

DECOR8

SAFETY

STATEMENT

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SAFETY POLICY

It is the policy of Decor8 to provide a safe and healthy workplace for its employees & subcontractors, and will make available the necessary resources to ensure that as far as possible this is achieved. And we hereby acknowledge our responsibilities under the following legislation Safety, Health and Welfare at Work (SHWW) Act 1989, the Safety In Industry Act 1980, the Safety, Health and Welfare at Work (General Application) Regulations, 1993 and the Construction Regulations of 2001.

It is the responsibility of each employee/subcontractor to work in such a manner as not to cause injury or ill health to him/herself or fellow workers. An employee/subcontractor should not interfere with or misuse anything provided in the interest in health and safety. Each individual must use all safety precautions, systems, codes of practice and protective clothing or equipment necessary for securing their safety while at work.

The company undertakes to ensure that all legal requirements are complied with as the very minimum acceptable, and will endeavour to ensure that all activities are carried out in accordance with industry "Best Practice". Information in relation to safety legislation, new best practice recommendations and codes of practises will be communicated to staff as soon as they are available.

Employees & subcontractors are invited to become safety partners with management so that the highest possible standards of health and safety at work can be achieved and maintained.

Signed _____
Jason Calders,
Managing Director.

Date _____

Section 1

STATEMENT & PROCEDURES

Company Activities

The company is involved in the supply, management and application of passive fire protection and industrial protective and decorative coatings.

Company Structure

Managing Director Mr. Jason Calders.
Contracts Manager Mr. Liam McDermott.
Health & Safety Advisor..... Mr. Barry Prunty.

Responsibilities & Duties

Managing Director

Overall responsibility for health, safety and welfare, to ensure as far as reasonably practicable, that the workplace is without risk to the health and safety of employees/subcontractors, and to those who may visit our place of work. He shall delegate specific responsibilities to company personnel.

Contracts Manager

With responsibility for onsite safety, he plays an important part in health and safety. He is responsible for ensuring resources are available and safety procedures are followed.

Before contract work starts he must: -

- Ensure that all employees & subcontractors are aware of the health and safety requirements.
- Be familiar with client safety policies, and ensure that these are complied with.
- Ensure that adequate protection is provided to the public, other contractors and client's personnel.
- Ensure health and safety Data Sheets and other safety information is available on site.
- Ensure that the correct personal equipment is available on site and used by relevant personnel.
- First aid kit is available.
- Ensure so far as is practical, that safe systems of work are in place.
- Maintain a tidy workplace.

- Ensure that all machinery including power and hand tools are maintained and only operated by trained personnel.
- Ensure safe handling and storage of onsite solvents, thinners, primers, coating materials etc.
- Maintain safety records, and document any accidents

Health & Safety Advisor.

Mr. Barry Prunty has been retained to advise personnel throughout the company on matters concerning occupational Safety & Health.

He has undertaken to satisfy Decor8's responsibility under section 6.-2 (j) of the Safety, Health and Welfare at Work Act 1989 in regard to the obtaining the services of a competent person for the purpose of ensuring the safety at work of employees & subcontractors until further notice. Should he cease to carry out this function for any reason, he will be replaced by a suitably qualified person or organisation, and details of the change will be made known to employees & subcontractors.

Though staff members at all levels throughout the company may solicit his advice on health and safety matters, and he may take action to ensure compliance with health and safety rules by them, they are advised that he has no function other than an advisory role in managerial or company policy decisions

Safety Statement

The Managing Director is responsible for ensuring that employees & subcontractors and others understand the parts of the safety statement that pertain to them. This is achieved by delegating a senior, competent manager to take employees & subcontractors through it, and that a copy or a synopsis of the safety statement is available to all employees & subcontractors.

Consultation at the Workplace

The Managing Director is available to meet employees & subcontractors either as individuals or in groups to discuss matters of safety in the workplace.

Management welcomes suggestions relating to the health and safety with a view to promoting improvements in the workplace and the employees & subcontractors views and input is sought as a matter of course during the preparation and up dating of this Safety Statement.

It is the duty of all employees & subcontractors to report with unreasonable delay, defects or faults that may cause or lead to an accident.

Safety Representative

Employees & subcontractors have the right to elect from amongst themselves, a person to represent them to management. This representative will be afforded the rights and training required under Section 13 of the Health and Welfare at Work Act 1989.

General Duties of Employees & Sub Contractors

Section 9 of the Health and Welfare at Work Act 1989:

“It shall be the duty of every employee while at work to: -

- Take reasonable care of his/her own safety, health and welfare, and that of others persons who may be affected by his / her acts or omissions while at work.
- Co-operate with his /her employer and any other person to such extent as enable his / her employer or the other person to comply with any of the relevant statutory provisions.
- Use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience equipment or other means or thing provided (whether for his use alone, or for the use by him in common with others) for securing his/her safety, health or welfare while at work.
- Report to his / her employer or his immediate supervisor without unreasonable delay, any defects in plant, equipment, place of work, system of work, which might endanger safety, health or welfare, of which he / she 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 and welfare of persons arising out of work activities.
- Should sign a copy of this section after reading it through.

Company Transport

Company transport may only be driven by authorised personnel, who are in possession of a valid driving license and insurance.

Company vehicles may only be driven in a manner consistent with the requirements of the various laws, statutes and regulations in force.

In particular, company vehicles may not be driven while under the influence of alcohol or drugs.

Passengers may only be carried if they are employees or subcontractors, or if the driver has expressed permission to do so.

Safe Systems of Work.

The safe system of work is the standard practise for a particular project. This system derives from a thorough thought through analysis of the hazards pertaining to each section of the job. This is done in connection with the client - who will have certain requirements pertaining to that particular site.

Simple instructions are adequate for most jobs. For more complicated jobs a “permit to work” system may be employed.

Manual Handling

Training in Manual Handling Techniques is given to all employees & subcontractors.

The Contracts Manager will ensure that all persons engaged in manual handling, work only in the manner in which they have been trained. The employee is not required, nor will he or she ever be required to lift any object he himself or she herself believes to be too heavy. Wherever possible lifting aids (e.g. wheel-barrows, hand-carts, trolleys, forklift trucks etc.) will be used or help will be sought from a work colleague.

New employees & subcontractors will receive manual handling instructions as soon as practical after they start work.

Section 2

CONTRACT WORK PROCEDURE ON CUSTOMER SITES

Decor8 undertake contracts in various plants and premises throughout the country.

These plants and premises present a variety of work conditions, safety rules and hazards.

It is company policy to ensure that all employees & subcontractors will comply with safety rule and procedures pertaining to our customers' sites.

This policy will be achieved by good liaison with the client, with regard to safety, prior to commencement of and during the work.

The managing Director is responsible for initiating this liaison at the contract negotiation stage and he may delegate this responsibility to other senior staff members as the project progresses. He will ensure that safety requirements for various contracts are made known and provided for prior to the commencement of work:

This will ensure that:

- Staff will be aware of the requirements of the client/main contractor.
- Employees & subcontractors will be provided with all the necessary equipment and instructions in its use.
- Employees & subcontractors will be notified of the welfare facilities existing on the site and will comply with rules and pertaining to same.
- Employees & subcontractors will be able to co-operate with the client and others on site to ensure that the highest possible standards of health & safety are maintained on site.

Equipment

Hand Tools

Most accidents involving hand tools can be attributed to one or more of the following causes:

- Inferior quality tools which break in use.
- Use of damaged tools.
- Use of wrong tools for the job.
- Misuse of tool.
- Poor maintenance of tools.
- Placing sharp tools in dangerous places.
- Use of blunt tools when sharp edges are required.

In order to deal with the above hazards, the following will apply:-

- Only tools suitable for the job in hand may be used.
- Only well manufactured tools, suitable for the intended job may be purchased or brought onto the sites.
- Worn tools to be returned to stores for disposal, where a replacement will be issued or ordered.
- Broken tools will not be used.
- Tool kits will be inspected by the safety co-ordinator from time, to time and worn, broken or unsuitable tools will be confiscated.
- All tools when not in use must be kept in a tool-box or other suitable place. Tools left lying around will be confiscated.
- All tools must be used only in the manner in which the user has been trained.

Abrasive Wheels

Grinding wheels and angle grinders can give rise to severe injuries if incorrectly mounted, assembled or used. The risk is minimised by conforming to the abrasive wheel regulations 1982 (S.I. No. 30 of 1982).

Electrical Equipment

Any portable electrical equipment used shall conform to S.I. No. 3 of 1972

Power tools are to be of 110v type and cables will be of sound construction and screened. Damaged equipment, (e.g. Electric cables) shall not be used.

Cable and sockets must not be overloaded

Cable shall be kept tidy so as not to present trip hazard.

Cables and hoses shall not be run across roads and paths if at all possible, and only if the following conditions are met will it be allowed,

- (a) They must cross at right angles to the road.
- (b) Hazard warning signs to be placed at an adequate distance at both sides of cable.
- (c) No cable joints or connectors on road.

The operator will use power supply nearest to his place of work and will disconnect supply before leaving the area.

For outdoor work cables and connectors plugs etc. shall be protected from moisture to standard.

In inclement weather, wet gear will be worn. In winter, be advised that in addition to warm body clothing, major heat loss takes place through the head, and therefore warm linings should be worn under your hard hats (ALL SITES ARE NOW HARD HAT SITES).

In summer care should be taken to expose skin to sun burn and the possibility of developing skin cancer from prolonged exposure to direct sunlight should not be discounted. Do not remove your shirt and apply a high factor sun-block to exposed skin.

The regulations above for working in yard (outdoors) are in addition to any regulation covering that particular job should it be carried out indoors.

NOISE

Noise levels have been determined near the various noise generating equipment in use, and any machines that generate levels exceeding 85db (A) and 90db (A) will be marked.

Employees & subcontractors working regularly with or near noisy equipment are issued with and must wear hearing protection.

Employees & subcontractors time exposure while using such equipment will monitored on an on-going basis, and those whose average daily exposure to 85db (A) is high are entitled to an audiometric screening programme at the company's expense.

Persons requiring audiometric screening should contact their supervisor, in the first instance.

Use of Needle Guns

Needle guns are used mainly to remove scale deposits from metal or other similar material.

The use of this equipment means that there is a hazard from flying chips and noise.

Goggles will be worn at all times while using this equipment

Hands are also exposed to risk and they must be protected with the gloves supplied for the job.

Overalls will not have the sleeves rolled up exposing the forearms and wrist to abrasions.

Wear appropriate mask at all times when working the tool.

Noise will be generated, and staff must comply with the provisions outlined in the "Noise" sections of this Safety Statement.

Consideration will be given to reducing the noise level by isolating the noise source, substituting quieter methods where practicable, stopping all other work if practicable, or when all other means fail providing hearing protection for all others affected by the operation.

Ensure that the air supply is correct for the tool and that all hose-lines are ramped for vehicles and not crossing walkway un-necessarily.

Needle tools only require to be held solidly against the material to be worked and no extra pressure is required.

The needle tool must only be used to the manufacturers instructions.

Sprays Guns

Employees & subcontractors must use and operate airless spray equipment as per the training they received, plus the standard operating procedures of the industry.

Only operators who are fully trained in the use of High pressure Paint Spray Equipment, the risks involved in their operation and the knowledge and controls required to operate safely will be allowed to operate this equipment.

The improper use of High Pressure Paint Spray guns could result in serious injury or death.

Hazard Warning:

This type of equipment has the potential hazard of injection into the flesh. Never allow any part of the body to come into direct contact with or in front of the nozzle outlet.

Injection into the body must always be treated as most serious. If injection does occur, contact the nearest doctor or hospital for immediate treatment.

When using the Spray Guns in a location where the surrounding atmosphere is conducive to spontaneous combustion or when pumping, flushing or re-circulating flammable substances, e.g. paints, solvents etc., failure to safeguard against static spark, open flame, heat and improper ventilation could result in explosion and, or fire causing severe personal injury or death and or property damage.

Controls:

The Operator must:

- Never allow any part of the human body to come in front of or into direct contact the gun outlet nozzle.
- Ensure that safety precautions are taken while operating or maintaining high-pressure equipment.
- Read the operating instructions to ensure **complete** understanding prior to use of the equipment.
- Check hoses for weak or worn condition and kinking prior to each use of this equipment and ensure that all connections are tightened securely.
- Do not alter equipment from the manufacturers design, or use replacement parts or consumables not approved by the manufacturer/supplier.
- Do not exceed the maximum working pressure of the spray gun.
- Do not exceed the maximum working pressure of any component of the system, including but not limited to the spray gun, hoses, connections, pump, etc.
- Do not grab the front end of the gun.
- Do not aim the gun at any person or any part of the body.
- Disconnect pump power source and relieve all pressure from the system when the gun is not in use.
- Set the safety lock in the closed position when the gun is not in use.

WARNING: If Static Sparking occurs, fire or explosion could result.

- Ensure that the area is adequately ventilated when solvents are being used.
- Keep volatile solvents away from sparks or heat.
- Keep containers closed when not in use.
- Prevent static sparking by ensuring that all the equipment and the object to be sprayed are grounded.
- Wear goggles at all times while using this equipment.
- Ensure that hands are protected with barrier cream and suitable gloves.
- Ensure that overalls will be worn correctly and do not have the sleeves rolled up exposing the forearms and wrists to paint spray.
- Wear appropriate respiratory protection at all times when working the tool.
- If an air fed mask is to be worn, then the procedures detailed in the “GRIT BLASTING PROCEDURE” on the use of Air Fed Masks and Breathing Air filters must be used.
- When using this equipment a suitable barrier cream must be used.
- Ensure that the spray gun is in the off mode prior to switching on the power supply or the air supply.
- First run the material through at low pressure and increase gradually to the required operating pressure.
- Ensure that the safety catch does work on the gun prior to use.
- When a blockage occurs, engage the trigger safely catch, reverse the turn-flow, disengage the safety catch prior to ejection of dirt particle.
- If the gun becomes air-locked, disconnect the power/air supply, release the pressure/materials in the lines prior to working on the pump.
- Ensure that when the pump and gun are finished with that they are left in a clean and workable condition.
- Report all damage to the supervisor.

Hazardous Chemicals

Introduction

The application of surface coatings entails the handling of chemicals on a daily basis. Solvents, resins, coatings, thinners etc. are all chemicals and require to be handled with respect.

See also Appendix 1 (Understanding toxic substances)

General Guidelines for the Safe Use of Chemicals

Use the safest chemical possible for the job to be done. Obtain a list of possible alternatives and compare the potential hazards of the chemical options available.

1. Read the **label** and **MSDS** before using the chemical. Read safety **phrases**. Ensure you know what the hazards are and how to deal with them. If in **doubt, seek** clarification.
2. Note the hazards and take all necessary Precautions outlined before using the chemical and know the emergency treatment in case of accident. Handle all hazardous chemicals with care.

3. Avoid inhalation of all vapours, aerosols and dusts, as far as possible by reducing generation of same or by using ventilation, local extraction equipment or by use of personal protection equipment (PPE). This is essential for toxic, harmful or irritant chemicals. Volatile solvents or substances should be contained.
4. Protect your eyes where there is any risk of exposure to corrosives, irritants or violent reactions. Wear appropriate eye protection for the job.
5. Protect your skin using recommended gloves or apron, as far as possible, especially for corrosives, toxins, harmful or irritant chemicals. Note that solvents may penetrate the protective gloves and reach the skin after prolonged contact.
6. Personal hygiene is very important, after working with chemicals, clean yourself and ensure working clothes do not become contaminated and are also cleaned.
7. Do not eat, drink or smoke when working with chemicals or let chemicals come into contact with your food.
8. Do not discard chemicals or chemical residues into the sewer or ground. Dispose of chemicals as approved by the Local Authority and recommended by the supplier.
9. Ensure that all chemicals are properly stored, labelled, rotated in cool ventilated conditions as are recommended by the manufacturer. Separate all incompatible or reactive chemicals to avoid undesirable results in case of accidental spillage.

Health and Safety Data Sheets

All materials have to have a “materials safe data sheet” (MSDS) by law. These sheets are supplied to employees & subcontractors for their use. Employees & subcontractors are required to familiarise themselves with the contents of the “MSDS” sheets applicable to the materials they are using on a particular project.

Chemical Purchasing Procedures.

- When purchasing paint, paint type products or any other chemical product it is company policy to purchase the product with the lowest possible risk factor, in line with the requirements of the job specification.
- In the selection of the product with the least hazard or risk, price will not be a factor, unless costs are disproportionately unreasonable to the hazard.
- No substance will be purchased by the company unless that purchase is cleared by Mr Calders or Mr McDermott.

- No substance will be purchased prior to obtaining Hazard Data Sheets from the supplier.
- All relevant information on the handling and storage of any substance MUST be delivered to the company, together with details of any hazard that may be present in time to arrange for any special facilities (e.g. spillage clean-up facilities etc.) required to be on-site prior to the substances arrival. The person who orders the chemical is responsible for ensuring that these measures are complied with.

However, central to this policy, is the need to obtain and circulate the Material Safety Data Sheet for All chemicals before they arrive on site.

Chemical Handling And Storage.

- All substances will be used in accordance with the manufacturers instructions.
- Substances will not be decanted from one container unless the substance is properly identified in each container to be used and in use.
- All spillage must be neutralized and, or cleaned up immediately.
- Flammable materials will be stored only in flame proof cabinets or containers.
- Smoking or any activity or work which produces Heat, sparks or flame is prohibited in the vicinity of Flammable materials.

Where liquid substances are to be stored on site, the quantities should be kept to the minimum necessary for a reasonable production run only. On an on-going basis, it may be prudent to invest in a rack to collect any spillages in bunds incorporated on the racks, or at the least to place drip-trays under all liquid containers

Personal Protective Equipment

When handling chemicals the minimum protection required is safety shoes, gauntlets, safety glasses and overalls.

It is the responsibility of the company to ensure that safety equipment is provided and utilised by all employees & subcontractors. These include safety boots, goggles, safety glasses, ear protection, dust masks, gloves, knee protectors etc.

Good Operating Practise

Only trained personnel are authorised to handle hazardous chemicals. In order to reduce the risks associated with handling chemicals the following practices are in operation.

- Wear the required P.P.E.
- Use the minimum amount of thinner in the coating to be applied.
- Ensure the area is well ventilated.
- Maintain lids on all products until required for use.
- Clean up spillages immediately.
- Avoid skin contact.
- Avoid breathing vapours.
- Read labels.
- No food or smoking is permitted.

Skin Hazards

Dermatitis is an inflammatory condition of the skin. It usually starts with irritation and redness on parts of the body that have been in direct contact with a skin irritant. Skin irritants take the form of dust, fumes or direct contact. They can be found in industry, home, garage – just about anywhere and include substances such as cement, dough, sugar, cleaning fluids, oils, contaminated woods, paints etc.

The resins and solvents used in the surface coating industry are well known to cause dermatitis, and once the skin breaks out in dermatitis, it becomes easier to contact the next time.

The rules are simple:

- Avoid contact.
- Where contact is inevitable, wear gloves, apron, overalls, full face shield etc. as required.
- Where contact has occurred, clean immediately with warm soapy water. Cleaning with solvents removes the skin's natural oils and increases the risk of dermatitis.

Vapour Hazards

The most common type of exposure occurs when you breathe a substance into the lungs. The resins, solvents, chemicals etc, used in the coating industry all give off vapour. The threshold limit value for these materials generally is much higher than the vapour concentration one would normally find in the air that is they are safe to use without the need for special breathing apparatus.

In the event of a person feeling dizzy or getting a headache from vapours it is important to move to a fresh air location.

Eye Contact

Some chemicals may burn or irritate the eye. Chemicals easily harm eyes so any contact should be considered as a serious incident. Safety glass should always be worn where chemicals are involved.

Ingestion

Chemicals left on hands, clothing or bears can accidentally contaminate food, drinks or cigarettes. Consumption or storage of food or smoking is not permitted in the work area.

Access

Many accidents that occur are due to slips, trips and falls. For this reason proper and safe access to both workplace and individual jobs must be provided.

This means that all roadways, paths, gangways, stairways, etc. must be properly constructed and maintained and adequately lighted at all times.

They must also be kept clear in order to ensure safe movement around the sites and/or site. Where practical pathways etc. will be marked and materials, finished product or rubbish etc. may not be stored on them.

Stairways will be fitted with suitable handrails and, under no circumstances may material be stored or left laying on them.

Particular care will be taken when walking on clay and mud. If necessary, hand-lines will be rigged on sloped or slippery ground.

Where the company is the only one on site or has charge of it, where practical, access to unauthorised persons will be restricted by perimeter fencing and/or other appropriate means. Trench-works and excavations will be either fenced or marked with high visibility tape at the end of the day. Only sufficient tape or fencing will be removed during the day to allow access.

The supervisor is responsible for maintaining access ways and the Safety Co-ordinator will monitor progress.

In particular access ways along which escape may be made during an Emergency must not be obstructed in any way. This means that any item that may cause a rushing person to trip or fall must be kept clear.

Access to Height

When working at height the risk of injury from falling is a major one. The following rules will therefore apply:

Make-shift ladders, chairs, planks and "handy" items will not be used to allow access to stock or work. Only properly constructed platforms or stepladders will be used to provide low level access. Ladders may be used only in the manner specified below, ie. as detailed in NISO hand book No. 1.

Under no circumstances will climbing on unfinished scaffolding or un-completed structures be permitted.

When working at height, care must be taken to ensure that tools, material or debris, etc. cannot fall on persons working or passing beneath - For this reason tool belts must be used.

For access to heights of 2M or more, suitable ladders or a properly constructed platform or scaffold in strict compliance with the provisions of the 1995 Construction regulations shall be used.

Ladders

Only ladders of sound construction suitable for the job may be used by personnel trained in the proper use of them. They shall be firmly secured near the top unless held by a second person at ground level. Where ladders are used to provide access to a platform or rooftop etc. they will extend at least 1 metre above the landing place, with a rung of the ladder level with the platform. Never rest the ladder against uncompleted structures or fragile gutters etc.

Ladders will at all times, be stood on firm level ground only.

When placed against a vertical face, the foot of the ladder will be placed approx. 1m out from the face for every 4m up, so that the angle of the ladder to the ground is approx. 75°.

Personnel should always hold the ladder with at least one hand and never over-reach. A method of raising tools and material etc. (e.g. a rope) safely will always be used.

A ladder extending 5 meters or more must be fixed in place as a person holding it at the bottom cannot secure it effectively.

Scaffolding

All scaffolding used will normally be erected by competent persons and in line with the Safety, Health & Welfare at work (Construction) Regulations 1995.

All scaffold in use must be firmly set on the ground, properly levelled and fitted with base plates. Unless the scaffold is placed on at least 4" of well set concrete, adequate timber sole plates will be used. The scaffolds will be fitted with handrails at a height of between 950mm and 1,200mm from each floor. All floors to be fully boarded out and fitted with toe boards. The scaffolds will be adequately tied to the structure and/or braced and fitted with out-riggers. All material used in scaffolds will be of good quality and free of defects.

All scaffolds to be inspected after erection by a competent person and thereafter on a weekly basis or after adjustment or after severe weather conditions etc. Details of these inspections to be recorded on the prescribed form.

Scaffolds under construction or being dismantled must have a notice displayed on it at eye level at its access point, to state that it may not be used or access to the scaffold must be prevented by suitable barriers.

Staff may not mount these scaffolds unless specifically authorised to do by the safety co-ordinator, and in no circumstances should the scaffold carry an “Uncompleted Scaffold” sign as this should be removed when the scaffold is completed.

Tower Scaffolds

The use of tower scaffolds is permitted provided they conform to the provisions of the Safety, Health & Welfare at Work (Construction) Regulations 1995. That means they must be properly constructed and braced, be fully boarded out and fitted with hand-rails and toe boards. They may not extend more than 3 1/2 times their width in height, though their height may be increased by the fitting of suitable outriggers. The wheels must be fitted with brakes that are engaged when anyone is on it. In no circumstances may it be moved if anyone is aboard it.

Tower scaffolds under construction or being dismantled must have a notice displayed on it at eye level at its access point, to state that it may not be used or access to the scaffold be prevented by suitable barriers

Weather Conditions

Out-doors always have due regard to the weather conditions. Wet surfaces are particularly dangerous and high winds may cause one to fall or slip. Consult your supervisor if in any doubt as to the safety of working at height in adverse weather conditions.

Alteration of Scaffolds

Staff may **not** remove any component of a scaffold without express permission from the Safety Co-ordinator. Should they require a part moved they should inform and wait for the appointed scaffolders to arrive.

Procedures For The Safe Use Of MEWP's.

Management, Employees & Subcontractors will ensure that:

Before using the working platform the safety rail is secured and that employees & subcontractors always mount the machine using the steps and handholds.

The basket or platform are never overloaded.

The doors on baskets are securely locked before raising the basket.

All emergency stop levers are checked and effective.

They familiarize themselves with all lever movements before raising and checking all operations.

Operators Will Ensure That:

They never over-reach from the basket or out of the platform, or stand outside the safety rail.

They wear properly anchored safety harnesses while aloft.

They keep platforms tidy and free from tripping hazards and always clear basket completely when job is complete.

Emergency Procedures

Accident Report Forms

All accidents must be reported and an accident form completed. If an accident is a “reportable accident” than a report must be completed and sent to the Health & Safety Authority. The Managing Director is responsible for filling in the relevant forms and forwarding them to the Health & Safety Authority.

Accident Procedure

When an accident occurs:

Inform the Contracts Manager on site who will take charge of the situation. He, or a person delegated by him will ensure that

- Medical attention is summoned if required. That one person will stay with the injured party while another will direct ambulance crew or doctor on their arrival. Alternatively, the casualty will be to the hospital or for medical attention. The casualty should NOT drive him/herself.
- He will inform the Managing Director at head office immediately of the accident and all details to hand.
- Obtain statements from any witnesses (or their names and addresses if this is not practical).

Head office will

- a) Contact family or injured person.
- b) Arrange to obtain statements from witness if the site manager was unable to do so.
- c) Complete and send off, as soon as possible, the necessary internal company, Health & Safety Authority and insurance forms.

First Aid

Managing Director/Contracts Manager is responsible for ensuring first aid box is available.

The Contracts Manager will on arriving at each new site, inform himself of the location of the nearest Hospital and Medical Practitioner, together with their contact phone numbers.

Fire

It is the responsibility of all employees & subcontractors to establish the location of the fire assembly points and details of the site fire and emergency plan immediately on first arrival at a site. They will ascertain the nature of the fire alert signal so as to be able to recognise it should it sound.

On hearing the fire alarm they will make safe any equipment they are using and proceed in accordance with the site fire response plan.

Behaviour

All our employees & subcontractors will be expected to maintain a high level of personal hygiene.

Employees & subcontractors will not be allowed to work while under the influence of alcohol or while under the influence of drugs prescribed or unprescribed. Employees & subcontractors who are found to be infringing on these rules may have disciplinary action taken against them. Persons taking prescribed drugs that might affect their behaviour or alertness must inform their supervisor. Each such individual must provide a note from their doctor to indicate that the prescribed drug does not or will not impair their ability to carry out their functions in a safe manner.

Preventative Maintenance

A system of preventative maintenance for all our equipment is in operation and log books will be kept for all equipment and any repairs will be carried out by a competent person.

Permits to Work

On some sites that we work on such as pharmaceutical plants, production type factories, there will be systems that we must abide by, both in connection with safety and in connection with on-going production at the plant. In order to carry out work in this environment we must obtain work permits from management or supervisors in the area. These permits will either be Hot Work Permits or Vessel Entry Permits. At all times our employees & subcontractors must follow the instructions outlined on these permits and take all necessary precautions as instructed by the Management of the plant. If these permits are withdrawn at any time all work must cease and await further instruction.

Site Safety Rules

The following safety rules are provided to ensure that all who work on or visit various site can do so in a safe manner. The rules are mandatory and will be enforced. Failure to abide by them may lead to disciplinary action and result in offending individuals being removed from the sites.

Induction

1. A representative of the company must make contact with the Project Supervisor for the Construction stage for the site in good time (preferably two weeks) before first arrival on site so that arrangements can be made to ensure a smooth, safe introduction for our staff.
2. Where deemed necessary, we will submit a copy of their Safety Statement together with evidence that its terms have been brought to the attention of our staff and details of how we intend to ensure compliance with its terms.
3. When requested, we will submit a method statement, detailing how we intend to carry out our project and an identification of the hazards involved and an assessment of the risks presented.
4. Arrangements will be made for a representative of the company to receive all relevant health & safety information necessary to enable them hold an induction training session on arrival. Alternately the main contractor may carry out this training
5. Detailed Method Statements will be required when staff will be engaged in Hot Work, the use of Chemicals or Working at Height. Evidence of suitable staff training will be required with these statements.

Arrival on Site

1. A copy of the site rules that apply to the general workforce should be issued to each worker on arrival on site for the first time. S/He will sign for them on receipt and must be given time to read and understand them. Entry to the site is conditional on agreeing to abide by them.

General

1. Do not carry out any task if you are in any doubt as to its safety implications.
2. Only carry out tasks you have been trained for and instructed to complete. If in any doubt, ask your supervisor
3. Any defect in tools, plant, equipment, and place of work or system of work that you even think could cause an accident must be reported to your supervisor or to site management as soon as possible.

Personal Protective Equipment (PPE)

1. All workers must be provided with any Personal Protective Equipment necessary by their employers.
2. Equipment to be worn while on site at all times are
 - Helmet
 - High Visibility Vest or Jacket (recommended)
 - Safety Footwear.
3. Suitable Eye protection must be worn when Spraying Drilling, Grinding, Chiselling or engaging in any activity that might cause particles to fly.
4. Hearing protection must be worn when working in any noisy area or with or near noisy equipment.
5. Dust masks to be worn in areas where excessive dust is generated.
6. Persons carrying out any activity that may give rise to the generation of fumes indoors must obtain a permit to work from Jack Butler, or the Site Engineer and ensure suitable respiratory protection is provided for anyone affected.

Housekeeping

1. Good housekeeping can be summed up by the phrase, "A place for everything and everything in its place". This is the standard that we wish to achieve and the assistance of everyone on site is required. Remember, the majority of accidents are caused either fully or partly by a failure of housekeeping standards.
2. Clean as you go. If you generate waste, you are responsible for dealing with it. If you need a waste bin or skip, ask your supervisor for it.
3. Never leave anything that could trip anyone on an access way. Cables to be routed via the overhead hooks supplied.
4. No loose items to be left at height, they could be blown or knocked over and injure someone.
5. Do not obstruct fire extinguishers, first aid kits or exits in any way.
6. All debris to be removed at the end of the day
7. Food may only be consumed in the canteens provided.

Working at Height.

1. Persons working at heights above 2 metres must, where possible, be within a protected area such as a scaffold, mobile Scaffold or Mobile Elevated Work Platform. These must be fitted with handrails and erected and used only in accordance with the relevant code of practice or the Manufacturers recommendations.
2. In the event that a person is unable to work from a protected area as above, then S/He will be secured at all times by a suitable safety harness, and safety nets will be deployed.
3. If the lanyard is not secured then the harness is useless
4. Where a person must move about outside a protected area then it will be necessary to rig safety nets
5. Ladders to be in good condition and used in accordance with best practice. Staff using ladders must have been trained in their correct use.
6. Ladders must be securely tied at the top or footed at the bottom and set at an angle of 75° to the ground. They may only be set on firm level ground.
7. Metal Ladders may not be used by persons working on or near live electrical equipment
8. When working off a ladder at a height of 2 metres or more, a harness must be worn. If a suitable anchorage point cannot be found for the lanyard then a mobile scaffold or hydraulic hoist must be used.
9. Stepladders must be in good condition and fully opened. Persons may not climb to the top two steps unless a handrail is fitted to it.
10. Scaffold may only be adjusted by or under the direct supervision of trained scaffolders. Persons may not remove any part of a scaffold
11. Persons (other than scaffolders) may not mount a scaffold, which displays an "incomplete scaffold" notice. Scaffolders on any scaffold on which they are working must display these notices. It will be removed when the scaffold is complete and inspected by a competent person.

Smoking in the Workplace

No employees or subcontractors are allowed to smoke while working inside a closed in building. Smoking is also prohibited in the vicinity of any chemicals such as paint, thinners or solvents neither inside nor outside.

Hot Work

1. Hot work is defined as any work that can generate a source of ignition.
2. It may only take place where we have agreed the terms of a method statement covering the activity with the site management. If necessary a Hot Work Permit may be required. Please note that it is envisaged that when construction reaches a certain point, permits will be required for all hot work. When this point is reached, all contractors will be notified.
3. When welding, screens must be used to protect others from flash (arc-eye) or sparks.
4. Fire protection must always be available and to hand; i.e. fire extinguisher, fire blanket. The provision of this lays with the contractor carrying out the hot work, who must ensure that the equipment is suitable for the fire risk involved, in good working condition and that his staff are trained in fire fighting techniques. All fire extinguishers must have a current certificate of test and inspection.
5. All flammable materials in the immediate work area must be removed before any work is carried out. Where flammable materials cannot be removed, a fire resistant shield must be placed in front of the material.
6. Should a fire occur, help should be summoned immediately in accordance with the site fire response arrangements. Only attempt to control or extinguish the fire if you are sure it is safe to do so.

Disciplinary Action

Disciplinary action will follow the guidelines set down by the C.I.F.

- a. Verbal warning
- b. Written warning
- c. Temporary suspension without pay
- d. Dismissal

At all stages management will be willing to discuss problems with employees & subcontractors to avoid the above problems occurring.

Conclusion

This Safety Statement is designed to assist staff work in a safe manner while removing risks to health.

All staff have a duty to comply with its provisions. In the event of any part of this Safety Statement being onerous or should any staff member feel that it could be improved in any way, they are invited and requested to discuss the matter with their immediate supervisor, their site safety co-ordinator, the company safety co-ordinator or the company safety advisor.

Please note that its provisions are here for our own good and everyone's whole-hearted co-operation is needed if we are to achieve the goal of a safe, healthy working environment,