



HEALTH & SAFETY MANUAL

Our Safety Policy

This document and statement is testimony to the commitment of the Company Directors in complying with all legislation pertaining to Health & Safety specifically, the Company Directors will ensure they comply with the '*Safety, Health and Welfare at Work Act, 2005* and the *Safety, Health and Welfare at Work (General Application) Regulations 2007, Safety, Health and Welfare at Work (Construction) Regulations 2013*. The Company have also considered the application of best practice in the management of safety and health by the inclusion of OHSAS 45001:2018 Safety Management Standard clauses within their control arrangements

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

We undertake in so far as is reasonably practicable to promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice, provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively, maintain a constant and continuing interest in safety and health matters pertinent to the activities of QES, consult with staff on matters related to safety, health and welfare at work ,provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, contractors and visitors.

This Statement shall be formally reviewed annually

Approved for Issue:- P Quinn

Reviewed: 03 January 2021

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PART 1**GENERAL**

To all employees:

We the Directors of QES Ltd are required to comply with all safety and health legislation that applies to this company. With this in mind we have carried out risk assessments of all our key operations and processes in all the workplaces we control.

This statement sets out the safety and health measures we are implementing to protect everyone who works here.

It is recognised, that this Safety Statement will not in itself prevent incidents and ill health at work. It is through the application and conformance to the procedures and codes of practice herein that Safety and Health shall be maintained.

The Directors of QES Ltd have endorsed this statement have the responsibility to implement it. We are committed to ensuring that the safety and health measures set out in our safety statement are met.

The Company have a nominated Safety and Health advisor, who shall will give advice and information on how to comply with this safety statement but everyone, especially if you are in a management or supervisory position, is responsible for ensuring compliance where they work.

We expect all employees to co-operate with us so that we can achieve our target of avoiding accidents. Consultation on safety and health matters, between senior managers and all employees, will be carried out.

You must play your part under the safety statement. Comply with all the safety and health rules for your area. Work safely and think of others as you do. Know and understand the risk assessments for your area. Report safety and health problems to your supervisor. Know who your safety representative is and contact him or her with any safety and health enquiries you may have.

It is recognised, that this Safety Statement will not in itself prevent incidents and ill health at work. It is through the application and conformance to the procedures and codes of practice herein that Safety and Health shall be maintained.

The areas to be covered by this Safety Statement are set down in the Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007 and other industry specific Regulations.

Section 20 - Safety, Health and Welfare at Work Act 2005

(Every employer shall prepare, or cause to be prepared, a written statement to be known and referred to as a "Safety statement")

Preparing this safety statement and implementing the desired controls and procedures will help our Company prevent injuries and ill-health at work. As an employer the Directors of the Company are ethically bound to do all they can to ensure that our employees do not suffer illness, a serious accident or death.

Effective safety and health management in the workplace contributes to our business success. Accidents and ill-health could inflict significant costs to the Company.

The requirement to carry out risk assessments, preparing this safety statement and implementing the controls we have written down are not only central to any safety and health management system, is required by law.

Section 20 of the Safety, Health and Welfare at Work Act, 2005 requires the Company to produce this document to promote:

- the safety and health of employees while they work
- the safety and health of other people who might be at the workplace, including customers, visitors and members of the public

This safety statement states how we, the employer will maintain:

- safety and health
- the resources necessary to maintain safety and health
- and states how we review and apply safety and health laws and standards

This safety statement shall influence all work activities, including

- how we select competent people, equipment and materials
- how we define the way work is to be done
- how goods and services used are designed and provided

In addition: Section 19 of the Safety, Health and Welfare at Work Act, 2005 requires that the Company and those who control workplaces must:

- identify the hazards in the workplaces under their control
- assess the risks presented by these hazards

Directors of the Company, managers and supervisors shall ensure that workplace practices reflect the risk assessments and safety statement. The way in which everyone works, must reflect the safe working practices laid down in these documents. Supervisory checks and audits shall be carried out to determine how well the aims set down are being achieved.

The areas that are covered by this safety statement are specific and are set out in '*Section 20 of the Safety, Health and Welfare at Work Act, 2005*'.

This document shall:

- specify how the safety and health of all employees will be secured and managed
- specify the hazards identified and risks assessed
- give details of how the Company is going to manage our responsibilities towards safety and health, including:
 - (a) a commitment to comply with legal obligations,
 - (b) the protective and preventive measures to be taken,
 - (c) the resources provided for safety and health at the workplace, and
 - (d) the arrangements used to fulfil these responsibilities
 - (e) include the plans and procedures to be used in the event of an emergency or serious danger
 - (f) specify the duties of our employees including the co-operation required from them on safety and health matters
 - (g) include the names and job titles of people being appointing to be responsible for safety and health or for performing the tasks set out in the statement
 - (h) contain the arrangements made for appointing safety representatives, and for consulting with and the participation by employees on safety and health matters, including the names of the safety representatives and the members of the safety committee, if appointed
 - (i) be written in a form, manner and language that will be understood by all
 - (J) have regard to the relevant safety and health legislation applicable at the time of printing

Consultation has taken place with employees and others, as necessary, when preparing this statement. This was to ensure that the employees fully understand and take ownership of the safety and health measures proposed. The Company consider it a duty on everyone at work to cooperate effectively in developing and promoting safety and health.

LEGISLATIVE COMPLIANCE

The Company shall demonstrate compliance by:

- Identifying the regulations and responsibilities for Safety, Health & Welfare appropriate to Company operations
- Identifying the hazards in the workplace
- Assessing the associated risks from those hazards
- Detailing the arrangements, methods of work and resources provided for securing safety, health and welfare in the workplace
- Includes the names and job titles of people responsible for safety and health in the Company
- Identifies available evidence sources for the demonstrating of compliance.

This Safety Statement takes into account all relevant statutory provisions made under safety legislation that apply to the workplace at QES Ltd.

ACCESS

All employees of QES Ltd shall have ready access to the Safety Statement and shall be made aware of its contents. The Safety Statement shall, also be brought to the attention of any other person, in the workplace who may be affected by risk to safety and health.

Employees shall be made aware of the Safety statement contents at induction and updated at least annually, and whenever it is revised. This shall be applied through the distribution of the Safety Statement to employees and to customers (on request), during departmental inductions, verbal communications/ safety briefings and through the display of appropriate safety notices. All employees shall be required to sign as understanding the contents of the Safety Statement, and how it affects their particular work environment.

The following agreement shall be issued within their Contract of Employment and shall be signed by all employees, on commencement of work with the Company.

EMPLOYEE AGREEMENT:

I hereby acknowledge that I have been issued and briefed on safety and risks within the Company, and have read and understood the contents and purpose of the Safety Statement. I further undertake to ask for further advice from the Safety Manager on any area that I do not fully understand.

Name:

Signature:

Date :

REVISION HISTORY

| Rev No | Revision Date | Part Reviewed/ Revised | Description of Change | Reason | Authorised |
|--------|---------------|---------------------------|-------------------------------------|---------------|------------|
| A | February 2015 | All | Document format and content updated | Annual review | P Quinn |
| B | March 2016 | All | Document format and content updated | Annual Review | P Quinn |
| C | January 2017 | All | Document format and content updated | Annual Review | P Quinn |
| D | January 2018 | All | Document format and content updated | Annual Review | P Quinn |
| E | January 2019 | All | Document format and content updated | Annual Review | P Quinn |
| F | January 2020 | All | Document format and content updated | Annual Review | P Quinn |
| G | January 2021 | All | Document format and content updated | Annual Review | P Quinn |

LEGISLATION

A SUMMARY OF THE MOST SIGNIFICANT LEGISLATION HAS BEEN COMPLETED. GUIDANCE DOCUMENTS AND LEGISLATIVE UPDATES ARE DOWNLOADED ROUTINELY FROM THE HSA WEBSITE AS APPLICABLE.

A control register is maintained as a separate document.

APPLICABLE LEGISLATION

- Safety Health and Welfare at Work Act 2005
- Safety Health and Welfare at Work (Application Regulations) 2007
- Construction Regulations 2013
- Road Traffic Act
- Environmental Protection Act 1992
- Chemicals Act 2008
- Maternity Protection Act 1994
- Organisation of Working Time Act 1997
- Fire Services Act 1981
- Dangerous Substances Act
- Hazardous Waste Regulations 2000
- Waste Management Act 1996 / 2001
- Electricity Rules and Regulations I.S 10101

Industry Specific

- ISO 9001:2015
- OHSAS 45001: 2018
- ISO 14001:2015

HEALTH SAFETY & WELFARE POLICY STATEMENT

QES Ltd recognises its responsibilities, under the Safety, Health, Safety and Welfare at Work Act 2005, to provide as safe a place of work, as is reasonably practicable. This Safety Statement has been prepared to comply with Part 3 Protective and Preventive Measures, Section 20 Safety Statement, (General Application) Regulations 2007, and also, to acknowledge the moral responsibilities of the company to take reasonable care of all its employees.

The Policy of the Company is:

- (a) To comply with the Safety Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work Act (General Applications) Regulations 2007, and all other applicable regulation and E.C. directives. A sample list of applicable legislation is, given, within this Statement. The list references only the most significant legislation applicable to current operations. It does not absolve the Company from its other responsibilities identified within other legislation and regulations that may exist.
- (b) To ensure the Safety, Health and Welfare at work of all our employees, in so far as is reasonably practicable.
- (c) To ensure the people, not in our employment, who may be affected by our work activities, are not thereby exposed to risks to their safety and health.
- (d) To consult with all our employees on issues of Safety, Health and Welfare at work, take account of their representations, as far as is reasonably practicable; notify them of their specific duties under the 2005 Act and other relevant legislation's.
- (e) To make available information, instruction, training and supervision on safe working practices as detailed in the Safety Statement, to our entire workforce and to do everything reasonably practicable to ensure any sub-contractors are similarly informed and accept working under these conditions.
- (f) To ensure that all necessary resources, structures and procedures are in place to allow effective implementation and maintenance of the Safety Statement.
- (g) To assess the effectiveness and implementation of the Safety Statement annually and make any changes deemed necessary.

This Safety Statement shall be brought to the attention of and made accessible to all Company employees and sub-contractors so that they will know and understand their responsibilities as detailed in it and the co-operation required from all to achieve a "**SAFE PLACE OF WORK**". This policy, is reviewed, as part of formal management review action.

Paul Quinn
Managing Director

PART 2

ASSIGNMENT OF RESPONSIBILITIES

The following people within the Company have defined management responsibilities for Safety, Health and Welfare within the Company.

| | |
|-------------------------------|---------------------------|
| Safety Systems Management | Paul Quinn |
| Safety Officer | Paul Quinn |
| Safety Training | External Agencies..... |
| Hazard Audits | Paul Quinn and Colm Quinn |
| First Aid | ...TBD..... |
| Fire Wardens | Paul Quinn and Colm Quinn |
| Personal Protective Equipment | Paul Quinn |
| Incident Investigation | Paul Quinn |
| Safety Committee | Audrey Kane |

MANAGING DIRECTOR

The Managing Director has ultimate responsibility for the safety and health of all employees and for all operations of the company and for ensuring that all of the requirements of the Safety, Health and Welfare of Work Act, 2005 and other relevant legislations are complied with so far as is reasonably practicable.

The responsibilities of the Managing Director are:

- Endorse the Company Safety Statement
- Support the actions proposed by the Safety Manager
- Ensure adequate resources are provided
- Ensure that the requirements of the Act and Regulations are, complied with, by everyone.
- Ensure competent staff are employed and appropriate materials used
- Ensure that provision and maintenance of a working environment that is so far as is reasonably practicable, safe and without risk to health and has satisfactory arrangements for the welfare of staff at work.
- Ensure so far as is reasonably practicable that equipment, appliances and system of work in use at present on the premises are safe and without risk to the safety, health and welfare at work of all people affected by work practices.
- Ensure the provision of information, instruction, training and supervision are so far as is reasonably practical, safe and without risks in the use of such equipment, appliances and systems of work as is necessary.

- ⊕ Ensure that the use, handling, storage and transport of articles and substances are so far as is reasonably practical, safe and without risks to the safety, health and welfare of all those in the workplace
- ⊕ Ensure safety and security arrangements are sufficient to mitigate the risk of robbery or violence.
- ⊕ Ensure that adequate and suitable protective clothing and equipment is available where appropriate and used in the prescribed manner.
- ⊕ Provide adequate welfare facilities.

SAFETY OFFICER

The responsibilities of the Safety Advisor are to:

- ⊕ Review the Company Safety Statement and ensure that it is brought to the attention of all employees
- ⊕ Ensure that the requirements of the Act and Regulations are understood by senior management.
- ⊕ Ensure management provide adequate resources to implement these policies.
- ⊕ Ensure that managers, supervisors and staff are familiar with their role and responsibilities.
- ⊕ Ensure that equipment used in the company has been assessed as adequate to perform the task without any risk or discomfort to employees
- ⊕ Ensure that staff are trained in the proper use of equipment and do not undertake repair unless competent to do so
- ⊕ Ensure all fire fighting equipment is maintained and fire exits kept clear and fire drills are organised on a regular basis.
- ⊕ Ensure First Aid facilities are available and maintained
- ⊕ Ensure that all accidents and near misses are reported, investigated and that findings are acted upon.
- ⊕ Ensure that all staff work safely and do not take unnecessary risks
- ⊕ Ensure that all relevant provisions for the welfare of employees are provided and maintained
- ⊕ Maintain copies of Health & Safety information

- Co-ordinate safety audits and inspections
- Co-ordinate safety training for staff
- Maintain records and documents relevant to statutory requirements
- Keep up to date with new legislation on health, safety and welfare issues that affect the Company

EMPLOYEES

The Safety, Health and Welfare at Work Act, 2005 imposes a duty on all employees:

- To take reasonable care of their own safety, health and welfare and all other parties who may be affected by their acts or omissions at work
- To use in such a manner so as, to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means provided for securing their safety, health and welfare.
- To report any defects in equipment, place of work, or systems of work, which might endanger safety, health and welfare of which they become aware.
- Avail and make use of company safety training.
- Observe all safety signs and warning notices
- It is an offence under the Act for an employee to fail to discharge the above duties or to intentionally or recklessly interface with or misuse anything provided in the interests of safety, health and welfare under the relevant statutory provisions. Company Disciplinary procedures will operate if there is a breach of statutory duties
- To observe all safety sign and warning notices
- To co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work.

THIRD PARTIES

- All third parties including contractor, visitors and other members of the general public are made aware of all known risks and hazards and also of the means of escape.
- Contractors are expected to comply with the Safety Policy Statement and must ensure that their own Safety Policy Statement and Methods of Work are available.
- The management reserves the right to see evidence of contractor's insurance arrangements.

EMLOYEE SAFETY REPRESENTATIVE

Employees may from time to time select from amongst themselves, a Safety Representative in accordance with safety legislation.

Safety Representatives may:

- Initiate Safety Audits and reports
- Ensure safety is relevant and effective.
- Analyse reports provided by industrial inspectors or submitted by independent safety consultants.
- Assess the adequacy of safety and health communication within the company.

The Safety Representative will be given necessary access to any information that pertains to the safety, health and welfare of employees.

The Safety Representative will be supported in every possible way with the discharge of their duty under the Safety Health and Welfare legislation.

The Safety Representative will be expected to inform promptly the Safety Manager of any information at their disposal that pertains to the safety, health and welfare of employees.

Training for the Safety Representative will be provided.

PART 3

HEALTH & WELFARE

It is the policy of QES Ltd to provide adequate welfare facilities for personnel.

The following facilities are in operation:

- Adequate Toilet facilities are provided and maintained
- Adequate supply of drinking water is provided
- Canteen facilities for eating during break times are provided and maintained
- Adequate washing facilities are provided
- Adequate rest areas are available
- Adequate seating is available
- Adequate changing facilities are provided
- On site accommodation is available in a limited basis and is adequately controlled
- Routine medical screening is carried out on employees
- Off site medical services have been identified and contracted to provide services as necessary

Welfare facilities shall be routinely, reviewed for adequacy as part of the Safety Audit process.

PART 4

HAZARD IDENTIFICATION

Identification of hazards shall be part of the safety audit process. Subsequent risk assessments and corrective action measures shall be applied to either eliminate, reduce, limit access to the hazard or to protect employees from the hazard identified.

Definition:

The definition of 'Hazard' means anything that can cause harm eg chemicals, electricity, machines

RISK ASSESSMENTS

Definition - 'Risk' is the chance great or small, that someone will be harmed by the hazard.

The assessment of the risk is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Risks shall be categorised high, medium or low. The ideal would be to eliminate the risk altogether but where this is not practicable then the level of protective measures taken must be commensurate with the level of risk.

METHOD STATEMENTS

Where further controls or instructions are deemed necessary the Company shall develop Safe Methods of Work / Instructions for those activities.

HAZARD AUDITS

QES Ltd will carry out regular Hazard Audits internally and will, in this statement identify persons who will be responsible for this task. Audits shall check Company practices and procedures against the relevant safety regulation.

The Company further commits to make use of advice available through the National Authority for Safety, Health and Welfare at Work.

Safety Auditors, will concern themselves with all aspects of the operations and will take account of all of the following potential hazards.

- Access / Egress
- Electrical Safety
- Manual Handling
- Use of Personal Protective Equipment
- Noise
- Systems of Work
- Maintenance Operations
- Fire Safety
- Use of VDU screen
- Ergonomics at work stations
- Ventilation
- Safety Signs
- Control of visitors
- Chemicals handling and the availability of Material Safety Data Sheets
- Presence of machine guards (where relevant)

PART 5

FIRE SAFETY

POLICY

It is the policy of QES Ltd to provide operational arrangements to cover fire safety and an adequate number of competent persons to help them carry the Company's obligations under the fifty or so items of legislation regulating fire safety. Employees shall be given easily understood, relevant information on the risk to their health and safety in case of fire.

It is recognised that people do not always react in their best interests to the first indications of fire. Such behaviour is often interpreted as panic, but if the information available to them at these early stages is considered, such behaviour may seem quite reasonable. This observation is particularly important for low- resourced organizations wishing to promote fire safety; automatic fire protection systems are more reliable than systems that rely on manual intervention, but equally a good standard of staff training can make a major impact to fire safety at relatively low cost.

Fire precautions

Fire precautions are, defined as measures taken to reduce the probability that a fire may occur, and to mitigate the effects of any fire that does occur.

Fire safety arrangements within the Company shall include but not limited to the following:

- Identification of all fire exits within the building
- Installation of appropriate fire detection systems
- The locating and identification of suitable fire equipment / extinguishers
- The routine servicing of all fire safety equipment and fire detection systems
- Routine training for all employees on fire prevention and evacuation procedures
- Routine fire evacuation drills
- Regular fire safety surveys / audits
- Completion of appropriate risk assessments

DIGNITY IN THE WORKPLACE

ANTI-BULLYING POLICY

The Company, in line with the Health and Safety Authority's code of practice, commits itself to the maintenance of a workplace environment that encourages and supports the employee right to dignity in the workplace and which encourages harmonious, respectful and dignified relations. All who work within the Company are, expected to respect the rights of their co-workers. All employees shall, be treated equally. Treatment of individuals will not, be influenced, in any manner by sex, age, race, colour, religion, national/ethnic origin, disability, marital status, and sexual orientation or membership of the travelling community. All employees shall, be respected for their individuality and diversity. Bullying in any form is not, accepted by the Company and will not, be tolerated. Our policies, complaints, grievance and disciplinary procedures will underpin the principles and objectives of this policy.

TYPES OF BULLYING

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

There are numerous forms that bullying behaviour may take. The following list is an example only:

- Undermining a person or persons
- Targeting a person or persons
- Manipulating an individual's reputation by rumour, gossip, ridicule or innuendo
- Excluding or isolating someone socially
- Intimidating a person or persons
- Physically abusing or threatening abuse
- Using aggressive or obscene language
- Making jokes that are obviously offensive to one individual by spoken word or e-mail
- Intruding on a persons privacy by pestering, spying and stalking
- Giving unreasonable assignments to duties which are obviously unfavourable to one individual

PREVENTION

Prevention of any form of bullying within the workplace requires the support of management and employees alike. The management shall ensure that its policy is, communicated at all levels within the organisation. It shall develop procedures and guidelines for the reporting and handling of complaints. Each employee shall, be made to feel comfortable in reporting incidents of bullying behaviour without fear of reprisal.

REPORTING

If at any time you feel you are being bullied or harassed you should report this to the appropriate person, supervisor or manager as detailed within the Company's Complaints procedure detailed within your Contract of Employment.

Alternatively you may register a formal complaint with the Bullying Response Unit in the Health and Safety Authority. (Telephone No. 01 6147016 or 6147139 for more information)

RECORDING

All reported incidents of bullying should be formally recorded. The complainant shall be required to provide a written account of any incident reported. Details of any action taken shall also be recorded in accordance with the complaints procedure. The management as evidence in any subsequent disciplinary action, investigation or claim shall retain these records indefinitely.

INFORMATION

Further information can be obtained from the following sources:

- **Labour Relations Commission**
(Telephone: 01 613 6700 Fax: 01 613 7601 Website: www.lrc.ie)
- **Equality Authority**
(Telephone: 01 417 3333 Fax: 01 417 3366 Website: www.equality.ie)
- **Department of Enterprise Trade and Employment**
(Telephone: 01 631 3131 Fax: 01 631 3267 Website: www.entemp.ie)
- **Health and Safety Authority: Bullying Response Unit**
(Telephone No. 01 6147016 or 6147139 Website: www.has.ie)

INCIDENTS - RECORDING & INVESTIGATION

POLICY

It is the policy within the Company to comply fully with the requirements regarding the notification of incidents and dangerous occurrences. The Company designates responsible persons with regard to all notification of incidents and dangerous occurrences to the Health and Safety Authority and the maintenance of all such records.

Good practice indicates that all employers should maintain systems for:

- ◆ Prevention of accident and dangerous occurrences.
- ◆ Investigation of accidents and dangerous occurrences.
- ◆ Analysis of types of incidents and dangerous occurrences and their underlying causes and trends within the organisation.
- ◆ Reporting of specified incidents and dangerous occurrences to the enforcing authority.

Any incident / accident at work should be investigated to establish its cause, regardless of whether it involves an employee, a work-experience trainee, self-employed person or contractor working on the premises, a visitor, or member of the public.

DEFINITIONS:

Incident

An unexpected occurrence, which upsets a planned sequence of events or actions resulting in loss of production, damaged plant and equipment and/or injury to personnel.

Dangerous occurrence

An unplanned event, which is specifically identifiable, is reportable to the enforcing authority.

Near miss

Any unplanned event, which has the potential to result in an actual injury, or dangerous occurrence. This definition does not include actual dangerous occurrences that are to be reported to the enforcing authority.

Reportable disease

A work-related disease or condition from which an employee or self-employed person is suffering and which has been confirmed by a medical practitioner.

CAUSES OF INCIDENTS

The main causes of incidents are:

- ◆ Lack of supervision and control.
- ◆ Unsatisfactory system of work.
- ◆ Poor housekeeping or maintenance.
- ◆ Insufficient training.
- ◆ Breach of instruction.
- ◆ Poor design and layout of the workstation.
- ◆ Mechanical failure.

ACCIDENT REPORTING

Accident Book / Accident Report

This is the first link in the chain of records required for accident investigation.

To be held in a place where all personnel have access to it.

Within the Company this is located within the Upper Stores Office with the First Aider – **Piotr Lobodziec**

It shall;

- ◆ include all accidents, however minor.
- ◆ be monitored on a regular basis by responsible personnel.

Co-operation by Employees

All Employees, contractors and self-employed persons engaged in work on the premises must report all accident and dangerous occurrences to their Manager as soon as possible

Recording and communicating result

It is the duty of every employer to retain records of reportable accidents etc. Any information specifically referring to an accident must be held for at least three years. The enforcing authorities are also very keen that all records should be held in an easily retrievable fashion.

NOTIFICATION OF AUTHORITIES

Legislation now requires that incidents at work within the guidelines below, must be notified to the Health and Safety Authority on the approved forms. The details must include what occurred, how it occurred and the type of injury caused.

The Authority must be notified using the appropriate forms if;

- ◆ A work accident causes the death of any employed or self-employed person.
- ◆ A work accident that prevents an employed or self-employed person from working for more than three days.
- ◆ Any accidents caused by any work activity that causes the death of, or requires medical treatment to, a person not at work e.g. a passer-by or visitor.

FIRST AID

POLICY

It is the policy of the Company to comply fully with the conditions of SI No 44 of 1993 regarding first aid in the workplace. The management shall ensure that arrangements, facilities, equipment and trained personnel are readily available for the application of first aid as needed.

FIRST-AID PROVISION

The level of service provided shall be appropriate to the risks identified in the workplace. Additional assessments may, be needed for site activities. These assessments need not be recorded however, their availability would be useful to justify the levels of service provided in the event of any safety investigation.

APPOINTED PERSON

The SI No 44 gives clear guidelines on the recommended numbers of trained personnel that should be available within an organisation dependant upon the size of the organisation.

The appointed First Aid personnel within the Company are:

-
-

All ‘First-Aiders’ must be competent and hold valid certificates of training. This will enable the ‘first-aider’ to :

- Take safe, prompt and effective action when an emergency arises
- Administer cardio-pulmonary resuscitation quickly and efficiently
- Administer first aid to unconscious, wounded or bleeding casualties
- Keep factual records and provide written information to a doctor if required

A nominated person shall be in attendance at the workplace at all times, where employees are in the building.

INFECTION CONTROL

It is recognised that there may be high levels of risk from infectious diseases when administering first aid (for example, Hepatitis B and HIV). Appointed ‘first-aiders’ should cover all exposed cuts/abrasions on their own bodies before treating any casualty.

Disposable plastic gloves and aprons should, be worn whenever blood or other body fluids are handled. All disposable items shall be disposed of in plastic bags. The work area shall be disinfected using bleach and soiled clothing washed on a hot cycle.

If any contact is made, with any person’s body fluids, the area should be washed immediately and medical advice sought.

FIRST-AID CONTAINER

A first aid box is provided, and its location within the office and Field Engineers Vehicles.

The recommended contents shall include but is not limited to:

- Guidance on first aid; one copy
- Assorted sizes of individually wrapped sterile dressings – (x 20)
- Sterile eye pads – (x2)
- Individually wrapped triangular bandages – (x2)
- Safety Pins – (x6)
- Medium sized, individually wrapped un-medicated wound dressings – (x6)
- Large sized, individually wrapped un-medicated wound dressings – (x2)
- Disposable Gloves
- Moist cleaning wipes
- Scissors

Medication, for example pain-relievers shall not, be held in the first aid box and appointed persons shall not administer or supply such items if requested.

When used all items shall be replenished immediately.

LIABILITY

Under normal circumstances, those administering ‘First-Aid’ are covered by employers’ insurance policy if they are sued for negligence by someone they have tried to help. However, the employer has a vicarious liability for actions by their employees, and is therefore responsible for any claims of negligence and any claims, regardless whether they are insured or not. This only applies if the person administering the ‘first-aid’ was trained and competent and was acting in a responsible manner.

RECORDS

Although not required, by law, it is good practice, to keep records of all incidents that require the administration of a ‘first-aid’

INFORMATION FOR EMPLOYEES ON FIRST-AID

The management of the Company shall ensure that all staff are suitably informed of the first-aid arrangements. These shall include but are not limited to:

- Who is trained and authorised within the Company to administer ‘first-aid’
- How accidents should be reported and recorded
- Where first-aid containers are located

DRUGS AND ALCOHOL MISUSE POLICY

The abuse of drugs, prescribed drugs or proprietary medicines by employees is seen as a serious infringement of Company procedures. Such abuse seriously affects the performance of an individual in performing their work safely and effectively.

It is the Company Policy that any employee knowingly attending work whilst under the influence of the above drugs or working under the influence of alcohol may be summarily dismissed.

To this end the Company may operate random drug & alcohol screening for all employees. All employees are expected to comply with any request for this medical screening. This will be considered a formal condition of employment. Failure to attend as requested will be regarded, as failure and dismissal proceedings may be applied.

Any employee selected for screening that is on prescribed drugs or medicines at the time of screening and is concerned as to the outcome of such screening must notify the management at that time. The Company in liaison with the nominated Medical practitioner shall consider their case.

All employees shall sign as having read and understood this policy and of agreement to participating in the screening process.

ALL EMPLOYEES WILL BE REQUIRED TO SIGN THE FOLLOWING DECLARATION.

I shall comply fully with all aspects of the Drugs and Alcohol Misuse policy and shall readily attend any medical screening that is deemed necessary by the Company. I accept failure to attend screening when selected or failure to notify the Company of any prescribed drugs or proprietary medications being taken at that time may result in summary dismissal in accordance with Company dismissal procedures.

Signed:

Date:.....

SCREENING FOR ALCOHOL AND ILLEGAL DRUGS

Workplace screening is now part of the Company's overall health and safety policy and is the process whereby persons provide a specimen analysis with the specific aim of determining whether any substance is present in their body. The screening policy will aim to detect whether any person has taken alcohol or certain specified drugs. Workplace screening MAY occur in the following occasions:

- Pre employment testing

All potential employees, before being issued with a contract of employment, may be required to undertake an alcohol and drugs test, and provide a negative result.

- Testing during employment will be conducted in the following circumstances:

- a. Accidents and incidents

Where an employee is involved in any accident at work resulting in harm to him / her or to others, or damage to property.

- b. Behaviour

Where a scheme co-ordinator or supervisor has reasonable grounds to believe that the use of alcohol or drugs may be affecting an employee's behaviour. Reasonable grounds will be deemed to exist but are not limited to the following examples:

- i. Where an employee during working hours is observed to be mentally or physically impaired and is deemed to be unable to perform work in an unsafe or productive manner.

- ii. Where an employee is involved in a fight, using threatening behaviour or language or is asleep on the job

- iii. Where an employee's manager has reason to believe alcohol or drug misuse may be responsible for unsatisfactory work performance or attendance.

- iv. Where evidence of alcohol or illegal drugs is detected on Company premises.

Any employee who is required to submit to the screening process for any of the above reasons may be suspended until management confirms the outcome of the results.

THE SCREENING PROCESS

Screening will follow recognised protocols. Breathalyser testing, for alcohol may, be completed by nominated staff as necessary. A nominated medical practitioner will undertake further screening when deemed appropriate. The individual will be asked, to sign as accepting the results and that testing was completed to their satisfaction and in line with recognised procedures.

The individual may request a second test to be carried out, if the first test proves positive.

During the test the individual will be given an opportunity to declare any drugs or medication that he/she may have taken in the days prior to the test.

Where an employee is reluctant to undertake a medical screen he/she will be counselled by the scheme co-ordinator as to the consequences of such action. The employee will be given a short period of time to consider his/her position before being formally warned about their continued refusal.

Where, following a warning, the employee withholds their consent to undertake a medical screen deemed necessary under this policy, such refusal will lead to action under the Company's Disciplinary Procedures that may result in dismissal.

CONSEQUENCES OF TESTING POSITIVE

In the event of an employee being, assessed as capable for work, he/she will, be subjected to close supervision in order to ensure the safety of themselves and of others.

A further test shall, be completed within after a 24 hr period.

Approximately one month later, a further test will, be conducted. If this also proves positive, the employee be subject to further disciplinary action and will, be suspended without pay until a negative result is, obtained. Only at this time shall the Company consider the return or dismissal of the individual concerned.

CHEMICAL & MATERIALS HAZARD DATA SHEETS

A file of Chemical Materials and associated Hazard Data sheets, shall be assembled by requesting the information from suppliers. Some data sheets may, be enclosed within the packaging.

The Materials Hazard Data Sheet for a specific material should, be shown to the user at point of issue so that he/she is aware of the dangers associated with using that material (e.g. glue, resin, paint, etc.). The Material Data Sheets shall, be kept accessible for emergency purposes, as they a very beneficial for early treatment knowledge and provision to emergency personnel in Hospitals.

The Materials Hazard Data Sheet usually indicates:

- (a) Physical Data.
- (b) Hazardous Ingredients.
- (c) Fire and Explosion Hazard Data.
- (d) Reactivity Data.
- (e) Spill or Leak Procedures.
- (f) Health Hazard Data.
- (g) Special Protection Information.
- (h) Special Precautions - Handling/Storage/Labelling.

VISUAL DISPLAY UNITS

Company recognises the hazards and risk associated with continuous use of Visual Display Units. Routine assessment and training for employees shall take place. Equipments shall be purchased that reduce the overall risks to employees. Ergonomics within the workstation shall be assessed and appropriate action taken in liaison with the user.

PART 6

TRAINING

INDUCTION

The Company recognises that all new employees need induction training that covers safety and other work related topics.

Workers are prepared and trained for their working environment through the following training given by the Manager/ Supervisor.

- (a) Given an understanding of the Safety Statement and their responsibilities under it.
- (b) Notified of the risks involved in their own job and in the factory in general together with the precautions necessary to prevent accidents.
- (c) Made aware of their responsibilities as employees to ensure their own safety and the safety of those affected by their activities under the Safety, Health & Welfare at Work Act 2005
- (d) Issued with personal protective equipment and made clear that it must be worn/used as and when directed.
- (e) Made aware of all company rules, safety, housekeeping, working attire, breaches of discipline, use of company property, timekeeping, absenteeism, reporting illness, smoking etc.
- (f) Introduction to fellow workers.
- (g) Given a tour of the working area, cautioned on any hazards that exist and have all welfare facilities pointed out.
- (h) Made aware of First-Aid facilities, location and person trained in First Aid.

Induction is tailored to the needs of the individual by the Supervisor, with care taken so that too much is not given too soon. Proper induction will minimise the anxiety of starting a new job, provide confidence and motivation and plays an important part in accident prevention. A record of all induction's are kept in the Safety Training Record.

WORK SPECIFIC TRAINING

First-Aid Courses

These courses are arranged by the Safety Officer, in conjunction with Company Management to ensure that someone trained in First-Aid is available at all times to all employees, as far as reasonably practicable.

Abrasive Wheels Training

Abrasive wheels training, will be provided, to all operators of power tools either fixed or portable with abrasive wheels. This training is carried out, by a specialist, training consultant and is arranged by the Managing Director.

Forklift Driver

Any person required to operate a forklift truck or MEWP will have received instruction and training by attending an operators training course. This course is given by a specialist, training consultant and is arranged by the Safety Officer.

SITE SAFETY Talks

A continuing programme of reinforcement of correct working practices at spaced intervals increases the probability of the worker performing in the prescribed manner. Therefore, training is, performed at regular intervals for small groups of operators with common interest and tasks. These “Site Safety Talks” are more effective than training in a large unrelated mixed group. The topics for these sessions are related directly to the employee’s tasks and will be carried out by Supervisors in charge and the Company Safety, Health and Welfare Manager.

2.4.6 Other Specialist Training

Other specialist training will, be provided on specialist equipment as required (e.g. manual handling, confined space, MEWP, various saws, welders, rotating machinery). No new or existing employee shall commence work on a machine they, are not familiar with, without first undergoing formal training in their use. This training would include relevant safety precautions, Safe Operating Procedures, watching experienced personnel carrying out the task. Thereafter, the operative shall carry out the task under supervision until deemed competent.

A record of all types of training is to be kept in the Safety Training File.