a telephone.

The shapes of the signboards are standardised –

- discs for prohibitions and instruction,
- triangles for warnings,
- squares, and rectangles for emergency and informative signs.

Examples of prohibitions signs



Examples of mandatory signs



Examples of warning signs



The amount and type of signs will vary according to the physical characteristics and activities conducted on each site.

Broadly speaking, the minimum requirements would be as follows:

1. **Road/traffic warning signs.** Located on the public road approximately twenty five meters on either side of the site entrance and of sufficient size to catch the attention of drivers:-"Warning -Site Entrance Ahead"
2. **Site entrance sign.**
Located directly at the site entrance and of sufficient size so that it will be easily seen by all:
"Danger -Construction Site -No Unauthorised Access".
3. **Visitors sign.**
"All Visitors Must Report to the Site Office".
4. **Location signs.**
All relevant locations should be clearly signed for what they are such as: "Site Office". "Stores", "Canteen", "Locker/Changing Room", "First Aid Room", "Toilets" etc.
5. **Personal Protective Devices.** Signs stating the requirement to use the following personal protective devices must be displayed at the site entrance and/or within the site depending on the level of risk to the site personnel: "Hard Hats Must Be Worn", "Safety Boots Must Be Worn", "High Viz Vests Must Be Worn" "Eye Protection Must Be Worn", "Hearing Protection Must Be Worn", "Gloves Must Be Worn", "Masks/Breathing Protection Must Be Worn", "Chemical Goggles Must Be Worn" etc.

6. **Scaffolding.** When a scaffold is under construction or is being dismantled, or is being altered, a sign or signs which state: "Incomplete Scaffold -Danger -Do Not Use" must be placed on the scaffold at the point or points of logical approach.

7. **Electrical.** Where overhead power lines exist on a site, these must be protected by a suitable projection or stringers and the clearance factor between plant and machinery must be determined by consultation with the ESB and they must be clearly signed: "Danger -Overhead Powerlines - Beware". Where underground services have been laid, their route must be clearly marked by the use of stakes and the appropriate signs. Electrical, installations must be clearly marked and appropriately signed.

8. **Traffic warning signs -On site.** On a site where the volume of traffic is heavy due the number of machines, trucks and other vehicles in use on the site, appropriate signs warning of the risks must be displayed. Traffic routes for vehicles and for pedestrians must also be clearly signed where appropriate.

9. **Excavations.**
Excavations which could result in a fall exceeding two metres must be clearly signed.

SUPERVISION

- All signs must be maintained in a clean and readable condition by means of regular cleaning.
- Signs which are missing or damaged must be replaced.
- The message or requirement called for by these signs must be enforced.
- Positive action must be taken where non-compliance with the signs occurs.

STANDARDS REQUIRED

As per the requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

Hazard 14:

Site / Working Area Tidiness

Significant Risks	H	M	L
Tripping & falling	X		
Obstructed access/egress	X		
Falling materials		X	
Collapse of stored/stacked materials		X	

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	X
General Public	

CONTROL MEASURES:

All work will be tendered for or negotiated taking into account the labour requirement and plant and equipment requirement in order to comply with the relevant standards.

The Manager will ensure that before the employees are sent to a site under the overall control of another contractor, arrangements are made for storage areas and that safe access and safe places of work will be available for our employees to carry out their work safely.

Rubbish/waste will not be allowed to accumulate in places of work.

Rubbish/waste will be cleaned-up and stored on an on-going basis daily.

Particular attention will be given to trestles and scaffold platforms which must be maintained in a clean and organised condition.

Rubbish must not be allowed to accumulate at points of access and egress i.e. entrances to structures, access points to scaffolds.

Internal areas – rooms – will be cleaned-up by the trade which has finished work in that area.

If a trade is about to commence a job – plastering – and finds that the floor area has not been cleaned i.e. blocks, bricks mortar, he/they will arrange to have the area cleaned or will clean it himself before starting work.

SUPERVISION:

The Supervisor will ensure that all sub-contractors and operatives are made aware of the need to maintain all working areas of the site in a clean and tidy condition throughout the contract.

The Supervisor will ensure that storage areas are prepared, that the materials are safely and securely stacked and that materials are called off in quantities which will not create difficulties in the working area.

When working as a sub-contractor, the Supervisor will ensure that working areas and accesses on site where employees are required to work are safe. Where difficulties are experienced, the Safety Consultants will discuss improvements with the main contractor.

The Supervisor will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site by/for us will be stored safely ensuring that accesses are not obstructed.

Debris and waste materials must not be allowed to accumulate in workplaces or thrown or dropped from heights or buildings unless a chute is provided or other suitable safe method used.

The manager will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc. to be carried out in accordance with these standards.

Site tidiness is central to Donohue Marquees Ltd Safety Policy and it is vital in terms of accident prevention, therefore, the highest standard will be demanded from all our employees and subcontractors at all times.

Employers shall ensure that safe places of work and safe accesses are provided for their employees so far as is reasonably practicable. It is also the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable that persons not in his employment who may be affected thereby are not exposed to risk to their safety or health.

In addition to the statutory requirements, some of which are outlined above, a tidy site and workplace results in increased efficiency and better public relations. Therefore, tidiness is to receive priority on Donohue Marquees Ltd sites.

Hazard 15:

Electrical Safety

Significant Risks	H	M	L
Electrocution	X		
Burns	X		
Electrical Shock	X		

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	X
General Public	X

The company will take all necessary actions to secure the health and safety of staff that use or maintain electrical circuitry or equipment in accordance with the *General Application Regulations 2007*). Since electrical equipment is potentially hazardous, the company will undertake regular assessments to identify risks and reduce them as far as is practicable.

A competent electrical contractor will inspect and test all fixed installations every five years and issue an appropriate safety certificate.

A competent electrical contractor will inspect and test all electrical appliances at specified intervals as identified in the risk assessment process. No personal electrical equipment may be brought on to the premises unless the company has given prior approval and the equipment has been inspected by a competent electrician before use.

The user must visually inspect all portable electrical equipment before each occasion it is used. Frequently used equipment will have a formal visual inspection and check by a competent person every six months.

No electrical faultfinding or repairs must be carried out by employees unless trained to do so.

The company procedures must be complied with when electrical equipment is to be hired and used on the site.

If any problem is encountered in connection with electrical supplies, circuitry, switches or appliances, staff must immediately inform their supervisors. Supervisors will ensure any equipment or electrical system is properly isolated in the event of any malfunction and that remedial action is arranged.

The company will ensure that emergency and first aid procedures cover the actions to be taken in the event of electric shock or burns.

Risks Associated with Electrical Work

- There is a risk of death or severe injury from:
 - a) Electric Shock
 - b) Electric Burn
 - c) Electrical Explosions
 - d) Electrical Arcing
 - e) Fire or explosion caused by Electricity
 - f) Mechanical Movement of Electrically Driven Equipment.
- All electrical work shall be carried out by a competent Electrical Contractor. Safe working practices, such as electrical lock out prior to work on existing installation are an important requirement.
- In the case of low voltage installations, all installations and works must conform to the E.C.T.I. "National Rules for Electrical Installations" ET 101 (Third Edition).
- Note: "High Voltage" is any voltage exceeding a) 1000 Volts AC or b) 1500 Volts D.C.
- Additional Protection measures are required for portable equipment used in damp or confined locations, building operations and/or works of engineering construction.
- All portable, electrical, equipment on site (other than portable transformers and portable generators) must be supplied at 110 VOLTS AC – unless the appliance rating exceeds 2 kilovolt amperes.
- Portable transformers, with a maximum cable length – on the supply side – of 2metres, may be supplied at a higher voltage (exceeding 125 Volts AC and not exceeding 1000 Volts AC) but such appliances shall be protected at the origin of such supply circuit, by one or more residual current devices having a tripping current not exceeding 30 milliamperes.
- Also, the electric cable supplying such appliances (at a voltage exceeding 125 VOLTS AC and not exceeding 1000 Volts AC) shall be constructed and installed or so protected as to prevent danger from the hazardous environment of a Construction Site. In practice, for cables of 230 VOLTS AC or 3 phase supply, this means an appropriate size of screened, wired, armoured, flexible cable (S.W.A. Cable).
- The requirements for portable generators are detailed in E.T. 104 and E.T. 104A, which documents are E.T.C.I. Publications.
- However, portable hand lamps (also known as lead lamps) must be of a supply voltage not exceeding 25 Volts AC or 50 Volts D.C. when used in damp or confined locations, building operations and/or works of Engineering Construction. Sealed Battery powered lamps are another alternative on site.
- All site transformers, used to supply portable equipment at 110 Volts AC or to supply portable headlamps at 24 Volts AC, shall be of the double wound type and the centre point of the lower voltage or secondary winding shall be connected to earth.
- All cables supplying electrical power shall be colour coded (where practicable) and use the appropriate industrial colour code. Appropriate colour coded plugs and sockets, to B.S. 4343, shall also be used.

This procedure below must be followed by all employees and sub-contractors when operating power tools.

- ◆ All electrical power tools to operate at 110volts with safety switches in place. Electrical power tools to be connected to an earth leakage box before use.
- ◆ Check equipment before use to ensure electrical leads are intact, the equipment is in good condition and all guards are in place. Never remove safety guards from power tool components. If a guard is missing, take the tool out of service and let the supervisor know immediately.
- ◆ Use the proper power tool for the job and use the correct components to suit that power tool eg: don't use a nine inch disk on a seven inch grinder.
- ◆ Prior to commencing work with the power tool, ensure you wear the appropriate PPE such as a full face shield or safety goggles, gloves and hearing protection.
- ◆ Ensure material being cut or grinded is held securely at all times. Prior to cutting, drilling, grinding etc, set up the work area by taking into account the surrounding conditions eg: other trades in the work area, flammable substances, electrical leads and cables, where sparks from other work may be landing etc.
- ◆ Ensure that fire blankets are available and that ply is in place to protect electrical banks and cables if required. Keep a dry chemical fire extinguisher in the work area.
- ◆ When using power tools such as grinders ensure a good firm grip with both hands is maintained on the grinder in order to keep it controlled at all times, also if a kick back occurs you have a firmer grip on the grinder to control it.

Changing power tool components:

- ◆ Switch off power on the tool and then unplug it to prevent the tool accidentally starting up while changing tool components.
- ◆ Remove the component and replace it with the new part. Note: For cutting blades, rotate by hand (on the flat surface of the blade) to ensure blades are correctly fitted and moving freely.
- ◆ Ensure tool switch is off and then reconnect plug and restart the power tool.

Hazard 16:

Electricity and Electrical Equipment

Significant Risks	H	M	L
Electrocution	X		
Burns	X		
Fire	X		
Tripping & Falling		X	

Who may be Harmed	
Employees	X
Subcontractors	X
Official Visitors	X
General Public	X

CONTROL MEASURES

All electrical installations must comply with the Electro-Technical Council of Ireland "National Rules for Electrical Installation". The person making an inspection for certification must provide a report on the condition of the installation with particular reference to personnel and fire safety and outlining the tests done and the extent to which visual inspection was relied upon. If found, dangerous or defective materials should be replaced or remedied in accordance with the ETCI's rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner and in accordance with ETCI's rules.

Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto, should normally isolate the equipment first by removing the main fuse or by locking off the isolator. Live working will not be expected although, if there is a chance of inadvertent contact with live parts, then special precautions will be taken by authorised electricians, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.

If in doubt, the circuit must be tested using safe equipment to prove that it is dead.

CONTROL MEASURES

- 1 All cable connections must be properly made. Under no circumstances will insulation tape alone be used to protect any repair or join in leads, cables or extension cables. Work on equipment will only be done by an authorised person.
- 2 Only 110V equipment (or less) will be used on a site.
- 3 The correct extension cables will be used to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping or similar hazards.
- 4 Site electrical supplies will be protected by residual current breakers and/or other such protection devices.
- 5 All portable power tools, cables, plugs, sockets etc. must be identified and regularly inspected and maintained by a competent electrician. Check equipment before use for any sign of damage and report or repair defects immediately.
- 6 Portable generators should be regularly inspected and tested. When fitted with an earth rod the connections must be maintained in good condition.

7. If any equipment malfunctions, switch the equipment off and disconnect from the power supply. Immediately report the defect to the Site Foreman.
8. Do not lift or pull equipment by the cable as the connections may become broken and create a hazard.
9. Cables will be routed so as to be protected from damage, preferably above head height.
10. On festoon lighting, all bulb sockets are live. Open sockets must be protected where a bulb is not fitted. As well as the fragments of glass on and from broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.
11. All power tools will be treated with respect and in such a way as to prevent damage and malfunction.

See also

- Plant on site
- Overhead Electricity Cables
- Underground Services
- Protective Clothing and Equipment
- Entry into Confined Spaces
- Site Tidiness

SUPERVISION

The Site Supervisor will ensure that the temporary electrical supply is installed and tested as planned and is safe to use.

The Site Supervisor will ensure that all Contractors' equipment is in good condition and in accordance with the relevant Irish Standards before it is permitted to be used on site.

Immediate action will be taken against any person or Sub-contractor abusing or incorrectly using electrical equipment on site.

The Site Supervisor will ensure that all power cables are installed clear of access ways and above head height.

Festoon lighting equipment should be secured above head height. Where festoon lighting equipment is installed, it must not be of the screw-on pin contact type. Only properly constructed sets with moulded-on fittings will be used.

The Supervisor will ensure that any portable generator or other electrical equipment fitted with an earth rod, has the earth rod and connection in place and maintained in good condition.

PART (E): Appendices

Appendix 1 Donohue Marquees Ltd Accident Report Forms

Accident Report Form

This section to be completed by Employee

Employee Name:
(Please print)

Employee number:

Employee home address:

Sex: Male Female

Date of Incident:

Time of Incident: _____

Describe

what happened? (Please attach additional page if required)

To be completed by Supervisor / Manager

Supervisor's name:
(Please print)

Job title:

Date of initial report:

Date returned:

Where did the Incident occur?

What recommendations would you make to prevent similar incident?

What measures have been taken to prevent similar incident?

Photos taken

Employee's signature:

Date: |

Supervisor's signature:

Date:

Details of Injured Person

Name: _____ Date of Birth: _____ (Please print)

Address: _____

Contact Number: _____

Is the injured person: Employed Full Time () Self-Employed () Employed Part Time () Visitor ()

Occupation: Contractor () Student () Member of Public () Other: _____

Self Employed / Contractor

If not a Donohue Marquees Ltd employee, give name and address of employer:

Type of Activity and Environment

Location where accident occurred: _____ What type of activity was injured person doing at time of accident? _____

Was the injured person authorised to be in that place, carrying out that activity? Yes/No of the accident occurred outside, give the following information:

Poor / Reasonable / Fog Place: _____

Visibility: Good /
Weather: Wet / Dry / Hot /

Mild / Snow / Ice / Hail / Sun / Other: _____

Circumstance of the Accident

Date: _____ and time _____ (am / pm) of the accident

Briefly describe what the person was doing at time of accident and tick the agent involved:

() Machinery () Falls of persons () Vehicles () Hand Tools () Objects falling () Striking on/striking off objects ()

Electricity () Fire () Other

Please give

description and cause of accident?

What specific tools, equipment, personal protective clothing is required to perform the task? _____

Where these in use

at the time of the accident? _____

If there were any witnesses

to the accident, please give name (s) and contact addresses:

Details of the Injury: (tick one box only)

Indicate the type of injury

- Bruising, contusion Dislocation Head (except eyes) Hip joint, thigh
- Concussion Gassing Knee joint, lower leg, ankle Lower arm, wrist
- Internal Injuries Drowning Neck Foot
- Open Wound Poisoning Back, spine Toes (one or more)
- Abrasion, graze Infection Chest Abdomen
- Burns, scald, frostbite Radiation Fingers (one or more) Multiple Injuries
- Suffocation, asphyxia Closed Fracture Sprain, torn ligaments Electrical injury
- Shoulder, upper arm, elbow Injury not ascertained

Other: _____

Which side of body was affected? Right / Left

Where

was the injured person treated? _____ By Whom? _____

What hospital

was the injured person brought to? _____

Address:

_____ Telephone No: _____

Other Details

When was the injury first reported? _____ To whom? _____

_____ Did the injured person
cease to work immediately following the accident? Yes/No If no, when did work cease?

_____ Was person
given correct training to perform the task? _____

Outcome of the Accident

Fatal Non-Fatal Date of resumption work: _____

Anticipated absence if not yet back: _____

Name of Injured Person Signature Date _____

Person Reporting Accident Signature Date _____

Manager / Supervisor Signature Date _____ Corrective

action recommended: Person Responsible:

_____ Target Date: _____ Signature on Completion:

APPENDIX 1

Guide for completing Accident Investigation Report

Purpose:

This guide is a tool for completing an Accident Investigation Report following the occurrence of a workplace accident. An Accident Investigation Report should be promptly completed immediately following any workplace Accident.

Employee Identification

If the accident involves personal injury to more than one person, a form must be completed for each injured person.

Ref No.

We will assign a reference number to each accident such as 03-1 ("03" are the last two digits of the year in which the accident occurred). Health and Safety Specialist will determine Ref. No.

Location

Enter the location of the facility where the accident occurred.

Employee

Identify the person involved in the accident.

Age

Record the person's age at the time of the accident. Used for accident and statistical analyses.

Employee Number

Used to double check accuracy.

Start Date

When joined company. Used for accident and statistical analyses.

Years/Months in this job

Amount of time employee had been performing the job when the accident occurred.

Accident Class

Illness

Place a check mark if this injury resulted in illness.

Close Call

Place a check mark if this is a close call

First Aid

Place a check mark if first aid was administered. Under our guidelines, first aid is defined as “any one time treatment, and any follow up visit for the purpose of observation, of minor scratches, cuts, burns, splints, and so forth, which do not ordinarily require medical care.” This is considered first aid even if administered by a medical professional.

Medical Aid

Medical aid cases involve the more serious injuries that must be treated by licensed medical personnel.

Restricted Workday Case

Place a check mark if as a result of injury or illness from the accident, the employee was temporarily assigned other work, worked at a permanent job less than full time or could not perform all the duties of his or her normally assigned job.

Days Away From Work

Place a check mark if the employee misses all or part of a workday other than the date of the injury or onset of illness.

Vehicle/Property Damage

Place a check mark if vehicle or property damage resulted from the accident.

Fatality

Any death resulting from an occupational injury or illness.

Work Return Conditions

Select the applicable condition: Immediate After First Aid After Medical Aid
Alternative Duties

Description of Restrictions

If the employee had work restrictions as a result of the accident, please describe those restrictions and the effect of those restrictions in the space provided.

Recordable

Yes or No. This is determined according to corporate guidelines. An injury is deemed recordable if it involved medical treatment, loss of consciousness, restriction of work or transfer to another job. The Health & Safety Specialist will be responsible for determining record ability.

Accident Information

Accident Date This is the date the accident occurred, not the date of the report though both may be the same. Use month, day, year format, and example: January 21, 2003.

Time The actual time the accident occurred. Circle a.m. or p.m.

Day of Week The day of the week the accident occurred.

Date Reported The date the employee actually reported the accident. Usually will be the same day as date of the accident.

Time The actual time the employee reported the accident. Circle a.m. or p.m.

Shift State the shift the employee was working when the accident occurred.

Exact Location This is the exact location in the plant / site where the accident occurred.

Body Part Affected Identify the part of the body that was injured. In the event of multiple injuries select multiple and enter the most severely injured body part.

Scalp	Shoulder	Toe
Upper Arm	Elbow	Circulatory
Forearm	Wrist	Vision
Hand	Finger	Respiratory
Whole Arm	Chest/Ribs	Smell
Back-Muscles	Buttocks	Multiple
Whole Head	Skull	Hip
Ears	Eyes	Digestive
Face	Nose	Nervous System
Mouth/Teeth	Neck	Touch
Abdomen	Groin	Hearing
Back-Skeletal/Nervous	Whole Torso	Heart
Thigh	Knee	Whole Leg
Shin, Calf	Ankle	Foot

Name of Medical Provider This is the name of the medical provider who administered the first assessment and treatment following the accident. Example: doctor, nurse, practitioner.

Hospital The name of the hospital where the employee received the first assessment and treatment following the accident. Note if this is a doctor's office and not a hospital address.

Accident Description Describe the events and circumstances which led up to accident. Identify exactly what happened. Record as much information as is necessary to fully explain what happened. Use additional paper if more space is required.

Causal Analysis

Immediate Causes Describe the immediate causes which are those things which occur immediately prior to an accident. They occur when employee's actions or work conditions deviate from accepted standards or practices.

Basic Causes Describe the basic causes which are the reasons why the substandard acts or conditions occur. They help explain why people perform substandard acts and why substandard conditions exist.

Actions to Prevent Recurrence

Identify detailed recommendations to prevent recurrence of a similar accident. Corrective actions must be based on identified causes. Some actions will be temporary to make an area safe. Other actions will be permanent to eliminate the causes.

Each corrective action must be assigned a target date for completion and person(s) responsible to ensure it is completed. The completion date denotes the action has been completed.

INVESTIGATION TEAM

The members of the team that investigated the accident.

Report Date The date the Accident Investigation Report was completed.

Report By The name of the employee who completed the Accident Investigation Report

Title The title of the employee who completed the Accident Investigation Report.

Appendix 2
Schedule of Emergency Equipment Checks

**FIRE FIGHTING EQUIPMENT INVENTORY OF
FIRE FIGHTING EQUIPMENT**

Number of Water Extinguishers _____

Number of Foam Extinguishers

Number of Co2 Extinguishers _____

Number of Powder Extinguishers _____

Number of Hose Reels _____

Number of Fire Blankets _____

LOCATION OF FIRE FIGHTING EQUIPMENT

TYPE	SIZE	NUMBER	LOCATION

Appendix 3
Safety Rules for Contractors

SAFETY RULES FOR CONTRACTORS

- 1 All sub-contractors will be expected to comply with the Safety and Welfare policies of Donohue Marquees Ltd and must ensure their own Safety Statement is made available on site whilst work is carried out.
- 2 Contractors are obliged to have a Safety Statement as per the *Safety, Health and Welfare at Work Act 2005, Section 20* and must submit this to Donohue Marquees Ltd for inspection.
- 3 All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- 4 Contractors are obliged to supply Donohue Marquees Ltd with details of their staff in respect of Safe Pass Training, and in respect of Construction Skills Certification Training.
- 5 Scaffolding used by sub-contractors employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- 6 Sub-contractors employees are not permitted to alter any scaffold provided for their use or use interfere with any plant or equipment on the site unless authorised. Only trained scaffolders to alter/erect/dismantle scaffolds.
- 7 All lifting equipment must have a valid CR form bearing its unique identification number and a valid expiry date.
- 8 All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificate available for checking.
- 9 No portable electrical equipment powered by more than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest standards for industrial use, and in good condition. 3-phase equipment may be used on site so long as it is connected to a RCD that complies with the requirements of the Electricity Regulations (as part of the Safety, Health & Welfare at Work (General Applications) Regulations, 2007).
- 10 Any injury sustained or damaged caused by sub-contractors employees must be reported immediately to the Project / Production / Manager.
- 11 Sub-contractors employees must comply with any safety instructions given by the Project / Production / Manager.
- 12 Site inspections will be conducted to report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Subcontractors will provide the Project / Production / Manager with the name of the person they have appointed as Site Safety Liaison (where applicable).
- 13 Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractors employees to have the use of this organisation's facilities.
- 14 Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Irish / EU Regulations and that information must be provided to any other person who may be affected on site.
- 15 Sub-contractors are to note in particular that workplaces must be kept tidy and all debris, waste material, etc. cleared as work proceeds.
- 16 It is the policy of this organisation that all site staff, operatives, sub-contractors, visitors, etc. on the organisation's site will wear safety helmets and safety footwear whilst engaged in construction activities or whilst on a construction site.
- 17 A detailed Method Statement will be required from sub-contractors carrying out high risk activities, (refer to the First Schedule of *The Safety, Health and Welfare at Work (Construction) Regulations, 2006*). The

Method Statement must be agreed with our Contracts Management before work begins and copies made available on site so that compliance with the agreed Method Statement can be checked.

I have read and understood the Safety Rules listed above and agree to abide by its provisions and instructions whilst working on _____ site / premises. I will also ensure that these rules have been communicated to all appropriate organisation personnel prior to commencing work on site.

Contractor: _____

Organisation: _____

Date: _____

Appendix 4
Recommended First Aid Kit Contents

**RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS
AS OUTLINED IN HSA GUIDELINES ON FIRST AID AT PLACES OF WORK JULY
1994**

MATERIALS	FIRST-AID TRAVEL KIT CONTENTS	FIRST AID BOX CONTENTS		
		1 - 5 Persons	6 - 25 Persons	26 - 50 Persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (Bandage attached)	-	-	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 10 x 8 cms)	-	-	6	8
Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 13 x 9 cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 28 x 17.5 cms)	-	0	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
1 Additionally, where there is no clear running water, Sterile Eye Wash	1	1	2	2
NOTES :				
Where more than 50 persons pro rate provisions should be made.				
Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. Eye bath/eye cups/refillable containers should not be used for eye irrigation.				

Appendix 5
Principles of Manual Handling Technique

8 Principles of Manual Handling

- 1 Assess the area and the load
- 2 Bend Knees
- 3 Adopt a broad stable base
- 4 Keep back as straight as possible
- 5 Take a firm grip of the load
- 6 Keep arms in line with trunk of body
- 7 Keep Load close to your centre of gravity (Naval)
- 8 Turn your feet in the direction of the movement



**Appendix 7 -
1st Schedule of 2006 Construction Regulations**

**Non-exhaustive List of Work Involving Particular Risks to the Safety,
Health and Welfare of Persons at Work**

1. Work which puts persons at work at risk of
 - (a) falling from a height,
 - (b) burial under earth falls, or
 - (c) engulfment in swamp land, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or construction site.
2. Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a statutory requirement for health monitoring.
3. Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Directive 96/29/Euratom2.
4. Work near high voltage power lines.
5. Work exposing persons at work to the risk of drowning.
6. Work on wells, underground earthworks and tunnels.
7. Work carried out by divers at work having a system of air supply.
8. Work carried out in a caisson with a compressed-air atmosphere.
9. Work involving the use of explosives.
10. Work involving the assembly or dismantling of heavy prefabricated components.

Appendix 8
Company Health and Safety Questionnaire

COMPANY HEALTH AND SAFETY ASSESSMENT QUESTIONNAIRE

1. DETAILS OF COMPANY

Name and Address of Company

Telephone Number _____

2. NATURE OF BUSINESS

Please indicate the type of work services you provide and for which you wish to be considered.

3. SAFETY STATEMENT

Do you have a Safety Statement as required under the Safety, Health and Welfare at Work Act 2005? Yes/ No

If Yes, please attach a copy of your latest Safety Statement.

What is the name and title of the person in your company responsible for co-ordinating and reporting health and safety matters?

4. SAFETY SURVEILLANCE AND ADVICE

Do you have a full/part-time Safety Advisor whom our management can contact?

Name _____

Location _____

Telephone Number _____

5. HEALTH AND SAFETY TRAINING

Do you have a Health and Safety training programme? Does it include Safepass and Skills Certification? Please give brief details:

6. ACCIDENT INVESTIGATION AND RECORDS

What is your procedure for investigating and reporting accidents, dangerous occurrences or occupational illnesses?

7. PLANT, EQUIPMENT AND VEHICLE MAINTENANCE AND INSPECTION OWNED AND HIRED EQUIPMENT

How do you ensure that plant, equipment and vehicles for use on site are issued and kept in a safe condition?

Plant _____

Tools _____

Vehicles _____

8. ON SITE SUPERVISION

Please give brief details of the criteria for determining the competency of supervisors and charge hands, based on knowledge, experience and health and safety training.

9. SAFE SYSTEMS OF WORK

Please give brief details of appropriate systems you have developed (i.e. permit to work systems, laid down safety procedures, safety manuals, method statements, etc.)

10. SUB-CONTRACTORS

What is your system for monitoring and assessing the health and safety record and competence of companies with whom you place contracts?

11.

OTHER RELEVANT INFORMATION

Is there any other information we should have to assist us in the assessment of your capabilities to work safely and effectively?

12. INFORMATION TO BE ENCLOSED WITH THIS ASSESSMENT

Other information that should be enclosed when returning this assessment is as follows:

A list of comparable project of similar type, complexity and value completed in the last five years. - - - Statement from Insurers that applicant can meet insurance targets. Trade Register certificate (e.g. CIF Membership).

13. DECLARATION

This firm declares that it is competent to carry out the works described herein and has an adequate working knowledge of the requirements of the Safety, Health and Welfare at Work Acts and Regulations current at the signing of this questionnaire and if appointed to do so, is insured and competent to perform the duties applicable under the Safety, Health and Welfare at Work (Construction) Regulations, 2006.

I hereby confirm that all of the foregoing is correct.

Signed:
Date:
Block:
Title:

The Applicant understands that selection is at the sole prerogative of the client and that there is no obligation on the client to include an applicant on the tender list arising from the completion and submission of this form. The client undertakes to ensure that Applicant's data is kept confidential and to treat all Applicants equally and fairly.

Appendix 9
Register of FÁS Safe Pass & CSCS Training

Appendix 10
Record of Safety Statement Communication

Appendix 11
Record of PPE Issued

Appendix 12
Plant Safety Inspection Checklist

PLANT SAFETY INSPECTION CHECKLIST

This plant safety checklist should be carried out weekly and handed to the PSS.

ITEM	YES	NO	CORRECTIVE ACTION
<i>Test</i>			
Brakes – hand/foot			
Transmission – forward/reverse			
Steering			
Controls – tilt/lift			
Warning devices (horn, flashing light, brake lights, turning lights, reversing beepers)			
<i>Check</i>			
Radiator water level			
Battery water level			
Fuel level			
Brake fluid			
Hydraulics oil level			
Instrumentation (pressures, temperatures, quantities)			
<i>Inspect</i>			
Hydraulic hoses, unions, cylinders for leaks or damage			
Engine components for fuel or oil leaks			
Tyres or tracks for wear or damage			
Overhead guard, vehicle body for structural damage			
Comments:			

This plant safety inspection was conducted by: _____

Print Name on the _____ Dated _____

Item of plant

Appendix 13
Safety Meeting / Training Minutes

SAFETY MEETING / TRAINING MINUTES

Date of Meeting / Training:

Training Topics: •
 •
 •

Meeting Topics: •
 •
 •

Additional Items Raised:

-
-
-
-

Items to be Actioned:

-
-
-
-

Print Name: _____

Meeting Attended By: _____

Signature: _____

Appendix 14
Site Specific Induction

SITE SPECIFIC INDUCTION

Discuss the topics below that are relevant to the work being conducted by Donohue Marquees Ltd.

Tick ✓ opposite the topics discussed and ensure all persons inducted sign off as having attended the site specific induction.

- | | | |
|----|---|-------|
| 1 | Outline of contractors obligations on site | |
| 2 | General Site Safety Rules | |
| 3 | Standard PPE requirements on site | |
| 4 | Right PPE for the right task, eg: eye & hearing protection, harnesses etc | |
| 5 | Working at Heights -Safe use and inspection of harnesses and lanyards | |
| 6 | Location of and access to toilet facilities and lunch facilities | |
| 7 | Hotworks, Welding and Cutting | |
| 8 | Access to Scaffolding / Who to request scaffold alterations from | |
| 9 | Safe Use of Hand Tools | |
| 10 | Safe Use of Powered tools / Electrical Safety | |
| 11 | Safe Use of Air / Gas Operated Nail Guns | |
| 12 | Manual lifting procedures and handling of materials | |
| 13 | Industrial Gases | |
| 14 | Hazards from Vehicles (eg: cranes, boom lifts, trucks etc) | |
| 15 | Prevention of accidents -looking out for hazards and reporting hazards | |
| 16 | Procedures for dealing with emergencies and accidents | |
| 17 | Location of First Aid Kit and Emergency Contact Numbers | |
| 18 | Who to report accidents / incidents to | |
| 19 | Use of safety barriers and safety signs | |
| 20 | Housekeeping on Site | |
| 21 | Prohibited Substances at Work | |
| 22 | Working Hours / Noise Control on the site | |
| 23 | Method Statement and Site Specific Risk Assessments | |

I have attended and understood the safety topics discussed at this site induction. I hereby agree to work in accordance with and abide by all safe working rules and procedures at Donohue Marquees Ltd.

Date	Name	Contractor

Trainer

Appendix 15
Safety Induction for New Employees

SAFETY INDUCTION FOR NEW EMPLOYEES

Topic

Completed -Yes / No / NA

1. Health and Safety Policy
2. Responsibilities of Employees
3. Safety Meetings and Consultation with Employees
4. Safety Training in the Workplace
5. Emergency Procedures
 - Site Emergency Procedures
 - Emergency Evacuation Procedure
 - Location of First Aid Kits
 - What to do in the event of an accident, who to report accidents and incidents to
6. Prohibition of Smoking, Drugs & Alcohol in the Workplace
7. Good housekeeping practices
8. Welfare Facilities on Individual Sites
9. Prohibition of Bullying & Harassment in the Workplace
10. Disciplinary Action for Safety Breaches
11. Procedure for Reporting Accidents & Incidents
12. Good Manual Handling Practices in the Workplace
Use of Personal Protective Equipment-mandatory PPE in the workplace-additional PPE for certain work tasks-where to obtain PPE when required
13. Work Activity Risk Assessment
General Safety Procedures (if relevant to the employees work activities, discuss safe use of the ladder, power tools etc) list the procedures discussed and demonstrated:

16. Other Items Discussed During Induction

17. Have copies of relevant certificates of competency been received e.g.: drivers licence, FAS safe pass, scaffold ticket etc.

I have attended and understood the safety topics discussed at this induction. I hereby agree to work in accordance with and abide by all safe working rules and procedures at Donohue Marquees Ltd.

New Employee Name (Print)

Employee Signature

Training Given By: _____ Date: _____

Appendix 16
Pre-employment Medical Questionnaire

Donohue Marquees Ltd Pre-Employment Medical Questionnaire

Candidate Name: _____

Candidate Address: _____

Date of Birth: _____

Please answer Yes/No to the following questions (Tick or Stroke is NOT sufficient)

Have you ever suffered from the following?

	Yes or No		Yes or No
Fainting attacks		Sinusitis or Migraine	
Blackouts		Dermatitis or any Skin Disorder	
Giddiness		Rupture or Hernia	
Epilepsy		Stomach / Bowel Disorder	
Heart Disease		Gallbladder problems	
Heart Disorder		Any eating disorder i.e. Anorexia	
Blood Pressure		Arthritis / Rheumatism	
Tuberculosis		Bone or Joint Disease / Injury	
Asthma		Diabetes	
Hay fever		Back disorder of any kind	
Bronchitis		Cancers or Tumours	
Emphysema or Lung Disorder		Hepatitis or Jaundice	
Nervous or Mental Disorder		Allergies to drugs or substances	
Nervous Breakdown		Accident or Injury	
Deafness or discharge from ear		Any disease related to alcohol	
Any congenital defects			

If you have answered Yes to any of the above please give further details:

Have you ever been or are you now on any medication or illegal drug substance?

How much do you drink per week?

When did you last consult a Doctor and for what reason?

What is the name of Family Doctor?

Have you ever undergone an operation? If so give details of the particulars and dates

Have you ever been in hospital? If so give details of particulars and dates

Have you ever had a chest x-ray? If so when?

Do you smoke? If so how many a day?

Have you ever received compensation or damages under the Workmen's Compensation Act or at Common Law?

Do you agree to wear whatever Protective Equipment the company recommends?

Not to be signed until the signature can be witnessed by the Doctor or a member of staff

I hereby authorize the Medical Advisor who examines me on behalf of the Company to furnish a report, and to discuss with the Company the results of the examination and other relevant medical issues in connection with my application for employment.

I hereby authorise the Company Medical Advisor to contact my own General Practitioner should the need arise.

Signed: _____

Date: _____

Witnessed: _____

Date: _____

Back Questionnaire

- 1 Have you ever suffered from back pain? _____

- 2 Have you ever attended a doctor for back pain? _____

- 3 Have you ever attended a physiotherapist for back pain? _____

- Have you ever attended any other therapist, for example, osteopath, chiropractor, reflexologist,

- 4 Have you ever attended hospital for back pain? _____

- 5 Have you ever had a back x-ray? _____

- 6 Have you ever lost time at work because of back pain? _____

Please give a list of employments held since leaving school

Company	Time	Type of Work
1		
2		
3		
4		

Please note any toxic exposure

Hobbies / Pets

- 1 3.
- 2 4.

Please note any possible hazardous sport, shooting, noise, etc.

Hearing Questionnaire

Name: _____ Date: _____

Department: _____ Date of Birth: _____

1. How long have you been with the company? _____

Please answer Yes or No to the following questions

Yes / No

- | | |
|---|-------|
| 2. Have you ever had ear trouble as a child / adult? | _____ |
| 3. Have you ever had a running / discharge from your ear? | _____ |
| 4. Have you ever had an ear operation or a punctured ear drum? | _____ |
| 5. Have you ever had ear or head noises? | _____ |
| 6. Have you ever had a head injury / concussion? | _____ |
| 7. Have you ever had dizziness? | _____ |
| 8. Have you ever had hearing problems? | _____ |
| 9. Do you now have hearing problems? | _____ |
| 10. Were you ever in the Military Service? | _____ |
| 11. 11. Were you ever exposed to the following kind of gunfire? | |
| a. Small Arms | _____ |
| b. Artillery | _____ |
| c. Others | _____ |
| 12. Have you ever done any of the following? | |
| a. Shooting / Target Practice | _____ |
| b. Motor / Motor Cycle Sports | _____ |
| c. Disco / Others | _____ |
| 13. Prior to your present employment have you ever worked in a noisy job where you had to raise your voice to be heard? | _____ |
| 14. If so did you work in this job over one year? | _____ |
| 15. Do you work in a noisy area now? | _____ |
| 16. Do you wear any sort of hearing protection for work? | |
| a. Rarely | _____ |
| b. Often | _____ |
| c. All the time | _____ |
| 17. What sort of hearing protection do you wear? | _____ |
| 18. Is there any history of deafness in your family? | _____ |

19. Have you had any or suffered from any serious medical ailments? _____

20. Have you ever been on long term medication? _____

21. Has anyone ever suggested you have a hearing problem? _____

22. Have you ever had a hearing test done before? _____

General Practitioners Name: _____

Address: _____

Any withholding of information may interfere with the results of the hearing assessment.

The above information which has been given by me is correct. I give my permission for the results of my test to be given to my employer.

Counselled re: Hearing Protection: _____

Signature: _____

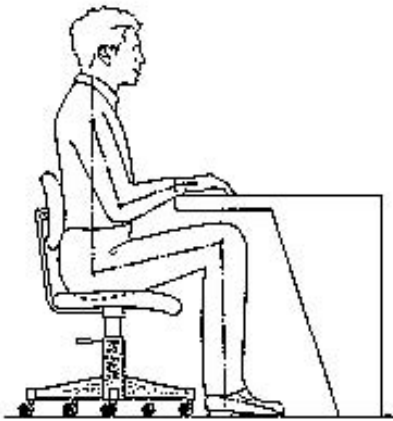
Date: _____

Appendix 17 -VDU Guidelines

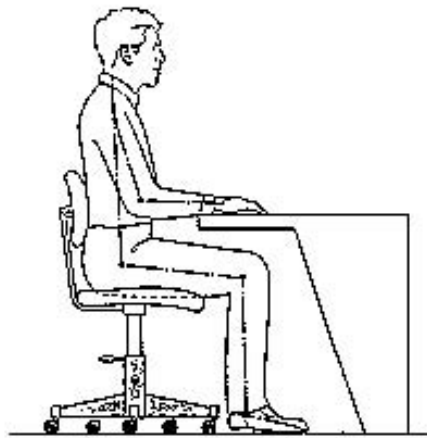
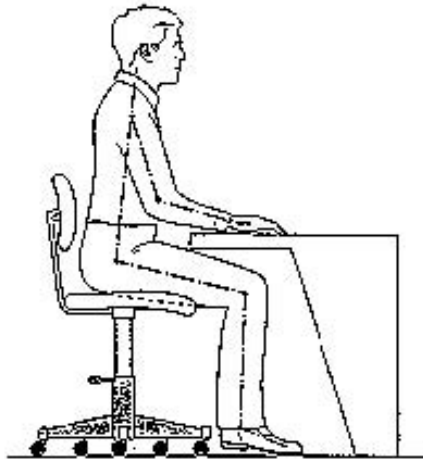
VDU User Checklist

- 1 Adjust seat height so that lower arms are horizontal and wrists straight when operating keyboard.
- 2 Use footrest if feet can't touch floor.
Adjust height and tilt of backrest so that upper back is supported. This will help maintain natural curve
- 3 Avoid slouching/leaning over by removing obstacles from under desk.
- 4 Adjust height of display screen so that angle of viewing is 15-20°.
- 5 Place document holder at equal distance and height to screen.
- 6 Adjust screen angle and window coverings to avoid unwanted reflections.
- 7 Adjust brightness/contrast controls.
- 8 Vary distance of display viewing distance during day.
- 9 Break up the day with regular changes of activity – away from the screen and keyboard.
- 10 Clean your screen.
- 11 Have regular eye sight tests for VDU work.

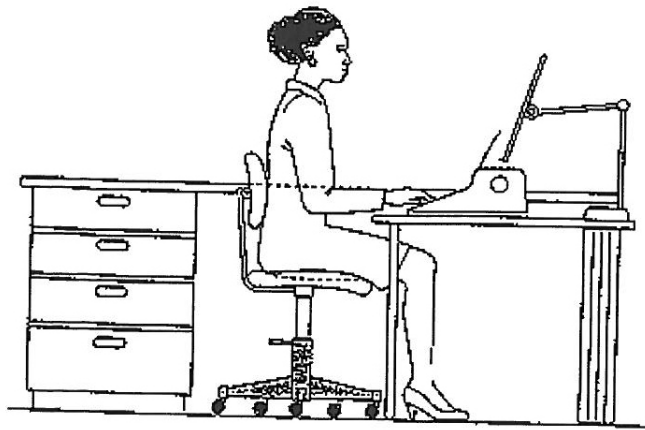
a) Too low



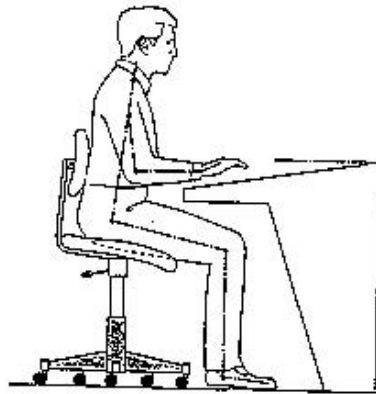
b) Too high



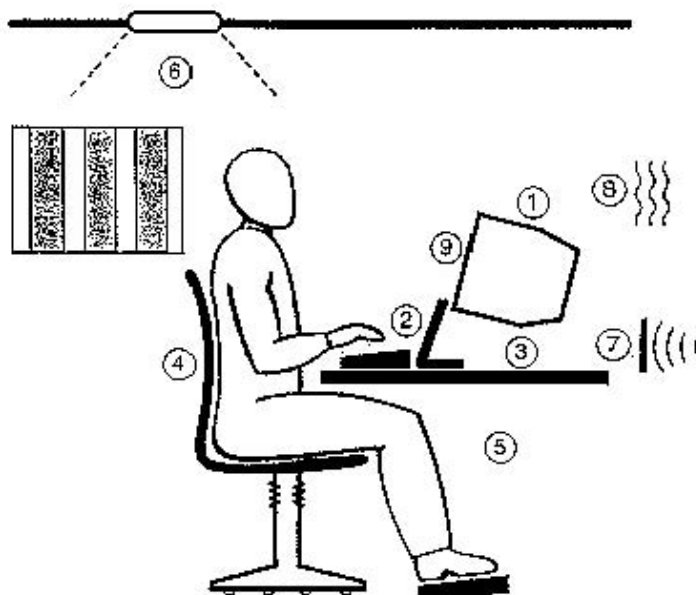
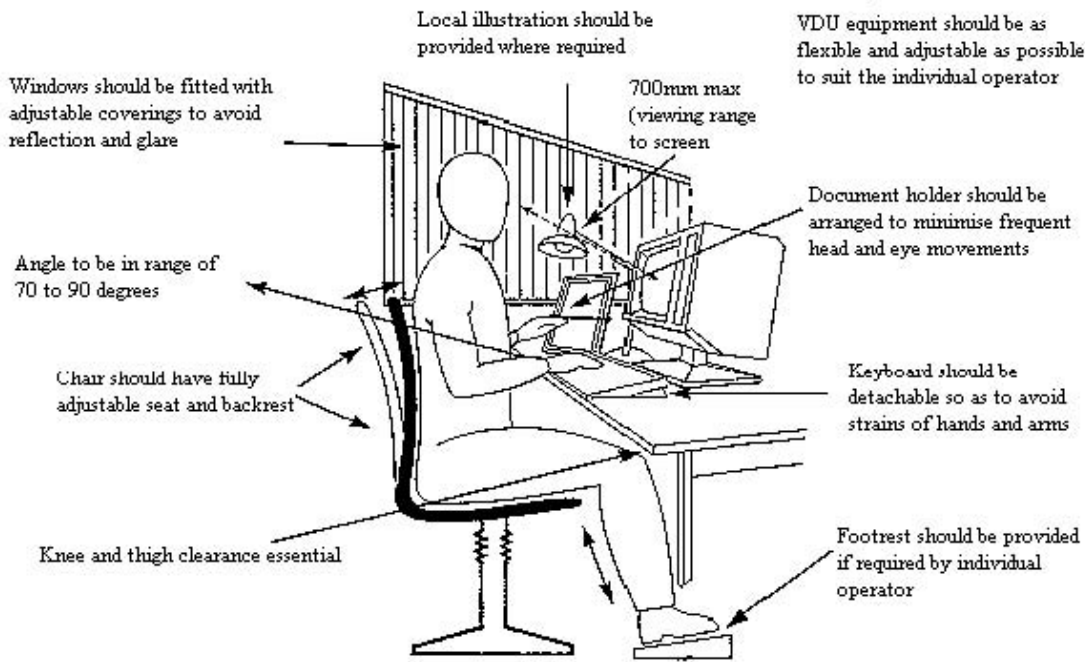
c) Correct



Workstation where a series of tasks can be arranged in a semicircle



Tilting seat – shown here with sloping worktop – to improve comfort and reach



1. Screen: Readable and stable, image adjustable, glare free.
2. Keyboard: Usable, adjustable, key tops legible.
3. Work Surface: Allow flexible arrangement, spacious, glare free, document holder as appropriate.
4. Work chair: Appropriate adjustability plus foot rest.
5. Leg room and clearances: To facilitate postural change.
6. Lighting: Provision of adequate contrast, no direct or indirect glare or reflections.
7. Distracting noise minimised.
8. No excessive heat, adequate humidity.
9. Software: Appropriate to the task and adapted to user capabilities, provide feedback on system status, no clandestine monitoring.

Appendix - 18
Risk Assessmenmts for Donohue Marquees.

DONOHUE

MARQUEES



RISK ASSESSMENT

FOR

OPERATIONS

Introduction.

This book of Risk Assessments for construction operations has been prepared by the Safety Department as a guide to assist with the preparation of site and operation specific Risk Assessments and the development of Method Statements. Every effort has been made to ensure each risk assessment is as comprehensive as possible but the user must carry out an on site evaluation using this guide to determine the circumstances of each operation and site. Operations may be influenced by other works nearby and every site is different.

Generally speaking, a Hazard identification and risk assessment should be carried out by at least two people. Both people will look at each area or operation from different perspectives and very often one person will see something that the other person may not. You are also using the experience gained by two individuals and the ability for them to share this and bounce ideas off each other, will lead to a better evaluation. If possible, get someone who normally works outside the particular area as they will look 'with fresh eyes'.

The Risk Assessment needs to look at the following:

- Who can get injured.
- How many could possibly be injured.
- How can they get injured.
- What is the likelihood of an injury occurring.
- How severe would that injury be.

With regard to the severity of the outcome, an injury is an injury irrespective of how serious. No one wants to be hurt. This can be very hard to evaluate without previous experience of similar incidents. Review previous accident records and try to relate these to the present activity.

For simplicity, the Risk Factors are categorised as High (H), medium (M) or Low (L) risk and has been assessed for each perceived risk for each operation. Look for other hazards that may not be listed and assess the risks yourself when developing your own Risk Assessment. Consider carefully every control measure that must be in place to reduce the risk of injury and these control measures must be monitored on an ongoing basis to ensure they are being complied with.

Remember, once the risk assessment is complete and the control measures are in place, it should be reviewed on a regular basis, as changes can greatly effect the values of the Risk Factor. By simply training the operator to the hazards involved could greatly reduce the likelihood of an incident. Other changes like modifications to equipment or procedures, issue of PPE or any other change should be considered and re-evaluated. Remember, changes to nearby operations can have a knock on effect, for better or worse.

Contents

List Of General Hazards And Preventative Procedures.....	118
Hazard & Risk Assessment.....	118
Hazard / Risk Controls.	118
Disc Cutters & Abrasive Wheels.....	119
RA 1- 1 Angle Grinders, Bench Grinders and Saws.	119
Access & Egress.....	120
RA 3- 1 Access & Egress from Site.....	120
RA 3- 2 Client, Visitor & Public.	121
RA 3- 4 Obstruction of Emergency Access.	122
RA 3- 5 Working on Clients Premises.	123
RA 3- 6 Protection of Passers-by.....	124
Animals.....	126
RA 4- 1 Animals.	126
Burns.....	127
RA 8- 1 Electricity, Fire, Explosion, Chemicals.....	127
RA 15- 3 Office / Building Cleaning.....	128
RA 15- 5 High Pressure Water / Steam Cleaners.....	129
Contaminated Land.....	130
RA 20- 1 Contaminated Land.....	130
Dust and Fumes.....	131
RA 24- 1 Dust Generation.....	131
Electricity.....	132
RA 25- 1 Electrical Services.....	132
RA 25- 2 Overhead Cables.....	133
Falling Objects.....	134
RA 28- 1 Falling Objects.....	134
Fire.....	135
RA 29- 1 Fire on Site.....	135
RA 35- 7 Slinging of Loads.....	136
RA 35- 8 Use of lifting equipment.....	137
RA 35- 9 Use of fork lift Trucks.....	138
RA 35- 10 Use of Loadalls / Teleporters.....	139
Lighting.....	140
RA 36- 1 Lighting.....	140
Lone Working.....	141
RA 37- 1 Working Alone.....	141
Manual Handling.....	142
RA 39- 1 Manual Handling.....	142
Material Storage.....	143
RA 41- 1 Material Falling.....	143
Microbiological Hazards.....	144
RA 42- 1 Microbiological Hazards from soil, animal droppings,etc.....	144
Mobile Elevating Work Platforms (MEWP'S).....	145
RA 43- 1 Scissor Lifts.....	145
RA 43- 2 Boom Lifts.....	146
Noise.....	147
RA 44- 1 Exposure to Noise.....	147
Office.....	148
RA 45- 1 Display Screen Equipment.....	148
RA 45- 2 Office Environment – Welfare & Storage.....	149
RA 45- 3 Office Equipment, Photocopiers, printers etc.....	150
Plant & Equipment.....	151

RA 51- 1 Plant and Transport	151
RA 51- 2 Lift Trucks.....	152
RA 51- 3 Chains, slings & lifting tackle	153
RA 51- 4 Pulley blocks & hoists	154
RA 51- 9 Loadall, Teleporter & Forklift	155
RA 51- 10 Portable Electrical Generator.	156
Power Tools	157
RA 54- 1 Portable Electrical Equipment	157
RA 54- 2 Power Tools	158
RA 54- 3 Power Saws	159
Tools.....	160
RA 64- 1 Hand Tools.....	160
RA 64- 2 Hydraulic & Pneumatic Tools	161
RA 64-3 Use of Portable Electrical Equipment.....	162
Underground Services	163
RA 66- 1 Working Close To Underground Services	163
Vehicles.....	164
RA 68- 1 Vehicles Movement On Site	164
RA 68- 2 Unloading of Vehicles.....	165
RA 70- 3 Waste Materials	166
RA 70- 4 Use of Rubbish Skips	167
Water.....	168
RA 71- 1 Work On / Near Water	168
Weather.....	169
RA 72- 1 Weather.....	169
Welfare on site	170
RA 75- 1 Office, Welfare & Storage.....	170
RA 75- 2 Canteen Area.....	171
RA 76- 3 Use of Ladders and Stepladders.....	172
RA 76- 5 Mobile Elevated Working Platforms	173
RA 76- 6 Use Of Mobile Scaffold Towers	174
RA 76- 7 Safety Harnesses.	175

List Of General Hazards And Preventative Procedures.

Hazard & Risk Assessment.

This Hazard & Risk Assessment report is intended as a guide, which the company uses for the purposes of attempting to reduce the possibility of accidents or ill health occurring.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect a single audit to state all hazards or that all other hazards are under control at the time of the audit. This Hazard & Risk Assessment is to be advisory and the final decisions must be made by the company management. The Risk Assessment should be reviewed on a regular basis as the contract progresses. Additional hazards highlighted or a change in the risk factor should have a separate risk assessment carried out and attached to the Method Statement.

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

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

The Risk Factor is then graded as follows:-

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

Hazard / Risk Controls.

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

Hazard / Work Activity Assessed	Disc Cutters & Abrasive Wheels		
	Angle Grinders, Bench Grinders and Saws.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Wheels shattering at high speed.		✓	
Contact with wheel or disc.			✓
Injury to bystanders.			✓
Eye injury from flying particles.		✓	
Exposure to hazardous noise levels.			✓
Hand / arm Vibration.		✓	
Inhalation of dust / fumes.		✓	
Fire / explosion through ignition by sparks.	✓		
Entanglement with moving parts.			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Sufficient operatives trained to change abrasive wheels and discs available on site. 2. Correct wheels for the type of machine, speed and material to be cut will be used. 3. Authorised persons only allowed to use and change abrasive wheels. 4. The following PPE must be used by operators: hearing, eye, head and foot protection and dust mask as appropriate for the work and the machine. 5. Visual inspection of equipment, discs or wheels for damage by operator before use. 6. Guard always correctly positioned and properly adjusted. 7. Operator must not use undue pressure and must use the correct disc / wheel. 8. Disc cutters shall only be used when standing on a firm, level base. 9. Operators to ensure that all persons are kept away from areas where sparks or dust is directed. 10. Easily accessible on / off switch. 11. "Dead-man" switch fitted (angle grinders). 12. Loose clothing and ties must not be worn by operators. 13. 110 volt equipment only to be used. 14. Hot work permit will be required before use in potentially flammable or explosive areas. 15. Cutting activities to be controlled in confined spaces and adequate ventilation / dust extraction must be provided.

INFORMATION, INSTRUCTION AND TRAINING
1. All personnel changing abrasive wheels or cutting discs will be trained by their employer.
2. Proof of training will be required. This also applies to sub-contractors.
3. Reference HSE Guidance HS(G) 17

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input checked="" type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>
Goggles / Visor	<input checked="" type="checkbox"/>		<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Access & Egress.		
	Access & Egress from Site.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Delivery Drivers	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Slips, Trips and falls, debris or holes in the ground.		✓	
Falling objects.		✓	
Obstruction of emergency access / exit routes.			✓
Collision with vehicle.		✓	
Fall from height.	✓		
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Provide clearly marked and safe routes for pedestrians on site. 2. Securely barrier, sign, plate or backfill excavations. 3. Position unloading areas to avoid reversing. 4. Provide separate pedestrian and vehicle access where possible. 5. Plan all lifting operations to avoid lifting over others. 6. Keep emergency routes clear. 7. Provide large warning signs and suitable lighting. 8. Ensure emergency services have suitable access. 9. Immobilise site transport when not in use. 10. Accompany authorised visitors. 11. Prohibit unauthorised people and children from entering the site. 12. Erect suitable hoarding / fencing and warning signs to keep public and children out. 13. Keep walkways clean. 14. Provide vehicle reversing alarms and banksman.

INFORMATION, INSTRUCTION AND TRAINING
1. Safety and health plan may need adapting to changes in traffic or pedestrian points.
2. Monitor the condition of vehicles and pedestrian points.
3.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>		<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Access & Egress.		
	Client, Visitor & Public.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Delivery Drivers	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Slips, Trips and falls, debris or holes in the ground.		✓	
Falling objects.		✓	
Obstruction of emergency access / exit routes.			✓
Collision with vehicle.		✓	
Fall from height.	✓		
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. All visitors to report to site office and must wear correct PPE on site. 2. Accompany authorised visitors. 3. those making deliveries must not enter the site unless accompanied. 4. each visitor is required to abide by the site rules. 5. Visitors must abide by a request from a company employee in relation to their own Health & Safety. 6. Provide clearly marked and safe routes for pedestrians on site. 7. Securely barrier, sign, plate or backfill excavations. 8. Provide separate pedestrian and vehicle access where possible. 9. Plan all lifting operations to avoid lifting over others. 10. Keep emergency routes clear. 11. Provide large warning signs and suitable lighting. 12. Prohibit unauthorised people and children from entering the site. 13. Erect suitable hoarding / fencing and warning signs to keep public and children out. 14. Keep walkways clean. 15. Provide vehicle reversing alarms and banksman. 16. in the event of an emergency, all visitors must report to our designated Assembly Point.

INFORMATION, INSTRUCTION AND TRAINING
1. Safety and health plan may need adapting to changes in traffic or pedestrian points.
2. Monitor the condition of vehicles and pedestrian points.
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>		<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Access & Egress.		
	Obstruction of Emergency Access.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Delivery Drivers	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Delay in entry of emergency services.	✓		
Delay in evacuating the premises.	✓		
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
1. The main entrance / exit and roadways to be kept clear at all times. 2. Passageways and emergency exits to be kept clear. 3. Provide assistance to emergency vehicles to guide them to the site of the emergency.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>		<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Access & Egress.		
	Working on Clients Premises.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Delivery Drivers	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Unfamiliarity with surroundings, procedures.		✓	
Fire / evacuation.			✓
Delays in treating injuries.			✓
Injury from plant and machinery.		✓	
Electrocution.			✓
Contact with unidentified services.		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Ensure all employees are familiar with the layout of the premises in which they work prior to work commencing. 2. Ensure all employees are aware of general and specific hazards on those premises. 3. Provide and wear appropriate PPE. 4. Make provision for emergencies, first aid, etc. 5. Allocate a Client contact name in the event of an emergency. 6. co-ordinate emergency procedures with the client's representative.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Client's required PPE	<input checked="" type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Access & Egress.		
	Protection of Passers-by.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Crushing		✓	
Head injuries		✓	
Falling materials		✓	
Laceration		✓	
Collisions with vehicles.		✓	
H = High Risk	M = Medium Risk	L = Low Risk	(tick box)

CONTROL MEASURES
<p>General.</p> <ol style="list-style-type: none"> 1. Ensure adequate clearance is left around the working area. 2. Only authorised personnel are allowed in the vicinity of the operation. 3. Ensure the tasks are supervised by a competent person. 4. Provide signs, cones and fencing to mark off the area when in public places. 5. Provide fans to hoarding or netting to scaffold as required. 6. Provide safe walkways for pedestrians where footpaths have been closed. <p>Skips.</p> <ol style="list-style-type: none"> 1. Skips placed on the public road must have reflective markings and the identification details of the supplier. 2. Skips must be maintained in a clean safe manner with no sharp edges or rust and be easily visible, especially at night. 3. Skips are not to be located at taxi ranks, vehicle entrance, pedestrian crossing or junction, cycleway, bus stop, disabled persons parking bay or any other location likely to obstruct road users or pedestrians without prior permission of the Local Authority. <p>Scaffolding.</p> <ol style="list-style-type: none"> 1. Uprights should be protected to ensure no protrusion or hazard for pedestrians. 2. Contrasting fluorescent tape is to be fitted to enhance visibility. 3. Minimum clearance of 1.2 metres between uprights for pedestrian safety. 4. Scaffold to be adequately secured at night to prevent unauthorised persons climbing onto it. 5. Where necessary, safe provision must be made for pedestrians, in particular, the mobility and visually impaired. 6. Advertising on scaffold is not permitted without consent of the planning Department. 7. All uprights to be fitted with base plates to protect the public footpath. 8. First platform to be closely sheeted for public safety and to be not less than 2.2 metres above ground level. <p>Hoardings.</p> <ol style="list-style-type: none"> 1. Safe provision must be made for pedestrians, in particular, the mobility and visually impaired. 2. All gates and doors must open into the site and not onto public areas. 3. Hoardings to be suitably lit during the hours of darkness. 4. corners of hoardings must not expose public to injury. 5. "No Parking" signs to be fitted where appropriate. 6. Street gullies are not to be blocked during the works. 7. Hoardings should not obstruct access to fire hydrants. 8. Hoardings to be adequately secured at night. 9. Advertising on hoardings is not permitted without planning department consent.

INFORMATION, INSTRUCTION AND TRAINING
--

1

2

3

PERSONAL PROTECTIVE EQUIPMENT

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input type="checkbox"/>	Respiratory Protection:	
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>	Respirator	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>		<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>		<input type="checkbox"/>		

REMEMBER PPE IS ALWAYS A LAST RESORT

Hazard / Work Activity Assessed	Animals.		
	Animals.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Stings from bees / wasps.			✓
Bites.			✓
Weil's Disease, Leptospirosis from rat's urine.		✓	
Infection from bird and animal droppings.			✓
Fright from passing animals.			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. If the operator feels unwell or has symptoms of Influenza, consult a doctor immediately and tell him the occupation or work that was being carried out. 2. Ensure good hygiene standards are maintained where work is to take place near bird droppings. 3. Always get cuts and grazes properly cleaned and treated immediately and keep covered with a waterproof dressing. 4. Always wash your hands thoroughly on leaving the building and before eating or smoking. 5. Use protective clothing, gloves provided and ensure they are in good condition. Replace damaged items immediately. 6. Animals are naturally curious. Take care they do not interfere with ladders or other equipment. 7. Sudden movement of birds or small animals can cause a reflex action in the operator, which may overbalance them.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>		
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Burns		
	Electricity, Fire, Explosion, Chemicals		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Delivery Drivers	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Contact with hot / cold objects, liquids, steam, gasses.		✓	
Friction.		✓	
Fire / explosion.		✓	
Contact with hazardous chemicals.		✓	
Contact with live electrical equipment or wires.		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Warning signs to be in place to advise of the hazard. 2. Suitable PPE to be provided and worn. 3. Guards to be considered for exposed hot surfaces. 4. Training provided for personnel working with hazardous chemicals. 5. First aid facilities properly sited and maintained. 6. Trained first aid personnel always on site. 7. Emergency procedure properly displayed and checked.

INFORMATION, INSTRUCTION AND TRAINING
1. Material Safety Data Sheets for hazardous chemicals to be on site.
2
3

PERSONAL PROTECTIVE EQUIPMENT					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection:	
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>	Respirator	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>		
Goggles / Visor	<input checked="" type="checkbox"/>				
REMEMBER PPE IS ALWAYS A LAST RESORT					

Hazard / Work Activity Assessed	Cleaning		
	Office / Building Cleaning		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Slips, trips and falls over long leads, wet floors, equipment.		✓	
Cuts		✓	
Hazardous substances		✓	
Biological substances		✓	
Biological agents			✓
Electric shock			✓
Back injury, shoulder and arm aches.			✓
Foot & toe injury			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Adequate levels of competent supervision to be maintained. 2. Work to be planned so that only one trade working in an area at a time. 3. Proper and suitable access equipment to be provided for both internal and external work. 4. Area to be kept clear of obstructions and all trailing cables to be managed and minimised. 5. Warning notices to be placed on wet floors. 6. All sharp implements to be carried in holder or sheath. 7. All substances potentially hazardous to health will have risk assessments carried out on them and the circumstances of their use. 8. If biological hazards are to be encountered, risk assessments to be carried out. 9. Possibility of electric shock to be minimised by using only tested equipment and minimising wet cleaning methods. Isolation of electric supply to be considered if needed. 10. Prior to use, check electric lead, plug and general condition of equipment. 11. Only authorised personnel to use Cleaning equipment: Scrubbers, Buffers, Vacuum cleaners, Polishers. 12. Machines to be serviced regularly. 13. Keep long leads to one side, over your arm. 14. DO NOT put lead around your neck. 15. DO NOT use when others are working or passing through area to be cleaned. Avoid peak times. 16. Use recommended floor cleaning fluid in correct dilution. 17. When cleaning you machine, ensure the power is OFF and unplugged. 18. Tidy up leads when not in use.

INFORMATION, INSTRUCTION AND TRAINING
1. In special situations more PPE may be required, a site specific assessment will then be carried out.
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>
Goggles / Visor	<input checked="" type="checkbox"/>	Overalls	<input checked="" type="checkbox"/>
Respiratory Protection:		Dust Masks	<input checked="" type="checkbox"/>
		Respirator (if required)	<input checked="" type="checkbox"/>
		Waterproof clothing	<input checked="" type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Cleaning		
	High Pressure Water / Steam Cleaners		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Electrocution	✓		
Steam burns / scalds		✓	
Contact with hazardous substances (cleaning agents)			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Material Safety Data Sheets for detergents and cleaning agents to be available before this equipment is used. 2. Steam/water pressure machines are subject to a planned maintenance programme. 3. Supplied/hired machines must be 110 volts or less, and fitted with waterproof connections. 4. Operators before they are used should visually inspect machines, together with their leads and hoses. 5. the check shall look for signs of physical damage or poor electrical safety. 6. Supply leads must be positioned so as to avoid physical damage, ingress of water, or interference from passing traffic. 7. Electrical supplies should be protected by 30mA/30ms residual current devices. 8. PPE will be worn by operatives as required by operating instructions. 9. Management to ensure that only trained operatives use these machines. 10. Clear operating instructions will be provided and readily available.

INFORMATION, INSTRUCTION AND TRAINING
1 Operators will be trained specifically in the safe operation of these machines, and in the need to inspect them before use.
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input checked="" type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input checked="" type="checkbox"/>	Overalls	<input checked="" type="checkbox"/>
		Respiratory Protection:	
		Dust Masks	<input type="checkbox"/>
		Respirator (if required)	<input type="checkbox"/>
		Waterproof clothing	<input checked="" type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Contaminated Land		
	Contaminated Land		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
A range of undesirable body responses ranging from nausea and headaches to death by asphyxiation, poisoning, disease.	✓		
Fire or explosion by ignition.	✓		
H = High Risk	M = Medium Risk	L = Low Risk	(tick box)

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Exclude unauthorised persons from site by adequate fences and security. 2. Client to provide contractor with all relevant information resulting from both desk top study of the history of the site and information from existing health and safety file. 3. Site visits and soil survey. 4. Critical examination of information including borehole chemical analysis and comparison with Department of the environment, Transport and the Regions (DETR) standards (ICRCL trigger and action levels). 5. Consult special advisor (occupational hygienist) to determine degree of control necessary. 6. Air monitoring. 7. Dust suppression by water. 8. Segregation of areas of greater contamination. 9. Groundwater filtration and disposal (Environmental Agency must be consulted). 10. Biological monitoring of workers, e.g. blood tests. 11. Wheel washing and sheeting down of loads leaving the site. 12. Establish and monitor compliance with site rules including personal hygiene, e.g. no smoking.

INFORMATION, INSTRUCTION AND TRAINING
1. Site instruction to include issuing site rules.
2. Instruction in the correct use of PPE.
3. Display of site plan marked to show areas of specific contamination and method of demarcation.
4. Balanced clear information to the public through the local press.
5. Workers should be given comprehensible information the results of monitoring.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Fall Arrest System	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input checked="" type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Dust and Fumes		
	Dust Generation		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Inhalation of contaminants	✓		
Ingestion of contaminants	✓		
Asphyxia		✓	
Skin contamination			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Work will be assessed to determine those activities that may generate dust. 2. Material Safety Data Sheets checked for those materials producing dust. Hazardous / Toxic material identified and assessment to be made as to appropriate control measures. 3. Dust emissions to be minimised and/or contained within boundaries of the site, e.g. dampening work before or during cutting. 4. Wind blown dust to be reduced by dampening down the surface. 5. Where possible, all internal dust should be removed after the work has been completed and disposed of correctly. 6. Prohibition of eating and smoking to be enforced in dusty atmospheres, especially where toxins may be present. 7. Adequate means of monitoring/measuring toxic dust to be provided and maximum exposure limited (MEL'S) to be checked where required.

INFORMATION, INSTRUCTION AND TRAINING
1 Operatives to be briefed regarding the hazards of dust to their health.
2 Operatives to be briefed regarding PPE and toxic dust.
3

PERSONAL PROTECTIVE EQUIPMENT					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection:	
Safety Boots	<input checked="" type="checkbox"/>	Fall Arrest System	<input checked="" type="checkbox"/>	Dust Masks	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input checked="" type="checkbox"/>	Respirator (if required)	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>		
Goggles / Visor	<input checked="" type="checkbox"/>	Overalls	<input type="checkbox"/>		
REMEMBER PPE IS ALWAYS A LAST RESORT					

Hazard / Work Activity Assessed	Electricity		
	Electrical Services		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Electrocution	✓		
Fire		✓	
Manual Handling		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Surveys carried out before work begins should assess the risk of any underground cables or overhead lines present. 2. A safe unit distribution system should be in place. 3. Electrical supplies installed in hazardous situations, eg excavations, may require the advice of an electrical engineer with appropriate qualifications and/or experience. 4. Any metal work that could be made live by any leakage of electricity should be earthed. 5. Permit to work systems should be used for work on live systems, and on any equipment which has been made dead. 6. A suitably qualified person should be appointed to control Permit to work systems and records. 7. Only competent electrical tradesman/contractors should install electrical systems and proof of competence should be obtained. 8. Load requirements of the system should be calculated and the system planned to take account of unforeseen load requirements and environmental conditions. 9. Systems should be tested and certified as tested prior to use. 10. All temporary switch rooms, distribution cabinets , etc should be locked. 11. Warning notices (“Electrical hazard”) should be placed on all live distribution equipment. 12. Fire extinguishers (CO2) should be placed by distribution units. 13. Personal protective equipment (PPE) should be worn and rubber mats placed on the ground for all live work. 14. cable routine should be planned to minimise tripping hazards. 15. Any cables used on site should be sheathed and their routes recorded if buried. 16. Offices, mess rooms, drying rooms and stores should be regarded as permanent installations.

INFORMATION, INSTRUCTION AND TRAINING
1. Electricians should be fully informed of the requirements for cable routing, etc.
2. Electricians should be fully conversant with Permit to Work systems.
3. Proof of training should be obtained for all electricians and supervisors.
4. Site-based training on the operation and use of the Permit of Work systems should be provided.
5. Manual handling training should be provided.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Fall Arrest System	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input checked="" type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Electricity		
	Overhead Cables		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Plant operators	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Contact by plant or vehicles	✓		
Contact by long metal object	✓		
Arcing over because of proximity of plant etc.	✓		
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Pre-contact liaison will be arranged with the ESB to agree diversions, safe clearance distances, shrouding and any other steps needed. 2. Barriers and solid goalposts to be erected as required, and as agreed with the ESB to define areas of operations: <ul style="list-style-type: none"> ▪ Where no work has to be carried out or plant pass under the overhead lines barriers erected parallel to the overhead line and not less than 6m from it. Coloured bunting forming an additional warning should surmount the barriers. ▪ Where plant may pass under the line the area where they may pass should be small as possible and not more than 10m wide. The passageway should be clearly defined by the use of fencing, and goalposts should be in position across the width of the passageway. Warning notices should be provided on each side if the passageway advising people of the hazard and giving the cross bar clearance. ▪ Where work will be carried out beneath the overhead line ideally the lines should be diverted or made dead. Where this is not possible, it will be necessary to take additional precautions to those above including: access for plant and materials and the working of plant should be under the direct supervision of a responsible person: plant, equipment or tools that could reach beyond the safe clearance limited should never be allowed to work under the line. 3. Operations involving the movement of long metal objects (such as ladders and scaffolding tubing) 4. Mechanical equipment to be fitted with height restrictors where applicable. 5. First aider and first aid facilities must be made available, first aider must be fully conversant with the treatment of electric shock victims, including resuscitation. 6. Barriers and warning signs will be continuously monitored to ensure that they remain intact and in place. 7. All cranes and plant in operation in the vicinity of the power lines must be supervised continuously. 8. NO WORK carried out within 'goal post' area without authorisation (permit-to-work).

INFORMATION, INSTRUCTION AND TRAINING
1. Operatives and subcontractors to be briefed on the potential hazards
2. Drivers of visiting vehicles to be briefed on the hazards and the crossing points.
3. Signage to warn of overhead cables to be installed.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Fall Arrest System	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input checked="" type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Falling Objects		
	Falling Objects		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Injury from falling materials	✓		
Injury to trespassers, especially children		✓	
Environmental contamination			✓
Musclarskeletal injuries from lifting materials	✓		
Injury from mechanical lifting/delivery equipment	✓		
Injury from wind blown or loose materials		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Ensure that minimum quantities of materials supplied to site in line with the programmed works, thus reducing quantities of materials stored which prevent unnecessary damage. 2. Ensure that all material storage areas are level and stable. 3. Follow manufacturer's recommendations with respect to stacking requirements. 4. Damaged pallets to be removed. 5. Palletised loads should not exceed two pallets in height. 6. Loads must be lifted correctly, manual handling information and training to be provided to employees 7. Whenever practicable mechanical lifting/delivery equipment to be provided minimising manual handling. 8. Compressed gas cylinders will be stored upright, away from accommodation and construction activities. 9. Stacks of cylindrical objects such as pipes to be stabilised using chocks etc. 10. Material stacks should be limited in height to ensure stability, no more than 2m. 11. Deliveries by HIAB, should be monitored and controlled and all lifting operations should not pass over personnel, plant and equipment or accommodation. 12. Keep heaviest goods at ground or low level. 13. Keep handrails and toeboards in position at all times. 14. Provide toe boards at edges of overhead storage areas. 15. Don't overload scaffolding platforms. 16. Ensure roofing materials are tied down and weighted. 17. Materials are stacked in a secure manner.

INFORMATION, INSTRUCTION AND TRAINING
<ol style="list-style-type: none"> 1. Verbal instructions and training will be given to operatives as necessary to ensure good housekeeping standards are maintained on site. 2. Stability and stacking instructions will be given as needed to site operatives by the Site Manager

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Fire		
	Fire on Site		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Hot work – welding, cutting	✓		
Smoking near flammable materials		✓	
Electrical faults		✓	
Arson			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. A site Specific Safety Statement / Safety Plan will include details fire prevention provisions, such as, supply and maintenance of fire fighting equipment, control of hot work, emergency procedures in the event of fire, control of smoking on site as needed, and prevention of the build-up of flammable materials such as in waste skips. 2. Adequate means of escape and access for emergency vehicles will be planned for during all stages of construction. 3. Fire emergency exit routes will be established, adequately signed and kept free of obstruction. 4. Smoking restrictions will be enforced, no smoking areas to be signed, where necessary. 5. Hot water and use of naked flame appliances will be controlled as necessary, including the use of permit to work systems. 6. Temporary electrical systems will comply with legal standards and be inspected prior to handover. 7. An emergency fire and evacuation procedure is produced for every contract, and will be practiced and continuously reviewed / updated as required. 8. All work areas and buildings will be inspected on completion of works for potential fire hazards. 9. Quantities of highly flammable liquids and LPG within work areas will be restricted and suitable storage facilities provided. 10. Records will be maintained of routine fire inspections and the maintenance and testing of fire equipment.

INFORMATION, INSTRUCTION AND TRAINING
1 All operatives to be trained in fire and evacuation procedures during induction training.
2 All contractors and visitors to be informed of the fire prevention applicable on site.
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Lifting and Hoisting		
	Slings of Loads		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Unplanned release or dropping	✓		
Striking by falling objects		✓	
Trapping between fixture and load		✓	
Damage to equipment or property			✓
Striking / arching of overhead cables	✓		
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Correct lifting equipment must be provided, compatible with the loads in consideration. 2. Operations to be planned to ensure maximum safety of personnel and property. 3. lifting equipment is subject to a planned maintenance programme. 4. current TE certificates or copies must be available for inspection on site (T.E. Through Examination). 5. All lifting equipment and accessories must be marked with the Safe Working Load. 6. Sufficient numbers of trained personnel to be available on site before lifting begins. 7. No persons are allowed to stand or work within lifting appliance operating radius without the operator's permission. 8. loads must not be slewed over personnel, plant, site huts or property. 9. A banksman is to be used at all times and especially when the driver's vision is impaired or operating in a congested area. 10. The lifting appliance must be on a firm, level base. 11. The attachments and equipment to be selected considering the weight and stability of the load. 12. Slings must not be placed on sharp edges. 13. tail ropes will be used on large loads to steady and guide them. 14. A trained slinger to be available to co-ordinate all lifting activities. 15. Manufacturer's information on load weight, centre of gravity and slinging arrangements will be obtained in advance. 16. Lifting will be supervised to ensure stability of the appliance and the load. 17. Work will be stopped when weather conditions prevent safe operations. 18. The area within the arc of the operation is to be cleared of personnel before slinging begins. 19. No person is allowed to stand beneath a suspended load.

INFORMATION, INSTRUCTION AND TRAINING
1 Crane drivers and operators of lifting appliances will be trained in slinging as per GS39 – training of Crane Drivers and slingers

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Lifting and Hoisting		
	Use of lifting equipment		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Unintentional release of load	✓		
Unplanned movement of load			✓
Damage to equipment			✓
Crush injuries to personnel		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Arrangements must be made for the carrying out and recording of statutory and through examinations. 2. Before selection of lifting equipment, consideration should be given to the weight, size, shape and centre of the gravity load. 3. Lifting equipment is subject to a planned maintenance programme. 4. All items of lifting equipment should be identified individually and stored so as to prevent physical damage or deterioration. 5. Safe working loads of lifting equipment must be established before use. 6. Packing to be used to protect slings from sharp edges on the load. 7. All items of lifting equipment must be visually examined for signs of damage before use. 8. Swinging of the load to be checked by ensuring the eyes of straps are directly below, the appliance hook, and that tail ropes are fitted to larger loads. 9. Evidence of last thorough examination and inspection must be provided with the equipment. 10. Manufacturer's instructions to be checked to ensure that methods of sling attachment and slinging arrangements generally are correct.

INFORMATION, INSTRUCTION AND TRAINING
1 Personnel involved in the slinging of loads and use of lifting equipment will be trained to CITB or equivalent standard.
2 All Supervision must be trained in lifting operations.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Lifting and Hoisting		
	Use of fork lift Trucks		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Fall of load from forks		✓	
Overturning of fork lift		✓	
Unplanned lowering of forks		✓	
Impaired driver vision		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Operating area proposed is to be checked in advance for suitability / selection. 2. Planned maintenance program applies to forklift trucks. 3. Through Examination Certificate must be current and with machine. 4. Inspection register must be completed. 5. The safe working load of the machine must be available. 6. Where applicable, raising and lowering chains to be checked for valid test certificates. 7. Type of forklift to be checked to ensure suitability for loads to be moved and ground conditions. 8. Forklift trucks are not to be overloaded in excess of manufacturer's recommendations. 9. Passengers must not be carried unless additional seat is fitted. 10. Fork lift trucks are not to be left unattended with engines running or forks raised. 11. Palletised loads must be checked for security before carriage. 12. Daily driver checks must be made including break testing. 13. Vehicles must not be driven at excessive speeds: only in accordance with workplace conditions. 14. At blind corners, signs and audiovisual warnings to be considered. 15. Extra care to be taken when working on slopes, especially when crossing gradients. 16. A banksman is to be used where driver's vision is impaired or operating in congested areas. 17. Certification of drivers to be checked. 18. Drivers must be over 18 years old. 19. Loads secured during lifting operations 20. Vehicles must be checked by drivers before use and secured afterwards. 21. Site manager must ensure speed restrictions are enforced, and monitor use on sloping ground. 22. Seat belts to be fitted where there is a risk of injury from over turning.

INFORMATION, INSTRUCTION AND TRAINING
1
2

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Lifting & Hoisting		
	Use of Loadalls / Teleporters		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>
		Plant Operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Fall of load from forks		✓	
Overturning on forklift		✓	
Unplanned lowering of forks		✓	
Impaired driver vision		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Only trained personnel (FAS CSCS or equal approved) are to operate these machines. 2. Planned maintenance programme applies to forklift trucks. 3. Thorough Examination Certificate must be current and with machine. 4. Inspection register must be completed by operator on a weekly basis. (Form GA2 5. Teleporter should not to be overloaded in excess of manufacturer's recommendations. 6. Passengers must not be carried unless additional seat is fitted. 7. Fork lift trucks are not to be left unattended with engines running or forks raised. 8. Palletised loads must be checked for security before carriage. 9. Daily driver checks must be made including brake testing. 10. Vehicles must not be driven at excessive speeds; only in accordance with workplace conditions. 11. At blind corners, signs and audio visual warnings to be considered. 12. Extra care to be taken when working on slopes, especially when crossing gradients. 13. A banksman is to be used where drivers vision is impaired or operating in congested areas. 14. Vehicles must be checked by drivers before use and secured afterwards. 15. Loads secured to forks during lifting operations. 16. Site manager must ensure speed restrictions are enforced, and monitor use on sloping ground.

INFORMATION, INSTRUCTION AND TRAINING
1 All drivers will be trained to FAS CSCS or equal approved standard.
2 Forklift driving by uncertified drivers is not permitted, this also applies to subcontractors.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Lighting		
	Lighting		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Loss of light			✓
Strike against.		✓	
Slip, trip or fall.		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Employees shall be provided with, by all means practicable, natural light and be provided with artificial lighting adequate for the Health and Safety of all workers. 2. Lighting installations in rooms containing workstations and in passageways shall be placed in such a way that there is no risk of accident to employees. 3. Outdoor places of work shall be adequately lit by artificial lighting when daylight is not adequate. 4. Places of work that employees are at risk of loss of artificial light, shall be provided with emergency lighting at adequate intensity.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Lone Working		
	Working Alone		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Inflicted injury e.g. assault from 3 rd party		✓	
Health problems e.g. heart attack		✓	
Injury associated with activity		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Where hazardous substances, live electrical work, work at height or near water is involved, lone working must be avoided. 2. Lone worker alarms or other means of communication such as communication such as mobile phones will be provided. 3. Suitable means of access will be provided which can be handled safely by one person. 4. The limits of which is permitted and the limits on the initiative of the individual must be clearly specified before work is authorised. 5. First aid facilities to treat minor injuries will be available during wok periods. 6. Broad variety of PPE to be issued to ensure that the operative has the necessary PPE for the activity to be completed. 7. Transient workers will be supervised on a regular basis, and management shall ensure that their whereabouts is known at all times. 8. Only experiences and trained operatives with no adverse medical history should be considered for working alone.

INFORMATION, INSTRUCTION AND TRAINING
1. Levels of training and experience for lone workers will include full understanding of the work, hazards, emergency procedures and the limits of the work, which have been authorised, and the limits on their own initiative.
2

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Manual Handling		
	Manual Handling		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Back, Neck, Shoulder Injury	✓		
Prolapsed Disk		✓	
Trip / Fall		✓	
Hit Against		✓	
Dropped Object		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Minimise all manual-handling tasks where possible. 2. Provide suitable mechanical handling equipment: lifts, hand trolleys teleporter etc Ensure these are used. 3. Assess all weights being lifted per the Safety, Health & Welfare (General Applications) Regulations 1993 and reduce these to acceptable levels. 4. Provide Manual Handling training to all staff. 5. PPE including gloves and boots or shoes with steel toecaps provided. 6. Work locations designed to eliminate over-reaching.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Material Storage		
	Material Falling		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Injury from falling materials	✓		
Injury to trespassers, especially children		✓	
Environmental contamination			✓
Musclarskeletal injuries from lifting materials	✓		
Injury from mechanical lifting/delivery equipment	✓		
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Ensure that minimum quantities of materials supplied to site in line with the programmed works, thus reducing quantities of materials stored which prevent unnecessary damage. 2. Ensure that all material storage areas are level and stable. 3. Follow manufacturer's recommendations with respect to stacking requirements. 4. For hazardous materials, Material Safety Data Sheets must be available. 5. Palletised loads should not exceed two pallets in height. 6. Loads must be lifted correctly, manual handling information and training to be provided to employees 7. Whenever practicable mechanical lifting/delivery equipment to be provided minimising manual handling. 8. Compressed gas cylinders will be stored upright, away from accommodation and construction activities. 9. Stacks of cylindrical objects such as pipes to be stabilised using chocks etc. 10. Material stacks should be limited in height to ensure stability, no more than 2m. 11. Drums and containers must be clearly marked 12. Secured storage provided for all hazardous materials to prevent unauthorised access. 13. Trays or bunds provided where necessary beneath containers to prevent ground contamination. 14. Guardrails will be fitted to storage areas where persons could fall more then 2m. 15. Hazardous materials e.g. highly flammable liquids, explosives (hilti cartridges) should be stored separately and their issue controlled. 16. Deliveries by HIAB, should be monitored and controlled and all lifting operations should not pass over personnel, plant and equipment or accommodation.

INFORMATION, INSTRUCTION AND TRAINING
<ol style="list-style-type: none"> 1. Verbal instructions and training will be given to operatives as necessary to ensure good housekeeping standards are maintained on site. 2. Stability and stacking instructions will be given as needed to site operatives by the Site Manager

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Microbiological Hazards		
	Microbiological Hazards from soil, animal droppings, etc.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Plant Operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Infection from Moulds, Spores,	✓		
Tetanus, Lockjaw,		✓	
Rhinitis, Asthma,			✓
Weil's disease (Leptospirosis).		✓	
Hepatitis A.			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Provide hot and cold running water with soap and towels or other means of drying. 2. Care to be taken to disinfect all cuts and cover them with waterproof plasters. 3. Familiarisation provided with the emergency procedure. 4. PPE - with instruction in use – provided & updated. 5. Best possible hygiene procedures in place and enforced by management. 6. First Aid, Eye wash & Emergency showers provided. 7. Carry out specific assessment on this hazard by medical personnel. 8. Wounds contaminated with soil, deep penetration wounds and those in which there is necrotic tissue and a reduced concentration of oxygen are more prone to Tetanus. All puncture wounds should be referred to your local doctor. 9. Weil's disease is caused by the contact with rat urine from sewers or slow moving water, which shows symptoms of a flu-like nature and intense fatigue. Worker with symptoms must report to a doctor and stress the fact that they may have come in contact with rat's urine.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Mobile Elevating Work Platforms (MEWP'S)		
	Scissor Lifts		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Plant Operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Fall of personnel or materials from a height.	✓		
Machinery overturning from poor ground conditions.		✓	
Crushed against building structure.		✓	
Collision with other plant.			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Used only by trained and certified personnel. 2. Operators trained regarding wind/gales (Beaufort Scale). 3. Operators to be medically fit with good eyesight and hearing, and display good head for heights. 4. Ground operator always present to operate emergency controls. 5. Suitability of ground conditions always considered, especially frozen ground. 6. Checked well before use, especially guard rails. 7. Devices and equipment never interfered with. 8. Balance light always checked when lifting. 9. Hydraulic jacks always lowered for stability. 10. Safe working load observed for personnel and materials. 11. Coned off to prevent a collision. 12. Minimum safe distance for electric cables observed. 13. Harness always worn and tied off on platform anchorage point. 14. P.P.E. always used. <ul style="list-style-type: none"> • Pulling or pushing not allowed. • Handrails never climbed. • Travel only when lowered. • Materials never to reach outside platform. • Never used as an electric earth. • Personnel to stay within the platform. • All cables kept well away from controls. • Potholes/rough ground avoided.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input checked="" type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Mobile Elevating Work Platforms (MEWP'S)		
	Boom Lifts		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Plant Operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Fall of personnel or materials from a height.	✓		
Machinery overturning from poor ground conditions.		✓	
Crushed against building structure.		✓	
Collision with other plant.			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Used only by trained and certified personnel. 2. Operators trained regarding wind/gales (Beaufort Scale). 3. Operators to be medically fit with good eyesight and hearing, and display good head for heights. 4. Ground operator always present to operate emergency controls. 5. Suitability of ground conditions always considered, especially frozen ground. 6. Checked well before use, especially guard rails. 7. Devices and equipment never interfered with. 8. Balance light always checked when lifting. 9. Hydraulic jacks always lowered for stability. 10. Safe working load observed for personnel and materials. 11. Coned off to prevent a collision. 12. Minimum safe distance for electric cables observed. 13. Harness always worn and tied off on platform. 14. P.P.E. always used. <ul style="list-style-type: none"> • Pulling or pushing not allowed. • Handrails never climbed. • Travel only when lowered. • Materials never to reach outside platform. • Never used as an electric earth. • Personnel to stay within the platform. • All cables kept well away from controls. • Potholes/rough ground avoided.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT		
Safety Helmet <input checked="" type="checkbox"/>	Gloves <input checked="" type="checkbox"/>	Respiratory Protection:
Safety Boots <input checked="" type="checkbox"/>	Safety Harness <input checked="" type="checkbox"/>	Dust Masks <input type="checkbox"/>
Hi-Vis Vest <input checked="" type="checkbox"/>	Ear Defenders <input type="checkbox"/>	Respirator <input type="checkbox"/>
Safety Glasses <input type="checkbox"/>	Ear Plugs <input type="checkbox"/>	<input type="checkbox"/>
Goggles / Visor <input type="checkbox"/>	Fall arrest lifeline <input type="checkbox"/>	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT		

Hazard / Work Activity Assessed	Noise		
	Exposure to Noise		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Hearing Loss	✓		
Hearing Impairment	✓		
Tinnitus		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. The employer must comply with The Noise Regulations 1990/2006 and any other relevant Legislation. 2. The employer shall try and reduce the risk of exposure to noise as far as reasonably practicable. 3. Where the exposure limit exceeds 90dB(A), information on excess noise level shall be provided and evidence of control measures undertaken by the company. 4. The employer must provide adequate ear protectors for employees, that are suitable for the job, and will, if worn correctly, reduce the exposure to an increased noise level. 5. If it is not possible to reduce the noise level below 85dB(A), the employer must provide regular hearing checks, with a record of these checks being kept by the medical practitioner for at least 15 years. 6. Sampling of the noise levels must be taken at different intervals by the employer. 7. Hearing protective equipment provided and worn where noise levels exceed 85 dB(A). 8. All machines & workplaces are checked for sources of excessive noise and remedial work undertaken where possible. 9. Audiometry (hearing) test is made available to employees exposed to a noise dose level greater than 85 dB(A). under the requirement of the 1990 Exposure to Noise Regulations. 10. Signpost all excessively loud equipment, machinery & processes, which exceed 90 dB(A), with mandatory hearing protection signs. 11. Reduction of operator exposure levels by reducing the amount of time spent near sources of excessive noise (job rotation). 12. Remove people from noisy areas unless their presence is needed.. 13. Preventative maintenance on all equipment to identify loose / unbalanced rotating parts. 14. Consider noise implications of all new plant and machinery. 15. Ear protectors always worn when using the spit gun or saws. 16. Noise levels are monitored as required.

INFORMATION, INSTRUCTION AND TRAINING
1 Provide training to all employees on the correct use of the hearing apparatus.
2 Provide information on Health Checks to all employees involved.
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input checked="" type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Office		
	Display Screen Equipment		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Office Worker	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Trips and falls from trailing electrical and data cables. Any harm resulting from the following hazards is related to duration and intensity of the display screen equipment.		✓	
Incorrect workstation organisation.		✓	
Inadequate workspace.		✓	
Incorrect seating.		✓	
Inadequate screen display characteristics.		✓	
Poor artificial or natural lighting.		✓	
Poor work organisation.		✓	
Poor general environmental conditions.		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. The workstation should be set up in accordance with the relevant regulations. 2. Managers should be aware of the risks and the rules for safe and correct use. 3. A manager on each site should be made responsible for display screen equipment. 4. Suitable furniture should be provided and maintained in satisfactory condition. 5. Users should be aware of the need to take breaks. 6. An assessment of each workstation should be carried out and the workstation modified if necessary. 7. Adequate information on the health risks and the rules for safe and correct use should be provided to all users.

INFORMATION, INSTRUCTION AND TRAINING
1. Users should be briefed on possible health/postural problems from prolonged incorrect use.
2. Before using display screen equipment, all users should receive basic instruction in inspection for damage and electrical safety.
3. Users should receive training on correct arrangement of their workstation and adjustment.
4. Users should have received adequate training in the use of software used with the display screen equipment.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input type="checkbox"/>	Gloves	<input type="checkbox"/>
Safety Boots	<input type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Office		
	Office Environment – Welfare & Storage		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Office Worker	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Fire		✓	
Trespassers			✓
Exposure to hazardous substance			✓
Slip, trip or fall.			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Siting of temporary buildings will be planned to ensure stability and availability of utility services. 2. Loading and off loading of offices will be planned to ensure a suitable crane, lifting equipment and personnel are available. 3. Fire extinguishers will be ordered as required prior to occupation of facilities. 4. first aid facilities will be provided as required by assessments. 5. Toilets and hygiene facilities will be arranged suitable for likely numbers of employees using them and type of work undertaken and adequate maintenance procedures put in place. 6. Safe access will be provided to all buildings. 7. Hot and cold running water to be supplied on site. 8. Facilities to be cleaned at regular intervals.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Office		
	Office Equipment, Photocopiers, printers etc.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Office Worker	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Trips and falls from trailing electrical and data cables and files.		✓	
Serious personal injury.			✓
Fatal electrocution.			✓
Explosion / fire.			✓
Burns.			✓
Fume / dust inhalation.			✓
Exposure to hazardous substance		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Correct use and installation of toner powder. Read label. 2. Switch off equipment and unplug if you have to service or maintain equipment. 3. Equipment manuals available near equipment. 4. Avoid trailing leads. 5. Don't overload sockets, provide extra sockets. 6. Keep area around equipment clear. 7. Some parts of equipment operate at high temperatures – take care. 8. Get assistance when moving office equipment. 9. Photocopiers give off ozone, ensure area is well ventilated. 10. Get equipment serviced regularly by competent people. 11. Make sure that workstations are made comfortable. 12. Seating should be adjustable to suit the height of the worktable, footrests can reduce muscular strain. 13. First aid boxes must be easily accessible, fully stocked and someone appointed to take charge in an emergency and call a first aider. 14. Avoid excessive manual handling of bulky stationary items or furniture without the use of trolleys or castors. 15. Provide adequate lighting and ventilation.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input type="checkbox"/>	Gloves	<input type="checkbox"/>
Safety Boots	<input type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Plant & Equipment		
	Plant and Transport		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Plant Operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Contact with overhead power lines	✓		
Overturning		✓	
Collision with pedestrians		✓	
Collision with other vehicles			✓
Causing collapse of or falling into excavations		✓	
Impaired drivers vision		✓	
Maintenance / repairs.		✓	
Persons falling from vehicles		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Vehicles routes will be planned to avoid danger to pedestrians, contact structures or overhead power lines and to be clear of all excavations. 2. Suitable fencing should be provided around excavations; where necessary exclusion zones may be necessary to prevent the excavation collapsing. 3. Barriers and notices will be erected at overhead power lines. 4. Vehicle operating areas and traffic routes will be clearly signed and fenced off where practicable. 5. Drivers will ensure loads are placed evenly in vehicles and that the vehicle is not overloaded. 6. Tipping vehicles will not move with the body raised. 7. Visiting drivers will be briefed on site rules and hazards. 8. All employed and contract drivers will hold a current driving license and CSCS card for the relevant plant and have completed FAS Safe Pass. 9. Banksman must be provided where drivers do not have clear visibility. 10. Where audible warnings are not fitted to vehicles, banksmen will be used to give warnings to others when vehicle is reversing. 11. Vehicles used for removal of site waste must have the appropriate permit from the local authority. 12. Vehicles intended for use on the public highway will comply with the current licensing requirements. 13. Signs requesting visiting vehicle drivers to report to site office will be displayed. 14. Speed restrictions will be displayed and enforced as necessary. 15. Any machine left unattended must have the ignition key removed.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Plant & Equipment		
	Lift Trucks		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Plant Operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Impact/collision.	✓		
Displaced/falling loads.	✓		
Overturning.	✓		
Liquid release from any trucks powered by propane cylinders.			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Safe systems of work should be developed. 2. Only authorised and certified operators must operate lift trucks. 3. A schedule of work should be developed, including locations and tasks to be carried out. 4. The operator appointed is responsible for following the safe systems of work, and for reporting any conflicting instructions. 5. Any secondment of the machine to unscheduled tasks requires a specific risk assessment. 6. Battery terminals should be disconnected at the end of every shift. 7. Any machine left unattended must have the ignition key removed. 8. If possible, machines should have built-in devices which prevent loads being lifted over a certain height or weight. 9. Clear visibility should be ensured at all times. 10. Machines should only be driven on routes specified for the purpose. 11. Machines must be suitable for the task for which they are intended, particularly in terms of size and weight of load carried. 12. Areas on sites set aside for stacking should be clearly marked as such, and appropriate precautions taken to ensure the stacking system is safe. 13. A banksman should be appointed to assist the operator of the lift truck in particularly hazardous aspects of driving a lift truck, eg reversing or transporting loads that restrict the drivers vision.

INFORMATION, INSTRUCTION AND TRAINING
1
2

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Plant & Equipment		
	Chains, slings & lifting tackle		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Plant Operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Serious injury from falling objects or collapse of the pulley, equipment being lifted etc,	✓		
Strain / Sprain.		✓	
Struck by load.		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. A register of all lifting tackle should be kept with a copy of test certificates for each item. 2. Each item should clearly state the Safe Working Load (SWL). 3. The SWL is the maximum weight for which the sling should be used. 4. The weight which a sling can lift reduces considerably the greater the angle between the legs. 5. All chains and slings must be checked regularly and damaged links, shackles, hooks or missing safety clips replaced before further use. <p>DO NOT:</p> <ul style="list-style-type: none"> • Use old lifting tackle of uncertain origin. • Use chains which have knots or have been shortened by the use of bolts. • Use links, rings or shackles unless they are large enough to ride freely on the hook. • Allow slings to pass over sharp edges which may cause damage. • Allow unused sling legs to swing freely when lifting a load: put them on the hook. • Snatch loads. • Allow people to ride on loads. • Direct loads over any person's head. • Drag loads from trailers or platforms. • Allow people to work under loads.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Plant & Equipment		
	Pulley blocks & hoists		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Plant Operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Serious injury from falling objects or collapse of the pulley, equipment being lifted etc,	✓		
Strain / Sprain.		✓	
Struck by load.			
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Fitted only by competent person. 2. Maintained in good condition 3. Regularly inspected. 4. Operated only by personnel trained in its use & danger. 5. Safe working load (SWL) displayed prominently & clearly marked. 6. Fence off area under pulley block or hoist. 7. Put up warning signs. 8. Check method of slinging and slings used. 9. Make sure slings are capable of taking the weight. 10. Make sure all hooks have safety clips and that they are working correctly.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Fall arrest lifeline	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Plant & Equipment		
	Loadall, Teleporter & Forklift		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Plant Operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Collision	✓		
Machine overturning.		✓	
Falling materials.	✓		
Contact with overhead services.	✓		
Maintenance and repair.		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Operated only by trained and certified drivers. 2. Operators to have specific training for attachments i.e. forklift, basket for craftsmen, cranes, jib or shovels. 3. Manufacturers handbook read and followed. 4. Machine only used for its intended purposes. 5. Ground conditions always considered for stability. 6. Safe work/load recommendations strictly observed. 7. Eyesight tests mandatory for each operator and spectacles to be worn if necessary. 8. Vigilance by management for drug/drink usage. 9. Serviced by suitably qualified craftsmen. 10. Checked daily by driver. 11. Only the driver is to ride on the vehicle. 12. Loaded pallets never to be raised above pedestrians heads. 13. Keep all vehicles serviced and in good repair. 14. Attachments always correctly and securely fitted. 15. Personnel only to be in work-cage when the outriggers are out. 16. Tilt disabler fitted and always engaged when man cage is in use. 17. Get assistance when operating where vision is restricted. 18. Flashing amber beacon and reversing beeper to be operational.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input checked="" type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Plant & Equipment		
	Portable Electrical Generator.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Plant Operator	<input checked="" type="checkbox"/>
		Maintenance Fitter	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Fatal electrocution or breathing / heart failure from contact with electricity.	✓		
Serious injury from moving equipment.	✓		
Fire during refuelling or equipment fault.		✓	
Asphyxiation from engine fumes.		✓	

H = High Risk M = Medium Risk L = Low Risk (tick box)

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Cables and connections checked before use for damage or loose connections or insulation. 2. Electrical equipment is adequately rated and is provided with an effective means of automatically cutting off the supply if the current is dangerously excessive. 3. Equipment protected from falling objects, impact, dust moisture and weather. 4. Equipment must be properly earthed, do not rely on the armour of power cables. 5. Use in a well ventilated area. 6. Installation, repair, examination or testing of electrical equipment is carried out only by a competent person. 7. Electrical generators are kept clear of traffic routes and water on site. 8. Generators to be provided with a residual current device (RCD). 9. Good manual handling techniques are observed when moving generator. 10. Generator to switched off and allowed to cool before refuelling.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection:	
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input checked="" type="checkbox"/>	Respirator (if required)	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>		
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>		

REMEMBER PPE IS ALWAYS A LAST RESORT

Hazard / Work Activity Assessed	Power Tools		
	Portable Electrical Equipment		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Equipment operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Cuts, lacerations or amputation.	✓		
Entanglement.		✓	
Electrocution.	✓		
Impact injuries.		✓	
Impaired hearing/deafness.	✓		
Sprain/strain.		✓	
Eye injuries.		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Used only by experienced personnel or trainee under close supervision. 2. Maintained in good condition. 3. Always inspected before use i.e. cable casing and plug socket. 4. Protected by a Residual Current Device. 5. Voltage not over 125v used in engineering construction. 6. Wear eye protection provided. 7. Operated in dry conditions only.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input checked="" type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input checked="" type="checkbox"/>	Overalls	<input type="checkbox"/>
Respiratory Protection:			
		Dust Masks	<input type="checkbox"/>
		Respirator (if required)	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Power Tools		
	Power Tools		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Equipment operator.	<input checked="" type="checkbox"/>
			<input type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Cuts, lacerations or amputation.	✓		
Entanglement.		✓	
Electrocution.	✓		
Impact injuries.		✓	
Impaired hearing/deafness.	✓		
Sprain/strain.		✓	
Eye injuries.		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Always use correct tool for the job on hand. 2. Inspect portable leads and extension leads before use, replace if damaged. 3. Sharpen or get cutting tools sharpened regularly. 4. Keep hands behind the cutting edge of tools. 5. Wear protective equipment where necessary, gloves, safety glasses, visor and safety boots. 6. DO NOT wear gloves when using portable drills. 7. Keep cables tidy, don't leave cables lying on the ground. 8. Quickly inspect tool before use, its cable, casing and power supply. 9. Keep knives, chisels, screwdrivers and other sharp tools in safe places-not pockets. 10. Do not use electric drills with one hand, use both hands. 11. Unplug tools when not in use. 12. Do not use damaged, worn or dangerous tools-report to foreman. 13. Do not allow cables to trail across route ways of personnel or machinery. 14. Do not remove safety devices from tools and equipment. 15. Do not operate portable tools in wet environments unless properly adapted.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input checked="" type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>
Goggles / Visor	<input checked="" type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Power Tools		
	Power Saws		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Equipment operator	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Contact with moving parts	✓		
Electrocution			✓
Noise		✓	
Vibration			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Only competent personnel should operate these tools. 2. 1 meter minimum backspace should be provided for the operator to ensure that the timber does not interfere with adjacent machines or personnel. 3. Clear passageways must be provided for personnel and equipment, when designing layout consideration must be given to any special materials handling requirements. 4. First-aid kit and qualified first-aider on the premises when woodworking machines are being used. 5. Machines to be checked before use to ensure guards are correctly fitted, work properly and are used. 6. Only 110 volts equipment is to be used, with leads positioned to remove trip hazards and damage to loads. 7. Extensive use of machines requires an area to be set aside where noise and dust controls can be introduced. 8. Blades should be regularly inspected to ensure they are sharp. 9. Push sticks, jigs, holders, automatic feeding tables, etc. should be used whenever possible to keep fingers away from cutters. 10. Clean down saws regularly with cloth or brush and be aware of the emergency power switches. 11. Wear the appropriate protective equipment, gloves and safety visor. 12. Ask the foreman for help with the maintenance and for the necessary adjustments. 13. Turn off machinery when you are finished. 14. petrol power con-saws must be left for 30 minutes to cool before refilling with petrol. 15. Precautions to be taken when refuelling the saw as exhaust could be hot. 16. Do not use the saw alone. 17. Do not use the saw before checking it. 18. Do not use the saw above shoulder height or when off balance. 19. Ensure other people are at least 2 arm lengths away from the operator. 20. Watch out for falling cut pieces. 21. Switch off the engine when moving to another location or when not in use.

INFORMATION, INSTRUCTION AND TRAINING
1

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input checked="" type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>
Goggles / Visor	<input checked="" type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Tools		
	Hand Tools		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Eye injury		✓	
Injury to hands, feet and body			✓
Tripping over tools			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Visual checks must be completed by operatives on tools prior to their use. 2. Tools are required to be suitable for the purpose for which they will be used. 3. Eye protection is to be provided and used whenever work is done using cold chisels, drills, grinders or other tools where there is risk of flying particles or other pieces of the tool breaking off. 4. Open bladed knives, screwdrivers, and other sharp tools are to be carried and used so as not to cause injury to the user or others. 5. Non ferrous (spark Free) tools are to be used in flammable atmospheres. 6. Insulated tools must be used where there is a possibility of live electrical work. 7. All tools should be kept clear of unnecessary grease, moisture or dirt. 8. Any moveable/adjustable parts should be lightly oiled to protect against corrosion and to prevent wear and misalignment. 9. Tools should not be left lying around, they constitute a severe tripping hazard and they are liable to get damaged. 10. Site manager to monitor hand tools which can deteriorate with time to ensure they are sharpened or replaced as necessary, and to ensure that the tools are being used correctly. 11. Specific checks should be made as follows: <ol style="list-style-type: none"> a) Chisels for mushroom heads b) Hammer and file handles for deterioration c) Open-ended spanners for splayed jaws d) Damage to pick and shovel handles.

INFORMATION, INSTRUCTION AND TRAINING
1 Operatives are to be instructed in the correct method of use, inspection and maintenance requirements at induction if not part of craft training.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Tools		
	Hydraulic & Pneumatic Tools		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Flying Particles or debris	✓		
Failing tools.	✓		
Sudden snatching or unexpected movement of tools.	✓		
Hydraulic fluids.	✓		
Compressed air.	✓		
Failure of hoses or couplings.		✓	
Manual handling heavy, bulky tools, hoses and power supplies.	✓		
Toxic exhaust fumes		✓	
Noise		✓	
Vibration		✓	
Electric shock		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Managers and operators should be aware of the risks and the rules for safe use of tools. 2. A nominated person should be made responsible for the issue and return of hydraulic and pneumatic-powered tools. 3. The right kind of tools should be provided for the job and used properly; operating instructions and safety notes are issued with tools. 4. Only trained operators over the age of 18 should use hydraulic and pneumatic- powered tools. 5. Tools should be stored properly and securely. 6. Whilst in use tools should not be left for unauthorised persons to take or use them. 7. Hydraulic and air compressors, hoses, all fittings and couplings and tools should be appropriate BS or BS EN standards and kept properly maintained. 8. Noise should be reduced at source and hearing protection worn if necessary. 9. Anti-vibration tools should be used if possible. 10. The storage of petrol should be in accordance with local by-laws regarding petroleum storage. 11. Damaged Tool bits should be disposed of appropriately. 12. Pneumatic and hydraulic tools should always be inspected before and after use. 13. Personal protective equipment – PPE should be worn to protect the head, eyes and feet.

INFORMATION, INSTRUCTION AND TRAINING
1 Users should be instructed on health risks from hydraulic fluid and compressed air.
2 Other persons in the vicinity should be warned by flying debris and noise.
3 All users of hydraulic and pneumatic-powered tools should have received proper training
4 Where electricity powered hydraulic or air compressors are used, users must receive adequate training in the safe handling of portable electrical tools and equipment.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Tools		
	Use of Portable Electrical Equipment		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS			H	M	L
Electrocution			✓		
Fire				✓	
Damage to equipment					✓
Tripping over electrical equipment					✓
Flying particles from the tool.				✓	
Flying dust from cooling fans.				✓	
Noise.				✓	
Moving tool bits.				✓	
Vibration.				✓	
H = High Risk			M = Medium Risk		L = Low Risk (tick box)

CONTROL MEASURES
<ol style="list-style-type: none"> 1. All equipment found to be defective must be switched off and reported immediately. 2. Visual inspection of equipment shall be carried out before use. 3. Extension cables are to be routed off the ground and only moulded socked holders will be used on sites. 4. Only equipment operating at 110 volts or less to be permitted on site: higher voltages must be authorised in writing prior to use. 5. All hand tools should be either earthed or double cabled. 6. All chock keys should be kept in a clip attached to the cable. 7. When on the spot adjustments or attachment changes are made, the tool must be disconnected from the main supply. 8. All attachments must be firmly fixed. 9. All guards must be used and under no circumstances should they be interfered with or removed. 10. Leads/extension leads must not trail across walkways to prevent trips. 11. All extension leads must be fully extended to prevent overheating and electrical fires. 12. The use of electrical equipment will be monitored to ensure safe use. 13. Only trained and competent persons should test, repair and maintain portable electrical equipment.

INFORMATION, INSTRUCTION AND TRAINING
1 Operatives will be trained in the precautions and safe use of portable electrical equipment.
2 Site first-aiders to receive training in electric shock treatment.
3 Other persons should be warned when dust, flying particles or noise are likely to be produced.
4 All users should have received proper training in storage, use and general care of the tools.
5 All users should of received training in inspection prior to use for damage to tools and electrical safety.

PERSONAL PROTECTIVE EQUIPMENT					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection:	
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>	Respirator (if required)	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>		
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>		
REMEMBER PPE IS ALWAYS A LAST RESORT					

Hazard / Work Activity Assessed	Underground Services		
	Working Close To Underground Services		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Contact with electricity or gas supplies	✓		
Flooding from water services	✓		
Contact with sewage	✓		
Explosion or asphyxia		✓	
Interface with fibre optic mains		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Details of underground services will be obtained in advance from the relevant authority. 2. Consultation will be held with relevant authorities to agree precautions to be carried out before work begins. 3. Site manager to ensure that services are located and marked before work begins. 4. Plans and cable location equipment to be available. 5. Trail holes to be dug, by hand to confirm locations, taking into account of physical indications such as junction boxes, manholes and ground conditions. 6. All services are to be assumed to be live until proven otherwise. 7. Services crossing excavations to be supported. 8. Services in concrete to be isolated where practicable, before work operatives begin. 9. Work to be supervised at all times.

INFORMATION, INSTRUCTION AND TRAINING
1 Operatives locating services to be trained in the use of the location equipment.
2 Operatives will be briefed as to the current course of actions when discovering known/unknown services.
3 Operatives briefed in emergency procedures when services are breached / damaged.

PERSONAL PROTECTIVE EQUIPMENT					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection:	
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>	Respirator (if required)	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>		
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>		
REMEMBER PPE IS ALWAYS A LAST RESORT					

Hazard / Work Activity Assessed	Vehicles		
	Vehicles Movement On Site		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Contact with overhead power lines	✓		
Overturning		✓	
Collision with pedestrians		✓	
Collision with other vehicles			✓
Causing collapse of or falling into excavators		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Vehicles routes will be planned to avoid danger to pedestrians, contact structures or overhead power lines and to be clear of all excavations. 2. Suitable fencing should be provided around excavations; where necessary exclusion zones may be necessary to prevent the excavation collapsing. 3. Barriers and notices will be erected at overhead power lines. 4. Vehicle operating areas and traffic routes will be clearly signed and fenced off where practicable. 5. Drivers will ensure loads are placed evenly in vehicles and that the vehicle is not overloaded. 6. Tipping vehicles will not move with the body raised. 7. Visiting drivers will be briefed on site rules and hazards. 8. All employed and contract drivers will hold a current driving license and have completed FAS Safe Pass. 9. Banksman must be provided where drivers do not have clear visibility. 10. Where audible warnings are not fitted to vehicles, banksmen will be used to give warnings to others when vehicle is reversing. 11. Vehicles used for removal of site waste must have the appropriate permit from the local authority. 12. Vehicles intended for use on the public highway will comply with the current licensing requirements. 13. Signs Requesting visiting vehicle drivers to report to site office will be displayed. 14. Speed restrictions will be displayed and enforced as necessary.

INFORMATION, INSTRUCTION AND TRAINING
1 Visiting drivers will be briefed on site rules and hazards.
2 All employed and contract drivers will hold a current driving license and have FAS Safe Pass.
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Unloading of Vehicles		
	Unloading of Vehicles.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Delivery Driver	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Being struck by a manoeuvring vehicle.	✓		
Falling objects.		✓	
Falls of persons off the load platform.	✓		

H = High Risk M = Medium Risk L = Low Risk (tick box)

CONTROL MEASURES
<ol style="list-style-type: none"> 1. High visibility clothing to be worn by all involved. 2. Wherever possible, minimise human involvement by using mechanical handling methods. 3. Follow safe system for release of all load restrains and sequence of unloading. 4. Inspect for load shift prior to release. 5. Minimise number of people in off loading areas. 6. Ensure good standard of lighting for the work area. 7. Obtain load weights and centre of gravity before moving anything. 8. Where manual handling is required ensure that enough trained handlers are available. 9. Ensure off loading area is as level as possible. 10. If unloading area is sloping, extra care must be taken with whole sequence of events.

INFORMATION, INSTRUCTION AND TRAINING
1 Instruction on loads to be obtained.
2 Instruction on safe methods required, eg sequences of unloading and release of restrains.
3 Tool box Talks are advised.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Waste Disposal		
	Waste Materials		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Building and demolition waste		✓	
Asbestos & asbestos-containing materials	✓		
Flammable materials, flashpoint > 21°C	✓		
Substances hazardous by ingestion	✓		
Lead and lead compounds	✓		
Organic halogen compounds	✓		
Acids and alkalis		✓	
Inorganic metallic & non metallic compounds		✓	
Reactions e.g. explosion from mixing waste		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Construction Health and Safety Plan to include waste disposal procedures for items of hazardous waste, which are foreseeable during the project. 2. Waste materials to be collected at regular periods fire hazards from combustible waste. 3. Waste including asbestos and lead compounds to be removed by specialist contractors. 4. All flammable waste to be stored separately away from construction activities and buildings. 5. Liquid waste (e.g. paints, brick acid, epoxies etc.) should NOT be disposed of through drainage systems, wherever practicable they must be returned to the supplier for safe disposal. 6. All hazardous substances must be identified and relevant Material Safety Data Sheets and PPE information provided to employees exposed to those substances. 7. DO NOT MIX waste liquids, serious reactions may occur including the container exploding. 8. DO NOT transfer hazardous waste materials/liquids into unmarked containers, always keep them in their original containers. 9. DO NOT burn or bury waste on site, all wastes must go to a licensed facility. 10. Site Manager will ensure that building and other hazardous waste are placed in suitable containers so that transfer notes can be completed accurately. 11. Disposal of waste into skips will be monitored to ensure that authorised disposal is prevented.

INFORMATION, INSTRUCTION AND TRAINING
1 Contractors and personnel to be briefed on the requirements for waste disposal.
2 Hazardous wastes to be identified at induction training and any specialist waste disposal techniques or PPE to be outlined.
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input checked="" type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Waste Disposal		
	Use of Rubbish Skips		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Delivery Driver	<input type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Trapping between skip & fixtures during raising and lowering	✓		
Unintentional release of skip during raising & lowering	✓		
Road traffic accidents, including material falls from skip	✓		
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Skips to be placed so as not to obstruct traffic routes. 2. Skips must have adequate lighting and signage if sited on a public road. 3. Skips to be placed on firm level ground where possible. 4. A safe means of access to be provided if tipping into a skip is necessary. 5. When used in conjunction with a debris chute, skips should be covered to prevent materials and dust contaminating the surrounding area or falling on to pedestrians/employees. 6. Fires are not permitted in skips. 7. Sufficient numbers of skips will be made available to allow the separation of waste. 8. Lugs and lifting arrangements will be checked before lifting – lifting equipment will not lift uncertified skips. 9. Skips will not be loaded over the safe working loads of appliances. 10. Skips should be covered/netted upon removal to prevent debris falling out onto a public road.

INFORMATION, INSTRUCTION AND TRAINING
1 The correct use of skips and control of waste disposal must be covered in operative induction training.
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Water		
	Work On / Near Water		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Falls of persons into water.		✓	
Drowning, hypothermia, serious personal injury.		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. A method statement shall be provided defining the sequence of works and the protective measures required. All operatives to be given specific instruction on the system of work to be used in each case. 2. select operatives who have experience of the work, are physically fit and can swim. 3. Edge protection will be provided where practicable. 4. Safety lines an harness will be worn where edge protection cannot be provided. 5. operatives required to use harnesses and buoyancy aids will be instructed in there proper use and will be trained in rescue actions. 6. Sufficient life buoys and rescue lines will be available and checked daily. 7. A rescue boat or other means of prompt rescue will be available if deemed necessary. 8. Gangways and areas near water will be kept clear of obstructions. 9. Suitable lighting will be provided at edges adjacent to water. 10. Local emergency services to be informed of work activities. 11. The role of management is to define a safe work method prior to commencement of work. 12. Site manager will check method statement to ensure that the proposed method is safe and that it is being followed. 13. Rescue equipment will be checked daily, also provision for first-aid equipment and the presence of a trained first-aider . 14. Supervision will ensure all persons required to wear buoyancy aids are doing so. 15. Investigation will be made to establish if any local Regulations, bye-laws or environmental protection codes apply.

INFORMATION, INSTRUCTION AND TRAINING
1 All operatives must be given specific instructions on the system of work to be used in each case.
2 Select operatives who have experience of the work, are physically fit and can swim.
3 Operatives required to use harnesses and buoyancy aids will be instructed in their proper use and will be trained in rescue actions.
4 Training in rescue procedures should be provided.
5 Full and proper training in the manning of the rescue boat should be provided to those responsible for the running of the boat.
6 Local weather forecast information should be given to workers at the beginning of each shift to prevent hazards resulting from rain, heavy winds, sudden mists, etc.

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
		Respiratory Protection:	
		Dust Masks	<input type="checkbox"/>
		Respirator (if required)	<input type="checkbox"/>
		Safety Lines	<input checked="" type="checkbox"/>
		Life Jacket	<input checked="" type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Weather		
	Weather		

WHO MAY BE HARMED				
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Sunburn/sunstroke, possibly leading to skin cancer.		<input checked="" type="checkbox"/>	
Hypothermia.			<input checked="" type="checkbox"/>
Frostbite.			<input checked="" type="checkbox"/>
Strong wind blowing materials.	<input checked="" type="checkbox"/>		
Frost/snow causing slippery surfaces and burst pipes.			<input checked="" type="checkbox"/>
Flooding.			<input checked="" type="checkbox"/>
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. In sunny weather, cover the back of the neck and keep a heavy shirt on at all times. 2. Avoid sunburn and sun stroke where possible by keeping covered. 3. Strong winds or gusts can over balance an operator. Stop work if the winds rise to gale force. 4. Heavy rain will make the ground soft, tree branches slippery and will act as a conductor of electricity. Do not work in heavy rain. 5. Be prepared for slippery conditions in icy weather.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT		
Safety Helmet <input checked="" type="checkbox"/>	Gloves <input checked="" type="checkbox"/>	Respiratory Protection:
Safety Boots <input checked="" type="checkbox"/>	Safety Harness <input type="checkbox"/>	Dust Masks <input type="checkbox"/>
Hi-Vis Vest <input checked="" type="checkbox"/>	Ear Defenders <input type="checkbox"/>	Respirator (if required) <input type="checkbox"/>
Safety Glasses <input type="checkbox"/>	Ear Plugs <input type="checkbox"/>	
Goggles / Visor <input type="checkbox"/>	Overalls <input type="checkbox"/>	
REMEMBER PPE IS ALWAYS A LAST RESORT		

Hazard / Work Activity Assessed	Welfare on site		
	Office, Welfare & Storage		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Fire		✓	
Trespassers			✓
Exposure to hazardous substances			✓
Collapse			✓
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Siting of temporary buildings will be planned to ensure stability and availability of utility services. 2. Loading and off loading of offices will be planned to ensure a suitable crane, lifting equipment and personnel are available. 3. Fire extinguishers will be ordered as required prior to occupation of facilities. 4. First-aid facilities will be provided as required by assessments. 5. Toilets and hygiene facilities will be arranged suitable for likely numbers of employees using them and type of work undertaken and adequate maintenance procedures put in place. 6. safe access will be provided to all buildings. 7. Hot and cold running water to be supplied on site. 8. Facilities to be cleaned at regular intervals.

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Welfare		
	Canteen Area.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
		Delivery Driver	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Scalds from boiling water, boiler, steam, dishwasher	✓		
Ill health from poor hygiene.	✓		
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Provide adequate First Aid equipment to deal with burns, scalds and cuts. 2. Fire extinguisher and fire blanket in place and checked regularly. 3. Water boiler secured. 4. Canteen floor, table, sink and work surfaces to be thoroughly cleaned every day. 5. Rubbish bins to be emptied each day. 6. Clean up all spills or breakages immediately. 7. Minimise spillages by safe working techniques. 8. All waste must be collected and discarded in a safe and secure manner. 9. Bottles and cans should be selected and sent for re-cycling as appropriate. 10. Authorised and licensed handlers should carry out all waste collection. 11. All waste food holding containers must be covered and sealed to avoid contamination by rodents and birds. 12. Staff must wear personal Protective Equipment. 13. Educate staff to dangers and methods of prevention of biological diseases and contamination. <p>Microwave</p> <ul style="list-style-type: none"> • Keep door closed. • Don't place aluminium utensils or foil in the microwave. • Items like tomatoes, eggs etc. explode in the microwave. • Food can be very hot after cooking giving off steam. Take care when removing item from the oven. Use cloth or oven gloves if necessary. <p>Dishwasher door kept closed, nominate someone to start washing programme (where fitted).</p>

INFORMATION, INSTRUCTION AND TRAINING
1
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Work on Heights	
	Use of Ladders and Stepladders	

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>

SIGNIFICANT RISKS			H	M	L
Falls of persons from ladder				✓	
Ladder slipping				✓	
Objects dropped by ladder user					✓
Instability of stepladder				✓	
H = High Risk			M = Medium Risk		L = Low Risk (tick box)

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Ladders will only be used for work of short duration. 2. Top step of stepladder must not be used unless designed for that purpose. 3. Ladders must be checked to ensure correct length, type and condition before use. 4. Ladder work is restricted to that which can be carried out using one hand only, and stepladder work to that which can be carried out ensuring the stability of the stepladder. 5. The ground base for the ladder must be firm and level. 6. The ladder must be of sufficient length to extend 1m above the step-off point when used as access to scaffold. 7. The correct angle of rest for a ladder is 75 degrees, or a base to height ratio of 1:4. 8. Ladders must be secured against slipping, by tying at the top or at the bottom. 9. Use made of ladders will be monitored regularly, to ensure that the operatives are not overreaching, or using two hands to work. 10. Damaged ladders will be broken up or removed immediately. 11. Stepladders must be used fully open with cords taut.

INFORMATION, INSTRUCTION AND TRAINING
1 All operatives must be instructed in the safe use maintenance and inspected of ladders and the hazards to be avoided.
2
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Work at Height		
	Use Of Mobile Scaffold Towers		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Falls of persons	✓		
Falls of materials		✓	
Falls of plant and equipment		✓	
Collapse of tower			✓
Overturning of tower	✓		
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<ol style="list-style-type: none"> 1. Only Trained competent operatives will erect, modify or dismantle scaffolding towers in accordance with relevant standards and manufacturers instructions. 2. Towers should not be used in the vicinity of overhead power lines. 3. Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions. 4. Ladder access should be internal and fixed to the narrowest side. 5. Maximum height to base will not exceed 3.5 inside use and 3 external use without ties. 6. All tower platforms will be fully boarded and fitted with toeboards and guardrails and outriggers. 7. Personnel and materials to be removed before the tower is moved. 8. All tower scaffolding shall be inspected on erection, and on handover to or from contractors. After alteration or adverse weather conditions, towers must be inspected by a competent person. 9. Towers over 2m in height must be inspected every seven days if they remain in place and the result recorded (From CR8).

INFORMATION, INSTRUCTION AND TRAINING
1 Persons erecting tower scaffolding must be competent to do so, some proof should be obtained.
2 Operatives using mobile scaffold towers should be provided with information and instruction on site access, use, and movement of the structure.
3

PERSONAL PROTECTIVE EQUIPMENT			
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
REMEMBER PPE IS ALWAYS A LAST RESORT			

Hazard / Work Activity Assessed	Work at Height		
	Safety Harnesses.		

WHO MAY BE HARMED			
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>

SIGNIFICANT RISKS	H	M	L
Falls of persons	✓		
Falls of materials		✓	
Falls of plant and equipment		✓	
Failure of equipment		✓	
H = High Risk M = Medium Risk L = Low Risk (tick box)			

CONTROL MEASURES
<p>When using harnesses and temporary horizontal lifelines, remember:</p> <ol style="list-style-type: none"> Harnesses and lanyards are made of man-made fibres and as such are prone to degradation by sunlight, chemicals etc. It is important to carry out tactile pre-use checks daily, in good light, before taking harnesses and lanyards into use. If there is the slightest doubt about a harness or the lanyard, do not use it. Faults can be noticed by discolouration, little tears and nicks, grittiness to touch etc. A harness will not prevent a fall - it can only minimise the risk of injury if there is a fall. The person who falls may be injured by the impact load to the body when the line goes tight or when they strike against parts of the structure during the fall. An energy absorber fitted to the energy-absorbing lanyard can reduce the risk of injury from impact loads; Minimise free-fall distance. Keep your anchor as high as possible, thus reducing fall distances. Consider how to recover anyone who does fall; Anyone who needs to attach themselves should be able to do so from a safe position. They need to be able to attach themselves before they move into a position where they are relying on the protection provided by the harness; The energy-absorbing lanyard should be attached above the wearer where possible. Extra free movement can be provided by using running temporary horizontal lifelines or inertia reels. Any attachment point must be capable of withstanding the impact load in the event of a fall - expert advice may be needed; To ensure that there is an adequate fall height to allow the system to deploy and arrest the fall; A twin lanyard may be necessary in some cases where the wearer needs to move about. A twin lanyard allows the wearer to clip on one lanyard in a different position before unclipping the other Make sure everyone who uses a harness knows how to check, wear and adjust it before use and how to connect themselves to the structure or safety line as appropriate. Each day, harnesses and lanyards need to be inspected visually, before they are used, for signs of abrasion, tears or general wear and tear. They should be thoroughly examined periodically, and these examinations should be carried out at least every six months.

INFORMATION, INSTRUCTION AND TRAINING
1

PERSONAL PROTECTIVE EQUIPMENT					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection:	
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input checked="" type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defenders	<input type="checkbox"/>	Respirator (if required)	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	Ear Plugs	<input type="checkbox"/>		
Goggles / Visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>		
REMEMBER PPE IS ALWAYS A LAST RESORT					