

SAFETY STATEMENT of:

C.M.P. Services Ltd

**Unit 6,
Woodbine Business Park
New Ross,
Co. Wexford**

*This document contains proprietary information and is lent subject to return upon demand, and upon the express condition that it will not be used directly or indirectly in any way detrimental to the interests **C.M.P. Services Ltd., Unit 6, Woodbine Business Park, New Ross, Co. Wexford** and without whose permission it may not be reproduced.*

PART 1

STATEMENT OF POLICY

GENERAL STATEMENT OF POLICY

It is the policy of this company to comply with the Safety Health and Welfare at Work act 2005 and the 2006 Construction Regulations. We will ensure so far as reasonably practicable the safety, health and welfare of all employees whilst at work, and to provide such information, training and supervision, in a form manner and language that is reasonably likely to be understood.

It is the policy of this company to manage health and safety and to protect, so far as is reasonably practicable, persons not employed by this company who may be affected by our activities.

All employees have the responsibility to co-operate with the Managing Directors to achieve a Safe and Healthy Workplace and to take reasonable care of themselves and others.

It is the policy of this company to consult all staff and employees on matters of health and safety

The allocation of duties of safety matters and particular arrangements to implement the policy are set out in the company safety statement.
(APPENDIX 1)

The policy and the way in which it has operated will be reviewed as required

This Statement is distributed to all Contractors Managers, Agents, and Designated Site Supervisors and shall be available at locations where this company carries on business.

Signed _____
Managing Directors

Date _____

DIGNITY IN THE WORKPLACE CHARTER

- ✓ We, the Directors, and Employees of C.M.P. Services Ltd. commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work.
- ✓ All who work here are expected to respect the right of each individual to dignity in their working life.
- ✓ All will be treated equally and respected for their individuality and diversity.
- ✓ Bullying in any form is not accepted by us and will not be tolerated.
- ✓ Our policies and procedures will underpin the principles and objectives of this charter.
- ✓ All individuals whether directly employed or contracted by us, have a duty and a responsibility to uphold this Dignity at Work Charter.
- ✓ The Directors have a specific responsibility to promote its provisions.

PART 1

STATEMENT OF POLICY	2
Dignity in the Workplace Charter	3

PART 2

RESPONSIBILITIES AND ARRANGEMENTS

Management Responsibilities	6
Responsibilities of the Directors	6
Responsibilities of the Supervisors	7
Responsibilities of Safety Officer	8
Duties of Employees	9

PART 3

IMPLEMENTATION OF THE POLICY

Sub Contractors and Self – employed	10
Safe Equipment	10
Working at heights	10/11
Roof Work	12
Use of Scaffolding	12
Ladders	13
Access equipment for Working at Heights	14
Use of Electric tools	14
Dermatitis	15
Identification and Labelling of Chemical Substances	15
Personal Protective Equipment	16
Overhead Power Lines	17
Asbestos	17
Mobile Plant Safety	17
Correct use of Plant	18
Mobile Plant and Pedestrians	18
Safe Systems of Work	19
Safety Representatives	19
Health and Safety Committee	20
Manual Handling of Loads	21/22/23
Instruction and training	23
House keeping	23
Emergency Procedures – fire	24
First Aid	25
Emergency Telephone Numbers	26
Progress Made	27
Declaration of View of Statement	28

Prepared
by



for : **C.M.P. Services Ltd.**

February 2010

PART 4

Risk Assessments

APPENDICES

Appendix	1	Titles and Names of Responsible Persons
Appendix	2	Safety Rules
Appendix	3	Drugs and Alcohol
Appendix	4	Anti –Bullying Policy
Appendix	5	Accident Procedures

Forms

Accident / Incident for Employee
Accident / Incident for Member of the Public
Personal Protective Equipment

The Health and Safety Authority (HSA) Address

PART 2

RESPONSIBILITIES AND ARRANGEMENTS

MANAGEMENT RESPONSIBILITIES

It is accepted that the Managing Directors have the primary responsibility for the management of health and safety within the business.

Responsible persons are listed in Appendix 1. Good health and safety practice will be achieved through the effective operation of safe systems of work and procedures.

RESPONSIBILITIES of the MANAGING DIRECTORS

- They must ensure that a safety statement is prepared and implemented.
- They must ensure that sufficient resources – people, money and time – are allocated so that the safety, health and welfare of all employees and others affected by our activities, can be safe guarded as far as is reasonably practicable.
- They must ensure that everyone understand their roles and responsibilities within the Safety Statement.
- They must ensure that appropriate training; information, instruction and supervision are given at all levels within the company.
- He must review the effective safety audit systems established to measure Safety performance and that the out puts from these audits are fed back into the management system to ensure continuous improvement
- They must review the effectiveness of the Safety Statement, at least once a year, and make any changes necessary after such a review.
- Adequate provision for safety and health is made in planning and pricing contracts.
- The provisions of this policy statement are executed from project inception to completion on site.
- All personnel recruited for or assigned to each site is suitable for and competent to carry out the work on site.
- Sub-contractors and self-employed persons are aware of company policy.
- Competent persons required at any time to advice on health and safety will be brought in if not available within.

RESPONSIBILITIES of the SUPERVISORS

- Be familiar with the Safety and Health Regulations and company policy applicable to the work on which you are engaged and insist that the prescribed standards are observed.
- Ensure so far as reasonably practicable that safe systems of work are in place.
- Maintain a tidy workplace. Arrange for regular clean-up periods.
- Ensure that adequate access/egress is available to and from a height.
- Provide safety equipment /clothing, ensure its proper use by all personnel on site. Show a personal example by wearing the safety equipment provided.
- Make certain that all plant and machinery operators are employed on equipment with which they are familiar, and have the appropriate CSCS cards.
- Ensure that all machinery and plant including power and hand tools are maintained in good condition. Ensure that all power hand tools are 110 volts.
- Ensure that adequate fire fighting equipment is available, if required.
- Ensure the safe handling and storage of all tools, plant and materials.
- Ensure that First Aid boxes are maintained properly.
- Ensure good sound and safe scaffolding and platform areas.
- Ensure all ladders are sound and tied while in use.
- Maintain all safety record on site, i.e. general register (accident record book), lifting appliance certificates etc.

RESPONSIBILITIES of the SAFETY OFFICER

The appointed safety officer as per appendix 1.

Responsibilities

1. Monitor all aspects of safety and health in the company.
2. Advise the Directors of the implementation of this policy and on any revisions required.
3. Carry out periodic site surveys.
4. Advise management on Laws, Regulations and Directives which impinge on company activities.
5. Advise on statutory tests on plant and equipment.
6. Provide the supervision, the accident record book and other statutory forms for each site.
7. Monitor accidents/ dangerous occurrences on sites and provide regular reports to the Directors with advice on remedial action.
8. Monitor compliance with the type of protective equipment/ clothing required.
9. Consult the Health and Safety Authority when required.
10. Meet the HSA Inspector on visits to the company workplace.
11. Investigate any reportable accident and advise the Directors on the position of the injured party, potential claims, insurance or HSA implications.
12. Arrange for suitable First Aid boxes, properly stocked, for each site and monitor on sites.
13. Prepare annual reports on the management of safety and health on the company and on performance in endeavouring to reduce the number of accidents and improving housekeeping and efficiency on site.

DUTIES OF ALL EMPLOYEES

It is the responsibility of all employees to co-operate in the implementation of the Safety Statement within their area of influences. All employees have a legal duty to ensure their own safety and the safety of others (for example, visitors/contractors) under the safety, health and Welfare at Work Act, 2005.

Under Section 13 of the Act it shall be the duty of every employee while at work: -

1. Not to be under the influence of an intoxicant to the extent that they may endanger their own or others health and safety and to submit to reasonable tests.
2. To comply with statutory provisions and take reasonable care to protect their own health and safety and that of others who may be affected by their acts or omissions.
3. To attend training and undergo such assessments as may reasonably be required
4. Co-operate with your employer or other persons to enable the employer or other person to comply with statutory requirements.
5. Not to engage in improper conduct or behaviour that is likely to endanger their own or others, health and safety.
6. To make correct use-having regard to training and instruction-articles or substances, including protective clothing supplied to protect health and safety.
7. Report as soon as possible, defects in systems of work, articles or substances, or work being carried on which might endanger health and safety
8. They must make correct use of machinery, apparatus, tools, dangerous substances and transport equipment, taking into account any instruction given by the employer.
9. Where employees are provided with personal protective equipment under the regulation they must:
 - make full and proper use of it
 - use it in accordance with the instructions given
 - take all reasonable steps to ensure that it is used

PART 3

IMPLEMENTATION OF POLICY

SUB-CONTRACTORS AND SELF EMPLOYED PERSONS

A copy of insurance should be produced prior to commencement of work for approval and acceptance by management.

Contractor or his representative must liaise with the Safety Officer.

Sub- contractors and Self-employed persons shall comply with the requirements of this Safety Statement, and co-operate with management in providing a safe place of work and a safe system of operation.

Sub-contractors and employed persons have a duty to bring to the attention of The Supervisor/Site Manager or anyone who may be affected by any process or use of materials, which may endanger health and safety while at work.

SAFE EQUIPMENT

Each item of equipment is subject to regular inspection and safeguards are provided where appropriate. Safety inspections are carried out on a regular basis. All equipment will be subjected to a programme of regular or planned maintenance.

WORKING AT HEIGHTS

The Safety Health and Welfare at Work (General Application) Regulations 2007: part 4 define “working at height” as meaning work in any place, including a place

- (a) in the course of obtaining access to or egress from a place, except by a staircase in a permanent place or work or
- (b) at or below ground level.

The regulations require planning in advance of any work at height to determine if the work can be done any other way e.g. can components be assembled on the ground and then lifted into place etc.

This applies to working on scaffolds, on roof, working of the back of lorry, using a ladder, step-ladder or kick stool etc.

Employers must ensure that:

- any work at height performed in their undertaking or by their employees on any other site or premises, and the equipment provided for such work, complies with the requirements of the Regulations and does not put others at risk, e.g. members of the public;
- If workers go to another site, that they are not at risk from working at height on that site.
- All employers at the site must cooperate to make sure employees are not asked to do tasks where there is inadequate protection;
- They consult their employees on matters relating to health and safety with respect to work at height and, where appropriate, in the development of risk assessments for work at height.
- Wherever there are multiple contractors, a written formalised way of proceeding should be agreed so that it is clear who is responsible for which aspects of the work at height. Every contractor involved with the site will have duties under health and safety law, but the extent of the responsibilities will depend on the circumstances and are best agreed in writing before the work commences
- Those who provide equipment for use at work, but do not control its use or the premises where it will be used, should still ensure that the work equipment complies with the Working at Heights Regulations 2006 to the extent that their control allows. The Regulations require that all the risks of the work be managed by the relevant people to ensure safety. It is vital that this is communicated to all those involved on multi-occupied sites. For example, where a scaffolding hire company delivers the equipment to a site and erects it on behalf of the user the hire company must ensure that it has been erected in accordance with the Regulations.
- The ongoing maintenance, inspection and recording requirements may, however, fall on the employer in control of those using the scaffold.

Employees using their own equipment for work at height

The Regulations applies to personally owned equipment used for work at height.

Employers need to ensure that such equipment is checked and assessed as being suitable. This is particularly important where an employee brings his or her own tools on to the site and where the employee chooses to use his or her own equipment for work at height (e.g. safety harnesses). The employer needs to establish who will be

Using such equipment (especially where it might be shared) and that the users are clear as to how to use it. The employer should also ensure that safe loading is adhered to and that it is compatible with other safety equipment, such as anchor points. An employer should ensure that any personally owned tools are appropriate for the task, are in good condition and can comply with the health and safety management controls identified in any risk assessment. The responsibility for the safe application and use of personally owned tools and equipment cannot be derogated to those people carrying out the work.

Prepared
by



for : **C.M.P. Services Ltd.**

February 2010

ROOF WORK

Adequate investigation of the roof will be carried out prior to commencement of work, crawling ladders or boards will be used on roofs that slope more than 1 in 10. Consideration given to weather conditions before work commences.

There will be adequate barriers i.e. scaffold or outer edge protection to stop people or material falling from sloping roofs. Harnesses will be used where appropriate.

When working on roofs with roof lights, covers or barriers will be provided to the roof lights.

Precautions will be taken to stop debris falling onto others working under the roof.

Only employees with suitable experience/ competence will be assigned to roof work.

Regular checks will also be carried out.

USE OF SCAFFOLDING

All scaffolding will be erected in accordance with the Construction Regulations. Designated-trained personnel or competent contractors who are ticketed under the CSCS scheme will erect scaffolding. There will be proper access to the scaffold platform. The working platform will be fully boarded with boards free from obvious defects and arranged to avoid tipping or tripping. The scaffolding will be secured to the building in enough places to ensure stability. Adequate guardrails and toe boards will be provided at every side from where a person could fall and in particular where a person could fall more than 2.0m. Materials will be evenly distributed.

Trestle scaffolds will only be used on ground level and for light work of short duration.

Wheeled scaffolds will only be used on firm and even ground. They will not be moved with persons or objects on the working platform. The wheels will be locked in position when the scaffold is not being moved.

The maximum height:

Outdoors: will be 3 times the minimum width of the base.

Indoors: will be 3.5 times the minimum width at the base.

There will be effective barriers or notices on all incomplete scaffolds.

The safety officer will inspect the scaffold (CR8 Form) on completion at least weekly and always after bad weather.

LADDERS

Ladders must only be used for short duration work and accordance to chapter 4 of the Safety Health and Welfare at Work (General Application) Regulations 2007. On every job ladders should be secured as far as site conditions permit. The key factor for preventing falls from ladders is to ensure that the ladder is stable in use. Almost all falls from ladders happen because the ladder moves unexpectedly. The ladders will be subjected to suitable regular documented inspections for maintenance purposes.

Procedures will be in place for any defects found which include repair or removal of the ladder from service. Ladders will be subjected to a daily pre-use check. Defects would include cracked bent or warped stiles; cracked bent or missing rungs; loose, defective or missing feet, tie rods, brackets; and corrosion of fittings.

Site conditions must also be taken into consideration which include adverse weather conditions, e.g. high winds, rain, snow, ice, also ground conditions; uneven ground, loose unstable surfaces, slippery surfaces e.g. due to wet leaves or moss; placing at an incorrect angle, sloping ground either in line with or away from the face of the building. All of these factors will be carefully considered when deciding whether an unsecured ladder will be stable enough to allow work to commence.

- Over reaching is a very common cause of ladder movement and avoiding this cannot be over-emphasised.
- Ladders should be fitted with anti-slip feet
- Ladders should be placed at the correct angle (75 degrees or 1m out for every 4 m up)
- Both stiles must be in contact with the ground and the upper resting point of the ladder.
- The surface that the top of the ladder is resting on must be strong enough to withstand the load. Plastic gutters, infill panels and glass are unsuitable surfaces to rest a ladder against.
- Ladder rungs and stiles should be clean and not slippery.
- Ladder accessories may improve stability and should be used when necessary. Extension to stiles can help ensure stability on slopes and swivelling cupped or articulated feet also help.
- The employee should face the ladder at all times when going up and down.
- The employee should always have one hand on the ladder or another secure handhold and both feet on the ladder at all times when working from the ladder.
- The employee should wear suitable footwear that is in good condition has good grip and is flexible enough to feel the position of the foot on the ladder rung. In practice, safety footwear with clean soles and a good grip satisfy these requirements.
- Ladders should not be left unattended.

Prepared
by



for : **C.M.P. Services Ltd.**

February 2010

- Warnings signs should be displayed in public areas and protection from traffic is essential.
- Personal tools and equipment should be secure at all times when going up and down portable ladders. In practise, this can be achieved by use of tool belts or carriers.

ACCESS EQUIPMENT FOR WORKING AT HEIGHT

Falling from height can result in serious injury. Many tasks require working at height and it is essential that a safe system of work is in place each and every time.

All employees working at height will have hand rails where there is a risk of falling, harness will also be used. These will be certified and inspected on a regular basis.

USE OF ELECTRIC TOOLS

- Do not operate tools or equipment if you do not know how.
- Keep tools and equipment dry, in good working order and with safety guards in place.
- Hand tools should always be carried in a hold all.
- Do not force or overload tools or equipment.
- Check that all electrical appliances operate from a 110-volt supply. Check that plugs and sockets are undamaged, correctly wired and that they are earthed.
- Electrical transformers should be positioned close to the working location.
- Goggles must be worn when using disc type cutting tools. Properly trained and certified person must always fit abrasive cutting discs.
- Always disconnect the power supply of a machine or tool that is being cleaned repaired or adjusted. Automatic cut-out switches must not be interfered with.
- A RECI-approved contractor will inspect all electrical equipment and records kept of such on a yearly basis and inspected on a weekly basis and records kept of such.
- Using the correct tools and equipment for the task will make your job safer and more efficient.

DERMATITIS

Dermatitis is a skin condition that is usually caused by contact with certain chemicals or agents. The skin becomes dry, cracked and itchy. The likelihood of contracting dermatitis varies widely from person to person. Certain chemicals such as solvents or dusts such as cement and frequent wetting and drying of hands can cause dermatitis.

There are two main types of dermatitis

- (1) Contact dermatitis caused by repeated contact with certain agents. This contact removes the skin's natural protective oils, causing drying and cracking. The skin then becomes more susceptible to other agents, making the conditions worse.
- (2) Allergic dermatitis is usually less common but is more serious than contact dermatitis. It is sensitisation of the skin to particular chemicals, such as cement. Once the skin becomes sensitised. Future exposure to the chemical will cause a reaction.

The following will be followed with regards to skin disorders.

- (1) All employees will follow good hygiene practices.
- (2) Do not wash hands in chemicals e.g. thinners
- (3) Barrier cream will be made available and must be used.
- (4) Gloves will be made available and must be used.

IDENTIFICATION AND LABELLING OF CHEMICAL SUBSTANCES

All containers of chemical substances must be labelled in accordance with the requirements of the *Classification, Packaging and Labelling of Dangerous Substances Regulations*. As such the label should specify:

- The name, address and telephone number of the person responsible for placing the preparation on the market,
- The trade name and description of the preparation,
- The name of the substance(s) present in the preparation
- The danger symbol(s) required,
- One or more risk phrases, where appropriate,
- One or more safety phrases,
- The quantity, by volume or mass,
- Material safety data sheets (MSDS) must be available for each substance in use. An up to date file of MSDS will be maintained. This will be available to all employees for reference.
- Limit use of all substances deemed to be hazardous to health
- Substitute any chemicals deemed to be hazardous to health with a more appropriate substance, which has limited hazardous effects.

First Aid for use of Chemical Substances

Know how to deal with accidents involving chemicals. Sometimes you need special first aid items readily available, for example when handling Solvent based paints. Follow your suppliers' advice.

PPE for use with Chemical Substances

Use of protective clothing should be a last resort after other means of control have been fully considered.

Take your suppliers advice when choosing clothing and gloves. Many solvents quickly penetrate rubber – based materials. Few materials provide protection if immersed in hazardous chemicals – design work methods so that at worst only minor splashes occur.

PERSONAL PROTECTIVE EQUIPMENT

It is the employer's responsibility in the first instance to try and make work activities as such that Personal Protective equipment is not required.

Where this is not possible it is the responsibility and the policy of the company to make available any Personal Protective Equipment that may be required.

Through experience we have developed a policy on the use of personal protective equipment. The company intends to regularly review this policy and to update it as necessary.

PPE	Work identified as requiring item of PPE
<i>Eye Protection</i>	Using air lines. Chemical handling. Dusting down The use of all portable power tools.
<i>Ear Protection</i>	It is compulsory to wear ear protectors where noise levels reach/exceed 80 dBA (eg compressors etc), Wear ear protection when in any noisy environment
<i>Protective clothing</i>	Protective clothing is provided to all employees and must be worn at all times, when in the workplace
<i>Safety Footwear</i>	Safety footwear is provided to all employees and must be worn at all times.
<i>Safety Helmets</i>	Safety helmets must be worn by all staff where a risk of head injury exists, working at, or visiting construction/maintenance sites or accessing heights.
<i>Safety Gloves</i>	Welder & Rigger gloves are provided to all employees and must be worn where necessary.

OVERHEAD POWER LINES

The following shall be installed to protect the area of the work on any site that is under the overhead power lines. (All signs and goalposts banners shall be installed before the work commences and shall be maintained throughout the course of construction and shall not be removed until the construction is completed)

Goal posts (no higher than 6 metres height) and banners (coloured flags and bunting) made from non-conductive material shall be erected at the access to each work area and at each location where overhead power lines are located. The bunting will be supplemented with signs hanging from it for more visual impact. The goal post shall be parallel to the overhead power lines on both sides. The minimum horizontal of the goal post from the overhead power lines shall be 6 meters. At either side of the passageway or near the goalpost, warning notices shall be installed.

ASBESTOS

All construction workers are potential at risk from exposure to asbestos. In the past asbestos was used because it was heat resistant and strong. The use of asbestos is now virtually banned in the EU, but there is still a lot of asbestos about. This means that asbestos exposure can still occur. Asbestos can be found in some roofs (particularly as asbestos cement products) and in roof tiles, building facades, including guttering, soffits and cladding. Before starting work, ask if there has been a check for asbestos. Assume asbestos is present unless proven otherwise. Stop work and seek advice if you suspect there may be asbestos present. Remember, never remove asbestos material unless you have permission and have been trained to do so.

MOBILE PLANT SAFETY

All employees and visitors should be aware that one of the greatest risks of fatal injury at Construction sites is from interaction with vehicles. They must follow the following rules and remain vigilant at all times for their own safety and that of others.

- You must not drive any vehicle on site unless trained and authorised to do so.
- Never ride on the vehicle as a passenger.
- Ensure that all loads are secure and evenly distributed and within the load-carrying capacity of the machine.
- Avoid harsh acceleration and braking.
- Vehicle operators should ensure that flashing amber beacons, reversing lights, reversing sirens and other reversing aids are operational and clean.

Prepared
by



for : **C.M.P. Services Ltd.**

February 2010

- Drive at a speed where any obstructions in the road will not present a danger.
- Never take for granted that everyone else is on the lookout for you.
- Ensure you know the position of any overhead cables on site and never drive with the tipper body in the raised position.
- Pedestrians must wear high visibility clothing.
- Pedestrians must ensure they stay outside of the vehicles operating radius and turning circle and ensure that the driver is aware that they are in the area.
- Pedestrians should not approach vehicles unless the driver is aware of their intentions and has signalled that it is safe to approach.

CORRECT USE OF PLANT

- Plant must not be operated by employees or contractors unless they have a valid CSCS card.
- Plant must be subject to appropriate checks, tests and inspections necessary to minimise any risk to health and safety.
- Inspections and maintenance must be carried out having regard to procedures recommended by the designer or manufacture.
- All safety features and warning devices must be in good working order.
- No suspended loads will be lifted or travel over, a person.
- If plant is used for lifting or moving a load which may become unstable that the load is appropriately restrained.
- Persons carrying out this work must be able to work safely the provision of safe working conditions must be adhered to.

MOBILE PLANT AND PEDESTRIANS

The line of sight of drivers is generally obstructed during reversing manoeuvres and there are generally a number of blind spots. All persons must keep well clear of any reversing vehicle and anticipate possible trap/crush points. Where possible the need for reversing will be kept to a minimum. Non-essential staff will be excluded from reversing areas. The distance for reversing will be kept to a minimum at all times. Drivers will at all times check for pedestrians and other vehicles before reversing. A safe distance will be maintained between vehicles and pedestrians. Where Reversing cannot be avoided reversing areas will be planned out and clearly marked, fixed mirrors will be installed in smaller areas. All drivers and all pedestrians will wear high visibility jackets at all times.

SAFE SYSTEMS OF WORK

It is the policy of C.M.P. Services Ltd. to ensure tasks are within the competence and capacity of the employee. The systems of work will be designed with that purpose in mind. It is clear that some processes necessarily give rise to risks, which can only be controlled by adherence to proper procedures.

It is the policy of this 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 hazards.

SAFETY REPRESENTATIVES

- (1) A Safety Representative shall have the right to such information from his employer as is necessary to ensure, so far as is reasonably practicable, the safety and health of employees at the place of work.
- (2) A Safety Representative may:
 - Make representations to an employer on any aspects of safety, health and welfare at the place of work.
 - Investigate accidents and dangerous occurrences provided that he shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.
 - Make oral or written representation to inspectors on matters of safety, health and welfare at work.
 - Receive advice and information from inspectors on matters of Health and Safety.
 - Subject to prior notice to the employer and to agreement between the safety representative and the employer as to frequency, carry out inspections and in reaching such agreement, which shall not be unreasonably withheld by the employer. The parties shall consider the nature and extent of the hazards in the place or work in determining the frequency of inspection to be carried out by the Safety representative at the place of work concerned.
 - Subject to prior notice to the employer, in circumstances in which it is reasonable to assume that risk of personal injury exists, to investigate potential hazards and complaints made by an employee whom he represents relating to that employees safety, health and welfare at the place of work.

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee shall have its own separate identity and not have any other function or tasks assigned to it. The committee will meet on a regular basis, as frequently as necessary, depending on the volume of business. The date of the meetings will be notified well in advance, and provisions will be made for urgent meetings. An agenda will be drawn up, minutes kept, with actions taken noted.

Membership of the committee will be kept reasonably compact, with adequate representation from all interested parties. Management representatives shall include persons involved in health and safety matters.

The committees brief shall observe the following lines:

1. A study of the trends of accidents, dangerous occurrences and notifiable diseases, so that recommendations may be made to management for corrective action to be taken;
2. The examination of safety audit reports, to note areas where improvements can be made;
3. Consideration of reports and factual information from the enforcing authority;
4. The consideration of reports made by the Representative of Employee's safety;
5. Assisting in the development of safety rules and safe systems of work;
6. An evaluation of the effectiveness of the safety content of employee training;
7. Monitoring of the adequacy of health and safety communication and publicity and evaluating the safety statement and making recommendation for its revision.

MANUAL HANDLING OF LOADS

It is primarily the responsibility of C.M.P. Services Ltd. to ensure the safety of employees during manual handling operation. The Directors are responsible to organise work routines, and to ensure that employees follow the appropriate safe systems of work and make full and proper use of any mechanical handling equipment provided.

It is the responsibility of employees to follow the appropriate safe systems of work and to make full and proper use of any mechanical handling equipment provided.

Back strains can be avoided if lifting is carried out in the correct manner, i.e. with leg and arm muscles rather than back muscles. Employees should also be mindful of their own capabilities, and should not lift anything that they believe to be too heavy, always seek assistance.

What are the hazards?

Lifting, pulling, pushing or in any other way moving or holding still any material or object by personnel, physical effort can cause injury to the person concerned. More than a ¼ of the lost time accidents reported to the HSA is the result of injuries sustained during manual handling operations. The most common injuries arising from manual handling are basically muscular-skeletal problems, strained backs, ligaments, and tendons. The same then applies to shoulder, neck, arms wrists, etc.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

The task, the load, the working environment, individual capability and the inter-relationship between these factors are all important elements in deciding optimum controls designed to fit the operation to the individual rather than the other way round.

Techniques of risk reduction include: -

- Mechanical assistance
- Improvements in the task
- Reducing the risk of injury from the load
- Improvements in the working environment

Individual selection

Manual handling is one of the most common causes of injury in the workplace, listed below are some important tips on avoiding injury, remember: -

Heavy items, or even lighter ones when held away from the body, may cause injury. Such items should only be moved if it is necessary to do so. Large boxes of material should be broken down and moved in sections. Wherever practicable, the load should be lightened. If objects require regular movement,

consider obtaining and using mechanical aid such as a trolley. Use the lift not the stairs; use a trolley not brute strength.

If something has to be moved and there is potential for harm, make use of the correct techniques to minimise the problem. Injuries may be avoided by using the body carefully, taking care not to strain or cause undue pressure upon the spine or the stomach.

No specific weights, which people can safely lift, are laid down in general regulations, as much depends on specific circumstances and the capability of the person.

Guidelines give an example of 25 kilograms maximum (reduced by one third for females)

Team handling safe capacity: -

2-person team is two-thirds the sum of their individual capacities.

3-person team the safe capacity is one half of their individual capacities.

Only you can judge how much you should move, if you are overweight, underweight or have other special medical problems be extra-careful.

Think before you act, examine for awkward shapes or moving parts, and plan your route. Is there enough space to handle the object safely? Ask for assistance if necessary.

A number of fundamental principles should be followed: -

Assess the load / environment – determine if it is too heavy, unstable or naturally hazardous. Will you have secure and even footing? Is there a mechanical aid available, etc?

Correct grip – an object is less likely to be dropped if it is held firmly in the palms of the hands rather than with the fingers. This ensures a more secure grip and allows the arms to be kept straight, transferring the weight of the load to the body.

Arms close to the body – a weight carried close to the body will enable the whole body to support the load. The body is capable of supporting tremendous weight without stress.

Chin in – tucking in the chin will elongate the neck and prevent injury in that region. It also enables easier breathing and facilitates correct posture.

Straight back – the maintenance of a straight back is the most important principle of all. By keeping the back straight, pressure on internal organs is reduced and there is no pressure on the discs of the spine. Back muscles are then unlikely to be strained.

Foot position – the body must be in balance when lifting or carrying, otherwise the lifter is likely to fall or cause undue strain trying to maintain

balance. Putting one foot forward and to the side of the object gives better balance and control whilst lifting.

Use of legs – the leg muscles are the strongest in the body, and should be used as much as possible when lifting heavy objects, bending at the hips and knees whilst keeping the back straight allows these strong muscles to work well and safely.

Lifting, carrying and moving objects should be limited to the extent that you are confident of doing so without risk of personal injury –

`If in doubt, don't lift`

INSTRUCTION AND TRAINING

C.M.P. Services Ltd. recognises that even with the best engineering work arrangements; people may still need clearly defined safety procedures and instruction.

For that reason there is a substantial commitment by this company identifying safety-training needs and to carry out that training. All new employees will receive induction training; tool box talks will also take place on sites. All existing employees will receive training on new projects and safe pass training in accordance with 2006 construction regulations, and any other specific training that is required for certain employees under the CSCS scheme. All training will be given in a form manner and language that employees are reasonably likely to understand.

C.M.P. Services Ltd. expects that all employees will co-operate in the training exercises provided. Certain tasks in our operations require that strict safety procedure be followed. It is essential that no person attempt a potentially hazardous task without instruction.

HOUSE KEEPING

Slips Trips and falls are a major cause of accidents on construction sites so ensuring good house keeping will reduce accidents. The following should be kept in mind.

Ensure proper storage of materials.

Collect and remove debris to keep the work site orderly.

Plan for the adequate disposal of scrap waste and surplus materials.

Keep the work area and all equipment tidy. Designate areas for waste materials and provide containers.

Consider use of battery-operated tools to remove trailing leads

Keep working areas and walkways well illuminated

Where trailing leads are necessary ensure they do not form a trip hazard.

Remove or bend over nails protruding from timber.

Cover or barrier off hazards that are part of the design, such as up standards, reinforcing starter bars, and holding –down bolts

Prepared
by



for : **C.M.P. Services Ltd.**

February 2010

EMERGENCY PROCEDURES FIRE

On discovering a fire

- Make safe any equipment or machinery you are using.
- Raise the alarm by alerting those nearest you.
- Call the Fire Brigade by dialling 999.
- Attack the fire if safe to do so with the appliances provided but do not take personal risks.
- If the fire is beyond control evacuate the premises by the nearest exit.
- Proceed to the site designated assembly point

On hearing the alarm

- Make safe any equipment or machinery you are using.
- Leave the site by the nearest exit.
- Proceed to the site designated assembly place

Fire and Emergencies General

- Have emergency procedures been developed, e.g. evacuating the site in case of fire or rescue from a confined space?
- Are people on site aware of the procedures?
- Is there means of raising the alarm and does it work?
- Are there adequate escape routes and are these kept
- Is the quantity of flammable material on site kept to a minimum?
- Are there proper storage areas for flammable liquid and gases, e.g. LPG and acetylene?
- Are containers and cylinders returned to these stores at the end of the shift?
- If liquids are transferred from their original containers are the new containers suitable for flammable materials?
- Is smoking banned in areas where gases or flammable liquids are stored and used?
- Are other ignition sources also prohibited?
- Are gas cylinders and associated equipment in good condition?
- When gas cylinders are not in use, are the valves fully closed? Are cylinders stored outside?
- Are adequate bins or skips provided for storing waste?
- Is flammable and combustible waste removed regularly?
- Are the right number and type of fire extinguishers available and accessible?

FIRST AID

First aid equipment is located at the following location:

Occupational first aiders:

Persons responsible for re-stocking first aid kits:

The following Safety equipment are available on site: -

- First Aid box
- Hard hats
- Gloves
- High visibility Jacket
- Safety Glasses
- Hearing Protection
- Safety Boots
- Dust and Fume Masks
- Barrier Cream

EMERGENCY TELEPHONE NUMBERS

IN CASE OF EMERGENCY ALWAYS RING 999 or 112

Service	Number
Fire Services	999 or 112
Wexford Hospital	(053) 9153000
Gardai	(053)9165200
Doctor	
E.S.B. (24hr emergency)	1850 372 999
Gas Emergency (Board Gais)	
Gas Escapes	1850 20 50 50
Transmission Emergency	1800 54 55 45
Water Authority	
H.S.A.	1890 289 389
The Position Information Centre	(01) 837 9966
Mobile (Kieran Coughlan)	(087) 2025518

DECLARATION OF VIEWING OF SAFETY STATEMENT

I have read and understood the contents of this document including my duties as an employee outlined under part 2, section 13 of the Safety Health and Welfare at Work Act.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Inadequate housekeeping	Litter causes fire, trip and health hazards	MEDIUM	Waste containers to be provided and emptied Operate a clean as you go system.	Employer
Lighting	Inadequate level of illumination for safe working	MEDIUM	Adequate lighting to be available during working hours. All lights to be maintained in full working order. Replace blown bulbs.	Employer
Portable lighting units	Trips and falls. Burns electrocution, serious personal injury.	MEDIUM	Used by experienced personnel. Maintained in good condition. Equipment will be less than 2-house power, operated at a voltage less than 125 A.C. when transformers are used they will be placed at the power source.	
Manual Handling: <i>Lifting/carrying of heavy loads Pulling & Pushing</i>	Risk of spinal injury; Risk of muscular injury; Risk of crushing injury; Risk of permanent disability Lifting/carrying of heavy loads Carrying a weight when climbing, crouching etc. Abnormal body postures to access & to work in confined areas Pulling & pushing	HIGH	Manual Handling training for all staff; Excessive weights NOT to be attempted; Mechanical aids to be used if at all possible. Team Lifting where possible Manual Handling training for all staff. Good fitness to be maintained & excessive weights NOT to be attempted. Assistance to be obtained as reqd. Kneeling boards & pads to be used in attics etc.	Employer

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Underground Services	Locating buried electric power cables must be carried out with great care	HIGH	<p>Disconnect all power (if poss.), contact ESB etc. Use locating device to find live cables. If excavation by machine, ensure nobody is within area of bucket. No power tool to be used over services or close to them (within ~0.5m).</p>	Employer
Electrical Safety	Electric shock hazard, risk from 240 volt supply being used on site, incorrect fittings being used on site	HIGH	<p>Only LOW Voltage installations to be worked on. All applicable regulations and codes of practice to be adhered to (e.g. ETCI Rules). All PPE (Personal Protective Equip.) against electric shock to be used (e.g. safety boots) Only tools with correct margins of insulation safety to be used. As far as possible, only NON-LIVE installations to be worked on. If such has to be done live, then must be done or supervised by Principal & all safeguards must be strictly adhered to (e.g. Part VII of 2005 Act, all Electrical Regs.). Circuit breakers to be provided to detect any excess current flow and cut off same. A suitable connection to earth will be required. Regular inspections and tests of the systems should be carried out by a competent person. All electrical equipment will be maintained and tested at regular intervals and the results noted. All components should be of adequate ratings. Where a three phase power supply is being used, only armoured cables/leads are to be used. Induction training for new employees and for first-time subcontractors.</p>	Employer

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: Off-Site Work	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Training: Safety for existing staff	Risk of accident due to employees being unaware of risks and/or safe operating procedures for their equipment and/or jobs	MEDIUM	Safety training to be provided to all staff to ensure that they have understood and accepted the risks of the work and how to carry it out safely. All employees have completed the FAS Safe pass awareness programme	Employer
Emergency Procedures: - Evacuation - First Aid & Medical	Fire drills & Assembly Point Roll calls Availability of First Aid and other Medical service	MEDIUM HIGH	Fire assembly on site to be sourced and commutated to employees. Escape routes to be sign posted. Cover as defined in legislation to be provided at all times.	Employer
Fire Safety: Flammable fluids & solids Fire risk from combustible materials left lying around	Burns, fume inhalation, serious personal injury, damage to property	LOW	All flammable liquids (e.g. cleaning chemicals) to be stored in containment structure; Spills to be soaked up and disposed of immediately; Regular cleaning to ensure no rubbish. Escape routes kept clear, designated assembly points provided, fire extinguishers on site, access restricted information, training and instruction.	Employer
Obstructions	Trips and falls, serious personal injury	MEDIUM	Walkways kept clear, good housekeeping practices, regular inspection, access restricted Trailing leads kept to a minimum, information training instruction.	Employer
Noise	Can lead to deafness serious personal injury	MEDIUM	Kept to acceptable levels where practicable. Where levels exceed 80 dB (A) non-essential staff are advised to vacate noisy area and essential staff are supplied with and expected to wear suitable ear defenders.	Employer

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Dust	Respiratory conditions, serious personal injury	MEDIUM	Non-essential staff are advised to vacate area where high dust levels exist. Essential personnel are supplied with and expected to wear suitable dust masks	Employer
Fumes	Respiratory conditions, serious personal injury	MEDIUM	Non-essential staff are advised to vacate areas where high fume levels exist. Essential personnel are supplied with and expected to wear suitable fume masks.	Employer
Concealed services: , water electrical, gas, sewerage,tele-communications	Fumes, fire, flooding. Drowning, explosion, electrocution. Serious personal injury, damage to property.	MEDIUM	Area of operations inspected prior to commencement of works where practicable. Works undertaken by experienced personnel. Hand digging to establish exact location.	Employer
Adjacent Structure- falling	Serious personal injury, damage to property	MEDIUM	Area inspected prior to commencement of works. Site monitored by supervisory staff.	Employer
Working on or near roads	Injury to employees from passing traffic, injury to passing motorists due to our operations	MEDIUM /LOW	Where possible the road should be closed while the work is being carried out. A Signing, lighting and Guarding at roadworks CSCS person must be in charge of roadworks. Persons working at roadworks should hold a CSCS safety at road works. Employees to wear HIGH VISIBILITY CLOTHING. Signs are to be positioned on the road to advise on-coming traffic of the works in progress. Where possible the van is to be parked in a safe prominent position with the flashing beacon left on, where it can be seen by on-coming traffic.	Employer

Prepared by



for : **C.M.P. Services Ltd.**
February 2010

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Controlled Demolition	Injury due to demolition process, poor planning, lack of supervision, incorrect sequence of work, services which have not been disconnected	MEDIUM	There is an adequate level of supervision by a competent person. Prepare a sequence of events and a method of demolition. All necessary steps must be taken to warn and prevent the approach of persons who may be endangered by the operations. Special precautions will apply should the demolition involve handling any material suspected of containing asbestos or any other hazardous material. All services to be disconnected prior to commencement of the work.	Employer
Portable electric drills	Cuts, wounds, entanglement, noise, dust, electrocution burns. Accidental contact with concealed services, serious personal injury, damage to property.	MEDIUM	Used by experienced personnel. Maintained in good condition. Safety goggles, hearing protection and safety boots will be worn when operating these tools. Starter holes will always be used. Correct manual handling of drills will be adopted.	Employer
Chasers	Cuts, wounds, entanglement, noise, dust, flying ejected objects, electrocution burns. Accidental contact with concealed services, serious personal injury, damage to property.	MEDIUM	Used by experienced personnel. Maintained in good condition. Safety goggles, hearing protection and safety boots will be worn when operating these tools. Correct manual handling of chasers will be adopted.	Employer

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Trailing Leads	Trips and falls. Burns electrocution, serious personal injury	MEDIUM	Used by experienced personnel, maintained in good condition, use nearest socket regular inspection, keep out of water.	Employer
Lone Working	Calling for assistance in the event of accident, illness or entrapment	MEDIUM	Means of communication to be always kept to hand (e.g. mobile phone).	Employer
Drills	Cuts, strains, vibrations	MEDIUM	Used by experienced personnel, well maintained, information training instruction, restrict access	Employer
Electricity – Temporary Supply	Electrocution, cuts, abrasions	MEDIUM	Trained operators. Only 110V equipment used on site. User checks where appropriate. Formal (in-house) visual inspection at regular intervals. Cables protected from damage. Combined inspection and testing as appropriate by external competent electrical engineer. Personal protective equipment (ear protection, safety glasses/goggles). Always keep the power cable away from the blade. Only use power tools as directed by the manufacture.	Employer
Transformer (110v / 240v)	Shock, burn, electrocution.	MEDIUM	User checks where appropriate. Formal (in-house) visual inspection at regular intervals. Combined inspection and testing by external competent electrical engineer	Employer
Vehicle Refueling	Slips and trips. Fire. Dermatitis. Eye injuries	MEDIUM	Adequate training, spillage control kit, eye protection and disposable gloves provided. Provision of suitable fire extinguishers.	Employer

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Maneuvering / Reversing	Colliding with other vehicles	MEDIUM	Only experienced drivers. Safe working procedures. Colliding with parts of built infrastructure. Maneuvers supervised at all times.	Employer
Company vehicles	Road Accident	MEDIUM	Driving licence (copy held on file-updated regularly). Weekly check of tyres, oil, water, brakes, steering etc. Regular servicing of vehicle. Compliance with statutory obligations	Employer
Access Systems Ladder (non-conductive)	Accidental contact with overhead services. Fall, collapse, falling objects, serious personal injury, damage to property	MEDIUM	Maintained in good condition. Used by experienced personnel ensure that ladders rather than scaffolding are the right equipment to use for the job. Ladders will be in good condition and free from obvious defects. Ladders will be secured near the top (even if they will be used only for a short time). Ladders, which cannot be secured at the top, will be secured near the bottom, weighted or footed to prevent sloping. Ladders will rise at least 1.00m above their landing places. Ladders will be properly positioned for access. All ladders will be checked on a regular basis. No work to be carried out on the top three rungs of a ladder	Employer

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
<p>Working at height Suspended Scaffolding</p>	<p>Fall from cradle due to high winds, fall due to failure of safety devices, fall due to poor workmanship during erection, material falling from suspended scaffold.</p>	<p>HIGH</p>	<p>Always ensure that scaffolding equipment complies with required safety standard, current legislation, and codes of practices.</p> <p>The person employed to work on suspended scaffolds should be trained in the use of eh equipment and made aware of any restraints in their use or loading.</p> <p>Whatever material is used for outriggers it must be strong enough to support the weight of the platform, it's load, together with the appropriate safety factor. On traveling cradles, the total weight of two line loads could be taken on one out-rigger.</p> <p>It is essential that the conditions of parapets and roofs are checked to ensure that they can support the weights.</p> <p>DO: - Check electrical cables, connections and controls. Ensure that all safety equipment is operational. Warn occupiers of the building about windows. Do wear fall arrestor</p> <p>DON'T – Allow work on the platform if high winds are forecast. Disconnect any safety devices.</p> <p>Move mobile roof rigs while operatives are on the platform. Enter the platform other than at group level, unless special arrangements have been made.</p> <p>Allow rubbish to accumulate on the working platform. Use a platform until a “Hand over Certificate” has been issued by a “competent person”.</p>	<p>Employer</p>

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: Off-Site Work	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
<p>Working at height</p>	<p>Fall from height.</p> <p>Fall-arrest-isolation/injury after fall from height with harness – (suspension trauma)</p>	<p>HIGH</p> <p>HIGH</p>	<p>When tasks can alternatively be carried out at ground level, do so, rather than at height. Maintain existing guardrails and ladder hoops to work and access area. Erect guardrails or other isolation means to prevent fall Use approved safety harnesses with energy absorbers when working at height where there is no other means of fall protection. Always inspect the safety harness before each use</p> <p>Use approved safety harnesses with shock absorbers. Users of fall arrest equipment and on site rescue personnel must be trained in its proper use and recovery methods in the event of a fall. Wear only approved footwear and protective helmets.</p>	<p>Employer</p>

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
<p>Mobile Elevating Work Platforms (MEWPs)</p>	<p>Fall from height, fall of object from height, loss of stability</p>	<p>MEDIUM</p>	<p>Only formally trained and authorised persons can operate the MEWP. Control of traffic and pedestrians must be planned Platform capacity must be checked to ensure sufficient height and SWL for the work undertaken, before use. Where hired, proof of thorough examination will be required. The area of the work must be fenced off and signed. Platforms must not be operated outside the limits set by the manufacturer. The operating area and surface is to be firm and level. Stabilisers must be extended before the platform is raised. Platforms must not be left unattended in the raised position. Do not move Platforms until they are clear of loose material. Report any defects immediately to your employer MEWP must be regularly maintained as per manufactures guidelines The use of safety harnesses by all those working from MEWPs should be made mandatory; they should be tied off at an appropriate point within the platform and checked before each use and regularly inspected as manufactures guidelines</p>	<p>Employer</p>

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
<p>Mobile Compressors</p>	<p>Risk of noise, explosion hazard</p>	<p>MEDIUM</p>	<p>Operate at 10 % below the authorised working pressure so that the safety valves are not lifting all the time. Weekly inspection of valves. Pressure gauges should be checked at least every 12 months, and certainly prior to setting or checking the lift pressure of a safety valve. Fit suitable protective devices and ensure they function properly. Make sure the protective devices have been adjusted to the correct settings. Make sure that, where fitted, relief valves discharge to a safe place. Make sure protective devices are kept in good working order – at all times. All pressure equipment and systems should be properly maintained. There should be a maintenance programme for the system as a whole. When transporting make sure to have proper lights and safety markings, correct tow bar, safety chain, all lights and tyres must be in good working order (daily check)</p>	<p>Employer</p>

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Mobile Generators	Risk of electrical shock, risk of asphyxiation if diesel generator is used in a confined space.	MEDIUM	<p>Use only in a dry atmosphere. Ensure integrity of earth to frame and place frame on a suitable surface. Use only correct sockets. Use residual current device. Do no overload. Fuel for generator to be stored in a proper safety can, away from sources of heat and ignition. Do not overfill generator with fuel. Check oil and fuel levels regularly. Planned preventative maintenance Avoid the use of diesel powered generators and never use indoors Ensure adequate ventilation Use only 110V tools</p>	Employer
Compressed Air Machines and tools. Cable Blower	Risk of injury by entrapment, crush, injury from compressed air, manual handling injury	MEDIUM	<p>Review the manufacturer's instruction before using the machine Only trained operators to use machine Wear safety glasses or a face shield and, where necessary, safety shoes or boots and hearing protection. Ensure that the compressed air supplied to the machine is clean and dry. Dust, moisture, and corrosive fumes can damage a tool. An in-line regulator filter and lubricator increases tool life. Keep machines clean and lubricated, and maintain them according to the manufacturers' instructions.</p>	Employer

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
<p>Compressed Air Machines and tools. Cable Blower</p>	<p>Risk of injury by entrapment, crush, injury from compressed air, manual handling injury</p>	<p>MEDIUM</p>	<p>Use only the attachments that the manufacturer recommends for the machine you are using. Be careful to prevent hands, feet, or body from injury in case the machine slips. Use the proper hose and fittings of the correct diameter. Use hoses specifically designed to resist abrasion, cutting, crushing and failure from continuous flexing. Choose air-supply hoses that have a minimum working pressure rating of 1035 kPa (150 psig) or 150% of the maximum pressure produced in the system, whichever is higher. Check hoses regularly for cuts, bulges and abrasions. Tag and replace, if defective. Blow out the air line before connecting a tool. Hold hose firmly and blow away from yourself and others. Make sure that hose connections fit properly and are equipped with a mechanical means of securing the connection (e.g., chain, wire, or positive locking device). Do not operate the tool at a pressure above the manufacturer's rating. Turn off the air pressure to hose when not in use or when changing power tools. Do not move by the hose. Avoid creating trip hazards caused by hoses laid across walkways or curled underfoot. Do not use compressed air to blow debris or to clean dirt from clothes.</p>	<p>Employer</p>

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Contact Dermatitis	Inflammation reaction, where the area which comes into contact with the chemical becomes red, swollen or blistered, and feels itchy or burning	LOW	<p>Find out the exact source of the substance causing dermatitis. Remove the irritating substance if possible and replace it with a less hazardous substance. Keep the work clean. Avoid spills, splashes and sprays of the substances and clean them up promptly. Wash hands with mild soapy water and make sure they are thoroughly dry. Use a cleanser that is made from vegetable oil to remove grease or other substances that will not come off with soap and water. Apply barrier creams before work. Do not use barrier creams on damaged skin. Do not use solvents for cleaning hands. Wear clean protective clothing. Treat minor cuts or abrasions promptly. Ensure employees are trained about dermatitis and know the symptoms.</p>	Employer
Nail Guns	Puncture wound to body, eye injury, noise, musculoskeletal injury	MEDIUM	<p>Maintained in good condition Operated by experienced personnel Review the supplier's manual for operation, maintenance and safety procedures. Do not hold down the trigger unless intending to fire the tool- especially when walking or climbing a ladder. Never point the tool at anyone even if it is empty.-never assume the tool is empty Do not fire the tool unless the nose is placed firmly against the workpiece. Do not operate near flammable material (paint thinners etc) as sparks can fly from the tool</p>	Employer

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Working in confined space	Risk to employees due to toxic gas, oxygen deficiency flammable gas etc. Risk due to restricted access and egress to and from the place of work	MEDIUM	All work carried out in compliance with the SHWW (confined space) regulations 2001 and associated code of practice. The atmospheres within the confined space must be tested by placing/lowering gas detection equipment into the confined space. Test should include oxygen deficiency, toxic gases and flammable gas detection. Anyone entering the confined space should only do so after the atmosphere has been tested and confirmed as clear. Testing should continue for the period that anyone remains in the confined space. The person entering the confined space must wear a safety harness attached to a lifeline which will be held at all times by a look-out person. Under no circumstances should oxygen/acetylene etc. cylinders be taken into a confined space. A "permit to work" system should be used.	Employer
Damage to services	Injury to the operative from cutting through live cable, injury to the operative from cutting through a live gas main.	MEDIUM	Where possible the contractor will have marked out any services in the area where the work is being carried out. Where possible the services should be re-routed or disconnected. Should any electrical cables be damaged, then everyone in the vicinity must evacuate the area immediately and position themselves so that no one can approach the damage cable. The site foreman should be notified in the event of gas being detected work must stop and the area cleared of operatives, all machines, excavators, etc. in the area must be switched off and left standing. Notification of an escape of gas, and precise details of the location must be conveyed to the site foreman.	Employer

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Excavations/ Trenches	Injury due to trench collapse, lack of access into the trench, lack of guard rails, stop blocks etc, collapse of the trench	MEDIUM	<p>All excavations deeper than 1.25 metres must be shored or battered.</p> <p>All excavations that have a risk of persons falling into must have a guard rail.</p> <p>Vehicles must not work too close to the side of the trench.</p> <p>Spoils should not be piled on the side of the trench, keep at least two feet away.</p> <p>Vehicles tipping into the trench must use stop blocks.</p> <p>A safe means of access to and from the “place of work” to be provided (e.g. ladder)</p> <p>Complete as much work as possible without requiring people to enter the trench.</p> <p>Ensure work is planned and supervised by an experienced person.</p> <p>All excavations must be checked daily, especially after heavy rain, periods of dryness or frost or in rushes of water, before someone enters them.</p> <p>Before someone enters the trench test for low oxygen, hazardous fumes and toxic gases.</p>	Employer
Working in or near water	Employees drowning, getting into difficulties	LOW	<p>Ensure safe access and egress to and from the “place of work”, i.e. scaffold with handrails and nets etc.</p> <p>Ensure operatives have harness and life jackets.</p> <p>Ensure that a look-out person is in attendance.</p> <p>Operate a “permit to work” system where necessary.</p>	Employer

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
<p>E.S.B. Sub-station</p>	<p>Electrocution from coming into close proximity or contact with live cables or parts of electrical equipment. Electrocution from broken or damaged connections, cables etc. Electrocution from open circuited secondary windings of current transformers. Danger of cuts to hands from broken porcelain support insulators / drives / circuit breaker poles etc.</p>	<p>MEDIUM</p>	<p>As a rule on any E.S.B. job/site. Every morning a <u>Daily Site Safety Plan</u> must be filled in and agreed to by everyone in the crew. This should be followed by a briefing of the days work and the status of live parts of the station. When working in high tension compounds, unit subs or kiosks. Always verify which parts of the station are "live", "dead" and "dead and earthed". The work area in these stations should be roped off and you may only work within this boundary (also take note that within the roped off area, there may be live cables and bus-bar above head height, so get this clarified before work commences). Always carry ladders / Bus-bar / GP's etc on the horizontal, because if they are carried vertically (over the shoulder) they may come in close proximity or contact with live cables or bus-bars. Always use gloves when installing or cleaning insulators. Almost all ESB HT compounds have the ground covered in broken stone or grass, so you must always use the safety boots provided and never jog or run within the station. With regard to working on control supplies / compressed air / spring charged mechanisms etc. make sure that they are isolated and discharged before work commences.</p>	<p>Employer</p>

PART 4: RISK ASSESSMENT

ACTIVITY ASSESSED	RISK(S) IDENTIFIED: <i>Off-Site Work</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Hand Tools Wire strippers Screwdrivers Crimpers etc	Musculo-skeletal injury, cuts	MEDIUM	Trained operators. Formal (in-house) visual inspection at regular intervals. Personal protective equipment (ear protection, safety glasses/goggles). Always use the right tool for the job. Always check that the head of a hammer is not loose before you use it.	Employer
Weil's Disease	Ingestion, sickness, serious consequences	MEDIUM	Regular inspection for visible sign of rodents. Good personal hygiene. Keep cuts covered PPE supplied and expected to be worn. Information, training and instruction.	Employer
Asbestos	Inhalation of asbestos fibres	MEDIUM	Confirm has there been a check for asbestos If there hasn't been a check, treat any insulation or insulating board etc as asbestos. No work (drilling, cutting or abrading) allowed to take place on any area where asbestos has been identified. If you are uncertain how to carry on, stop work and seek advice.	Employer
Penetrating Objects	Risk of foot injury	MEDIUM	Work area to be kept clear. All workers to wear safety footwear to standard EN 345	Employer

PART 4(B) RISK ASSESSMENT

ACTIVITY ASSESSED	HAZARD(S) IDENTIFIED: <i>Human Factors</i>	ASSESSED RISK LEVEL	CONTROLS	Responsible Person
Harassment & Bullying	Reduced work performance & absenteeism: <i>Can occur staff-to-staff, boss-to-staff (or vice versa)</i>	MEDIUM	Procedure for investigation and resolution to be implemented.	
No smoking	No smoking indoors policy as per legislation	MEDIUM	No smoking indoors policy, to be explained to staff and implemented;	
Stress: <i>- work induced - from personal problems</i>	Unreasonable demands on staff; Effect of personal problems on work performance and ability to work safely	MEDIUM	Procedures for consultation and counseling to be provided.	

APPENDIX 1

TITLES AND NAMES OF RESPONSIBLE PERSONS

Managing Directors

Kieran Coughlan
Fintan Phelan

Supervisors

Fergal Ryan
David Power

Safety officer

Safety Representatives

First Aiders

Fire team

APPENDIX 2

GENERAL SAFETY RULES FOR EMPLOYEES

- Be familiar with safety aspects of your own job and with your work area.
- Follow safety signs and heed warnings.
- Do not take chances, if in doubt get advice.
- Warn others if the job you are doing creates a risk to them.
- Report all dangerous situations or incidents to your employer or site supervisor.
- Keep work areas clean and tidy; keep things in their proper place.
- Do not misuse plant tools or equipment.
- Be alert of moving plant.
- Watch your step
- If it is necessary to approach a machine make the driver aware of your presence.
- Never stand behind a machine.
- Use correct personal protective equipment on site.

APPENDIX 3

Drugs and Alcohol

We at C.M.P. Services Ltd. are committed to providing a safe and comfortable working environment within the site and when in control of plant or machinery. We have put in place a clear statement of policy on alcohol and drug misuse.

Alcohol consumption is strictly forbidden

1. No member of staff should present for work (at the site or in control of plant or machinery) under the influence of alcohol or consume alcohol during the working day (this includes when off –site, lunch breaks, etc.)
2. Any alcohol consumption in breach of the above restriction is strictly prohibited; it risks the safety and comfort of other staff and visitors and will be regarded as a disciplinary matter.

Drug misuse is strictly forbidden

1. No member of staff should present for work (at the site or in control of plant or machinery) under the influence of either mis-used drugs, or mis-use drugs during the working day (either on or off site, lunch breaks).
2. Drug mis-use in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and visitors and will be regarded as a disciplinary matter.

C.M.P. Services Ltd. will not tolerate criminal behaviour relating to alcohol or drug mis-use; however we will offer assistance to anyone identified as having an alcohol or drug mis-use problem. To facilitate this, information on suitable organisations will be available on request.

APPENDIX 4

ANTI-BULLYING POLICY

Management Statement

C.M.P. Services Ltd. wishes to make known that behaviour, which constitutes bullying, is not acceptable within the business. Where bullying is alleged to have taken place it will be fully investigated by Management and if proven will be dealt with as misconduct under the disciplinary procedure. Any employee affected by bullying will have any counselling deemed necessary made available to them.

Commitment

C.M.P. Services Ltd. is committed, with the involvement of all employees to maintaining a bullying –free environment in our workplace. All employees are treated with dignity and respect. Any person reporting bullying behaviour is free from any reprisals and once proven does not enhance an employee's chance of promotion or favourable treatment. All reporting of bullying behaviour will be dealt with as quickly as possible.

Protection against Intimidation

C.M.P. Services Ltd. will protect employees against intimidation, victimisation or discrimination if they file a complaint or assist in a bullying investigation. Employees found retaliating against an employee for complaining about bullying will be subject to disciplinary procedure.

False or Malicious Complaints

If C.M.P. Services Ltd. becomes aware that a complaint about bullying is false or malicious in nature; again the disciplinary procedure will be used on the employee making the false complaint.

Communications, Training and Monitoring

This policy will be communicated to all employees to ensure that they understand that C.M.P. Services Ltd. is committed to dealing effectively with bullying. The policy will be monitored and any re- training necessary of any employee affected by bullying will be put in place.

Definition of Bullying

The definition of bullying accepted by C.M.P. Services Ltd. is as follows:
***“Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or other wise, 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 individuals right to dignity at work.*”**

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

It can be classified into 5 major categories:

- Manipulation of the victims reputation by rumour, gossip and ridicule
- Preventing the victim from speaking by making loud voiced criticisms or obscenities
- Social exclusion or isolation
- Manipulating the nature of the work or the ability of the victim to perform the work e.g. by overloading, withholding information or setting meaningless tasks
- Physical abuse or threats of abuse

Bullying can transcend organisational and reporting structures. It can occur within peer groups (e.g. within teams), from supervisors to subordinates and subordinates to supervisors.

Effects of Bullying On the Individual

Effects can include isolation, rejection, and lack of support from colleagues. Bullying can have a physiological, psychological and behavioural impact on an individual’s character and their overt behaviour. It can change a happy, confident employee into a withdrawn, de-motivated individual. At its most extreme, prolonged periods of bullying can lead to nervous breakdown, depressive illness and ultimately suicide.

Physiological Symptoms	Psychological Symptoms	Behavioural Symptoms
Headaches	Depression	Withdrawn personality
Nausea/butterflies	Mood swings	Reliance on alcohol, drugs
High blood pressure	Acute anxiety	Tobacco as stress relievers
Loss of appetite	Panic attacks	Irritated/distracted behaviour
Fatigue	Crying	Tendency to be clumsy
Shaking/sweating	Irritability	Forgetfulness
Sleeplessness	Loss of self-esteem	Lack of self-confidence and motivation

Effects of Bullying on the Organisation

It can have a debilitating impact on an organisation. It can foster an environment of fear and resentment. Examples of direct negative effects of bullying: -

- increased levels of absenteeism
- low employee morale, motivation and job performance
- loss of job satisfaction
- reduced productivity
- high staff turnover
- high costs associated with legal proceedings

Examples of bullying behaviour can include:

Shouting or swearing at staff both publicly and in private

- Aggression, usually over quite unimportant matters
- Insulting someone's appearance or name-calling
- Spreading malicious rumours, which have no basis in fact
- Verbal or written harassment through jokes, offensive language or gossip
- Freezing out, isolation, ignoring or excluding
- Constantly cutting in, on or across people in conversation
- Physical contact ranging from unwanted touching to serious assault
- Staring, leering, aggressive gestures etc.

Less obvious forms of bullying that may not be readily identified include:

- Persistent negative attacks on personal or professional performance without good reason or legitimate authority
- Unreasonable and unfounded refusal of annual leave, training or promotion opportunities
- Abusing a position of power by unnecessarily undermining a colleague's work and /or placing unreasonable demands on a particular individual
- Unreasonable or inappropriate monitoring of a colleagues performance
- Persistently setting objectives with unreasonable or impossible deadlines or unachievable tasks
- Removing areas of responsibility and imposing menial tasks on subordinates
- Withholding work-related information
- Over monitoring an employee with malicious intent

Reporting Procedure

If any employee feels they are being bullied they should do the following:

Informal

1. In the first instance raise the issue informally with the person who is creating the problem pointing out that their conduct is unwelcome, offensive or interfering with work and request that it stop immediately.

2 If the employee feels uncomfortable or this is not viable or does not achieve the desired result, then a formal approach should be used, they could raise the issue with one of the Managing Directors.

Formal

1 Note all the incidences of bullying, what was said, done or gestured, dates, times, locations, witnesses if there are any and report it officially to the Managing Directors.

2 If the person is suffering from sexual harassment and feels uncomfortable in reporting it within the company, they should report it to an appropriate third party.

Investigation Procedures

If and when a report of alleged Bullying behaviour is received the Managing Directors are committed to dealing with it seriously and confidentially and should do the following:

Listen to the complaint privately, sympathetically taking note of all details available.

An investigation will be instigated which will involve detailed interviews of both the employees making the complaint and the alleged bully. Interviews of any witnesses will also take place to determine what happened.

In the interests of natural justice the alleged bully must be made aware of the nature of the complaint and be given every opportunity to respond and to rebut the detailed allegations made and be allowed representation if requested.

If, following a thorough investigation, there is a reasonable belief that there has been bullying, then, depending on the seriousness of it, appropriate disciplinary action will be taken. This may be anything from a verbal warning to dismissal.

Transferring one or both employees from any one area may be an option. However care should be taken, in cases where the complainants' case was proven not to place a penalty on the complainant.

If it is found that the perpetrators behaviour had been misinterpreted and that they were genuinely unaware of the effect of their behaviour and actions, further procedures may not be necessary and the outcome of the investigation will be that the bullying ends.

In cases where there are conflicts of evidence and perhaps no witnesses the whether investigating Manager will have to weigh up the credibility of each party, the details are vague or specific etc. in order to reach a conclusion.

APPENDIX 5

Accident Procedures

When a serious accident occurs the procedures below must be followed.

the Site Manager / Supervisor must be notified immediately. The Site Manager / Supervisor or other nominated persons must take charge of the proceedings as follows:

1. Observe accident location and status of injured person (s).
2. Only if there is a risk of further injury move injured person(s) to safety.
3. Call for immediate medical assistance or emergency services.
4. See that First Aid etc., is administered as required by a competent person.
5. If an ambulance is called make sure exact location is given and that ambulance can access site as near as possible to the injured person(s).
6. Establish location of hospital and appoint a suitable person to travel with the injured person.
7. Notify the family of injured person(s) and if required arrange transport for them to the hospital.
8. Gather all information immediately about the accident and what led up to it.
9. Obtain witnesses statements; write them down as they are given.
10. Complete accident report and check with the Managing Director before sending it to the Health and Safety Authority as required.
11. Take sketches / photographs of area where accident happened.
12. If HSA are to inspect the site and the location of the accident, do not move anything unless further serious risks have to be avoided.
13. CMP Services to notify insurance company and seek guidance on further reports, investigations and position of the company.

ACCIDENT INCIDENT REPORT FOR EMPLOYEES

All questions must be answered – use additional sheets if necessary

Accident No:	Incident No:	Reported by:	Date:
Employee Name:		Job Title:	
Date of Accident:		Time of Accident:	Am/pm
Exact Location:		Equipment Involved:	

Exact description of what happened:

Did employee resume duty after the accident?	Yes	No
Was the employee performing part of their duties at the time?	Yes	No
Any defect to equipment?	Yes	No
Was appropriate PPE being used?	Yes	No
Any other employee involved?	Yes	No
Did the employee report the accident / incident immediately?	Yes	No
Was there a breach of the safety standards?	Yes	No
Was first aid administered?	Yes	No

Name of First Aider? _____

Details of injuries received? _____

First Aid treatment on site – details _____

Doctor\ Hospital attended: _____

Name of Witnesses: _____ Statement Completed: Yes No

Statement Completed: Yes No

Corrective Action:

To be completed by (date) _____

Responsible _____

Time Lost: _____

Reported to Insurance Brokers: _____

Reported to HSA (over 72 Hours): _____

Cause	Part of Body	Nature of Injury	Location
Fall From Height			
Stores / Manual Handling			
Egress/aggress			
Slip, Trip, Fall			
Alcohol/ illegal drugs			
Falling Object/collision			
Vehicle Related			

Prepared by



for : C.M.P. Services Ltd.

February 2010

NOTES:

Please complete immediately and return to Manager / Health & Safety officer for forwarding to insurance broker.

Use additional sheets if necessary.

Attach sketch, photographs, when possible (all photos should be signed, dated and timed).

In the event of a serious accident, contact the Manager / Health & Safety officer immediately, do not disturb the scene.

Establish the location of all personnel in the area and take details from actual witnesses.

ADDITIONAL INFORMATION / WITNESSES STATEMENTS:

ACCIDENT INCIDENT REPORT FOR MEMBER OF THE PUBLIC

All questions must be answered – use additional sheets if necessary

Date and Time of accident/incident	
Name and Address of Victim	
Reported by	
Date and Time of report	
Exact location and any object involved	

Exact description of what happened:

Any defect to equipment?	Yes	No
Any other people involved?	Yes	No
Was violence involved	Yes	No
Did the person report the accident / incident immediately	Yes	No
Was first aid administered?	Yes	No
Any spillage's involved?	Yes	No

Name of First Aider at the scene _____

Details of injuries received? _____

First Aid treatment at scene – details _____

Doctor / Hospital attended _____

Name of Witnesses _____

Contact number _____

Statement Completed: Yes No

ACCIDENT INCIDENT REPORT FOR MEMBER OF THE PUBLIC

Corrective Action:

To be completed by (date) _____

Responsible Person _____

Reported to Insurance Brokers _____

Cause	Part of Body	Nature of Injury	Location on Premises
Drug /Alcohol Related			
Materials/stores/equipment			
Violent Attack			
Slip / Trip / Fall			
Access / egress			
Falling Object			
Other			

NOTES:

Please complete immediately and return to Manager / Health & Safety Officer for forwarding to insurance broker.

Use additional sheets if necessary.

Attach sketch, photographs, when possible (all photos should be signed, dated and timed).

In the event of a serious accident, contact the Manager / Health & Safety Officer immediately, do not disturb the scene.

Establish the location of all personnel in the area; take details from actual witnesses.

Personal Protective Equipment issued by

C.M.P. Services Ltd.

I have been provided with the following Personal Protective Equipment free of charge and in good condition and have received training in its use. (Please sign where appropriate)

ITEM ISSUED	Qty.
(1)	-----
(2)	-----
(3)	-----
(4)	-----
(5)	-----
(6)	-----

Employee's Signature -----

Date -----

For C.M.P. Services Ltd.: -----

INFORMATION AND ENFORCEMENT

The Address of the Health and Safety Authority is:

**The Metropolitan Building
James Joyce Street
DUBLIN**

Tel: 1890 289 389

Fax: (01) 614 7020

**Regional Office
Government Buildings
The Glen**

WATERFORD

Tel: 1890 289 389

Fax: (051) 870 610

**IF YOU ARE UNSURE ABOUT ANYTHING IN THIS
SAFETY STATEMENT**

Please ask