

Power Force Engineering

Safety Statement

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Safety Policy

It is the policy of Power Force Engineering to comply with the Health and Safety at Work Act 2005, the Health and Safety at Work (Construction) Regulations (S.I.No 504) 2006 and the Health and Safety at Work (General Applications) S.I.No 299 of 2007 to ensure so far as is reasonably practicable the safety, health and welfare of all employees whilst at work, and to provide such information, training and supervision needed for this purpose.

It is the policy of this company to protect, so far as is reasonably practicable, that individuals at their place of work who are not employees of Power Force Engineering, are not exposed to risks to their safety, health and welfare, resulting from any activity undertaken by the company.

The Director, Supervisors, Safety Advisor and Employees (where applicable) must appreciate the contribution that they personally must make to minimise the risk of injury, ill health and property and environmental damage.

The Director, Safety Advisor/Consultant and Supervisors must actively ensure that this policy is implemented.

It is the policy of this company to consult all staff and employees on matters of safety and health and employees are hereby notified of the company policy and are encouraged to comply with their duties under the Health, Safety and Welfare at Work Act 2005 and the General Application regulations of 2007.

The allocation of duties of safety and health matters are set out in the Company Safety Statement.

The policy 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 Policy and Safety Statement is distributed to all Contracts Managers, Agents, Site Managers and Supervisors and shall be available at locations where Power Force Engineering carries out business.

Signed.....

Date.....

Peter Flynn
Managing Director

Forward

This document sets out Power Force Engineering Safety Statement and safety procedures and it is applicable to all its activities. Our aim is to ensure in so far as is reasonably practicable, a safe work environment at all times and to improve our safety standards, where and when possible.

Responsibility for safety and health at work rests on the employee, who has direct responsibility for his / her safety and that of those around them.

This Safety Statement has been prepared in compliance with the requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation.

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The Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of Power Force Engineering identified hazards.

Amendment Procedure

This statement will be reviewed annually or as required by the Managing Director or changes in legislation in order to improve safety awareness and reduce accidents.

General Duties of Employer

The Health, Safety and Welfare Act 2005 require every employer to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all of his/her employees.

The duties cover:

- The management and conduct of work activities
- Preventing improper conduct or behaviour i.e. violence, bullying or horse play at work
- The design, provision and maintenance of (i) safe workplaces (ii) safe means of access to and egress from the workplace and (iii) safe plant and machinery
- Ensuring safety and prevention of risk from any substances or articles, from noise, vibration or ionising or other radiations or any other physical agent at the place of work
- Providing safe systems of work
- Providing adequate welfare facilities
- Provision of adequate instruction, training and supervision and any necessary information
- Providing risk assessments and safety statement
- Provision and maintenance of suitable protective equipment where risks cannot be eliminated, or where such equipment is prescribed
- The preparation and, where necessary, the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger
- To report accidents and dangerous occurrences to the Authority as may be required in Regulations under the Safety, Health and Welfare Act 2005
- To obtain, where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of his/her employees

Responsibilities of Project/Contracts Manager

Each appointed Project/Contracts Manager of Power Force Engineering will ensure that:

- Adequate provision for safety and health is made in planning and pricing contracts
- Safety Policy is reviewed and amended if necessary to meet particular requirements of new projects
- The provisions of this policy statement are executed from project inception to completion on site
- Site managers/foremen under your control will implement this policy and comply with statutory requirements
- Training is provided for site managers and foremen to enable them to effectively carry out their responsibilities with regard to health and safety
- Plant and machinery allocated for each site is in accordance with Regulations and inspected as required
- All personnel recruited for or assigned to each site are suitable for and competent to carry out the work on site
- Training will be provided for those who need training to carry out particular tasks e.g. personnel not familiar with the “Permit to Work” or “Logout Tagout” system will receive full instructions in this regard
- Subcontractors and self-employed persons are aware of company policy and have confirmed that they will comply
- Subcontractors have prepared their own Safety Statement and a copy has been received
- Obtain where necessary the services of a competent person for the purpose of ensuring the safety, health and welfare of their employees, if not available from within
- Adequate protection is provided on all sites to protect the public in particular, where children are likely to enter sites that perimeter fencing is provided and signage posted to warn people of the hazards

Responsibilities of Managing Director

The Managing Director has the overall responsibility for health and safety and will establish and maintain an effective policy for the health, safety and welfare at work of his employees at Power Force Engineering.

The Managing Director will:

- Take a direct interest in safety and support each employee in carrying it out
- Ensure that competent staff and the appropriate materials are available to meet the requirements of all safety legislation
- Periodically review his responsibilities and those of all other employees with regard to the effectiveness of this Safety Statement
- Ensure that the Safety Statement is understood at all levels
- Ensure that responsibility is properly assigned and understood at all levels
- Ensure that all staff is held accountable for their performance in relation to health and safety
- Ensure that adequate procedures are in place for consultation with his employees in relation to the Health, Safety and Welfare Act 2005
- Ensure that all employees accept competent advice and receive training on health and safety from a competent person
- Ensure that all appropriate training in health and safety is carried out
- Ensure that all staff are competent to carry out their work and are fully aware of all the hazards to themselves and to others
- Ensure that adequate disciplinary procedures are in place to deal with breaches of health and safety
- Ensure that all employees understand that health and safety information is an available right.

Responsibilities of Site Supervisor/Foreman

Site supervisor/foreman will ensure that the employees under their immediate supervision and also others e.g. visitors/contractors are made aware of and fully adhere to the company's health and safety policy.

Each appointed site supervisor/foreman of Power Force Engineering will:

- Be familiar with the Safety and Health Regulations and company policy applicable to the work on which you are engaged and insist that the prescribed standards are observed
- Demonstrate through personal behaviour, that only the highest standards of safety are acceptable
- Ensure so far as is reasonably practicable that safe systems of work are in place
- Prevent risks to employees from the use of any articles or substances, and from noise, vibration, radiation or any other physical agent
- Ensure that good housekeeping standards are maintained, that access routes, fire exits/fire points are kept clear
- Ensure the proper use of PPE by all personnel
- Ensure that only specifically trained plant and equipment operators, operate such equipment
- Ensure that all equipment is properly maintained and safe to use
- Ensure that all moving parts of plant and equipment are adequately guarded
- Ensure that all employees under their immediate supervision are aware of actions to be taken in case of emergency and that properly maintained fire fighting equipment is available within their area
- Ensure the safe handling and storage of all tools, plant and equipment
- Ensure that First Aid boxes are maintained properly
- Provide effective supervision particularly where an employee is undergoing training
- Ensure that all reported accidents, dangerous occurrences and near misses are thoroughly and quickly investigated, the cause established and solutions/fixes put in place to prevent recurrence
- Complete any necessary accident forms and without delay submit them to management
- Provide good sound scaffolding and platform areas which conform to the Regulations and nominate a trained, competent person/persons for the erecting or dismantling and altering of such scaffolding. Maintain records at all times
- Ensure that all ladders are sound and tied while in use, and a risk assessment carried out
- Ensure that all lifting certificates are available for inspection in the workplace
- Ensure that all power and hand tools are 110 volts
- Ensure that all sub-contractors comply with the site safety procedures
- Ensure that all floor and stair opes are guarded or covered over
- Maintain all safety records on site, i.e. general register(incident record book), lifting equipment certificates etc
- Ensure that the site has, where necessary, suitable perimeter fencing to keep children and others out of the site and away from danger

Responsibilities of Safety Advisor

The Safety Advisor/Consultant is responsible for creating a genuine safety culture within Power Force Engineering.

Responsibilities:

- Provide advice, guidance and instruction on all safety, health and welfare matters to Power Force Engineering employees (also where applicable to subcontractors, suppliers and visitors to sites)
- Monitor all aspects of health and safety within the company
- Advise the Managing Director on the implementation of this safety statement and on any revisions required
- Ensure that the company Safety Statement and other safety rules are adequately communicated and understood
- Take a direct interest in the Safety Statement and ensure employee awareness
- Ensure that this Safety Statement and other safety guidance is communicated, implemented and observed at all times
- Advise management on laws, regulations and directives which may impinge on company activities
- Advise on and monitor statutory tests on plant and equipment
- Liaise with site management/foremen and engage all personnel in a united effort in accident prevention and ensuring safe, healthy working conditions
- Provide an Accident Report folder and other statutory forms for each site
- Monitor accidents, dangerous occurrences and near misses on sites and provide regular reports to the Managing Director with advice on corrective measures
- Ensure that induction training in health and safety is carried out at all levels and that all new staff are aware of their responsibilities
- Ensure that records of all health and safety training are kept, detailing the exact nature of the training given to each employee
- Provide or organise training courses to meet identified needs
- Ensure that all accidents and dangerous occurrences are fully investigated promptly and corrective actions put in place as soon as possible
- Ensure that the Health and Safety Authority is notified regarding reportable accidents
- Carry out health and safety inspections and audits
- Provide, monitor and implement Personal Protective Equipment required
- Meet the HSA Inspector on visits to the company workplace
- Advise the Managing Director on actions required where improvement, prohibition notices or prohibition orders have been served on the company
- Arrange for suitable First Aid boxes, properly stocked for each site and monitor their use on sites
- Arrange for training of suitable employees in First Aid
- Prepare quarterly and annual reports on the management of safety and health in the company and on performance in endeavouring to reduce the number of accidents and improving housekeeping and efficiency on sites

Employee Duties and Responsibilities

All employees of Power Force Engineering will cooperate fully for ensuring the health, safety and welfare of employees and others on site. Each employee should immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to his/her immediate foreman.

All employees are reminded that they have specific statutory responsibilities under the Health, Safety and Welfare Act 2005.

The duties of every employee are set out in Section 13

It is the responsibility of all employees of Power Force Engineering:

- To comply with safety and health legislation, both in the 2005 Act and elsewhere
- Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- To undergo the Power Force Engineering induction and client induction required before commencing work
- Familiarise themselves with and always conform to the company safety, health and welfare policy detailed in the company Safety Statement
- Co-operate with your employer and any other person to such an extent will allow your employer or other person to comply with any of the relevant statutory provisions regarding safety, health and welfare
- Not be under the influence the alcohol or drugs to the extent that he/she is likely to endanger his/her own safety, health and welfare at work or that of any other person
- Submit to any appropriate, reasonable and proportionate tests for intoxicants in accordance with regulations under the 2005 Act
- Where a “Permit to Work” system prevails employees must comply with the clients requirements with regards to procedures laid down
- Conform to all instructions given by the Health, Safety and Welfare Officer and others with responsibility for safety, health and welfare
- Correctly use any article or substance and protective clothing and equipment provided for use at work for his or her protection
- Report immediately to your foreman of any defect in the workplace, the systems of work or any article or substance likely to endanger him or her or any other person
- Report all accidents and damage to the foreman immediately, whether persons are injured or not
- No person shall intentionally or recklessly remove or misuse any appliance, protective clothing or any other item provided for securing the safety, health and welfare of people at the workplace
- Use only the correct tools and equipment for the job, with all appropriate safety devices and keep tools in good condition
- Employees are directed to study the company Safety Policy Statement and confirm that they have done so
- Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare
- Employees are encouraged to make suggestions, or raise concerns and are hereby consulted initially on health and safety matters
- Direct any suggestions or concerns on matters of health, safety and welfare to their foreman or if applicable their safety representative

- Employees who have a medical condition or become aware that they are suffering from a disease or physical or mental impairment which affects their performance of work activities that could give rise to risks to the safety, health and welfare of persons at work must notify their foreman or the employer's nominated registered medical practitioner
- To attend any training and undergo assessment of the training required by his or her employer or that is required by the Safety, Health and Welfare Regulations 2007

An employee is required to report to the employer, or other appropriate person, as soon as they become aware of any instance-

- Where work being carried on, or likely to be carried on, in a manner which may endanger his or her safety, health and welfare or that of any other person
- A breach of safety and health legislation likely to endanger him or her or another person which comes to his or her attention
- Employees must not carry out tasks, which they feel they are not competent to carry out, or which involves unreasonably high risks

Responsibilities of Subcontractors and Self employed persons

Subcontractors will ensure that their employees understand and adhere to the Health, Safety and Welfare Act 2005

Self employed persons will adhere to the duties of employees set out in the Health, Safety and Welfare Act 2005

- Subcontractors and self-employed persons shall provide their Safety Statement when requested to do so
- Self employed persons must conform with the duties and responsibilities as for employees
- Subcontractors must produce evidence when requested, showing that appropriate Employers Liability and Public Liability Insurance is in place
- Subcontractors and self employed persons have a duty to bring to the attention of Power Force Engineering and anyone else, who may be affected, any process or use of materials which may endanger health and safety while at work
- Subcontractors and self-employed persons shall comply with the requirements of this Safety Statement, and cooperate with site management in providing a safe place of work, a safe system of operation and wearing of PPE
- Subcontractors must ensure all their employees and others under their care are provided with and wear the relevant PPE as agreed with the client
- Subcontractors' employees and self-employed persons must attend any safety course prepared for workers on projects managed by this company
- All subcontractors shall have a duty to report any defects to plant or equipment, place of work, or system of work without delay
- Subcontractors must only use competent and suitable persons on site
- Subcontractors must get the consent of Power Force Engineering Ltd to engage persons other than their direct employees on site
- Subcontractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health, safety and welfare

Responsibilities of Visitors and Contractors

All visitors to the workshop must report to the office, sign the visitors book (both sign in and out). Visitors must be accompanied by a staff member at all times.

Other persons on the premises of Power Force Engineering are bound by the following rules

- They are obliged to observe the safety guidelines of Power Force Engineering and any instructions given by company personnel, which enforce the company Safety Statement
- They are obliged to comply with and adhere to the Company's Emergency Evacuation Procedure

Smoking on site/workshop

Smoking is permitted in designated areas only.

Employee Consultation/Provision of Information

The Safety, Health and Welfare Act 2005 provides for consultation between employers and employees to help ensure cooperation in the prevention of accidents and ill-health in the workplace.

Power Force Engineering accepts the following-

- To consult his or her employees so as to make and maintain arrangements to enable the employer and employees to cooperate, to promote and develop safety, health and welfare and to monitor the effectiveness of those measures
- As far as is reasonably practicable, to take account of any representations made by their employees, and take any appropriate and necessary actions in response
- Each foreman is responsible for consulting with and providing appropriate information to employees on all matters regarding to health, safety and welfare at work
- Employees shall have the right to make representations to and consult their employer on matters of safety, health and welfare in their place of work
- Employees may, if they wish, select and appoint from amongst their numbers at their place of work, a safety representative to represent them in consultations with their place of work

Power Force Engineering must consult employees or their Safety Representatives, or both, on

- Any proposed measures that are likely to substantially affect safety, health and welfare at the place of work including any measures required by health and safety legislation
- The designation of employees having duties in relation to emergency, or serious and imminent danger planning and preparation
- Any matters arising from measures related to the protection from and the prevention of risks
- The hazard identification and risk assessments (Section 19)
- The preparation of the Safety Statement (Section 20)
- The information required to be given to employees (Section 9)
- Information on reportable accidents and dangerous occurrences (Section 8 (2)(K))
- The appointment of competent persons (Section 18)
- The planning and organisation of training (Section 10)
- The planning and introduction of new technologies and the implications for the safety, health and welfare of employees in relation to the consequences of the choice of equipment and working conditions and the working environment

Selection, Appointment, Arrangements and Functions of the Safety Representative

Employees of Power Force Engineering are entitled to select and appoint a safety representative or, by agreement with their employer, more than one safety representative to represent them in consultations with the employer on matters safety, health and welfare at the place of work.

A Safety Representative will be an employee of Power Force Engineering who is suited to the position, interested in health and safety, with the appropriate experience and not less than 2 years with the company.

Employees may ballot all Power Force Engineering employees on individual projects, on the selection and appointment of a Safety Representative. If a selection process does not exist, one will be devised and facilities provided. The safety representatives chosen must be available to represent all the Power Force Engineering employees electing them.

The Safety Representative will maintain records of any safety and health matter found to be unsatisfactory, reports of all inspections they carry out, and representation and correspondence they make and any relevant information supplied by their employer or other persons relating to health and safety

The Safety Representative may-

- Consult with and make representations to his employer on issues of health, safety and welfare in the workplace
- Foster safety awareness in the workplace, promote safe working practices and provide information on safety and health to all personnel
- Having given reasonable notice to the employer, has the right to inspect the place of work at a frequency or on a schedule agreed between him or her and the employer, based on the nature and extent of the hazards in the place of work
- Immediately inspect where an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person has occurred or is present
- Investigate accidents and dangerous occurrences, provided this does not interfere with another person carrying out statutory duties.
Physical evidence must not be disturbed before an inspector has had the opportunity to see it
- After giving reasonable notice to the employer, the safety representative may investigate complaints relating to safety, health and welfare at work that have been made by an employee whom he or she represents
- Accompany an inspector carrying out an inspection other than the investigation of an accident or a dangerous occurrence (although this may be allowed at the discretion of the inspector)
- At the discretion of the inspector, and where the employee concerned so requests, be present when an employee is being interviewed by an inspector about an accident or dangerous occurrence at a place of work
- Make representations to the employer on matters relating to health, safety and welfare at work

- Consult and liaise with other safety representatives appointed in the same undertaking, whether or not those safety representatives work in the same place of work, in different places of work under the control of the employer or at different times at the place of work (shift work)

NOTE: Power Force Engineering will give reasonable time off to the safety representative, without loss of remuneration, both to acquire knowledge and train as a safety representative and to carry out the functions of safety representation

Procedures for safety inspections and safety meetings

Inspections directed towards the elimination of possible hazards are basic to accident prevention and are the responsibility of all Power Force Engineering employees. The major responsibility is assigned to the Managing Director, Safety Advisor/Consultant, Foremen, Safety Representatives', Governmental, Insurance and Company Inspectors.

The continuing inspections are the responsibility of foremen and are general in nature, covering all activities and all possible hazards. Periodic inspections are carried out by the Safety, Health and Welfare Advisor and may be general site inspections, specific hazard inspections or for accident investigation.

Safety inspections are means of identifying and appraising the problems of unsafe conditions and work practices which result from these changes. Unsafe working conditions and methods are continually identified, analysed and the appropriate corrective actions taken.

Any employee found to be exposed to risk during such inspections is informed immediately of such risks. This clarifies points, provides immediate opportunity to rectify unsafe conditions or practices and difficulties are ironed out before written inspection findings are compiled for management

Inspection Reports

Regular inspections are carried out by the Safety, Health and Welfare Advisor and may be general inspections, specific hazard inspections or for accident investigation.

- Following a site safety inspection, an inspection report is compiled, then discussed with the foreman and signed
- Items for immediate action are resolved without delay
- Items identified which endanger the safety, health and welfare of Power Force Engineering employees but are the responsibility of the main Contractor/Client will be brought to their attention
- All safety inspection reports will be analysed and discussed at safety meetings

Safety Meetings

Safety is the responsibility of every worker on the job. The more workers educated, interested and encouraged to participate in accident prevention efforts, the better the result will be.

Safety meetings are held 3 times annually to ensure safe working conditions, safe systems of work and to assist in accident prevention.

The attendees will include Managing Director, Safety Advisor/Consultant, Foreman and Safety Representative (where elected) and will have the following agenda:

- Progress report on the implementation of the Safety Statement
- Examination of the accident record since the last meeting, preventative recommendations and special consideration of any recent serious accidents or dangerous occurrences
- Inspection reports, practical safety and health suggestions
- The provision and use of PPE
- Training schedules and reports on safety training course attended
- Responsibility for action given to individuals with time scale
- Any other safety matters

Accident Procedure (On Site)

- All accidents are reported immediately to the foreman.
- All injuries sustained at work are recorded in the Accident Report Form, however minor they may be

In the event of a serious accident the following procedure must be followed.

The Site Manager will be notified immediately. The Site Manager or other nominated persons must take charge of the situation as follows:

- Observe accident location and status of the injured person
- If there is risk of further injury move the injured person to safety
- Call for immediate medical assistance and the emergency services if required
- See that First Aid is administered as required by a competent and trained First Aider
- If an ambulance is called make sure to give the exact location of the accident and any other details the operator may require, stay on the line until told otherwise by the operator
- Make sure the ambulance has clear access to the injured person
- Notify the Managing Director and Safety Advisor
- Establish the location of the hospital and appoint a suitable person to travel with the injured person
- Notify family of the injured person and arrange for transport to the hospital if needed
- Gather all information immediately about the accident, events leading up to it etc
- Obtain written witness statements
- Complete Accident Report Form and check with Managing Director before sending to the Health and Safety Authority as required
- Take sketches/photographs of the area where the accident occurred
- If HSA are to inspect the site and location of the accident, do not remove/move anything unless further serious risks have to be avoided
- Company accountant to notify insurance company and seek guidance on further reports, investigations and the position of the company

Accident Procedure (Workshop)

- All accidents are reported to the foreman immediately
- All injuries sustained at work are recorded in the Accident Report Form, however minor they may be.

When a serious accident occurs the Foreman will take charge of the proceedings and the following procedure is to be followed:

- Observe accident location and status of the injured person
- If there is risk of further injury move the injured person to safety
- Call for immediate medical assistance and the emergency services if required
- See that First Aid is administered as required by a competent and trained First Aider
- If an ambulance is called make sure to give the exact location of the accident and any other details the operator may require, stay on the line until told otherwise by the operator
- Make sure the ambulance has clear access to the injured person
- Notify the Managing Director and Safety Advisor
- Establish the location of the hospital and appoint a suitable person to travel with the injured person
- Notify family of the injured person and arrange for transport to the hospital if needed
- Gather all information immediately about the accident, events leading up to it etc
- Obtain written witness statements
- Complete Accident Report Form and check with Managing Director before sending to the Health and Safety Authority as required
- Take sketches/photographs of the area where the accident occurred
- If HSA are to inspect the site and location of the accident, do not remove/move anything unless further serious risks have to be avoided
- Company accountant to notify insurance company and seek guidance on further reports, investigations and the position of the company

Arrangements for Accident Investigation

There is always a reason for an accident, whether the responsibility lies with the employee, inadequate training, management or lack of communication.

A review of the Accident Report Form will reveal the facts that will assist in the investigation.

The object of the investigation is to examine the conditions which led to the accident and decide what corrective actions need to be taken in preventing a recurrence.

- The Managing Director, Safety Advisor must ensure that there are thorough on the spot investigations of all accidents, near misses and dangerous occurrences
- The investigation should be held immediately, a detailed report can be obtained from the injured party when they are fit to do so
- The Accident Report Form has been designed to bring out all the information and must be completed in detail. If possible take photographs of the scene
- The scene of all reportable accidents to the HSA will be left undisturbed if safe to do so
- Accidents and dangerous occurrences also apply to damage to company property
- All accidents, near misses and dangerous occurrences will be analysed, root causes identified and preventative measures and corrective actions issued to the responsible party subject to a closing out date

Arrangements for Emergency Procedures

Advance planning provides several benefits, it helps eliminate conditions that could lead to a disaster, can reduce injuries, loss of life and property damage. Periodic reviews of procedures ensure stability. Advance planning is firstly for employee safety and secondly for facilities.

Emergency Plan Workshop/Office

- Ensure all personnel are aware of hazards and how to put the emergency procedure into operation
- Ensure all personnel know where to go to assemble safely and where to get fire extinguishers, and First Aid equipment
- Appoint a competent person to call the emergency services required and relay the information accurately and clearly e.g. Supervisor
- Assist the emergency services by clearly marking the workplace from the road e.g. an individual waiting to direct them to the site of the accident
- Keep access ways for emergency services and all escape routes clear at all times
- Have a list of any flammable/hazardous substances that may be of relevance to the emergency services

- Have a system to account for staff and visitors on site in the event of an evacuation
- Clearly label important items e.g. shut off valves, electrical isolators and fire fighting equipment

Emergency Plan on Site/Plant

- Ensure all personnel are aware of hazards on the Clients site/plant and are familiar with the emergency procedures in operation
- Ensure all personnel know the specific evacuation signals and know where to assemble in the event of an emergency
- Ensure all personnel know the locations of fire fighting and First Aid equipment
- Ensure that care is taken not to obstruct any emergency exits/equipment

Environmental Policy

Power Force Engineering recognises its operations directly affect the local natural and human environment. This includes awareness of the effects its activities may have on the air, water and land. We will with the cooperation of our clients, subcontractors, suppliers and all our employees seek to consider the environmental implications of our activities from purchase to use.

To achieve these objectives we will:

- Comply with all relevant legislation and follow the necessary codes of practice
- Plan and execute works to minimise the effects of noise, dust, disturbance and inconvenience to those affected by such operations
- Report and correct environmental incidents when and if they occur
- Use energy responsibly and efficiently
- Promote an environmental culture through employee consultation and training
- Monitor and continually seek improved environmental performance

General Guidelines

Noise

1. Engineering Controls- Purchase equipment with low vibration and noise characteristics. Operate rotating and reciprocating equipment as slowly as possible
2. Orientation and location of equipment and site planning-Move the noise source away from work area or residential area
3. Use screens to reduce direct noise transmission
4. Reduce exposure time of workers
5. Noise assessment, measurement, record keeping, employee information and training etc as per S.I.No 299 of 2007
 - Ear protection provided where noise $\geq 80\text{dB}$ is likely to occur
 - Signs specifying PPE will be posted and the wearing of PPE will be enforced
 - Access will be restricted

Office Waste

1. Where possible waste paperwork is to be recycled
2. Heating, lights and computers are to be turned off when not in use and at the end of the working day
3. Printer cartridges will be recycled

Site Works

1. Switch off machinery when not in use and maintain equipment to reduce emissions
2. Ensure paint/coatings, materials and other empty containers are disposed of in a controlled manner
3. Prevent oil, grease or other objectionable material being discharged into drains and sewers and take reasonable precautions to ensure that all effluent discharged shall not be harmful to or cause obstruction or deposits in the drains or sewers
4. Keep all work and equipment as clean as possible
5. Maintain public roads in the vicinity of the works free from mud, dirt and rubbish
6. Food and packaging waste not be dumped on site
7. Hazardous chemicals must not be brought onto the site without prior approval of the safety officer

SECTION 2

Identification of Hazards and Preventative Measures

Working at Height

Power Force Engineering shall:

- Avoid work at height where this is reasonably possible
- Use the appropriate work equipment or take the relevant measures to prevent falls from a height
- Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall
- All work at height is properly planned, organised, appropriately supervised and carried out safely
- An appropriate risk assessment is carried out
- Ensure that weather conditions do not place the safety and health of employees at risk
- Equipment for work at height is regularly inspected
- Take suitable steps to prevent injury from falling objects

Safe Access and Egress

- Everyone will be able to reach their place of work safely with no obstructions
- All walkways will be stable and free from materials and waste
- Adequate barriers or edge protection will be provided to prevent falls from open sides
- Holes and openings will be securely barricaded off or covers will be securely fixed and signs posted to alert people to the hazard
- Proper arrangements will be made for the collection and disposing of waste

Ladders

Power Force Engineering shall ensure:

- A risk assessment is carried out to show the use of other work equipment is not practical
- The use of ladders will be restricted to 30 minutes maximum
- Ladders are inspected prior to use for defects
- Ladders will be secured near the top, where they cannot be secured at the top they will be secured at the bottom, weighted or footed to prevent slipping
- Ladders will rise at least 1 metre above their landing places
- Ladders will be properly positioned for access (1 in 4 rule)

Scaffolding

Scaffolding performs several important functions during the construction process. It provides a temporary platform to enable work to be performed at a height. It is also used to protect persons working at a height from falling or to protect persons working below from falling objects.

- A safe means of access to the scaffold will be provided
- The scaffold will be secured to the building in enough places to ensure stability
- Ties which are non-movable should be chosen, where reasonably practicable, as they present fewer difficulties with maintenance or interference
- Working platforms should be wide enough and be sufficiently boarded to allow safe passage of persons along the platform. They should also be capable of resisting the loads imposed upon them
- “Scaffold Incomplete” notices will be erected to notify people of same
- Guard rails and toe boards will be provided on all platforms
- The distance between putlogs will not be more than
 - 1 metre where planks of 32mm thickness are used
 - 1.5 metres where planks of 38mm thickness are used
 - 2.4 metres where planks of 50mm are used
- Wheeled scaffold will only be used on firm and even surfaces
- All suspended scaffolds will be
 - closely boarded or planked
 - at least 600mm wide if used as footing only
 - at least 800mm wide if used for materials
- Trestle scaffolds will only be used on level ground and for light work of short duration
- A competent person will inspect the scaffold regularly i.e. at least once a week and after modifications
- A report of the inspection should be made on Form GA3 Report of Results of Inspection of: Scaffold and a copy of the report should be retained on site

Working Platforms

Working platforms are defined in the Regulations as “any platform used as a place of work or as a means of access to or egress from a place of work”

Power Force Engineering shall ensure it is-

- Of sufficient dimensions to allow safe passage and use of equipment and materials
- Free of hazards that could cause trips or allow peoples feet to go through the flooring
- Constructed to prevent feet or objects passing over the edge i.e. toe boards and edge protection are in place
- Kept clean and tidy e.g. do not allow mud and debris to build up on the platform
- Secure

Roof work/Fragile Surfaces

Power Force Engineering shall ensure that no employee goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely

Where anyone does work on or near a fragile surface Power Force Engineering will:

- Ensure (as far as is reasonably practicable to do so) that suitable platforms, coverings, guard rails, or equivalent are provided and used to minimise the risk
- Minimise the distance and effect of a potential fall, where any risk of a fall remains
- Ensure through a thorough risk assessment of the roof/fragile surface and it’s stability will be carried out prior to any work commencing
- Ensure weather conditions do not jeopardise the safety and health of employees
- Warning notices are posted to the place where the fragile surface is situated
- Ensure roof lights will be identified and barricaded off
- Ensure only competent and experienced employees will carry out roof work which involves high risks

Transport

Power Force Engineering shall ensure:

- Vehicles will be kept in good working condition
- Employees are aware of site/workshop traffic rules and speed limits
- Vehicles will be securely loaded/unloaded
- Only trained and authorised personnel may operate mobile plant/transport vehicles, employees under 18 years of age are not permitted to do so
- Employees will be prevented from riding in dangerous positions on vehicles or being carried on vehicles that are unsuitable for passengers
- Brakes, fluid levels, mirrors, flashing beacons, reversing alarm, safety devices etc are in safe working order

Cranes/Lifting Equipment

- Only trained, certified operators to operate the crane and hold a current CSCS card
- All statutory tests and examinations as required on cranes and lifting equipment will be carried out and all relevant certifications will be recorded and kept
- Cranes are not to be operated in high winds, all crane operation guidelines to be followed
- Crane is fitted with a suitable accurate automatic safe load indicator
- Trained and certified slingers/banks man only to sling a load and give direction to the crane driver during a lift
- All lifting equipment must be inspected before and after use
- Lifting equipment is not to be used beyond it's safe working load capacity

Electricity

Power Force Engineering shall ensure:

- All electrical equipment and electrical installations are (i) designed,(ii)constructed (iii)installed,(iv)maintained,(v)protected, and (vi)used, so as to prevent danger
- All portable electric tools, lighting and motorised equipment are operated at a voltage of 110
- Where transformers are used they will be placed at the power source
- All portable electric tools and cables will be inspected to ensure they are in safe working condition
- Only trained, qualified electricians will be permitted to carry out any electrical work
- Where special procedures are in force covering the isolation and energisation of electrical installations and equipment, the necessary
- Electrical Permits must be obtained before any operation can be carried out

Cartridge Operated Tools

- Used only by trained and competent employees
- The manufacturer's guidelines will be followed
- Safety goggles and ear protection must be worn when operating
- Never leave the tool loaded when not in use
- The gun and cartridges will be stored in a secure location

Security

- At the end of each work period, all ladders will be removed or their rungs boarded so that they cannot be used
- All plant will be immobilised
- Fittings and materials will be securely stacked
- Flammable and dangerous substances will be locked away in secure storage locations
- Perimeter fencing will be secure and undamaged
- Gates will be secured
- Excavations and openings will be barricaded off and signs erected to notify people of the hazards

Fire

- No naked lights (including welding) are allowed within limits of existing plants or in other areas named by the Clients Safety Advisor without a properly authorised Hot Work Permit
- Fire fighting equipment is available and in the correct locations
- Emergency routes and exists, and the traffic routes and doors giving access to them are free from obstruction so that they can be used at any time without hindrance
- If necessary a fire observer will be posted in areas where a particular hazard exists

Flammable Liquids/Hazardous Materials

- There will be a proper, secure storage area
- Flammable liquids/hazardous materials on site will be kept to a minimum
- Safe systems of work are in place for the handling, storage and transportation of flammable liquids
- Smoking will be prohibited and other ignition sources kept away from flammable liquids/hazardous materials
- Flammable liquids/hazardous materials will only be stored in their original, labelled containers
- MSDS for all flammable liquids/hazardous materials will be kept on site

Compressed Gas Cylinders

Cylinders intended for the storage of compressed gas are the subject of special Government Regulations. Gas cylinders are painted different colours, according to the gas contained in them. Employees involved in handling these gases should be familiar with this colour coding.

The following points should also be noted:

- Full and empty cylinders should not be stored together
- Acetylene and propane bottles should be stored in an upright position
- Acetylene should never be stored with oxygen
- Cylinders should be securely chained in an upright position at all times
- Correct manual handling techniques should be used
- Keep cylinders and valves clean and free from grit, dirt, oil or dirty water
- Always open cylinder valves slowly
- Maintain equipment carefully
- Inspect the hose regularly for any defects
- Adequate ventilation must be provided at all times
- Cylinders should be shielded from sparks and slag at all times whether in use or not

Welding

- All welding equipment to be treated with respect-careless operation can be lethal
- All supply welding leads to be inspected prior to use each day for any damage or loose connections
- All work pieces to be properly earthed
- Welding screens to be erected where welding is taking place and signs erected to notify people
- When working on drums or tanks ensure that they have been completely purged of all combustible materials or gases
- Remove electrodes from holders when not in use

Health

- Where harmful materials/substances have been identified e.g. asbestos the relevant precautions will be taken
- MSDS will be available from the supplier
- Relevant PPE will be provided and used
- The area will be closed off to people not involved in the task and signs posted to warn people of the work in progress
- Where confined spaces are involved, employees will receive the relevant training, the space will be tested for gases, fumes and if required fresh air supplied if necessary
- Emergency procedures will be in place for rescue from a confined space

Protective Clothing and Equipment

Power Force Engineering realises that personal protective equipment should only be used as a last resort.

The safety and health of employees must be primarily safe guarded by measures to eliminate workplace risks at source, where this is not possible PPE must be used to protect against the hazards that are unavoidable.

Power Force Engineering will:

- Provide all relevant PPE to employees free of charge
- Provide the employee with adequate information on the PPE provided
- Inform the employee of the level of protection afforded by the PPE
- Arrange for training if necessary in the wearing of such equipment

Employees should:

- Use PPE properly whenever it is required to be used
- Report any defects/damage to the PPE immediately
- Participate in any training or instruction provided on PPE
- Inform the Managing Director, Safety Advisor or foreman of Power Force Engineering of any medical conditions they have that may be affected by the use of the PPE provided to them

General Guidelines on PPE

- When PPE has been specified for certain work or areas, all employees must use it
- All employees must wear clothing suitable for the tasks they are carrying out and avoid wearing loose clothing which may get caught in machinery or objects
- Sneakers and sandals are not permitted-safety boots to be worn
- Employees must wear proper eye protection at all times in the workshop/on site
- Hearing protection is provided and must be worn when noise levels are ≥ 80 dB
- Respiratory equipment is available and must be worn where the accumulation of dust, fumes, mists or vapours occur
- Gloves must be worn when handling articles or substances, which could cause cuts or burns to the hands
- Always ensure that the PPE is of the right type and made to a recognised approved standard
- Ensure life jackets which fit correctly are worn when working over water
- All PPE must be signed for in the PPE Issue Log

Welfare Facilities

The General Application Regulations S.I. No 299 of 2007 and the Construction Regulations 2006 lay down minimum requirements relating to site amenities.

The specific responsibility for provision of welfare facilities are clarified at tender and the following standards are required:

- Adequate and suitable sanitary and washing facilities
- An adequate number of lavatories and wash basins, with hot and cold running water
- Separate use of lavatories or wash basins for men and women, when so required
- Appropriate changing rooms with adequate provision for drying wet or damp clothes
- Every place of work is kept in a clean state with all refuse and waste removed by a suitable method as frequently as necessary to maintain an appropriate level of safety and health
- An adequate supply of drinking water is provided and maintained at suitable points, conveniently accessible to all employees
- Canteen to comfortably accommodate the workforce with not less than 10 sq. feet per person will be provided. Sufficient tables of smooth washable material and seating for each person.
- Facilities will have adequate windows for daylight, be heated and ventilated and have sufficient artificial lighting
- The canteen will be equipped to heat food e.g. a microwave
- The canteen, toilet, washroom and drying room will be maintained in a serviceable, clean and hygienic condition at all times
- Facilities will be used exclusively for the use and welfare of employees and under no circumstances be used for the storage of any materials or tools

First Aid

The General Application Regulations S.I. No 299 of 2007 defines first aid as meaning:

- a) In a case where a person requires treatment from a registered medical practitioner or general nurse, treatment for the preserving of life or minimising the consequences of injury or illness until the services of a practitioner or nurse are obtained
Or
- b) In the case of a minor injury which would otherwise receive no treatment or which does not need treatment by a registered medical practitioner or registered general nurse, treatment for that minor injury

Power Force Engineering shall:

- Provide and maintain suitably marked and easily accessible first-aid equipment
- Designate the number of first-aiders as is necessary to give first-aid at the place of work concerned
- Ensure that the number of occupational first-aiders, their training and equipment available to them is adequate, taking account of the size or hazards or both of each such place of work
- Ensure the names, addresses and telephone numbers of the local emergency services are clearly displayed at each place of work

General Guidelines

- Report all injuries immediately, no matter how minor to your foreman. Should you require medical treatment at a later stage, you will have fulfilled your obligations
- Notify your foreman prior to leaving the workplace of injury or illness, whether personal or work related
- If you get outside medical treatment (without notifying your foreman) for a work related injury or illness, you must inform your foreman at the start of the next working day
- Prior to returning to work after an injury or illness, you must present a medical clearance from the attending practitioner
- Drugs, tranquillisers and insulin must not be taken on the job unless authorised in writing by your doctor and a copy given to the foreman
- If you have a medical condition, such as diabetes, impaired eyesight or hearing, back or heart trouble you must inform your foreman. You will not be expected to carry out a task which result in injury to yourself or others
- If you have first-aid or fire fighting training inform your foreman or Safety Advisor
- Never move an injured person unless necessary to prevent further injury

Accident Reporting

- All accidents are reported to the immediate foreman immediately
- All injuries received at work are recorded in the Accident Report Form, however minor
- All serious accidents are reported immediately to the Safety Advisor and the Managing Director so as to enable them to carry out a thorough investigation
- The HSA and the Duty Sergeant of the local Garda station will be notified in the case of a fatality or is unconscious when removed from the site due to an accident immediately
- Near misses must be reported to the foreman, this will prevent accidents in the future
- All accidents/incidents which result in the employee missing 3 days or more of work must be reported to the HSA
- The scene of a reportable accident must not be interfered with if safe to do so

SECTION 3

APPENDIX A.1 FIRE EVACUATION PROCEDURE

APPENDIX A.2 ACCIDENT REPORT FORM

APPENDIX A.3 SAFETY, HEALTH AND WELFARE INSPECTION REPORT

APPENDIX A.4 EMERGENCY TELEPHONE LISTING

FIRE EVACUATION PROCEDURE

If you discover a fire:

- ❖ Raise the alarm by shouting “FIRE, EVACUATE THE BUILDING” or setting off the alarm where available
- ❖ Immediately notify security or your supervisor who will in turn contact the Emergency Co-ordinator

On hearing “FIRE, EVACUATE THE BUILDING” or the alarm:

- ❖ Immediately leave the area at the nearest available exit
- ❖ Under no circumstances are you to stop for anything e.g. clothing, or car keys etc
- ❖ Proceed to the predetermined assembly point for the headcount
- ❖ Never attempt to re-enter the building until the Emergency Co-ordinator has given the all-clear
- ❖ You are not to leave the workshop/site assembly point until the head count is completed and only then if given permission to do so
- ❖ Follow all instructions given by the Emergency Co-ordinator.

Accident Investigation Report Form

DETAILS OF INJURED PERSON	
Name :	DOB: Sex:
Address:	PPS No: Nationality:
Employer Name & Address:	Phone No: Nature of Business:
Employee: ...Full Time ...Part Time ...Self Employed ...Apprentice	Trade:
	Date of Accident: Date Reported:

ACCIDENT DETAILS
Name & Address of Site:
Where did the accident happen?
What type of work was the injured person doing at the time of the accident?
Was the injured person engaged on work for you at the time?
What PPE was the injured person wearing?
Was the PPE appropriate to the Task?

ACCIDENT DESCRIPTION		
When was the accident reported?	By Who?	To Whom?
First Aid:	LTA:	Recordable:
DETAILS OF THE INJURY		
Indicate type of injury(tick only one)		Indicate body part injured(tick only one)
..Bruising, Contusion ...Suffocation ..Concussion ...Gassing ..Internal injuries ...Drowning ..Laceration ...Poisoning ..Abrasion ...Burn, Scald ..Amputation ..Open Fracture ...Electrical Injury ..Closed Fracture ..Dislocation ...Other ..Sprain, Torn Ligament		..Head ...Thigh, Knee ..Eyes ...Angle, Foot ..Neck ...Toes ..Back, Spine ..Chest ..Abdomen ..Shoulder Other: ..Wrist ..Hand ..Fingers
SKETCH		

CONSEQUENCES OF ACCIDENT	
Fatal: Anticipated Absence: N/A <input type="checkbox"/> Less than 4 Days <input type="checkbox"/> Non Fatal: More than 4 Days <input type="checkbox"/> State Lost Days:	
Did the person receive First Aid Treatment on Site?	
Please state any further action taken i.e. sent to Doctor or Hospital & give Details	
Witness Name & Address: Position: Employer:	Witness Name &Address: Position: Employer:
CAUSE OF ACCIDENT	
CORRECTIVE ACTIONS TO PREVENT RE-OCCURRENCE	

ACCIDENT INVESTIGATION BY:

Signature:

Date:

Position:

Signature:

Date:

Position:

SAFETY INSPECTION

Site:

Date of Safety Inspection:

Safety Inspection carried out by:

Risk Assessments	Yes	No
a) Are written task RA available for work being undertaken b) Are all locations covered by written workplace RA c) Are RA either displayed or held at the worksite d) Are RA signed and dated by a competent person e) Have persons carrying out the tasks been briefed on the requirements of the RA <u>Any additional comments :</u>		

Method Statements	Yes	No
a) Are written MS being used for all work by contractors b) Do the MS contain step-by-step instructions on carrying out the work, in particular the safety controls required c) Are MS signed and dated by a competent person d) Have persons carrying out the tasks been briefed on the requirements of the MS <u>Any additional comments :</u>		

Housekeeping	Yes	No
<p>a) Are the work areas tidy</p> <p>b) Is rubbish / scrap removed from the workplace on a daily basis</p> <p>c) Is the build up of combustible materials kept to a minimum</p> <p>d) Are electric cables, hoses etc. kept in a tidy condition and not presenting trip hazards</p> <p>e) Are tools and equipment tidied away when not in immediate use</p> <p><u>Any additional comments :</u></p>		

Scaffolding	Yes	No
<p>a) Have all in-use scaffolds a “Scafftag” holder with a green insert</p> <p>b) Have in-use scaffold been inspected within the previous 7 days and a record entered on the green “Scafftag” insert</p> <p>c) Is there a safe means of access to all in-use scaffolds</p> <p>d) Do all in-use scaffolds have full platform decking, handrails(top and intermediate) and toe boards</p> <p>e) Do out-of-use scaffolds have “Do not Use” signs and their means of access blocked off</p> <p><u>Any additional comments :</u></p>		

Walkways and Clearways	Yes	No
<p>a) Are all walkways around the site and workshop kept clear</p> <p>b) Have opening in floors been securely fenced off and hazard signs in place</p> <p>c) Is there unrestricted access for an ambulance to get to the First – Aid room</p> <p><u>Any additional comments :</u></p>		

Hand Tools and Equipment	Yes	No
<p>a) Have toolboxes been inspected before being brought onto the site</p> <p>b) Are hand tools in good condition</p> <p><u>Any additional comments :</u></p>		

Safety Signs	Yes	No
<p>a) Are mandatory helmet and footwear signs posted at all access points to the plant</p> <p>b) Are risks clearly identified by hazard signs</p> <p>c) Are all exists clearly signposted</p> <p>d) Where overhead work is in progress, is the area barricaded off and safety signs in place</p> <p><u>Any additional comments :</u></p>		

PPE	Yes	No
<p>a) Are all personnel complying with the mandatory wearing of hard hat and footwear</p> <p>b) Are gloves being worn where the task being carried out requires them</p> <p>c) Are dust masks being used in dusty conditions</p> <p>d) Are safety goggles being worn for all tasks which present a risk of an eye injury</p> <p>e) Is hearing protection being used where high noise levels exist</p> <p>f) Are safety harness being worn by all persons working at height</p> <p><u>Any additional comments :</u></p>		

Cranes and Lifting Appliances	Yes	No
<p>a) Do all cranes, forklifts, hoists and other lifting appliances have a 14 month certificate of examination and a weekly inspection record</p> <p>b) Do All mobile elevating work platforms have a 6 month certificate of examination and a weekly inspection record</p> <p>c) Are all crane drivers, forklift drivers, mewp operators, lifting appliance operators and riggers trained and certified</p> <p>d) Has a RA been completed where a risk of contact with HV apparatus or HV/LV overhead lines exists</p> <p><u>Any additional comments :</u></p>		

Lifting Operations	Yes	No
<p>a) Are the areas used for the set down of items of plant, of sufficient load bearing capacity</p> <p>b) Is each lifting operation under the control of one designated person</p> <p>c) Are items of plant secure and stable once they have been set down</p> <p>d) Are adequate precautions in place to make sure nobody has to pass under a suspended load</p> <p><u>Any additional comments :</u></p>		

Ladders	Yes	No
<p>a) Are all ladders in use securely tied around the stiles near the top (unless held at the bottom by a second person)</p> <p>b) Is the angle of use of all portable ladders 1 out for every 4 up</p> <p>c) Do all ladders extend 5 rungs above the landing point or are there alternative handrails provided</p> <p>d) Are all ladders marked with an indication that they are within their inspection period</p> <p>e) Where practical, are scaffolds or mewps used in preference to ladders</p> <p><u>Any additional comments:</u></p>		

Lifting Equipment	Yes	No
<p>a) Is all lifting equipment properly marked to indicate that it is within its 6 monthly inspection period</p> <p>b) Is the SWL Clearly marked on all items of lifting equipment</p> <p>c) Are all chain-blocks and other portable lifting appliances suspended from load bearing supports or runway beams</p> <p>d) Is all lifting equipment being used in the manner for which it was designed</p> <p>e) When not in use is all lifting equipment returned to storage</p> <p><u>Any additional comments :</u></p>		

Welding and Cutting	Yes	No
<p>a) Have screens been erected around electric welding operations to shield adjacent persons from the arc flash where appropriate</p> <p>b) Is there adequate ventilation to prevent an accumulation of welding fumes</p> <p>c) Where a significant fire risk exists, have Hot Work permits been issued</p> <p>d) Are all electric welding sets equipped with a work piece earth lead</p> <p>e) Are all gas cylinders secured safely</p> <p>f) Is there fire equipment close at hand</p> <p>g) Are persons carrying out the welding wearing the appropriate PPE</p> <p><u>Any additional comments :</u></p>		

Working Conditions	Yes	No
<p>a) Is there adequate lighting in all areas where work is being carried out</p> <p>b) Is there adequate protection for personnel from adverse weather conditions</p> <p>c) Are suitable work-time arrangements in place to facilitate personnel working in hot environments</p> <p><u>Any additional comments :</u></p>		

Fire Protection	Yes	No
<p>a) Is there unrestricted access to all fire points, landing valves and fire fighting equipment</p> <p>b) Is all fire fighting equipment in its designated position</p> <p>c) Are flammable liquids kept in safe containers and is the minimum amount kept on site</p> <p><u>Any additional comments :</u></p>		

Welfare	Yes	No
<p>a) Is there adequate drinking water facilities for the number of personnel on site</p> <p>b) Is there adequate toilet and washing facilities for the number of personnel on site</p> <p>c) Is there adequate locker room facilities for the number of personnel on site</p> <p><u>Any additional comments :</u></p>		

Hazardous Substances	Yes	No
<p>a) Have Safety Data Sheets been obtained for all hazardous substances in use on site</p> <p>b) Are the safety instructions from SDS being applied</p> <p>c) Are all containers of hazardous materials properly labelled</p> <p>d) Are all hazardous substances safely stored</p> <p>e) Are all hazardous substances disposed of in a safe and environmentally friendly manner</p> <p><u>Any additional comments :</u></p>		

Contractor Safety	Yes	No
<p>a) Is each contractor operating under at least one Contractor Permit to Work</p> <p>b) Have job specific RA been conducted of Contractor activities which involve significant hazards</p> <p>c) Are all Contractors working in accordance with job specific Method Statements</p> <p>d) Do Contractors conduct toolbox talks before commencing work and at regular intervals</p> <p><u>Any additional comments :</u></p>		

Outstanding Action Items from Previous Safety Inspection	Action By	Completed

Action Items from this Safety Inspection	Action By	Completed
Action Items	Action By	

EMERGENCY TELEPHONE LIST AND NUMBERS

SITE:WORKSHOP

EMERGENCY CO-ORDINATOR *:FOREMAN.....

FIRST AIDER *: 1. 2.

FIRE WARDEN *: 1. 2.

	NAME/LOCATION	TELEPHONE NO
DOCTOR		
HOSPITAL		
EMERGENCY SERVICES	AMBULANCE/FIRE DEPARTMENT	999 OR 112
GARDAI		
SAFETY ADVISOR		
SECURITY/RECEPTION		
HEALTH AND SAFETY AUTHORITY		

(*Where one has been appointed and available)

ASSEMBLY POINT

All stealth engineering ltd employees must go to this assembly point for a head count in the event of an emergency evacuation.