# OH&S Manual/ Safety Statement

**July 2013**

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## CRONIN MOVERS GROUP LTD, DAMASTOWN WAY, DAMASTOWN INDUSTRIAL PARK, MULHUDDART, DUBLIN 15.

**Prepared in compliance with Section 20 of the Safety, Health and Welfare at Work Act, 2005 and to comply with the requirements of OHSAS 18001:2007**

## Revision History:

| | Name | Position | Company | Rev No | Date |
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# CRONIN MOVERS GROUP LTD

# OH&S MANUAL/SAFETY STATEMENT

## **PART 1**

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## SAFETY POLICY

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## OCCUPATIONAL HEALTH AND SAFETY POLICY

It is the policy of Cronin Movers Group Ltd in so far as is reasonably practicable, to seek and provide safe and healthy working conditions for all employees and to enlist the active support of employees and contractors in achieving such conditions.

Cronin Movers Group Ltd is committed to:

**(a)** Implementing standards of health, safety and welfare that comply with the provisions and requirements of the *Safety, Health and Welfare at Work Act 2005,* and all other relevant statutory provisions and codes of practice.

**(b)** Providing and maintaining a safe and healthy working environment, including safe plant, equipment and machinery, safe means of access and egress, safe systems of work and to protecting employees and others, in so far as they come into contact with foreseeable work hazards.

**(c)** Preventing injury and ill health to its employees and other individuals who may be affected by the activities of the company.

**(d)** Ensuring that all Cronin Movers Group Ltd personnel are informed of the Safety Policy through their Safety Induction and are provided with updates to the Safety Policy whenever revisions are made.

**(e)** Making available the Safety Policy to interested third parties.

**(f)** Providing employees with the information, training and supervision that they need to work safely and efficiently and to develop safety awareness among employees and contractors.

**(g)** Defining all individual responsibilities for safety obligations.

**(h)** Encouraging full and effective joint consultation, with employees and third parties, on safety matters.

**(i)** The Continual Improvement of the Safety Management System, and to ensuring that it is periodically reviewed to ensure that it remains relevant and appropriate to the organisation.

***The success of this policy will depend on your co-operation.***

It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety within this company.

Employees, sub-contractors and others are encouraged to submit suggestions for improvement to our safety management systems.

(Tim Cronin)

Managing Director, CRONIN MOVERS GROUP LTD

DATE: July 2013

CRONIN MOVERS GROUP LIMITED

OH&S MANUAL/SAFETY STATEMENT

# PART 2

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HEALTH AND SAFETY POLICIES
AND
ASSIGNMENT OF RESPONSIBILITIES

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## INTRODUCTION

The Cronin Movers Group Safety Management System has been documented to comply with the requirements of the Occupational Health and Safety Assessment Series standard (OHSAS) 18001:2007. It also incorporates the company Safety Statement which is a requirement under the Health, Safety and Welfare at Work Act 2005.

The scope of the OH&S system applies to all aspects of the business which can be separated into four business areas:

- Relocation and Move Management Services
- Office and Commercial Relocation Services
- Heavy Lift Engineering Services
- Logistics Services

The aim of Cronin Movers Group is to establish a Safety Management System to eliminate or minimise risks to employees and third parties who may be exposed to risks associated with the company's activities.

This document outlines the policy and management approach to occupational health and safety.

This document refers specifically to the work carried out by, and the hazards encountered in all business areas.

## DESCRIPTION OF BUSINESS PROCESSES

The service description for the **Relocation and Move Management Services** area is as follows:

Relocation of People and Families in Ireland, Europe and Worldwide, including –

- Global Assignment Management
- Moving and Storage of Household and Personal Effects
- Managing Soft Landing Services for People on the Move
- Home Search, School Search, Area Orientation, Cultural Training
- Expense Management and Tracking
- Group Moves and Project Management
- Export Packing and Crate Making Service
- Fine Art and Antique Service
- International Shipping by Road, Sea and Airfreight
- European Road Transport
- Commercial Relocation

The service description for the **Office and Commercial Relocation Services** area is as follows:

Relocation of Office and Commercial Operations including –

- Full Planning and Project Management
- IT Relocation Services
- Security Planning
- Workplace Change Solutions
- Space Planning and Design
- FF&E Consultancy
- Turnkey Design and Fit Out
- Moving and Storage
- Employee Relocation
- File Reduction and Document Consultancy
- Property Services
- Facilities Management
- Dilapidations
- Capital Equipment Moving
- Heavy Lift Engineering and Installation
- Full Export Packing and Crating
- Worldwide Shipping Door to Door by Road, Sea and Air
- European Road Transport
- Equipment Disposal
- Reverse Logistics

The service description for the **Heavy Lift Engineering Services** area is as follows:

Relocation and Installation of Industrial Plant and Equipment including –

- Factory Moving
- Machinery and Capital Equipment
- Full Planning and Project Management
- Health and Safety Planning
- Clean Room Moving
- Lifting by Crane and Mega-lift Gantry Systems

- Works Protection
- Heavy Haulage and Abnormal Loads
- Full Export Packing and Crating Service
- Worldwide Shipping Door to Door by Road Sea and Air
- Focused Logistics
- Green Button Last Mile Installations
- Computer, Electronics and Sensitive Equipment Handling
- Tail-Lift and Hi-AB Crane Truck Delivery Services

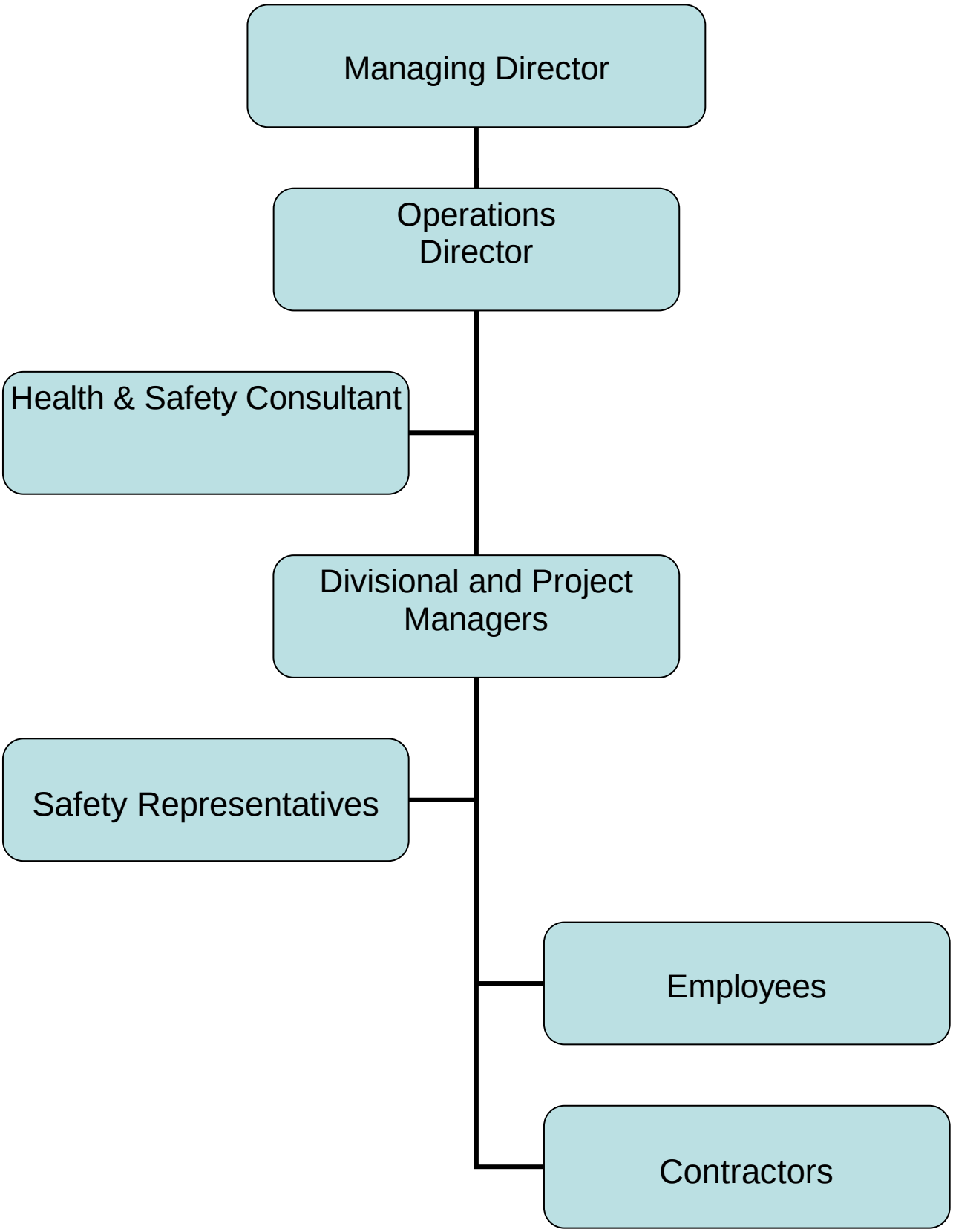
The service description for the **Logistics Services** area is as follows:

Focused Logistics Service including –

- Technical distribution
- Green Button Last Mile Installations
- Dedicated and Shared Warehousing
- Shared Warehousing
- Inventory Management
- Parts and Consumables
- Reverse Logistics
- Home and Business Delivery Services
- White Glove Services
- Specialist Equipment Installations
- Full Project Management
- Health and Safety Planning
- Relocation and Installation of Industrial Plant
- Machinery and Capital Equipment
- Export Packing and Crating
- Worldwide Shipping Door to Door
- Road, Sea and Air Freight
- Focused Logistics
- Computer, Electronics and Sensitive Equipment Handling

- Tail-Lift and Hi-AB Crane Truck Delivery Services

**SAFETY MANAGEMENT STRUCTURE**



## RESPONSIBILITY FOR HEALTH AND SAFETY

1. **Overall legal responsibility**

The person with overall legal responsibility for health and safety at Cronin Movers Group Limited is The Managing Director.

2. **Responsibility for the day-to-day implementation / management** of the policies and procedures outlined in this document belongs with The Managing Director, with assistance from Cronin Movers Group Ltd safety consultant, who will assist with the following responsibilities:

- Implementation of this OH&S Manual/Safety Statement and bringing it to the attention of all employees, visitors and sub-contractors;

- Ensuring compliance with safety procedures, including the regulating of employees, visitors and sub-contractors;

- Ensuring that all employees are qualified in their trade, and have the necessary training / certification in place e.g. Manual Handling, Safe Pass / CSCS, forklift certifications. This will include an awareness of all precautions and procedures applicable to the job.

- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed in the use of such equipment and / or the hazards and control measures relating to the task;

- Ensuring that all health and safety legal requirements relating to the operation of the company are fully complied with, including (but not limited to):

1. safe use of electrical equipment;
2. safe procedures for working at height;
3. necessary safety training for staff;
4. provision of first-aid equipment;
5. accident investigation

- Ensuring that any health & safety responsibilities delegated to subordinate contract staff are clearly identified;

3. **<u>Duty of employees</u>**

***Section 13 of the Safety, Health and Welfare at Work Act, 2005 outlines the Duties of employees:***

(1) It shall be the duty of every employee while at work –

- To take reasonable care for his own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work;

- To co-operate with his employer and any other person to such an extent as will enable his employer or the other person to comply with any of the relevant statutory provisions;

- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his use alone or for use by him in common with others) for securing safety, health or welfare while at work; and

- To report to his employer or his immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, this might endanger safety, health or welfare, of which he becomes aware.

(2) No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

***Any employee who breaches any of the above provisions will be liable to disciplinary action which could include immediate dismissal.***

Employees are expected to take an active role in the safety and health program that is in place to develop and maintain safe and healthy working conditions.

**Employees shall:**

- Follow documented safety procedures and operate equipment according to the operating procedures.

- Follow established work methods to prevent the occurrence of repetitive type illnesses.

- Promptly report any accidents, unsafe conditions, or unsafe acts to a supervisor or manager

- Coordinate with other employees in an attempt to eliminate accidents

- Use and properly care for all personal protective equipment: mandatory personal protective equipment are the following:

  Safety boots/shoes
  High-vis jacket
  Gloves

- Maintain personal work area in accordance with good housekeeping practices.

- Know and observe all safe practices governing their work.

- Suggest solutions to improve safety of the process, equipment, production materials, training, or physical plant.

- Apply the principles of injury prevention in their daily work.

4. **Divisional / project managers' and supervisors' responsibility**

The responsibility for safety is an important part of each manager's and supervisors' job at Cronin Movers Group Limited. A manager's ability to effectively promote safety awareness should have a positive influence on safety performance and accident prevention.

Managers and Supervisors in Cronin Movers have the responsibility to:

- teach others in Cronin Movers Group Limited about safety
- to enforce health and safety rules, and
- to discipline employees when needed

The success of our Health and Safety programs depends on your commitment to providing a safe and healthy working environment for our employees.

The following are typical of a manager's or supervisor's safety responsibilities:

- Take immediate action to correct recognised safety and health hazards

- Thoroughly evaluate all new processes and equipment in work areas to ensure that appropriate safeguards are provided (e.g. work practices, protective equipment, and engineering / administrative controls)

- Relate this information to employees by instructing and ensuring that they understand and follow safe practices and by setting a good example

- Complete an Accident / Incident Report within 24 hours of employee injury or work related illness

- Report to the responsible person without delay any unsafe or unhealthy conditions which cannot be corrected immediately

## SAFE PLACES OF WORK

Cronin Movers Group Limited will take all appropriate precautions to ensure that all workplaces are safe and without risk of injury to the safety and health of their employees, other persons at work, or other persons who have access to such workplaces.

Safe means of access to and egress from all workplaces will be provided and maintained, and indicated where appropriate.

Appropriate precautions shall be taken to protect young persons present or in the vicinity of any of our work areas from risks that may arise from such areas.

## INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

Cronin Movers Group Limited recognises that even with the best engineered work arrangements people may still need clearly defined safety procedures and instructions. For that reason there is a substantial commitment by the company to identify safety training requirements of employees, to ensure employees have that training carried out, and to measure the competence of employees following training.

Many tasks throughout all divisions of our operations require that strict safety procedures be followed. Where this arises the employees involved receive special instructions. It is emphasised that no person should attempt a potentially hazardous task without instruction. On-going supervision assures that information, instruction, and training received is put into practice.

Cronin Movers Group Limited will provide such training as required by part 2 section 10 of the 2005 Act to safe guard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

### Training Records

Training records will be maintained by the H&S Manager and copies of certificates will be passed to HR for inclusion on the employees' HR file. Training records / files will contain the following information:

- Date of instruction
- Duration
- Name of instructor
- Name of person receiving instruction
- Nature and content of instruction

**Induction Training**

All staff employed by Cronin Movers Group 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. Induction training will include the following H&S issues:

- Relevant legislation
- Safety statement
- Emergency / Fire Evacuation Procedures
- Accident reporting / Investigation procedures
- First Aid Facilities
- Security arrangements
- Personal Protective clothing available
- Safe methods of work

Persons responsible for ensuring that information, instruction and training needs are identified and met, and for supervision and ensuring that personnel work safely is the **relevant Divisional Managers**

**Ref Documents: Induction Training Manual 001**

## IDENTIFICATION OF HAZARDS/RISK ASSESSMENTS

Risk Assessments will be undertaken by either Cronin Movers Group Ltd divisional/project managers, or where necessary by competent consultants. The purpose of such risk assessments is to identify hazards, and decide on safety measures to eliminate or control these hazards. Risk assessments will be reviewed at least annually and also prior to the introduction of new equipment and following any accidents and/or near misses.

We will also conduct safety audits, and in doing so will concern ourselves with all aspects of our operations taking account of potential hazards including the following:

- Access / egress problems floors, doors, steps, ladders, etc.
- Machinery safety including maintenance risks
- Electrical safety including standards of fuse boards, wiring standards, etc.
- Lighting and ventilation
- Manual Handling operations
- Handling and storage of materials
- Use of Protective Equipment
- Systems of work
- Maintenance operations
- Fire Safety
- Housekeeping

Refer to part 3 of this document for the list of general hazards identified covering all Cronin Movers Group operations.

A register of specific risk assessments is also maintained which has been developed using information supplied by the British Association of Removers (BAR).

## SAFE SYSTEMS OF WORK

It is the policy of Cronin Movers Group Ltd to ensure that tasks are within the competence and capacity of the employee. Safe systems of work will be designed with that purpose in mind. It is clear that many tasks necessarily give rise to risks that can only be controlled by adherence to proper procedures. The training provided to employees will identify the areas where care, skill, and adherence to procedures must be exercised.

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

Systems of work include all normal work, maintenance work, and work by sub-contractors where employed. They will have consideration for the safety and health of all employees, and anybody else who may be affected by our operations, e.g. other sub-contractor, visitors, clients' employees and customers.

The persons responsible shall review systems of work and design such systems of work to be safe and without risk to health.

The persons responsible in all such cases are:

**Relevant Divisional Managers**

## CONSULTATION

Sec 25 and 26 of the Safety, Health, and Welfare at Work Act, 2005 outlines the right of workers to consult their employer on matters concerning their safety, health and welfare at work.

In addition it outlines their right to elect / appoint a Safety Representative, and specifies the rights of Safety Representatives.

It is the intention of management at Cronin Movers Group Ltd to make suitable arrangements with employees to address the issue of consultation, including:

- The election of Safety Representative(s) if required by employees at any time

- The holding of safety committee meetings to discuss health and safety issues

Minutes of such meetings will be recorded by a nominated employee attending.

The safety representative(s) will receive the assistance of Cronin Movers Group Ltd in fulfilling the role.

## REPORTING OF HEALTH AND SAFETY ISSUES

Cronin Movers Group Ltd has set out its Health and Safety management system in this document. It carries out risk assessments, and periodically audits its performance. This effort is designed to improve safety through all divisions of the business and to reduce the risk of any employee, contractor or visitor and others having accidents or damaging their health.

The experts, however, on the work being done are of course those of you actually doing it. From time to time you may come across problems, or identify improvements that could be made. Please talk to your supervisor or manager or you may bring the issue to the attention of your Safety Representative. We do not want to be complacent and we know that only by constantly trying will we maintain and improve safety standards.

## CONTRACTORS

In order to meet our obligations for the safety and health of our staff and contractors, contractors shall:

- Report to Cronin Movers Group Ltd designated liaison person
- Supply an up to date insurance - Company Safety Statement - Method Statement and associated risk assessments specifically for work to be carried out at / for Cronin Movers Group Ltd
- Obtain permits for work if required
- Provide adequate instruction, supervision and training to persons under their control
- Know and understand the provisions of this policy
- Ensure that any operatives under their control or employed have knowledge of this policy
- Ensure that equipment, tools and systems of work meet the standards required by the Safety, Health & Welfare at Work Act, 2005 and safety and health standards generally
- Not modify, alter or otherwise interfere with any workplace, equipment or materials for which they have responsibility or use, unless authorised by the liaison person or other designated personnel in charge of their contract
- Not use Cronin Movers Group Ltd equipment or seek the assistance of staff without the approval of the appropriate liaison person
- Arrange for suitable welfare facilities, first aid and equipment to be provided for their employees, unless other arrangements have been made on their behalf
- Keep all workplaces, for which they are responsible, clean and tidy and free from obstruction, all areas shall be cleared of debris as the work progresses
- Provide personal protective equipment appropriate to the activity to be carried out
- Provide information and co-operate fully with regard to Safety Health and Welfare at Work Act and General Application Regulations and all other statutory provisions
- Report any accidents or near misses to the liaison person without delay and co-operate in any subsequent investigation of the accident or incident
- Bring to the attention of anyone else who may be affected by it, any process or use of materials, which may endanger health and safety while at work
- Report any defect in the plant and equipment, place of work, or system of work without unreasonable delay
- Obtain the consent of Cronin Movers Group Ltd before engaging persons other than their direct employees on site
- Ensure that their Managers, Supervisors and employees are aware of the obligations placed upon them with regard to health and safety
- Produce evidence when requested showing that appropriate Employer’s Liability and Public Liability insurance is in place

CRONIN MOVERS GROUP LIMITED

OH&S MANUAL/SAFETY STATEMENT

# PART 3

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Hazards, Risk Assessments, Controls and Policies

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## HAZARD IDENTIFICATION, RISK ASSESSMENT AND DETERMINING CONTROLS

Cronin Movers Group Ltd operate four divisions of business and each one will have its own particular hazards / risks. We have set out on the following pages our approach to each hazard likely to be faced by employees / contractors and members of the public. Many risks will be generic and faced by all i.e. Slips Trips & Falls / Manual Handling and some may only apply to one division e.g. our Heavy Lift Division and use of crane or heavy tackle. Of course no two jobs are the same and whilst general safety rules will always apply a separate and individual risk assessment will be undertaken when required.

Risk assessments will be carried out using the Risk Assessment Matrix below. In cases where the risk assessment indicates a risk rating of 20 – 25, then the activity must cease until the risk can be reduced to a more acceptable level (12 – 16 at a minimum).

The Operations Director shall notify the relevant Divisional Managers/H&S Manager of all new activities in the company that may have implications for safety so that a risk assessment can be carried out. Where considered necessary, a Standard Operating Procedure will be documented and agreed with the Operations Director.

All new equipment, processes and practices will be evaluated and the resulting control measures implemented before they are introduced. The risk assessment will be carried out as required by changing conditions within the company. Such changing conditions include the following:

- A change in the company's activiites (new activiites, processes or equipment)
- A need to improve safety performance in a particular area
- Changes in legislation or safety standards
- In the event of an incident/accident
- Where changes to individuals health circumstances require it

Risk assessements will be carried out where hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the company have been identified (e.g. neighbouring businesses, client sites).

Risk assessments will take into account the design of work areas, processes, installations, machiery/equipment, operating procedures and work organisation incuding their adaptation to human capability.

When determining controls, or when considering changes to existing controls, consideration will be given to reducing the risks according to the following hierarchy of controls:

(a) Elimination
(b) Substitution
(c) Engineering controls
(d) Signage/warnings/administrative controls
(e) Personal Protective Equipment (PPE)

Risk assessments will be reivewed at a minimum on an annual basis or more frequently as and when required.

**RISK ASSESMENT MATRIX**

| Likelihood | | | | | | |
|---|---|---|---|---|---|---|
| | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |
| | | Severity | | | | |

**Likelihood**
1 = Very unlikely
2 = Unlikely
3 = Fairly likely
4 = Likely
5 = Very likely

**Severity**
1 = Insignificant
2 = Minor
3 = Moderate
4 = Major
5 = Catastrophic

**Ratings:**

| | |
|---|---|
| **1 – 5 Acceptable** | No further action, but ensure controls are maintained |
| **6 – 10 Adequate** | Look to improve at next review |
| **12 – 16 Tolerable** | Look to improve within a specified timeframe |
| **20 – 25 Unacceptable** | Stop activity and make inmmmediate improvements |

## LIST OF HAZARDS

The following hazards have been identified as present or likely to be present in Cronin Movers Group Ltd operations.

- OFFICE SAFETY / SLIPS, TRIPS & FALLS
- SITE SAFETY / SLIPS, TRIPS & FALLS
- MANUAL HANDLING
- DISPLAY SCREEN EQUIPMENT
- PERSONAL PROTECTIVE EQUIPMENT
- HAZARDOUS MATERIALS
- TRANSPORT
- DRUGS AND ALCOHOL
- SMOKING POLICY
- CONTRACT STAFF
- HAND HELD TOOLS
- WORK EQUIPMENT
- ELECTRICAL SAFETY
- LONE WORKING
- CONFINED SPACES WORK
- NOISE
- WORKING AT HEIGHTS
- WELFARE FACILITIES
- BULLYING AND HARASSMENT IN THE WORKPLACE
- HOT WORK
- USE OF FORKLIFTS
- PREGNANT EMPLOYEES AND YOUNG PERSONS
- CRANAGE
- EXCAVATIONS

## OFFICE SAFETY / SLIPS, TRIPS & FALLS

**Office Hazards:** Slips, trips & falls, being struck by or against objects, Equipment Hazards, Entrapment, Ergonomic Injury, Obstructions on floors and walkways - Poor lighting, Trailing Cables and Damaged Flooring, Personal injury broken / sprained limbs / cuts

**Risk Assessment: LOW TO MEDIUM**

**Control Measures and Policies:**

- All office equipment is positioned so as to avoid risks of falls or collisions when in use
- All power, phone and equipment cables and extension cables are positioned so as to avoid risks of falls
- Adequate means of access to and exit from the workplace is provided including adequate means of escape in case of fire.
- Passageways should be kept free from obstruction
- Running in the building is prohibited
- If a spill occurs then this must be cleaned up immediately to minimise the risk of someone else slipping on it.
- All tripping hazards (e.g. loose, upturned or damaged carpet) must be reported immediately
- Safe means must be used when accessing heights. Suitable steps are provided and must be used. Under no circumstances may employees use files, boxes or swivel chairs as a means of access.

**ERGONOMIC DESIGN OF WORKSTATION**

- All work stations are designed to provide a suitable ergonomic layout for the work activity in question
- Staff must not alter the ergonomic design of workstations without consent from their supervisor and in consultation with the manual handling instructor.
- Staff suffering discomfort as a result of the layout of their workstation must inform their supervisor

**V D U (Visual display units)**

- The area in front of the keyboard is sufficient to provide support for the hands of the operator
- Document holders should be arranged to minimise frequent head & eye movement
- If required, foot rests will be provided

- All operators are provided with adjustable heights & back support chairs. Desks & screens are arranged where possible so that any bright lights are not reflected in the screen
- Operators are encouraged to take rest breaks from working with V D Us and change their work activity
- The company offers vision tests to all V D U operators on an annual basis.

**FILING CABINETS**

- Store heavier items in the bottom drawer
- Start with the bottom drawer when setting up files or after moving cabinet
- Never open more than one drawer at a time
- Use drawer handles when opening cabinets
- Always close file drawers after use.

**OFFICE CLEANING & MAINTENANCE**

- All cleaning equipment must be properly stored away after use.
- Proper cleaning gloves will be worn when using cleaning products containing hazardous substances
- All equipment for the purpose of cleaning shall be properly maintained and used accordingly, any defects must e reported immediately
- When exiting the main office from the door leading to the back stairs staff must be aware of others entering through this door carry loads.
- Staff should not carry more than two full cups upstairs at any one time.
- If making more than two cups another staff member should assist in carrying the load and / or holding doors open.

**SHELVING**

- All shelving must be of sound construction, adequate strength and free from patent defect, so as to be safe and without risk to safety & health.
- Shelving must be installed by competent personnel
- Items stored on shelving must be placed in such a manner so that they will remain stable.
- Shelving must never be overloaded with any items or goods, to such an extent, as may be likely to cause collapse.
- Safe & free access to shelving must be maintained at all times
- The storage on shelving of goods & materials must be ergonomically organised, in such a manner, so as to avoid repetitive strain injury from continuous stooping or bending.

## SITE SAFETY / SLIPS, TRIPS & FALLS

**Hazards:** Unsafe ladders, steps and scaffolds - Slippery surfaces and improper footwear for the working environment - Obstructions on floors and walkways - Poor lighting - Access to and from vehicles. Trailing Cables, Damaged Flooring, Working at Height Personal injury broken / sprained limbs / cuts

**Risk Assessment: MEDIUM TO HIGH**

**Control Measures and Policies:**

- Inspect ladders and steps prior to working and ensure that the ladder is set on firm, level ground at the correct incline (1 in 4). Use two hands whilst climbing, do not over reach when working from a ladder. When a harness or fall arrestors are being worn, remember to check the condition of the equipment before use and check that people know how to use them.

- Inspect scaffolds prior to working and ensure that the scaffold is complete, the working platforms are clear from tripping hazards and, in the case of mobile scaffolds, the castors are locked to prevent movement.

- Avoid slips by keeping watch for hazardous working conditions - wet floors, icy areas, oil and grease for example. Promptly clean up any spillage; do not leave it for someone else.

- Avoid trips by maintaining a good standard of housekeeping and ensure that materials are stored and access-ways are kept clear.

- Avoid falls by using fully guarded work platforms. Where this is impracticable, fall arrestors and harnesses must be clipped onto a solid structure at all times whilst working at height. In addition, cherry pickers should be used instead of "beam walking".

Cronin Movers Group Ltd is committed to providing a safe place of work and this applies to reducing the risks associated with slips, trips and falls.
Each employee will be made aware of his / her responsibility to check the presence of slip, trip and fall hazards within each workplace.
In our site, the condition of floors and outside surfaces will be monitored by a responsible person and remedial action will be instituted where necessary. A housekeeping audit is also carried out monthly.
Where appropriate, it will be ensured that correct footwear is selected and used. This will include monitoring the provision of protective footwear, its suitability and replacement program.
Work at height, e.g. on ladders / scaffolding will be controlled and precautions put in place to reduce the risk of falling. *(See also section on Working at Height)*

## MANUAL HANDLING

**Hazards:** Incorrect lifting, Dangerous Loads, Musculoskeletal Disorders, Back Injury

**Risk Assessment: HIGH**

**Control Measures and Policies:**

At Cronin Movers Group Ltd manual handling will, where possible, be avoided. All manual handling operations that cannot be avoided shall be identified and listed and this listing subject to annual review.
All such manual handling which has the foreseeable potential for causing an accident and / or injury shall be reviewed annually in order to:

- See if it is necessary to carry out such work.
- Establish what environmental improvements might be implemented, and
- Establish what reduction of load and / or mechanical aids may be provided to reduce the risk of accident.

All such manual handling shall be carried out only by employees provided with appropriate training in lifting and handling techniques by qualified trainers. Records of such training will be maintained by the H&S Manager.

All relevant contractors are reminded of their obligation to ensure training is provided for their employees, to ensure that they understand how to conduct manual handling operations safely and to work to the guidelines provided.

All employees are required to report to their manager in the event of any problem with manual handling, defects in the environment or equipment, or personal health status that could affect their ability to work

The simple steps to follow are

- Assess the task, the area and the load
- Broad stable base – feet flat on the floor
- Bend the kness
- Keep the back straight (naturally)
- Firm grip
- Arms in line with trunk
- Weight close to centre of gravity
- Lift smoothly (don't jerk)
- Turn feet in direction of movement

Employees who are physically unsuited to carry out manual handling tasks will not be permitted to do so.

## DISPLAY SCREEN EQUIPMENT

**Hazards:** Poor / awkward posture, Contact Stress, Static loading, Long periods of work at DSE, Poor lighting

**Risk Assessment: MEDIUM**

**Control Measures and Policies:**

Cronin Movers Group Ltd committs to:

- Conduct individual risk assessment of DSE workstations.
- Provision of adequate lighting and ventilation in offices.
- Provision of adequate space at the workstation for the user to change position and vary movements
- Ergonomic furniture etc supplied
- Suitable window blinds etc provided
- Provide information on DSE eye tests and make these available to DSE users

## PERSONAL PROTECTIVE EQUIPMENT

**Hazards:** Lack of Training in Use, No Maintenance of Equipment, Non-Standard Equipment

**Risks:** Personal and Serious injury e.g. broken / sprained limbs / cuts

**Control Measures and Policies**

It is the policy of Cronin Movers Group Ltd to ensure all tasks are carried out in a safe manner and in accordance with Chapter 3 Schedule 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007. There are some operations where the risks to employee Health & Safety cannot be eliminated so in order to minimise the risks involved Personal Protective Equipment is provided as a control measure.

It is our company policy to provide PPE free of charge to all employees. It is our employees' responsibility to take care of the PPE issued to them and the misuse or abuse of this equipment will result in disciplinary action being taken.

All Cronin Movers PPE is purchased by the H&S Manager to ensure it conforms to relevant standards and is suitable for the tasks to be carried out. Employees will be specifically informed of the risks for which the PPE is provided, and will be properly instructed and trained in its use.

**FOOT PROTECTION**

Two main causes of foot injuries are:-

- Treading on sharp objects, such as nails, which pierce the soles of the foot.
- Objects dropping causing crush injuries.

Both types of injury can be minimised by the use of proper safety footwear.

**HAND PROTECTION**

Hands and fingers are injured more often than other parts of the body. This is because of two reasons:-

- Hands and fingers are required for most work activities.
- Hands and fingers are vulnerable to crush and cut type injuries as well as exposure to harmful materials used at work and exposure to vibration and repetitive strain injuries.

Injuries to hands and fingers can be caused by one or more of the following:-
*Severed fingers or hands due to rotating machines such as saws, cutting wheels.*
**Advice:** Ensure guards are in place and operating. Use push sticks on saw benches.

*Crush injuries due to incorrect use of tools such as hammers. Contact with in-running nip points on machinery.*

**Advice:** Tools and equipment must be maintained. Defective equipment such as cold chisels with mushroom shaped ends must be replaced / repaired. In-running nip points such as chain and sprocket transmission must be guarded.

*Skin allergies such as dermatitis due to handling harmful materials such as mould oil.*

**Advice:** Avoid skin contact. Wear suitable gloves if necessary. Wash and dry hands to remove any substance from the skin.

*Exposure to vibration.*

**Advice:** Avoid manual process if possible, organise work to include breaks reduce exposure time, share work load, wear anti vibration gloves.

*Exposure to repetitive work.*

**Advice:** Avoid manual process if possible, organise work station to minimise strain, allow for breaks, plan workload, share work activities.

**EYE PROTECTION**

Eye protection must be worn by you where there is a risk of injury to the eyes.

Examples of work activities requiring eye protection are as follows:-

- Cutting bricks or block with anything i.e. when using bolster hammer and cold chisel or cutting-off wheel
- The use of a cartridge fixing tool
- The use of an abrasive wheel
- Striking of masonry nails
- The use of compressed air to blow swarf, dust or dirt from an area

- Drilling, cutting or breaking metal or concrete
- Welding or cutting steelwork
- Handling, spraying or brushing any substance which, if splashed into the eyes, will cause injuries

In your own interest, make sure you wear protective goggles or glasses when instructed to do so.

The eye protection that is provided must be suitable for you and must be replaced immediately if lost or damaged. You must take care of the eye protectors given to you.

**HEARING PROTECTION**

Excessive noise emitted from plant, processes and tools can cause, over a period of time, progressive and irreversible loss of hearing. It can cause a ringing or rushing noise in the ears which will not disappear.

Hearing loss can also make communication difficult which, in turn, may lead to accidents through instructions either not being heard or being misheard.

Remember, deafness caused by excessive noise at work develops very gradually, but cannot be cured once the damage has been done. So-called "getting used to noise" can mean that there is already some hearing loss. Take proper precautions to protect your hearing. Before working with noisy plant or in a noisy environment, remember the following:-

- If it is necessary to shout to be heard by someone about one metre away, it is likely that there is a noise problem requiring action.

- Where noise levels are shown to be excessive, personal ear protection must be worn at all times. Whether ear-plugs or ear protectors are used, they must fit perfectly and be treated carefully.

- Ear protectors should be regularly inspected to make sure they are undamaged. Ear plugs must be fitted correctly and inserted in the ear with clean hands.

- Hearing protection must be worn in all areas where hearing protection warning signs are displayed.

**HEAD PROTECTION**

The head is particularly vulnerable to injury and accidents to the head are often fatal, or involve very serious injuries, such as brain damage or fractured skull.

When wearing a hard hat always check the following points:-

- Adjust the headband to suit your head size.
- Check that the outer shell and harness is in good condition, without indentation or cracks.
- Never paint the shell as some paints weaken the plastics used.
- Use a chin-strap where necessary to avoid the possibility of the safety helmet falling off. This applies particularly to steel erectors.
- Do not punch holes into the shell for attaching unauthorised equipment or for ventilation. Attachments for ear defenders or eye protection are available and should only be used in accordance with the manufacturer's instructions.
- Replace any helmet if it sustains a heavy impact, as the shell may be weakened.
- Helmets must be in good condition and replaced according to the manufacturer's guidelines. This is usually every two years.

## HAZARDOUS MATERIALS

**Hazards:** Contact with Skin (Burns / Irritation), Swallowing of Chemicals, Inhalation of Vapours, Environmental hazards and risk of explosion / fire

**Risk Assessment: MEDIUM**

**Control Measures and Policies**

CRONIN MOVER GROUP Ltd accepts that some work activities may involve the use of materials which have the potential for harming health, and accordingly will take steps to reduce such use as far as possible, and to provide safe systems of work for the materials which are essential.

When performing risk assessments on activities on sites, we will pay special attention to potential risks from hazardous substances and will:

- Seek to eliminate their use or, failing that,
- Source safe substitutes or, if that is not possible
- Ensure that there is a safe system of work in place.

Safety Data Sheets for all chemicals used, for whatever purpose, will be obtained from the manufacturer or supplier of such chemicals. The originals of these SDS sheets will be retained in a master file, as control copies, and copies will be provided to each site in respect of the chemicals used on that site. The safety precautions advised by the SDS sheets will be advised to, and strictly followed by, the persons using the chemicals.

Employees are reminded that in the unlikely event of working with such materials they should be treated with respect, care being taken to

- Study the label on the container
- Read and follow instructions contained in material safety data sheet (MSDS) before use
- Use any protective clothing, which is recommended
- Not transfer chemicals into unmarked containers
- Not to use flammable chemicals near source of ignition
- Not to mix chemicals unless trained and competent to do so
- Ensure other persons who are not protected will be kept out of danger areas
- In confined spaces, the atmosphere will be tested and a fresh air supply provided if necessary. Emergency procedures are in place in case of for rescue from the confined space

- Ensure safety procedures are in place in case of an accident or spillage e.g. fire extinguisher, sand etc.
- Hazardous Substances should be stored properly, upright and in a location where mechanical / impact damage is not possible

In the event of a Hazardous Substance spillage and or leak the operator should:

- Evacuate the area where the Hazardous Substance is likely to be of a danger to human health
- If the spillage / leak poses no threat to health it should be confirmed wherever possible
- Notify the safety advisor without unnecessary delay
- Obtain the Material Safety Data Sheet for the Hazardous Substance
- The spillage should be cleaned up by a competent person, if none present the local fire brigade should be called
- Waste material is to be disposed of in the proper manner i.e. by a specialist contractor where necessary

## TRANSPORT

**Hazards:** Collisions, falling from vehicles, struck by falling objects, overturning

**Risk Assessment: HIGH**

**Control Measures and Policies**

- Each Driver will ensure that his / her driving licence is in order and current.
- Each driver with any accident, conviction or claim that has not been previously notified is required to advise The Transport Manager regarding the details.
- Speed limits must be observed by drivers. There are times when driving within the authorised speed limit will still be too fast, and Drivers will therefore drive at an appropriate safe speed at all times.
- Drivers will ensure that the doors of the vehicle are opened and closed only by him / her, and will ensure safe embarkation / disembarkation.
- Drivers must never leave engines running when they leave a vehicle. Ignition keys must be removed every time a driver leaves his seat.
- All drivers are responsible for ensuring that their vehicles are roadworthy immediately before using the vehicle. Checks for roadworthiness should include: windows, windscreen and mirrors are clean as required for safe visibility (thoroughly de-iced when frosty); Lights, including brake lights and indicators, are clean and working properly; all doors open and close properly; Tyres appear to be undamaged, are properly inflated and safe for use. Any fault should be reported to the Transport Manager.
- Smoking is NOT to be permitted on or in the vehicle at any time.
- The driver should not have consumed alcohol or any other substance likely to impair driving ability prior to driving the vehicle.
- The driver should not use a mobile phone while driving the vehicle. It is permissible to use hands free phones where fitted.
- Carriage of unauthorised passengers or items is prohibited.

**REVERSING VEHICLES**

- Pedestrians, where possible, should be kept separate from moving vehicles and plant.

- You must stay alert at all times, using all your senses. Keep a lookout and listen for vehicles that are moving. Reversing vehicles should be fitted with both audible and visible warning alarms.

- Never cross at the rear of a reversing vehicle as the driver may not have seen you and will not be expecting you to be there.

- Only reverse vehicles if you have been trained to do so. If you are not a Banksman do not give signals to a driver, unless in an emergency. The emergency stop signal is done by raising both hands with the palms facing forward (like a policeman would).

- Always wear the high visibility clothing provided.

## DRUGS AND ALCOHOL

**Hazards:** Intoxication, potential increase in accidents, endangerment of colleagues and public

**Risk Assessment: MEDIUM**

**Control Measures and Policies**

Cronin Movers Group Ltd is committed to providing a safe and comfortable working environment, and this requires a clear statement of policy on alcohol and drug misuse.

Alcohol misuse by employees is strictly prohibited in that:

- Alcohol consumption on site is prohibited to all employees, and sub-contractors when employed, within the site boundary including car parks and other external areas;

- Alcohol consumption must be managed by all employees such that no member of their staff presents for work under the influence of alcohol, nor consumes alcohol during the working day;

- Alcohol consumption in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other employees and visitors, and will be regarded as a disciplinary matter.

Drug misuse by staff is strictly prohibited such that:

- No employees may present for work under the influence of misused drugs, nor may any member of staff misuse drugs during the working day (on the premises or off-site);

- Drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other employees and visitors, and will be regarded as a disciplinary matter.

It should be noted that if drug misuse and / or alcohol consumption reduces performance to unacceptable levels in terms of safety, sickness absence or other factors, it may prove to be grounds for dismissal if counselling or other treatments are unsuccessful.

## SMOKING POLICY

**Hazards:** Environmental Tobacco Smoke

**Risk Assessment: LOW**

**Control Measures and Policies**

Cronin Movers Group Ltd is committed to providing a safe and comfortable working environment, which also applies to tobacco smoking.

Smoking is prohibited from all enclosed places of work including company vehicles. Smoking is also prohibited in areas within 6 meters of doors, windows, air intakes, and covered entryways of all buildings.

**Persons who contravene the ban are liable to a criminal prosecution, with an associated fine of up to €3,000.**

Smoking on site in areas that are not designated for smoking is strictly prohibited, risks the safety and comfort of other persons' customers, and will be regarded as a disciplinary matter.

All employees must abide by smoking policy rules laid down by each client in respect of such client's site(s).

## CONTRACT STAFF

**Hazards:** Unequal Treatment of Temporary staff, Lack of Safety Documentation for Sub contractor, Communication

**Risk Assessment: MEDIUM**

**Control Measures and Policies**

Cronin Movers Group Ltd may, from time to time, employ sub-contract staff in any capacity, skills / trades requirements, and for other reasons.

When we do this, we shall ensure that sub-contract staff are protected in terms of their health and safety, and required to protect others to the same high standards. To achieve compliance with the above, we shall ensure that:

- On arrival each sub-contract worker shall be provided with an induction briefing on the general arrangements within the organisation and on the specifics of the work they are to carry out.
- During the initial briefing, any high risk activities shall be highlighted, to ensure that the sub-contract workers are aware of the hazards, risks and precautions to be followed.
- We ensure that, to the extent that contracted staff carrying out the work assigned to each temporary / sub-contract worker are in receipt of training, update briefings, issuance of protective equipment etc. this will also apply to the temporary / sub-contract worker.
- We shall ensure that, whenever a safety audit is carried out, the safety arrangements for sub-contract staff are included in the review of working practices and precautions.
- Each Contractor will be required to produce a risk assessments and method statements for all hazardous activities on site.
- All relevant training certification shall be provided by employees before commencing work on site.
- Each contractor / sub-contractor will be required to submit for inspection copies of his / her Safety Statement and insurances.

## HAND HELD TOOLS

**Hazards:** Cuts/Abrasions, Burns, Electrocution, Lower arm injuries

**Risk Assessment: MEDIUM**

**Control Measures and Policies**

All new employees will be trained and instructed in the use of hand held tools.

**HAND TOOLS**

When using hand tools remember and follow the following rules:

- Select the proper tools for the job.
- Make sure they are in good condition.
- Use them correctly.
- Return tools to the tool box or stores at the end of each shift.
- Make sure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected.
- Do not lay tools down so that they can fall, roll or be knocked over.
- Do not leave tools lying in walkways or any place where they could be tripped over.
- Sharpening of chisels and saw blades will be carried out by experienced employees only.
- Safety glasses should be worn when carrying out chiselling work to reduce the risk of eye injuries.

**POWER TOOLS**

- The continuing efficiency of all portable powered tools, like all other mechanical equipment, depends on regular care and maintenance. Tools should be regularly checked on issue from, and returned to the stores.

- All tools which have exposed cutters should be switched off and held until they have stopped moving before being set down.

- Operators should not wear any items of loose clothing which could become caught in moving parts of power tools.

- Only 110 volt electrical powered tools should be used and these must be visually checked before use by the operator and, every three months, a thorough examination should be carried out by a competent electrician.

- No-one should use a power tool unless he has been given instruction / training on it.

- Compressed air is delivered at high pressure; therefore if it enters the body, it can rupture internal organs and cause death. It is important that air lines are used only for their proper purpose and not played with.

- The airlines to air driven tools can be lethal if they break free and whip. All connections in airlines must be made with the proper crimp type connectors - never with jubilee clips which have been involved in many serious accidents. Check all lines before use.

If machines are designed to be used with guards, never start the machines unless the guards are firmly in place.

**WORKING WITH ABRASIVE WHEELS**

- No-one may use or change the abrasive wheel on any type of grinding machine unless they have been fully trained and certified to do so.

- Wheels over 55 mm (2 ins.) in diameter must be marked with the maximum permissible speed in r.p.m.

- Abrasive wheels must not be operated at speeds in excess of the marked r.p.m.

- Machinery on which abrasive wheels are mounted must have the maximum speed of the spindle clearly marked in r.p.m.

- When the wheel is in motion, the guard must be in position and must enclose the wheel, except for the part that must be exposed for the purpose of carrying out the work.

- When using abrasive wheels, eye protection that complies with safety standards must be worn by the operative using the wheel and by any persons who must remain in the vicinity where the work is being carried out. If, during the use of the abrasive wheel, dust is generated, then suitable COSHH control measures must be applied to reduce dust levels and respiratory protective equipment must be worn if necessary.

## WORK EQUIPMENT

**Hazards:** Faulty Equipment, Lack of Training, Lack of Maintenance

**Risk Assessment: MEDIUM**

**Control Measures and Policies**

When purchasing and providing work equipment, Cronin Movers Group Ltd will ensure:

That such equipment is suitable for the intended purpose, and is manufactured to recognised standards;

That such equipment is subject to regular maintenance to ensure that it does not have critical failures and that a maintenance log is available and kept up to date;

That any specific hazard(s) associated with the equipment is noted and advised to staff during training.

That such equipment is used only by employees trained in the proper use of the equipment, and specifically advised regarding any hazards / risks associated with its use;

That such equipment is designed to minimise the risks associated with the specific hazards identified;

That such equipment has control systems, including guards and emergency stops, as necessary for safety;

That such equipment can be positively isolated from the mains for the purpose of maintenance, cleaning, etc.

Those employees maintaining the equipment are competent to do so, having been trained and having knowledge of the arrangements for protection against identified specific risks;

That such equipment is properly installed, in a stable condition;

That such equipment is marked with appropriate information / warnings for safe use;

That such equipment is installed in an environment that is suitable (well lit, ventilated, etc. as necessary)

Each item of equipment is subject to regular inspection and testing, and safeguards are provided where appropriate. The inspections include confirmation of safe operation of guards and electrical equipment.

Such inspections are conducted every six months.

Records of these inspections (and statutory inspections of plant and equipment, when applicable) are retained by H&S Manager

**WORKING WITH MACHINERY**

Power driven grinding and cutting tools are obviously dangerous items of machinery. So too are gears, chain drives, v-belt drives, fans and even perfectly smooth revolving shafts and spindles, such as those for starting handles.

- Guards are fitted to plant and machinery to prevent you from coming into contact with moving parts. Always ensure that these guards are properly replaced and secured before starting up plant and machinery. Never remove or adjust guards whilst the machinery is in motion.

- Do not interfere with any switches or safety precaution devices.

- On machinery fitted with interlocks, make sure that the interlocks work correctly. If you find any defect, report it to your supervisor immediately.

- When using a starting handle, always keep your fingers and thumb on the same side of the handle.

- Operating unguarded or badly guarded plant and machinery could cost you your life and that of others, so use the guards properly.

**WORKING WITH CARTRIDGE TOOLS**

In the unlikely event that you are asked or have occasion to use a cartridge gun please note the following

- No-one may use a cartridge gun unless he has been trained to do so and given a Certificate of competence. This can normally be carried out by the cartridge tool manufacturers, free of charge.

- There are two types of cartridge operated tool: the high velocity type and the captive piston or low velocity type.

- Guns and cartridges must never be left lying around. They must always be under the control of the persons entitled to use them. All cartridges should be kept under lock and key in a cool, dry place.

- Operators should always wear eye, ear, foot and hand protection when using cartridge operated tools.

## ELECTRICAL SAFETY

**Hazards:** Electrocution, Fire, Lack of Maintenance of Equipment, Burns

**Risk Assessment: HIGH**

**Control Measures and Policies**

At Cronin Movers Group Ltd electrical equipment is subject to regular inspection and maintenance to ensure that it remains in a safe condition.

- All electrical systems and equipment are properly specified, designed and installed.
- Systems are wired in accordance with the ETCI rules or IEE Regulations current at the time of installation and all new equipment is to be manufactured to an appropriate standard where one is set (such as Irish Standards (IS) and European Norms (IS EN)) and marked as conforming to European Union general standards (CE marked).
- Portable (plugged-in) appliances shall be subject to a routine of inspection and testing. Such inspections and tests will be recorded, and the records maintained for inspection as required.
- All portable equipment will be protected by use of a residual current device with sensitivity of 30 mA or less. In addition, only 110v electrical equipment will be used outdoors.
- Work on the electrical system or on any piece of electrically powered equipment shall be by authorised and competent persons only. If in any doubt, do not commence / continue with the work, check with the manager.

All employees are reminded of their obligation to participate in training when provided to ensure that they understand how to work safely with equipment and electrical systems and to work to the guidelines provided in that training.

All employees are requested to inspect visually their work equipment prior to each day's use and to report any faults promptly.

Any faulty piece of equipment is to be taken out of service, labelled as out of service, and if possible unplugged from the mains supply. It may not be returned to normal use unless and until it has been checked by a competent electrical engineer, repaired if necessary and satisfactorily re-tested.

## LONE WORKING

**Hazards: Accidents or Incidents while Lone Working, Security, and Emergencies**

**Risk Assessment: LOW TO MEDIUM**

**Control Measures and Policies**

Cronin Movers Group Ltd is aware of the potential risks associated with lone working, and requires that all such work be subject to risk assessments and sensible controls to minimise the risks.

Employees are:

- reminded of the potential risks associated with lone working;
- required to follow the specified procedures designed to minimise risk; and
- report any problems without undue delay to their supervisor / manager.

Procedures implemented by this company to minimise risk will include:

- careful selection of personnel for lone working assignments;
- additional training for personnel assigned to lone working;
- regular visits by supervisors / managers to monitor personnel working alone;
- frequent and regular check calls by telephone or radio;
- use of personal attack alarms where deemed necessary; and
- documented plans for response to lone workers experiencing difficulty.

Working practices will be reviewed on a regular basis (at least annually) and assessments revised as necessary.

## CONFINED SPACES WORK

**Hazards:** Oxygen Depletion – asphyxiation, Entrapment, Explosion / Fire

**Risk Assessment: HIGH**

**Control Measures and Policies**

Cronin Movers Group Ltd is committed to providing safe and comfortable working conditions, and this applies to working within confined spaces.

The Managing Director has overall responsibility for ensuring that this policy is implemented. Managers are primarily responsible for implementation in relation to their staff.

Confined spaces are defined as substantially, if not completely, enclosed work areas such as the sewers beneath the building, manholes, bored piles, trenches, oil storage tanks accessible when empty through inspection hatches, service ducts etc.

Where practicable, entry into such spaces shall be prevented and / or minimised by modification to equipment, work arrangements etc.

Entry into confined spaces where necessary is prohibited to all employees working on sites for which we have responsibility, unless they meet the following conditions:

- entry shall be subject to a specific review and assessment, and controlled with a Permit to Work;
- the Permit shall specify the responsible manager considered as the person exercising authority over the confined space entry and working;
- staff engaged in such entry shall be 'competent persons' who have been appropriately informed, instructed and trained and subject to competent supervision;
- entry shall be subject to appropriate precautions concerning communication, defined working practices, the use of appropriate materials and equipment, the furnishing and use of suitable PPE;
- an appropriate contingency plan is in place, suitably resourced, to effect the safe removal of staff from the confined space without putting those effecting the removal at significant risk.

The following checklist is a reminder:-

- Dangerous atmospheres can arise when there is a lack of oxygen or when toxic or flammable gases are present.

- In no circumstances should you enter a confined space (trench, manhole, tank, bored pile, foul sewer) without instructions from the supervisor.
- Equipment for testing the atmosphere before you enter and at regular intervals must be provided and used by a competent person. You must not enter the confined space until he is satisfied that entry is safe. Testing must continue while you are working inside, and you must leave immediately if told to do so.
- Adequate fresh air ventilation must be provided in appropriate circumstances.
- All necessary safety and rescue equipment must be available on site at the actual location.
- Make sure that you have been trained in the use of the safety and rescue equipment by a competent person.
- Wear the protective clothing provided.
- Do not eat, drink or smoke.
- Wash your hands at the end of each shift.
- If you are entering a sewer make sure you are given a Weil's Disease card

**GASES COMMONLY ENCOUNTERED IN CONFINED SPACES**

You should always be aware of the potential hazards of fumes and gases in confined spaces. Listed below are gases commonly encountered in confined spaces:-

| GAS | CHARACTERISTICS |
|---|---|
| **Acetylene** | Colourless, Garlic like odour, highly flammable, easily ignited by sparks, simple asphyxiant. |
| **Butane** | Colourless, faint disagreeable odour. Flammable and explosive. Simple asphyxiant. |
| **Carbon Dioxide** | Colourless, odourless, denser than air. A common hazard. Asphyxiant with some toxic properties. |
| **Carbon Monoxide** | Colourless, Odourless. Very toxic. Lethal at high levels. Low doses cause headache, nausea, dizziness. |
| **Chlorine** | Greenish yellow gas, pungent irritating odour. Highly toxic, causes pulmonary irritations and burning of eyes, nose and throat. |

| | |
|---|---|
| **Hydrogen** | Colourless and odourless. Highly flammable and explosive. Simple asphyxiant. |
| **Hydrogen Sulphide** | Rotten egg smell. Highly toxic, flammable. Irritates eyes, nose and throat in low doses. Rapidly fatal in high concentrations. Remember the gas destroys your sense of smell first. |
| **Methane (Firedamp)** | Colourless, odourless, half the density of air, highly flammable and explosive. Simple asphyxiant. |
| **Nitrogen Dioxide** | Colourless, highly toxic welding hazard. Fire hazard reacts violently with organic materials. Causes irritation of throat and chest. Long term exposure can cause pulmonary impairment. |
| **Oxygen** | Colourless, odourless. Asphyxiant risks below normal concentration in air (21%) increased flammability risks at higher concentrations. |

**RESPIRATORY PROTECTION**

It is sometimes necessary to work in atmospheres in which hazardous dust or fumes are present. Ideally, the contaminant should be controlled at source to minimise the hazard, but this is not always possible so safety equipment will be provided by your employer for your protection.

Respiratory protective equipment (respirators or breathing apparatus) should be selected to prevent the wearer from breathing dangerous levels of dust, gas or vapour or to provide oxygen. A respirator suitable for use in one set of circumstances may be useless in another, so proper selection is essential if wearers are to receive adequate protection. A respirator which gives perfect protection against a dangerous fume will be useless if there is a lack of oxygen.

All equipment, with the exception of disposable types, requires cleaning, disinfecting and inspection after use and before wearing by another person. Cartridges and filters have a limited life, which can vary depending upon the environment in which they are used. Manufacturers' recommendations should be closely followed. Equipment must be properly stored when not in use.

Training in the use and application of respiratory protective equipment is essential for all types of equipment, and it should only be worn by persons who are thoroughly familiar with it and know the procedure to adopt in case of emergency.

## NOISE

**Hazards:** Hearing Damage, Vibration, Distraction

**Risk Assessment: LOW**

**Control Measures and Policies**

Cronin Movers Group Ltd will seek to protect employees from hearing damage caused by exposures to loud noise and from distraction and nuisance caused by noise at lower levels.

Any work and / or location that are suspected of exposing employees to loud noise will be subject to a formal noise assessment by a technically competent person.

Any worker identified as being exposed to noise levels in excess of 80 dB(A)* measured / calculated over eight hours (or equivalent for longer working periods) shall be advised by the relevant person of the risk of noise exposures and of the availability of hearing protection.

If any worker is identified as being exposed to noise levels in excess of 85 dB(A)** measured / calculated over eight hours (or equivalent for longer working periods) efforts shall be made to reduce the noise emission, and reduce the time of exposure. If such measures cannot be effected immediately and / or cannot reduce exposures below 85 dB (A) ** the employees exposed shall be required to wear hearing protection.

All areas in which the average noise level is in excess of 85 dB(A)** shall be designated hearing protection zones, and only authorised staff equipped with hearing defenders may work in those areas.

Any work area in which employees report that noise distracts or represents a nuisance shall be subject to an assessment to ascertain whether this is the case, and whether the noise levels may be reduced.

All new equipment and machinery purchased shall require a check on noise emissions (information from the supplier) and quieter machinery selected preferentially.

The Managing Director has overall responsibility for ensuring that this policy is implemented. Managers of employees are primarily responsible for implementation in relation to their staff.

## WORKING AT HEIGHTS

**Hazards:** Falls from Height e.g. platforms, scaffolding and Narrow Isle Forks, Falling Debris, Faulty Assembly

**Risk Assessment: HIGH**

**Control Measures and Policies**

Cronin Movers Group Ltd is committed to providing a safe and healthy workplace, and this includes the provision and maintenance of safe and appropriate working platforms.

Employees requiring to access high level areas, where they are liable to fall a distance which could result in personal injury, must ask themselves the following questions prior to commencement of work:

- Do I have a head for heights? Is there a possibility I may become dizzy?
- Which is the safest means of access?
- Do I require training in any piece of equipment which may make access safer?
- How will I get my equipment up to my work area?
- Am I aware of the risk assessment for the task to be carried out?

The Managing Director shall ensure that for all occasions where working at heights are necessary that adequate measures are taken to protect employees, others at work and members of the public from the risks associated with working at heights.

The Managing Director shall ensure that for any and all occasions where scaffolding or workings at heights are necessary that only competent persons and employees are engaged in the erection, maintenance and striking of scaffold or the operation of access equipment.

The organisation is committed to compliance with all relevant health and safety legislation including the *Safety Health & Welfare at Work (Construction) Regulations 2006 (including amendments) the* relevant Codes of Practice and guidelines.

The organisation is committed to providing adequate and appropriate resources for training and consultation with employees.

<u>The elements listed below will form a basis for the management of scaffolding</u>:

- Address the relevant legal and other requirements
- Define the job
- Assign responsibilities
- Identify hazards
- Assess risks
- Eliminate or reduce risks
- Maintain written records, including risk assessments, training records, and statutory CR8 “Scaffolds – Report of Inspection” forms
- Set clear performance standards
- Identify instruction, training and competency requirements
- Communicate information to all who require it

**SCAFFOLDING**

There are many different types of scaffolding in use today.

All scaffolds have the same basic rules:-

- Check that the platform is fully boarded out.
- Check that all necessary guard-rails are fitted.
- Check that all toe boards are fitted and in position.
- Check that all brick guards are in place.
- Check that the ladder provides suitable access and is tied to the scaffold.
- Check the scaffold has been erected on a sound base and that base plates and sole boards have been used.
- Never use a scaffold if you think it is unsafe. Check with your supervisor.
- If you find that a scaffold is unsafe report the faults to your supervisor so he can have them put right.
- Do not overload platforms with materials and keep platforms clear of debris.
- Alterations to scaffolds must only be carried out by persons who are competent to do so.
- At the end of the day remove access ladders or board them out to prevent children from playing on them.

**LADDERS**

- Work may only be carried out from a ladder when the job is of short duration and can be done safely.
- Never overreach at the working position.

- Before using a ladder, inspect it to see that it is not damaged. Check for splits or cracks in the stiles and rungs. See that none of the rungs are missing or loose. It should not be painted as paint can hide damaged parts. Only industry standard ladders must be used. Check to ensure it has been placed the correct way up.
- Never attempt to repair damaged ladders.
- Ladders should be set on a firm base, resting at an angle which is not too steep and not too flat. Rule of thumb 1 out for 4 up.
- If the ladder cannot be tied at the top, it must be fixed at the bottom or a second person must foot the ladder before it is used.
- When ladders are finished with, either board them up or remove them to stop children playing on them.
- Don't use ladders for run ups.
- Don't drop ladders.
- Ensure your footwear is free from excessive mud or grease before you climb the ladder.

**SCAFFOLD TOWERS**

- Scaffold towers must be constructed to the same standard as any other scaffolding. Inspect the tower before use.
- If you are erecting a tower, you must be trained to do so.
- Working platforms must be fully boarded out. Where the risk assessment requires they must be provided with guard-rails and toe boards. The towers must be braced.
- Mobile towers must not be used unless the wheels are provided with brakes. These must be applied before the tower is used. The wheels must be firmly fixed to the towers.
- Mobile towers should be erected so that the height of the platform above the ground is no more than three times the smaller base dimension. If the tower is used indoors, the platform may be 3.5 times the smaller base dimension above the ground.
- The access to the tower must be suitable, e.g. ladders must be securely fixed.
- A mobile scaffold tower must not be moved whilst persons or materials are still on the tower.
- Towers should be erected and dismantled in a careful and orderly manner in order to prevent damage to the component parts, e.g. do not use lump hammers to hammer braces into position.
- If a tower appears to be unsafe, do not use it but report it to your supervisor.

**REMEMBER:**

**EXTERNAL USE MOBILE TOWER Ratio = Least Base x 3 = Height Ext.**

**INTERNAL USE MOBILE TOWER Ratio = Least Base x 3.5 = Height Int.**

## MOBILE ELEVATING WORK PLATFORMS

The term Mobile Elevating Work Platform (MEWP) covers pedestrian controlled self-propelled and power operated mobile elevating work and access platforms.

The MEWP is designed to provide a temporary working platform which can be easily moved from one location to another. It is particularly suitable for short duration work where the use of a ladder would be unsafe and the erection of scaffolding would be time consuming and impracticable.

The main hazards associated with the use of mobile elevating work platforms include:

- collision with another vehicle
- parts of the machine encroaching onto a traffic lane
- proximity of overhead cables
- falls of persons or materials
- persons being caught or trapped in moving parts or "nip" points
- overturning
- incorrect use

When using an MEWP it is important that you adopt the following precautions:-

- Ensure that you have seen the manufacturer's records regarding inspection, maintenance and servicing and that it is carried out.
- Check that all the relevant test certificates and duty charts are provided with the machine.
- Ensure that before you operate the machine you are trained / certified.
- Ensure the safe working load (SWL), the safe wind speed and safe gradient are displayed on the machine, and adhered to.
- Ensure the ground is level, firm and the machine is not over any drain, basement, etc. Where rough terrain equipment is used, the manufacturer's requirements on ground conditions must be followed.
- Ensure you fully deploy the outriggers / stabilisers
- Never travel with the platform occupied or boom extended, unless specified by the manufacturers.
- Ensure when you are working adjacent to roadways, railways or other operations / obstructions that you erect barriers, cones, lights, etc.
- Ensure if working adjacent to overhead power lines that you follow the permit to work provided.
- Ensure that you wear a safety harness and it is attached to the platform. This is required because most incidents involve people being tipped out.
- Ensure you wear other protective clothing i.e. safety helmets, safety shoes, etc.
- Check that all moving parts are properly guarded.

- Only use the platform and boom for the work for which it was intended.
- When not in use, machines should be at ground level and immobilised.

## WORKING NEAR OVERHEAD LINES

Accidental contact with live overhead power lines causes many serious injuries and fatalities. These accidents are particularly related to cranes and excavators, but tipping wagons, scaffold tubes and metal ladders have all been in contact with overhead cables, with fatal results.

If you have to work near overhead power lines, observe the following rules:-

- Treat all overhead lines as `live' unless you have been specifically instructed otherwise. Do not assume they are only telephone wires.
- Get to know any maximum clearance requirements specified by the Electricity Board.
- Do not try to bypass `goal posts' or barriers or other warnings.
- If you are a banksman, always keep the overhead lines in view when giving directions. Only direct plant under power lines where `goal posts' are provided.
- If scaffolding is being erected adjacent to power lines, make sure that poles are handled a safe distance away.
- Never stack materials or tip under overhead lines. This could reduce the safe clearance and, in wet weather, result in a `flash over' to earth. Equally, a tipper body may come dangerously near to the wires - or accidentally touch them - with disastrous results.
- If work has to be carried out under overhead wires, special precautions will be laid down by the Electricity Board or your employer. Make sure you have been instructed as to what they are.

## WELFARE FACILITIES

**Hazards:** Hygiene

**Risk Assessment: LOW**

**Control Measures and Policies**

Cronin Movers Group Ltd will provide suitable welfare facilities for their employees, including:

- Canteen with tea / coffee making facility
- Changing room and lockers
- Washing facilities
- Sanitary conveniences

## BULLYING AND HARASSMENT IN THE WORKPLACE

**Hazards:** Stress

**Risk Assessment: LOW TO HIGH**

**Control Measures and Policies**

### Definition

*"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and /or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off is not considered to be bullying".*

The following is a non-exhaustive list of examples of bullying:

- Undermining
- Humiliation
- Intimidation
- Verbal Abuse
- Physical Abuse or Threats of Abuse
- Victimisation
- Exclusion and isolation
- Intrusion by pestering, spying and stalking
- Repeated unreasonable assignments to duties which are obviously unfavourable to one individual
- Repeated requests giving impossible deadlines or impossible tasks
- Implied threats

### Policy on Bullying

Cronin Movers Group Ltd is committed to comply with the HSA Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work 2007 and, as far as it is reasonably practical, will provide a workplace where accident, disease and impairment of physical and mental health are prevented. Takes reasonable measures to prevent incidents of bullying occurring and also when and if they do occur, prevent the risk of injury to the health of employees worsening by providing and implementing transparent and just anti-bullying policies and procedures.

**The following are the responsibilities of Managers and Supervisors:**

1. Communicate to all staff that bullying or harassment by any member of the organisation regardless of status will not be tolerated.
2. Identify any areas or locations in the workplace under your control where bullying or harassment have been a problem and prioritise for corrective action.
3. Ensure that all managers, supervisors and safety representatives under your control are trained in how to recognise signs that a person is being bullied and the various forms of bullying.
4. Ensure that all staff members are provided with information on the various forms of bullying and on what is deemed unacceptable behaviour.
5. Inform all staff under your control of the complaints procedure and on likely disciplinary action taken if a complaint is proved.

**The following are the responsibilities of all employees:**

1. Be aware of behaviour that is deemed unacceptable.
2. Make efforts to ensure that bullying and harassment is not occurring in the workplace.
3. Where you personally observe incidents of bullying or harassment, ask the bully to desist from his/her actions and make a note of the incident.
4. Advise the victim of the complaints procedures and offer any assistance in this regard.
5. In general try to foster an anti-bullying culture in the workplace.

**Procedure for Reporting Bullying**

Any employee who believes he or she is being bullied should explain clearly to the allege perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he / she should seek the manager's help and advice, on a strictly confidential basis, from a contact person. A contact person can be one of the following:

- A manager or supervisor
- A trustworthy fellow employee

**Informal Procedure for Reporting**

(a) Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.

(b) A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedures.

**Formal Procedure for reporting**

If any informal approach is inappropriate or if after the informal stage the bullying persists, the following formal procedures should be invoked:-

(a) The complainant should make a formal complaint in writing to his / her immediate Supervisor, or if preferred any member of Management. The complaint should be confined to precise details of actual incidents of bullying.

(b) The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against him / her. He or she should be given a copy of the complainant's statement and advised that he / she shall be afforded a fair opportunity to respond to the allegation(s).

(c) The complaint should be subject to an initial examination by a designated member of Management who can be considered impartial with a view to determining an appropriate course for action. An appropriate course of action at this stage, for example could be exploring a mediated solution or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the compliant should take place with a view to determining the facts and the credibility or otherwise of the allegation(s).

**Investigation**

1. The investigation should be conducted by either designated member(s) of Management or, if deemed more appropriate, an agreed third party. The investigation should be conducted thoroughly and objectively, with sensitivity and utmost confidentiality, and with due respect for the rights of both the complainant and the alleged perpetrator(s).
2. The investigation should be governed by terms of reference, preferably agreed between the parties in advance.
3. The investigator(s) should meet with the complainant and alleged perpetrator(s) and any witnesses or relevant persons on an individual confidential basis with a view to establishing the facts surrounding the allegation(s). A work colleague or an employee may accompany the complainant and alleged perpetrator(s) if so desired.
4. Every effort should be made to carry out and complete the investigation quickly as possible and preferably within an agreed time frame. On completion of the investigation, the investigator(s) should submit a written report to management containing the findings of the investigation.

5. Both parties should be given the opportunity to comment on the findings before any action is decided upon by Management

5. The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.

**Action where the complaint is upheld**

Should management decide that the complaint has been upheld, the person complained of will be given a formal interview to determine an appropriate course of action. For example this could involve counselling and/or monitoring or could involve progressing the issue through the disciplinary and grievance procedure. Any breach in this policy will be grounds for disciplinary action from a verbal warning up to and including dismissal for serious offences.

**Action where the complaint is not upheld**

Where a complaint is not upheld, it will be made clear to both parties that no wrong doing has been found. Support and affirmation will be offered to the person against whom the complaint was made, and all efforts will be made to ensure that anyone with a prior knowledge of the complaint is made aware of the finding that it is not upheld.
Where a complaint has been found to be maliciously made, the complainant will be subject to the disciplinary procedure.

**Appeals**

Should either party wish to appeal the outcome of the investigation, they can do so by writing to management outlining the reason(s) for the appeal. The appeal will be heard by another party other than the original investigator.

**Closure**

Both parties will be given appropriate support and periodical reviews, insofar as is reasonable, after a resolution is found so as to obtain closure. It is vitally important that both parties cooperate fully in trying to resolve issues so that a permanent closure to the problem can be achieved.

**Confidentiality**

All individuals involved in the above procedures should maintain absolute confidentiality on the subject. Employees will be protected against victimisation for bringing up a complaint or for being a witness in a complaint for either side.

**Training/Awareness Training**

All employees who have a role in both the informal or formal procedure should be made aware of appropriate policies and procedures which should, if possible, include appropriate training. Such personnel would include designated members of management, worker representatives, union representatives etc.

All individuals, whether directly employed or contracted by Cronin Movers Group Ltd. have a duty and responsibility to uphold this Anti-Bullying Policy.

Managers, Supervisors, and Trade Union Representatives, where applicable, in the workplace have a specific responsibility to promote and comply with this policy.

Nothing in this policy overrules a person's legal and statutory rights.

## HOT WORK

**Hazards:** Fire/Explosion, Electric Shock, Burns to eyes and skin and Welding/Brazing Fumes – exposure leading to respiratory disorders

**Risk Assessment: HIGH**

**Control Measures and Policies**

- Assess the surroundings before starting any work.
- Remove all combustible materials within the immediate work area, if this is not possible, then cover with a fire blanket.
- Place 'welding in progress' signs beside work area, before starting any welding process
- A fire extinguisher and fire blanket must always be available to the welder.
- When welding, the proper personal protective equipment must be used
- Eye protection with the correct lenses fitted.
- Gloves and additional fire retardant clothing when necessary.

When working in potentially explosive atmospheres, check the following with the Site Supervisor / Foreman

- You have a permit to work, if it is required.
- Atmosphere is safe to carry out the work required.
- An atmospheric monitoring system is active, if required

Hot work must not be carried out inside a tank, vessel or container without a written method statement and a signed hot work permit from the company safety manager.

When welding in a confined, difficult or dangerous location, check that there is adequate ventilation or there is respiratory protection available if necessary.

If welding is to be carried out in a service shaft, a risk assessment and method statement may be necessary, to ensure the safety of the welder, this will be done by the project or service manager.

Where utilities are being installed in a service shaft, then the welder must be protected from materials falling down the shaft, from openings above the work area. This can be done by fitting a net in the shaft above the work area or by boarding the openings above the work area.

Always check with the Site Supervisor / Foreman if a fire watch is necessary.

In a location where there is no danger of head injury and the wearing of head protection would cause an obstruction, then the head protection may be removed, but only when the welding operation is being carried out and the protection must be replaced as soon as the welding ceases.

On sites where the wearing of high visibility ( Hi-Vis ) vests is mandatory, these must be removed before starting any type of hot-work,( Hi-Vis vests are flammable) The vests must be replaced before moving from the immediate work area.

Do not weld galvanised or coated materials in enclosed areas without good ventilation.

Do not weld or burn material that has been degreased with solvents, unless it is absolutely dry and the area well ventilated.

Eye protection must be worn when :

- Chipping Metal
- Knocking Out
- Cutting Out
- Cutting Off
- Using Power Tools
- Chipping Slag / Paint

**Gas Cylinder Care**

- All gas cylinders full or empty must be secured in the upright position either on a trolley or chained to a pillar, wall etc.
- When cylinders are not in use, the cylinder valve must always be closed
- When cylinders are to be lifted by crane or moved by fork-truck, this must be done using, a special lifting frame.
- When a cylinder is empty, the valve must be closed immediately and the hose disconnected.
- All cylinders must be stored in an upright position.
- Oxygen cylinders must be stored at least 3 metres from cylinders of fuel gas and in a well ventilated area.
- If acetylene or L.P.G cylinders have been allowed to lie flat, then they must be allowed to stand and settle in an upright position for a minimum of one hour before being used.
- Any cylinder which has been subjected to intense heat or heavy physical impact must not be used under any circumstances. All such cylinders must be returned to the supplier for checking

**Gas Welding**

When welding the proper personal protective equipment must be used. This Includes, face shield or glasses with the correct lenses fitted, gloves if necessary and any additional protective clothing that may be required by the work location.

- All Equipment must be inspected regularly and maintained as necessary.
- Flash back arresters must be fitted to all cylinders of fuel gas and all oxygen cylinders.
- Oxygen cylinders, lines, valves and connections must be completely clean of grease, oil or detergent.
- PTFE tape or jointing compounds must not be used on any oxygen connections.
- All hoses must be of the correct bore size, pressure rating, length and color coding :

Blue ---- Oxygen.
Red ---- Acetylene and other fuel gases.
Black ---- Inert and non-combustible gases.
Orange ---- L.P.G.

- All hoses must be checked visually before use and all hose connections must be made using approved couplings.
- The welding plant system should be checked, on a regular basis, under pressure for leaks, using an approved leak detection solution. DO NOT USE detergent for oxygen leak testing.
- Hoses of sufficient length must be used, to allow cylinders to be positioned safely away from flying sparks and hot metal.
- Hoses must be laid out in such away, that they are not subject to damage or will present a tripping hazard to other people
- When hoses show sings of deterioration, they must be discarded.
- A cylinder key must be left in the valve of the acetylene cylinder during welding or cutting operations.
- If clothing becomes impregnated with oxygen, ventilate them by walking in fresh (open) air for at least 15 minutes, --- AVOID ALL SOURCES OF IGNITION.
- Do not use compressed air to remove dust, swarf or other particles.
- Do not leave a lighted torch un-attended.

**Control Of Risk --- Arc Welding**

- When electric arc welding, face shields and protective clothing, must be worn by operators and helpers.
- During welding operations a welding screen must be erected around the work area and ‘Arc welding in progress’ signs must be posted outside the work area.
- All cables and connections must be in good condition and securely attached.
- All welding equipment, workbench or workplace must be properly earthed.

- When welding in wet conditions, leads and couplings must be kept dry.
- When welding in wet or damp conditions an insulation mat must be used.
- Check that the electrical holder is fully insulated and always place it on an earthed surface when not in use.
- All equipment must be properly insulated.
- Only approved cable couplings must be used.
- Leads and couplings must be checked regularly.
- Primary leads must be armoured and be as short as possible.
- All generators must be positioned so that exhaust fumes to not enter the workplace.
- Any plant or equipment, which becomes defective, must be taken out of service for repair.
- All signs must be removed when work is finished.

**Control Of Risk Soldering / Brazing**

- Proper eye protection must be worn.
- All soldering / brazing should be carried out in well ventilated areas / No work should take place in confined space without proper ventilation and fume extraction.

## USE OF FORKLIFTS

**Hazards:** Collision, Entrapment, Falling Materials, Overturning

**Risk Assessment: HIGH**

**Control Measures and Policies**

No employee may operate a forklift unless s/he is fully trained and certified. The employee must be in receipt of the correct certification for the type of vehicle being used.

- Forklifts must be driven slowly and with great care at all times, with the driver paying heed to the position of stationary objects, moving vehicles and pedestrians.
- Forklifts must always be driven with their forks lowered.
- Forklifts must give way to pedestrians and to other vehicles on site.
- Forklifts must never be overloaded. If in doubt a load should be split into smaller packages.
- Forklifts must not be used as elevated work platforms.
- All loads to be carried on a forklift must be held securely and supported or suspended in a stable manner, not likely to lead to dropping of the load.
- The carrying of passengers on forklifts is prohibited.
- When parking forklifts the keys must be removed, the brake applied, the wheel turned into a wall or stationary object and the vehicle left on a flat surface.
- Forklifts must not be left running or with the forks raised whilst unattended.
- A banks man must be used where forklift drivers are unsighted.
- When driving around blind corners drivers must sound their horns.
- Forklift operators and persons working in the vicinity of forklift operations must wear high visibility clothing.
- Forklift operators must be aware of other vehicular traffic on site, especially in the main yard area.
- Before using a forklift operators must conduct an inspection of the machine, to ensure that all lights, horns, brakes, warning devices and control devices are in place and are working correctly and that the machine's tyres and wheels are in a satisfactory condition.
- Any faults found in a forklift must be reported to the Operations Manager or their nominee immediately.
- All recharging operations must be done in accordance with the manufacturers guidelines. The correct equipment must be used when recharging forklifts. Recharging equipment must be good condition with no damage to the cables or sockets. Forklifts must be disconnected from the power supply before being started.
- Forklifts must be subjected to a statutory inspection by a competent person every 14 months. Records of all such inspections must be kept on site.

- Each forklift on site must be inspected on a weekly basis and the *Forklift Inspection Record* completed.
- Care must be taken when loading and loading racking that items are not pushed off the far side of the rack.
- Care must be taken to avoid collisions between forklifts and racking.
- Any collisions between forklifts and racking must be reported to the Management immediately.

## PREGNANT EMPLOYEES AND YOUNG PERSONS

**Hazards:** Potential damage to health of the mother and child from physical, biological and chemical agents. Damage

**Risk Assessment: MEDIUM**

**Control Measures and Policies**

The pregnancy regulation provides protection to women while pregnant and breastfeeding

The definition of a pregnant employee means any woman who has medical certification she is pregnant. An employee 14 weeks after giving birth or an employee breastfeeding 26 weeks after giving birth.

The Managing Director is responsible for implementing the regulations, the responsibilities include

- Identification of Hazards
- Written risk assessment
- The putting in place adequate safe guards
- Consultation with employees

The risk assessment must take account what the pregnant employee is exposed to in the work place and how often the exposure occurs.

The risks include: Physical shocks, Vibration, Noise, Chemicals, Excessive heat or cold, Radiation, Biological hazards, Manual Handling, Shift work.

Once the risks have been identified the employee must be informed and control measures must be put in place.

This may include adjusting work conditions, providing suitable alternative work, and if that is not possible providing health and safety leave under section 18 of the Maternity Protection Act 1994.

## CRANAGE

**Hazards:** Falling loads, incompetent operators, ground conditions, electrocution from overhead lines leading to potentially fatal injury and large scale material loss/damage

**Risk Assessment: HIGH**

**Control Measures and Policies**

- Only competent operators will be allowed to use cranes onsite. A method statement and CSCS card will be supplied when a crane is to be used on site. You should never attempt to operate mobile plant, a crane, excavator, dragline, forklift or other type of lifting machine unless you possess the relevant certification and training.
- Drivers must carry out daily / weekly checks - Walk around your machine before starting it, to check for defects and obstructions. Daily checks on the machine i.e. lights, brakes, oil, tyres, etc. - Report any defects in your machinery to your supervisor.
- Circuits to be tested daily also cut out devices and warning be carried out and recorded
- Ensure access routes are clear and that you are aware of other plant. Ensure potential hazards (Scaffolding, Service pipes, etc.) are identified and brought to the driver / operator's attention. Particular attention must be paid to overhead cables
- The crane contractor must ensure the ground conditions and the load bearing potential of the ground is appropriate. Precautions must be taken to ensure stability on soft or uneven ground.
- Make sure that you know the Safe Working Load of your machine and the weight of any load you are required to lift. Try the load by lifting it slightly and halting, to see if the machine can take the load. Never leave the cab whilst the load is suspended.
- Never stand under a load whilst it is suspended.
- Only persons trained in slinging practice and signalling systems may act as a slinger or a banksman.
- Wear seat belts if provided.
- Never carry passengers in the cab, unless seating is provided.
- Keep to the speed limits.
- Never allow persons to ride in any unauthorised position on the machine.
- Never leave the machine unattended.
- Never travel with booms, blades or the body raised.
- At the end of the day park on firm level ground, remove the ignition key, lock the cab, windows and any covers.

## SLINGING

- Only trained and competent persons are allowed to carry out any slinging operations.

- Be certain that you know the weight of every load to be lifted and always allow for the additional weight of slings or any special lifting attachment, container or cradle. If you are in any doubt seek advice from your Supervisor.

- Only select correct and suitable lifting gear which is properly marked with its safe working load. Always ensure that crane and sling hooks are of an approved type.

- Examine the gear that you have selected and report any defects immediately to your Supervisor. Return any rejected gear to the stores immediately and advise the storeman of the defects noted.

- Properly secure the load or any part of the load which might slip and fall during lifting. Ensure that there is no danger of the contents falling out when skips or containers are used for lifting purposes.

- Where necessary, use soft timber or other packing to protect the sling from any sharp edges on the load.

- See that the crane hook is placed centrally over the centre of gravity of the load to prevent the load swinging when it is raised.

- Remember that it is part of your job to look after the lifting gear that you use and chains and slings must not be left lying around. When you have finished with them they must be returned to the store and hung correctly ready for examination and further use.

- By protecting your lifting gear you protect both yourself and your colleagues against the risk of serious injury.

## EXCAVATIONS

**Hazards:** Work in trenches, collapse of sides, propping of excavations, work near underground services

**Risk Assessment: HIGH**

**Control Measures and Policies**

Most excavation accidents occur in trenches which have no support at all because they are in what is considered to be so-called "safe ground", or because work has gone beyond the support provided.

- Excavations must be subject to risk assessments.
- Risk assessments will identify the method of support or sloping / battering.
- Always check that you have ladder access, and it is positioned in the supported area.
- Never throw tools or materials down to someone in an excavation, use a rope to lower them down.
- Always wear a safety helmet - even small stones falling from the top can injure you.
- Drivers of mobile plant must take special care when operating close to the edge of excavations.
- Excavations must have barriers around the top as identified in the risk assessment.
- Materials and equipment must not be stacked close to the edge of excavations.

**EXCAVATION ACCIDENTS**

It is commonly thought that deaths associated with excavation collapses are due to the workers being suffocated because they are completely buried, but this is not entirely true. Many of the deaths and a majority of the injuries involve workers being partially buried. The injuries sustained are usually crushing injuries caused by the sheer weight of the collapsing material.

The accidents associated with excavations happen for many reasons, some of which are:-

- Shoring was not installed where required.
- Shoring failed because it was not frequently inspected or maintained.
- Employees worked beyond the shoring protection.
- Excavation walls and shoring were not inspected frequently for signs of movement or deterioration.
- Workers re-entered excavations without inspecting the walls or shoring after rain storms.

There are other contributory reasons for excavation accidents beside soil and shoring failures, such as:-

- Dirt, sheet piles and construction materials being stored too close to the edge of the excavations.
- Equipment operating too close to the edge of the excavation.
- Improper access, damaged or missing ladder or no ramps.
- Workers trying to jump over excavations.

**REMEMBER A CUBIC METRE OF EARTH WEIGHS OVER 1.5 TONNE.**

CRONIN MOVER GROUP LIMITED

OH&S MANUAL/SAFETY STATEMENT

# PART 4

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FIRE AND EMERGENCY PLANS
FIRST AID ARRANGEMENTS

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## EMERGENCY EVACUATION PLANS

## POSSIBLE CAUSES FOR EVACUATION

The main probable cause for emergency evacuation either at base or on a customer's premises / site will be

- FIRE

### FIRE SAFETY – GENERAL

Cronin Movers Group Ltd is committed to the provision of safe workplaces, and this includes appropriate fire precautions to prevent fires, detect them if they arise and ensure the safe and swift evacuation of everyone from a building in which a fire has started.

The Managing Director is responsible for ensuring that the organisation complies with the general requirements for good fire protection, including where appropriate the maintenance and testing of fire fighting equipment and the provision of suitable fire exit routes with appropriate signage and maintained and tested emergency lighting.

The Managing Director, when performing risk assessments, is responsible for checking on the local arrangements for fire protection including the maintenance of fire exit routes free from obstructions, the briefing of staff, and participation in tests and drills.

Every employee is responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials (careful storage, disposal) or sources of ignition (smoking, electrical equipment).

Fire exits and routes must be kept clear and, in the event of an alarm, employees are required to make an orderly exit and assemble at the designated assembly point.

## FIRE EMERGENCY PROCEDURES

## FIRE & EMERGENCY PLAN

The Company is very aware of the dangers of fire in the office and warehouse environment and how easily such an event can occur. Great attention will be paid to ensure that Fire Exits are kept clear, smoking is carried out in designated areas outside the building and that all equipment is correctly maintained.

### If you discover a fire:

- Immediately operate the nearest fire alarm call point
- Attack the fire if possible with the appliances provided – **DO NOT TAKE UNNECESSARY PERSONAL RISK**

### If you hear the fire alarm (at Cronins Head Office)

- The relevant Divisional manager will call the fire brigade immediately
- Leave the building by the nearest Fire Exit / Stairway and report to the designated Assembly Point (left hand side of car park as you enter the yard from the road) for roll call

1. Reception must ensure that they bring the visitors book with them
2. Do not wait to collect personal effects
3. Do not run – walk in an orderly manner.
4. Ensure that your visitors are evacuated.
5. Do not re-enter the building until given the all clear by the fire brigade or Health & Safety Officer.
6. Designated staff members in the Cronins head office are responsible for ensuring that the named floors/ areas are cleared.

The senior person present must ensure at the assembly point that all visitors and employees have evacuated, and are prepared to brief the emergency services.

### If you hear the fire alarm (at a client site)

- Cooperate with your client contact in making a speedy and appropriate evacuation
- Report to the designated Assembly Point for contractors and ensure that you are included in any roll call

**EMERGENCY EVACUATION DRILLS / FIRE INSTRUCTION & DRILLS**

All persons employed to work in the premises should be given instruction and training in the procedure to adopt in the event of fire. Such instruction should be based on the following.

(1) all employees should receive instruction and training appropriate to their responsibilities in the event of an emergency
(2) the instruction should be given by a competent person at commencement of employment and subsequently at intervals not exceeding 12 months.

The instruction should include training in the following:-

- Action to be taken on discovering a fire
- Action to be taken on hearing a warning of fire
- The manner of raising the alarm in the event of fire and the location of the activation points, together with the "fire alarm indicator panel" (where appropriate)
- The correct method of calling the fire brigade
- The escape routes available within the premises
- The evacuation procedure for the premises and the location of the Assembly Point
- The importance of the protection afforded by Fire Doors and of the need to ensure that such doors protecting the means of escape are kept closed except when in normal use
- The location and practical use of fire fighting equipment

In addition to the above, certain categories of staff should be trained in matters peculiar to their particular responsibilities at the time of fire e.g. Department Heads, Supervisors, Security Staff etc.

- An Emergency Evacuation Drill will be conducted at least once per year.
- As little prior warning as possible will be given of an Emergency Evacuation Drill.
- If possible, an emergency exit will be blocked during each drill to help illustrate the effect of a real fire, and to check the effect on evacuation times.

## EMERGENCY ESCAPE FACILITIES

### Emergency Exits and Escape Routes

Emergency exits are sign posted as required by regulation.

## Emergency lighting system

Will be maintained by a competant contractor as per IS 3217 on an annual basis and will be recorded in the fire register for the building.

## Fire extingushers

At each Fire Point the following will normally be located:

- Fire extinguishers: normally two, of a type suited to the fire risk in the vicinity;
- A FIRE ACTION notice, indicating action to be taken in the event of fire;

All extinguishers will be maintained on an annual basis and service will be recorded in the fire register for the building.

There are several types of fire extinguishers which can sometimes be identified by their colour: - many will be coloured red with a label identifying their type:

| TYPE | COLOUR |
|---|---|
| Water | Red |
| Foam | Cream |
| Carbon Dioxide | Black |
| Dry Powder | Blue |

**Water Extinguishers -**
Suitable for most fires **EXCEPT** those involving flammable liquid, live electrical apparatus or oil.

**Foam Extinguishers -**
Suitable for most fires involving flammable liquids e.g. paint and asphalt. They **MUST NOT** be used on fires involving electrical equipment.

**Carbon Dioxide**
Suitable for fires involving flammable liquids or electrical apparatus. Carbon Dioxide extinguishers should **NOT** be used in confined spaces where there is a danger that the fumes may be inhaled. **DO NOT HOLD THE HORN** since it becomes extremely cold during use.

**Dry Powder**

Suitable for most fires involving flammable liquids or live electrical apparatus

Because fire extinguishers cannot always be identified by their colour, do not use them without first reading the label.

**REMEMBER**

Attack the fire if possible with the appliances provided **ONLY IF YOU HAVE RECEIVED THE NECESSARY TRAINING – DO NOT TAKE UNNECESSARY PERSONAL RISK**

## Fire alarm

The fire alarm will be maintained as per IS 3218 on a quarterly basis, by a competent contractor. The fire alarm panel is located in the main reception area and weekly bell tests will be carried out and documented in the fire register.

## Fire safety notices

A Fire Safety Notice is posted at each Fire Point, and at other locations throughout the facility.

## Fire assembly point

The Fire Assembly Point for the office is located in the car park area.

Crews working at clients sites will make themselves aware of the emergency arrangements at the site, and cooperate with their client representative during all emergencies.

## Emergency numbers

A list of emergency contact numbers is posted in the general office, both for office and site based emergencies.

## FIRST AID ARRANGEMENTS

Cronin Movers Group Ltd is committed to providing suitable and sufficient first aid facilities for staff. All employees should be aware that, in the event of a medical emergency, efforts should be made to seek professional medical assistance, even though first aid facilities are available. Dial 999 (or 112 on a mobile phone) to contact the emergency services.

The management of first aid is formally assigned to The Managing Director who shall ensure compliance with this policy and best current practice.

A number of First Aid boxes are located in reception, the offices and warehouse in Damastown and boxes are also carried by crews attending client sites. These will be used to render first aid for minor cuts and grazes. Medical assistance will be obtained for any injuries more serious than this.

Employees will be briefed on the importance of familiarising themselves with the contact details for the nearest doctor and hospital, details of which should be held and be readily available at each site.

In the event of an accident resulting in first aid being administered, the person rendering first aid shall ensure that a record is made as to first aid treatment given.

Where reasonably practicable, we shall identify a rest area which may be used in the event of a medical emergency.

**Note that:**

- Medicines should not be administered other than by medically qualified personnel.

It is noted that First Aiders are initially qualified by completing an approved Occupational First Aider Course, and are re-qualified as required by regulation every two years.

Details of trained First Aid qualified personnel in each area within Cronin Movers Group Ltd will be communicated to all personnel in that area by means of notice boards and regular meetings.

CRONIN MOVER GROUP LIMITED

OH&S MANUAL/SAFETY STATEMENT

# PART 5

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# ACCIDENT INVESTIGATION AND REPORTING

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## ACCIDENT INVESTIGATION

It is the policy of Cronin Movers Group Ltd that all incidents of injury / illness be investigated by both the Divisional Manager and H&S Manager immediately after knowledge of such events. Every incident, work related illness, and near miss should be investigated as soon as possible, and action taken to prevent recurrence.

Investigations are intended to determine cause or factors of occupational injuries or illnesses and if any action is necessary to prevent recurrence. They are not intended to fix blame upon or find fault with an individual or group of individuals.

Preserve the accident scene, if possible, until initial investigations are concluded, and photographs taken.

Establish what happened:

- visit the scene;
- Interview staff involved, including witnesses;
- check on equipment and maintenance records, training programmes and anything else of relevance.

When interviewing staff ask "open" questions which invite the interviewees to describe what they know and minimise "closed" questions as far as you are able (an open question is "Tell me what John was wearing at the time?", a closed question is "Was John wearing the safety goggles?).

Once the sequence of events is clear, try to identify the factors which gave rise to each event in turn, bearing in mind that some steps on the route to the accident may have had several separate causes.

The ACCIDENT / INCIDENT INVESTIGATION REPORT will be completed by the responsible manager during the inspection / investigation. Recommendations will be made if and when necessary to prevent recurrence.

The responsible manager will follow up to ensure that the appropriate corrective action has been taken to prevent any recurrences. Corrective action plans must be completed within 5 days.

## NOTIFICATION OF ACCIDENTS AND DANGEROUS OCCURRENCES

*Irish Law now requires that certain accidents at work must be notified to the Health and Safety Authority on the appropriate forms. Copies of these may be obtained from any office of the Health and Safety Authority. Such reports may be submitted on hard copy, or electronically via* www.hsa.ie

The Authority must be notified using Form IR1 about:

- A work accident causing the death of any employed or self-employed person;
- A work accident that prevents an employed or self-employed person from working for more than three days;
- An accident caused by a work activity which cases the death of, or requires medical treatment to, any person not at work; e.g. a passer-by.

The Authority must be informed using Form IR3 as soon as possible about:

Any dangerous occurrence involving lifting machinery, pressure vessels or electrical short-circuit; explosion or fire, escape of substances; collapse of scaffolding, building or structure; unintentional ignition or explosion of explosives; failure of a freight container or an incident occurring from the conveyance of dangerous substances by road; failure of breathing apparatus; any incident involving overhead lines carrying 220 volts or more; a train crash at factory or dock; the bursting of a revolving vessel, mechanically powered wheel or grindstone.

## REPORTING OF ACCIDENTS TO THE HSA: RESPONSIBILITY

On behalf of Cronin Movers Group Ltd the H&S Manager will report, or arrange to have reported, to the Health and Safety Authority, any accident or dangerous occurrence that requires to be reported.

Records will be kept, as required, for a minimum of ten years, of reportable accidents.

## Accident Procedure

As part of the terms and conditions signed by each employee all accidents must be reported to the company.

***All accidents must be reported to the company at the time they occur. Failure to do so will forfeit your right to benefit under the Social Welfare Occupational Injuries Act 1966 should the accident necessitate absence from work at a later date***.

To this end an accident report form must be completed.

There are three places where an accident can occur.

*(1) At Cronin Movers property (office / warehouse) Damastown.*

Should an accident occur on site the company first aider should be called immediately, no matter how minor the accident may appear to the onlooker. The First Aider will assess the situation and if s/he deems the injury to be serious enough the person should be sent to the nearest hospital (Blanchardstown)

*(2) Travelling via company vehicle.*

See separate accident report.

*(3) At a customers premises.*

Should the accident occur in an area where there is a first aider on site this person should be called. Many larger organisations have signage erected detailing who the first aider is that is responsible for that area.

Should it happen in a private house the foreman should assess the situation and always err on the side of caution.

Once an accident has been reported an accident report form must be completed. (CMF 003 Accident Report Form)

For the purposes of gleaning all the information required for HSA, Dept of Social Community and Family Affairs and insurance companies all sections must be completed as thoroughly as possible.

The person who had the accident must complete **part 1** of the accident report form. Should the individual be unable to complete due to injury or lack of literacy skills the form should then be completed on their behalf and witnessed and signed by a third party.

**Part 2** of the form must be completed by anyone who witnessed the accident. The individual must have actually seen the accident take place. This section must not be confused with hearsay of the event which they heard of later. This must be completed as soon as possible while the accident is fresh in their mind.

The H & S Manager in conjunction with the Divisional Manager will complete **Part 3** of the form; this is the most detailed section of the form and includes corrective actions to be taken to minimise the recurrence of such an accident.

The accident report form must be completed for all accidents and details entered into the accident report book which is kept with the H & S Manager. The regulations specifically require the responsible person to keep a record of any reportable accident or dangerous occurrence for a period of 10 years from the date of the accident or dangerous occurrence

The following investigation guidelines are provided.

1. Conduct the investigation immediately.
2. Put the worker at ease by not placing blame. Be a fact-finder not a faultfinder.
3. Take detailed notes. Ask open-ended questions to establish: who, when, where, what, why, how.
4. Ask additional questions for clarification. Look for the root cause. The obvious reason for the accident may not be the underlying cause. (Example: An employee who has worked overtime for an extended period of time trips over a box and injures his knee. The box is the obvious reason for the accident; the employee's fatigue due to excessive overtime is the underlying cause.)
5. Take the worker to the scene of the event to reconstruct what happened.
6. Talk with witnesses to get more information about the event.

A note of all accidents should be entered into the accident report book (kept by the Health & Safety Manager). The Health & Safety authorities must be notified of all accidents which result in fatalities or three days absence or more.

The accident report form should be kept in the individuals file and all notes taken during conversations should be added immediately.
A separate accident report form is used to report accidents to the relevant insurance company. (see copy of form in Part 6 of this document).

**Return to Work /Reinstatement**

A medical release from the treating physician is required for any employee who suffers an occupational injury or illness and wishes to return to full duty.

An employee who suffers an occupational injury or illness and cannot be released to perform the full duties of his/her regular position may be offered temporary work during the period of disability within physician-defined physical limitations. Offers will be identified and coordinated by Human Resources staff.

CRONIN MOVERS GROUP LIMITED

OH&S MANUAL/SAFETY STATEMENT

# PART 6

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## STANDARD SAFETY FORMS:

ACCIDENT REPORT FORM
(INSURANCE COMPANY FORM)

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# ACCIDENT R
# EMPLOYERS

Cronin movers
the art of moving

QUINN direct

*Dear Policyholder,*
*We have received your* *return it to the Company as soon as possible. Please note that the issue of this form is not an admission of Liability on the part of the Company.*

Name of Insured(s) (including Trading Name if any)

_____

Postal Address _____

_____

Postcode _____ Daytime Tel. No. _____ Fax No. _____
(if applicable) (if applicable)

Situation of Business / Site (if different) _____

_____

Full description of Trade or Business (including part-time) _____

Are you registered for VAT? Yes/No If Yes, what is your registration number? _____

## EMPLOYEE

Name of Injured Employee _____

Address _____

_____ Post Code _____

Occupation _____ DOB _____

Sex _____ RSI / PPS / NI No. _____ Date of commencement of employment _____

Please show gross and nett earnings after deduction of national insurance, income tax, social security contributions and graduated pensions contributions for period of 13 weeks preceding accident.

| Details of training | GROSS | NETT |
|---|---|---|
| W/E _____ | 1. _____ | 1. _____ |
| W/E _____ | 2. _____ | 2. _____ |
| W/E _____ | 3. _____ | 3. _____ |
| W/E _____ | 4. _____ | 4. _____ |
| W/E _____ | 5. _____ | 5. _____ |
| W/E _____ | 6. _____ | 6. _____ |
| W/E _____ | 7. _____ | 7. _____ |
| W/E _____ | 8. _____ | 8. _____ |
| W/E _____ | 9. _____ | 9. _____ |
| W/E _____ | 10. _____ | 10. _____ |
| W/E _____ | 11. _____ | 11. _____ |
| W/E _____ | 12. _____ | 12. _____ |
| W/E _____ | 13. _____ | 13. _____ |

Date of return to work _____ /_____ /_____ or Expected date of return _____ /_____ /_____

Date able to undertake Pre-Accident Work without loss of earnings _____ /_____ /_____

Does the injured person blame anyone for accident? Yes / No

If so, on what grounds? _____

_____

Has the injured Employee made any claim upon you for damages? _____

Has the Employee received any Sick Pay from you / his Employer since the date of his incapacity? Yes / No

If so, how much? _____

Is the scheme contributory? _____

Provide details of any income tax rebates that the Employee may have received during his incapacity

_____

_____

_____

_____

_____

_____

_____

_____

## *ACCIDENT*

Date and time of accident _____

Date first incapacitated _____

Place of accident _____

Nature of injury _____

Describe how accident occurred _____

_____

_____

_____

_____

Describe how accident occurred *(continued)* ...

Please provide sketch plan of accident below:

Was the accident caused by any person not in your Employment? If so, state:

Name

Address

Name and address of such person's Employer

*If accident was caused by or as a result of the use of machinery or equipment, please retain for inspection by a company representative.*

## *WITNESSES*

Give names and addresses of witnesses

_____

_____

_____

_____

_____

_____

_____

_____

_____

Name of foreman in charge _____

*Statements should be obtained from witnesses as soon as possible after an accident.*

Please note that your Policy provides that **"the Insured shall not negotiate, admit liability or make any promise payment or settlement without the Company's written consent".**

## *DECLARATION*

I declare the foregoing particulars to be true and correct in every respect and I UNDERTAKE to render every assistance in my power in dealing with the matter.

Signature Date



1.08'27140 • ARFEL

CRONIN MOVERS GROUP LIMITED

OH&S MANUAL/SAFETY STATEMENT

# PART 7

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# OHSAS 18001:2007

MANAGEMENT SYSTEM

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## Legal and other Requirements (clause 4.3.2)

**Purpose**

This procedure sets out how Cronin Movers Group tracks changes in health and safety legislation that may affect its operations.

**Scope**

The procedure relates to the monitoring of safety legislation.

**Responsibility**

The H&S Manager has responsibility for keeping the register up to date and for informing Senior Management about changes in legislation and the likely impact on the company's activities.

**Procedure**

1. Cronin Movers Group shall maintain a Register of legislation and guidance relevant to its operations.
2. If any significant legislative and regulatory issue arises that is deemed to have a major impact on the operations of Cronin Movers Group, the H&S Manager will inform senior management and the Register will be updated accordingly.
3. Copies of all current legislation can be accessed through the HSA website www.hsa.ie.
4. The H&S Manager will gather information on Occupational Health and Safety Legislation, and other identified Occupational Health & Safety requirements via the following routes:-

   - Communications with the company's health and safety advisors
   - Through communications with industry groups
   - Attendance at conferences / seminars on health and safety topics
   - Through health & safety publications
   - Through access to health & safety sites on the Internet

## Objectives and programmes (clause 4.3.3)

**Purpose**

The purpose of the procedure is to set out a programme for achieving the company's health and safety objectives.

**Scope**

The procedure deals with the how the company's health and safety management programmes are drawn up.

**Responsibility**

The Operations Director is responsible for ensuring a programme is drawn up annually and that the programme is implemented.

**Procedure**

1. The Operations Director, in conjunction with the Financial Director and the H&S Manager shall put in place Safety Programmes for achieving the Objectives.

2. The Management Programmes shall identify the individuals who are responsible for delivering the Objectives.

3. It shall identify the various tasks that need to be implemented in order to meet each Objective.

4. The Operations Director shall provide for the allocation of appropriate responsibility and authority for each task and allocate time-scales to each individual task, in order to meet the overall time-scale of the related Objective.

5. The Operations Director shall also provide for the allocation of suitable resources for each task.

6. The implementation of the Programme will be reviewed every 6 months at Management meetings.

**Reference Documents**

Objectives and Management Programmes Form CMF 008

## Documentation (clause 4.4.4)

The Cronin Movers Group OH&S management system documentation includes the following:

- OH&S policy, objectives and management programmes
- OH&S Management System Manual/Safety Statement
- Standard Operating procedures necessary to ensure the effective operation and control of processes
- Risk Assessments for the effective identification of hazards and the corresponding operational control measures in place to manage the OH&S risks
- OH&S forms and records considered necessary for the effective monitoring of OH&S activities

## Control of Documents (clause 4.4.5)

A procedure has been documented to ensure that documents required by the OH&S management system and by the OHSAS 18001 standard are adequately controlled.

**Reference procedure: SOP 001 Document Control**

## Operational Control (clause 4.4.6)

Cronin Movers Group has identified operations and activities that are associated with identified hazards and where the implementation of controls is necessary to manage the associated OH&S risks.

For such operations and activities, the company shall implement the following controls:

a) operational control procedures

b) controls related to purchased goods, equipment and services

c) controls related to contractors and other visitors to the workplace

d) documented procedures to cover situations where their absence could lead to deviations from the OH&S policy and the objectives

e) operating criteria where their absence could lead to deviations from the OH&S policy and objectives

## Checking (clause 4.5)

## Performance measurement and monitoring (clause 4.5.1)

**Purpose**

The purpose of this procedure is to describe how the safety performance of the company will be monitored and measured using inspections, auditing and associated reporting.

**Scope**

This procedure covers the monitoring and measurement of health and safety issues.

**Responsibility**

Divisional Managers
Supervisors
Health and Safety Manager

**Procedure**

Monitoring and measurement will be carried out by both proactive and reactive means.

**Proactive monitoring**

This includes the informal observation by managers and supervisors of activities on a day-to-day basis and the implementation of corrective action on the spot if required e.g. obstructed fire escape cleared immediately.

Safety inspections including housekeeping inspections are carried out on a monthly basis by the Health and Safety Manager. The appropriate form will be filled in and corrective actions noted including a time frame for taking the corrective actions. When corrective actions are completed they will be signed off on the form by the H&S manager.

Regular checks are carried out by operatives and supervisors including weekly forklift truck inspections, vehicle checks, racking inspections and ladder inspections. All inspections are documented on the appropriate forms and maintained as controlled records.

Where a staff member is noted to be in contravention of an Operational Control Procedure, e.g. not wearing safety shoes, using incorrect lifting technique, the manager will discuss with the employee concerned and ensure that the contravention is rectified. Where required, and particularly in cases of repeated offences, the disciplinary procedure will be followed.

The extent to which the company's OH&S objectives are met is monitored through a 6 monthly review by senior management of the objectives and management programme.

The H&S Manager will audit documentation on an annual basis. Training records, accident reports and investigations, fire register etc will be reviewed. The audit will include a review of the Operational Control Procedures to ensure they reflect current practices.

**Reactive monitoring**

The Financial Director monitors the company's accident record and graphs are maintained of accident statistics.

## Evaluation of compliance (clause 4.5.2)

### Purpose

The purpose of this procedure is to describe how the company evaluates its compliance with applicable legal requirements.

### Scope

This procedure covers evaluation of compliance with OH&S legal requirements.

### Responsibility

The H&S Manager is responsible for ensuring that the evaluation of compliance is carried out on an annual basis.

### Procedure

The H&S Manager maintains a Register of Legislation to cover all relevant Health & safety legislation.

The Register covers all existing and impending/proposed Irish legislation and Directives/Regulations from the EU, which will have an impact on the operations of the Cronin Movers Group.

On an annual basis, the H&S Manager assesses the company's compliance with the relevant legislation.

Opportunities for improvement can be processed through the company H&S Objectives and programmes and will be discussed at the annual Management Review meeting.

Records of the results of the periodic evaluations are maintained by the H&S Manager.

## Nonconformity, Corrective action and Preventive action (clause 4.5.3.2)

A procedure has been documented for dealing with actual and potential nonconformities and for taking corrective action and preventive action.

Non-conformance reports will be issued in the following circumstances:

- As a result of a reportable (3 day) accident
- As a result of an inspection by the H&S Manager/Divisional Manager where breaches of regulations or codes of practice have been noted
- As a result of a person or contracted company not implementing an agreed course of H&S action
- As a result of failure to implement parts(s) of Cronin Movers Group Safety Management System
- As a result of an internal or external audit
- As a result of a person(s) not following and agreed Operational Control Procedure
- As a result of a HSA written advice/Improvement Notice/Prohibition Notice

Any corrective or preventive action taken to eliminate the causes of actual or potential non-conformities shall be appropriate to the magnitude of problems and commensurate with the OH&S risks encountered.

**Reference Procedure: SOP 004 Corrective and Preventive Action**

## Control of Records (clause 4.5.4)

A procedure has been documented to ensure that records deemed necessary to demonstrate conformity to the requirements of the company's OH&S Management system and to the requirements of OHSAS 18001:2007 are adequately controlled.

**Reference Procedure: SOP 002 Control of Records**

## Internal Audit (clause 4.5.5)

A procedure has been documented to ensure that internal audits of the OH&S management system are carried out at planned intervals in order to:

a) Determine whether the OH&S management system:

1) conforms to planned arrangements for OH&S management and to the requirements of OHSAS18001:2007

2) has been properly implemented and is maintained

3) is effective in meeting the company's policy and objectives

b) Provide information on the results of audits to management

**Reference Procedure: SOP 003 Internal Audit**

## Management Review (clause 4.6)

### Purpose

The purpose of this procedure is to describe how Senior Management ensures that the OH&S management system is still relevant to the company and how new OH&S objectives are set for the coming year.

### Scope

The procedure covers the approach taken by Senior Management to reviewing the suitability, adequacy and effectiveness of the OH&S management system.

### Responsibility

The Operations Director is responsible for ensuring the procedure is implemented.
The H&S Manager is responsible for issuing the agenda for the Management Review meeting and for ensuring that minutes of the meetings are maintained as controlled records.

### Procedure

1. A management review meeting will take place on an annual basis.
2. The Operations Director will chair the meeting.
3. The H&S Manager will prepare and circulate the agenda in advance of the meeting. See below for a typical meeting agenda.
4. The H&S Manager will maintain minutes of the meeting and will issue an action plan with responsibilities and timescales for the implementation of agreed actions.
5. The H&S Manager will ensure that any changes which may affect the OH&S of the workforce are communicated to them.

### Typical agenda for Management Review Meeting

1. Review of minutes and actions from last meeting
2. Review of the OH&S Policy
3. Results of internal audits and evaluations of compliance with applicable legal requirements
4. Results of external audits including complaints
5. Review of OH&S objectives and management programmes to establish the extent to which objectives have been met
6. Status of incident investigations, corrective actions and preventive actions
7. Results of participation and consultation including internal communication
8. Any changes including developments in legal and other requirements relating to OH&S
9. Review of training completed and additional training need
10. Recommendations for improvement
11. AOB