

New Roof
SAFETY STATEMENT
Safety Health and Welfare at Work Act 2005

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New Roof

MANAGEMENT DECLARATION

THE COMPANY RECOGNISE ITS RESPONSIBILITIES UNDER THE SAFETY HEALTH AND WELFARE AT WORK ACT 2005, THE GENERAL APPLICATION REGULATIONS 1993 AND CONSTRUCTION REGULATIONS 2001. IT ALSO ACKNOWLEDGES ITS OTHER LEGAL AND MORAL OBLIGATIONS TO PROVIDE FOR THE SAFETY AND HEALTH OF ITS STAFF, THE STAFF OF OTHER PARTIES WITH WHOM IT IS IN CONTACT AND THE PUBLIC AT LARGE. IT BELIEVES THAT WITH GOOD MANAGEMENT AND CO-OPERATION ACCIDENTS CAN BE AVOIDED. IT IS THE POLICY OF THIS COMPANY TO ENSURE, SO FAR AS IT IS REASONABLY PRACTICABLE, THAT THE PROVISIONS OF THE FOREGOING LEGISLATION ARE FULLY COMPLIED WITH AND THEREBY CREATE AN ENVIRONMENT WHERE RISKS TO SAFETY AND HEALTH ARE ELIMINATED.

THE FOREGOING IS THE STATEMENT OF SAFETY POLICY OF OISIN BUTLER LTD:

SIGNED:

New Roof, Managing Director.

DATE:

HEALTH, SAFETY AND WELFARE AT WORK ACT 1989

STATEMENT OF GENERAL POLICY THE OBJECTIVES

To prevent in so far as it is reasonably practicable during the work being undertaken any unplanned event which may directly or indirectly result in:

- (a) Injury to any persons.
- (b) Damage to, or loss of, any plant, equipment, property, or materials.

RESPONSIBILITY

The application and promotion of the Policy is the responsibility of the companies management.

Employees are under legal obligation to co-operate with management in achieving this aim.

OBLIGATIONS

The Policy is applicable to all Company employees, to all projects and operations carried out by the Company, and to all premises occupied by the Company either as owner or occupier of these premises or site.

All Company Employees are expected to abide by the principles of this Policy and are reminded that they also have a statutory duty not only to work in a safe manner but also to cooperate in all efforts made to ensure the satisfactory implementation of this policy.

APPLICATION

The following principles should be applied to all operations undertaken by the Company:

- (i) Precautionary Measures Suitable and adequate measures shall be taken to safeguard all persons, plant, equipment, property, materials or product likely to be exposed to any known or suspected hazards associated with operation being undertaken.
- (ii) Training Instructions
During the course of a project the Company Safety Officer/Safety Advisor shall arrange suitable safety seminars where required. All employees are required to attend and to confirm their attendance by signing a register.

Education

A series of Seminars/Tool Box Talks will be given at regular intervals. These will be conducted by Site Agent/General Foreman or outside consultants, as appropriate. The objective is to increase awareness of all employees on site, direct and indirect alike, of the importance of safety and the obligations of the employer and the employee to maintain and improve, where possible, a safe working environment.

Safety Obligations

The requirements of all Statutory Legislation or Code of Practice where applicable to the operations taking place shall be strictly observed.

Planning and Control

All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to a minimum.

Quality of Work

All work undertaken by Company Employees or Employees of Domestic Sub-Contractors shall be carried out and completed in accordance with the Company's Contractors shall be carried out and completed in accordance with the Company's Quality Assurance Standards or the Client's requirements.

Health and Welfare

Adequate provision shall be made for the welfare needs of employees whilst carrying out their duties.

SECTION 1 RESPONSIBILITIES

1.1 RESPONSIBILITY OF THE MANAGING DIRECTOR.

1. Ensure that an effective Safety Statement exists within the company and take responsibility for its implementation.
2. Ensure that adequate resources are available for the effective implementation of The Safety Statement.
3. Make safety a priority and show good example by having it high on the agenda when supervising work on site.
4. Make all provisions for safety at planning, estimating and tender stages.
5. Ensure that adequate arrangements exist for employees to make representations on matters of safety, health and welfare.
6. Ensure all accidents and dangerous occurrences are thoroughly investigated, cause identified and prevention procedures put in place.
7. Inform insurance company of any accidents likely to lead to a claim.
8. Inform The Health and Safety Authority (HSA) of any accident where an employee is absent from work for more than three days
9. Ensure that all risks are insured especially those in relation to injuries to employees, members of the public and loss or damage to property.
10. Review insurance and claims records periodically and make any changes deemed necessary.
11. Ensure that an evaluation of the extent to which The Safety Statement was put into effect is included in the company's annual report.
12. Obtain, where necessary, the services of a competent person to advise on safety and health, if such expertise is not available in the company.
13. Review the effectiveness of The Company Safety Statement annually and ensure that it is modified as necessary.
14. Ensure that any additional hazards which apply to a particular site that are not included in the main body of The Safety Statement are identified and inserted in an Appendix at the rear of this document.

1.2 RESPONSIBILITIES OF THE SITE FOREMAN.

1. Acquire a full and accurate knowledge and understanding of The Safety Statement and ensure that all employees, self-employed and sub-contractors are made aware of their responsibilities under it.
2. Ensure all sub-contractors make available a copy of their Safety Statement and agree to operate under the requirements of the company Safety Statement while operating on site.
3. Ensure so far as is reasonably practicable that safe systems of work are in place and adequate supervision is provided at all times.
4. Maintain a tidy workplace. Arranges for regular clean-ups.
5. Ensure that all access routes, walkways and doorways are clean and free of trip hazards.
6. Issue any personal protective equipment such as hard hats, safety boots, gloves, goggles, overalls, earmuffs, and dust masks to employees as is necessary.
7. Ensure all sub-contractor's personnel are issued with personal protective equipment as required by their employer.
8. Enforce the wearing of personal protective equipment for all on site.
9. Perform a safety check on scaffolding after it is erected and on a regular basis and record it in a scaffold register.
10. Perform a safety check on all electrical equipment, hand tools and site equipment and machinery.
11. Prepare report on any defects in tools, equipment, plant or machinery and organises their repair.
12. Ensure safe disposal of all waste material.
13. Ensure all accidents are recorded in the company accident book and persons receive proper medical attention and/or first aid.
14. Ensure that first aid box on site is properly stocked.
15. Investigate and report any serious accident as required.
16. Ensure all sub-contractors comply with The Site Safety Statement and safety procedures.

17. Instruct all employees in safe use of tools and equipment and general safe work practices.

18. Ensure that all visitors are issued with helmets and boots (if necessary) and accompanied while on site.

19. Ensure that unauthorised access is considered on all sites and that works or equipment is made as safe as reasonably practicable.

1.3 RESPONSIBILITIES OF EMPLOYEES.

1. Take reasonable care for their own safety, health and welfare and that of any other person that may be affected by their acts or omissions while at work.

2. Familiarise themselves with and always conform to, the companies Safety, Health and Welfare Policy as detailed in The Company Safety Statement.

3. Observe all safety rules and co-operate with their employers to comply with any of the relevant statutory regulations and directives.

4. Use any suitable appliance, protective clothing, convenience or equipment in such a manner as to provide the protection intended for securing their safety, health and welfare while at work.

5. Conform to all instructions given by The Safety, Health and Welfare Officer and others with responsibility for safety, health and welfare.

6. Use only as intended the correct tools and equipment for the jobs, with all appropriate safety devices and keep tools in good condition.

7. Report all accidents and damage to their supervisor without delay, whether persons are injured or not.

8. Direct any suggestions or concern on matters of safety and health to their supervisor or to the elected site safety representative.

Employees shall not;

1. Intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.

2. Carry out any tasks which they feel they are not competent to carry out or which involves unreasonably high risks.

1.4 SUB-CONTRACTORS AND SELF-EMPLOYED.

The self-employed and sub-contractor are controlled by the same safety, health and welfare legislation, and are legally and morally obliged to safeguard the health and safety of themselves and of others affected by their activities.

All sub-contractors, whether providing materials and labour or labour only, are considered to be self-employed and have the following legal and moral responsibilities;

1. To take all precautions, so far as is reasonably practicable, to avoid any risk to themselves or anyone else who may be affected by their acts or omissions.
2. Provide full and clear information to those who may be affected by their work activities, so as to minimise their exposure to risk.
3. Advise and warn any public persons (third party) who may be exposed to a dangerous situation resulting from their activities.
4. Provide their Safety Statement, familiarise themselves and comply with the client's Safety Statement and co-operate on all safety, health and welfare matters.
5. Produce evidence, when requested, showing employer's liability and public liability insurance appropriate to cover the scope of work is in place.

SECTION 2 ARRANGEMENTS

2.1 PERSONAL PROTECTIVE EQUIPMENT

1. This company will supply helmets, gloves, eye protection, ear protection, dust masks as necessary to all employees.
2. Safety boots with steel mid sole and toecap will be supplied to all employees in accordance with The National Agreement for the construction industry.
3. All sub-contractors will be responsible for supplying their own personnel with the same.
4. All equipment issued will be recorded and the employee's signature obtained.

General Guidelines

1. All persons on site will wear a safety helmet at all times.
2. All persons on site will wear safety boots with steel mid sole and toecap at all times.
3. All employees and sub-contractors must wear clothing suitable for their work, sufficiently tight fitting to avoid catching in objects or machinery.
4. All employees and sub-contractors must wear goggles, earmuffs, dust masks, safety harness, gloves etc. as required for their particular jobs or tasks.
5. No exemptions will be allowed for jobs which take "just a few minutes". Employees shall always use appropriate protection.
6. Always ensure that safety equipment is of right type, of good quality and in good condition and to an approved standard.
7. Safety harnesses and lifelines are used when other safeguards such as nets, planking or scaffolding cannot be used. All harnesses will be accompanied by an appropriate test certificate and checked before use for any wear or tear. Operatives are instructed in how to use the equipment safely.
8. All equipment and clothing is maintained in a hygienic condition, free of any defects and will be the responsibility of the user to ensure this.

Personal Protection

The Company provides the appropriate safety equipment to employees against hazards likely to be met in the course of work. Some of this equipment is detailed below.

Head Protection

Head injuries are usually caused by falling objects or striking against scaffolding, brackets, pipes, etc., and can have serious results. Always wear your helmet, adjust the harness of your safety helmet to give a proper fit - not too loose or too tight. **REMEMBER THE WEARING OF A SAFETY HELMET IS A CONDITION OF EMPLOYMENT AND YOU ARE NOT ALLOWED TO ENTER THE WORK AREA UNLESS YOU ARE WEARING YOUR HELMET.**

Eye Protection

Eye protection is advisable in many situations and for some processes is required by law. **YOU MUST WEAR EYE PROTECTION FOR THE FOLLOWING JOBS:**

- (i) Striking of masonry nails by hand or power tools.
- (ii) Use of cartridge tools.
- (iii) Use of high speed metal cutting saws or abrasive cutting of wheels.
- (iv) Drilling, cutting or breaking of concrete, brick, block, tile, stone, metals, plaster and similar materials.
- (v). Electric arc and gas welding.
- (vi) Use and dressing of abrasive wheels (grinders).

AND A NUMBER OF OTHER PROCESSES LISTED IN THE REGULATIONS.

Ear Protection

Of the many causes of deafness, exposure to excessive noise is one that can be guarded against, European Communities (Protection of Workers) (Exposure to Noise) Regulations, 1990. Investigations have shown that exposure to high noise levels, whether at work or elsewhere, can cause damage to the ear mechanism, and if unheeded may lead to permanent deafness. High noise levels may be caused by a single operation or process, such as grinding, drilling, the operation of a pneumatic drill, cartridge tool or may be produced by machinery. When noise on the job is likely to be excessive suitable ear protection such as ear defenders will be provided. Wear the ear protection provided whenever it is necessary.
Noise over 85dB(A)

- Employer will provide adequate information on the risk of noise exposure to employees.
- Employer will make every effort to reduce the risks resulting from exposure to noise.

- Employer will make hearing protectors available and provide training in their use.

Noise over 90dB(A)

- Employer will identify and indicate high noise level areas where hearing protectors must be worn.
- Employer will identify the noise source(s) and reduce the exposure of workers as far as is reasonably practicable.
- Employer will inform workers of the steps taken to reduce the noise.
- Employer will supply hearing protectors which should be adequate to reduce the noise exposure to less than 90dB(A).
- Workers will be given a choice of hearing protectors and they must be worn.

Hand Protection

Some jobs call for the use of industrial gloves to protect the hands against sharp edges or rough materials, i.e wire ropes or sheet metal. Suitable protective gloves will be provided where necessary and should be worn for the job for which they are intended. Hands should be washed frequently and thoroughly.

Rain Gear

Waterproof clothing will be provided for employees required to work in wet weather and rubber safety boots for work in muddy conditions.

Safety Boots

It is a condition of your employment that safety boots incorporating steel toe-caps and reinforced mid-soles be worn on site at all times. These will be provided for you in accordance with the terms of the Registered Agreement.

Personal Protective Equipment

1. The necessary work and rescue equipment, including lifelines, harnesses, belts, stretchers, mobile cranes or hoists, etc. shall be immediately available at all times. A safety harness must be worn where there is a risk of falling more than two meters and scaffolding is not provided.
2. Suitable eye and face protection, and protective clothing shall be worn by employees exposed to physical hazards. Clothing should be close fitting and appropriate to the task with full length sleeves.

High Visibility Vests

High visibility vests are essential in dense trafficked areas on site. In the event that our operations entail working on the public highway all personnel shall wear High Visibility Vests at all times.

2.2 ACCIDENT INVESTIGATION AND REPORTING.

Accident Reporting Procedures

1. All accidents are reported to the Site Foreman immediately or without unreasonable delay.
2. All injuries received at work are recorded in the company accident book. An accident which disables a person for more than three days is a reportable accident and will be notified to H.S.A. on the prescribed form. When a serious accident occurs the foreman on site or other nominated person takes charge of the proceedings and the procedure is as follows;
3. Observe accident location and status of injured person.
4. If there is a risk of further injury move injured person to safety, otherwise do not move.
5. Call for immediate medical assistance or emergency service.
6. See that first aid is administered as required.
7. If emergency services are summoned ensure they are given exact location and ensure they can access the site as near as possible to the injured person.
8. Appoint a suitable person to travel with the injured person and establish location of hospital.
9. Notify family of injured person and if required arrange for them to be transported to the hospital.
10. Ensure that the scene of the accident is not disturbed and if H.S.A. are to inspect the scene do not move anything unless further serious risks have to be avoided.
11. Gather all information immediately about the accident and what led to it.
12. Take photographs or draw sketches of the scene to include measurements.

13. Obtain statements from all witnesses, write them down as they are given and get a signature.

14. Enter the accident in the company accident book.

15. Complete Accident Report Form and send it to insurers and H.S.A. as appropriate.

16. Give every assistance to the H.S.A. inspector if/when they carry out the investigation.

2.3 WELFARE FACILITIES.

Toilet Facilities A flushing toilet will be installed on site with washing facilities. If this is not possible a chemical toilet unit will be provided and separate washing facilities set up with running water, cleanser and means for drying hands.

First Aid A stocked first aid kit will be kept with the site foreman in the site office or company van and will be maintained and restocked as necessary. Sub-contractors will have a first aid kit for their employees.

Fire Fighting Equipment Site offices will be equipped with a suitable fire extinguisher.

SECTION 3 GENERAL HAZARDS ON SITE

- 3.1 **Housekeeping** A tidy site and workplace is generally safe. Help to keep working areas, walkways, corridors, stairs, etc., clear of materials and rubbish. Stack materials in a safe and tidy manner, avoid obstruction in the work area. Remove packaging, off-cuts, etc., to storage bins as they are likely to cause fires. Help keep canteens and toilet facilities clean and tidy. Remember, good housekeeping also applies to the public highway, avoid the spillage of rubbish or excavated materials when being transported off site, carelessness may result in injury to a member of the public.
- 3.2 **Nails** Beware of nails protruding from timbers. They may cause accidents and the injury can be especially dangerous when the nail is rusty. Nails must always be knocked down or removed. This applies particularly to shuttering or battens from packing cases, dismantling huts, etc., any sort of timber, if it has nails sticking out. It is the responsibility of the carpenter involved in this work to ensure that instruction is carried out. If the timber is scrap it must be removed to the designated storage area for disposal.
- 3.3 **Manual Handling and Lifting** Many injuries are caused by incorrect methods of handling and lifting and could be avoided by observing a few simple rules:
- Keep your back straight when lifting.
 - Have your feet in the correct position.
 - Keep your arms close to your body and your chin in.
 - Get a good grip on materials with both hands.
 - Use your body weight.
 - Get assistance if you cannot lift the item on your own
 - Beware of sharp edged materials - use gloves where necessary.
 - Avoid any hazardous manual handling operations, where possible.
- 3.4 **Hand Tools** Many accidents are caused every year by the incorrect or careless use of hand tools, or by failure to keep them in good working order and in a safe position. Hand tools themselves cannot cause accidents only human error, lack of knowledge or common-sense, carelessness or not using the right tool for the job. Check tools regularly and every time before use, if worn or damaged, obtain a replacement. All electrical hand tools for use on site must be 110V ensure that guards have not been interfered with or bypassed. Extra vigilance is to be taken by operatives in wet weather when using hand tools on site.

3.5. Hazardous Materials Most materials, liquid, solid or gaseous, can be hazardous even water, but some materials are more hazardous than others, and call for special precautions. The manufacturers hazard data sheets will detail the measures to be taken. Hazardous materials which call for special precautions are those which are flammable (likely to burn), toxic (poisonous), or irritant to the human body in some way. When your job involves the use of, or working near, such materials you will be provided with suitable protection which you must use. If you come across such hazards in the course of your job which was not anticipated inform the Site Foreman immediately.

Handling problems with hazardous products can be avoided by ensuring workers obey the following simple rules:

1. Maintain personal cleanliness at all times.
2. Prevent skin contact.
3. Wear clean protective clothing. If clothing does become contaminated, it should be removed and washed before reuse or disposed of where appropriate.
4. Do not put contaminated articles in your pockets.
5. Protect eyes from possible splashes.
6. Wash you hands thoroughly before eating, etc.
7. Mix and handle resin products and solvents only in well ventilated areas, and in accordance with manufacturers recommendations. Ventilation must be sufficient that the occupation exposure level (OEL) for the product is not exceeded in the workplace. Where this is not possible, air supplied breathing equipment should be worn.
8. Avoid raising dust when mixing fine fillers.
9. Do not smoke or eat when working with these types of products.
10. Take precautions to prevent flames or sparks.
11. Persons with a history of Asthma or skin disease should wherever possible avoid working with hazardous materials.
12. Hazardous materials should only be applied by trained operatives using the correct equipment. It is advisable to use a barrier cream. This should be re-applied after washing before recommencing work.

13.If you smoke, do so in the designated area only.

Storage of Hazardous Materials.

1. All products should be stored in accordance with manufacturers recommendations.
- 2.Store in a clean dry place.
3. Store out of direct sunlight.
4. Flammable materials must be stored in a “Flammable Store”.
5. Never store near food, canteen area or wash area.

Substances Hazardous to Health

A register of all substances hazardous to health will be kept in the main site office. All materials arriving to site will be registered. A copy of the technical literature associated with the materials shall be kept in an appropriate hazardous substances file. The appropriate protective clothing and equipment shall be issued in order to ensure the safe use of the hazardous material.

Substances which arrive on site without the appropriate technical information will not be issued to personnel. The register of materials hazardous to health will be maintained by the health and safety coordinator.

Transport of Hazardous Materials

1. Care must be taken to ensure that the products are transported in a safe manner and in accordance with manufacturers recommendations.
2. Avoid exposure to rain or extremes of temperature.
3. Hazardous materials should be transported separately.
4. When transporting flammable products all regulations should be complied with in full.

Disposal of Empty Containers & Spillage's

1. Empty containers may contain residues of hazardous products and must be removed to the waste disposal bins.
2. Spillage's should be contained, wherever possible, and absorbed with an inert substances.
3. Liquids must not be allowed to enter drains, rivers or canals.

Asbestos

You must be aware of the potential hazard involved with asbestos especially blue asbestos (crocidolite). The requirements of the Factories (Asbestos Processes) Regulations 1975 and European Communities (Protection of Workers) (Exposure to Asbestos) Regulations 1989 must be adhered to and if in any doubt you should report to your Foreman immediately.

3.6 Working in Confined Areas

Definitions

Confined and enclosed space means any space having a limited means of access/egress which is subject to the accumulation of toxic or flammable contaminants or may have an oxygen-deficient atmosphere. Confined or enclosed spaces include, but are not limited to, caissons, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 1.22 meters in depth, such as, manholes, tubs, vaults and vessels.

Requirements

Employees required to enter confined or enclosed spaces will be instructed as to the:

- Nature of the hazards involved.
- Necessary precautions to be taken.
- Use of emergency and protective equipment required.

Emergency Lighting

Emergency lighting shall be provided at all means of access/egress. When this is not practical, flashlights shall be provided to persons required to enter confined spaces which are subject to blackout.

Fire Protection

The following conditions shall be maintained in confined or enclosed spaces at all times:

1. Access ladders, floors, components, etc., which require protective wrapping shall be covered with flame retardant material.
2. Flammable liquids (i.e. acetone, alcohol, etc.) must be stored in accordance with manufacturers recommendations, and the amount of such flammable liquids shall not be in excess of the amount necessary to perform the work each day.
3. Proper fire extinguishers shall be immediately available.
4. Cylinders containing oxygen, acetylene, or other fuel gases shall not be taken into confined or enclosed spaces.
5. All rags, brushes, wipes, gloves, etc., shall be stored in metal containers with lids.

6. Current pre-fire plans (evacuation, rescue, equipment, notification, etc.) must be in effect.

7. Flammable gas equipment, hoses, etc., shall be free of defects and inspected by the user prior to such operations and shall be adequately covered to prevent ignition.

8. For the elimination of possible fire in enclosed spaces as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch shall be positively shut whenever the torch is not to be used or whenever the torch is left unattended for a substantial period of time such as during the lunch period. Overnight and during the change of shifts, the torch and hose shall be removed from the confined space. Open-end fuel gas and oxygen hoses shall be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.

Fire Prevention

1. Equipment used in conjunction with "Hot Work" shall be inspected to ensure it meets the relevant Safety Standards.

2. Before "Hot Work" commenced a "Hot Work Permit" shall be obtained from the Client's Authorising Representative.

3. All instructions from the Client's Authorising Representative relating to fire prevention shall be complied with promptly and in full.

4. A Fire Watcher shall be allocated to the work area where there is a definite risk of fire.

5. Site personnel shall, at all times, adhere to safety notices, warning signs and prohibitive notices displayed on site.

6. The appropriate safety equipment relating to specific operations shall be worn as and when directed.

7. Flammable liquids, when permitted at the workplace, shall be restricted in quantity to the immediate requirements.

8. All compressed gas cylinders shall only be used in an upright position and shall be firmly supported.

9. Good housekeeping is essential in preventing fire, all work areas shall be cleaned on a regular basis and waste materials shall be stored in approved containers.

10. Smoking may be permitted in specific designated areas. All site personnel shall comply with this requirement.

Communications

Communication shall be maintained with all personnel in enclosed or confined spaces by personnel outside those areas. This shall be accomplished by utilising one of the following methods:

- (i) Visual
- (ii) Voice
- (iii) Telephone
- (iv) Two way radio.

Rescue

Whenever work is performed in a confined or enclosed space, emergency rescue must be anticipated. In the event of an emergency, the Site Safety Officer will coordinate rescue efforts with the First Aid and Rescue Team. Frequent drills shall be conducted with this team in order to develop skills and establish procedures for emergency rescue, including communications, handling the sick or injured, and use of rescue equipment.

Available equipment should include:

- (i) Stretchers
- (ii) Safety belts and harnesses
- (iii) Lifelines
- (iv) Emergency respiratory equipment; air pacs, 5-minutes escape capsules, resuscitators.
- (v) Flashlights.
- (vi) Communications equipment; radios.
- (vii) Crane or hoist.

3.7 Trafficked Areas

The movement of H.C.V. Trucks in and out of the Site is a particular hazard. Employees shall be made aware of this particular hazard and wear high visibility vests, as the weather conditions dictate.

Signs shall be erected to caution personnel as to highly trafficked areas and instructed to be extra vigilant in these areas.

3.8 Precautions in Relation to Specific Scope of Works.

Precautions to be taken for specific elements of the works shall be addressed in individual

Method Statements for the works concerned.

SECTION 4 WORKING PLACES/ SCAFFOLDS/LADDERS

4.1 Working Places.

Many accidents are caused by untidy conditions. Keep your place of work tidy, whether in a workshop, on site, or on a scaffold. Keep walkways clear of materials and rubbish that may trip you or your workmates. Never leave tools or materials lying about at height. Never throw tools or materials down from a height. Ensure that no tripping hazards are created for yourself or others with electrical leads, hoses or discarded materials. Help keep canteens, toilets, store places clean and tidy, remove all rubbish to the storage bins provided - Good Housekeeping starts with you.

4.2 Scaffolds

Scaffolding shall be erected only by trained and competent personnel. When scaffold is completed it shall be inspected thoroughly and hand over certificates shall be dated and issued on completion. The scaffolder shall ensure that the scaffold complies in all respects to the descriptive content of the certificate. Operatives shall be made aware that it is their duty to maintain a safe work manner at all times while working on scaffolding and are obliged to report any defects in the structure of the scaffolding in the course of their work.

All temporary working platforms must comply with the Construction (Working Places) Regulations. Working platforms whether fixed or mobile must have guard-rails and toe boards except when less than 1.98 meters high. All platforms must be properly boarded and if scaffolding is incomplete must carry a notice to that effect "DANGER INCOMPLETE SCAFFOLDING"

Never go onto a scaffolding which carries such a notice. Scaffolds must be inspected by the General Foreman once a week and the results recorded in CR.

Boards or handrails should never be removed from a scaffolding unless instructed to do so by a supervisor. The scaffold should also be inspected before dismantling it. Scaffolding should not be climbed. Use ladders provided.

4.3 Excavations

Whenever it is necessary to work in an excavation care must be taken to see that precautions are taken against the danger of collapse of the sides or of spoil back from the edge of the trench.

A safe means of access and egress shall be provided for persons to reach places of safety in the event of an inrush of water or material.

Excavations over 1.2 meters deep should be shored or battered to a safe slope. Always take extra care during or after rain, or when there is the possibility of

vibration, i.e. passing traffic. Make sure that suitable markers are put around the excavation and the spoil heap to protect others from danger, especially young children who may wander onto the site. Excavations and cofferdams must be inspected at least once a week by a competent person and the result recorded in C.R. 9 by Foreman.

4.4. Ladders: Many accidents happen every year involving the use of ladders. Help to avoid accidents by checking the following:

- (i) Ladder sound - no missing or broken rungs or stiles.
- (ii) Ladder placed on firm, level base.
- (iii) Ladder reared at correct angle - one foot out at base for every four feet rise.
- (iv) Ladder securely lashed at top to prevent movement. If this cannot be done someone must hold the base.
- (v) Ladder extends 3 ft. 6 ins. beyond edge of landing place.
- (vi) NEVER paint a ladder.
- (vii) Wooden ladders with wire supports shall not be used in the vicinity of electrical power supply.

4.5. Folding Steps, Platform Steps and Trestles

Check before use for soundness of timber as with ladders. Use only a firm level base. Check that hinges, cords or restraining stays are in good order.

SECTION 5 PROCEDURES IN RELATION TO SPECIFIC TASKS

5.1. Permit to Work System

Introduction

Within 'restricted areas', NO work may be carried out unless a permit to work has been obtained or specific permission has been given (signed authorisation on the application to work form). The permit to work will ensure that all persons working under its conditions understand the requirements and precautions that are listed.

Types of permits are as follows:

- Hot Work Permit
- Cold Work Permit
- Entry Permit
- Electrical Permit
- Radiography Permit
- Isolation Confirmation Certificate
- Plant Cleaning Certificate
- Clearance for Excavation
- Clearance to Move Heavy Equipment

Procedure

- (a) Application to work form is completed.
- (b) Client make the necessary isolations etc.
- (c) Foreman sign for permit as received and understood.
- (d) Foreman ensures that all others working on the isolation understand the conditions of the permit.
- (e) Permits must be returned to Client daily unless otherwise approved by Site Management or as stated on the permit.

NOTE:

- (a) At no time must persons work in an area without a valid permit in operation.
- (b) If a permit is suspended pending materials/drawings etc. a thorough inspection of the isolations will take place before re-issue.
- (c) Any Engineer responsible, a Supervisor Safety Officer may stop a permit.

5.2. Oxy-Acetylene/Propane Use

Introduction.

Any burning operations which are to be carried out in 'Restricted Areas' shall only be permitted whilst controlled by a 'Hot-Work' permit and conditions for the permit must be strictly adhered to.

General Procedures.

- (a) All oxy-acetylene gas bottles when in use, shall be fitted with flash-back arrestors
- (b) Cylinders shall be transported properly i.e. either bottle trolleys or quads.
- (c) Cylinders, when in use shall be in the vertical position.
- (d) Cylinders shall only be hoisted by use of a proper cage (never a sling, whether full or empty).
- (e) Cylinders shall never be subject to excessive shock, rough usage or used as 'rollers'.
- (f) Cylinders shall not be taken into confined spaces.
- (g) When not in use, all cylinders shall be turned off.
- (h) Oxygen cylinders shall be stored apart (at least 3 meters from fuel gas).
- (i) Storage areas shall be easily accessible and away from buildings and other fuels etc.
- (j) All cylinder fittings and ancillary equipment shall be as recommended by the manufacturers.
- (k) Hose connections shall be of the approved type (crimped) not jubilee connectors.
- (i) Hoses and equipment shall not be left on grounds whereby they cause a tripping hazard or could be subject to damage.
- (m) A fire extinguisher shall always be sited close to burning operations.

9.3. Battery Operated Equipment, Matches & Lighters

5.3. Battery Operated Equipment, Matches & Lighters

Battery Operated Equipment

1. Equipment which is operated by means of a battery that is not approved (i.e. flameproof or intrinsically safe) such as calculators, radios, torches, photographic equipment etc., are strictly prohibited within 'RESTRICTED' areas.

2. Where the use of photographic equipment is required, this shall be carried out under a 'HOT WORK PERMIT'.

3 Battery operated electronic digital watches are allowed in restricted areas, battery operated hearing aids are NOT, unless certified by the H.S.A. Site Supervision shall satisfy themselves that certificates exist.

Matches and Lighters

4. The carrying of either matches or lighters is strictly prohibited in 'Restricted' areas. Safety matches or flint guns will be issued to personnel who need them.

5. Where there is a controlled entry (i.e. Security Gate) at a restricted area, all sources of ignition shall be handed in and returned on departure.