

# **Safety Statement**

# **Dartmouth Building Works Ltd**

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## **1.0 MANAGEMENT OF HEALTH & SAFETY POLICY**

### ***1.1 Statement of Health and Safety Policy***

It is the policy of Dartmouth Building Works Ltd to comply with the Safety, Health and Welfare at Work Act, 2005, the Safety, Health and Welfare at Work (General Application) Regulations, 2007, the Safety Health and Welfare at Work (Construction) Regulations, 2006 and any further relevant legislation or amendments. We will 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 Dartmouth Building Works 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 Dartmouth Building Works Ltd to ensure that adequate consultation takes place between management and employees on all health and safety related matters; employees are encouraged to notify management of identified hazards in the work place.

All 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 at all company work locations for consultation and review 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.

**Name;** \_\_\_\_\_  
**Mr. Paul Merriman**  
**Director**

**Date**\_\_\_\_\_

## 2.0 ORGANISATION AND RESPONSIBILITIES

### 2.1 Directors: *Paul Merriman*

The Directors have overall responsibility for Safety, Health and Welfare within Dartmouth Building Works Ltd and will comply with Section 8 of the Safety Health and Welfare at Work Act 2005, responsibilities include:

- Taking a direct interest in the Safety Statement and implementing policies and procedures written in it and ensuring it is updated as required.
- Allocating resources within the constraints of the company's budget to implement safety policies within the Safety Statement.
- Provide persons under his control with safety training, information and supervision in a form, manner and, as appropriate a language that is reasonably likely to be understood. Training will be provided on the commencement of employment, in the event of a transfer or change of task, or the introduction of new systems of work or technology.
- 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.
- Ensuring adequate welfare, first aid and fire fighting facilities and equipment are available on site.
- 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.

### *Site Supervisor*

The Site Supervisor is responsible for managing and co-ordinating implementation of the Safety Statement on behalf of the Directors, which entails the activities of site employees and contractors.

These duties include:

- 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.
- Ensuring adequate welfare, first aid, fire fighting facilities and equipment are available on site and kept in good working order.
- Ensuring all contractors obey established site safety rules and immediately corrects any violations of these rules.
- Verifying that all employees on site have received induction training to include a review of the safety rules, the use of personal protective equipment, emergency procedures, first aid, accident reporting and any other relevant safety issues.
- Ensure that safety standards laid down in the Safety Statement is adhered to and obeyed.
- Ensure employees under their supervision receive appropriate safety training.
- Ensure that employees are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- Ensure that good housekeeping standards are maintained.
- Monitor the activities of Dartmouth Building Works Ltd visitors and contractors on site to ensure their safety.
- Notify the Directors of any situations, which may present a safety hazard to contractors, or the public.

- Provide information to operatives regarding any work on site, which may present unusual, or significant risks to health and safety.
- Ensure all pertinent safety information is communicated to contractors on site as appropriate.
- 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).
- Ensure an up to date copy of the Safety Statement is available to all contractors and inspectors of the Health & Safety Authority for review.

### 2.3 *Employees*

In accordance with the requirements of *Section 13 of the Safety, Health and Welfare at Work Act 2005*, employees have the following responsibilities:

- All employees are required to co-operate fully with all provisions taken by Dartmouth Building Works Ltd for ensuring their safety, health and welfare and the safety, health and welfare of other employees, contractors and clients.
- All employees are required to immediately report all incidents and dangerous occurrences.
- All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- All employees are required to discharge their work in a safe manner taking care of their own safety and health and that of others who may be affected by their acts or omissions.
- Employees must adhere to site safety rules laid down by employing contractors or clients.
- Not to be under the influence of an intoxicant to the extent that they may endanger their own or others' health and safety
- Employees are required to submit to tests for intoxicants if reasonably required, with the tests carried out by or under the supervision of a medical practitioner who is a competent person.

## **3.0 TRAINING**

### **3.1 *Training For Safety***

Dartmouth Building Works Ltd will provide such training as required by Section 10 of the 2005 Act to safeguard the safety, health and welfare of employees. Specifically, employees will be given the following safety training:

- All employees will receive induction 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.
- All employees must be trained in the FAS Safe Pass Programme when required as per the Safety, Health and Welfare at Work (Construction) Regulations, 2006.
- All employees must be trained in the FAS Construction Skills Certification Scheme when required as per the Safety, Health and Welfare at Work (Construction) Regulations, 2006.
- Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position.
- When necessary, the Safety Representative will receive the necessary training as recommended by the Health and Safety Authority to carry out his/her role effectively.
- Operators of company vehicles who are involved in serious accidents (in which they are at fault) or repeated accidents will receive appropriate remedial driver training.
- The nominated first aider will be trained in occupational first aid (updated every three years)

### **3.2 *Records of Training***

Training Records 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

### **3.3 *Induction Training***

All employees employed by Dartmouth Building Works Ltd. will receive induction training on commencement of employment, to ensure they fully understand the hazards of their workplace and what safety precautions and emergency procedures are required. All employees will be inducted before starting work on each site.

Induction Training will include the following (for example):

- Relevant legislation
- Safety Statement including Risk Assessments
- Emergency / Fire Evacuation Procedures
- Accident Reporting / Investigation Procedures
- First Aid Facilities
- Security Arrangements
- Personal Protective Clothing Available
- Safe Methods of Work etc.

## **4.0 CONSULTATION**

### **4.1 Safety Representative**

A Safety Representative may be selected in accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations, 2006 (*should Persons on site exceed 20 in number*) to make representations to the employer regarding matters related to health and safety.

The nominated Safety Representative is: \_\_\_\_\_

### **4.2 Duties of Safety Representatives**

Make oral, or written representations to Dartmouth Building Works 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.

### **4.3 Violence and Aggression**

Dartmouth Building Works 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. The management will investigate any reports made.

### **4.4 Stress**

Dartmouth Building Works 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 relieve their workload and to identify the origin of the stress.

### **4.5 Harassment and Bullying**

The management of Dartmouth Building Works Ltd are 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.

Dartmouth Building Works 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.

Dartmouth Building Works 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     *Pregnant Employees***

Dartmouth Building Works Ltd will take all necessary steps to comply with Regulation 24 of the *Safety, Health and Welfare at Work (General Applications) Regulations 2007* for Pregnant, postnatal and breastfeeding employees

Employees should inform management if they are pregnant, as early as possible in the pregnancy.

Management should identify those aspects of the work process that may place the mother or child at risk.

Steps should be taken to remove exposure to this risk and if necessary relocate the employee for the term of the pregnancy.

Every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

#### **4.7     *Smoking Policy***

Dartmouth Building Works Ltd will comply with the Tobacco Act 2004. Smoking is not permitted in any of the company buildings including offices, canteens and other welfare facilities. Smoking is not permitted in company vehicles

#### **4.8     *Alcohol and Drug Policy***

Dartmouth Building Works 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 will be subject to disciplinary proceedings. Any employee that is taking prescription drugs that may interfere with their work should inform their supervisor.

## **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 Site Supervisor and, where necessary, action is taken to prevent recurrence.

All sub- contractors must report all accidents and incidents to the site supervisor and then to Dartmouth Building Works Ltd site management. Always preserve the scene of an accident/incident so that a proper investigation can be made.

### **5.2 Accident Report Book**

A responsible employee of Dartmouth Building Works Ltd, who is in the vicinity where the accident occurred, will complete the Accident Report book. The report is to be reviewed by the Directors.

### **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 NB Construction Ltd to report to the Health and Safety Authority on prescribed forms.

Under the 1993 General Applications Regulations, following types of Accidents must be notified to the Health and Safety Authority on the appropriate form 'IR.1'

**1) General injuries involving employees and self-employed**

Accidents, where a person is injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident, are reportable.

**2) Road traffic/ vehicle accidents involving employees and self-employed**

Such accidents are reportable if the person was injured while driving or riding in the vehicle in the course of work, and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.

**3) General injuries involving members of the public**

Accidents related to a place of work or a work activity where a person requires treatment from a medical practitioner are reportable.

Accidents related to medical treatment or a pre-existing medical condition are not reportable.

**4) Road traffic/vehicle accidents involving members of the public**

Road traffic accidents are only notifiable if they relate to vehicle loads or to the construction or maintenance of roads or structures adjacent to roads.

The Incident Report form (IR1) form can be completed in paper format or online by registering on HSA's website: [www.hsa.ie](http://www.hsa.ie)

***Dangerous occurrence*** (as listed in Appendix I)

The Dangerous Occurrence Form (IR3 form) will be sent to the HSA, where a Dangerous Occurrence arises, as specified in the 12<sup>th</sup> Schedule of the Safety, Health and Welfare at Work (General Application) Regulations 1993.

## **6.0 VISITORS**

### **6.1 Visitors**

Dartmouth Building Works Ltd has a responsibility to ensure, as far as is reasonably possible, the safety of visitors and contractors while on our project sites. To that end the following policies will apply:

- The site Supervisor is to be informed of any Dartmouth Building Works Ltd visitors on site
- Dartmouth Building Works Ltd visitors will be accompanied by an employee of Dartmouth Building Works Ltd at all times, while on our project sites.
- Visitors are to obey the site safety rules and emergency procedures at all times.
- The sites will be adequately hoarded, or fenced off and appropriate safety and warning signs posted, when necessary.

### **6.2 Contractors**

Dartmouth Building Works Ltd contractors are bound by the following:

- Contractors should not work on the premises/sites unless covered by adequate employers and public liability insurance.
- Contractor's insurance policies must be submitted for examination prior to work commencing to ensure they confirm to Dartmouth Building Works Ltd requirements.
- Contractors are obliged to observe the safety rules issued by the main contractor and comply with any other applicable regulations or instructions given by a representative of Dartmouth Building Works Ltd
- Contractors must not commence with any work on the premises or project site until relevant safety procedures are read, understood and accepted.
- Contractors may be asked to provide their Safety Statement or a Method Statement prior to the commencement of work at the discretion of the Directors and designated Project Supervisors.

## 7.0 FIRST AID

- As required under Chapter 2 of Part 7 of the General Application Regulations 2007, Dartmouth Building Works Ltd will provide suitably marked and easily accessible first aid equipment at all places of work. Depending on the size or specific hazards (or both) of the place of work, trained occupational first aiders will be provided.
- Information must be provided to all employees and contractors as regards the first aid facilities and arrangements in place.
- Names, addresses and telephone numbers of the local emergency services must be clearly displayed on site.
- Each first aid box will be stocked in accordance with guidelines, issued by the Health and Safety Authority (see Appendix II).

### 7.1 *Nominated First Aiders*

The following person(s) is the nominated First Aider(s) and has received appropriate training and certification:

1. \_\_\_\_\_
2. \_\_\_\_\_

- Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 2 years.
- Each first aider will be responsible for the maintenance of appropriate first aid supplies.
- Wherever first aid is given, a record of the injury and details of treatment given must be maintained by the First Aider.
- Arrangements will be made in the event of our first aider being absent, that a designated person to take charge if any person who is injured or ill.

## **8.0 MONITORING AND REVIEW**

### **8.1 *Revisions***

The Safety Statement will be reviewed when significant changes occur by Paul Merriman and will be changed as names of responsible persons change, as risks change, or as changes in legislation occur.

### **8.2 *Equipment Certification and Inspection***

- All plant and equipment brought onto the site should carry appropriate certification.
- All plant equipment should be inspected as per manufactures instructions or prior to use by a qualified person.

## **9.0 GENERAL SAFETY PRECAUTIONS AND CONTROLS**

### **9.1 *Housekeeping***

- A high standard of housekeeping must be maintained at all times.
- Each contractor 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.
- All access/egress routes must be kept clear at all times.
- Materials should never be stored in positions, which would create hazards to workers; this includes storing materials on platforms, access stairs conveyor walkways or the materials storage areas.
- The Site Supervisor will monitor the site work to ensure housekeeping is maintained.
- Debris and materials must not be thrown or dropped from platforms or scaffolding
- 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***

As required under chapter 3 of the 2007 General Applications Regulations, appropriate Personal Protective Equipment must be supplied by Dartmouth Building Works Ltd and worn by Dartmouth Building Works Ltd personnel. Contractors must supply appropriate PPE to their employees. Non-compliance will result in disciplinary procedures. Mandatory PPE will be worn on construction site i.e. Hard Hats, safety boots and high visibility vests.

### **9.3 Manual Handling**

Under chapter 4 of the 2007 General Applications Regulations, '*Manual Handling of Loads*' means *any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reason of its characteristics or of unfavourable ergonomic conditions involves risk, particularly of back injury, to employees.*

#### **Reducing the Risk of Injury**

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?

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

##### **The Load**

Can the load be made?

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

##### **The Working Environment**

Is it possible to?

- Remove obstructions to free movement?
- Provide better footing?
- Avoid steps and steep ramps?
- Prevent extremes of hot and cold?
- Wear less restrictive clothing?
- 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.

### **9.4 Fire**

- Extinguishers will be placed in accessible locations throughout the site, for use in the event of a fire.
- All equipment will be properly maintained.
- The location of equipment should be indicated by easily recognisable signs.

- Smoking should be restricted to specified areas throughout the site. From the 29<sup>th</sup> March 2004 enclosed places of work became smoke free.
- Combustible debris should be properly disposed of away from potential ignition sources.
- Any contractor 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.

## ***9.5 Hazardous Chemicals and Substances***

Dartmouth Building Works Ltd, will comply with *the Chemical Agents Regulations, 2001* when involved in the purchase, use, and storage of chemicals

### ***Purchase of New Hazardous Substances***

Any new hazardous substances introduced, must be accompanied by;

#### ***A copy of the Material Safety Data Sheet***

Details of how the chemical will be used and by whom

A risk assessment based on information available

Details of any proposed precautions for delivery, use or storage of the chemical, including emergency procedures.

The safety requirements pertaining to individual chemicals and hazardous substances brought onto the premises will depend on the nature of the substance, and how it is being used. The following general requirements apply to all substances used or stored:

### ***Information***

Material Safety Data Sheets (MSDS) shall be provided for all chemicals or substances. These provide detailed information on each substance used. All employees using the substance or those potentially affected by the use of the substance should be consulted in regard to proper handling techniques and emergency procedures.

### ***Labelling***

Containers of dangerous substances must be correctly labelled at all times. This label should contain information on the precautions necessary as well as an orange label with the appropriate hazard symbol. Substances should not be transferred to an unlabelled container at any time. Materials must not be stored where they are exposed to damage from traffic movements.

### ***Storage***

Chemicals may only be stored in designated storage areas. The following minimum standards apply at all such facilities:

Substances should not be stored close together if their respective hazard symbols indicate the materials are incompatible.

Storage areas will be properly identified by appropriate safety signs to indicate their contents or class of contents.

An inventory of chemicals stored must be maintained.

## 10.0 ELECTRICITY

### Equipment

- In the interest of safety, all portable power equipment used 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.
- All equipment is to be properly maintained and grounded.

### Overhead Power Lines

*Overhead Power Lines is defined as any electric line suspended above ground carrying or intended to carry electric energy at a voltage exceeding 80 volts to earth.*

- Contact with overhead power lines is one of the most severe hazards employees may face on a work site. The practical steps that can be taken to prevent danger from live over-head cables include re-routing the cable, disconnecting it, or placing suitable barriers around it.
- The local authorities should be contacted for an on site consultation, as to protection of the overhead line.
- One shall assume all overhead lines and cables are live unless specifically advised otherwise by the local authority.
- Barriers placed around live lines shall be inspected on a daily basis.
- Cranes and lifting equipment may be modified with suitable restraints to limit operations where applicable.

### Underground Cables

*Underground Cables means any electric cable below ground carrying or intended to carry electrical energy at a voltage exceeding 80 volts to earth.*

- Prior to commencing any work on site all underground cables should be identified by contacting the local authority and, if necessary, scanning the site to detect hot lines.
- Where a cable is identified the local authority should be contacted for consultation. Proper work procedures should be established and documented.
- The route, depth and voltage of the cable should be identified and marked.
- Regard all buried cables as live. Excavators and power tools should not be used within one half metre of the line, the remainder should be hand dug.
- Once a cable is exposed it should be supported and protected against any damage.



## METHOD OF RISK CLASSIFICATION

In order to prioritise the level of risk associated with identified hazards the following method will be used: The identified hazards will be evaluated in accordance with their probability and severity, and classified in the categories indicated below.

Probability (P) (of harm occurring)	1. Improbable	close to zero probability
	2. Remote	unlikely but conceivable
	3. Possible	may occur, could well occur
	4. Probable	may occur several times, not surprising, occurs frequently, to be expected, likely

Severity (S) (if it does occur)	1. Negligible	minor injuries
	2. Minor	injury with short term effect
	3. Severe	major injury or disability or ill health with long- term effect, single fatality
	4. Extreme	multiple fatalities

PROBABILITY	SEVERITY			
	1. Negligible	2. Minor	3. Severe	4. Extreme
1. Improbable	–	–	D	C
2. Remote	–	D	C	B
3. Possible	D	C	B	A
4. Probable	D	B	A	A

### Risk categories / conclusions

A: Hazard must be avoided (or the level of risk reduced significantly and reliably by controls)

B: Hazard should be avoided (or the level of risk reduced significantly and reliably by controls)

C: Risk to be controlled as far as reasonably practicable

D: Risk is controlled as far as reasonably practicable

–: No control measures necessary

### Risk controls:

Risk controls which may be considered are (generally in descending order of effectiveness):

- enclosure, isolation, barriers, guarding, segregation, reduced-time exposure
- safe systems of work, training, supervision
- written procedures
- information, instruction, warnings, signs, labels
- personal protective equipment (PPE)

Note: after application of control measures, the risk level should be reduced to a “D otherwise the foreseen measures for controlling the risk must clearly be described.

## **11.0 WORKING AT HEIGHTS - RISK ASSESSMENTS**

*Dartmouth Building Works Ltd will carry out work at height in accordance with Part 4 of the Safety, Health and Welfare at Work (General Applications) Regulations 2007, which sets out the basic principals for safe work at height.*

*“Work at height” means work in any place, including a place-*

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

### **11.1 Work at Heights - Risk Assessment**

#### **Hazards**

- Falls of persons from working place or accesses.
- Falls of materials or articles.
- Contacting overhead cables, beams, lights and other objects

#### **Risks**

**No Controls; P3 x S3 R=B**

**Controls in Place; P2 x S2 R=D**

#### **Safety Precautions and Controls**

- In accordance with the Working at Height Regulations 2006, all working areas at heights will be guarded to prevent falls of persons and materials, where practicable, or other suitable protective procedures will be used.
- All work equipments used to access work at height will undergo regular inspections and the appropriate documentation will be filled and retained on site (GA3 Form)
- The Supervisor, on request, will arrange any necessary notices warning of men working above.
- All personnel on sites, where work at heights is being carried out, will wear appropriate PPE (e.g. safety helmets, etc).
- The safety of other workers, the public, must be a priority consideration during the working period. Access to the working areas must be removed, or fenced outside working hours or when unattended.
- Appropriate safety equipment will be used when necessary i.e. safety belts, harnesses, fall arrest devices etc.
- Only recommended access equipment should be used with a certified safety mark.
- All Plant must carry the appropriate safety certification and that the operator must have the appropriate CSCS training certification. If any of our employees have any doubts about the safety of equipment or safety of working practices, they must stop work and contact management as soon as possible.

## 11.2 Working from Scaffolding – Risk Assessment

### **Hazards**

- Working at heights.
- Collapse of scaffolds.
- Falls of materials.
- Contact with overhead power lines or electrical cables.

### **Risks**

**No Controls; P3 x S4 R=A**

**Controls in Place; P2 x S2 R=D**

### **Safety Precautions and Controls**

- The Company must satisfy themselves that the scaffolds are safe, prior to their employees working from the scaffolds.
- Inspect the scaffold assembly before each use to see that it is assembled correctly, that it is level and plumb base plates are in firm contact with sills, bracing is in place and connected, platforms are fully planked, guardrails in place, safe access is provided, that it is properly tied and/or guyed and that there are no overhead obstructions or electric lines within 12 feet of the scaffold assembly.
- Use only the safe means of access that is provided. Do not climb bracing or frames not specifically designed for climbing. If such access is not provided, insist that it be provided.
  - Climb Safely
  - Face the rungs as you climb up or down.
  - Use both hands.
  - Do not try to carry materials while you climb.
  - Be sure of your footing and balance before you let go with your hands. Keep one hand firmly on frame or ladder at all times.
  - Do not work on slippery rungs to avoid slipping.
  - Do not overload platforms with materials.
- Working heights should not be extended by planking guardrails or by use of boxes or ladders on scaffold platforms.
- Do not remove any component of a completed scaffold assembly unless adequately trained to do so, (FAS approved, CSCS)
- Employees will obey all signage erected on scaffolding e.g. 'Scaffold Incomplete'.
- Employees will wear personal protective equipment and use safety harnesses where necessary.

## **12.0 PLANT AND EQUIPMENT- RISK ASSESSMENT**

### ***12.1 Plant and Equipment – Risk Assessment***

#### **Hazards**

- Entanglement
- Falls into machinery
- Contact with moving parts of machinery
- Struck by materials
- Noise

#### **Risks**

**No Controls; P3 x S3 R=B**

**Controls in Place; P2 x S2 R=D**

#### **Safety Precautions and Controls**

- The management will ensure that all machinery on the premises is in good order and equipped with all safety devices and guards in conjunction with the main contractor. Any defective machine or piece of equipment will be isolated. The machine will not be used until the defect is rectified and the equipment is re-inspected / certified.
- All plant and equipment will undergo regular documented inspections and any noted defects corrected.
- All required preparatory work would be completed to ensure plant and equipment is used safely on site.
- All machinery will be maintained, operated and used in accordance with the current legislation and standard "best practice".
- A method statement will be applied when carrying out particularly hazardous work.
- Measures will be taken to prevent the risk of entanglement.
- All lifting gear and equipment must be marked with a means of identification and the safe working load and carry appropriate certificates.
- Electrical and mechanical plant, unless specifically designed must be switched off, or stopped for adjustment and before items of equipment are connected, or disconnected.

## **12.2 Excavator 360 / Mini Digger – Risk Assessment**

### **Hazards**

- Collision
- Crushing and Entanglement
- Poor Visibility
- Overturning
- Noise

### **Risks**

**No Controls; P3 x S2 R=C**

**Controls in Place; P2 x S2 R=D**

### **Safety Precautions and Controls**

- Only trained and certified personnel may operate the excavator. The training must meet CSCS standard.
- The machine must be examined by the operator at the start of every working day / shift. Normal diesel/engine checks must be carried out at the start of every working day. Certificates will be stored on file in the site office, available for review.
- Any defects must be reported to employer / supervisor.
- Before commencement of work, all underground services must be located and
- clearly marked. Overhead power lines must be identified and made safe, liaison must be made with the relevant bodies at this time.
- All personnel should keep clear of the swing radius of the excavator.

## 12.3 Site Dumper – Risk Assessment

### Hazards

- Collision with people, equipment, buildings
- Overturning
- Noise
- Contact with overhead power lines
- Fire

### Risks

**No Controls; P3 x S3 R=B**

**Controls in Place; P2 x S2 R=D**

### Safety Precautions and Controls

- Operators must be trained and be in possession of a current certificate/licence in order to operate / drive the dumper
- The machine must be checked out by the operator at the start of each working day/shift
- The Safe Working Load (S.W.L.) of the machine must never be exceeded
- Never carry loads that obstruct the driver's forward vision.
- Always check for proximity hazards, e.g. pedestrians, other vehicles, ground conditions, excavations, obstructions etc.
- When unloading at dump points and excavations always ensure that adequate material berms / stop blocks are in place.
- Before tipping always check for overhead power lines.
- A competent person, in accordance with manufacturer's instructions must carry out machine maintenance.
- Always adhere to safe parking procedures e.g. park on firm ground, Engage hand break, place controls in neutral, lower body/skip and remove key /starting handle.
- The operator must ensure that all loads are secure before lifting/moving
- Suitable fire extinguishers should be installed on all machines
- Suitable personal protective equipment and the operator must use (PPE) as and when required.

## 12.4 Mobile Access Towers – Risk Assessment

### Hazards

- Falls from height
- Falling materials
- Collapse of structure
- Unsuitable base
- Overloading
- Unsound materials
- Unsafe access
- Untrained erectors
- Adverse weather conditions
- Overhead cables and other obstructions

### Risks

**No Controls; P3 x S4 R=A**

**Controls in Place; P1 x S4 R=D**

### Safety Precautions and Controls

- Mobile Access Towers must only be erected by trained, experienced persons.
- Check location for overhead electricity cable hazards and other obstructions.
- Towers should be erected on firm, level ground with metal base plates and adequate timber sole plates (unless ground is concrete or similar).
- Components should be correctly fitted together, and the tower kept vertical. Manufacturer's instructions must be followed regarding erection, especially for bracing.
- Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance for outriggers where fitted.
- Wherever possible, the tower, should be tied to the structure using secure points. This applies especially in windy or exposed conditions.
- When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at or near the base of the tower.
- Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
- All ladder loadings must be carried by the tower if freestanding ladders must not be used, unless the tower is firmly secured to the structure and the ladder is similarly secured.
- Platforms must be fully boarded, with guardrails and toe boards, and access provided by trapdoors.

## ***12.5 Hand Tools – Risk Assessment***

### **Hazards**

- Sharp edges
- Flying objects
- Defective tools
- Noise

### **Risk**

**No Controls; P3 x S2 R=C**

**Controls in Place; P2 x S2 R=D**

### **Safety Precautions and Controls**

- All personnel using hand tools must be adequately trained in their safe use.
- When selecting the tool for the job in hand, the correct type, size and weight of the tool should be considered.
- The cutting edges of tools should be kept sharp and when not in use they should be protected by a suitable cover.
- All hand tools must be maintained in a safe condition and discarded and replaced when found to be unsafe for use.
- Tool handles should be of a smooth finish and free from patent defect.
- Tools should be kept clean and free from grease and dirt.
- When not in use tools should be stored in the appropriate toolbox or crib, so as not to present a tripping or falling hazard.
- All employees involved in the use of hand tools must have an understanding of the associated hazards and take necessary precautions to avoid risks.
- Hearing protectors must be worn when working with hand tools, which emit high levels of noise.
- Suitable and adequate personal protective equipment must be worn to protect from the hazards associated with each individual tool being used.



## ***12.6 Portable Electric Tools – Risk Assessment***

### **Hazards**

- Electric shock
- Contact with moving parts
- Noise
- Fire

### **Risks**

**No Controls; P3 x S2 R=C**

**Controls in Place; P2 x S2 R=D**

### **Safety Precautions and Controls**

- All personnel must be trained in the safe use of portable electric tools.
- Portable electric tools must be serviced and maintained every three months by a competent person.
- All tools must be thoroughly inspected prior to use.
- Portable electric tools must only be used for the purpose for which it was designed.
- Cables, plugs and connectors must be in good condition and free from cracks, breaks and exposed wires.
- Always follow the manufacturer's instructions.
- Portable electric tools must operate only on 110v supply.
- A Residual Current Device (RCD) must be used at the socket or mains, even if the power supply is 110v.
- Portable electric tools must never be used while the operator is standing in water.
- Electric cables and extension cables must be laid out in a neat and tidy fashion to avoid tripping hazards and becoming damaged by other vehicles and equipment.
- Never handle live electric cables.
- Portable electric tools must never be connected to lighting sockets.
- Eye and hearing protection should always be used while working with portable electric tools.

## **12.7    *Portable Drills – Risk Assessment***

### **Hazards**

- Contact with moving parts
- Entanglement
- Ejection
- Electrocution
- Noise
- Fire

### **Risks**

**No Controls; P3 x S2 R=C**

**Controls in Place; P2 x S2 R=D**

### **Safety Precautions and Controls**

- Adequate lubricating cutting compounds to be used where possible.
- The operator is trained to use the machine in a safe manner and only authorised persons may operate the portable drills
- Drill bits to be mounted squarely and checked by competent person before use.
- The operator must carry out the required pre-operational checks on the portable drill.
- Trailing leads to be routed properly and kept away from drilling point.
- It is the duty of the operator to advise his supervisor and maintenance person of any repairs necessary to the drill.
- No other person is permitted to approach the dangerous moving parts of the drill while it is in operation.
- Eye protection to be worn at all times during operation.
- The operator should stop the drill if anyone has to move close to the cutting area for any reason. Adequate warning signs should be placed at strategic points around the drilling area while in operation.
- When the drill is not in use, precautions must be taken to ensure that it is fully immobilised. Drawn down times should be taken into consideration unless brakes are fitted.
- Sockets, protected by Earth Leakage Circuit Breakers (ELCB's) must be provided. The operator should periodically test the ELCB.
- The portable drill should be subject to a planned and recorded maintenance programme.

## **12.8 Pneumatic Tools – Risk Assessment**

### **Hazards**

- Injury to eyes from use of tools or from blowing away dust.
- Vibration White Finger (Raynaud's phenomenon)
- Damage to internal organs or upper limbs due to incorrect posture when using breakers.
- Noise.
- Damage to feet if breaker point
- Uncoupled hose swinging out of control.
- Machine starting unintentionally while changing disc, point etc due to air supply not being isolated at compressor.
- Manual handling accidents while moving compressor particularly if stand or jockey wheel damaged.
- Injuries while starting compressor due to lack of maintenance or to engine hood or cover stay failure.

### **Risks**

**No Controls; P3 x S2 R=C**

**Controls in Place; P2 x S2 R=D**

### **Safety Precautions and Controls**

- Check equipment daily before use, and report defects immediately.
- Ensure all guards, safety devices, brakes etc are in good condition and operating correctly.
- Ensure engine cover stays are in good condition and fully locked into position when the cover is open.
- Engine cover flaps must be in place during use, to ensure noise control is effective, this also includes mufflers fitted to breakers. Additional protective equipment such as ear muffs or goggles may be required and these will be worn.
- Hoses, connection and valves must be in good condition and correctly fitted.
- When using an air "lance" or similar, eye protection must be worn and a valve fitted to the lance to shut off the air supply. The work area should be cleared of other persons unless they are also adequately protected.
- Take care when blowing out condensation etc from hoses and ensure that the open end is secure and not pointing at anybody.
- Do not use compressed air for blowing down clothing etc as compressed air can enter the body via the skin, this is a major reason for people not to "fool around" with compressed air as severe injuries can result.
- Disconnect equipment from the compressor when changing discs, tools etc, do not just fold.
- Ensure the jockey wheel, stands and brakes are operational before manhandling compressors.
- Use a vehicle to move compressors wherever possible.
- Wear eye foot and car protection where needed but especially with breakers and abrasive discs.

## ***12.9 Abrasive Wheels - Risk Assessment***

### **Hazards**

- Bursting of the wheel or disc.
- Injuries from flying particles.
- Cuts to hands, legs, etc.
- Dusts from certain types of materials.
- Loose clothing tangled in disc.
- Electric shock.
- Noise.
- Fire and explosion.

### **Risk**

**No Controls; P3 x S2 R=C**

**Controls in Place; P2 x S2 R=D**

### **Safety Precautions and Controls**

- Ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.
- The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.
- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection must be worn when using abrasive wheels.
- Ensure protection is provided against hazardous dusts, which may be generated.
- Hearing protection should be worn where necessary.
- All machines should be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables.
- Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and also of people who may be affected by such sparks.

## **12.10 Compressors – Risk Assessment**

### **Hazards**

- Burst pipe
- Airborne particles
- Excessive noise

### **Risks**

**No Controls; P3 x S3 R=B**

**Controls in Place; P1 x S4 R=D**

### **Safety Precautions and Controls**

- All operators must be trained in the safe use of compressed air and all its associated uses.
- A competent person must carry out routine maintenance, cleaning and lubrication on all compressors and pneumatic tools.
- Horseplay involving compressed air can result in serious consequences and must not be tolerated.
- A safe system of work should be in place for the use of compressors.
- Compressed air must never be used to clean dust from clothing, benches, etc.
- Owing to the likelihood of high velocity airborne particles, safety goggles must be worn while working with compressed air.
- Suitable and adequate Personal Protective Clothing e.g ear defenders, must be worn while working with compressed air.

## 12.11 Skill Saw – Risk Assessment

### Hazards

- Contact with moving parts
- Electrocution
- Noise
- Fire

### Risks

**No Controls; P3 x S2 R=C**

**Controls in Place; P2 x S2 R=D**

### Safety Precautions and Controls

- The operator is trained to use the portable tool in a safe manner and only authorised persons may operate the saw.
- All blade guards to be present and in working order
- The operator must carry out the required pre-operational checks on the portable tool.
- It is the duty of the operator to advise his supervisor and maintenance person of any repairs necessary.
- No other person is permitted to approach the dangerous moving parts of the portable-tool while it is in operation.
- When the tool is not in use, precautions must be taken to ensure that its blade is fully immobilised.
- All blade replacement to be carried out by a competent person and new blades to be ensured to be secure and safe.

## **13.0 GENERAL – RISK ASSESSMENT**

### **13.1 Noise - Risk Assessment**

#### **Hazards**

- Noise
- Nuisance Noise

#### **Risks**

**No Controls; P3 x S2 R=C**

**Controls in Place; P2 x S2 R=D**

#### **Safety Precautions and Controls**

- Dartmouth Building Works Ltd will ensure that every effort will be made to reduce workplace and environmental noise levels to a minimum, in so far as is reasonably practicable, so as to be safe and without risk to safety and health.
- In situations where noise levels are likely to exceed 80dBa suitable and adequate hearing protectors will be made available to all employees likely to be affected.
- In situations where noise levels are likely to exceed 85dBa, suitable and adequate hearing protectors will be provided and all employees likely to be affected will use the hearing protection, in accordance with manufacturer's instructions.
- In situations, where it is not practicable to reduce noise levels, Dartmouth Building Works Ltd will ensure that a competent person carries out a noise assessment.
- A re-assessment will be carried out where noise levels are likely to have increased, either as a result of the introduction of new plant/machinery or work practices.
- Warning signs will be posted in all relevant work areas, indicating noise levels and the requirements regarding the use of hearing protectors.
- Every effort will be made, in so far as is reasonably practicable, to ensure that contractors/visitors adhere to the requirements of Dartmouth Building Works Ltd in relation to workplace and environmental noise levels.
- Dartmouth Building Works Ltd will exercise the right to reduce and/or eliminate noise levels, which are in excess of their workplace and/or environmental requirements.
- In compliance with the Protection of Workers (Exposure to Noise) Regulations, audiometric testing will be made available to employees who are likely to be exposed to high levels of noise during their normal working day.
- Hearing protectors will be checked on a regular basis and replaced where necessary.

### **13.2 Use of Chemical Substances**

*i.e. glue based materials, oils, petrol, diesel, etc.- Risk Assessment*

#### **Hazards**

- Inhalation of fumes, vapours and gases
- Ingestion through mouth
- Slips, trips from spillage
- Manual handling of containers

#### **Risks**

**No Controls; P3 x S2 R=C**

**Controls in Place; P2 x S2 R=D**

#### **Safety Precautions and Controls**

- When using chemical substances the Material Safety Data Sheet (MSDS) will always be referred to prior to use. Material Safety Data Sheets shall be provided to the Project Supervisor - Construction Stage for all chemicals substances brought onto the site.
- The MSDS will be made available to users of the substance.
- Persons using the chemicals will be made aware of the dangers and safe procedures to be employed during use.
- Chemicals will be used in ventilated areas.
- Appropriate personal protective equipment will be worn by persons using chemicals. Goggles, gloves and face shields will be used where necessary (details will be given on each MSDS).
- Smoking will be prohibited in the vicinity of substances indicated as flammable, highly flammable etc.
- Damage to containers, or spillage of chemicals must be reported immediately to the management.
- Spillages will be dealt with in accordance with the MSDS by persons familiar with the substance.
- Containers of chemical substances must be correctly labelled at all times. This label should contain information on the precautions necessary, as well as an orange label with the appropriate hazard symbol. Substances should not be transferred to an unlabelled container at any time.



### ***13.3 Asbestos – Risk Assessment***

The Company will contract the removal of asbestos to a competent specialist contractor. Particular care is to be taken when stripping out asbestos during demolition. A method statement is required from the relevant specialist contractor, to include arrangements for disposal in accordance with all asbestos will be removed and disposed of in accordance with the European Communities (Protection of Workers) (Exposure to Asbestos) (Amendment) Regulations, 2000 / Guidelines for Working with Materials Containing Asbestos 2005.

#### **Hazards**

- Contact
- Inadequate Personal Protection
- Inadequate knowledge of properties
- Inadequate supervision of techniques
- Breaking/splitting of Asbestos fibres

#### **Risks**

**No Controls; P3 x S4 R=A**

**Controls in Place; P2 x S4 R=D**

#### **Safety Precautions and Controls**

- When working in an area if asbestos like substance is discovered seek advice immediately, do not proceed with the work.
- If the substance is not tested for asbestos it should be treated as an Asbestos substance and the adequate precautions taken.
- Asbestos components should never be disturbed, stripped or touched without adequate training and protection.
- The law only allows trained professionals to deal with and dispose of Asbestos.

### 13.4 Dust - Risk Assessment

#### Hazards

- Raised levels of dust
- Inhalation of dust

#### Risks

**No Controls; P3 x S2 R=C**

**Controls in Place; P2 x S2 R=D**

#### Safety Precautions and Controls

- All workers exposed to dust from their work activities, must wear protective dust masks.
- Where there is a risk of eye irritation, workers must wear eye protection i.e. protective glasses / goggles.
- Workers will have access to protective gloves and barrier creams as necessary.

### 13.5 Interaction with public- Risk Assessment

#### Hazards

- Pedestrians struck with plant at site entrance.
- Pedestrians struck with plant along footpath
- Unauthorized access.

#### Risks

**No Controls; P3 x S3 R=B**

**Controls in Place; P2 x S2 R=D**

#### Safety Precautions and Controls

- All plant will be banked at all times while working in close proximity to public areas.
- Fencing will be erected and maintained enclosing all site work areas.
- Warning signage will be erected along pedestrian access routes and on perimeter fencing
- All site personnel will be made aware of the presence of pedestrian and vehicular traffic through tool box talks and site induction's.
- All plant will be banked when crossing over public footpaths or walkways entering or exiting the site.

### ***13.6 General Cleaning/ Maintenance -Risk Assessment***

#### **Hazards**

- Slips, Trips and Falls
- Disease
- Manual Handling
- Chemicals
- Entanglement
- Cuts
- Machine restarting

#### **Risk**

**No Controls; P3 x S3 R=B**

**Controls in Place; P1 x S4 R=D**

#### **Safety Precautions and Controls**

- When cleaning/maintaining machinery, etc., always be aware of slippery ground conditions underfoot (wear non-slip footwear)
- Always wear the appropriate personal protective equipment when required.
- Adhere to safe manual handling procedures when handling containers of chemicals, cleaning agents, liquids or machinery parts.
- Safe work procedures must be followed when using chemicals. Never mix chemicals without prior consultation with the manufacturer or supplier.
- Always read, and make sure you understand, the label on the chemical container(s).
- If any additional information is required on the chemical(s) being used, the Material Safety Data Sheet (M.S.D.S.) must be referred to.
- A permit to work system will be put in place for all works carried out.
- Always ensure that the correct equipment is used (e.g. hand tools, chemicals, drills etc.) and that the equipment is in good condition and is properly cleaned and stored after each use.
- A lock out, tag out system and an interlock mechanism will be put in place when any maintenance or cleaning of machinery is being carried out.
- All machinery has guards and control measures put in place to prevent the risk of entanglement or unexpected machine start up.

# **APPENDIX I**

## **Accident Reporting Forms**

# ACCIDENT REPORT BOOK

**AS APPROVED BY THE MINISTER FOR SOCIAL WELFARE UNDER ARTICLE 12 OF THE SOCIAL WELFARE (CLAIMS AND PAYMENTS) (AMENDMENT) REGULATIONS, 1967.**

**1. FULL NAME, ADDRESS AND OCCUPATION OF INJURED PERSON:**

1. *Journal of the American Medical Association*, 1997; 277: 1001-1005.

**2. SIGNATURE OF PERSON MAKING THIS ENTRY. IF THE ENTRY IS MADE BY SOME PERSON ACTING ON BEHALF OF THE INJURED PERSON, THE ADDRESS AND OCCUPATION OF SUCH MUST BE GIVEN.**

---

**3. DATE WHEN ENTRY MADE :**

**4. DATE AND TIME OF ACCIDENT :**

**5. PLACE WHERE ACCIDENT HAPPENED :**

### 6. CAUSE AND NATURE OF INJURY :

[illegible]

# FORM OF NOTIFICATION OF A DANGEROUS OCCURRENCE

Approved under the Safety, Health and Welfare at Work (General Application) Regulations, 1993

Form No. IR3 (Before completing this form, please see instruction below)

S.I. 44 of 1993

## EMPLOYER / SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone Number:	
Address of head office	Date of incident:	
Address of establishment where incident took place if different from above:	Approximate number employed at establishment:	Approximate total number employed by business:

## TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing etc):
Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.):

## CIRCUMSTANCES OF THE INCIDENT

Description and cause:
------------------------

## DETAILS OF NOTIFIER

Notifier: <input type="checkbox"/> Employer / Self-Employed <input type="checkbox"/> Person in control of workplace <input type="checkbox"/> Person providing training <input type="checkbox"/> Other	Date:
Address and phone number for acknowledgement / clarification if different from above:	Signature: Position

Return to The Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1  
Inquiries concerning this form can be made to our Workplace Contact Unit  
Tel: 1890 289 389 Email: wcu@hsa.ie

### INSTRUCTIONS

Where a dangerous occurrence of the kind named below which is not reportable by reason of death or injury occurs, an employer/self employed person must, as soon as practicable, send a written report in the form above to the Health and Safety Authority.

1. The collapse, overturning, or failure of any load-bearing part of:
  - (a) any lift, hoist, crane, derrick or mobile powered access platform;
  - (b) any excavator; or
  - (c) any pile-driving frame or rig having an overall height, when operating, of more than seven metres.
2. The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
3. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
4. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
5. The sudden uncontrolled release of one tonne or more of highly flammable liquid, liquified flammable gas, flammable gas or flammable liquid above its boiling point from any system plant or pipe-line.
6. The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five metres.
7. Any unintended collapse or partial collapse of:
  - (a) any building or structure under construction, reconstruction alteration or demolition, or of any false-work, involving a fall of more than five tonnes of material; or
  - (b) any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
8. The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipework, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause serious injury to any person.
9. Any unintentional ignition or explosion of explosives.
10. The failure of any container or of any load-bearing part thereof while it is being raised, lowered or suspended.
11. Either of the following incidents in relation to a pipe-line:
  - (a) the bursting, explosion or collapse of a pipe-line or any part thereof;
  - (b) the unintentional ignition of anything in a pipe-line, or of anything which immediately before it was ignited was in a pipeline.
12. (1) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer or tank-container being used for conveying a dangerous substance by road:
  - (i) overturns; or
  - (ii) suffers damage to the package or tank in which the dangerous substance is being conveyed.
- (2) Any incident involving a vehicle carrying a dangerous substance by road, where there is-
  - (i) an uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or
  - (ii) a fire which involves the dangerous substance or dangerous preparation being conveyed.
13. Any incident where breathing apparatus while being used to enable the wearer to breathe independently of the surrounding environment malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested
14. Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional.
15. Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
16. The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

**Inquiries concerning this form can be made to our Workplace Contact Unit**  
**Tel: 1890 289 389 Email: wcu@hsa.ie**

# **APPENDIX II**

## **Contents of First Aid Kit**



## FIRST AID KIT

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

<b>MATERIALS</b>	<b>NOTES</b>	<b>First Aid Travel Kit Contents</b>	<b>FIRST AID BOX</b>		
			<b>1-10 persons</b>	<b>11-25 persons</b>	<b>26-50 persons</b>
Adhesive Plasters		20	20	20	40
Sterile Eye Pads (Bandage Attached)		2	2	2	4
Individually Wrapped Triangular Bandages		2	2	6	6
Safety Pins		6	6	6	6
Medium Individually Wrapped Sterile Non-medicated Wound Dressings (approx 10 x 8 cm)		1	2	2	4
Large Individually Wrapped Sterile Non-medicated Wound Dressings (approx 13 x 9 cm)		1	2	6	8
Extra Large Individually Wrapped Sterile Non-medicated Wound Dressings (approx 28 x 17.5 cm)		1	2	3	4
Individually Wrapped Wipes		10	10	10	20
Paramedic Shears (Scissors)		1	1	1	1
Pairs of Latex Gloves		3	5	10	10
Additionally, where there is no clear running water, Sterile Eye Wash		2x20mls	1x500mls	2x 500mls	2x 500mls
Pocket Face Mask		1	1	1	1
Water Based Burns Dressing Small (10x10cm)		1	1	1	1
Water Based Burns Dressing Large		1	1	1	1
Crepe Bandage (7cm)		1	1	2	3

Where more than 50 persons are employed pro rata provision should be made.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml. and should not be re-used once the sterile seal is broken. At least 900ml. must be provided.

Eye bath / eye cups / re-fill containers should not be used for eye irrigation.

## APPENDIX III

# **Employee Signage forms**

## **SITE INDUCTION RECORD**

PSCS

Site Address: \_\_\_\_\_

Induction Content: SITE RULES

Date: \_\_\_\_\_ Given by: \_\_\_\_\_

Please sign below to register for today's course. Thank you!!

NAME (PLEASE PRINT)	SIGNATURE

**PPE ISSUE SHEET**

**Company:** \_\_\_\_\_

<b>DATE</b>	<b>PPE Issued</b>	<b>Issued by Name Print</b>	<b>Issued too Name Print</b>	<b>Site Address</b>	<b>Signed (by person receiving PPE)</b>

## Tool Box Talk Attendance Record

<b>Company name</b>	
<b>Person Giving The Talk</b>	
<b>Date</b>	
<b>Location</b>	
<b>Topics Discussed</b>	

### **Persons in Attendance**

Print Name	Signature	Date

# **APPENDIX IV**

## **Emergency Procedures**

# **GENERAL FIRE PRECAUTIONS**

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

- 1. The layout of the premises**
- 2. The location and operation of Emergency Exits**
- 3. The location and operation of Fire Extinguishers, hose reels and Break Glass units where fitted**
- 4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else**

**EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES**

- 1. Rubbish must be placed in bins provided, Bins must be emptied on a daily basis**
- 2. Smoking is not permitted in any part of the building or close to doorways and windows**
- 3. Escape routes and access to fire extinguishers must be kept clear at all times. Emergency exits to be kept clear at all times**
- 4. Fire doors should not be fixed in an open position**
- 5. Faults in electrical, gas, fire extinguishers, and fire alarm equipment must be reported to management**

# **EVACUATION PROCEDURES**

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



# **FIRE**

## **Calling the Fire Brigade**

- 1. Dial 999 or 112**
- 2. Ask the operator for the fire brigade**
- 3. When the fire brigade answers, state clearly;**
  - Fire at; (give exact location)**
  - Nearest main road or landmark**
  - Your phone number is**
- 4. DO NOT ASSUME that the call has been received until the above information has been acknowledged by the Fire Brigade**
- 5. If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.**
- 6. If evacuation is necessary, proceed to the ASSEMBLY POINT**
- 7. Bring the daily attendance sheet & visitor book to conduct a roll call**
- 8. DO NOT RE-ENTER THE PREMESIS, remain at assembly point until otherwise advised**

## Fire Extinguisher Type

<b>FIRE RISK</b>	<b>WATER</b>	<b>FOAM</b>	<b>CARBON DIOXIDE</b>	<b>DRY POWDER</b>
<b>LABEL COLOUR</b>	<b>RED</b>	<b>CREAM</b>	<b>BLACK</b>	<b>BLUE</b>
Paper, Wood, Textile & Fabric	✓			
Flammable Liquids		✓	✓	✓
Flammable Gases			✓	✓
Electrical Hazards			✓	✓
Vehicle Protection				✓

# **APPENDIX V**

## **GA and AF Forms**