

**ASHGROVE**

Mechanical Services Ltd.

**2016**  
**Company Safety**  
**Statement**

# Safety Statement January 2016

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## 1.0 MANAGEMENT OF HEALTH & SAFETY POLICY

### 1.1 Statement of Health and Safety Policy

It is the policy of Ashgrove Mechanical Services Ltd. to comply with the *Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regulations, 2007* and to ensure so far as reasonably practicable the safety, health and welfare of all employees, while at work, and to provide such information, training and supervision as is required for this purpose.

It is the policy of Ashgrove Mechanical Services Ltd. to protect, so far as is reasonably practicable, persons not employed by this company who may be affected by our activities.

It is the policy of Ashgrove Mechanical Services Ltd. to ensure that adequate consultation takes place between management and employees on all health and safety related matters and employees are encouraged to notify management of identified hazards in the work place.

All Ashgrove employees have the responsibility to co-operate with supervisors and management to achieve a healthy and safe work place and to take reasonable care of themselves and others.

The policy is to be available and will be reviewed by all employees. The policy will be kept up to date and amended as necessary to meet changes in the nature and size of the business.

All employees are requested by Ashgrove Mechanical to forward suggestions and recommendations that may improve our company safety statement.

Name; \_\_\_\_\_.

**Declan Gilsean**  
**Director**

**Date 02/01/2016**

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## 2.0 ORGANISATION AND RESPONSIBILITIES

### 2.1 Director:

The Directors have overall responsibility for Safety, Health and Welfare within Ashgrove Mechanical Services Ltd., this includes:

- 1 Taking a direct interest in the Safety Statement and implementing policies and procedures written in it and ensuring it is updated as required.
- 2 Allocating resources within the constraints of the company's budget to implement safety policies within the Safety Statement.
- 3 Ensuring resources are available to provide training, as required, for all employees.
- 4 Ensuring that an analysis of the hazards and assessment of the risks associated with the works to be undertaken has been carried out and arrangements made to ensure that all work is carried out safely.
- 5 Ensuring adequate welfare, first aid and fire fighting facilities and equipment are available on site.
- 6 Take health and safety into consideration when purchasing machinery, equipment, goods or services, and to ensure that the required standards are met, prior to such purchases being made.
- 7 Ensure that good housekeeping standards are maintained.
- 8 Monitor the activities of visitors and others on site to ensure their safety.

### 2.2 Project Supervisor Construction Stage (PSCS) - For construction jobs – see flow diagram for where PSDP & PSCS must be appointed in writing and must accept appointments in writing

The PSCS is responsible for managing and co-ordinating implementation of the Safety Statement, the site Construction Stage Plan (where appropriate) and the activities of site employees and contractors.

These duties include:

- 1 Ensuring that an analysis of the hazards and assessment of the risks associated with the execution of a project has been carried out and arrangements made to ensure that all work is carried out safely.
- 2 Implementing the site Construction Stage Plan.
- 3 Ensuring adequate welfare, first aid, fire fighting facilities and equipment are available on site and kept in good working order.
- 4 Ensuring all contractors obey established site safety rules and immediately corrects any violations of these rules.
- 5 Verifying that all personnel on site have received proper induction training to include a review of the site safety rules, the use of personal protective equipment, emergency procedures, first aid, accident reporting and any other relevant safety issues. Ensuring that Safe Pass Cards are up to date.
- 6 Ensure that safety standards laid down in the Safety Statement and site Construction Stage Plan are adhered to and obeyed.
- 7 Ensure employees under their supervision receive appropriate safety training.
- 8 Ensure that 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.
- 9 Ensure that good housekeeping standards are maintained.
- 10 Monitor the activities of visitors and contractors on site to ensure their safety.
- 11 Notify the Directors of any situations, which may present a safety hazard to contractors, or

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- the public.
- 12 Provide information to operatives regarding any work on site, which may present unusual, or significant risks to health and safety.
  - 13 Maintain the general site safety file to include copies of all equipment certificates, site safety inspections, training records, Safety Data (SDS) Sheets and other relevant health and safety information.
  - 14 Ensure all pertinent safety information is communicated to contractors on site as appropriate.
  - 15 Ensuring all relevant information, included in the Safety Statement, is communicated to all employees.
  - 16 Obtain and file accident investigation reports in the general site safety file and, when necessary, ensure accident reports have been filed with the Health and Safety Authority (HSA).
  - 17 Ensure an up to date copy of the Safety Statement and site Construction Stage Plan are available to all contractors and inspectors of the Health & Safety Authority for review.

### 2.3 Employees

In accordance with the requirements of *the Safety, Health and Welfare at Work Act 2005*, Ashgrove Mechanical Services Ltd. employees have the following responsibilities:

- 1 All employees are required to co-operate fully with all provisions taken by the company for ensuring the safety, health and welfare of other employees, contractors and clients.
- 2 All employees are required to adhere to all safe systems of work; Ashgrove Mechanical Services Ltd. will supply all employees with personal protective equipment and use any safety equipment. Employees are also responsible for reporting damage to equipment and the need for repair/replacement of items of personal protective equipment to their immediate superior.
- 3 All employees are required to discharge their work in a safe manner so as to avoid injury to themselves/other staff and avoid damage to equipment and property.
- 4 Any member of staff who does not adhere to Company safety rules will be subject to appropriate disciplinary action.
- 5 Not to be under the influence of an intoxicant to the extent that they may endanger their own or others' health and safety.
- 6 All employees are obliged to submit any tests for intoxicants by, or under the supervision of a registered medical practitioner.
- 7 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
- 8 To attend training and undergo such assessment as may reasonably be required
- 9 Co-operate with employers or other persons to enable the employer or other person to comply with statutory requirements
- 10 Not to engage in improper conduct or behaviour that is likely to endanger their own or others' health and safety
- 11 To make correct use - having regard to training and instructions - of articles or substances,

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including protective clothing, supplied to protect health and safety

- 12 Report, as soon as possible, defects in systems of work, articles or substances, or work are being carried on which might endanger health and safety.

## 3.0 TRAINING

### 3.1 Training for Safety

Ashgrove Mechanical Services Ltd. will provide such training as required by the 2005 Act to safeguard the safety, health and welfare of employees. Instruction, training and supervision is to be provided in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employee concerned. Specifically, employees will be given the following safety training:

- 1 All employees will receive on the job training to ensure that they fully understand the hazards to which they may be exposed within their specific area, and the safety precautions and emergency procedures required.
- 2 All employees will be aware of the safe systems of work already put in place by Ashgrove Mechanical. Safe systems of work will be reviewed regularly and improvements made when necessary.
- 3 Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position, when necessary.
- 4 The nominated first aider will be trained in occupational first aid (updated every three years)
- 5 All employees will be required to review the Safety Statement and bring any concerns to the Directors.
- 6 All employees will be told where to go to in the event of an emergency and the importance of reporting all accidents to the First Aider and/ or the Directors.

### 3.2 Records of Training

Training Records (Inc training on particular items of machinery) will be maintained by management and will contain the following information (for example):

1. Date of instruction or exercise
2. Duration
3. Name of instructor
4. Name of person receiving instruction
5. Nature and content of instruction (e.g. operating manual of a particular machine)

## 4.0 CONSULTATION

A Safety Representative may be selected by employees, if they so wish to make representations to

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the employer regarding matters related to health and safety.

## 4.1 Duties of Safety Representatives

Make oral or written representations to Ashgrove Mechanical Services Ltd., management on matters of safety, health and welfare at work, on behalf of the employees.

- Investigate accidents and dangerous occurrences.
- Receive relevant advice and information from inspectors on matters of safety, health and welfare at work.
- Arising from the discharge of his or her functions under the Regulations, a site safety representative shall not be placed at any disadvantage in relation to his employment.

## 4.2 Information Relating to the Safety Statement

It shall be the duty of the Directors to bring the Safety Statement to the attention of:

- His employees at least annually and when any change is made to the safety statement.
- Newly-recruited employees and,
- Any other person who is especially exposed to the risks that arise from the work being carried out by Ashgrove Mechanical.

## 4.3 Violence and Aggression

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

## 4.4 Stress

Ashgrove Mechanical Services Ltd. will take all necessary steps to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels. Employees must approach their supervisor if suffering from excessive Stress levels, measures will be taken internally to review and relieve their workload if necessary and to identify the origin of the stress.

## 4.5 Harassment and Bullying

Ashgrove Mechanical is committed to providing a workplace free from harassment and bullying. Harassment or bullying by any member of the company, regardless of status, will not be tolerated. Victimisation of the complainant, and the alleged accused or an employee who gives evidence will be subject to disciplinary action.

Ashgrove Mechanical Services Ltd. will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race, or membership of the traveller community.

Ashgrove Mechanical Services Ltd. will deal with all allegations of bullying. All complaints will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

## 4.6 Alcohol and Drug Policy

Ashgrove Mechanical Services Ltd. will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol upon review with a

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general practitioner will be subject to disciplinary proceedings. Any employee that is taking prescription drugs that may interfere with their work should inform their Supervisor.

## 4.7 Smoking Policy

Ashgrove Mechanical Services Ltd. will comply with the Tobacco Act 2002. Smoking is not permitted in any of the company buildings including offices, canteens and other welfare facilities. Smoking is also not permitted in any areas in which dust clouds may be present. Smoking is not permitted in company vehicles.

## 5.0 ACCIDENT INVESTIGATION AND REPORTING

### 5.1 Introduction

It is important that all accidents and incidents with potential for injury are reported to the Director and, where necessary, action is taken to prevent recurrence.

Always preserve the scene of an accident/incident so that a proper investigation can be made.

### 5.2 Accident Report Log

A responsible employee of Ashgrove Mechanical Services Ltd., who is in the vicinity where the accident occurred, will complete the Accident Report log. Incidents involving ill-health following exposure to chemical dusts, fumes or vapours should also be reported in the Accident Report log. The logbook must be reviewed by the Directors to ensure that similar incidents shall not re-occur.

### 5.3 Accidents Reportable to the HSA

The Safety, Health and Welfare at Work (General Application) Regulation 1993 Part X - Notification of Accidents and Dangerous Occurrences requires the Company to report to the Health and Safety Authority on prescribed forms.

- 1 Accidents at work resulting in a fatality, or a person not being able to carry out their normal functions for more than 3 days - IR1 Form
- 2 Dangerous occurrence - IR3 Form (available at [www.hsa.ie](http://www.hsa.ie))
- 3 Records are to be maintained on file for 10 years.

## 6.0 VISITORS & CONTRACTORS

### 6.1 Visitors

Ashgrove Mechanical Services Ltd. has a responsibility to ensure, as far as is reasonably possible, the safety of visitors and contractors whilst in the main building or working adjacent to Ashgrove Mechanical Services Ltd. staff elsewhere.

Visitors viewing materials at the back of the premises will be accompanied by an employee of Ashgrove Mechanical Services Ltd. at all times and will wear a hard hat and safety glasses at all times. Persons accompanying these visitors must lead by good example and wear similar equipment.

### 6.2 Contractors

Contractors on Ashgrove Mechanical Services Ltd. premises are bound by the following:

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- 1 Contractors should not work on the premises/sites unless covered by adequate employers and public liability insurance.
- 2 Contractor's insurance policies must be submitted for examination prior to work commencing to ensure they confirm to Ashgrove Mechanical requirements.
- 3 Contractors are obliged to observe the safety rules and comply with any other applicable regulations or instructions given by a representative of Ashgrove Mechanical
- 4 Contractors may be asked to provide their Safety Statement, Methods Statement or the authorised equivalent prior to the commencement of work at the discretion of the Directors.
- 6 All relevant Construction Regulations will be complied with at all times

### 7.0 FIRST AID

A First Aid box is located in the main premises.

The first aid box will be stocked in accordance with guidelines, issued by the Health and Safety Authority (see Appendix II)

- 1 Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 3 years.
- 2 Each first aider will be responsible for the maintenance of appropriate first aid supplies.
- 3 Wherever first aid is given, a record of the injury and details of treatment given must be maintained by the First Aider.

### Emergency Telephone Numbers / Contacts

<b>Ambulance / Fire Brigade / Garda</b>	<b>999 / 112</b>
<b>ESB (Emergency)</b>	<b>1850 372 999</b>
<b>Bord Gáis (Emergency)</b>	<b>1850 20 50 50</b>
<b>Doctor</b>	
<b>A&amp;E Hospital, Blanchardstown</b>	<b>01-6465000</b>
<b>Garda</b>	<b>999/112</b>
<b>HSA</b>	<b>1890 289 389</b>
<b>First Aider (s):</b>	

### 8.0 MONITORING AND REVIEW

#### 8.1 Revisions

The Safety Statement will be reviewed on an annual basis by Ashgrove Mechanical, and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.

#### 8.2 Equipment Certification and Inspection

- 1 All new machinery and equipment bought will be checked to ensure that it carries

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appropriate certification including CE status.

- 2 Operating and Maintenance Manuals will be obtained and used for training purposes.

## 9.0 GENERAL SAFETY PRECAUTIONS AND CONTROLS

### 9.1 Housekeeping

- 1 A high standard of housekeeping must be maintained at all times.
- 2 Each employee will be responsible for his or her own area, ensuring that general clean up of the site takes place on a daily basis or upon the completion of work.
- 3 All access/egress routes must be kept clear at all times.
- 4 Materials should never be stored in positions, which would create hazards to other workers.
- 5 The Directors will monitor the site work to ensure housekeeping is maintained.
- 6 All employees will be expected to maintain welfare facilities and leave them as close to the way they found them as possible.

### 9.2 Personal Protective Equipment

- 1 Personal protective equipment is supplied to all directly employed Ashgrove Mechanical employees as the work situation dictates. Non-compliance in the use of PPE where this safety statement details that it is mandatory will result in disciplinary procedures.
- 2 Sub-Contractors are responsible for providing all necessary personal protective clothing and equipment to their employees.
- 3 Personal protective equipment should be properly stored when not in use to prevent damage.
- 4 Where necessary training in the use of personal protective equipment will be provided.
- 5 PPE is also available to visitors on a loan basis at the discretion of Ashgrove Mechanical.

### 9.3 Electricity

#### 9.3.1 Equipment

In the interest of safety all portable power equipment used on site shall operate on 110V.

All electrical equipment brought onto the site must be of safe design and construction and properly maintained at all times.

All equipment which may be exposed to mechanical damage, the effects of weather, wet conditions or flammable / explosive environments must be protected.

The use of fuses or circuit breakers to protect electrical systems is required.

Only authorised, competent, personnel should be using or working on live electrical equipment.

Where temporary lighting is provided on site, it shall be of safe design and properly installed.

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All equipment is to be properly maintained and grounded.

### 9.4 Manual Handling

Where it is not possible to avoid manual handling appropriate steps need to be taken to minimise the risk. The following aspects of the risk will be considered:

#### The Task

Is it possible to?

- 1 Improve workplace layout to improve efficiency?
- 2 Reduce the amount of twisting and stooping?
- 3 Avoid lifting from floor level or above shoulder height?
- 4 Avoid and / or minimise repetitive handling?
- 5 Cut carrying distance or provide mobile lifting equipment?

#### The Load

*Can the load be made?*

- 1 Lighter or less bulky?
- 2 Easier to grasp?
- 3 More stable?
- 4 Less damaging to hold?
- 5 Have you asked your suppliers to help?

#### The Working Environment

*Is it possible to?*

- 1 Remove obstructions to free movement?
- 2 Provide better footing?
- 3 Avoid steps and steep ramps?
- 4 Prevent extremes of hot and cold?
- 5 Ashgrove Mechanical Services Ltd. less restrictive clothing?
- 6 Use suitable alternative personal protective equipment?

### Manual Handling Training / Auditing

Training will be provided as needed and appropriate for all personnel for whom manual handling represents a significant part of their work.

Assessments and ongoing reviews will be conducted for each area where manual handling represents a significant part of the work performed.

### 9.5 Fire

- 1 Extinguishers will be placed in accessible locations throughout the site, for use in the event of a fire.

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- 2 All equipment will be properly maintained.
- 3 The location of equipment will be indicated by easily recognisable signs.
- 4 Smoking will be restricted to specified areas throughout the site which will be clearly communicated to all employees.
- 5 Combustible debris should be properly disposed of away from potential ignition sources.
- 6 Any contractors completing hot work including welding, soldering or the use of blowlamps, blowtorches, or cutting equipment must carry a fully charged fire extinguisher with them. A complete check should be made one hour after the completion of the work. This instruction will be given to them by the Directors.

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## GENERAL SAFETY GUIDELINES

### (A) MOBILE EQUIPMENT

- Authorized, qualified drivers must operate all vehicles in accordance with the rules of the Highway Code.
- A speed limit must be adhered to at all times on Company property/Site.
- Before any vehicle is operated the driver/operator must carry out a complete pre start-up check of the equipment. Operators are not permitted to drive vehicles that are not in a safe mechanical condition.
- Tipping units, high boom or mast machines must never move within 25ft of high- tension power lines.
- Vehicles must be brought to a complete stop before anyone is permitted to get on
- No person is permitted to stand on the running board of a moving vehicle.
- Operators may not transport people in the box or bucket of their vehicle unless in cases of emergency.
- A signaller must guide vehicles, being backed into congested areas.
- When material is being transported on vehicles, the operator is responsible for the safe loading, securing and unloading of the material.
- Drivers of dump trucks should dismount and stand clear of the machine while the vehicle is being loaded.
- Any material, which projects beyond the front, rear or sides of the vehicle, must be properly "flagged".
- Walk around the machine before starting to make certain there are no people in he area.
- Sound horn at all exit and entry points.
- Always look in the direction of travel.
- Never travel with the bucket, forks or boom in the raised position.
- Beware of overhead obstructions and power lines, etc.
- When machinery is driven on public roads, it is essential that dirt is cleaned off the tyres.
- Never leave a machine unattended with engine running.
- In the case of excavators, loading shovels, fork trucks etc. always leave in neutral gear with bucket/forks lowered and parking brake on before dismounting from cab.
- Adhere to correct mounting and dismounting procedures.
- Never exceed rated safe working load (S.W.L.) of any machine.
- Always ensure that protective guards are secure and in place.
- Do not lubricate or repair the machine while it is running.
- Keep machine clean.

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### (B) LIFTING EQUIPMENT

- Make sure that all lifting equipment is tested, examined and certified every six months, by a competent person.
- The Safe Working Load must be clearly visible on all lifting equipment.
- All lifting equipment must be examined before use.

### (C) LIFTING GEAR

- Always know the weight being lifted and also allow for the weight of the lifting gear.
- Always select lifting gear of adequate strength and ensure that it is properly marked.
- Ensure that end links, rings and shackles are riding freely on any hook on which they hang.
- Care should be taken when using collar slings to ensure that the lifting hook does not bear on the small end of the egg link.
- Use wood or other packing to protect the sling from any sharp edges on a load.
- Avoid shocks due to the load slipping or snatching in starting to lift. The stress on all lifting gear is much greater if the load is applied suddenly.
- Never exceed the safe working load of any piece of lifting tackle/gear.
- Never use excessively pitted corroded or worn chains or slings. See to it that such equipment is cut up and discarded.
- Never use chain in which the links are locked, stretched or do not move freely.
- Never join chain by bolting or wiring links together.
- Never shorten a chain by tying knots - use an adjuster or keep an adequate supply of chains and slings of suitable lengths.
- Do not drag a chain from under a load or drop it from a height.
- Do not use the load chain of a block as a sling, by hooking round the load.
- Do not carry idle slings on the crane hook at the same time as the loaded sling.

### (D) EQUIPMENT/TOOLS

- Do not use any equipment or tools unless you are authorized and qualified to do so.
- Before starting any machine make sure that all personnel in the area are in the clear and that guard and safety devices are in place and properly adjusted.
- Never lubricate machinery while it is in motion unless moving parts are adequately guarded, or lubrication points are extended to remove all danger of contact with moving parts.
- Guards must be kept in place and must not be adjusted when machinery is in motion.
- When carrying out repairs under a cover plate always make sure that it is secure to prevent it from falling.
- Before working under or near equipment that has been hoisted or raised with jacks, block the equipment securely with wooden blocks.
- Equipment/machinery should only be operated by personnel who are fully trained and authorized to do so.

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- Only authorized personnel may use a portable power operated tool or power actuated tool.
- Gloves should not be worn when operating rotating equipment, e.g. lathes, drills, etc.
- Do not use defective tools and always use the correct tool for the job.
- Store tools properly when not in use.
- Edged or pointed tools must be stored in such a manner so that they do not cause a hazard to the safety of personnel.
- Always carry tools in a bag, on a belt or in your hands. Never carry tools in your pockets.
- It shall be the duty of every employer, to ensure that the necessary measures are taken so that equipment and tools are suitable for the work being carried or that they are properly adapted for that purpose and may be used by employees without risk to their safety and health.

### **(E) EYE PROTECTION**

The following is a list of operations and areas where the appropriate eye protection, up to the required grade and standard, **MUST** be worn.

#### **Clear-lens Goggles**

- ❖ All Angle-grinding operations.
- ❖ Blowing out of equipment - electric motors, switch panels, mechanical equipment etc.
- ❖ Chute cleaning and checking.

#### **Face Visor**

- ❖ Chemical handling.
- ❖ While using air lances and steam cleaners.

#### **Safety Glasses**

- ❖ All other work areas with the exception of the following:
  - Offices and Office Buildings.
  - Enclosed Cabs.

Prescription safety glasses should be worn by personnel who may require same.

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### **(F) FIRE PREVENTION**

- Good housekeeping is the best protection against fire.
- All trash, e.g. oily rags, rubbish, etc. must be placed in the proper containers provided.
- Obey "NO SMOKING" signs. Never smoke or bring an open flame into any area where flammable materials are being stored or used.
- Flammable liquids such as petrol, diesel oil, etc. must be carried and stored in properly coloured and labelled containers.
- Clean up spills of oil, grease or other flammable materials at once, using the proper chemical absorbent,
- Do not tamper with or block any access to fire fighting equipment.
- Notify a Supervisor as soon as possible after use of any fire fighting equipment, so that it can be checked and replaced.
- Familiarise yourself with the location of fire fighting equipment in your work area.
- Familiarise yourself with all means of exit from your work area, which may be used in the event of fire or other emergency.
- Never block or restrict access to any emergency exit.
- All personnel must be trained in the safe procedures to follow on the discovery of a fire.
- All personnel should be trained in the use of fire fighting equipment and have full knowledge of the procedures to follow in the case of emergency evacuation.
- If you encounter a small fire, put it out taking care for personal safety and the safety others who may be affected by the fire.
- If you encounter a large fire, which cannot be extinguished safely, raise the alarm and evacuate the building. Close all windows and doors on your way out if it is safe to do so.
- Make sure that all personnel are accounted for after the building has been evacuated.
- Never re-enter a blazing building for any reason -

**LEAVE THAT TO THE EMERGENCY SERVICES.**

### (H) FIRST AID PROCEDURES (General)

**All injuries, no matter how minor, must be treated as soon as possible after they occur.**

- If you are present when a person is seriously injured, carry out the following:
  - 
  - Do not remove the person unless their safety is further threatened by hazardous circumstances.
  - 
  - Give First Aid treatment. (Try to reassure the patient by talking to them calmly)
  - 
  - Considerable bleeding should be stopped if possible. Contact with patients blood should be avoided
  - 
  - Make the injured person as comfortable as possible and get help.
  - 
  - Arrange for Emergency Services to be contacted if required.
  - 
  - Notify the Directors if not already notified and give the following information:
    - The nature of the persons injuries and if known, how the injuries occurred.
    - The location of the accident.
    - The injured person's name.

### (I) EMERGENCY SERVICES

- If at any time you have to contact the Emergency Services remember the following:
  - Speak clearly and slowly.
  - Give your name and the location of the accident.
  - Do not hang up the phone until instructed to do so by the operator.
  - Try to stay calm.

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### (J) PERSONAL PROTECTIVE EQUIPMENT

- Special types of personal protective equipment must be worn, as and when required by your Supervisor.
- Always ensure that personal clothing is in good condition and well fitting, and is laundered regularly.
- Safety footwear must be worn in designated areas and be maintained in good safe condition.
- Gloves must be worn whenever there is a possibility of injury to hands or fingers. For example; rigger gloves for handling granite pieces.
- Eye protection must be worn where and when specified.
- Respiratory equipment must be worn as and when directed by your Supervisor. Dust masks for dust only. Solvent masks are required wherever there are fumes or vapours. Combination masks (non disposable) may be worn wherever there is a combined risk of dust and fume/ vapour with the filters being discarded as appropriate.
- Ear defender will be provided where required and must be worn in designated areas.

#### **NOTE: -**

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

### Organisation and Responsibilities

#### Client

The Client is the person, or body who commissions, or procures the carrying out of a project. The main duties of the Client are:

- 1 Appoint competent Project Supervisors for the Design and Construction Stages of a project.
- 2 Provide the Project Supervisor - Design Stage with information about the site, premises, work process or activities regarding the construction work, which is to be carried out. This may require a site survey be conducted.
- 3 Maintain a Safety File for inspection by anyone who would require access to this information to comply with relevant legislation.
- 4 Ensure a Safety and Health Plan has been established and implemented for the project.
- 5 Ensure proper notification of a project (AF1) has been sent to the Authority prior to the commencement of work on a project.
- 6 Deliver the Safety File to the transferee when interest in the property is transferred.

# Safety Statement January 2016

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## Project Supervisor - Design Stage

The Project Supervisor - Design Stage is appointed by the Client to undertake the following activities.

- 1 Facilitate co-operation between designers so that health and safety aspects of a project are properly considered and included as part of the preliminary Safety and Health Plan and Safety File.
- 2 Assess the risks of the design, which can be reasonably foreseen based on the General Principles of Prevention listed in the 2007 General Application Regulations.
- 3 Prepare a Preliminary Safety and Health Plan in writing to be handed over to the appointed Project Supervisor - Construction Stage. The preliminary plan should include:
  - 4 A general description and duration of the project.
  - 5 Work activities to take place on the site, and
  - 6 Work related to the project, which will involve particular risks to the safety and health of persons at work.
- 7 Provide the Project Supervisor - Construction Stage with available information to be included in the Safety File.
- 8 Pass relevant information to prospective contractors at the pre-tender stage to allow them to consider health and safety issues, to be taken into account when making submissions.

## Designers

The following duties apply to any person involved in the design of a project:

- 1 Take account of health and safety issues and the Health and Safety Plan, or Safety File in design aspects of a project.
- 2 Co-operate with the designated Project Supervisor for the design and construction stage.
- 3 Provide information on activities, which present particular risks and other relevant matters to Project Supervisors.
- 4 Take account of any direction from the designated Project Supervisors.

## Project Supervisor - Construction Stage

The Project Supervisor for the Construction Stage is appointed by the Client and has the following duties:

- 1 Give written notice to the Health and Safety Authority of the Safety Statement prior to the commencement of any work on site.
- 2 Develop the preliminary Safety and Health Plan prepared at the Design Stage for implementation at the Construction Stage.
- 3 Adjust the Safety and Health Plan as required to take into account progress of the work and any changes, which occur.
- 4 Include specific measures for controlling hazards related to work activities listed in the 2006 Construction Regulations and the site Safety and Health Plans.
- 5 Prepare the Safety File, making necessary adjustments as the work progresses, for hand over to the client upon completion of the project.
- 6 Co-ordinate implementation of the Construction Stage Plan on site.
- 7 Co-ordinate the implementation of any relevant requirements of the 2006 Construction Regulations.
- 8 Organise for co-operation between contractors and their activities including the provision of information to employees on site.
- 9 Conduct site inspections. Ensure any noted deficiencies are immediately corrected or work stopped until the situation can be made safe.
- 10 Obtain and review Method Statements for any work to be performed, which presents significant risks to employees.

## Safety Statement January 2016

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- 11 Co-ordinate measures to protect the public and permit authorised persons only on to the site.
- 12 Maintain records of any notification of an accident, or dangerous occurrences, which occur on site and ensure proper notification has been made to the Health & Safety Authority, where appropriate.

### 11.2 Site Safety and Health Plans

- 1 In accordance with requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2006, a site specific Safety and Health Plan will be developed and prepared prior to the commencement of work on a project which:
  - 2 Requires notification be made to the Authority
  - 3 Involves particular risks to the health and safety of workers.
  - 4 The Plan is a safety management document for a particular project involving risk assessment and organisational measures to implement safety policy.
  - 5 The Safety and Health Plan will be developed in two stages, the Preliminary Plan developed at the Design Stage and the Construction Stage Health and Safety Plan.

### Preliminary Plan - Design Stage

- 1 The Project Supervisor appointed for the Design Stage will prepare, on a preliminary basis, the Safety and Health Plan, which will be passed on to the Project Supervisor - Construction Stage for finalisation. Information to include at the preliminary stage would include:
  - 2 The nature and time scale of the project.
  - 3 Any other work activities taking place on the site
  - 4 Any work involving particular risks, and
  - 5 Inclusion as part of tender documentation
  - 6 The intent is to enable safety and health factors to influence the tendering process to ensure provisions are made in pricing to allow for adequate safety measures on site.

### Construction Stage Health and Safety Plan

- 1 The Project Supervisor - Construction Stage will develop and implement the Health and Safety Plan prepared at the Design Stage to prescribe specific provisions for the management of safety on a project site.
- 2 The Project Supervisor - Construction Stage must:
  - 3 Take account of provisions of the 2005 Act concerning the preparation of Safety Statements (as accomplished through this document).
  - 4 Take account of specific activities taking place on site, and
  - 5 Specify control measures concerning any particular risks or those listed the 2006 Construction Regulations.
  - 6 The Plan should be completed and communicated prior to the commencement of work and updated as required through the life of the project

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## 11.3 The Safety File

In accordance with the 2006 Construction Regulations the Client will ensure a Safety File is prepared containing relevant health and safety information to be taken into account during any subsequent construction work following completion of the project.

It is the responsibility of the Project Supervisor - Design Stage to pass along information to the Project Supervisor Construction Stage for inclusion into the Safety File. The completed Safety File is given to the Client who will then pass it on to any future transferee taking possession of the property.

The Safety File will (for example) contain:

- 1 "As built" drawings and plans
- 2 Design specifications
- 3 Information on construction methods and materials used
- 4 Drawings of electrical work, pipe work and similar matters
- 5 Information on maintenance equipment, facilities and requirement.
- 6 Details of any emergency and fire fighting systems and the location of services and utilities

## 11.4 Selection of Contractors

### Pre-Tender Stage

- 1 Any contractor wishing to be considered for work on Ashgrove Mechanical project will be assessed on their Health and Safety standards.
- 2 Contractors should also be briefed on the preliminary Health and Safety Plan as part of an overall pre-tender briefing.

### Tender Stage

Each contractor submitting a tender for work on Ashgrove Mechanical projects should provide the following documents:

- 1 A copy of their Safety Statement
- 2 An outline giving evidence that health and safety has been adequately provided for in tendered submissions, in accordance with the preliminary Health and Safety Plan.
- 3 Where appropriate, specification of the resources to control and manage major health and safety risks on site.

## 11.5 Duties of Contractors Working on Site

Ashgrove Mechanical Ltd and all contractors engaged will comply with the following duties:

- 1 Accept and adhere to established site safety rules and requirements of the Construction Stage Plan and ensure this information is communicated to all persons under their control.
- 2 Develop Method Statements, when appropriate / requested by Ashgrove Mechanical which details work to be performed and safety provisions to be taken. The Method Statement is to be made available for inspection prior to work commencing.
- 3 Co-operate with the Project Supervisor - Construction Stage to ensure safety is maintained on site and relevant statutory provisions are met.
- 4 Provide the Project Supervisor - Construction Stage with information regarding any incidents / accidents, which the contractor is required to report to the Health & Safety Authority.
- 5 Appoint a safety liaison person on site to consult with the Project Supervisor - Construction

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Stage on health and safety matters. In the case of a contractor with more than 20 persons *under their direct control* on a site, a Safety Officer will be designated in writing.

- 6 Complete all required inspections i.e. excavations, scaffolds, lifting equipment etc. and correct any noted deficiencies immediately. Documentation of inspections shall be maintained on site for inspection.
- 7 Report any broken or damaged equipment and unsafe conditions to the Project Supervisor - Construction Stage immediately.
- 8 Maintain the work area in good order and in a satisfactory state of cleanliness.
- 9 Provide training and education as necessary to ensure that employees under the contractors control are competent to carry out work safely.
- 10 Contractors must satisfy themselves that the scaffolding is safe for use by their employees, prior to them using the scaffold.

### 11.6 Notification to the Authority

It is the duty of the Project Supervisor - Construction Stage to give written notice on the AF1 Form to the Health and Safety Authority for:

- 1 Scheduled to last more than 30 working days, or
- 2 Which is scheduled to exceed 500 person days

The Project Supervisor-Construction Stage must ensure that the particulars contained in the notice are displayed on the site and updated as necessary.

### 11.7 Equipment Certification and Inspection

- 1 Ashgrove's management team will ensure that all plant and equipment brought onto the site carries appropriate certification.
- 2 Copies of certificates are to be provided upon request.
- 3 Contractors will be expected to carry out equipment inspections as required by law.
- 4 Documentation of these inspections is to be maintained on site for review by the Project Supervisor - Construction Stage.

### 11.8 Welfare Arrangements

- 1 The provision of welfare facilities will be considered during the Design Stage and arrangements finalised and implemented prior to the commencement of work. The Project Supervisor Construction Stage will determine the welfare requirements of the site and ensure they are in place before work starts. All work will be tendered, or negotiated for taking into account the provision of required facilities.
- 2 It is the responsibility of each contractor on site to provide the required facilities for their employees unless other arrangements have been agreed upon between the contractor and the main contractor.

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## Hazard Identification & Risk Assessment

The Assessment of Risk is based on the probability of an incident occurring, calculating the severity of the injures resulting from the incident and also taking into account the number of persons that may be exposed to a particular activity.

The table below will calculate the risk level, once the control measures are in place. The assessment of risk will be identified throughout the duration of a project on an ongoing basis.

Specific control measures may be put in place in order to further reduce the risk level.

Ashgrove Mechanical Services Ltd is committed in continually striving to reduce the risk level associated with the construction industry.

Note: Should the severity index reach 9 the assessment will be re-assessed to reduce the severity.

Rating:

Probability Index	Severity Index	Exposure Index
<ol style="list-style-type: none"> <li>1. Unlikely</li> <li>2. Less than even chance</li> <li>3. Even chance</li> <li>4. More than even chance</li> <li>5. Very likely</li> </ol>	<ol style="list-style-type: none"> <li>1. No injury expected</li> <li>2. Minor in jury with less than three days recovery.</li> <li>3. Minor injury with more than three days recovery</li> <li>4. Injury requiring three weeks with total recovery.</li> <li>5. injury requiring three months with total recovery</li> <li>6. Permanent slight incapacity.</li> <li>7. Permanent severe incapacity.</li> <li>8. Permanent total incapacity.</li> <li>9. Death</li> </ol>	<ol style="list-style-type: none"> <li>1. One person</li> <li>2. One - three persons</li> <li>3. Four - ten persons</li> <li>4. Eleven - fifty</li> <li>5. Over fifty persons</li> </ol>

Severity of Risk:

High	Medium	Low
225 – 150	149 – 34	33 - 0

# Safety Statement January 2016

Risk Assessment No. 1

Activity / Hazard:

Abrasive Wheels

Risks Identified:	Risk Assessment			Rating	
	Probability	Severity	Exposure	Rating	Risk Level
Disc disintegrating	2	7	3	42	Medium
Contact with disc / wheel	2	2	1	4	Low
Entanglement in moving parts	2	3	1	6	Low
Noise	3	2	3	18	Low
Injury from flying particles	2	3	3	18	Low
Fire	2	9	3	54	Medium

Controls:

1. Adequate numbers of operatives should be appointed and trained in the correct use of abrasive wheels and discs.
2. Correct type of disc must be used to suit the type of work undertaken.
3. Abrasive wheels should be fitted with working guards designed to contain every part of the wheel if it fractures.
4. Cutting should only proceed where good ventilation is present.
5. All equipment should be stored properly.
6. All discs should be inspected prior to each use. Damaged discs should be immediately replaced.
7. The work area must be kept clean and tidy and free of debris.
8. No loose clothing should be worn while operating any type of abrasive wheel.
9. A permit to work system should be in place and completed prior to the use of an abrasive wheel.
10. A certified fire watcher must be appointed when carrying out works in hazardous areas, with a CO2 fire extinguisher when working near production areas.
11. Ear protection and visor must be worn at all times whilst using the Abrasive wheel.

Reference:

Safety, Health & Welfare at Work, Act 2005  
Safety, Health & Welfare at Work (Construction) Regulations, 2006

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Risk Assessment No. 2

Activity / Hazard:

Fire

Risks Identified:

Risk Assessment

Rating

	Probability	Severity	Exposure	Rating	Risk Level
Serious or fatal burns	3	9	2	81	Medium
Explosions	2	9	2	36	Medium
Suffocation	1	8	2	16	Low
Damage to site works	2	1	2	4	Low

Controls:

1. Site planning and safety rules will include fire detection provisions, supply and maintenance of fire fighting equipment, control of hot-works, emergency procedures in the event of fire, control of smoking on site as required and the prevention of the build-up of flammable materials in areas around the site.
2. Adequate means of access and egress for emergency vehicles to be provided for the duration of each project.
3. Fire emergency exit routes will be established adequately signed and kept free of obstructions for the duration of the project.
4. Hot works and use of naked flame appliances will be controlled by the use of permit to work systems.
5. A certified fire watcher must be appointed when carrying out works in hazardous areas, with a CO2 fire extinguisher when working near production areas.
6. A LEL Detector must also be worn in hazardous areas.
7. Adequate storage to be provided for all materials such as gases and other flammable liquids.
8. All person carrying out hot works must be adequately trained in the use of such equipment.

Reference:

Safety, Health & Welfare at Work, Act 2005

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

# Safety Statement January 2016

Risk Assessment No. 3

Activity / Hazard:

Use of Goods Hoist

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Falls of materials from hoist	3	4	2	24	Low
Person being struck by moving hoist	1	5	3	15	Low
Falls of persons into open hoist shaft	1	9	3	27	Low

Controls:

1. Hoists will be installed, tested and maintained in accordance with BS7212: 1989 - Code of Practice for Construction Hoists.
2. When planning the provision of a hoist, the location, fixing points, expected loads and statutory inspections would be checked and observed.
3. Thorough Examination Certificate (Form CR7 / CR7A) must be current and with machine.
4. Only trained and certified operators can operate the hoist.
5. The safe working load of the hoist will be clearly marked on the hoist platform.
6. All gates will be signed "Gate must be shut at ALL Times".
7. An enclosure 2m high should be placed around the base of the hoist.
8. An enclosure or gate must be fitted at all levels.
9. A device must be fitted to prevent over-run, to ensure the platform does not over-run the masthead.
10. The hoist should be controlled from one position only, and an effective means of signalling is required if the operators view is obstructed.
11. Wheelbarrows and loose materials will not be carried unless the platform is enclosed or materials are secured to prevent falling.
12. Statutory inspections are to be carried out weekly (Form CR4B), and the results recorded.
13. Site Manager to inspect the hoist frequently to ensure all hoist and landing gates are kept closed at all times.
14. No person is to ride on the platform of a material hoist.

Reference:

Safety, Health & Welfare at Work, Act 2005  
Safety, Health & Welfare at Work (Construction) Regulations, 2006

# Safety Statement January 2016

Risk Assessment No. 4

Activity / Hazard:

Welding & Flame Cutting

Risks Identified:

Risk Assessment

Rating

	Probability	Severity	Exposure	Rating	Risk Level
Burns	3	5	2	30	Low
Explosion	1	9	1	9	Low
Gas Leaks	1	5	1	5	Low
Fire	1	9	1	9	Low

Controls:

1. Permit to work system to be implemented prior to any hot works beginning.
2. All work areas should be cordoned off to exclude and protect unauthorised personnel. No work shall take place above another work party.
3. All gas cylinders must be kept in adequate trolleys and secured at all times. Empty cylinder must be removed off site.
4. Cylinders must be fitted with shut off valves to isolate supply, pressure regulator to reduce and control gas pressure and flash back arrestors to protect cylinders from flashbacks and backfires.
5. The blow pipe must be fitted with non-return valves to prevent oxygen reverse flow into the fuel line and fuel flow into the oxygen line.
6. Gas hoses to be kept clear of the working area to prevent contact with flames, heat, sparks or splatter.
7. No combustible material shall be in the vicinity of the hot works taken place.
8. All equipment must be shut down and bottles isolated when not in use.
9. Adequate storage and segregation must be in place for all cylinders with restricted access in place.
10. Confined spaces must be assessed and a permit obtained prior to entering & working in the area.
11. Only competent and trained operatives shall be permitted to carry out hot works and install mechanical services.
12. The manual handling of equipment must be assessed and safely performed in order to reduce the risk of injury.
13. Correct PPE must be provided and worn by all operatives.
- 14.

Reference:

Safety, Health & Welfare at Work, Act 2005  
Safety, Health & Welfare at Work (Construction) Regulations, 2006  
Code of practice for the safe use of cranes

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Risk Assessment No. 5

Activity / Hazard:

Manual Handling

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Disc Injury	2	3	1	6	Low
Ligament Injury	2	3	1	6	Low
Muscular / Nerve Injury	2	3	1	6	Low
Fractures	2	4	1	8	Low

Controls:

1. All operatives must receive training in manual handling with safe systems of works outlined and implemented.
2. Review the potential for the use of mechanical plant relative to the site conditions and implement as appropriate.
3. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques.
4. All lifting aid should be utilised.
5. Ground conditions should be firm and level.
6. All necessary PPE should be provided including gloves for the tasks in question.
7. Team lifting should be considered for the movement of all loads.
8. The consideration of the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) should be considered prior to the lifting of any load.

Reference:

Safety, Health & Welfare at Work, Act 2005

Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

# Safety Statement January 2016

Risk Assessment No. 6

Activity / Hazard:

Mobile Elevated Working Platforms

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Falls of persons	1	9	2	18	Low
Falls of materials	2	1	3	6	Low
Unintentional lowering of platform	1	1	2	2	Low
Striking against overhead obstructions	1	9	2	18	Low
Platform overturning	1	4	2	8	Low
Vehicles or plant striking platform	1	4	3	12	Low

Controls:

1. The Site Manager is responsible for ensuring that trained and authorised personnel use the platforms.
2. Area where MEWP is to be carrying out works shall be cordoned off to prevent pedestrian access.
3. A banks person must also accompany the MEWP during movements where vision may be obscured.
4. Where hired working platforms used, proof of thorough examination is required. Certification of all machines will be on site.
5. Daily inspections will be completed by user and recorded on the CR 4B.
6. The area of the work is to be fenced off or access to be restricted.
7. Platforms must not be operated outside limits set by the manufacturer.
8. The operating area will be firm and level - all opes to be protected.
9. Stabilisers extended before the platform is raised; platforms are not to be left unattended in the raised position.
10. Harnesses and restraint lanyards to worn at all times whilst working on MEWP's.
11. Chin strapped hardhats must also be worn.
12. Platforms must not be moved until they are clear of loose material.
13. All operatives using the machines must be trained in the safe use of platforms.

Reference:

Safety, Health & Welfare at Work, Act 2005

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

# Safety Statement January 2016

Risk Assessment No. 8

Activity / Hazard:

Compressors & Pneumatic Power Tools

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Exposure to hazardous noise levels	2	2	3	12	Low
Vibration	2	1	1	2	Low
Eye Injuries	2	3	2	12	Low
Striking by falling objects	1	4	3	12	Low
Inhalation of exhaust fumes	2	2	2	8	Low
Inhalation of lubricating oil mists	2	2	2	8	Low
Inhalation of dust	2	2	2	8	Low

Controls:

1. Operatives will be trained in the safe use of pneumatic tools and the precautions necessary and of the dangers associated with compressed air if required.
2. Compressors/tools are subject to planned maintenance and suitable weekly inspections are required.
3. Air receivers will be identified by serial/plant number and be fitted with pressure gauge, safety valve, drain point and access for cleaning.
4. The safe working pressure will be identified on all air receivers and will not be exceeded.
5. All guards and covers must be fitted to moving parts of compressors, especially on V-belts and pulleys.
6. Cutting tools provided to be kept sharp.
7. Operating instructions must be available for all plant prior to use.
8. Ensure that hoses are the right size for the tool and that the length of the hose is kept as short as possible.
9. Hoses must be kept free from corrosive materials and protected from interference by passing traffic.
10. Hoses must be kept clean when disconnected.
11. All connections must be properly clamped to prevent the hose whipping.
12. Compressed air should not be used to clean clothes
13. All operators must wear the correct PPE.

Reference:

Safety, Health & Welfare at Work, Act 2005

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

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Risk Assessment No. 9

Activity / Hazard:

Noise

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Damage to hearing	2	4	3	24	Low

Controls:

1. Noise assessments will be carried out on a regular basis for each specific project.
2. Ear protection must be worn when noise levels exceed 80db (A) or when the environment is of a particularly noisy nature.
3. All plant & machinery should, where possible, be fitted with silencers.
4. All employees must be made aware of the hazards associated with a noisy environment. Adequate information must be made available on Noise regulations.
5. Where employees are operating tools such as a con-saw correct P.P.E. must be worn.
6. A Noise reduction programme will be implementing on site, should a need for it be present.

Reference:

Safety, Health & Welfare at Work, Act 2005

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

Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

Risk Assessment No. 10

# Safety Statement January 2016

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Activity / Hazard:

Use of Ladders and Stepladders

Risks Identified:	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Falls of persons from ladder	2	9	1	18	Low
Ladder slipping	2	9	1	18	Low
Objects dropped by ladder user	2	3	2	12	Low
Instability of stepladder	1	4	2	8	Low

Controls:

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 1 metre 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 of at the bottom.
9. Use made of ladders will be monitored regularly, to ensure that operatives are not over-reaching or using two hands to work.
10. Damaged ladders will be broken up or removed immediately.
11. Aluminium stepladders must be used fully open with cords.

Reference:

Safety, Health & Welfare at Work, Act 2005

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

Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

# Safety Statement January 2016

Risk Assessment No. 11

Activity / Hazard:

Use of Mobile Scaffold Towers

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Falls of persons	2	9	1	18	Low
Falls of materials	2	4	2	16	Low
Falls of plant and equipment	2	4	2	16	Low
Collapse of tower	1	9	2	18	Low
Overturning of tower	1	9	2	18	Low

Controls:

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 uses without ties.
6. All tower platforms will be fully boarded and fitted with toe boards and guardrails and outriggers.
7. Personnel and materials to be removed before the tower are moved.
8. All tower scaffolding shall be inspected on erection, and on handover to or from contractors. After alteration or adverse weather conditions, a competent person must inspect towers.
9. Towers must be inspected prior to use with the result of the inspection recorded on Form WH1.
10. Persons erecting tower scaffolding must be competent to do so some proof should be obtained.
11. Operatives using mobile scaffold towers should be provided with information and instruction on safe access, use, and movement of the structure

Reference:

Safety, Health & Welfare at Work, Act 2005

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

Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)Code of Practice for Access & Working Scaffolding

# Safety Statement January 2016

Risk Assessment No. 13

Activity / Hazard:

Working at Heights

Risks Identified:

Risk Assessment

Rating

	Probability	Severity	Exposure	Rating	Risk Level
Falls of persons	2	9	2	36	Medium
Falls of materials	3		3	9	Low
Falls of plant & equipment	3	1	3	9	Low
Failure of PPE	1	9	2	18	Low

Controls:

1. Work will be assessed before commencement, and hazards associated with work at height, identified - where possible collective measures of fall prevention will be used. Where not feasible, safe systems of work will be implemented.
2. Safe means of access and egress will be provided to the area of work.
3. Where required, signs and barriers will be erected directly below works to warn of overhead operations.
4. Erect edge protection will be provided at all openings or edges where required.
5. Where edge protection is not practicable an alternative means of fall prevention/fall arrest will be identified.
6. Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect 3rd parties.
7. All operatives/subcontractors/visitors, working/passing below overhead operations to wear a safety helmet.
8. All equipment used will be checked to ensure it is in good working order, to correct specification and in date for inspection.
9. Work will be monitored to ensure that additional precautions and equipment is taken into use if edge protection is removed.
10. Information and instruction should be provided to all operatives working at height; this should include (but not limited to): details of the type of access equipment to be used, the correct access/egress procedures, safe use/maintenance of the access equipment, any inspection requirements, etc.
11. Training and instruction must be provided to all operatives and supervisory staff involved in the use of harnesses, and how to wear, use, attach inspect and assess PPE of this type.

Reference:

Safety, Health & Welfare at Work, Act 2005

Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) Safety, Health & Welfare at Work (Construction) Regulations, 2006

# Safety Statement January 2016

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Risk Assessment No. 14

Activity / Hazard:

Use of Hand Tools

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Eye injury	2	3	2	12	Low
Injury to hands, feet and body	3	2	2	12	Low
Tripping over tools	2	2	2	8	Low

Controls:

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 blade knives, screwdrivers, and other sharp tools are not to be carried or used on site.
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:
  - 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.

Reference:

Safety, Health & Welfare at Work, Act 2005  
Safety, Health & Welfare at Work (Construction) Regulations, 2006

# Safety Statement January 2016

Risk Assessment No. 15

Activity / Hazard:

Lifting Operations

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Unplanned release or dropping of load	1	9	2	18	Low
Striking by falling objects	2	9	2	36	Medium
Trapping between fixture and load	1	9	2	18	Low
Damage to equipment or property	3	3	2	18	Low
Striking/arcing of overhead lines	2	9	1	18	Low

Controls:

1. A trained slinger / Banksman (FAS CSCS or equal approved) to be available to co-ordinate all lifting activities.
2. Correct lifting equipment must be provided, compatible with the loads to be lifted.
3. Operations to be planned to ensure maximum safety of personnel and property.
4. Lifting equipment is subject to a planned maintenance programme.
5. Current certificates or copies must be available for inspection on site of both lifting equipment and lifting gear
  - a. Form CR3: Crane -Certificate of Test and Examination.
  - b. Form CR3A. Crane - Report of anchoring / ballasting test.
  - c. Form CR3B: Crane - Report of automatic safe load indicator test.
  - d. Form CR 4: Grabs / Winches / Pulley Blocks / - Cert. Of test and examination.
  - e. Form CR 4A: Lifting appliances - Report of thorough Examination (14 month).
  - f. Form CR 6 A: Lifting gear - report of thorough examination (6 months).
6. All lifting equipment and accessories must be marked with the Safe Working Load.
7. Sufficient numbers of trained personnel to be available on site before lifting begins.
8. No persons are allowed to stand or work within lifting appliance-operating radius without the operator's permission.
9. Loads must not be slewed over personnel, plant, site huts or property.
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. Manufacturer's information on load weight, centre of gravity and slinging arrangements will be obtained in advance where practicable.
15. Lifting will be supervised to ensure stability of the appliance and the load.
16. Work will stop when weather conditions prevent safe operations.
17. Crane drivers and operators of lifting appliances and slingers will be trained in the appropriate FAS CSCS programme or an equal approved programme.

Reference:

Safety, Health & Welfare at Work, Act 2005

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

# Safety Statement January 2016

Risk Assessment No. 16

Activity / Hazard:

Installation & Use of temporary Electrical Supplies

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Electrocution	1	9	1	9	Low
Fire	1	9	1	9	Low
Damage to equipment	1	1	1	1	Low

Controls:

1. Temporary supplies will be planned to take into account foreseen load requirements, environmental conditions, and progress of work.
2. Only competent electricians are authorised to install or modify temporary supplies.
3. The installation will be certified before being brought into use and after any modifications.
4. Offices, stores, drying rooms and canteens will be regarded as permanent installations and use 240V and IEE Wiring Regulations will apply.
5. All portable equipment must be 110V unless specific arrangements have been made.
6. Supply and distribution units will be lockable and the keys controlled.
7. Signs warning of electrical hazard will be displayed on supply units.
8. Fire extinguishers (carbon dioxide) will be available adjacent to distribution units.
9. Rubber gloves to BS697, and rubber mats to BS921 are to be used for live work.
10. All cables will be routed so as to prevent their damage and avoid tripping hazards.
11. Subcontractors will receive additional induction training on arrival at site where live system work is progressing.
12. Permit to work system or other suitable means of control to be used when work on live systems is foreseen.
13. Operatives will not be permitted to work alone on live systems.
14. All operatives must receive additional induction training on arrival at site where live system work is progressing.
15. Operatives training to include: where on site live system work is being completed the hazards and risks of electricity and working on live systems, how electricity affects the body, first aid/emergency procedures for electric shock.

Reference:

Safety, Health & Welfare at Work, Act 2005

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

# Safety Statement January 2016

Risk Assessment No. 17

Activity / Hazard:

Working in the Vicinity of Existing Services

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Contact with electricity or gas supplies	1	9	2	18	Low
Flooding from water services	3	1	2	6	Low
Contact with sewage	3	1	2	6	Low
Explosion or asphyxia from gas leak	1	9	3	27	Low
Interface with fibre optic mains	1	1	2	2	Low

Controls:

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. Project 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 operations begin.
9. Work to be supervised at all times.
10. Operatives locating services to be trained in the use of the location equipment.
11. Operatives will be briefed as to the current course of actions when discovering known/unknown services.
12. Operatives briefed in emergency procedures when services are breached/damaged.
13. Gloves must be worn whilst working on sewage or foul lines.

Reference:

Safety, Health & Welfare at Work, Act 2005  
Safety, Health & Welfare at Work (Construction) Regulations, 2006

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Risk Assessment No. 21

Activity / Hazard:

Work On Live Sewage Connections

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Leptospirosis (Weil's disease)	3	4	2	24	Low
Presence of toxic gases	3	2	2	12	Low
Presence of flammable gases	3	4	2	24	Low
Lack of oxygen	2	9	1	18	Low
Oxygen enrichment	2	3	1	6	Low
Drowning	1	9	1	9	Low

Controls:

1. Planning to take into consideration the potential hazards, other risks including excavations and natural ventilation.
2. Excavation will be adequately shored or battered - PERSONNEL MUST STAY IN SAFE AREA i.e. trench box etc.
3. Adequate ladder access will be provided to the place of work.
4. Contingency plans for possible flooding of excavation will be considered.
5. Adequate welfare provisions will be available on site - i.e. washing and changing.
6. Monitoring equipment capable of detecting flammable gases, toxic or explosive atmosphere, lack of oxygen and presence of methane and hydrogen sulphide must be used where required.
7. PPE may include waterproof gloves, foot protection, overalls, head, eye, hearing, barrier cream and where necessary respiratory protection.
8. Hygiene and first-aid facilities to be available.
9. Openings will be suitably fenced or closed off when not being worked upon.
10. Pipes will be ventilated by removal of chamber covers and below work area prior to the start of any work ensuring suitable fences and signs are present.

Reference:

Safety, Health & Welfare at Work, Act 2005

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

Safety, Health & Welfare at Work (Biological Agents) Regulations, 1998

# Safety Statement January 2016

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Risk Assessment No. 23

Activity / Hazard:

Working Alone

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Inflicted injury e.g. assault from 3rd party	1	5	1	5	Low
Health problems e.g. heart attack	1	9	1	9	Low
Injury associated with activity	2	4	1	8	Low

Controls:

1. A "man down" unit must be worn at all times whilst working alone.
2. A gas detector must also be carried at all times.
3. Where hazardous substances, live electrical work, work at height or near water is involved then lone working must be avoided.
4. Lone worker alarms or other means of communication such as mobile phones will be provided.
5. Suitable means of access will be provided which can be handled safely by one person.
6. The limits of work, which is permitted, and the limits on the initiative of the individual must be clearly specified before work is authorised.

Reference:

Safety, Health & Welfare at Work, Act 2005

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

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Risk Assessment No. 24

Activity / Hazard:

Work In and Around Occupied Premises

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Electric shock/burns	2	4	2	16	Low
Fire/explosion	2	5	2	20	Low
Falling from heights	1	9	2	18	Low
Injuries to third parties - falling objects	1	5	3	15	Low
Injuries to third parties - hazardous materials	1	5	3	15	Low
Injuries to third parties - plant & equipment	1	5	3	15	Low
Slips, trips and falls	3	3	2	18	Low
Noise	3	2	2	12	Low
Dust	2	2	2	8	Low

Controls:

1. The Project Manager shall exchange information with owner/occupier to ensure full knowledge of existing hazards, demarcation of areas of responsibility and work hazards.
2. Induction training to include any hazards and necessary precautions required for the workplace.
3. Access equipment will be provided to ensure maximum safety of workers and occupants.
4. Details of existing services will be obtained before the start of works.
5. A copy of the Safety File will be requested (If applicable).
6. Dust emissions to be minimised and/or contained to boundaries of the site.
7. Physical barriers and notices will be installed to isolate works from occupants and members of the public.
8. No materials or tools to be left unattended on public access thoroughfare.
9. Fire exit routes will be kept free from obstructions, or alternative routes to be clearly signed.
10. Hot work and use of naked flame appliances controlled as necessary, including the use of permit to work systems.
11. When working over public thoroughfares, covered walkways, exclusion zones, debris netting, fans or other suitable measures to protect the public to be installed.
12. Project Managers monitoring to include: initial checks to ensure safe systems of work are in place before work begins, that barriers and signage have not been removed or tampered with and that working area are left safe and secure at the end of each work period.
13. Regular contact will take place with occupants to co-ordinate work and eliminate hazards to them.
14. Before any works begin ensure the area is cordoned off to prevent general pedestrian access.
15. Relevant signage and alternative diversions must be in place.

Reference:

Safety, Health & Welfare at Work, Act 2005

# Safety Statement January 2016

Risk Assessment No. 25

Activity / Hazard:

Use of Rubbish Skips

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Trapping between skip & fixtures during raising and lowering	1	9	2	18	Low
Unintentional release of skip during raising & lowering	1	4	3	12	Low
Road traffic accidents, including material falls from skip	2	3	4	24	Low

Controls:

1. Skips to be placed so as not to obstruct traffic routes.
2. Skips must have adequate lighting and signage while on site and 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 passing 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.

Reference:

Safety, Health & Welfare at Work, Act 2005  
Safety, Health & Welfare at Work (Construction) Regulations, 2006

# Safety Statement January 2016

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Risk Assessment No. 27

Activity / Hazard:

Driving of Company Vehicles

Risks Identified:

	Risk Assessment		Rating		
	Probability	Severity	Exposure	Rating	Risk Level
Poor Road Conditions	3	4	2	24	Low
Vehicle Defect	1	4	2	8	Low
Driver Error	2	4	2	16	Low
Unstable Load	1	4	3	12	Low

Controls:

All persons who drive on behalf of Ashgrove Mechanical Services on the public road are subject to the provisions of the Road Traffic Act 1961.

They must at all times, drive in a manner that is safe, both to themselves and other road users and at all times observe the basic "rules of the road".

We expect all operators of company vehicles, not alone to fulfil their obligations under the 1961 Act, but coupled with the Safety, Health and Welfare at Work Act 1989 to observe the following guidelines.

1. Check lights, tyres, oil, water, windscreen wipers and washer reservoir etc. at regular intervals.
2. Ensure your vehicle is serviced in accordance with the manufacturer's requirements.
3. Report all accidents or damage, however minor, to the Plant Manager.
4. Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the Plant Manager.
5. Ensure before reversing, that there are no obstructions or people behind the vehicle.
6. Make regular inspections of your vehicles for obvious defects and ensure any defects noticed, are rectified without delay.
7. Ensure your licence is current at all times when driving company vehicles.
8. Always beware of children when driving.

Reference:

Safety, Health & Welfare at Work, Act 2005

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

# Safety Statement January 2016

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## Summary:

### Quality, Health & Safety and Environmental Policy

We are committed to conducting business in a safe and environmentally sustainable manner and strive to ensure that best practices are followed at all times.

Our systems are designed to meet the Quality, Health & Safety and Environmental standards set out.

We have a strong commitment to the health and safety of our staff, sub-contractors, and members of the public and to the safety of our environment.

We believe in delivering a quality service and this has been a major factor in our success over the years. It is our policy to meet or exceed our client expectations on each and every job, thereby ensuring repeat business.

The main policy objectives of our Quality, Health & Safety and Environmental program are:

- Continuous improvement of the quality of our service and service delivery, by continuous assessment of all work activities, systems, workplaces and materials used in the delivery of our services
- To identify, assess and manage risks in order to prevent personal injury, damage to property or environmental damage
- To provide and ensure a safe working environment by ensuring that all staff and sub-contractors are adequately trained to secure their own health and safety at work and that of others who may be affected by their actions
- Protection of the environment by preventing pollution, and by reducing and controlling waste
- Compliance with all current legislative requirements.

The QHSE policy is the responsibility of management with the active support of all our staff, sub-contractors and clients.