

# **SAFETY STATEMENT**

**Irish Industrial Refractories Ltd.**

**19 Chelmsford,  
Celbridge,  
Co. Kildare.**

## Revisions to Safety Statement of Irish Industrial Refractories

<b>Revision</b>	<b>Date</b>	<b>By</b>	<b>Comments</b>
1.0	2008-12-18	Liam Quinn	
2.0	2010-07-16	Margaret Lawler	
2.1	2012-12-09	Margaret Lawler	
3.0	2014-02-08	Margaret Lawler	

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## Emergency Numbers

<b>Service</b>	<b>Location</b>	<b>Emergency</b>	<b>Direct Line</b>
Ambulance		112	112
Hospital		112	
Doctor		Number of local doctor Locally agreed near site	
Gardai		112	
Fire Brigade		112	112
E.S.B.		1850 ESB 999 1850 372 999	
Eircom	Head Office Stephen's Green West, Dublin 2	1902	01-6714444
HSA	The Metropolitan Bld. James Joyce Street D1	1890 289 389	1890 289 389
Bord Gais	D'olier Street	1850-205050	

## Safety Organisation

		<b>Phone</b>	<b>Mobile</b>
Project Supervisor Construction Stage (PSCS)	Derek Gilmer	01-6270010	086 2561009
Project Supervisor Design Stage (PSDP)			
Project Health & Safety Co- ordinator			
Company Health & Safety Co-ordinator	Derek Gilmer	01-6270010	
Employee Safety Representative :			
Project Site Foreman	Alex McCabe		

## **1 GENERAL INFORMATION- JOB SET UP**

**Proposed Work**

**Location**

**Duration**

**Start Date**

**Completion**

**Area of Activity** Industrial Boiler Refractories

**Materials Required**

**Off Loading**

**Schedule of Plant**

**Site Set Up** Use of lock up or compound

**Sequence of Works** Reference to Method Statements for works

**Temporary Works** Reference to Temporary Works safety Procedure

**Supervision:** Project Manager: Derek Gilmer  
Health & Safety Advisor:  
Site Supervisor: Derek Gilmer  
Site Foreman: Alex McCabe

**Contact Numbers** Office Telephone 01 6270010  
Office Fax 01 6270008  
Mobile 087 \_\_\_\_\_

## **2 GENERAL STATEMENT OF HEALTH & SAFETY POLICY**

The policy of Irish Industrial Refractories Ltd is to comply with the Health and Safety at Work Act 2005, subsequent regulations including the Safety, Health & Welfare (Construction) Regulations 2006, the General Applications Regulations 2007 and relevant Codes of Practice and to ensure, so far as is reasonably practicable, the Safety, Health and Welfare of all employees whilst at work, and to provide (in appropriate language) such information, training and supervision as they need for this purpose. It is the policy of this Company to protect, in so far as is reasonably practicable, persons not in our employment, who may be affected by our activities and not to expose them to risk.

All employees have the responsibility to co-operate with Supervisors and Managers to achieve a healthy and safe workplace, and to take reasonable care of themselves and others. It is the responsibility and duty of all employees to comply with the Safety Policy by exercising due caution and care.

It is the policy of this company to consult all staff and employees on matters of Health and Safety. All employees are hereby notified of Company policy, and are encouraged to comply with their duties under the 2005 Act and all other pertaining Regulations, in particular the duty to notify Company Management of hazards and defects in the workplace.

The allocation of duties for Safety matters and particularly arrangements to implement the policy are set out in the attached documentation.

This Statement will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed as required.

This statement is distributed to all Foremen and Designated Supervisors. It is also available at all locations where this Company carries on its business. This statement will be communicated to employees in a form, manner and language reasonably likely to be understood.

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Mr. DEREK GILMER  
**MANAGING DIRECTOR**

### **3 OVERALL COMPANY RESPONSIBILITIES**

- 1) The Managing Director has overall responsibility for Safety, Health and Welfare within the company and on a project.
- 2) Consultation on all Health and Safety matters on a project is the responsibility of the Managing Director.
- 3) The Managing Director shall delegate specific responsibilities to company personnel. As new projects commence, the names of responsible persons will be notified, and the list amended accordingly.
- 4) The Managing Director will ensure that adequate provision is made for Safety and Health in planning and pricing.
- 5) The Project Manager is responsible for this policy being carried out on a project.
- 6) Site Managers and Foremen shall be responsible for ensuring this policy is adhered to and implemented on a project.
- 7) The Safety Officer ( where applicable ) is responsible for ensuring that this policy is carried out with regard to consultations, safety training, safety inspections, investigating accidents, monitoring and maintenance of the Safety policy and advising Management on all matters relating to Health & Safety.
- 8) Safe Pass training will be carried out in accordance with the requirements of the Safety, Health and Welfare at Work (Construction) regulations 2001.
- 9) Construction Skills Certification Scheme training will be carried out in accordance with the requirements of the Safety, Health and Welfare at Work (Construction) regulations 2006.

## **4 OVERALL PROJECT RESPONSIBILITIES**

The Project Manager will ensure that:

- 1) The provisions of this Safety Statement are executed from project inception to completion on site.
- 2) Site Managers and Site Foremen under his control will implement this policy and comply with statutory requirements.
- 3) Training is provided for Site Managers and Site Foremen to enable them to effectively carry out their responsibilities with regard to Health and Safety.
- 4) Plant and Equipment that may be allocated for each site is in accordance with Regulations and inspected as required.
- 5) All personnel recruited for and assigned to each site are suitable for and competent to carry out the work on site.
- 6) Training will be provided for those who need it to carry out particular tasks.
- 7) Competent persons required at any time to provide advice on Health and Safety will be brought in, if not available within.
- 8) Adequate protection is provided at all work places to protect the public, and in particular where children are likely to gain entrance, hoarding/fencing should be provided.

## **5 RESPONSIBILITIES OF SITE MANAGERS / FOREMEN**

The Site Managers / Foremen on the site shall have the following responsibilities:

- 1) Be familiar with the Safety Regulations and the Company policy applicable to the work on which you are engaged, and insist that the regulations are observed.
- 2) Ensure that as far as is reasonably practicable, all operatives are operating safe systems of work.
- 3) Maintain a tidy workplace, and make sure a regular clean up is undertaken. Insist that all persons on site, Employees, Self-Employed and Visitors wear Safety Helmets, Safety Footwear and High Visibility vest or jacket as a minimum requirement.
- 4) Ensure that there are adequate entry and exit points throughout the work site, and that they comply with the regulations.
- 5) Provide Safety Equipment/Clothing, and make sure of its proper use on the site.
- 6) Ensure that all personnel are only employed on equipment for which they have been properly trained.
- 7) Ensure that all Power and Hand Tools together with any Plant and Machinery are maintained in good condition.
- 8) Report defects in equipment to the Managing Director.
- 9) Ensure that adequate Fire Fighting equipment is available and replace used or defective equipment.
- 10) Ensure the safe handling and storage of all tools, plant and materials.
- 11) Ensure that First Aid Boxes are properly maintained.
- 12) Provide good scaffolding and platform areas which conform to the Safety, Health and Welfare (Construction) Regulations 2006, and ensure that competent personnel are employed for the erection, dismantling and altering of scaffolding and to maintain a record of inspections of scaffolding.
- 13) Ensure that all ladders are sound and tied when in use.
- 14) Ensure that all power and hand tools are 110 volts.
- 15) Ensure that all openings/manholes/edges are guarded or covered over.
- 16) Assist in investigating all incidents/near accidents/accidents with a view to preventing a reoccurrence.
- 17) Show personal example by wearing the Safety Equipment provided.

## **6 RESPONSIBILITIES OF SAFETY OFFICER**

The Safety Officer has the following responsibilities (on applicable sites)

- 1) To carry out agreed site inspections and report to Management.
- 2) Monitor all aspects of Safety and Health on this project.
- 3) Advise Management on regulations, laws etc. which impinge on Company activities.
- 4) Advise and monitor statutory tests on Plant and Equipment.
- 5) Monitor accidents/dangerous occurrences at workplaces.
- 6) Advise on training courses to meet identified needs.
- 7) Monitor PPE 'Issue and Use' policy and monitor the type of equipment/clothing required.
- 8) Consult the Health and Safety Authority when required.
- 9) Advice to the Managing Director on action required where Improvement Prohibition Notices or Prohibition Orders have been served upon the Company.
- 10) Advise on Accidents, Potential claims and Insurance or HSA implications.
- 11) Ensure that the Safety Statement is available on this project.
- 12) Investigate all accidents with a view to preventing a reoccurrence.

## **7 EMPLOYEES SAFETY RESPONSIBILITIES**

- 1) It is the responsibility of all employees to take reasonable care of their own safety, health and welfare, and that of others.
- 2) Co-operate with your employer and any other person to such an extent as will enable your employer to comply with any of the relevant statutory provisions as regards to safety, health and welfare, to ensure that your place of work is safe and healthy.
- 3) Use protective clothing and any other equipment provided for your safety, health and welfare while at work. Use in such a manner so far as to provide the protection intended of any suitable appliance, protective clothing, convenience, equipment or other means or thing so provided (whether for use alone or for use by you in common with others) for securing your safety, health and welfare while at work.
- 4) Report to your Foreman or Supervisor any defect in the Plant, Equipment, Place of work, or system of work, that might endanger safety, health and welfare.
- 5) No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means of thing provided in pursuance of any of the relevant Statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- 6) Keep tools in good condition.
- 7) Use correct tools and equipment for the job.
- 8) Safety Helmets, high vis vest and safety footwear must be worn whilst at work
- 9) It is prohibited to possess or consume alcohol, drugs or other intoxicants on site or be under their influence.
- 10) Employees can make suggestions or raise concerns on health and safety matters.
- 11) Develop a personal concern for safety yourself and for others.
- 12) Avoid any action that would be a source of danger to you or others.
- 13) Employees must not carry out any tasks that they feel they are not competent to carry out, or which involves unreasonably high risks

N: B: Employees to read and sign agreement with these responsibilities, and attach to Company Commencement Form.

Employee Signature: \_\_\_\_\_

## **8 ACCIDENT PROCEDURES**

When a serious Accident occurs the procedures below must be followed:

The Site Manager must be notified immediately. The Site Manager or other nominated person must take charge of the proceedings, as follows:

- 1) Observe accident location and status of injured person.
- 2) If there is risk of further injury, move injured person safely.
- 3) Call immediate medical assistance or emergency service if necessary.
- 4) See that First –Aid etc. is administered as required by a competent person.
- 5) If Ambulance is called, make sure exact location is given and that the Ambulance can access site as near as possible to the injured person.
- 6) Notify Managing Director – 087 .
- 7) Establish location of Hospital and appoint a suitable person to travel with the injured person.
- 8) Notify family of injured person, and if required, arrange transport for them to Hospital.
- 9) Gather all information immediately about the accident, and what led up to it.
- 10) Obtain Witness Statements; write them down as they are given.
- 11) Complete Preliminary Accident Report Form and copy to the Managing Director who will forward report on IR 1 or IR 3 form to the Health and Safety Authority, as required.
- 12) Have sketches/photographs of the area taken where accident happened.
- 13) If the H.S.A. are to inspect the site and location of the accident, do not move anything unless further serious risks have to be avoided.

## **9 INDEX OF RISK ASSESSMENTS**

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- D Risk Assessment – **Falsework / Formwork/Precast**
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- F Risk Assessment - **M.E.W.P'**
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## A RISK ASSESSMENT PROCEDURES (ON – SITE).

Hazard & Risk Assessment:

The Risk Assessments are based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARD: Is taken to mean “anything that can cause harm”

RISK: Is the probability in conjunction with the consequences of a hazard causing harm

The risk factor is then graded as follows: -

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

### Hazard/Risk Controls on Site

The information contained in the following Risk Assessments includes;

- 1) Identification of the hazards.
- 2) Likely outcome of accidents.
- 3) Level of risk.
- 4) Preventative procedures.

Risk Assessments on particular projects must be Site Specific.

As new hazards are identified, Risk Assessments will be carried out and included in this Safety Statement.

Control measures stated on the attached risk assessments are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are advised to rectify this. The Hazard / Risk assessment will be reviewed, i.e. as site specific and at least annually.

## **B. EXCAVATIONS**

### **Likely outcome of an accident involving EXCAVATIONS**

	<b><u>Level of risk</u></b>
Collapse of excavation	High
Oxygen Deficiency	Medium
Toxic or Flammable Gas	Medium
Underground Services	High
Fall of Persons	High
Falling Materials or Plant	High
Ingress of Water	Medium
Weakening of Adjacent Structures	Medium
Noise	Medium

### **Preventative Procedures**

1. Before commencing any excavation works, check with relevant public utility Authorities in relation to underground services i.e. electric cables, gas, water and drainage pipes, telephone cables, fuel lines etc. and establish exact location of existing services and the precautions necessary to ensure the safety of persons at work and others who may be affected.
2. Where an excavation is more than 1.25 metres deep the sides must be shored or sloped back to a safe angle.
3. Where excavations are deep and dangerous or adjacent to other structures, the temporary support system must be designed and supervised by a competent person.
4. All materials and components used in trench support systems must be sound and strong enough for the purpose.
5. A safe method will be used for putting in trench supports which does not require persons to work in an unsupported trench.
6. A safe method will be used for putting in timbering i.e. one that does not rely on people working within an unsupported trench.
7. If the sides of the excavation are sloped or battered, the angle of batter must be sufficient to prevent collapse.
8. Where temporary support systems are being used, they must be inspected at least daily as work progresses.
9. There must be safe access to the excavation using a ladder extending at least 1 metre above the edge.

### **Excavations (contd.)**

10. Suitable barriers must be placed around excavations where persons at work are liable to fall.
11. All excavations which present risk to the safety of the general public must be protected with suitable barriers.
12. Materials must not be placed or stacked so close to an excavation as is likely to cause collapse of the side of the excavation.
13. Materials must not be placed or stacked so close to an excavation as to endanger persons at work below.
14. No load, vehicle, plant or equipment must be placed or moved near the edge of any excavation where it is likely to cause collapse of the side of the excavation.
15. Where vehicles tip into an excavation, properly secured stop blocks must be provided.
16. Persons working in excavations must be advised to be alert to any accumulation of dust or fumes and to take precautions as appropriate, by ventilating the area or wearing appropriate respiratory protection equipment.
17. Where excavations are dug next to structures, suitable preventative measures should be established in case of collapse, subsidence or damage.

## **C. POURING and COMPACTINT OF REFRACTORIES**

### **Likely outcome of an accident during this work**

	<b><u>Level of risk</u></b>
Falls on working levels	Medium
Failure of support systems or platforms	Medium
Entanglement in moving parts of plant	Medium
Vibration	Low
Noise	Medium
Dermatitis	Low

### **Preventative Procedures**

1. Prior to pour, the following precautions should be taken when blowing out the forms:
  - Safe access must be provided.
  - Compressed air lances should be fitted with suitable control valves.
  - Debris should be directed away from other persons.
  - Eye protection must be worn by those using lances (and other persons nearby.)
2. Pour should not start until the falsework/formwork has been checked by a competent person and all preparations completed.
3. Substance should not be poured too rapidly or from such a height as to overload the formwork or falsework.
4. The stability of the formwork should be checked as the pour proceeds.
5. The discharge of any pump used should be controlled from suitable and safe platforms taking account of the tendency of the discharge pipe to kick backwards if discharged rapidly.
6. When using a pump, a properly trained signaller should be appointed to ensure good communication between the pump operator and any workers close to the work area.
7. In the use of vibrators the following precautions should be taken:
  - Vibrator motors on elevated platforms should be firmly secured.
  - Poker vibrators must not be allowed to come into contact with any person
  - Guards to vibrator motor starting shafts must be in place when the engine is running.
  - Adequate ventilation must be provided if vibrator motor is operated in confined spaces.

8. Tamping or levelling beams should be light enough to be handled comfortably.
9. Pumps should be properly maintained and checked before use. Risk assessment to be provided by pump hire company.
10. Safeguards must be put in place, as appropriate, to ensure that the pump placement is appropriate. ( E.g. Discharge hose not too long)
11. Only trained and competent persons should operate pumps.
12. Where any part of the discharge hose is out of sight of the pump operator, a competent banksman/signaller should be appointed.
13. When cleaning out pump lines, adequate safeguards should be in place to protect the operator and other persons in the vicinity.
14. Persons working with heat resistant compounds should be advised of the risk of dermatitis if they do not take adequate precautions, including the wearing of waterproof gloves, and rubber boots etc. to prevent compounds coming in contact with their skin. Where mixture gets on to the skin, it should be washed off immediately.

## **D. FALSEWORK / FORMWORK/PRECAST**

### **Likely outcome of an accident involving FALSEWORK / FORMWORK**

	<b><u>Level of risk</u></b>
Falls of persons	High
Collapse of Structure	High
Falling Materials	High

### **Preventative Procedures**

1. The design of the falsework / formwork and the supports system must be checked by a competent person.
2. Assembly / erection must be carried out by competent persons.
3. The temporary support system must stand on a firm, level base adequate to take the load.
4. Props must be plumb and properly set out. The correct prop pins must be used. Materials and components must be in good condition.
5. Persons carrying out this work must be able to work safely by the provision of safe working conditions including safe access and working platform.
6. The formwork must be inspected by a competent person against the agreed design before permission is given to pour mix.
7. The stability of the formwork must be checked as the pour proceeds.
8. Before removing the propping system and formwork, permission must be given by a competent person, having established that the mix has achieved the required strength.

## **E WORKING AT HEIGHT.**

### **Likely outcome of an accident involving WORKING AT HEIGHT**

	<u>Level of risk</u>
Fall of Persons	High
Falling Objects Striking Others	Medium

### **Preventative Procedures**

1. Suitable signs and barriers will be positioned directly below works to warn of overhead operations.
2. Edge protection will be erected at all openings or edges where falls could occur.
3. Where edge protection is removed for access or is not practicable, employees working at or near the edge will wear safety harnesses.
4. Where there is likely to be debris, materials or tools falling, control measures will be installed to protect third parties
5. Work below overhead operations, is to be avoided.
6. Any unguarded opening will be notified to the Site Management Contractor.
7. Where stepladders are used they will be inspected prior to use – defective stepladders will not be used.
8. See index for Risk Assessment on the following;
  - M.E.W.P.'s
  - Access Scaffolds
  - Mobile Scaffolds
  - Ladders / Stepladders

## **F MOBILE ELEVATED WORK PLATFORMS**

### **Likely outcome of an accident involving M.E.W.P.'S**

	<b><u>Level of risk</u></b>
Fall of Persons	Medium
Falls of Materials	Low
Unintentional Lowering of Platform	Medium
Striking against Overhead Obstructions	Low
Platform Overturning	Medium
Vehicles or Plant Striking Platform	Medium

### **Preventative Procedures**

1. Control of traffic and pedestrians will be planned.
2. Platform capacity will be checked to ensure sufficient height and SWL for the work undertaken, before use. Where owned by the Company, this equipment is subject to the planned maintenance programme. Where hired, proof of servicing will be required.
3. The area of work is to be fenced off.
4. Platforms must not be operated outside limits set by the manufacturer
5. The operating area will be firm and level. Stabilisers, if fitted will be extended before the platform is raised.
6. Platforms are not to be left unattended in the raised position.
7. Platforms require regular maintenance, which must be arranged at 6 monthly intervals.
8. Site Managers / Site Foremen are responsible for ensuring that only trained and authorised personnel use the platforms.
9. All operatives must be trained in the use of M.E.W.P.'s
10. All operatives must wear a Safety Harness secured within the M.E.W.P to suitable anchorage.

## **G MOBILE SCAFFOLD TOWERS**

### **Likely outcome of an accident involving MOBILE SCAFFOLD TOWERS**

	<u>Level of risk</u>
Fall of Persons	High
Falls of Materials	Medium
Collapse of Tower	Low
Overturning of Tower	Medium

### **Preventative procedures**

1. Only authorised personnel will erect, modify or dismantle scaffolding towers.
2. Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions.
3. Trained personnel in accordance with relevant standards and manufacturer's instructions will erect towers.
4. Ladder access should be internal and fixed to the narrowest side.
5. Maximum height to base ratios will not be exceeded: 3.5:1 inside use and 3:1 external use without ties.
6. Ties will be used in exposed or windy conditions.
7. All tower platforms will be fully boarded and fitted with toe boards and guardrails.
8. Wheels will be braked or locked when the tower is in use.
9. Personnel and materials will be removed before a tower is moved.
10. Manufacturer's advice on maximum loading will be adhered to.
11. Towers must be inspected every seven days and the results entered into Form GA1.
12. After alteration or adverse weather conditions, scaffolds must be inspected.
13. A competent person will carry out all scaffold inspections.
14. Scaffolds will be checked regularly to ensure their correct use and that unauthorised adaption has not been made.

## **H LADDERS / STEP LADDERS**

### **Likely outcome of an accident involving LADDERS / STEP LADDERS**

	<b><u>Level of risk</u></b>
Fall of Persons from ladders	Medium
Objects dropped by ladder user	Low

### **Preventative procedures**

1. Ladders will be checked to ensure correct length, type and condition before use.
2. Ladder work is restricted to that which can be carried out using one hand only.
3. The ground base for ladder use must be firm and level.
4. The ladder must be of sufficient length to extend 1.05m above the “step – off” point when used as access to scaffold.
5. The correct angle of rest for a ladder is 75 degrees, or a base to height ratio of 1:4.
6. Ladders must be secured against slipping, by tying at the top or at the bottom.
7. Over reaching from ladders will be avoided.
8. Damaged ladders will be broken up or removed from the workplace immediately.
9. Painted ladders will not be accepted for use.
10. All operatives must be trained in the safe use of ladders and the hazards, which are to be avoided. This will normally be done at induction.

### **Points to note for stepladder users;**

11. Stepladders must be checked before use.
12. Stepladders must be fully opened out.
13. For work at a height (subject to risk assessment) a harness secured to suitable anchorage must be worn.
14. Regardless of the length of a stepladder, the top rung and the rung below the top rung shall not be used.

## **I ACCESS SCAFFOLDING**

### **Likely outcome of an accident involving ACCESS SCAFFOLDING**

	<b><u>Level of risk</u></b>
Scaffolding collapse	High
Falls from scaffold	Medium
Injury from falling materials	Low

### **Preventative procedures**

1. Only authorised and trained personnel will erect, modify or dismantle scaffolding.
2. Proper access will be provided to all scaffold platforms.
3. Adequate guardrails and toe boards will be provided at every side, from which a person could fall, and to prevent the fall of materials or articles.
4. All working platforms will be fully boarded. Boards will be free from defects and they will be arranged to avoid tipping or tripping.
5. A competent person will inspect scaffolding regularly, i.e. at least once a week, and always after bad weather. The results of these inspections to be recorded including defects that were put right during the inspection. The records will be signed by the person who carried out the inspection and the results entered on Form GA1.
6. Ties removed for any purpose will be replaced or alternative ties fitted, at once
7. Traffic movements will be restricted around scaffold bases.
8. Excavations adjacent to scaffold bases will be monitored to ensure the suitability of the structure is not affected.

## **J PORTABLE ELECTRIC TOOLS**

### **Likely outcome of an accident involving PORTABLE ELECTRIC TOOLS**

	<u>Level of risk</u>
Hand Injury	Low
Eye Injury	Low
Electrocution	Medium
Fire	Low
Damage to Equipment	Low

### **Preventative procedures**

1. Only equipment operating at 125 volts or less will be permitted.
2. Visual inspection of equipment will be carried out.
3. All damaged equipment will be switched off and returned to the stores.
4. Extension leads will be checked before use. No taped joints or connector type joints will be permitted.
5. All electrical equipment will be properly earthed.
6. Only the correct type (yellow – moulded plastic) sockets and plugs will be used.
7. Pay due care and attention to the work at hand.
8. Ensure your work will not result in injury to anyone else.
9. Use the correct PPE. to minimise the risk of injury.
10. When drilling steel or masonry suitable eye protection must be worn.
11. A regular visual inspection of all Portable Electric Tools, Equipment and Extension Leads will be carried out and the results of these inspections will be logged.

## **K** USE OF HAND TOOLS

### **Likely outcome of an accident involving HAND TOOLS**

	<u>Level of risk</u>
Eye injury	Medium
Hand injury	Medium
Foot injury	Low
Injury to other Body Parts	Low

### **Preventative procedures**

1. Select the correct tool for the job.
2. Inspect the tool to ensure good working condition.
3. Reject the tool if it not in good condition or in any way unsuitable for the job.
4. Knives should have retractable blades.
5. Cut away from the body.
6. Eye protection to be used whenever work is done using cold chisels or where there is a risk of flying particles or pieces of the tool 'breaking off'.
7. Gloves should be worn for all tasks involving hacksaws.
8. Knives and screwdrivers should be carried and used so as not to cause injury to the user and others.
9. Check open-ended spanners for splayed jaws.
10. Check wooden handled hammers and files for deterioration and exposed tangs.
11. Check chisel heads for signs of wear.
12. Use mushroom heads on chisels.
13. Use non-ferrous (spark free) tools in flammable atmospheres.
14. Use insulated tools where there is a possibility of live electrical work.
15. Never pull spanners towards your face.

## **L USE OF DISK CUTTERS AND ABRASIVE WHEELS**

### **Likely outcome of an accident involving DISK CUTTERS AND ABRASIVE WHEEL MACHINERY**

	<u>Level of risk</u>
Eye injury	Medium
Hand injury	Medium
Face injury	High
Injury to other Body Parts	Medium

### **Preventative procedures**

1. Never use a chop saw / angle grinder if the guard has been removed or is wrongly adjusted.
2. Never use any material to wedge the guard open.
3. Never use the side of the wheel to file down rough edges. Use a hand file for this task.
4. Ensure the abrasive wheel is suitable for the task.
5. Only nominated individuals should change wheels. These individuals should be adequately trained.
6. A register should be kept by the nominated individuals of the time and date of every wheel change and should include the signature of the individual who changed the wheel.
7. Warning posters should be put up to remind employees of the dangers associated with this machinery.
8. The correct P.P.E. should be worn when using abrasive wheel and includes;
  - a) Eye protection - Goggles
  - b) Full face protection
  - c) Ear protection
  - d) Dust masks

## **M    MANUAL HANDLING OPERATIONS**

Likely outcome of an accident involving MANUAL HANDLING OPERATIONS

	<b><u>Level of risk</u></b>
Disc injuries	Medium
Ligament / Tendon injuries	Medium
Muscular / Nerve injuries	Medium
Hernias	Low
Fractures, abrasions and cuts	Medium

### **Preventative procedures**

1. Review the potential for use of mechanical plant relative to site conditions and implement as appropriate.
2. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable fit individuals depending on the nature of the task.
3. Lifting aids should be utilised.
4. Ground conditions should be firm and level.
5. Provide and maintain suitable P.P.E. including gloves for the task.
6. Those handling loads should wear protective footgear.
7. A single person should consider team lifting for the movement of all loads, which are unmanageable.
8. Force should be applied gradually when lifting. If strain is felt, the task should be re-evaluated.
9. Avoid lifting boards or sheets in windy or adverse weather conditions.

## **N POOR HOUSEKEEPING**

### **Likely outcome of an accident involving POOR HOUSEKEEPING**

	<b><u>Level of risk</u></b>
Slips, trips and falls	Medium
Falls of persons	High
Falling objects striking persons	Medium
Damage to equipment	Low

### **Preventative procedures**

1. All instructions will be followed as to maintaining good housekeeping.
2. A definite place for every item, article or substance will be provided.
3. Each item, article or substance will be kept in its designated place or returned if removed.
4. Adequate disposal arrangements for scrap, waste and surplus materials will be provided.
5. All work areas and equipment will be kept clean.
6. Sufficient working spaces and adequate passageways for safe access and egress (entry and exit) will be maintained.
7. Adequate space for materials, tools and portable equipment will be provided.
8. Waste, scrap, spillage, leakage, dust and splashing will be anticipated and some means of control will be provided.
9. Only the materials required for that day will be taken to the workplace and all surplus materials will be returned to the stores at the completion of the day or the end of the task.
10. Adequate illumination will be provided.
11. Any obstruction found will be removed, all sharp objects especially nails will be controlled and removed.
12. Housekeeping hazards should not be ignored they should be put right.
13. CLEAN AS YOU GO.

## **O STORAGE OF MATERIALS ON SITE**

Likely outcome of an accident involving STORAGE OF MATERIALS ON SITE

	<b><u>Level of risk</u></b>
Injury to operatives from falling materials	Medium
Injury to trespassers, especially children	Medium
Environmental contamination	Low

### **Preventative procedures**

1. Loads will be lifted in the correct manner, avoiding the use of makeshift arrangements.
2. Stacks of cylindrical objects such as pipes and cable drums will be stabilised using chocks or wedges.
3. Material stacks will be limited in height to ensure stability; heights of more than 2m. will be avoided unless specifically authorised by site management.
4. Drums and containers will be marked clearly to indicate contents.
5. Secure storage will be provided for all hazardous substances, to prevent access by unauthorised persons.
6. Trays or bunds will be provided where necessary beneath containers to prevent ground contamination.
7. For hazardous materials, M.S.D.Sheets will be required before delivery to site.
8. Stockpiles and storage areas will be inspected regularly to ensure that the above physical precautions are in place.

## **P FIRE**

### **Likely outcome of an accident involving FIRE**

	<u>Level of risk</u>
Serious or fatal burns	Low
Explosions	Low
Suffocation	Low
Damage to site works	Medium

### **Preventative procedures**

1. Site planning and safety rules will include fire detection provisions, supply and maintenance of fire fighting equipment, control of hot-work, emergency procedures in the event of fire, control of smoking on site as needed and prevention of the build-up of flammable materials such as in waste skips.
2. Adequate means of escape and access for emergency vehicles will be allowed for during all stages of construction.
3. Fire emergency exit routes will be established, adequately signed and kept free of obstruction.
4. Security measures will be taken as practicable to restrict access to the site work areas, especially out of working hours.
5. Hot work and use of naked flame appliances will be controlled as necessary, including the use of permit to work systems as necessary.
6. Changes in electrical systems made necessary by contract conditions or practical requirements will be reviewed by a competent person to ensure that necessary precautions have been taken to accommodate changes, by way of design review where necessary and the provision of adequate fire arrangements.
7. Temporary electrical systems will conform to legal standards.
8. All site operatives will be trained on fire and evacuation procedures.
9. Operatives using highly flammable materials or carrying out hot work will be trained in appropriate fire prevention measures.

**FIRE. (Contd.)**

10. Site management will be aware of the requirements of the standards and regulations concerning fire safety and related material.
11. Gas, oil or electric heaters used for drying clothes must be mounted on and backed with non-flammable material and enclosed in a stout wire mesh with effective air space to prevent clothes being placed directly upon them. All power supplies, unless specifically required, should be switched off at the end of each working day.

## **Q**      **ELECTRICAL SUPPLY AND EQUIPMENT**

### **Likely outcome of an accident involving Electrical supply and equipment**

	<u><b>Level of risk</b></u>
Electric shock	Low
Fire	Low
Tripping / Falling	Medium
Burns	Low

### **Preventative procedures**

1. Cables must not trail across walkways. Alternative sockets will be provided, or the cables re-routed. If necessary, approved mats can be used to cover cable.
2. Multi-plug systems should be avoided. Additional sockets must be provided.
3. A competent person must replace faulty plugs immediately.
4. Damaged cable must be disconnected immediately and the damage reported. Nothing must be allowed to rest on any electrical cable.
5. Cables must not pass through doorways.
6. Changes in electrical systems made necessary by contract conditions or practical requirements will be reviewed by a competent person to ensure that necessary precautions have been taken to accommodate changes, by way of design review where necessary and the provision of adequate fire arrangements.

## **R FIRE ( ELECTRICAL ITEMS )**

### **Likely outcome of an accident involving FIRE**

	<b><u>Level of risk</u></b>
Serious or fatal burns	Low
Explosion	Low
Suffocation	Low
Damage to facilities	Low

### **Preventative procedures**

1. Damaged cables and faulty sockets and plugs must be replaced immediately.
2. Overloading of sockets must be avoided and the problem discussed with senior management.
3. Responsible attitudes to smoking should be encouraged by Senior Management.

## **S WALKWAYS AND CORRIDORS**

### **Likely outcome of an accident involving WALKWAYS AND CORRIDORS**

	<b><u>Level of risk</u></b>
Tripping / Falling	Low
Cuts and Bruising	Low

### **Preventative procedures**

1. All walkways must be clearly defined and kept free from all obstructions.
2. Efficient lighting must be provided for all corridors and walkways.
3. Corridors must not be used for the storing of materials, boxes etc.

## **T LIFTING AND CARRYING**

### **Likely outcome of an accident involving LIFTING AND CARRYING**

	<b><u>Level of risk</u></b>
Injury to back	Medium
Overbalancing	Low
Strains	Medium

### **Preventative procedures**

1. Avoid lifting and carrying. If this is not possible, obtain help.
2. Modify systems of work.
3. Materials and equipment should be delivered in quantities that are not too large or too heavy for manual handling.

## **U LIGHTING**

### **Likely outcome of an accident involving LIGHTING**

	<b><u>Level of risk</u></b>
Eye strain	Low
Cuts and Bruises	Low

### **Preventative procedures**

1. Functional lighting to be installed for specific needs.

## V Office Safety

**HAZARDS:** While office work may not be considered as a high risk activity, unsafe work systems and layout may result in injury or illness.

	<u>Level of Risk</u>
Housekeeping	Low
Manual Handling	Low
Ventilation	Low
Noise	Low
Paper cuts	Low
Electrical	Low

### **Preventive Procedures**

1. Adequate office space is allocated for the working personnel.
2. All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
3. Ensure that enough room is available for opening filing cabinets.
4. Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
5. Sufficient lighting shall be provided.
6. Sufficient ventilation shall be provided particularly in the vicinity of photocopying
7. Electric or telephone cables shall not trail unprotected across the floor.
8. Cable covers shall be supplied and used.
9. Ensure that multi-plug extension leads are not overloaded.
10. Chairs/desks should never be used to access higher areas. Step ladders/Stools shall be used.
11. All items stored above head level shall be stored properly to prevent falling.
12. Correct manual handling techniques should be used when lifting office equipment or supplies.
13. The mains power supply shall be disconnected before attempting to move electrical equipment.
14. All damaged floor covering, furniture equipment or machinery shall be reported, replaced or repaired.
15. Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
16. Floor areas, walkways and hallways shall be kept clear of materials and litter.
17. Dangerous waste e.g. broken glass, shall be carefully disposed off.

### **RESPONSIBILITY:**

Office Manager is responsible for implementing operational safety measures.  
All **staff, visitors and contractors** are responsible for adhering to procedures, guidelines etc

**REFERENCE:** Safety Health and Welfare at Work (General Application) Regulations 2007, Part 2, Chapter 1.  
Safety Booklet

## 11 CONTENTS FIRST AID BOX

- First Aid guidance card
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads with attachments
- Individually wrapped triangular bandages
- Safety pins
- Medium sized, individually wrapped, sterile, un-medicated wound dressings (approx. 12cm x 12cm)
- Large, sterile, individually wrapped, un-medicated wound dressings (approx. 18cm x 18cm)
- Individually wrapped, moist cleaning wipes
- Disposable gloves
- 300ml sealed containers of sterile water or sterile normal saline

Note: The quantities of the above items that are required will depend on the size of the project and the hazards present.

### FIRST AID

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 2, no 163 - 166, places a duty on IIF to make adequate provision for first-aid equipment and appropriately trained occupational first-aiders.

IIF must ensure that sufficient numbers of staff are designated as first-aiders, based on the numbers employed, location and relative degree of risk.

Where an occupational first-aider is absent in temporary and exceptional circumstances, it shall be sufficient for a Supervisor/employee to designate a person to take charge of an injured or ill person.

## **12 INDEX OF STANDARD FORMS**

1. Accident Investigation report form
2. Witness report form
3. First Aid log
4. Ladder Inspection report form
5. Risk Assessment form
6. Toolbox Talk report form

# **SAFETY, HEALTH AND WELFARE AT WORK ACT 2005**

## **13 General Duties of Employers to their Employees**

1. It shall be the duty of every employer to ensure, so far as is reasonably practicable, the Safety, Health and Welfare at work of all his employees.
2. Without prejudice to the generality of an employer's duty under (Subsection 1.), the matters to which that duty extends include in particular –
  - (a) as regards any place of work under the employer's control, the design, the provision and the maintenance of it in a condition that is, so far as is reasonably practicable, safe and without risk to health
  - (b) so far as is reasonably practicable, as regards any place of work under the employer's control, the design, the provision and maintenance of safe means of access to and egress from it
  - (c) the design, the provision and the maintenance of plant and machinery that are, so far as is reasonably practicable, safe and without risk to health
  - (d) the provision of systems of work that are planned, organised, performed and maintained so as to be, so far as is reasonably practicable, safe and without risk to health
  - (e) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the safety and health at work of his employees
  - (f) in circumstances in which it is not reasonably practicable for an employer to control or eliminate hazards in a place of work under his control, or in such circumstances as may be prescribed, the provision and maintenance of such suitable protective clothing or equipment, as appropriate, that are necessary to ensure the safety and health at work of his employees
  - (g) the preparation and revision as necessary of adequate plans to be followed in emergencies
  - (h) to ensure, so far as is reasonably practicable, safety and the prevention of risk to health at work in connection with the use of any article or substance
  - (i) the provision and the maintenance of facilities and arrangements for the welfare of his employees at work and
  - (j) the obtaining, where necessary, of the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety and health at work of his employees.

## General Duties of Employees

1. It shall be the duty of every employee while at work -

- (a) 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
- (b) to co-operate with his employer and any other person to such extent as will enable his employer or other person to comply with any of the relevant statutory provisions
- (c) 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 his safety, health or welfare while at work and
- (d) to report to his employer or his immediate supervisor, with out unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he becomes aware.

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.



## **Waste Management Policy**

IIR will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as practicable.

All employees are required to comply with this policy by minimising waste creation and co-operating actively with recycling programmes.

Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

IIR shall take care that either they or the PSCS (project supervisors construction stage) shall provide suitable waste receptacles and ensure that arrangements are made for the collection/emptying of receptacles at a suitable frequency.

General operatives and other staff responsible for collecting waste shall avoid handling overfilled bags etc. to minimise the risk of a manual handling injury.

Waste collection points shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers will be used.

All waste for recycling or disposal shall be collected by either local authority employed refuse collectors or by authorised waste carriers.

Signed by: Managing Director: \_\_\_\_\_  
Derek Gilmer

## SMOKE FREE WORKPLACE POLICY

### Purpose

Second hand smoke, also known as Environmental Tobacco Smoke (ETS) or passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to second hand smoke and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers & visitors from exposure to second hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

### Policy

It is the policy of IIR that all of its workplaces are smoke free and that all employees have the right to work in a smoke free environment. Smoking is prohibited throughout the workplace with no exceptions. The policy applies to all employees, consultants, contractors, customers and visitors.

Infringement by staff will be dealt with in the first instance under the employee disciplinary procedures. Employees, contractors, consultants, customers & visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Information on how to obtain help quitting smoking is available from the national smokers quit line on call save 1850 201 203 or the health promotion department of local health boards.

Signed by:     Managing Director: \_\_\_\_\_  
Derek Gilmer

### **Policy on Housekeeping**

It is Company policy to ensure, that on all our projects good housekeeping is given the highest priority, to ensure that all workplaces and access routes are kept clean and clear of all obstructions. To achieve this a policy of clean up as you go is encouraged and rigorously enforced.

### **Alcohol and Drugs Policy**

Employees must not turn up for work with their ability to function impaired. No one is allowed to consume alcohol or illegal drugs on or off the premises during work hours.

Prescribed medication is permissible according to your doctor's advice unless it impairs your ability to function in any way.

### **Policy of Workforce Participation in Safe Work Plans**

It is company policy to encourage employees to play an active part in securing a safe site and in working only safely.

In particular that all employees get actively involved in developing safe work plans for their job of work - that they participate in spotting hazards, determining the safe plan of work and identifying the resources necessary to carry out their work safely.

Safe work plans utilising pictograms are available for foreign language workers.

### **Recruitment Policy**

It is Irish Industrial Refractories policy to recruit and only employ persons who will only work safely.

Employees who are prepared to put themselves or others at risk or who will not observe Safety Rules or who will not wear PPE are not wanted on our sites.

### **Policy to Only Work Safely**

It is Company policy that all employees on site only work in a safe manner.

Correspondingly, company policy is that employees do not work in an unsafe manner under any circumstance.

Employees have the right to refuse to work in unsafe conditions. The company will not apply sanctions against employees who refuse to work because of genuine safety concerns.

### **Commendation and Disciplinary Policy**

It is Company policy to commend employees who consistently work safely and who make a positive contribution to safety on the site.

Correspondingly it is also policy to take steps to ensure compliance with the safety arrangements and rules on site.

Where non-compliance is persistent, disciplinary action will be taken and this will be in the form of two verbal warnings followed by a written warning, followed by suspension or dismissal.

Any serious breach of Safety rules which endangers self or others or which involve abuse of safety equipment is to result in immediate disciplinary action including instant suspension or dismissal.

### **Policy on Training**

It is the Company policy that on projects under our control:

1. all on site are fully inducted before they start on site. This includes both new and transferred personnel.
2. all working on site must have SAFE PASS or FÁS approved equivalent.
3. specified workers must have the relevant CSCS card or FÁS approved equivalent.
4. Nobody is allowed to carry out any task they are not trained or competent to do.



# WORKING AT HEIGHT

**DG 01**  
**Rev. 0 Dec. 08**

Scope	Working at a height above 2m or more including work at a leading edge and the erection/dismantling of support systems				
Responsibility for Control	Overall: Derek Gilmer Work Location: Operative				
Hazards Identified & Persons at Risk	<table border="0"><tr><td><u>Hazards</u></td><td><u>Persons at Risk</u></td></tr><tr><td><ul style="list-style-type: none"><li>Falls of persons off the edge of the structure or through fragile materials</li><li>Falling materials</li></ul></td><td>Workers at height  Workers or members of the public below</td></tr></table>	<u>Hazards</u>	<u>Persons at Risk</u>	<ul style="list-style-type: none"><li>Falls of persons off the edge of the structure or through fragile materials</li><li>Falling materials</li></ul>	Workers at height  Workers or members of the public below
<u>Hazards</u>	<u>Persons at Risk</u>				
<ul style="list-style-type: none"><li>Falls of persons off the edge of the structure or through fragile materials</li><li>Falling materials</li></ul>	Workers at height  Workers or members of the public below				
Assessment of Risk	Medium				
Control Measures & PPE Requirements	<ul style="list-style-type: none"><li>Safe means of access to the work location must be provided using ladders, scaffolding, mobile elevated work platforms or mobile tower scaffolds.</li><li>Personal Fall Arrest Systems should be used only as a last resort – e.g. if it is impossible/impracticable to use collective fall protection measures</li><li>Signs “Work Overhead” must be placed around the area.</li><li>The area below the work must be fenced off.</li><li>Support systems with built in edge protection should be used if possible.</li><li>Edge protection must be erected at all openings or edges where falls can occur</li><li>Where edge protection is removed for access of personnel or materials, and where it is not practicable to provide edge protection, safety lines and harnesses must be worn and suitable anchorages provided of a permanent or temporary nature</li><li>Redundant materials and debris must not be thrown from a height/off the roof (bombing)- a debris chute or similar must be used for materials and debris lowered in suitable containers</li><li>The fall of debris must be prevented by the use of debris netting, brick guards and fans depending on the circumstances.</li></ul>				
Further Actions	<ul style="list-style-type: none"><li>Training must be provided in the use of personal fall protection equipment</li><li>Derek Gilmer and the PSCS must ensure that checks and inspections are carried out as per the regulations in relation to scaffolds, mobile elevated work platforms, towers or other fall arrest equipment, eg harnesses, lines and inertia reel blocks before use</li><li>A method statement must be drawn up for significant works at a height.</li><li>A TBT must be held prior to the works commencing highlighting the hazards and the safe work practices to be employed</li></ul>				
Emergency Preparedness	Emergency procedures should make provision for the rescue of individuals from heights. <ul style="list-style-type: none"><li>First aid facilities should be available to cope with significant injuries</li><li>A rescue drill should be carried out</li></ul>				
References	<ul style="list-style-type: none"><li>Safety, Health and Welfare at Work Act 2005</li><li>Safety, Health and Welfare (General Application Regulations) 2007</li><li>Safety, Health and Welfare at Work (Construction) Regulations 2006</li><li>HS(G)33 “Safety and Roof work”</li><li>Code of Practice for Access and Working Scaffolds</li></ul>				

# WORKING FROM SCAFFOLDING

**DG 02**

**Rev. 0 Dec. 08**

Scope	Working from scaffolding.	
Responsibility for Control	Overall: Scaffolding Company Derek Gilmer	
Hazards Identified & Persons at Risk	<p><u>Hazards</u></p> <ul style="list-style-type: none"> <li>• Scaffold collapse</li> <li>• Fall of person from height</li> <li>• Fall of material from height</li> <li>• Protruding tubes and fittings</li> <li>• Plant striking scaffold</li> <li>• Overloading</li> <li>• Wind uplift of scaffolding and boards</li> </ul>	<p><u>Persons at Risk</u></p> <p>Personnel using the scaffold and any persons who pass under or close to the scaffold</p>
Assessment of Risks	Low	
Control Measures & PPE Requirements	<ul style="list-style-type: none"> <li>• Scaffolds designed for the loads required (i.e. worst situation)</li> <li>• Scaffolds to be erected in accordance with Manufacturers Instructions</li> <li>• Management of scaffolding is a prime responsibility of site management and is critical to safety</li> <li>• Scaffolding contractor to carry out a risk assessment relating to the type of scaffolding operations to be carried out at the site.</li> <li>• Easily comprehensible signs showing the safe working load for each working lift should be displayed on scaffolds and loading bays.</li> <li>• A scaffold should not be erected, substantially added to, altered or dismantled unless it is performed under the immediate supervision of a competent person <u>and</u> by persons trained and experienced in the kind of work.</li> <li>• A competent person is someone who has been fully trained, has acquired the necessary knowledge and practical experience and has received the necessary instruction for the erection, alteration or dismantling of the type of scaffold.</li> <li>• The minimum acceptable standard of training is the approved FAS Construction Skills Certification Scheme for Scaffolders <u>or</u> an equivalent training programme accredited by FAS.</li> <li>• Warning sign reading “<u>Scaffold Incomplete – Do Not Use</u>” to be displayed during erection, modifications or dismantling of scaffold.</li> <li>• Following a satisfied inspection of the scaffold by a competent person an AF3 form must be completed.</li> <li>• All scaffolds must be inspected by a competent person before first use, every week, after modifications, after inclement weather and after period without use.</li> </ul>	
Further Actions	<ul style="list-style-type: none"> <li>• Although Derek Gilmer’s employees are not scaffolders they will be required to use scaffolding erected by a scaffolding company or trained person who has been nominated by the PSCS.</li> <li>• It is the responsibility of the PSCS to ensure the above measures have been carried out to ensure safe scaffolds for Derek Gilmer’s employees to work from.</li> </ul>	
References	<p>Safety, Health and Welfare at Work (Construction) Regulations 2006            Safety, Health and Welfare at Work Act 2005.            External - Code of Practice for Access and Working Scaffold” (H.S.A.)</p>	



# WORKING ON NON-FRAGILE SLOPING ROOFS

**DG 04**  
**Rev. 0 Dec. 08**

Scope	Working on sloping roofs made with non-fragile materials (i.e. roofs >10° and less than 70°)	
Responsibility for Control	Overall : Derek Gilmer	
Hazards Identified & Persons at Risk	<p><u>Hazards</u></p> <ul style="list-style-type: none"> <li>• Collapse of Unit</li> <li>• Falls through opes</li> <li>• Falls over edges</li> <li>• Slipping down sloping roof</li> <li>• Items falling from work area</li> <li>• Throwing waste material from roof etc.</li> <li>• Overreaching</li> <li>• Tripping Hazards on work area</li> </ul>	<p><u>Persons at Risk</u></p> <p>Personnel on roof and those underneath</p>
Assessment of Risk	Medium	
Control Measures & PPE Requirements	<ul style="list-style-type: none"> <li>• Safety nets to EN1263-1 for both personnel and materials to be utilised if possible as per code of practice. If provision of working platforms or safety nets is impractical, a safety harness and reel must be worn which is attached to a personal fall protection system comprising of a taut wire rope anchored securely. <u>This is to be used only as a last resort</u></li> <li>• This area to be cordoned off and signed as thus “Work prohibited in area directly under roofwork operations”</li> <li>• Perimeter of roof to have full edge protection i.e. handrail, mid-rail and toe board.</li> <li>• Opes to be covered when not being worked on.</li> <li>• Roof ladders to be purpose made for the job.</li> <li>• Do not walk on roof purlins</li> <li>• The stacking of materials on a roof before work starts should be avoided. If some have to be stacked they should be securely tied down and a safe access provided for unloading and handling purposes.</li> <li>• Lower waste material in skips or chutes</li> <li>• Safe access and egress via scaffolding or ladders</li> <li>• Safety nets for both personnel and materials to be utilised if possible. If provision of working platforms or safety nets is impractical a safety harness reel must be worn which is attached to a personal fall protection system comprising of a taut wire rope anchored securely.</li> <li>• Work area to be kept tidy - leads etc. to be kept clear of access routes</li> <li>• If a gin wheel is mounted near the edge of a roof the edge protection must be maintained.</li> <li>• Derek Gilmer and/or PSCS manager is to decide if work proceeds in adverse weather conditions.</li> </ul>	
Further Actions	<ul style="list-style-type: none"> <li>• Training to be given to roof workers on risks they might encounter</li> <li>• Only those with a head for heights to be permitted on roofs</li> <li>• Young, inexperienced workers not to be engaged in working at heights</li> <li>• Plan roof work in advance. Tool Box Talks to the general workforce and those working at heights outlining the dangers involved</li> <li>• Training to those using safety harnesses</li> <li>• Regular inspections of edge protection etc.</li> </ul>	
Emergency Preparedness	<ul style="list-style-type: none"> <li>• Falls from roofs are likely to be very serious if not fatal. Never move casualty - call emergency services immediately</li> <li>• Emergency drills to be carried out regularly.</li> </ul>	
References	Code of Practice for Safety in Roof work H.S.E. Guidance Note: (HSG 33) “Safety in Roof work”	



# USE OF LADDERS

**DG 06**

**Rev. 0 Dec. 08**

Scope	Use of portable, fixed step ladders and extension ladders		
Responsibility for Control	Overall : Derek Gilmer Local Control : Person using ladder		
Hazards Identified & Persons at Risk	<table border="0"> <tr> <td style="vertical-align: top;"> <b>Hazards</b> <ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Falls from ladders</li> <li>• Ladders falling</li> <li>• Items falling from ladders</li> <li>• Working from ladders</li> <li>• Throwing waste material from ladders</li> <li>• Overreaching</li> <li>• Overbalancing</li> <li>• Defective ladders</li> </ul> </td> <td style="vertical-align: top; padding-left: 20px;"> <b>Persons at Risk</b>                       Personnel using ladders                      Personnel working near ladders                 </td> </tr> </table>	<b>Hazards</b> <ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Falls from ladders</li> <li>• Ladders falling</li> <li>• Items falling from ladders</li> <li>• Working from ladders</li> <li>• Throwing waste material from ladders</li> <li>• Overreaching</li> <li>• Overbalancing</li> <li>• Defective ladders</li> </ul>	<b>Persons at Risk</b>  Personnel using ladders Personnel working near ladders
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Assessment of Risk	Low		
Control Measures & PPE Requirements	<ul style="list-style-type: none"> <li>• Ladders to be in to be in good condition, free from defects, to be inspected by a competent person before being put into use and complete ladder inspection report form.</li> <li>• Ladder must be positioned on solid ground – if metal check that caps on the feet are in place and in good repair.</li> <li>• Ladders to be used the correct way up - strengtheners to be on the underside of rungs.</li> <li>• Ladders should not be painted - hides defects.</li> <li>• The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.</li> <li>• Ladders must extend at least 1.05m over landing stage (“step off”) and set at a slope of 1out to 4 up (75°)</li> <li>• Workers to climb ladders with both hands free, 3 points of contact at all times (i.e. not carrying materials)</li> <li>• Working from a ladder must be a last resort.</li> <li>• Safety harness and reel must be worn if work is for a prolonged period.</li> <li>• Move ladder along with work to prevent overreaching. (belt buckle rule)</li> <li>• If ladder or run of ladders &gt;9m, an intermediate landing stage to be provided.</li> <li>• If working near overhead cables, do not use aluminium/metal ladders.</li> <li>• Only one person at a time on a ladder</li> <li>• Class 1 heavy duty ladders to be used in construction.</li> <li>• If a ladder cannot be properly repaired, it must be scrapped</li> <li>• Do not stand on top 2 rungs of step ladder</li> <li>• Extension ladders &gt; 6m long, overlap of 4 rungs required</li> </ul>		
Further Actions	<ul style="list-style-type: none"> <li>• Only those with a head for heights to be permitted on ladders.</li> <li>• Training to those using safety harnesses.</li> </ul>		
Emergency Preparedness	The site emergency plan comes into operation.		
References	Construction Site Safety (C.I.T.B.) Module 7 Safe Use of Ladders, Step Ladders and Trestles (HSE Guidance Note GS31)		

## USE OF CARTRIDGE OPERATED TOOLS

**DG 07**  
**Rev. 0 Dec. 08**

Scope	Using cartridge operated tools - Hilti guns, nail guns				
Responsibility for Control	Overall: Derek Gilmer Local: Operator				
Hazards Identified & Persons at Risk	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>Hazards</u></td> <td style="width: 50%; border: none;"><u>Persons at Risk</u></td> </tr> <tr> <td style="border: none;"> <ul style="list-style-type: none"> <li>• Accidental firing/misfiring by inadvertent pressing of the trigger</li> <li>• Ricochets, due to tool not being fitted correctly</li> </ul> <p style="text-align: center;"><b><u>Hand Injury</u></b></p> <ul style="list-style-type: none"> <li>• Pin passing through soft or thin material at speed</li> <li>• Fastener puncturing soft material and emerging through the other side</li> </ul> <p style="text-align: center;"><b><u>Eye Injury</u></b></p> <ul style="list-style-type: none"> <li>• Material splintering at point of impact</li> <li>• Recoiling, throwing operator off balance</li> <li>• Noise</li> <li>• Falls from ladders, platforms etc, due to recoil or firing</li> </ul> </td> <td style="border: none; vertical-align: top;"> <p>Users of cartridge tools and any other persons in the immediate area</p> </td> </tr> </table>	<u>Hazards</u>	<u>Persons at Risk</u>	<ul style="list-style-type: none"> <li>• Accidental firing/misfiring by inadvertent pressing of the trigger</li> <li>• Ricochets, due to tool not being fitted correctly</li> </ul> <p style="text-align: center;"><b><u>Hand Injury</u></b></p> <ul style="list-style-type: none"> <li>• Pin passing through soft or thin material at speed</li> <li>• Fastener puncturing soft material and emerging through the other side</li> </ul> <p style="text-align: center;"><b><u>Eye Injury</u></b></p> <ul style="list-style-type: none"> <li>• Material splintering at point of impact</li> <li>• Recoiling, throwing operator off balance</li> <li>• Noise</li> <li>• Falls from ladders, platforms etc, due to recoil or firing</li> </ul>	<p>Users of cartridge tools and any other persons in the immediate area</p>
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Assessment of Risk	Low				
Control Measures & PPE Requirements	<ul style="list-style-type: none"> <li>• Only trained, certified personnel, over 18 to operate the tool</li> <li>• Suitable goggles / visor, head and ear protection to be worn</li> <li>• Suitable guards to be fitted to deflect splinters away from operator</li> <li>• Never attempt to re-fire into existing hole. New firing should be a minimum of 50 mm from previous hole</li> <li>• Do not use on brittle material or glazed material</li> <li>• Do not use tools from ladders. Recoiling will cause personnel to fall</li> <li>• If misfire occurs the firing mechanism should be re-triggered without withdrawing the equipment from the work face</li> <li>• Cartridge operated tools must not be taken into or operated in flammable atmospheres. Issuing of cartridges should be strictly controlled and cartridges stored under lock and key</li> <li>• Types which require 2 handed operations should be used (for high powered tools)</li> <li>• Always check the area behind the nail direction is clear of personnel</li> </ul>				
Further Actions	<ul style="list-style-type: none"> <li>• Training to be arranged with the tool supplier</li> <li>• Ensure safe storage and issue of tools and cartridges</li> <li>• Clean and maintain tool in good condition</li> <li>• Tool Box talk before use and safety awareness</li> </ul>				
References	Construction Site Safety (C.I.T.B.) Module 18				

# USE OF PORTABLE ELECTRICAL TOOLS

**DG 08**  
**Rev. 0 Dec. 08**

Scope	Use of portable electrical tools – drills, saws, etc.				
Responsibility for Control	Overall:       Derek Gilmer Local:         Operator				
Hazards Identified & Persons at Risk	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"><u>Hazards</u></td> <td style="width: 40%; border: none;"><u>Persons at Risk</u></td> </tr> <tr> <td style="border: none;"> <ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Fire</li> <li>• Hand Injuries from torque</li> </ul> </td> <td style="border: none; text-align: center;">Operative using tool</td> </tr> </table>	<u>Hazards</u>	<u>Persons at Risk</u>	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Fire</li> <li>• Hand Injuries from torque</li> </ul>	Operative using tool
<u>Hazards</u>	<u>Persons at Risk</u>				
<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Fire</li> <li>• Hand Injuries from torque</li> </ul>	Operative using tool				
Assessment of Risk	Low				
Control Measures & PPE Requirements	<ul style="list-style-type: none"> <li>• All electrical equipment should be serviced by a competent electrician and records kept</li> <li>• All electrical equipment should be earthed or double insulated</li> <li>• Electrical equipment should be isolated when not in use</li> <li>• Electrical equipment should be checked for damaged cables prior to use and kept away from water (puddles etc)</li> <li>• All portable electrical equipment not to greater than 110 volts</li> <li>• All portable tools to be isolated before any adjustment or repair is made</li> <li>• All attachments should be firmly fixed</li> <li>• Do not interfere with guards</li> <li>• Correct PPE should be worn – goggles / glasses, helmets, dust masks, ear protectors etc</li> <li>• When drilling firmly secure the materials</li> <li>• Rotary harness drills should be fitted with a safety clutch</li> </ul>				
References	Construction Site Safety (C.I.T.B.) Module 20				

# USE OF PORTABLE HANDTOOLS

**DG 09**

**Rev. 0 Dec. 08**

Scope	Use of hammers, chisels, knives, handsaws, screwdriver etc.				
Responsibility for Control	Overall: Derek Gilmer Local: Person using tool				
Hazards Identified & Persons at Risk	<table><tr><td><u>Hazards</u></td><td><u>Persons at Risk</u></td></tr><tr><td><ul style="list-style-type: none"><li>• Hand injuries</li><li>• Hitting electrical cables or wires</li></ul></td><td>Operator</td></tr></table>	<u>Hazards</u>	<u>Persons at Risk</u>	<ul style="list-style-type: none"><li>• Hand injuries</li><li>• Hitting electrical cables or wires</li></ul>	Operator
<u>Hazards</u>	<u>Persons at Risk</u>				
<ul style="list-style-type: none"><li>• Hand injuries</li><li>• Hitting electrical cables or wires</li></ul>	Operator				
Assessment of Risk	Low				
Control Measures & PPE Requirements	<ul style="list-style-type: none"><li>• Derek Gilmer to make available suitable tools for the job</li><li>• Instruction in safe use of tool and competent supervision</li><li>• Purchase good quality tools</li><li>• Replace blunt cutting edges</li><li>• Handles should be free from splits, cracks and splinters and wedged where necessary to keep them tight</li><li>• Any moving or adjustable parts should be kept oiled</li><li>• Tools should be stored indoors and should be kept clear of gangways</li><li>• Management to indicate presence of electrical wires in advance of work</li><li>• Screwdrivers should be the correct size to fit the screw head</li><li>• Do not mix cross head screws of the pozi drive and phillips type</li><li>• Do not overtighten screws</li><li>• Do not use tools from ladders if overbalancing can occur</li><li>• Do not carry screwdrivers in your pockets as puncture wounds can occur</li><li>• Keep knives sharp</li><li>• When not in use knife blades should be retracted</li><li>• Razor blades should only be used in special holders</li><li>• A glove should be worn on the non-knife hand</li></ul>				
Further Actions	<ul style="list-style-type: none"><li>• Derek Gilmer to ensure employees are competent in use of Hand Tools</li></ul>				
Emergency Procedures	<ul style="list-style-type: none"><li>• First Aid on site</li></ul>				
References					

# MANUAL HANDLING

**DG 10**  
**Rev. 0 Dec. 08**

Scope	Lifting, pushing, pulling plant or materials				
Responsibility for Control	Overall: Derek Gilmer Local: All employees				
Hazards Identified & Persons at Risk	<table><thead><tr><th><u>Hazards</u></th><th><u>Persons at Risk</u></th></tr></thead><tbody><tr><td><ul style="list-style-type: none"><li>• Back injuries</li><li>• Cuts and abrasions</li><li>• Slips, trips and falls</li><li>• Injury from dropping load</li><li>• Sprains and strains</li></ul></td><td>Persons carrying out manual handling tasks</td></tr></tbody></table>	<u>Hazards</u>	<u>Persons at Risk</u>	<ul style="list-style-type: none"><li>• Back injuries</li><li>• Cuts and abrasions</li><li>• Slips, trips and falls</li><li>• Injury from dropping load</li><li>• Sprains and strains</li></ul>	Persons carrying out manual handling tasks
<u>Hazards</u>	<u>Persons at Risk</u>				
<ul style="list-style-type: none"><li>• Back injuries</li><li>• Cuts and abrasions</li><li>• Slips, trips and falls</li><li>• Injury from dropping load</li><li>• Sprains and strains</li></ul>	Persons carrying out manual handling tasks				
Assessment of Risk	Low				
Control Measures & PPE Requirements	<ul style="list-style-type: none"><li>• Avoid where possible</li><li>• Item to be lifted should, where practicable, be marked with its weight</li><li>• Awkward shaped and heavy objects should be lifted by more than one person. A system of lifting should be engaged and one person nominated as leader.</li><li>• Gloves should be worn when lifting items with sharp objects or protrusions</li><li>• Lifting by manual handling should only be carried out when other means are impractical i.e., trolley, barrows etc.</li><li>• Personnel should not carry items which obstruct their view</li><li>• Where possible purchase products in smaller packages e.g. cement</li></ul>				
Further Actions	<ul style="list-style-type: none"><li>• Careful selection of employees for manual handling tasks</li><li>• Discuss the topic of manual handling at safety induction</li><li>• Conduct a specific manual handling assessment for particular hazardous tasks</li></ul>				
References	Construction Site Safety (CITB) Module 9				

# NOISE

**DG 11**  
**Rev. 0 Dec. 08**

Scope	Exposure to excessive noise from construction activities				
Responsibility for Control	Overall: Derek Gilmer Local: Employees				
Hazards Identified & Persons at Risk	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"><u>Hazards</u></td> <td style="width: 40%; border: none;"><u>Persons at Risk</u></td> </tr> <tr> <td style="border: none;"> <ul style="list-style-type: none"> <li>• Communication difficulty leading to instructions not heard or misheard</li> <li>• Progressive noise induced hearing loss</li> <li>• Disturbance to neighbouring households or offices etc</li> </ul> </td> <td style="border: none; text-align: center;"> <p>Site Personnel and Plant Operators</p> </td> </tr> </table>	<u>Hazards</u>	<u>Persons at Risk</u>	<ul style="list-style-type: none"> <li>• Communication difficulty leading to instructions not heard or misheard</li> <li>• Progressive noise induced hearing loss</li> <li>• Disturbance to neighbouring households or offices etc</li> </ul>	<p>Site Personnel and Plant Operators</p>
<u>Hazards</u>	<u>Persons at Risk</u>				
<ul style="list-style-type: none"> <li>• Communication difficulty leading to instructions not heard or misheard</li> <li>• Progressive noise induced hearing loss</li> <li>• Disturbance to neighbouring households or offices etc</li> </ul>	<p>Site Personnel and Plant Operators</p>				
Assessment of Risk	Low				
Control Measures & PPE Requirements	<ul style="list-style-type: none"> <li>• Purchase / hire in equipment with the noise reduction built in if possible</li> <li>• Limit the number of people working in a noisy area and the length of time they spend there</li> <li>• Assess the level of noise. If &gt; 85 dbA over an 8 hour day then measurements must be taken by a competent person (LEQ)</li> <li>• Records must be kept for 3 years and made available to the workers concerned, the Safety Representative and be available for inspection by the H.S.A.</li> <li>• Workers affected must be made aware of the possible risk of hearing damage</li> <li>• Ear protection <b>must</b> be made available and its wearing <b>enforced</b>. (at 85dbA)</li> <li>• Make hearing checks available</li> <li>• Erect signs in areas where noise is likely to be excessive</li> <li>• Noisy machinery not to operate unsociable hours</li> </ul>				
Further Actions	<ul style="list-style-type: none"> <li>• Train workers to use ear protection chosen</li> </ul>				
References	Health, Safety and Welfare at Work Act 2005. Noise Regulations 2006				