Health & Safety Management System
May 2015

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Murjoy Limited Health & Safety Statement

This document has been prepared in accordance with the Safety, Health & Welfare at Work Act 2005. Amendments may consist of changes to individual sections or respective content, not necessarily the document as a whole. Formal revisions shall be detailed on the following table.

Document Title

Murjoy Limited Health & Safety Statement

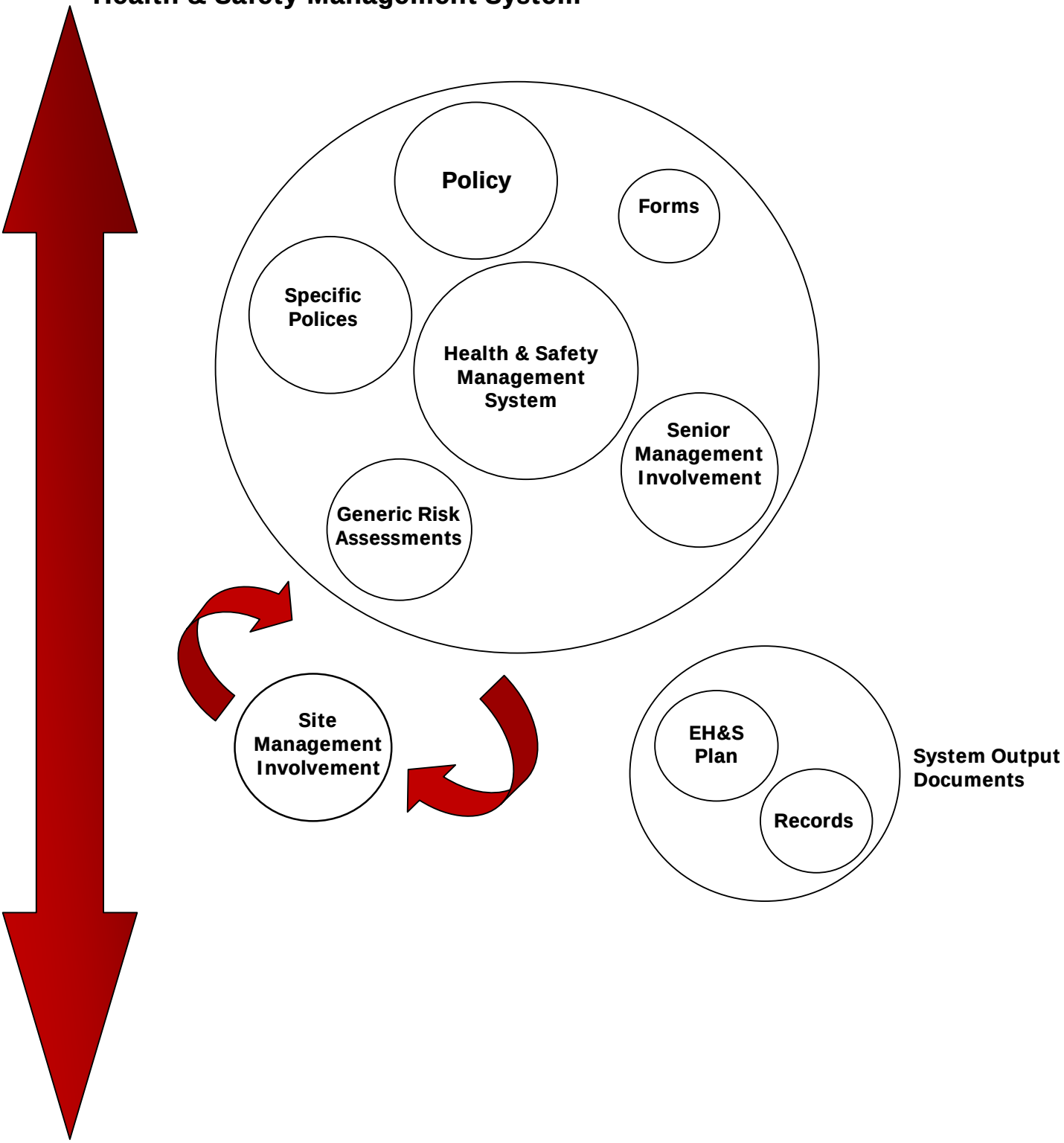
Revisions

Rev	Issue Date	Status	Author(s)	Items
Rev 01	01/03/08	Previous	Michael Murphy	• Previous Versions of Safety Statement.
Rev 02	01/09/10	Release	David McCarthy	• Update document in accordance with requirements of Safe T Cert. • Update to SHWW Construction Regs 2006.
Rev 03	01/01/12	Release	David McCarthy	• Update document in accordance with Management Review 2011.
Rev 04	20/03/13	Release	Michael Creed	• Update document in accordance with Management Review 2012.
Rev 05	27/02/14	Release	Michael Creed	• Update document to take account of the Safety, Health and Welfare at Work (Construction) Regulations, 2013 (SI 291), and update document in accordance with requirements of Safe T Cert audit 2013
Rev 06	18/05/15	Release	Michael Creed	• Update document in accordance with requirements of Safe T Cert audit 2014.

Rev Prepared by

Ann Horgan Murjoy Limited & Michael Creed HSS

Murjoy Limited
Health & Safety Management System



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The activities undertaken by Murjoy Ltd as a Company is covered by the provisions of the Safety, Health & Welfare at Work Act 2005 and its subordinate legislation (Notably the Safety, Health and Welfare at Work (Construction) Regulations, 2013) which requires health and safety to be managed effectively.

The Managing Director of Murjoy Ltd accepts that the principal objective of safety management is the identification and control of risks in the workplace. This will be achieved by senior managers, managers and supervisors taking responsibility for health and safety in their areas of work and ensuring that adequate arrangements are in place and communicated, in order to reduce significant risks to company employees (and agency staff and contractors) and others who may be affected by our work.

Safety has to be a team effort led from the top and it must have the support of the entire workforce if a positive safety culture is to be developed and maintained within the Company. In particular, so far as it is reasonably practicable, managers and supervisors will identify hazards and assess risks associated with:-

- the provision of a safe workplace with safe access and egress;
- the provision of safe equipment with all workplaces;
- the provision and communication of safe systems of work;
- the provision of adequate personal protective equipment;
- the proper control of substances hazardous to health; and
- the provision of a healthy working environment;

To ensure that health and safety risks are controlled, together with senior manager, managers and supervisors, will address and review:-

- policies and procedures for health and safety;
- the delegation of responsibility;
- the effectiveness of supervision;
- the suitability of any arrangements and the need for written procedures,
- guidance or other documents;
- consultation and co-operation between management and the workforce; and
- the provision of sufficient resources at the time of budget-setting.

The senior management gives full support to this policy, together with all health and safety arrangements within all premises and work environments controlled by the company. The senior management will actively encourage and support all those who comply with and maintain safe working practices.

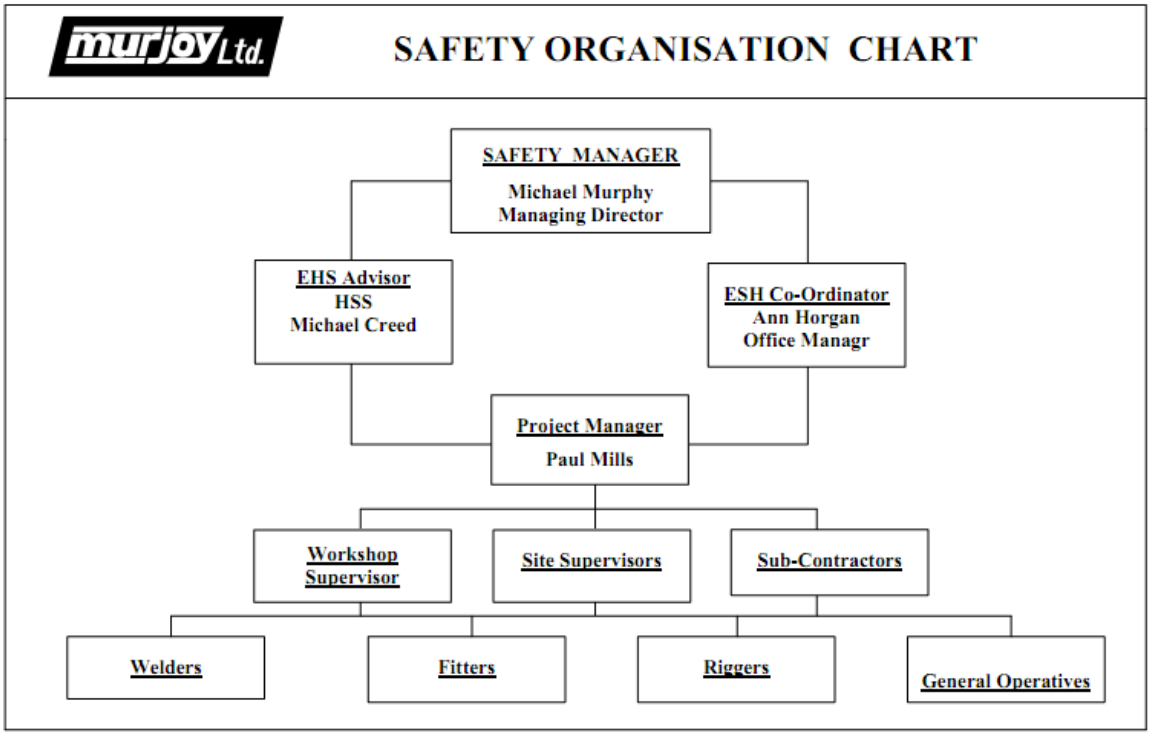
Lastly, it is our objective to provide the necessary resources & commitment to the continuous development and improvement of the safety management system. We will endeavour to set and review objectives which will enhance the system whilst also ensuring they are met or exceeded.

SIGNED: .....

Mr. Michael Murphy
Managing Director

DATE: 18th May 2015

2. Organisational Chart



3. Safety Management & Control

INTRODUCTION

Murjoy Ltd. is a mechanical engineering private limited company founded back in 1976, initially for small to medium sized carbon and stainless steel projects, Murjoy Ltd. has grown into one of the most prominent and well respected companies in Ireland over the past 37 years The head office is situated in Whites Cross Cork, which includes extensive modern purpose built fabrication facilities with both covered and open storage areas. We also boast a plant and transport maintenance and storage depot.

Murjoy aims to provide the highest standards of services to its clients, in the knowledge that all its employees operate in a safe and healthy working environment. Our core activities are mechanical engineering in the pharmaceutical/biopharmaceutical, chemical, Oil/Gas and Food/Beverage industries. Our loyal workforce of engineers, estimators, coded welders, pipe fitters, fabricators and riggers help us successfully span out into these sectors. Staying within our core value we have the ability to provide an impressive array of services to our clients including pipe and steelwork fabrication, welding to the highest specification, heavy lifting, shot blasting and protective coating and supervision

Pharmaceutical / Biopharmaceutical

We have been a prominent figure in the materialization of multi-national pharmaceutical development in Ireland since our creation. We pride ourselves on being specialists in the manufacturing of all stainless steel and carbon products.

Using the latest and highest quality technologies for design coupled with a highly skilled workforce of pipe fitters, welders, riggers etc we provide the highest standards of work while also complying with all health safety and environmental standards.

Due to the pharmaceutical industry being so specialised we ensure all works carried out is provided with full traceability for pipe fabrication, welding and testing.

Documentation from tender stage to project set up and progressing to project completion is handled by our quality manager and is of the highest quality at all times

DAIRY FOOD & BEVERAGE

With such a high quality driven industry as the food and beverage sector, Murjoy prides itself on upholding the highest of standards of quality and safety at all times. The delicacy of this work is paramount in the planning, undertaking and documentation of all works carried out during each process.

With ever increasing government regulations Murjoy ensures each project has a detailed but coherent business process and clear traceability procedures implemented at all times.

Each of our projects are carried out in one of our two purpose built fabrication workshops. One strictly for stainless steel works only and the other for carbon and mild steel projects. We also boast a purpose built shot blasting unit with high grade finish on all pipes and also carry out high quality protective coating and painting for all works carried out.

Modular

Modular creation is an approach that can subdivide a system into different components, and/or create off site stand-alone solutions which can be easily transported and re-located where necessary. Modular solutions are used to limit on site work and reduce costs, both of which Murjoy has achieved impeccably well throughout its manufacture of each of its modules.

Murjoy ensures the modules are manufactured within a controlled environment where project times, quality, safety and all related challenges are manageable. We also ensure all work carried out is accompanied with full documentation and traceability.

All pipe fabrication, welding and related testing is carried out at our site office in Whites Cross with all piping, tanks and related components being then transported to the related site for the modular construction. To ensure the construction of each module is completed with the highest quality we can draw on riggers, detail design personnel and supervisors of the highest level of certification to ensure this is our core strength.

Oil & Gas

Murjoy has excelled in the area of Oil & Gas over the past 30 years. We have become a lead figure in contract work for Bord Gais, who run the national grid in Ireland. Our specific expertise in this area is the laying of underground gas pipelines and to date this has spanned in excess of 100 kilometers.

We also provide expertise in the area of AGI (above ground installation) manufacturing. These areas are located at various stages of pipelines which allow the reduction of the gas pressure.

Testing is another important area of work Murjoy is involved in regarding the gas industry. All major water bath and heat exchangers must be tested regularly and Murjoy is highly skilled and capable of carrying out this work in a safe working environment.

We can provide the qualified personnel for heavy lifting, testing and re-installation of all water bath and heat exchangers to insure all work is carried out in a safe and environmentally friendly manner

WHAT IS THE SAFETY STATEMENT?

The Safety Statement is the written policy of Murjoy Limited detailing how Safety, Health and Welfare at Work, along with all related matters are being managed.

WHO SHOULD READ IT?

Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to employees.

VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES

Any person visiting, working or attending our workplace for any reason, or for whom we carry out work, is invited to read the Safety Statement.

UPDATES AND AMENDMENTS:

Changes will inevitably occur from time to time in sections of our operations. These will be recorded in this Safety Statement.

NEW LEGISLATION & STANDARDS:

Murjoy Limited will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

REVIEW OF SAFETY STATEMENT

Management must review this Safety Statement at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary. These changes are to be discussed with the workforce concerned by Management.

4. Responsibilities

It is the duty of employees at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function but ultimate responsibility still lies with the named individual.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

4.1	Managing Director of Murjoy Limited	Michael Murphy
4.2	Health & Safety Consultant	HSS – Michael Creed
4.3	Health and Safety Co-Ordinator	Ann Horgan
4.4	Project Managers	Michael Murphy / Paul Mills
4.5	Site Managers	
4.6 -	Section Foremen / Chargehands	
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4.1 Managing Director of Murjoy Limited

As the person responsible for the effective management of the company, **Michael Murphy** has the ultimate responsibility to represent the firm in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this safety statement document. In accordance with the general duties placed upon them under the Safety, Health & Welfare at Work Act 2005, Michael Murphy of Murjoy Limited shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first hand interest in the Safety Statement and to support those whose function it is to implement it.
2. Provide the resources necessary, in terms of time, effort and finance in order to promote Health and Safety in this workplace.
3. Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
4. Ensuring the design, provision and maintenance of plant and machinery or any other articles are safe and without risk to health.
5. Ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent.
6. Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health.
7. Providing and maintaining facilities and arrangements for the welfare of his or her employees at work.
8. Providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees.
9. Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.
10. Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of our employees when identifying hazards and carrying out a risk assessment as per the requirements of the Health & Safety at Work Act 2005, and subsequent related regulations and ensuring that the measures take account of changing circumstances and the general principles of prevention
11. The directors shall ensure that any measures taken by him or her relating to safety, health and welfare at work do not involve financial cost to his or her employees.
12. Take an active part in reviewing any relevant Reports and Audits, relevant changes and improvements (and prioritising these) and ensure that Health & Safety is taken into account at the planning stage of all new work.
13. Ensure that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow employees and others, who may be affected by their work.
14. Ensure that all staff are competent in their own individual tasks.
15. Ensure that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
16. Ensure that the 'Safety Policy' is understood, by all employees by allowing each employee access to the Safety Policy. When changes / amendments occur, ensure these are appropriately circulated.
17. Ensure that all employees accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.

4.2 Duty of the Health & Safety Consultant – HSS – Michael Creed

1. Establish and monitor Health & Safety performance standards.
2. To record the accident statistics and present the information in an appropriate form for the use of Directors and Managers to measure Health and Safety performance and in monitoring the effectiveness of the policy.
3. Co-ordinate all Health and Safety activities and provide support and advice for all areas and levels of the business.
4. Monitor the effectiveness of Health and Safety policies and procedures.
5. Maintain Health and Safety policies, procedures and systems are up to date within legislation and best practice.
6. Ensure that generic method statements and risk assessments are published, maintained and available for site management.
7. Maintain medical and immunisation records, where applicable.
8. Undertake Health and Safety audits and inspections on a regular basis, complete reports and issue to Site/Yard managers and copy in Senior Management.
9. Provide Health and Safety Advisor reports and follow up corrective/preventative actions with Contract/Site Managers.
10. Investigate accidents and near misses, compiling reports and where necessary making recommendations to prevent recurrence.
11. Liaise with authorities i.e., HSA, EPA, Local & Fire Authorities etc, and report all accidents.
12. Provide timely, clear and concise written and verbal communication in all Health and Safety matters.
13. Liaising with training officers to promote a health and safety programme, to secure regular training of employees and to coach frontline supervisors to develop and maintain safe working conditions.

4.3 Duties of Health and Safety Co-Ordinator – Ann Horgan

1. Prior to work starting on a new project ensure the relevant documentation is in place, this includes Murjoy Ltd's site safety folder, construction stage safety plans, risk assessments, method statements etc

2. Ensure the Health and Safety Authority are notified if the project is notifiable

3. Ensure statutory inspections are arranged for plant belonging to Murjoy Ltd.

4. Ensure safety documentation is in place and up to date from all sub contractors. This includes safety statement, training records, insurances, statutory inspections, method statements etc

5. Ensure safety training matrix is kept up to date and notify site managers when refresher training is required

6. Ensure safety folder are returned at completion of project and archived

7. Report accidents to Health and Safety Authority if required

4.4 Duties of Project Managers

1. Project Manager shall read and understand his responsibilities under the Health and Safety Statement.
2. Implement and maintain Health & Safety performance standards via his Site Managers.
3. Ensure that all employees under his control are familiar with the the Health and Safety Statement and the individual responsibilities placed upon them.
4. Identify the role and responsibility of Murjoy Limited in respect of the Safety, Health and Welfare at Work (Construction) Regulations, 2013 (SI 291) for each project.
5. Ensure the correct procedures for procuring contractors are complied with.
6. Ensure correct procedures for procuring plant and materials are complied with.
7. When undertaking new work practices or materials, the risks must be assessed prior to commencement of the work. (seek advice from the supplier and the Health and Safety advisor).
8. Take notice and act upon the recommendations and advice given by the Company's Health and Safety Advisors.
9. Ensure all aspects of working methods and systems are effectively assessed, planned and monitored.
10. Ensure that all necessary information relating to safe systems of work are provided to secure the safety of employees under his control.
11. Ensure that all employees responsible to him are competent to perform their tasks.
12. Ascertain training needs for the Company's employees and liaise with the Heath & Safety Advisor.
13. Ensure that all employees receive suitable training to enable them to perform their duties safely without risk to themselves or others.
14. Monitor the overall safety performance of sites and ensure that action is taken whenever sites fail to meet company standards.
15. Ensure access, egress and high housekeeping standards are maintained in the workplace.
16. Ensure proper systems are in place for the safe handling, use and storage of substances and materials in the workplace.
17. Actively promote at all levels the Company's commitment to effective safety management.
18. Review Health and Safety Advisor reports and follow up corrective/preventative actions with Site Managers

4.5 Duty of Site Managers

1. Ensure he understands his responsibilities under the Health and Safety Statement.
2. Implement and monitor Health & Safety performance standards
3. Ensure that all employees under his control are familiar with the Company's Health and Safety Statement and the individual responsibilities imposed upon them.
4. Understand the roles and responsibilities of Murjoy Limited in respect of the Safety, Health and Welfare at Work (Construction) Regulations, 2013 for that particular site.
5. Ensure all aspects of working methods and systems are effectively assessed, planned and monitored.
6. Ensure that site specific Method Statements and Risk Assessments are written, implemented and effective.
7. Ensure all work is properly supervised.
8. Ensure that all necessary information relating to safe systems of work are provided to secure the safety of employees under his control.
9. Ensure that all employees responsible to him are competent to perform their tasks.
10. Ensure that all employees receive suitable training, including induction, to enable them to perform their duties safely without risk to themselves and others.
11. Ensure that safety standards are regularly reviewed and revised if necessary.
12. Ensure that the recommendations, advice and Corrective/Preventative Actions issued by the Company's Health and Safety Advisors, Directors or Senior Managers are implemented and closed out in a timely manner.
13. Ensure access, egress and high housekeeping standards are maintained in the workplace.
14. Ensure proper systems are in place for the safe handling, use and storage of substances and materials in the workplace.
15. Ensure plant and equipment are safe and without risk to health.
16. Ensure the supply and issue of personal protective equipment and clothing.
17. Ensure adequate welfare facilities are available.
18. Ensure that a First Aider (or responsible person) is made available and that first aid equipment is provided
19. Ensure statutory registers are available and maintained on site when necessary.
20. Ensure all sites are suitably secure.
21. Ensure suitable instructions regarding the actions required in the event of an emergency are available.
22. Ensure all accidents or dangerous occurrences are investigated and reported in accordance with company procedures.
23. Consult with employees on Health and Safety matters.
24. Suggest ways of eliminating hazards by reporting to their Contracts Manager on matters of Health and Safety.
25. To coach front line supervisors to develop and maintain safe working conditions.
26. Actively promote the company's workforce engagement initiatives by holding weekly Site Manager meeting's and ensuring that "Supervisors" hold briefing meetings, toolbox talks and any other method of communication used to improve the involvement of all employees under their control.

4.6 Duty of Section Foremen / Chargehands

1. Communicate Health and Safety at work by personal example.
2. Ensure that the Murjoy Limited Health & Safety Statement and other safety guidance is communicated, observed, understood and implemented.
3. Ensure that all processes and procedures are completed safely and free from ill health.
4. Ensure activities are planned so that they may be carried out safely.
5. Ensure all machinery, equipment and safety devices are properly maintained and safe to use. Provide and maintain adequate guarding systems on machinery.
6. Ensure that only competent personnel adjust, operate and maintain machinery or equipment.
7. Ensure that the safety of lesser-experienced employees is never in jeopardy, from the work they are doing.
8. Ensure that all equipment, installations etc. are fully secured & up to the standard.
9. Where personal protective equipment (P.P.E.) is provided, ensure that it is worn & maintained.
10. Ensure that the adequate safety training is provided if necessary and availed of by employees.
11. Ensure that employees are aware of actions to be taken in case of an emergency and that properly maintained fire-fighting equipment is available.
12. Ensure good housekeeping standards are maintained and in particular access / exit routes as well as fire exits and fire points are never obstructed.
13. Ensure all accidents and dangerous occurrences are thoroughly investigated and remedial action taken. The Directors must be informed as soon as is reasonably practicable.
14. Ensure that changes in processes, procedures or equipment by way of new purchases, maintenance or addition takes full account of health and safety and does not endanger the safety and health of an employee.
15. Considering and supporting any representation about Health and Safety from employees.
16. Provide effective supervision throughout all working practices in this company.

4.7 Employees

All employees are expected to co-operate fully with all provisions taken by us for ensuring the Safety, Health and Welfare of employees. All employees irrespective of position or employment status within the company have a personal responsibility to:

1. Take reasonable care for the health and safety of themselves and of other persons who could be affected by their acts or omission.
2. Report any accidents or near misses that they experience, or witness, to their supervisor.
3. Co-operate and assist in all aspects of health and safety procedures introduced by management for their health and safety.
4. Wear personal protective equipment when conditions require or where identified by risk assessment, method statement or mandatory signage.
5. Follow safe working procedures when handling, storing, using or transporting any COSHH controlled items.
6. Report any medical problems experienced when undertaking any work functions to management.
7. Report any problems or losses of items of personal protective equipment.
8. Attend any training or Tool Box Talks as required.
9. Assist with any investigations or accident reports where necessary.
10. Maintain a good standard of housekeeping throughout their areas of work.
11. Reporting any health hazards identified or suspected in the place of work, eg infestation, birds, rats mice etc.
12. Ensure that work equipment is only used for its intended purpose and that they have been trained to use it.
13. Not interfere with any equipment provided for their Health, Safety and Welfare.

4.8 Subcontractors and Self Employed

Directors of Murjoy Limited realise their specific duties under the Safety, Health and Welfare at Work (Construction) Regulations, 2013 (SI 291) when dealing with subcontractors:

1. Subcontractors shall be appointed as per the following points.

2. Subcontractors and self-employed persons shall submit their Safety Statement when requested to do so. Each subcontractor must be in possession of an up to date Safety Statement.

3. Self employed persons must conform generally with the duties and responsibilities as for employees. Sub contractors are themselves employers in their own right and as such have themselves statutory non-transferable Health & Safety duties to their own employees both safe places and safe system of work for those employees irrespective of who the client, PSCS, main contractor or their contracting contractor may be.

4. Subcontractors must produce evidence when requested showing that appropriate Employers Liability and Public Liability Insurance is in place.

5. Subcontractors and self-employed persons have a duty to bring to the attention of Directors of Murjoy Limited and anyone else that may be affected by any process or use of materials that may endanger health and safety while at work.

6. Subcontractors and self-employed persons shall comply with the requirements of this Safety Policy, and co-operate with site management in providing a safe place of work, a safe system of operation and wearing of protective clothing.

7. Subcontractors must ensure their employees and others under their care are provided with and wear safety helmets.

8. Subcontractors, employees and self-employed persons must attend any safety courses prepared for workers.

9. All subcontractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.

10. Subcontractors must use competent and suitable persons on site.

11. Subcontractors must get the consent of Directors of Murjoy Limited to engage persons other than their direct employees on site.

12. Subcontractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.

13. It shall be sufficient compliance with the Safety, Health and Welfare at Work Act 2005 by an employer employing 3 or less employees to observe the terms of a code of practice, if any, relating to Safety Policy's which applies to the class of employment covering the type of work activity carried on by the employer.

4.9 Regulatory Authorities

1. The Health & Safety Authority (H.S.A) is the principal statutory body set up to ensure compliance of Health and Safety Legislation in Ireland.

2. The H.S.A. may visit Murjoy Limited at any time for a safety inspection and issue instructions regarding Health and Safety matters. The Authority may also conduct investigations into accidents that have been officially reported to them.

3. The H.S.A. has the statutory authority to issue various improvement and prohibition orders which must be complied with.

4. Safety Representatives have the right to accompany the H.S.A. inspector when carrying out an inspection and to consult with the inspector on matters relating to health and safety in the workplace.

5. All management and staff, contractors and sub-contractors are required to give their full cooperation to agents of the H.S.A. and must not hinder their work in any way. Failure to comply with this requirement may lead to instant dismissal from employment.

4.10 Project Supervisor for Construction Stage Responsibilities

The Project Supervisor for Construction Stage as per Safety, Health and Welfare at Work (Construction) Regulations, 2013 (SI 291).When the company is nominated as PSCS, it will be the duty of Senior Management to ensure the following is complied with:

1. Prepare, develop and implement a written Construction Stage Health and Safety Plan and review and revise it when appropriate.
2. Plan, manage and monitor the construction phase.
3. Provide contractors with relevant parts of the Construction Stage H&S Plan.
4. Ensure that suitable welfare facilities are provided at the start and maintained throughout the construction phase.
5. Draw up necessary health and safety rules.
6. Liaise with the Project Supervisor for Design Process.
7. Ensure co-operation and co-ordination of contractors.
8. Where necessary consult with contractors for Health and Safety plan.
9. Ensure contractors time to prepare and access the plan.
10. Ensure that every worker is provided with suitable site induction, information and training.
11. Ensure contractors provide suitable and sufficient information and training to their workforce.
12. Monitor project Health and Safety performance.
13. Ensure there is a means for consulting and informing all workers on site.
14. Ensure site security and make sure only authorised people are allowed on the site.
15. Display a copy of the notification of the project to the Health and Safety Authority (AF2)

4.11 Project Supervisor for Design Process Responsibilities

When the company is nominated to act as the Project Supervisor for Design Process as per the Safety, Health and Welfare at Work (Construction) Regulations, 2013 we will:

1. Co-ordinate health and safety aspects of the design work and co-operate with others involved with the project.

2. Take all reasonable steps to ensure Designers co-operate with each other and that they comply with their duties.

3. Advise the Client and assist with their duties regarding attention to safety in design & construction and health and safety in general.

4. Facilitate implementation of preventative and protective measures.

5. Ensure suitable arrangements for the co-ordination of health and Safety.

6. Identify and collect pre-construction information and provide it to designers and contractors.

7. As soon as is practicable after his appointment ensure that notice of the project is given to the Health and Safety Authority (Using AF1).

8. Prepare, update and deliver the Health and Safety File to the Client

4.12 Designer Responsibilities

When the company is nominated to act as a Designer, he will be responsible for the following:

1. Shall not commence design work (Except initial design work) until a Project Supervisor for Design Process has been appointed.

2. Design to avoid foreseeable risks to the Health and Safety of any person e.g.
    - Carrying out construction work
    - Liable to be affected by such construction work
    - Cleaning or maintaining structures
    - Using a structure as a workplace

3. Shall eliminate hazards which may give rise to risks and/or reduce risks from any remaining hazards, and in doing so shall give collective measures priority over individual measures.

4. Provide information about residual risks to enable the reduction of those risks and enable the duty holder to perform their duties without risk or personal injury.

5. Take account of the Workplace regulations.

6. Take reasonable steps to provide sufficient information to assist other duty holders to comply with the Regulations.

7. Provide any information needed for the health and safety file.

5. Resources

Murjoy Limited shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of employees.

The following resources will be dedicated:

1. The Management and if necessary Consultants or Competent Persons for appropriate safety consultancy, auditing and training input.

2. Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.

3. Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.

4. Finance to ensure, in so far is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our employees.

5. The resources to ensure that Health & Safety is taken into account at the planning stage of all new work, where this new work may have effects on employee Health & Safety.

5.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken.

Each employee will be given the opportunity to make representations to management as applicable.

Consultation & Communication makes provision for consultation with Murjoy Limited employees and to ensure that health and safety meetings are carried out effectively within the company.

Project/Site Managers/Agents will ensure that their site staff and the workforce are informed instructed and consulted on the health and safety aspects of their day-to-day work. Mechanisms for achieving this may include safety inductions, briefings, committees, training, site rules, and method statements.

To enable adequate consultation with employees, Project Managers or Health and Safety Advisors shall hold meetings with representatives of the workforce on an ongoing basis. The meetings shall be held on site, in the yard or at Head Office.

5.2 Training

In relation to the training of employees we intend to comply with the duties and legislation placed upon us.

It is recognised that ongoing Safety Training is needed to maintain a high standard of service. Safety Training and safe work procedures, such as Manual Handling training, will be built into every training package.

The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely. A record of all training shall be kept. Where it is deemed to be necessary, employees will be given further training or retraining as required and this will also be recorded and progress monitored.

The Company will provide the appropriate training through approved training providers/organisations for Managers, Supervisors, and operatives whose duties require them to undertake the following activities:

- Safe Pass Programme;
- CSCS Certification;
- Abrasive Wheels;
- Manual Handling;
- First Aid – Appointed Person, First Aider;
- Confined Space – Awareness, Entry, Traverse, Rescue Etc;
- Work at Height – Collective or Individual, including harness inspection etc.;
- Mobile Elevated Work Platforms (MEWP) e.g. Cherry Pickers, etc.;
- PASMA – Mobile Aluminium Towers;
- Fire Awareness, Marshall etc.;
- Slinger / Signaller;

Some of the above courses require “Refresher” training, if in doubt check certificates, cards etc. or contact the health and safety advisor. The foregoing list is not intended to be fully exhaustive, but indicates that wherever training is required to ensure the Health and Safety competency of employee's or others, the Company will provide the appropriate training.

5.3 Operational Control

All work carried out within Murjoy Limited must be carried out in accordance with safety hazard identification, risk assessment, risk control and the relevant policies.

This is particularly relevant at the start of new projects/sites, where all risks must be identified and controlled following this procedure, set out within the frame work of a Construction Stage Health & Safety Plan / Site Specific Safety Statement / Method Statement. GRAs will be completed for all sites and the relevant policies implemented.

5.4 Disciplinary Procedures

Breaches of Health & Safety regulations may be treated as a matter for discipline and depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health & Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right. All such records will be kept in the Employees Personnel files. In the event of a breech of Firm rules or failure to work to an appropriate standard, the following procedure will be followed.

1.	**Verbal Warning / counselling**	**Record. Copy of form to personnel file.**
The employee will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the employee's personnel record.		
2.	**Written Warning / formal**	**Record.**
In the event of a <u>further</u> breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee's personnel file.		
3.	**Final Written Warning**	**Record.**
In the continuing event of further breaches of conduct or performance, the employee will be issued with a Final Written Warning. At this stage, the Firm may also impose a period of suspension without pay.		
4.	**Suspension / Dismissal**	**Record. Inform the person of the right to appeal. Note to personnel file.**

If, following a period of suspension without pay and / or a final written warning, an employee is guilty of further breaches; the employee will be dismissed.

All warnings will remain on file one year from date of issue, subject to the attainment of the necessary sustained improvement. In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, the Firm may summarily dismiss an employee without recourse to the procedure outlined in clauses 1-4 above. In cases where the Firm considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, the Firm may decide either to impose another form of discipline i.e. dismissal, suspension without pay and / or final written warning, without recourse to procedure in 1 to 4.

If behaviour alters or becomes satisfactory, the employee needs to know that Warnings are not held over them.
In brief the Firm disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat, or more serious first offences.
3. Final warning, suspension or probationary period.
4. The right to immediately dismiss employees is retained for the more serious offences.

5.4.1 Examples of Gross Misconduct

The following lists examples of gross misconduct:

1. Negligence resulting in injury or possible injury to others, destruction / damage to company property or goods.
2. Drunkenness while at work.
3. Possession, use of, or being under the influence of drugs while at work.
4. Wilful neglect or destruction of Company's property.
5. Falsification of returns or other official documentation.
6. Working while on sick leave.
7. Fighting or threats of acts of physical violence.
8. Possession, on Company's premise, of firearms or arms defined by law.
9. Theft of Company's or other employee's property.
10. Interference with or theft of First Aid or safety Equipment.
11. Sabotage, attempted sabotage or threatened sabotage of Company's or employee's property.
12. Deliberately restricting output or quality.
13. Violation of other employee's rights / freedom by threats of violence or other action.
14. Serious misconduct affecting the interests of the employees and / or the Company's.
15. Refusal to carry out a lawful instruction given by a level of authority.
16. Unauthorised use, possession or disclosure of Company's private information.
17. Disregard the Company's Safety Rules and Regulations, the contents of this Safety Statement or specific instructions given.
18. Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
19. Driving a Company's vehicle in a reckless manner or under the influence of drink / illegal substances.

All employees are advised that failure to comply with the above can result in prosecution by the enforcing authority and / or use of the Company's Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

5.5 Accidents & Dangerous Occurrences

5.5.1 Recording, Reporting & Investigation

The Company is aware that there is a legal onus upon us to record and investigate all accidents, incidents and dangerous occurrences under Safety, Health & Welfare at Work (General Applications) Regulations 1993. Our stimulus to do this properly is knowing that if we put the information, which we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again. Accidents / Dangerous Occurrences as outlined under the legislation shall be reported appropriately.

Ultimate responsibility for this recording and investigating process is that of Michael Murphy who will organise such reporting and recording.

These may include:

- Deaths and major injuries;
- Dangerous occurrences (near misses);
- Over-three-day injuries;
- Disease;
- Gas incidents;

Following an accident / dangerous occurrence etc. Murjoy Limited shall ensure:

- All accidents and dangerous occurrences shall be recorded on the Accident Report Sheet.
- Accidents must be recorded & investigated as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to your immediate superior, who must investigate them.
- Reporting of accidents and dangerous occurrences is a duty of every employee.

5.5.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

- Clear the area of the occurrence immediately. If necessary cordon off that area.
- Preserve the area of the incident immediately until the investigation is completed.
- Your immediate superior, Foreman and head office must be informed immediately.
- An investigation must take place into the cause of the occurrence to identify the factors involved.
- In this way, the problems may be identified and remedied before any further risk is taken.
- No work should proceed until your immediate superior is satisfied that it is safe to return to work.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment have been repaired or replaced.

5.5.3 For serious injury or collapse

When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and help them when they arrive at the scene.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment has been repaired or replaced. When an accident occurs, you must ensure that the place is made safe before touching the injured person or the machinery involved. Always isolate electricity when electrical shock is suspected.

Do not move the casualty unless they are in immediate danger of further injury or they can move themselves. If any personnel on site cannot treat the injury, a Doctor or the Ambulance Services must be called. If the injured person can be transported, then he may be taken to a Doctor or the local Hospital. If a chemical agent is involved in the injury, always take the relevant Material Safety Data Sheet or container and label, with the injured person, as this can be very helpful in treating the injury.

5.5.4 Accident Report

The appropriate reporting channel shall be used to **notify the Health & Safety Authority** i.e. post, email, online reporting etc. This is the responsibility of Michael Murphy or your supervisor

The completion of the **Accident Book** by the Health & Safety Co-Ordinator and necessary the forms, are the starting point of any investigation.

The answers to the questions set within these documents can prompt further discussion and enquiry and help to decide what action needs to be taken in the future.

Below is a matrix which identifies different types of accidents and incidents and the required action to be taken to ensure the Company meets compliance.

	TYPE OF ACCIDENT	ACTION / INVESTIGATION	WHO	RISK ASSESSMENT RATING	
1	Minor injury not requiring first-aid	Entry into Accident Book	Individual	very low	1
2	Minor injury	Entry into Accident Book	First-Aider Appointed Person	below average	2
3	Minor injury resulting in less than 3 days absence	Entry into Accident Book Investigate/report	First-Aider Appointed Person Manager	average	3
4	Injury resulting from 3 days to 2 weeks absence	Entry into Accident Book Investigate/report Notify HSA	First-Aider Appointed Person Manager	above average	4
5	Work related illness – Acute Aliment eg: RSI	Investigate/report Notify HSA	Manager / Director	above average	4
5	Work related illness – Chronic Aliment eg: Legionella, Asbestosis	Investigate/report Notify HSA	Manager / Director	high	5
5	Serious injury resulting in permanent partial disability	Entry into Accident Book Investigate/report Notify HSA	First-Aider Appointed Person Manager / Director	high	5
6	Serious injury resulting in permanent severe disability	Entry into Accident Book Investigate/report Notify HSA	First-Aider Appointed Person Manager / Director	high	5
7	Fatality	Entry into Accident Book Investigate/report Notify HSA	Manager / Director	certain	6

5.5.5 Accident Site

The site of the accident or incident must be preserved until the Accident Report has been written.

This should be carried out as soon as possible after the accident, the priority being of course the injured person. This is the responsibility of your immediate superior. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping Company records.

Take photographs of the accident scene as soon as possible. These will provide vital information later when the area has been disturbed.

5.5.6 First Aid Supplies

A First Aid kit is provided by the Company on each site in which we work. It shall be stocked and filled as necessary by the Supervisor. The table below is the minimum recommendation by the Health & Safety Authority. The Company will carry out a Risk Assessment to determine the number of, location and contents of the first aid kits provided.

RECOMMENDED CONTENTS OF FIRST AID BOXES & KITS			
MATERIALS	**FIRST AID BOX CONTENTS**		
	1 – 5 Persons	**6 – 25 Persons**	**26 – 50 Persons**
Adhesive Plasters	**12**	**20**	**40**
Sterile Eye Pads, bandage attached.	**-**	**2**	**4**
Individually wrapped Triangular Bandages.	**2**	**6**	**6**
Safety Pins.	**2**	**6**	**6**
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	**-**	**6**	**8**
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	**1**	**2**	**4**
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	**-**	**3**	**4**
Individually wrapped Wipes.	**8**	**8**	**10**
Paramedic Shears.	**1**	**1**	**1**
Pairs of Latex Gloves.	**1**	**2**	**2**
Additionally, where there is no clear running water, Sterile Eye wash.	**1**	**2**	**2**

NOTE:

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken.
Eye bath / eye cups / refillable containers should not be used for eye irrigation.

5.6 COSHH (Control of Substances Hazardous to Health)

We acknowledge that the regulations represent a major step forward in making arrangements to assess and control health risks on sites and we are committed to ensuring the safe use of chemicals and substances.

The Regulations cover virtually all substances that may be hazardous to health but exclude those substances that have their own specific legislation – Asbestos, Lead, Radiation and health risks in deep mines.

Hazardous Substances

These are identified as Toxic, Irritant, Corrosive and Flammable substances, labeled as such and those defined as having Occupational Exposure Limits (OEL's) include dusts, fumes, mixtures of materials and compounds, and micro-organisms. Principal Requirements of the Regulations:

- All potential health risks on site must be assessed and the precautions identified;
- The health risks must be prevented, reduced or controlled;
- Where plant and equipment is used to control risks, it must be properly maintained;
- Where applicable the risk to health is to be monitored;
- Where appropriate health surveillance is to be introduced;
- Workers must be trained about risks;

Identification and Assessment

Site management shall identify the types of materials on site that may present health risks. A record will be kept of these materials along with the necessary information about potential hazards, material safety data sheets are the best source of information. Prior to use it will be necessary to make an assessment of the risk involved and relate it to the work in hand. A job specific assessment may then be made with the assistance of the material safety data sheet usually supplied with the material (COSHH Assessment Form to be used to record findings).

Prior to ordering materials, Contracts, Site management and the Company Buyer must consider whether there is a less hazardous alternative. Sites will ensure Sub-Contractors provide information about the materials they bring to site. In addition to the obvious health risks from materials, our industry presents several identifiable risks from a variety of sources:

- Contaminated land - Sites containing foundry waste, old gas works;
- Micro-organisms - Contaminated water, weils disease;
- Concrete - Cement contains chromates and limes causing dermatitis and burns, aggregates contain silica and quartz;
- Grouting and adhesives - Epoxy resins and isocynates released during mixing and applying Processes;
- Gases - Various in connection with confined spaces and vehicle movements.
- Acids and thinners - Furnishings, cleaning, dilutions of associated products – corrosive, mists, respiratory problems;
- Oils and greases - Skin cancers through inattention to personal hygiene and inadequate washing facilities;
- Paints (application and in connection with demolition) - Release of solvents during application and drying, and also cadmium, pitch, arsenic released during burning and demolition of existing steel.
- All dusts - Release of general dusts, identification of respirable ranges, particular attention to drilling (rigs) and cutting (concrete), quarry work, timber – cutting of hardwoods which produce dust known to be carcinogenic.

Monitoring

The Company holds equipment capable of monitoring hazardous atmospheres (Gas Detector) where potential health risks are identified, effective monitoring programmes will be arranged and subsequently analysed to assist in producing safe systems of work. Where more specialised analysis is required the company will call upon the services of an external consultant specialising in that area.

All employees and Sub-Contractors must be familiar with completed assessments of substances hazardous to health and associated procedures. General rules for the safe use of substances include:

- COSHH essentials summary sheets must be available for reference at all times when utilising chemicals or substances;
- Referring to their direct section foreman etc, on all occasions when it is believed that unusual conditions apply to the use of hazardous substances;
- Through suitable training and instruction ensuring hazardous substances are not misused.
- Wearing appropriate masks when working with any substances which can emit hazardous fumes.
- Appropriate gloves must be worn when dealing with any adhesive or other similar chemical.
- Waste or unused substances will be disposed of carefully and in an environmentally manner.
- Encouragement of personal hygiene - washing hands thoroughly after working with any substance.

5.7 Noise at Work

Where the daily personal exposure to noise is assessed at more than 80 dB (A), then Murjoy Ltd will undertake the following action:

- Record an assessment;
- Provide ear protectors for employees where appropriate;
- Provide adequate information and training to those people exposed to noise;

If the noise level is assessed at 85 dB (A) or if the peak noise exceeds 200 Pa (140 dB) Murjoy Ltd must also take action to minimise the noise and must ensure that all people exposed to the noise wear ear protection. Murjoy Ltd will endeavour to ensure that all work equipment supplied or used on Clients Premises is constructed in such a manner or is fitted with suitable inhibitors that reduce the levels of noise to absolute minimum.

5.7.1 Ear Protection

Where high noise levels exist, Murjoy Ltd will supply ear plugs and ear defenders to employees which will be appropriate for the type and level of noise assessed. Employees will not interfere with the protection in any way since such interference may seriously damage the effectiveness of the equipment. Furthermore, when operating machines of any kind, employees will not remove any part which might contribute to noise reduction. Employees have a duty to report defects in any equipment they use or operate.

5.7.2 Excessive Noise Levels

Employees and Sub-Contractors working on construction sites will ensure that they do not expose themselves to unnecessary noise risks. They must contact both the site manager if they find noise levels unacceptable and must wear ear protectors if assessments show them to be necessary.

Any activity which Sub-Contractors intend to carry out that will create significant noise will be discussed with site management in advance, particularly if the activity is to be undertaken outside normal working hours. The Company is aware that local authorities and magistrates courts have the right to control noise generated on construction sites and certain restrictions may apply to the site.

5.8 Anti Harassment & Anti Bullying Policies

As part of its overall commitment to equality of opportunity, Murjoy Ltd is fully committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity and in which no employee feel threatened or intimidated because of his or her religious beliefs, political opinion, gender, marital status, disability or race. This aim of the policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

HARASSMENT POLICY

Harassment detracts from a productive working environment and can affect the health, confidence, morale and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have a direct impact on the profitability and economic efficiency of the organization.

Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian and racial harassment, as well as harassing a disabled person constitutes discrimination and is unlawful under the sexual discrimination, fair employment, race relations and disability legislation.

Harassment is inappropriate behaviour at work and will be treated by Murjoy Ltd as misconduct, which may include gross misconduct warranting dismissal.
All employees must comply with this policy.

Definition

Harassment is unwanted conduct that affects the dignity of men and women at work. This can include unwelcome physical, verbal or non-verbal conduct.
It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it. Such behaviour is unacceptable:

A. Where it is unwanted and offensive to the recipient
B. Where it is used as the basis for an employment decision
C. Where it creates a hostile working environment

Non-Verbal

- Offensive gestures
- Staring / Leering
- Offensive publications / literature
- Offensive letter / memos / use of technology
- Unsolicited and unwanted gifts
- Intrusion by following
- Isolation or non co-operation at work

Verbal

- Suggestive or explicit language
- Unwelcome propositions
- Continued unwelcome suggestions for social activity
- Use of affectionate or over familiar names
- Questions or comments of a personal nature

Physical

- Deliberate body contact, touching
- Groping / fondling
- Assault

Sectarian Harassment

This is behaviour, which makes an individual feel threatened, humiliated or unwelcome because of their religion / community affiliation. It can range from physical threats to more subtle forms.

Racial Harassment

This is racist behaviour which is directed at an individual or group from a different ethnic background and which results in the individual feeling threatened or compromised.
Some examples of sectarian and racial harassment include:

Non-verbal

- Offensive gestures
- Facial expression
- Offensive publications
- Display of posters, flags, emblems, bunting
- Sectarian or racist graffiti
- Offensive letters / memos / use of technology
- Threatening behaviour
- Isolation or non co-operation at work
- Exclusion from social activities
- Unfair allocation of work.

Verbal

- Sectarian or racist comments / abuse / jokes / songs / ridicule
- Derogatory “nicknames”
- Verbal threats
- Pressure to participate in religious / political group
- Offensive language, gossip or slander

Physical

- Jostling
- Assault

Victimisation

Victimisation occurs where a person is treated less favourable then another because she / he has brought proceedings, given evidence or complained about the behaviour of someone who has been harassing or discriminating against them or has not acceded to their demands.

Bullying

Bullying in the workplace is repeated aggression, verbal, psychological or physical conducted by an individual or group against another person or persons. Bullying is aggressive behaviour which is systematic and on ongoing.

Some examples of victimisation and bullying are:

- Abusive behaviour, language, implied threats
- Isolation and non co-operation at work
- Exclusion from social activities
- Over criticism of work
- Expectation of more output than is possible
- Giving unfair performance appraisal
- Lack of support for / exclusion from career development opportunities

SCOPE

Any employee who believes that he / she suffered any form of harassment is entitled to raise the matter with Management.

RESPONSIBILITY

All employees have the right to work in an environment that is free from any form of harassment

Murjoy Ltd fully recognizes the right of employees to complain about harassment should it occur. All complaints will be dealt with seriously, promptly and confidentially (in so far as statutory requirements permit

EMPLOYEES RESPONSIBILITY

All employees have a responsibility to help ensure a working environment in which the dignity of employees is respected. Everyone must comply with this policy and employees should ensure that their behaviour to colleagues and customers does not cause offence and could not in any way be considered as harassment.

Employees should discourage harassment by making it clear that they find such behaviour unacceptable and by supporting colleagues who suffer such treatment and are considering making a complaint / have made a complaint. They should alert Management to any incident of harassment to enable Murjoy Ltd to deal with the matter appropriately and rapidly.

MANAGEMENT RESPONSIBLITIES

Management have a duty to implement this policy and to make every effort to ensure that harassment does not occur, particularly in work areas for which they are responsible. Management have responsibility for any incidents or harassment, which they are aware or ought to be aware.
If harassment does occur, they must effectively deal with the situation.

A. Explain the organisation's policy to their staff and take steps to promote awareness of the procedure for dealing with complaints.
B. Be responsive and supportive to any employee who makes an allegation of harassment, provide clear advice on the procedure to be adopted, maintain confidentiality and seek to ensure that there is no further problem of harassment or victimisation after a complaint has been resolved.
C. Set a good example by treating all employees and others with dignity and respect.
D. Be alert to unacceptable behaviour and take appropriate action.
E. Ensure that employees know how to raise harassment problems.

THE COMPANY'S RESPONSIBLITIES

Murjoy Ltd will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment. This policy and procedure will be communicated effectively to all employees and Murjoy Ltd will ensure that all employees and all Management are aware of their responsibilities.

REVIEW

Murjoy Ltd will monitor all incidents of harassment and will review the effectiveness of this policy and procedure annually.

PROCEDURE

The procedure when dealing with any form of harassment is available as part of this Safety Statement.
This does not replace / detract from an employee's statutory right under the relevant legislation

The key objective of our policy is to communicate clearly, so as to avoid any doubt, that instances of bullying will not be tolerated and that precautionary measures are in place both to prevent the occurrence of bullying and to deal appropriately with any cases that might arise. Murjoy Limited will at no stage tolerate bullying in the workplace. As part of its overall commitment to equality of opportunity, Murjoy Ltd is fully committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity and in which no employee feels threatened or intimidated because of his or her religious beliefs, political opinion, gender, marital status, disability or race. This aim of the policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

Harassment detracts from a productive working environment and can affect the health, confidence, morale and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have a direct impact on the profitability and economic efficiency of the organization.

Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian and racial harassment, as well as harassing a disabled person constitutes discrimination and is unlawful under the sexual discrimination, fair employment, race relations and disability legislation.

Harassment is inappropriate behaviour at work and will be treated by Murjoy Ltd as misconduct, which may include gross misconduct warranting dismissal

5.8.2 Reporting, Recording & Investigation

The Company is aware that **there is a legal onus upon us to record and investigate all alleged incidents of bullying and harassment in the workplace**. Our stimulus is to do this properly in knowing that if we put the information, which we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again.

Ultimate responsibility for this recording and investigating process is that of the Management of Murjoy Limited.

Informal Procedure
It is company policy that any employee who believes he or she is being bullied or harassed should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she can seek help and advice, on a strictly confidential basis, from a contact person. A contact person could, for example, be one of the following:

- a supervisor;
- any member of the site management team;
- human resource/personnel officer;
- employee/trade union representative.

Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person (supervisor, etc.) will be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner. The complainant may request to bypass the informal procedure in some circumstances and this shall not reflect negatively on the complainant in the formal procedure.

Formal Procedure
If the informal approach is deemed inappropriate or if after the informal procedure, the bullying or harassment persists, the following formal procedures shall be invoked:

- The complainant shall make a formal complaint in writing to his/her immediate supervisor.
- The alleged perpetrator(s) shall be notified in writing that an allegation of bullying has been made against him/her. He or she shall be given a copy of the complainant's statement and advised that he or she shall be afforded a fair opportunity to respond to the allegations.
- The complaint shall be subject to an initial examination by a designated member of management who is considered impartial with a view to determining an appropriate course of action i.e. exploring a mediated solution or a view that the issue can be resolved.
- Should this approach be deemed inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the credibility or otherwise of the allegation.

5.8.3 Investigation

Investigations of all alleged bullying or harassment will be conducted by either a designated member(s) of management or, if deemed appropriate, an agreed third party. The investigation shall be conducted thoroughly, objectively, with sensitivity and utmost confidentiality with due respect for the rights of both the complainant and the alleged perpetrator(s). The following will take place:

- The investigator(s) shall meet with the complainant and alleged perpetrator(s) and any witnesses or relevant persons on an individual and confidential basis with a view to establishing the facts surrounding the allegation(s).
- Both the complainant and alleged perpetrator(s) may be accompanied by a work colleague or employee/trade union representative if so desired.
- On completion of the investigation(s), the investigator(s) should submit a written report to management containing the findings of the investigation.
- Both parties should be given the opportunity to comment on the findings of the investigation.
- The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.
- Should management decide that the complaint is well founded; the alleged perpetrator(s) shall be given a formal interview to determine an appropriate course of action. Such action could, for example, involve counselling and/or monitoring or progressing the issue through the disciplinary and grievance procedure of the employment.
- If either party is unhappy with the outcome of the investigation, the issue may be processed through the normal industrial relations mechanisms.

5.8.4 Confidentiality

All individuals involved in the procedures referred to above shall maintain confidentiality on the subject.

5.9 Fire Procedures

Murjoy Ltd will ensure that its employees are made aware of emergency and fire procedures currently in force at its workplaces and places of operation. It is the responsibility of the Site Managers, Section Foremen, Health & Safety Advisors etc. to ensure all Contractors and Sub-Contractors are made aware of fire and emergency procedures and maintain formal induction and training records.

The minimum standards for fire and emergency procedures are as follows:

- Office personnel will be accountable for ensuring all aspects of fire safety are adhered to.
- In places occupied by the Company, adequate and effective fire evacuation procedures exist and fire-fighting equipment is available. Fire alarms and fire fighting equipment will be provided.
- Electrical equipment not required should be switched off whenever possible.
- Waste materials must be disposed of daily or as and when it constitutes a fire hazard. Only trained personnel will have permission to dispose of highly flammable waste.
- Information on evacuation procedures and use of fire fighting equipment will be displayed in the Company's premises.

Training

Adequate training is required in all aspects of fire safety including:

- knowing the limitations in respect of fire fighting;
- use of fire extinguishers;
- which type of extinguisher to use;
- how to operate the fire alarm system;
- the evacuation procedure;
- the fire assembly point;
- the sound of the fire alarm;

Initial training be given when an employee first joins the Company, which will be one of the first things to cover as the risk starts on entering the premises, and refresher training will be provided at periods relevant to the subject being covered.

Fire Evacuation

All employees will be trained in the orderly method of evacuating the premises to their designated assembly point.

The assembly route will be from their workplace through the nearest exit to open air and from there to the assembly area. Once out of the building they will not re-enter that or any other building until authorised to do so. If possible, machinery will be switched off and isolated, but employees will not delay evacuation to collect personal belongings. All employees will be instructed to walk and not run.

A member of management will gather the information on who is on site. This will be by using either a signing in book, clock cards or fire check book. A visitor's book will also be taken and any contractors visiting should be accounted for. This member of management will go direct to the assembly area to take a roll-call. The fire authority, if attending, will be notified of anyone missing. All employees will remain at the assembly area until dismissed by a member of management.

Appointed Fire Wardens are in place to check remote areas and toilets when the alarm sounds. They are trained not put themselves at risk in doing this. They may also be used to locate the fire and to direct the fire authority on their arrival.

On Discovering a Fire

- Sound the Alarm – Only use a fire extinguisher if you are trained to do so;
- Leave the building by the nearest exit;
- Report to designated Assembly Point;
- Call the Fire Brigade on 999, and when connected state slowly and distinctly, eg: This is Murjoy Ltd, Site Address etc etc.;

On hearing the alarm

- Stop work and make the work equipment safe;
- Leave the building by the nearest exit;
- Report to designated Assembly Point;
- Do Not re-enter the building until instructed by a member of management;

Fire Control Measures

The Company will ensure a Fire Risk Assessment is undertaken of their premises in Cork, and where required Fire Risk Assessments of their operations located at Clients Sites these are reviewed periodically. The reviews are undertaken:

- Every two years, or
- Following significant changes to the:
    - operations or management;
    - premises;
    - current legislation;

The following are a list of the control measures that are in place these also are serviced and maintained in accordance with current Irish Standards and Manufacturers Recommendations, with full detailed records maintained and copies kept at Head Office:

- Fire Extinguishers;
- Emergency Lighting;
- Fire Doors and Fire Routes;
- Fire Detection and Alarm System;

5.9.1 Fire Fighting Equipment

Fire Fighting Equipment may be selected as per the table below:

FIRE RISK	FIRE EXTINGUISHER COLOUR CODES			
	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	Signal RED	Pale CREAM	BLACK	French BLUE
Paper, Wood, Textile & Fabric	✓			
Flammable Liquids		✓	✓	✓
Flammable Gases			✓	✓
Electrical Hazards			✓	✓
Vehicle Protection				✓

5.10 Environmental Policy

The Company commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees and sub-contractors, customers and the community.
Our objective in the environmental health and safety area is to assume a responsible position.
In accomplishing this we will:

1. Comply with all local and national legislation.

2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.

3. Assess the discharges and waste generated from our sites / premises and their effects, if any, on the environment and community.

4. Ensure that all of our waste is disposed of properly.

5. Where possible waste generated will be recycled.

6. We will endeavour to keep these sites and grounds as tidy and clean as possible for the local communities.

Our goal of a less hazardous environment can be achieved by a conscientious effort and commitment to excellence from all staff.

5.11 Welfare Facilities

Murjoy Limited undertakes to protect the Health and Welfare of all its staff & others affected by our works such as sub contractors. We intend to comply with current legislation regarding the issues of welfare. It is incumbent upon the Main Contractor to allocate suitable Health and Welfare facilities to sites under their management. Where the Company has this obligation the following requirements will be adhered to:-

The Project Manager shall ensure that:

- Adequate welfare facilities are provided at the commencement of the project; then maintained throughout the contract.
- All site canteens allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition.
- Toilets and Washing facilities shall be provided at an adequate and suitable ratio for the number of persons employed on site. They will be equipped with an adequate supply of hot and cold running water for washing, with adequate supply of soap and towels for drying. Drinking water will be supplied and clearly labelled.
- A Drying Room will be provided for the storage, drying and changing of employee's clothing. Its size will be determined by the number of employees expected to work on the contract.

The Site Manager shall ensure that when in use, all site facilities will be maintained in a clean and tidy condition. A person shall be appointed to ensure that:

- Canteen floors are swept and mopped daily.
- Tabletops are washed after each use with Soapy Water.
- Cooking equipment is cleaned after use.
- Canteen waste is properly disposed of on a daily basis.
- Drying rooms are kept clean and tidy
- The area around the site office, canteen and toilets are kept free from obstruction, waste material and rubbish.

Responsibilities

Each employee is responsible for keeping these facilities in clean and working condition and for tidying up after themselves after each use. Any items, which are not in working order, should be reported.

5.12 Personal Protective Equipment

It is Safety Statement that Protective Equipment is issued for your own safety. Following a Hazard / Risk assessment, Personal Protective Equipment (PPE) will be issued and used when the risk cannot be reduced by other means.

The Company recognises the view taken the Safety, Health & Welfare at Work (General Applications) Regulations 2007. Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and the Company are breaking the law. It is unacceptable and against Safety Statement to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that the Company regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

All Employees Must Wear

- **Safety boots with good grip.**
- **Hi-Visibility vest.**
- **Eye Protection**

AT ALL TIMES

All Protective Equipment must be signed for by the individual user.

RESPONSIBILITIES

1. It is the responsibility of Murjoy Limited to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. We intend to supply PPE to adequate standards, sizes and amounts as it is required
3. We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard so as not to provide risk.
4. We intend to make provisions for ensuring that where PPE is provided that it is used.
5. Where employees have been provided with Personal Protective Equipment for protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
6. Any defects in his equipment should be reported to the Directors and a replacement obtained.

5.13 Manual Handling

HAZARDS
Injury can occur from lifting even relatively light loads if proper precautions are not taken.

Factors to be considered as lifting hazards:

- Nature of load e.g. Size & Weight, Bulky etc.
- No proper grip.
- How often is load lifted?
- Is there enough space to lift safely?
- Is lifting done outside best lifting range (above chest / below hip).
- Is best lifting technique employed?
- Health and build of person lifting.
- How far is item lifted (distance)?
- Are platforms provided?
- Is training given?
- Is area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

Principles of Lifting

1. **Assess the task, the area and the load.**
2. **Bend the knees.**
3. **Take a broad stable base.**
4. **Back straight, (not necessarily vertical).**
5. **Firm grip with the palm of the hand.**
6. **Arms in line with the trunk.**
7. **Load close to the centre of gravity.**
8. **Turn feet in the direction of movement**

5.14 Safety Management System Review

Proactive Management

It is the responsibility of all Managing Director and his team to:

- Implement adequate control measures to address non compliance identified as a result of completing an audit, assessment or inspection;
- Support all proactive Health and Safety management programs;
- Ensure that all employees within their control with respect to health, safety and environmental management undertake a proactive role;
- To conduct a formal review of the Health & Safety Management System Annually.

Formal Review

A formal internal review of the Health and Safety Management System and associated procedures will be undertaken annually or:

- When any change within the responsible management of the company directly or indirectly affects the integrity of the policy / system.
- When any change to the business operation that directly or indirectly affects the integrity of the policy / system.
- When changes to existing legislation or the advent of new legislation will prompt regular review.
- When the frequency of any review will be overridden if such legislation requires more prompt action.

The formal review shall be conducted by Senior Management and will be based on the following items:

- Previous Year Achievements;
- Accidents / Incidents;
- Report from Internal Audit Findings;
- Objectives for Year Ahead;

5.15 Hazard & Risk Assessment

A hazard and risk Assessment was carried out and forms the basis on which this Safety Statement was written. The Hazard & Risk Assessment report is intended as a guide, which the Company may use for the purposes of attempting to reduce the possibility of accidents or ill health occurring.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect a single audit to state all hazards or that all other hazards are under control at the time of the audit.

This Hazard & Risk Assessment (copy attached) is to be advisory and the final decisions must be made by the Directors.

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARD: Is taken to mean **"anything that can cause harm".**

RISK: Is **"the chance, great or small, that someone will be harmed by the hazard".**

SEVERITY: Is the possible outcome of an accident / incident, e.g. broken leg, explosion.

LIKELIHOOD: Is the possibility of the accident / incident occurring.

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows:-

SEVERITY		LIKELIHOOD	
Major	**3**	**High**	**3**
Serious	**2**	**Medium**	**2**
Slight	**1**	**Low**	**1**

The **Risk Factor** is the multiple of **Severity** and **Likelihood. RISK** is then graded as follows:-

GRADE OF RISK	VALUE	RISK	CHARACTERISTICS
High Risk	**7 – 9**	**"H"**	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	**4 – 6**	**"M"**	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	**1 - 3**	**"L"**	The possibility of injury or material loss is unlikely, although conceivable.

5.16.1 Hazard / Risk Controls

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard / Risk Assessment should be reviewed at least every year.

5.16 SAFE PLANT & EQUIPMENT POLICY

Plant and Equipment :

The Site Manager shall ensure that the Provision and Use of Work Equipment shall be appropriate for the works to be undertaken and that all relevant certification with regard to plant and authorised operatives is valid before being put into use.

It is the responsibility of the relevant work manager or supervisor to select the plant, equipment and tools used on the site. Its suitability for the job at hand must be considered, and only appropriate plant, equipment and tools shall be used.

Plant, equipment and tools shall be formally inspected as a minimum at the periods required by legislation.

It shall be inspected for general condition on a daily basis prior to use, and any suspect equipment shall not be used until fully inspected and passed fit for use.

Maintenance, inspection or testing of plant, equipment and tools will only be carried out by competent persons appointed by the Site Manager.

A site register of plant, equipment and tools will be kept and cross referenced with the records of inspections and any maintenance work required on the plant, equipment and tools.

A tagging system will be used to identify equipment that should not be used.

5.16 SAFE PLANT & EQUIPMENT POLICY

Operation / Maintenance of all Plant and Equipment

All Plant and Equipment shall be:

- Maintained in good and safe working order
- Formally inspected as a minimum at the periods required by legislation.
- Operated in accordance with Makers Instructions
- Operated only by trained personnel
- Appropriate PPE to be worn at all times
- All guards, safety devices, etc to be in place at all times.
- To be cleaned and checked regularly

Responsibilities:

Employees:
- To tag and remove out of service any faulty equipment
- To immediately report any faulty equipment to their foreman.
- Not to operate any equipment that is unsafe to use.
- Not to operate any equipment he is not trained to use.
- To use the appropriate PPE at all times
- To ensure all safety guards, etc are in place
- To operate the equipment in accordance with the Makers Instructions
- To only use equipment for the purpose intended

Foreman:
- To maintain all plant and equipment in good and safe working condition
- To regularly check all plant and equipment to ensure it is in good working condition
- To ensure plant and equipment is inspected and certified as per regulations
- To ensure all faulty equipment is tagged, removed out of service and off site for repair.
- To ensure only trained/experienced personnel operate equipment
- To ensure all appropriate PPE is worn by all operatives
- To ensure all safety guards, etc are in place at all times

Contracts Manager:
- To provide plant and equipment that is in a safe working order.
- To ensure all repairs are carried out properly
- To ensure all training is provided for the safe use of all plant and equipment

5.16 SAFE PLANT & EQUIPMENT POLICY

Procedure for Reporting Faulty Plant & Equipment

If plant/equipment is found to be faulty the following procedure is to be followed:

1. The item of plant is to be immediately taken out of service.
2. It is to be clearly tagged as unsafe for use.
3. To be removed to site compound immediately if possible.
4. The fault is to be reported directly to the Site Foreman immediately.
5. Site Foreman to organise the removal off site of the faulty equipment.
6. Site Foreman/Contracts Manager to organise the repair of equipment.

Ref: Form 12B – Plant Maintenance & Inspection

5.17. Transport policy

Murjoy Limited is committed to:

- Providing a safe transport system to our drivers and to our customers
- Conducting our business in a manner that does not put our staff, contractors, customers and the public at risk, particularly on the roads where each driver is responsible for observing safe driving practices at all times.
- Ensuring that the national and local laws and regulations are observed by all our employees and contractors, especially with regard to:
  - Speeding
  - Use of mobile phones
  - Use of seat belts
- Any road traffic penalty imposed by a court for a driving offence, including those above, is the sole responsibility of the driver, even when driving on company business.
- Driving within Tacograph rules where each driver is responsible for monitoring their hours of work and breaks as per the (tachograph) EU Regulations 561/2006.
- The non-use of hand-held mobile phones when driving and company sanctions will be taken where drivers are found in breach of this policy.

5.17.1 Drivers & Operators Responsibilities

- Only drivers with a suitable licence are authorised to drive Company vehicles.
- Observe all National and Local Traffic Laws
- Observe Speed Limits
- Wear Seat Belt and ensure all passengers were their seat belt
- Do not-use hand-held mobile phones when driving
- Only carry passengers if your vehicle is equipped to do so.
- Be responsible for you vehicle and passengers while you are driving.
- Drive within Tacograph rules, where applicable - Driver is responsible for monitoring hours of work and breaks as per the (tachograph) EU Regulations 561/2006.
- Driver must ensure that the vehicle is clean at all times,
- Assigned Driver must complete monthly vehicle inspection sheet
- The driver involved is responsible for paying for all parking, speeding or other fines incurred.
- All drivers must report to safety co-ordinator if they have received penalty points on their driving license
- Ensure that any defect in your vehicle or equipment is reported immediately.
- Make regular inspections of your vehicle or machine for obvious defects.
- Wear suitable footwear and protective clothing, since you are exposed to the same hazards as others on site when not driving your vehicle.
- Drive in a safe manner at all times and consider carefully, the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- o Ensure before reversing that there are no obstructions or people behind the vehicle. If necessary, ask someone to help you reverse the vehicle.
- Ensure that you are always aware of power supplies when you are working near overhead or underground cables, as these may be high voltage power supplies.
- Report all accidents or damage, however minor, to Supervisor
- Ensure that any attachments on your vehicle are well secured-trailers, etc; also that your vehicle is not overloaded or loaded in such a way as to affect its handling.
- Ensure when using equipment or unloading a trailer that:
  - o No persons are in the vicinity
  - o No persons are under the load.
- Ensure your vehicle / machine is securely locked and parked when parked overnight or at other times.

5.17.2 Maintenance & Inspection

Murjoy Ltd to pay all running/maintenance costs.

The maintenance fitter to carry out monthly inspections and organise services and repairs for vehicles without assigned drivers

The assigned driver must ensure that the vehicle is clean at all times, complete monthly vehicle inspection sheet

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5.17.3 TRANSPORT SAFETY POLICY

The managing director has the ultimate responsibility for managing all aspects of transport logistics and driver safety. All our vehicle drivers are both experienced and competent and are aware of the immense responsibility they have and the professional image they present to our clients and public when they take one of our vehicles on the public roads. Driving is a complex task requiring a range of skills and knowledge in a number of areas. There is an interaction between the elements and at times used separately.

The three areas necessary for the driver to perform the safe driving of a vehicle include;

- The drivers' **perceptive skills** in recognising a hazard, risk assessment and his/her judgement for a satisfactory outcome.
- The drivers' **manipulative skills** of manoeuvring and controlling safely the vehicle movement.
- His/her **knowledge** of Irish and EU road traffic laws and procedures, and how to apply this to the changing circumstances and geographical locations.

All of these skills can be learned initially, by information, instruction and training with experienced and competent driving instructors. But essentially safe driving is determined by a drivers' **own behaviour** on the road.

It is stated by the road safety experts that there is some degree of driver contribution to 95% of vehicle collisions. Therefore in 95% of vehicle collisions there is something that the driver can do to either avoid it completely, or minimise the severity and outcome.

Management Control

1) Any prospective employee will have his/her driving history records verified for authenticity including driving licences.
2) All Company drivers are aware of the implication of a drink driving conviction on their future employment as stated in the Disciplinary Procedure and our stated policy on Drugs and Alcohol.
3) All employees are aware of their duty to co-operate with medical surveillance and to undergo medical examinations to meet Statutory Regulations as directed by management.
4) Employees who drive company vehicles must inform the safety co-ordinator of receiving 'Penalty Points', parking fines, pending court cases, motor accidents, and vehicle damage without delay.
5) Have on file copies of employee driving licences.

Vehicle Servicing and Repair

MURJOY Ltd has a comprehensive vehicle maintenance schedule to keep its vehicles in a high state of roadworthiness. All drivers are reminded of the defect reporting system in operation and the need to contact the responsible person when a defect is apparent or suspected.
As part of the safety management function all vehicles have a service record to ensure that regular preventative maintenance and servicing is kept up to date. Drivers are required to fill out the vehicle safety checklist weekly as directed.

Vehicle Security

Because of the threat of both vehicle and cargo theft all vehicles are subject to security management. Antitheft devices, communication systems and vehicle tracking measures are subject to review by the Managing Director. Drivers are reminded of their own safety and the safety of the vehicle by parking is secure and well-lit areas.

Seat Belts:

It is company policy that the wearing of vehicle seat belts is compulsory and is required under the Road Traffic Acts where a seat belt is fitted to a vehicle.

Mobile Phones

The Road Traffic Acts (Penalty Points) prohibits the use of mobile phones while in control of a vehicle. Hands free or blue tooth device are provided by Murjoy Ltd.

- **What is the law?**

You can only use your mobile phone while driving if you're dialling 999 or 112 for an emergency.
If the Gardai charge you, it is a fine of €60 and you will get 2 penalty points
If you don't pay the fine, you may be convicted in court, get 4 penalty points and charged €2,000.

- **Why can't you use a mobile phone while driving?**

Using a mobile phone means you're not concentrating on driving. And that means you're putting your life and other lives in danger. Even using a blue tooth or a hands free system while driving may lead to a fine if it causes you to drive recklessly.
If someone calls you while you're driving, tell them you'll call them back or pull over to take the call. Conversely, if you call someone and they are driving, tell them you'll call them back or ask them to pull over.
Simple stuff can save lives.

Information Note: Road Traffic Act 2006 (Restriction on Use of Mobile Phones) Regulations 2014.

What do they do?

The regulations make it an offence to send or read a text message from a mobile phone while driving a mechanically propelled vehicle.
These regulations apply to mobile phones which are not being held, i.e. to hands-free devices.
'Text message' in these regulations includes an SMS or MMS message, or an email.
'MMS' means a Multimedia Messaging Service which sends messages that include multimedia content between mobile or fixed numbers assigned in accordance with national numbering plans.
'SMS' means a Short Message Service text message, composed principally of alphabetical or numerical characters, capable of being sent between mobile or fixed numbers assigned in accordance with national numbering plans.

How is this new?

Legislation already in place makes it an offence to HOLD a mobile phone while driving. Before now, the legislation has not applied to mobile phones NOT being held.

What do they NOT do?

Contrary to some misleading media reports, they do not make it an offence to speak via a hands-free device. Nor do they make it an offence to touch a button on a hand-free device in order to answer a phone call.

When did they come into effect?
1 May 2014
What is the Penalty?
From coming into effect of the regulations, they will be subject to the general penalty under section 102 of the Road Traffic Act 1961, as amended. This means that cases will come to court and, if convicted, the penalty will be:

€1,000 maximum fine for a first offence

€2,000 maximum fine for a second or subsequent offence

€2,000 maximum fine and/or up to three months in prison for a third or subsequent offence within a twelve month period.

Why is this being done?
Evidence shows that driver distraction is one of the major risk factors in causing road traffic collisions. Reading text messages, and especially composing text messages, makes drivers take their eyes and minds off the road, and can create serious risks.
The Department would advise drivers to be aware of all potential distractions, and not only those prohibited by law. Ultimately, careful driving is the responsibility of each individual when they are in charge of a vehicle.

Driving Abroad
You are still required to produce your own license for inspection when hiring a vehicle overseas. All countries in the EU benefit from a 'mutual recognition' agreement in respect of driving licenses.

Under the agreement, Irish driving license holders can drive in any EU country on their existing Irish driving license so long as it's current and valid.

An Irish license holder must be age 18 with a full license to drive in most EU Countries. The following countries (Austria, Germany, Hungary, United Kingdom and Norway) allow a full license holder to drive at the age of 17.

Road Rage

We have all been tailgated, cut-up, abused and cursed at, given the finger, etc, but as professional drivers of company owned vehicles, we at all time have to behave in a responsible manner. **STAY CALM – DON'T GET AGGRESSIVE DON'T REACT**.

When you see another motorist who is behaving aggressively there are things you can do to avoid getting stressed and provoked into a response. Here are our guidelines;

- Don't irritate them
- Avoid eye contact if the other person appears aggressive
- Don't return gestures
- Don't stop and engage in a verbal argument
- Note the vehicle registration and report to the incident to the company and the Gardai if necessary

Other driving habits to avoid irritating other drivers include;

- Allow fellow drivers to merge in heavy traffic (discretionary)
- Don't stay in the right lane so vehicles undertake you on the inside
- Maintain a safe distance from the vehicle ahead, remember your stopping distances.
- Use your horn sparingly
- Respect pedestrians' right of way on crossings
- Don't block junctions or private gateways
- Don't park on footpaths
- Give other road users the benefit of the doubt
- Be polite, courteous and considerate at all times

Road Traffic Accidents

In the event of being involved in a road traffic accident drivers will be required to comply with the requirements of the Road Traffic Acts and the requirements of the company insurance policy.

- **DO NOT** admit liability,
- **DO NOT** enter into an argument with the other party, remain calm,
- **DO NOT** offer to pay for damage to property.
- See that everything possible can be provided for an injured person in the form of calling for medical assistance etc.
- Where serious vehicle or property damage has occurred, call the Gardai and leave the scene of the accident as it is. Do not move the vehicle until directed by the investigating Garda.
- Place a breakdown-warning triangle on the roadway.
- Make every effort to obtain the name and address of any witness to the accident, i.e., a person who was not travelling in a vehicle involved in the accident.
- Obtain the following information from the other party involved.
- Name and address
- Registration number, make, model and type of vehicle(s).
- Note apparent injuries to any casualty and removed by whom for medical treatment.
- Apparent damage to vehicles and/or other properties.
- Names and addresses of insurances and policy numbers if known.

Provide the following particulars to other parties;

- Your name and the company address details.
- The registration details of the vehicle being driven by you.
- If requested, the company insurance details and policy number.
- Contact the company management if in any assistance can be rendered.

Vehicle Movements:

Murjoy Ltd is aware that we operate in a suburban / commercial environment and so our vehicle movements have an interaction with members of the public and others.

The hazards associated with vehicle movements include;

- Property damage to vehicles and buildings,
- Property damage to third parties,
- Personal injuries to employees,
- Personal injuries to third parties.

Where possible:

- Drivers should observe caution while turning into a property from a roadway,
- Stop and wait while pedestrians or others move clear,
- Secure the assistance of another employee to park safely, especially where the vehicle has to be reversed into a parking space,
- Employees assisting drivers to park must not walk behind the vehicle. Provide assistance or directions using recognised hand signals.
- Load and unload in a safe location, which will not cause an inconvenience to others.
- Consider the safety and security of the vehicle when parking up overnight.

Vehicle Safety Equipment shall include;

- Reflective vest
- Breakdown warning triangle
- First aid travel kit
- Vehicle fire extinguisher
- Hand torch with spare battery

SAFE DRIVING GUIDELINES

Pre Driving Checks – Glass & Lights; all windows and glass cleaned providing good all round visibility.

- Vehicle Condition; is in good mechanical and is road worthy.
- Doors; all vehicle doors are closing and locking correctly.
- Mirrors; all mirrors are adjusted correctly before the commencement of the journey.
- Hand Brake/Gear Change; proper safety checks were made before starting the engine.
- Seat & Head Restraints; adjusted correctly to ensure a safe and comfortable driving position and facilitate use of controls.
- Interior floor mats and pedals are defect free.

Observation/Concentration – Environmental Scanning; awareness of surroundings through scanning.

- Road Signs/Traffic Lights; correct response to all signs and lights.
- Junctions; observation to allow safe negotiation
- Road Markings; correct response.

Use of Controls – Use of Accelerator; smooth and progressive use of the accelerator.

- Good forward planning in use.
- Footbrake; consistent with road and weather conditions.
- Handbrake; apply where necessary and when stationary.
- Steering; hand position, push pull method.
- Gears; engagement smooth, selection appropriate to speed.
- Coasting; avoided.
- Ancillary controls; used where appropriate.

Use of Signals – Use and timing appropriate. (Mirror Signal Manoeuvre procedure)

- Eye contact; awareness of benefits of eye contact.
- Headlights; correct use include weather conditions, dawn/dusk, poor driving conditions.
- Horn; correct use.
- Beckoning, flashing headlights, avoided.

Use of Mirrors – correct and regular use.

Road Positioning – Normal Driving; correct road position.

- Lane Discipline & Selection; good discipline and use of information ensuring correct and early selection.
- Approach to bends; positioning with good view and safety in mind.
- Junctions; correct position on turns.
- Roundabouts; correct procedure and road positioning.
- Motorway; joining and leaving facilitating merging with traffic safely and exiting safely.

Speed Limits – maintained, safe stopping distances maintained and appropriate to the weather conditions.

- For Road Conditions; speed adjusted to suit conditions.
- Progress; safe opportunities to make progress.
- Following Distances; adequate to allow safe stopping.

Anticipation/Hazard Management – Use of Information; allow forward planning.

- Clearance; safe distances allowed.
- Overtaking; understanding of procedure demonstrated safely.

Attitude – Other Drivers; calm, courteous and considerate to others.
- Pedestrians; awareness and consideration demonstrated.
- Cyclists; consideration and awareness of cyclists.
- Animals; consideration and caution observed.

If you have a category B driving licence to drive a vehicle (car/jeep) you can tow a small trailer. If you want to tow a larger trailer you must have category BE on your licence

With a B license you can tow a trailer with a

- Maximum Authorised Mass (MAM) no greater than 750kg, and/or
- Where the MAM of the trailer exceeds 750kg but where the MAM of the vehicle and trailer does not exceed 3500kg.

With a BE license you can tow a trailer

- In all cases where the MAM of the vehicle and trailer combination is greater than 3500kg but less than 7000kg.
- In cases where the MAM of the trailer is greater than 750kg. However, note previous point where in certain cases a category B licence will allow you to tow a trailer over 750kg.

A car with a towing capacity of 2000kg can draw a trailer with a plated MAM of 3500kg provided the combination of the weight of the trailer and any load does not exceed the towing capacity of the car e.g. 2000kg.

PLEASE NOTE THE SPEED LIMIT WITH A TRAILER IS 80 KMPH

5.17.4 LIST OF AUTHORISED DRIVERS:

Driver Name	Occupation	Licence Type
Michael Murphy	Co Director	Full
Philip Creagh	Cost Engineer	Full
Arthur Board	Foreman	Full
Paul Mills	Foreman	Full
Alan Mills	Foreman	Full
John Murphy	Foreman	Full
Tony McCarthy	Driver	Full
Liam Bowen	General Operative	Full
Tommy Long	Welder	Full
Alfie Board	Rigger	Full
Carmel Murphy	Co Director	Full
Michelle Murphy	Engineer	Full
Ben Murphy	Engineer	Full
John Flannery	Foreman	Full
Stephen Board	Rigger	Full
Paul Conroy	Fitter	Full
Eugene Meheqan	Draughtsman	Full
Dave Kelly	Painter	Full
Paddy O'Donoghue	General Operative	Full
Brian Leonard	Fitter	Full
Michael Dalton	Fitter	Full
Ger Cambridge	Fitter	Full
Brian Bermingham	Fitter	Full
Michael Murphy Jnr	Fitter	Full
John Kelleher	Welder	Full
Joy Hurley	Admin	Full
Pat Murphy	Retired	Full

5.17.5 Assigned Drivers – as per updated insurance schedule

Heavy Commercial Vehicles

06 C 14593	Renault	Midlum 180 10 With HiAb	Tony McCarthy

Light Commercial Vehicles

01 C 785	Toyota	HiAce	Pool Vehicle
01 C 795	Toyota	HiAce	Arthur Board
03 D 46398	Mitsubishi	L200 Crewcab	Pool Vehicle
05 C 17793	Isuzu	NPR	Pool Vehicle
06 C 5013	Mercedes Benz	Jeep	Ben Murphy
08 C 9553	Toyota	HiAce	Pool Vehicle
11 C 6181	Toyota	HiAce	Alan Mills
SD13 KCZ	Mitz	Crewcab	Paul Mills
00 C 6059	Isuzu	Jeep	Pool Vehicle
00 C 29451	Toyota	HiAce	Pool Vehicle
151 C 8428	Fiat	Ducato	Pool Vehicle
151 C 11027	Land Rover	Discovery	Michael Murphy

5.18 Equality Policy

Murjoy Ltd**,** will endeavour to promote equality and prohibits discrimination in the workplace across the nine grounds set out in the Employment Equality Act, 1998.

We will not discriminate on the grounds of gender, marital status, family status, age, disability, sexual orientation, race, religion or membership of the Traveller Community.

Murjoy Ltd will take the following steps to ensure equality in our workplace, for our staff, clients and business contacts.

- Develop equality of opportunity in recruitment and selection process, including advertising.
- Include positive actions as allowed under equality legislation for people with disabilities, women, members of the Traveller community and older worker, and accommodate employees with disabilities.
- Accommodate diversity across the nine grounds and develop necessary workplace.
- Build-in equality into job orientation in the workplace.
- Integrate the equality dimension into training, work experience and employment counselling opportunities.
- Develop equality opportunity in promotions and progression including job regarding or reclassification.
- Develop a network with other enterprises and public bodies to ensure nest practice on equality of opportunity in our organisation.
- Evaluate, monitor and review our equality policies and practices.

Murjoy Ltd will also:

- Remain committed to supporting the career progression of all staff
- Be dedicated to addressing any inequalities that may arise within our workplaces
- Ensure that actions will respond to identified needs and will actively promote a positive impact on the employees

5.19 Stress Management Policy

1. Introduction

Murjoy Ltd believes that its employees are its most important asset and that their well-being is essential to effective work performance and the provision of a high quality service. The Company recognises that it has a duty of care to its employees and that this duty extends to the active promotion of staff health and welfare in the broadest sense.

Murjoy Ltd recognises that stress is a health and safety issue and that it has many causes, including those arising from pressures in the workplace and those which affect the life of employees away from work. A controllable level of stress is healthy because it can lead to improved motivation, performance and increased job satisfaction. By contrast, excessive stress is damaging to the individual and ultimately to the Company.

This policy should be read in conjunction with the HSA Work Related Stress Information Sheet for Employees The policy will be subject to regular review and will therefore be amended from time to time.

2. Definition of Stress

Most people are exposed to regular pressures as part of their normal day to day lives and will generally cope with, and in many cases thrive on, moderate amounts of pressure with no detrimental effects. Indeed, lack of pressure or stimulation can be just as stressful for some people as too much pressure can be for others. The Health and Safety Authority (HSA) defines stress as,
'the adverse reaction people have to excessive pressure or other types of demand placed on them.'

3. Aims of the Policy

The aims of the Policy are:

- to increase an awareness of stress amongst managers and staff and explore methods available to combat it;
- to initiate action to manage and reduce those pressures which lead to stress;
- to assist staff in managing stress in others and themselves;
- to manage problems which do occur and to provide accessible and confidential support;
- to monitor and assess stress indicators;
- to encourage a flexible yet confidential approach to those individuals suffering from stress;
- to manage effectively the return to work of those who have been absent as a result of stress.

5.19 Stress Management Policy

4. Responsibilities

Ultimate responsibility for this policy rests with **Murjoy Ltd** as the employer

As with all matters relating to health and safety the **Managing Director** will devolve responsibility for the application of this policy, and any supporting guidance, to managers and supervisors.

Managers and Supervisors must therefore understand the nature and causes of occupational stress. Training should be made available to enable them to identify occupational stress and to understand recognised means of prevention, control and reduction. Their specific responsibilities will be:

- To implement the Company Stress Policy for employees under their managerial control;
- To ensure that risk assessments take place and address any potential hazards relating from occupational stress;
- To participate in, and to ensure the provision of, appropriate training to support the identification of occupational stress and recognised means of prevention, control and reduction;
- To ensure that reasonable steps are taken to minimise the potential for risks arising from occupational stress.

Managers and supervisors may wish to devolve some authority in relation to this policy and its implementation. It is important therefore that members of staff who have management/supervisory roles should ensure that:

- There is good communication between management and staff, particularly at times of organisational and / or other change;
- They are aware of the necessary skills that staff need to complete their roles successfully and that they provide staff with appropriate development opportunities through the relevant Company processes of Probation and Appraisal;
- They monitor the physical work environment, workload, working hours, overtime levels and that they ensure that staff take their full holiday entitlement;
- They deal immediately with issues of conflict, bullying and/or harassment

Individual members of staff have a duty to:

- Take reasonable care of their own health and safety and that of others likely to be affected by their actions.
- Co-operate with the Company in ensuring that the aims and objectives of the occupational stress policy are achieved.
- Raise issues of concern with their line manager / supervisor. The available support mechanisms are particularly relevant should an individual feel that their line manager/supervisor is connected to the stress they are experiencing.

The Managing Director will oversee implementation of the Policy. The managing director will also monitor the effectiveness of stress management training for staff that have management or supervisory roles, and will ensure that this policy is fully integrated.

5.19 Stress Management Policy

5 Staff Development and Training

Many staff experience stress through feeling that they are not adequately trained for their current post and are especially at risk when they move to a new or changed role. The identification of training needs should have a high priority, especially so in cases where restructuring of individual posts, sections or larger units is taking place.

The identification and meeting of training needs should not be seen merely as a token annual exercise but as a continuing and vital process. This is an integral part of Company processes such as Induction, Probation and Appraisal.

In relevant management and supervisory training (as well as in other relevant skills courses), it is highly recommended that stress management should be discussed as part of a manager's responsibilities. In the same context, managers and supervisors should also examine how they can deal with their own issues of stress management.

6. Implementation

Implementation of this policy is the responsibility of individual manager and supervisors
Effective implementation of this policy can be achieved by following the guidance which is set out in the policy and in the supporting documents.

Any individual exhibiting signs and symptoms of inappropriate stress levels requiring immediate support should work with the relevant management structure within the company. If the situation is not remedied by this action or an individual member of staff feels it would be inappropriate to speak to their immediate line manager/supervisor or the situation continues to deteriorate than individuals should be referred to the health and safety co-ordinator

7. Monitoring

Monitoring and evaluation are essential to any effective policy of stress management. They provide the necessary feedback that is critical to the maintenance and development of strategies, procedures and action plans designed to control stress in the workplace.

Monitoring is an ongoing process. There are several different areas where monitoring will be conducted, using existing processes such as appraisal, probation and employee turnover and sickness absence rates

All supervisors and managers will identify and monitor specific indicators of stress within their areas of responsibility.

Supervisors and managers will need support to provide appropriate and adequate training to identify and deal with these indicators of stress.

8 Further Information

The Health and Safety Authority has a comprehensive guide to Stress. This information can be accessed online www.hsa.ie.

RELEVANT LEGISLATION INCLUDES:
2005 Safety Health & Welfare at Work Act
Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work 2007

5.20 No Smoking Policy

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Teachers/Staff found smoking in these areas will face disciplinary procedure.

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) will be strictly implemented by this company.

Smoking Cessation

Information on how to obtain help quitting smoking is available from:
The National Smokers Quit-line (1850 201 203. 8am – 10 pm) or
The Health Promotion Service of the local health board (067 42339).

Procedure if a person is found smoking

In contravention of
Section 47 of the Public Health (Tobacco) Acts that prohibits smoking in the workplace

1. Draw the person's attention to the "No Smoking" signs and advise that he/she is committing an offence by smoking on the premises.

2. Advise the person that it is also an offence for the occupier, manager and any other person for the time being in charge of the premises to permit anyone to smoke in contravention of the law.

3. Advise the person that the business has a smoke-free policy to ensure a safe working environment for staff and customers and that under the policy staff are obliged to refuse serve to customers who persist in smoking.

4. If the person continues to smoke immediately request that he/she leaves the premises.

5. If the person refuses, implement normal procedure for antisocial/illegal behaviour in the premises.

6. Maintain an appropriate record of all such incidents and notify all staff of action taken.

7. In all cases where physical violence is threatened or encountered, notify and/or seek the assistance of the Gardaí.

5.20 No Smoking Policy

Smoke-Free Policy

Purpose

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

Policy

It is the policy of Murjoy Ltd that all of its indoor work areas are smoke-free and that all staff and employees have a right to work in a smoke-free environment. Smoking is prohibited in all indoor work areas with no exceptions. This policy applies to all staff, employees, consultants, contractors, customers and visitors. This policy applies to all company vehicles and vehicles hired on behalf of the company.

Implementation

Overall responsibility for policy implementation rests with the managing director or other person for the time being in charge of the premises. All staff have an obligation to adhere to, and facilitate the implementation of this policy.
The person in charge shall inform all staff, existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective staff, employees, consultants and contractors shall be given a copy of the policy on recruitment/induction by the person in charge.

Policy Infringements

Infringements by staff will be dealt with under local disciplinary procedures. Infringements by customers, clients etc., will be dealt with in accordance with the procedure set out above. Employees, consultants, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are also liable to a criminal prosecution with an associated fine.

TABLE OF RESPONSIBILITIES

OPERATION	NAME	TITLE
Overall responsibility /Resources.	Michael Murphy	Managing Director.
Emergency plan / drill.	Ann Horgan	H&S Co-Ordinator.
Purchasing.	Philip Creagh	Purchasing Manager.
Risk assessments.	Michael Murphy / HSS	MD.
Employee co-operation.	Michael Murphy	MD.
Safety Program Development.	Ann Horgan	H&S Co-Ordinator.
Identification of training needs.	Ann Horgan	H&S Co-Ordinator
Delivery of training.	External Provider	
Accident investigation.	Michael Murphy / HSS	MD / Safety Advisor
Accident reporting.	Supervisor	
Remedial / corrective action.	Michael Murphy / HSS	MD / Safety Advisor
PPE identification.	Supervisor	PPE identification.
First aid.	Paul Mills Ben Murphy Ger Cambridge Dave Kelly Stephen Board John Flannery	First aider / Supervisor. First Aider / Mgtment First Aider / Fitter First Aider / Painter First Aider / Rigger First Aider / Fitter
Review process / auditing.	Michael Murphy.	MD.
Preventative maintenance.	Brian Leonard.	Mech Fitter.
Statutory inspections.	Site Supervisors.	
Design / new product / plant.	Michael Murphy.	MD.
Supervision to ensure safety.	Supervisors.	
Safety Representatives	Stephen Board	Rigger / Safety Rep

Acknowledgement of Safety Statement

I wish to acknowledge receipt of the information relating to the Safety Statement.

I certify that I have had the attached Safety Statement communicated to me, I undertake to comply with all the requirements of the Safety Statement and I acknowledge that I have been afforded the opportunity of asking questions on any point of which I was unsure.

Safe working is a condition of employment.

Date	Employee Signature

"ALL ACCIDENTS ARE PREVENTABLE"

Please sign the above and return immediately to: Murjoy Limited

Generic Risk Assessment

Lisnahorna,
Whitescross,
Cork.

Tel 021.4393656
Fax 021.4393721
Email : info@murjoy.ie

No.	Hazard
1	Working on Site / Customer Premises
2	Operative / Passers-by being injured by work
3	Mobile Cranes
4	Lifting Gear
5	Lifting of Pipework & Equipment
6	Access and Egress
7	Non-wearing of PPE
8	House Keeping – General Tidiness
9	Working at Height
10	Excavation / Trenching
11	Scaffolding
12	Mobile Tower Scaffolds
13	Ladders
14	Machines, ie servicing, breakdowns, etc
15	Site Vehicles & Mobile Plant
16	Site Dumpers
17	Teleporter
18	180° Excavator
19	360° Excavator
20	MEWP
21	Portable Electrical Tools
22	NDT – Iodising Radiation
23	Electrical Drills & Portable Drills
24	Pneumatic Hammers & Tools, Compressors
25	Compressed Air
26	Hilti Gun, etc
27	Cartridge Tools
28	Abrasive Wheels, including angle grinders
29	Hilti or Kango Jack Hammer Action Units 110v
30	Steel or Plastic Banding Straps
31	LPG Gas Bottles
32	Hot Work – Grinding
33	Portable Electrical Generator
34	Overhead Power Lines
35	Electricity
36	Burns
37	Fire – from petrol, electrical equipment, hot work, power tools, etc
38	Petrol – for portable equipment

No.	Hazard
39	Manual Handling
40	Oxy / Acetylene Welding / Cutting Gear
41	Individual Welding Units
42	Cranes
43	Lathes
44	Band Saw
45	Pedestal Drill
46	Chemical Use
47	Noise
48	First Aid Equipment
49	First Aiders
50	Underground Services, Gas, Electricity, Sewer
51	Sub-Contractors
52	Diesel Oils & Waste Oils
53	Welfare on Site – Food & Environmental Waste (Bottles, Cans, Paper, Plastic, etc)
54	Cleaning Sites – Litter Picking (Glass, Paper, Cans, Syringes, etc)
55	Leptospirosis
56	Bullying – by Supervisors, individual co-works or group of co-workers
57	Health Hazards
58	Eye Injury
59	Weather – Sun, Wind, Rain, Ice, Snow

Hazard No: 1	Working on Site / Customer Premises
Risk Associated	Unfamiliar layouts & procedures etc. Increased risk of serious personal injury / fatality. Fire / evacuation. Delay in treating injuries. Cuts. Eye injuries. Electrocution. Injury from machinery, plant and equipment. Lack of hygiene facilities etc.
Risk Assessment	**Severity** 3 | **Likelihood** 2 | **S x L** 6 | **Risk** M
Control Measures	Specific Risk Assessments & Method Statements, as per requirements of Safety, Health and Welfare at Work (Construction) Regulations, 2013 to be carried out in advance of works. Ensure all employees are familiar with the layout of the premises on which they work prior to work commencing. To be arranged as site starts. Foreman to deliver induction training to all personnel. Ensure all employees are aware of general & specific hazards on those premises. Provide and wear all necessary PPE. Make provision for emergencies, first aid etc. Welfare facilities to be arranged in advance of work start up. Ensure drying facilities for clothes, and hot & cold running water is available in toilets.

Hazard No: 2	Operative / passers-by being injured by work
Risk Associated	Crushing. Head injury. Fractures. Cuts. Bruises.
Risk Assessment	**Severity** 3 | **Likelihood** 2 | **S x L** 6 | **Risk** M
Control Measures	Plan the work from a public & employee safety point of view in advance of all works. Specific Risk Assessments & Method Statements, as per requirements of 2013 Construction Regulation s, to be carried out in advance of works. Ensure adequate clearance around all working areas. Ensure that only authorised personnel are in the vicinity of the operation and that correct protective clothing is worn. Ensure that the task is supervised and controlled by a competent person. Use barriers & warning signs to mark off area if working in public areas.

Hazard No: 3	Mobile Cranes
Risk Associated	Serious personal injury. Fatality. Crushing. Amputation.
Risk Assessment	See table below
Control Measures	A competent person will maintain all cranes and lifting equipment. All personnel concerned with the lifting operations must know the safe working loads and weight of objects to be lifted. Will be operated only by trained/experienced CSCS certified persons. The slinger/signaler in attendance will be fully trained through the Construction Skills Certification Scheme in accordance with Safety, Health and Welfare at Work (Construction) Regulations, 2013 (SI 291). and will be over eighteen years of age. All operators, slingers/signallers will be trained with regard to the approved method of slinging and signaling on site. Two-way communication between crane driver and slinger/signaler will be provided when appropriate to the safety of the operations. A warning device used when operator unable to see load. All statutory tests and examinations as required on cranes and lifting equipment will be carried out and certificates and records maintained (every 12months using the appropriate GA Form). An inspection of the mobile crane to be carried out by a competent person with results of the inspection documented in Form GA2. Only competent banksman to sling loads and signal to crane driver. CSCS certified banksman to wear an alternative coloured jacket so as to easily identify him amidst the construction workers. (Preferably Orange). Statutory tests on cranes, chains, rope and lifting equipment is carried out by a competent before use, and the records maintained. An approved safe working load indicator will be used on jib cranes and inspected by a competent person before use, and when the crane is in use, will be inspected at intervals not exceeding one week, by a competent persons. All certificates, services and maintenance records will be kept on record. Crane driver to ensure pads are placed under all outriggers prior to lowering them. Defects to cranes must be reported immediately to site management where the crane will undergo the necessary maintenance work.

Severity	Likelihood	S x L	Risk
3	3	9	H

Hazard No: 4	LIFTING GEAR: Slinger / Signaller

Risk Associated

Serious injury from falling objects or collapse of the Crane, pulley, equipment being lifted etc,

Electric Shock.

Strain / Sprain.

Fatality.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	3	9	H

Control Measures

1) All banksmen / slingers must be CSCS certified.
2) Check lifting gear daily and examine all wire ropes at frequent intervals for kings, frays and projecting needles.
3) No lifting gear must be used unless its safe working load is marked. The combined weight of load to be lifted and lifting gear must never exceed the safe working load of the crane.
4) Use only slings and lifting gear provided by your employer. Never use improvised slings or a single leg of a multiple leg sling.
5) Loads should be landed on to suitable bearers to avoid damage to lifting gear and to facilitate its removal.
6) Never tie knots in chains to shorten them - get shorter slings.
7) Ensure right pin is used in all shackles and the pin is properly inserted.
8) All hooks must either be an approved 'C' type or fitted with an effective safety catch to prevent displacement of the lifting gear.
9) Protect wire ropes and slings with soft wood or other suitable packing from the sharp edges of the load.
10) Always see that the crane hook is centrally placed over the load to prevent swinging when the load is being raised.
11) Take your hands away from chains and ropes before the crane takes the load and stand clear.
12) When signalling, stand where you can see the load clearly and where the operator can see you. Whenever possible face the operator.
13) Ensure that the load is lifted off the ground to see that it is free and correctly slung before hoisting.
14) Wear a safety helmet and high visibility clothing.
15) Make your signals clearly and distinctly use approved Code Signals. When the crane is operating, do not leave the area unless you have been relieved by a trained deputy.

When the crane is travelling, ensure that you signal to the operator to warn him of obstructions on the route or awkward comers. Riding on loads is strictly prohibited. Back sling hooks when no load is carried. Do not allow lifting gear to be used for other purposes, e.g.: towing. When not in use, store your gear tidily off the ground.

Hazard No: 5	Lifting of Pipework and Equipment

Risk Associated

Falls from heights.

Entrapment.

Crushing.

Impact with machinery and/or site personnel.

Serious bodily injury / fatality.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	3	9	H

Control Measures

All works at height where a person could fall from height more must be carried out in accordance with the Safety, Health and Welfare at Work (Construction) Regulations, 2013 (SI 291).

All personnel concerned with the lifting operations must know the safe working loads and weight of objects to be lifted.

Will be operated only by trained/experienced CSCS certified persons.

The slinger/signaler in attendance will be fully trained through the Construction Skills Certification Scheme in accordance with 2013 Construction Regulations and will be over eighteen years of age.

All operators, slingers/signalers will be trained with regard to the approved method of slinging and signaling on site.

Two-way communication between crane driver and slinger/signaler will be provided when appropriate to the safety of the operations.

Only competent banksman to sling loads and signal to crane driver. CSCS certified banksman to wear an alternative coloured jacket so as to easily identify him amidst the construction workers. (Preferably Orange).

Lifting plan to be drawn up where necessary and exclusion zone to be designated.

Ensure adequate fencing/warning signs/warning tape is erected to prevent persons from walking under lifting area.

Hazard No: 6	Access & Egress

Risk Associated

Tripping.

Falling from Heights.

Falling Objects.

Plant and Machinery at Work Etc.

Risk Assessment

Severity	Likelihood	S x L	Risk
2	3	6	M

Control Measures

Everyone will be able to reach their work safely, i.e. good roads, gangways, passageways, hoists, staircases, ladders and scaffolds.

Overhead protection will be provided as necessary to prevent injury from falling objects. All walkways will be stable and free from obstruction, such as stored materials, waste and debris.

Adequate barriers or other edge protection to prevent falls from open sides of buildings, gangways etc. will be provided.

Holes and openings will be securely fenced off or securely fixed covers will be provided. The various sites will be kept tidy and materials stored safely. Proper arrangements will be made for collecting and disposing of scrap. Nails in timber will be hammered down or removed.

Hazard No: 7	Non-Wearing PPE
Risk Associated	Impact from flying particles. Head injury. Foot injury. Falls from height. Burns or skin irritation etc.
Risk Assessment	Severity: 2 | Likelihood: 3 | S x L: 6 | Risk: M
Control Measures	Compulsory that PPE be worn on sites including safety footwear, hard hats, high visibility clothing, regardless of the type of construction works being carried out. The contractor will provide all other necessary Personal Protective equipment for the staff on site – such as hearing protection, eye protection, facial protection, weather proof clothing. All sub contractors must adhere to PPE usage on site. Safety signs will be posted to highlight this.

Hazard No: 8	House-keeping - General Tidiness
Risk Associated	Slips, Trips or Falls. Serious personal injury, fractures, burns etc
Risk Assessment	Severity: 2 | Likelihood: 3 | S x L: 6 | Risk: M
Control Measures	Include housekeeping in the planning of all operations by setting up control measures and regulating work practices. Safe access and egress to the site or work area must be kept clear so as not to cause blockage to evacuation and/or fire brigade access. Provide equipment to ensure all work areas are in a clean and orderly state including waste bins, cleaning equipment, storage areas etc. Include good housekeeping as part of every individual's job responsibility at all levels of the organization. Provide cleanup schedules and personnel when required. All goods should be stacked, stored and sealed in an appropriate manner. All open containers should be sealed and stored in the correct location. All waste/empty chemical containers must be disposed of in a safe manner and in accordance with the guidelines set out by EPA.

Hazard No: 9	Work at Heights
Risk Associated	Falls from heights. Materials / tools dropped. Serious personal injury. Fatality. Material damage
Risk Assessment	
Control Measures	Only authorised personnel should be allowed to carry out work from heights and they must be properly trained. A protective handrail at a height of 950mm approx is required to prevent falls from heights around all roof edges or openings. Toe boards are required to prevent items falling from work area. Dropping or throwing of objects to the ground must be discouraged. Ensure work at height never takes place while work is going on directly underneath. Safety hard hats are compulsory. Ensure safe storage areas for all goods. Keep heaviest goods at ground or low level. Damaged pallets should be removed. Do not overload when lifting materials.

Severity	Likelihood	S x L	Risk
3	3	9	H

Hazard No: 10	Excavation / Trenching
Risk Associated	Falls. Entrapment. Suffocation. Crushing. Impact with machinery. Drowning. Electrocution. Serious bodily injury. Fatality.
Risk Assessment	**Severity** 3 | **Likelihood** 2 | **S x L** 6 | **Risk** M
Control Measures	**Before ground work begins:** Verify ground conditions and soil type before excavating. No ground to be considered safe until investigated by a competent person eg. Foreman, etc. Schedule work so that excavations are not open for any longer than necessary. Find, locate and mark all underground services. Ensure adjacent buildings, roads, footpaths and scaffolds, etc. are not undermined. Appoint competent person to supervise work. Organise suitable plant, equipment and required working space. Organise delivery and inspection of support materials and ladders. Provide appropriate protective clothing and equipment. Provide suitable barriers. Prevent access especially of children. **During work:** Arrange inspections and suitable record keeping. Organise a balanced workforce and avoid overcrowding in a trench. Arrange adequate fencing, lighting and warning signs around the excavations. Arrange safety stops for all site transport near trench areas or excavations. Check regularly for “unseen hazards”, e.g. noxious gases and fumes. Install an evacuation procedure. Plan and prepare for safe backfilling activities. Maintain tidy work areas at all times. **Ensure that:** All work in excavations & trenches to conform with established standards + regulations. Sheeting, walling and strutting can be carried out with traditional materials or with hydraulic struts. Proprietary support systems e.g. hydraulic frames boxes etc. can be used. Materials are placed at least 1.0m from the edge of the excavation. Precautions are taken to prevent materials from falling into the excavation. Excavations 1.25m or deeper are shored or sloped back to an angle of repose. Any excavation in unsuitable soil is shored or sloped back even if less than 1.25m. For deep excavations the sides have to be benched. Each excavation is inspected daily by the appointed competent person. If any hazard exists, all work ceases until precautions are taken to safeguard employees. Where vehicles or equipment operate near excavations, the sides are shored or braced to withstand the forces exerted by any superimposed load. Also stop blocks or other substantial barricades are installed at the edges of such excavations. Materials used for sheeting, shoring or bracing are in good condition. Timbers are sound, free of large or loose knots, and are of adequate dimensions. Safe access and egress is provided for all excavations by means of ladders, stairs or ramps. Walkways or bridges with standard handrails are provided where employees or equipment are required to cross over excavations or trenches. In location where oxygen deficiencies or concentrations of hazardous or explosive gases or dust are impossible to remove, the atmosphere in the excavation is tested prior to start of work and at intervals, as required. Safe systems of work are devised for all stages of excavations + adequate supervision maintained.

Hazard No: 11	Scaffolding

Risk Associated

Scaffolding collapse causing damage.

Fall of person from height.

Serious personal injury.

Fatality.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	3	9	H

Control Measures

Scaffolding may only be erected, altered and dismantled by competent persons.

All scaffolding to be erected in accordance with the HSA Scaffolding Code of Practice 2009 & the Safety, Health and Welfare at Work (Construction) Regulations, 2013 (SI 291).

A competent person must inspect the scaffolding regularly. i.e. at least once a week and always or after bad weather.

Competent persons must have a minimum of the CSCS certification for 'scaffolding -basic' card for scaffold erection which is issued by FAS, the Training & Employment Authority.

The results of inspections will be recorded (including defects that were put right during the inspections) in the GA3 form and the records signed by the person who carried out the inspections.

Effective barriers or warning notices to stop people using an incomplete scaffold (e.g. one that is not fully boarded) will be erected.

There will be proper access to the scaffold platform.

All uprights will be provided with base plates, and where necessary, timber sole plates, or prevented in some other way from slipping or sinking.

The working platforms will be fully boarded. Boards will be free from obvious defects such as knots, and arranged to avoid tipping or tripping.

Adequate guard rails and toe boards, at every side from which a person could fall, will be erected and in particular where one can fall from height.

Where the scaffold has been designed and constructed for loading with materials these will be evenly distributed.

The distance between the 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 thickness are used.

Wheeled scaffolds will only be used on firm and even surfaces.

Suspended scaffolds will be closely boarded or planked at least 600 mm wide if used as footing only & at least 800 mm wide if used for materials.

Always: Check scaffolding prior to use for its safety and security.

Joints should be checked to ensure crossbars and uprights are tightly secured.

Guardrails and toe boards must be fitted if working at height.

Foot ties should be as close to the wheels as possible.

Swivelling castors with brakes should be secured to the uprights (keep brakes on when in use).

Ensure the working platform base to height ratio is at least 3:1 external, 3.5:1 internal.

Ensure the working platform has close fitting boards, and has evenly supported kick boards, handrails and proper secure ladder access.

Hazard No: 12	Mobile Tower Scaffolds

Risk Associated

Falls from heights.

Falls as a result of not using access ladders.

Scaffold not adequately tied or outriggers not used.

Falling materials.

Collapse of structure.

Unsuitable base.

Scaffold not built correctly.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	2	6	M

Control Measures

Mobile tower scaffolds must be tied rigidly to a structure if heavy materials are to be lifted up the outside of the tower or the height to least base ratio exceeds 3.5: 1.

Height measured from ground level to working platform.

Least base width = shorter side of tower.

Towers should only be used if they are structurally complete.

If incomplete, a warning notice should be fixed or the scaffold dismantled.

Contractors should only use their own scaffolding or scaffolding which they have specific permission to use.

If in doubt about the ownership of a scaffold do not use it.

Wheels are to be locked at all times on mobile tower scaffolds.

Brakes should only be disengaged whilst moving scaffolds and re-engaged immediately afterwards.

Mobile tower scaffolds are only to be used on firm and level ground.

Access ladders must be provided and used on all mobile tower scaffolds.

Climbing up on the scaffold is strictly prohibited on site.

Do not lean a ladder against a mobile tower scaffold to gain access, this may cause the scaffold to overturn.

Mobile tower scaffolds are not to be moved with people or materials on the working platform.

Guardrails are to be provided in all cases for mobile tower scaffolds and toeboards must be fitted.

All mobile tower scaffolds where a fall from height is possible must be inspected once every seven days by a competent person and a GA3 form filled out.

Never ride on the tower when being moved.

Checklist for regular inspections: All components present and in good order.

Do not overload the tower.

Frame interlocking clips secure.

Height to base ratio within limits.

Wheels locked and correct bracing.

Guardrails and toe boards present and secure.

If incomplete warning notices fixed.

Proper access ladders provided.

Hazard No: 13	Ladders

Risk Associated

Falls from heights.
Materials / tools dropped.
Serious personal injury.
Fatality.
Material damage.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	2	6	M

Control Measures

INDUSTRIAL TYPE LADDERS ONLY TO BE USED.

Before starting work, a risk assessment must be carried out to determine the correct form of access.

As a rule, ladders should not be used to work from. A more suitable work platform should be used (i.e. scaffold tower).

Ladders must be checked before use for cracks, loose or missing rungs, damage, missing stays, rungs supported by nails, screws, decayed timber or corrosion of fittings. If any of the above mentioned is detected the ladders must be taken out of service.

ALWAYS:

Use the ladder at the correct angle (1 metre out for 4 metres high) or 75°.
Use ladders which are strong enough for the job.
Tie off the ladder and foot it at the ground if possible.
Place the ladder on a firm level base.
Extend the ladder at least 1 metre above the landing.
Face the ladder when climbing.
Keep both hands free to grip.
Wear footwear with good grip.
Move ladder along with work to prevent overreaching.
Provide an immediate stage if ladder or run of ladders is greater than 9m.

Never:

Paint or treat a ladder in a way that would hide or conceal defects.
Over reach from a ladder.
Carry materials or tools while climbing a ladder.
Never use a warped ladder.
Use a metal ladder if working near overhead power lines.

Hazard No: 14	Machines - ie. servicing, breakdowns etc.

Risk Associated

Trapping.
Cutting.
Pinching.
Entanglement.
Shearing.
Burns.
Ejection of machinery.
Crushing.
Burning.
Impact & eye injuries.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	2	6	M

Control Measures

All machinery to be guarded to the required standards where necessary. Extreme care to be taken when adjusting or maintaining equipment. Only qualified or authorised personnel are allowed to switch out interlocks, remove fixed guards, clean, inspect or carry out maintenance work on any machinery.

Any guards removed must be replaced before starting the machine.

Before use, check the equipment conforms to the manufacturers specifications. Where training has been given on how to use & operate the machinery, the operator involved must thereafter carry out his procedures in this manner. Proper maintenance is essential for safe use. Make sure that the equipment is regularly and thoroughly examined by a competent person. Any maintenance work should only be done by those who have received adequate information, instructions and training relating to that work.

Components which are found to have failed or are likely to fail before the next periodic check should be repaired or replaced. This planned preventative maintenance is to prevent failures occurring while the equipment is in use.

It is recommended that a record of maintenance be kept for each piece of equipment to provide information for future planning, parts inventory and costing of downtime or repairs.

Always:

Heed warning signs.

Wear appropriate protective personal equipment if required.

Wear appropriate hand protection when handling machinery or lubricating oils if this is necessary.

Ensure that power to the plant and machinery is isolated and locked off before guards or safety devices are removed for any reason.

Never:

Restart a machine where the guards have been removed – unless appropriate provisions have been taken.

Place your own safety or that of anyone else at risk whilst operating a machine.

Operate a machine with loose clothing, insecure belts or ties, and loose hair that is unsuitably protected by headgear.

Wear rings or loose jewellery.

Hazard No: 15	Site vehicles & mobile plant.

Risk Associated

Falls.

Entrapment.

Crushing.

Impact with machinery.

Serious bodily injury / fatality.

Collision.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	3	9	H

Control Measures

Operated only by trained and certified drivers.

All personnel must wear safety footwear, high visibility vests and hard hats when working with moving equipment. Keep in operators' line of view. Never race machinery.

Don't travel on equipment, unless it is specifically designed for passengers

Never operate controls of machinery unless driver is seated on machine.

Provide safe site entry and exit points with adequate turning room and visibility for vehicle drivers.

Good visibility and lighting is especially important where vehicles must come close to pedestrians.

Where necessary, provide a banksman or signaler.

Aim to keep pedestrians separate from vehicles by, for example, providing separate site entry and exit points and barriered footways.

Consider a one-way system and avoid the need for vehicles to reverse wherever possible.

Where reversing is necessary, consider fitting audible reversing alarms to vehicles.

Make use of banksmen or signallers to control high-risk situations such as reversing or where visibility is restricted.

Ensure banksmen or signallers wear high visibility clothing.

Train the drivers of all vehicles and make sure visiting drivers are informed about site transport rules.

Set out clear routes across the site avoiding sharp bends, blind corners (suitably placed mirrors aid visibility), narrow gaps, and places with limited headroom, overhead cables, steep gradients & excavations.

Provide extra lighting if the area is poorly lit. Keep plant & vehicles properly maintained. Make sure this is done safely.

Never use makeshift jacks to support vehicles during maintenance.

Make sure vehicles are not overloaded as they may become unstable, difficult to steer or have their braking efficiency impaired.

Arrange vehicle loading and unloading areas to ensure people do not have to remain on the vehicle.

If it is necessary for someone to stay on the vehicle, a safe place should be provided.

Do not let anyone ride on vehicles or mobile plant except where a seat or other safe riding position has been provided.

Use flashing amber beacon when operating in public areas or near public roadways.

Make sure loads are securely attached to vehicles. Provide level areas for parking & ensure parking brakes are applied.

Hazard No: 16	Site Dumpers.

Risk Associated

Collision.
Falls.
Entrapment.
Crushing.
Impact with other machinery.
Machine overturning on soft ground.
Materials falling from a height.
Contact with electrical cables.
Serious personal injury.
Fatality.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	3	9	H

Control Measures

Operated only by trained and certified drivers.

Roll bars to be fitted to all site dumpers.

All personnel must wear safety footwear, high visibility vests and hard hats when working with moving equipment.

Before operating the machine, become familiar with it by reading the operator's manual and performing a basic walk-around.

A daily maintenance check should also be done to ensure a safe and trouble-free machine. If a problem is found, notify supervisors immediately, and do not attempt to operate the machine.

No passengers allowed travel on machinery.

When unloading at dump points and excavations always ensure that adequate material beams/stop blocks are in place.

Before tipping a load, make sure that the truck is on sound and level ground. Handbrake must be on and dumper out of gear before tipping. Never travel around corners at speed.

Always drive straight - both up and down hills, and turn only on level ground.

Special care must be taken on ramps, embankments and near excavations.

The safe working load (S.W.L.) of the machine must never be exceeded.

Never carry loads that obstruct the driver’s forward vision.

Always travel with body/skip in the lowered position, both laden and unladen.

Don’t overload a trailer or stack it too high.

Secure any loose loads.

Always adhere to safe parking procedures.

Make sure the hand-brake and key is removed if leaving machine.

Report any faults immediately.

Never use a machine unless it is well maintained.

Keep away from moving machinery.

Long hair must be tied, jewellery and loose garments must not be worn when working near moving parts of machinery.

Do not overload dumpers and ensure loads are secure before moving.

When traveling on public highways make sure machine is road worthy.

Ensure flashing beacon and reversing beeper is on dumper.

The operator must follow the correct mounting and dismounting procedures, using the handholds and steps provided.

Hazard No: 17	Teleporter.

Risk Associated

Collision.
Machine overturning on soft ground.
Personnel being tipped out of work cage.
Materials falling from a height.
Contact with electrical cables.
Serious personal injury.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	3	9	H

Control Measures

Operated only by trained and certified drivers.
All teleporters must be certified every 12 months.
Operators to have specific training for attachments.
Operators must read & follow the manufacturer's handbook.
Machine should only used for its intended purposes.
Ground conditions should always be considered for stability.
Safe work / load recommendations should be strictly observed.
Eyesight tests are mandatory for each operator and spectacles to be worn if necessary.
Vigilance by management for drug / drink usage.
Serviced by suitably qualified craftsmen.
The driver should check machines daily.
Only the driver is to ride on the machine.
Keep all vehicles serviced & in good repair, as is necessary.
Attachments should always be correctly & securely fitted.
Personnel only to be in work-cage when the outriggers are out.
Tilt disabler fitted and always engaged when man cage is in use.
Get assistance when operating where vision is restricted.
The machines should be fitted with flashing beacons and reversing beeper.

NOTE:
There are specific regulations regarding cages used on teleporters.
They must have integrated controls
They must be secured to the forks.
Must have permanent handrail all round.
Must have toe board all round.
Must be constant communication with the driver.
Driver must not leave the truck unattended.
Cage door, where fitted, must be self-closing and open inwards.
Occupants must be wearing harnesses and be tied off inside the cage.
May require protection overhead.

Hazard No: 18	180° Excavator
Risk Associated	Collision. Falls. Entrapment. Crushing and Entanglement. Poor Visibility. Impact with other machinery. Machine overturning on soft ground. Materials falling from a height. Contact with electrical cables. Serious personal injury. Fatality. Fire. Noise. Burns when servicing the machine.
Risk Assessment	**Severity** | **Likelihood** | **S x L** | **Risk** 3 | 3 | 9 | H
Control Measures	Only trained and certified personnel may operate machinery. ALWAYS BUCKLE YOUR SEATBELT AND MAKE SURE IT FITS SNUGLY AROUND YOUR WAIST. The machine must be checked out by the operator at the start of every working day/shift, Normal diesel/engine checks must be carried out at the start of every working day. Any defects must be reported to the employers/supervisor. Operators must always look in direction of travel. Passengers must never be carried unless machine is designed to do so. Safe access must be provided to all excavators. All underground services must be located and clearly marked before commencement of work. Overhead power lines must be identified and made safe. All personnel should be trained in manual handling techniques. Ensure good housekeeping within cab of excavator, store spare parts, tools in designated place. Warning devices must be clearly visible at all times. All personnel must keep clear of swing radius of excavator. Care must be taken when operating near deep excavations, overhangs or cliff edges. Trench protection must be used at and below 1.25 metres. Operators should never overload lorry's, dump trucks etc. All lifting gear must be of good design and construction, safe working load must be clearly stamped. All attachments must be free from defects and must be properly attached to the machine. Safety pins must always be fitted to quick hitches. No modifications can be made to plant or equipment without manufacturers approval. When not in use, excavator should be parked in a safe place, with all attachments lowered to the ground. Adequate protection (gloves) must be worn when servicing the machine or checking hot machines. If stabilisers are fitted they should be used. Non-slip covers must be replaced when damaged or worn. Breaks must be checked, support leg must be down i.e. jacks. Hand breaks must be engaged when operating back hoe. Access to and from the machine must only be from the designated door of the machine Note: Not from the back window. Personnel must keep clear of and never pass under raised loader. Machine must be in compliance with the current road safety.

Hazard No: 19	360° Excavator
Risk Associated	Collision. Falls. Entrapment. Crushing and Entanglement. Poor Visibility. Impact with other machinery. Machine overturning on soft ground. Materials falling from a height. Contact with electrical cables. Serious personal injury. Fatality. Fire. Noise. Burns when servicing the machine.
Risk Assessment	<table><tr><th>Severity</th><th>Likelihood</th><th>S x L</th><th>Risk</th></tr><tr><td>3</td><td>3</td><td>9</td><td>H</td></tr></table>
Control Measures	Operated only by trained and certified drivers. All personnel must wear safety footwear, high visibility vests and hard hats when working with moving equipment.. ll underground services must be located and clearly marked before commencement of work. Before operating the machine, become familiar with it by reading the operator's manual and performing a basic walk-around. A daily maintenance check should also be done to ensure a safe and trouble-free machine. If a problem is found, notify supervisors immediately, and do not attempt to operate the machine. To prevent the engine from stopping during a lift or during excavation (with the possibility of a dangerous situation), check the fuel level to make sure the tank is full. To eliminate the possibility of a trench cave-in, don't undercut the tracks during excavation. Before lifting, know the lift capacity of the machine, to prevent the possibility of a tip-over. Check the security of the chain or hoist, and never use a bucket cylinder rod as a lifting point. Attachments must be correctly & securely fitted. Keep in operator's line of view. No passengers allowed travel on machinery. Machine only used for its intended purposes. Ground conditions always considered for stability. The tracks should be on firm ground that won't give way during operation and the machine should sit as horizontal to the ground as possible. This will reduce the likelihood of tip-over and also provide stress-free work for the operator. Eyesight tests mandatory for each operator and spectacles to be worn if necessary. Get assistance when operating where vision is restricted. Serviced by suitably qualified craftsmen. Keep all vehicles serviced & in good repair, as is necessary. Truck maintenance to be carried out by competent craftsmen. Fit flashing beacon and reversing beeper. Long hair must be tied, jewellery and loose garments must not be worn when working near moving parts of machinery. All lifting gear must be of good design and construction, safe working load must be clearly stamped. All attachments must be free from defects and must be properly attached to the machine. Safety pins must always be fitted to quick hitches. No modifications can be made to plant or equipment without manufacturers approval.

Hazard No: 20	MEWP

Risk Associated

Collision.

Falls.

Entrapment.

Crushing and Entanglement.

Poor Visibility.

Impact with other machinery.

Machine overturning on soft ground.

Materials falling from a height.

Contact with electrical cables.

Serious personal injury.

Fatality.

Fire.

Noise.

Burns when servicing the machine.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	3	9	H

Control Measures

All work platforms must have a certificate of test and examination.

Statutory forms must be in place including GA1 & GA2.

The operator of the work platform must be competent, fully trained and certified.

Before using the platform the operator should know.

- How to operate the platform.
- How to deal with emergencies such as loss of power.
- How to check the platform for damage. The safe working load.
- The safe maximum wind speed for operation.

Before use the operator must check that

- The ground is prepared and conditions are suitable for the type of work platform to be used.
- There will be clear access to the work area for the work platform.
- The work platform will be protected from being struck by other construction traffic.
- Dangerous holes, steps or drops are fenced off.
- Precautions are in place to protect against contact with overhead power lines.
- A safety harness attached to the platform should be worn to protect against falls.
- A safety hat should be worn to protect against contact with the structure.
- The tyres are properly inflated.

The outriggers must be extended and checked before platform is raised.

Barriers must be placed around work platform, as necessary, to protect other workers from falling objects.

Operator must only stand on the work platform area, and not on the guard-rail.

Work platform must be in the lowered position before being moved.

When extending the work platform, take care that fingers and arms are not in a position where they can be crushed between guard rail and the structure.

When extending the work platform be careful of trailing welding leads and the danger of catching and crushing fingers.

Never lean over the guard-rail when the work platform is being extended.

When the work platform is descending the operator must make sure that other workers stand clear of the area.

Work platforms must not be used to transport people or material around a site.

Care must be taken not to overload the work platform.

All tools and materials must be secured to the platform, when the platform is in use.

Hazard No: 21	Portable Electric Tools

Risk Associated

Serious personal injury.
Cuts.
Entanglement.
Eye injuries.
Electrocution and burns.
Slips and trips.
Trapping of fingers and toes.
Using defective tools.
Using unsuitable tools.
Using force rather than the power of the tool.
Working with hands in front of cutting edge.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	2	6	M

Control Measures

No person should attempt to use portable tools for which they have not received training in the safe use of that tool.

All tools should be inspected daily to check for obvious damage or defects.

Remove from use any portable tool that develops a fault or defect.

Ensure that only 110V is used to operate portable tools.

Ensure that electrical cables are routed so as not to cause a trip hazard, and where appropriate, place above head height.

All cables and connections must be of an industrial standard and suitably protected from accidental damage.

Eye protection must be worn when cutting, drilling or grinding.

Where there is a noise hazard ear protection must be used.

Never stand in a damp or wet surface when operating power tools.

Keep equipment clean and tidy.

Do not attempt to repair portable tools unless you are competent to do so.

Do not use portable tools near flammable liquids or gases.

Always unplug and isolate portable tools after use and ensure that cables are rolled up and stored in the appropriate place.

Do not use portable tools with blunt or broken cutting edge, extra force on cutting edges increases danger. Metal chisels with burred hammer face can cause cuts to hands, and splinters can fly off.

Use the power of the tool rather than applying added pressure which increases the risk of an accident occurring.

Keeping tools sharp increases the efficiency of the tool and hence decreases the need to force tools.

Hands should be kept behind the cutting edge at all times.

Hazard No: 22	Non destructive Testing – Ionising Radiation

Risk Associated

Serious personal injury.

Exposure to radiation

Risk Assessment

Severity	Likelihood	S x L	Risk
3	3	9	H

Control Measures

Carried out by experienced personnel.

Where possible NDT to be carried out off site

Notice to all other contractors -

Advance notice to be given to PSCS–48 Hrs

Strict adherence to site rules and RPII Guidelines / regulations.

Method Statement to be Obtained from Nominated Sub-Contractor detailing precautionary measures and control measures.

Permit required.

This type of operation will be planned to take place when the site is unoccupied or has the lowest possible occupancy rate.

Signage posted indicating the hazards and additional controls required

Hazard No: 23	Electric Drills & Portable Drills

Risk Associated

Serious personal injury.

Cuts.

Puncture.

Entanglement.

Eye injuries.

Electrocution.

Risk Assessment

Severity	Likelihood	S x L	Risk
2	2	4	M

Control Measures

Used only by experienced personnel or trainee under close supervision.

Maintained in good condition.

Always inspect before using i.e. cable casing & plug socket.

Protected by a Residual Current Device.

Voltage not over 125v allowed used in engineering or construction.

Wear eye protection provided.

Operated in dry conditions only.

Do not wear gloves when using portable drills.

Keep cables tidy - do not leave cables lying on the ground.

Do not use electric drills with one hand - use both hands.

Hazard No: 24 — Pneumatic Hammers & Tools. - Compressors

Risk Associated

Noise.
Vibration White Finger.
Serious personal injury.
Eye injury.
Penetration of skin.
Dermatitis.
Air entering body orifices causing severe and fatal injury.
Horseplay.
Whiplash of airline.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	2	6	M

Control Measures

Training & Information provided to all staff.
Wear suitable ear protection & dust mask.
Suitable eye protection provided & worn (impact grade glasses).
Use of specified safety valves, hoses, and hose assemblies only.
Mandatory signs installed where necessary.
Compressed air never used for cleaning, always vacuum.
Fitting of suitable noise reduction panels or air compressors.
Provision of isolation valves at each outlet & junction.
Make sure ends of airlines are secure.
Compressors must be inspected and certified by a competent person, if they come under statutory controls.

Hazard No: 25 — Compressed Air

Risk Associated

Serious personal injury.
Eye injury.
Penetration of skin.
Dermatitis.
Air entering body orifices causing severe and fatal injury.
Horseplay.
Whiplash of airline

Risk Assessment

Severity	Likelihood	S x L	Risk
3	2	6	M

Control Measures

Training & Information provided to all staff.
Design, installation & maintenance to BS 6244 Code of Practice for stationery compressors.
Use of specified safety valves, hoses, and hose assemblies only.
Proper colour coding of all compressed air lines (light blue).
Mandatory signs installed where necessary.
Suitable eye protection provided & worn (impact grade glasses).
Compressed air never used for cleaning - always vacuum.
Fitting of suitable noise reduction panels or air compressors.
Provision of isolation valves at each outlet & junction.
Make sure ends of airlines are secure.

Hazard No: 26	Hilti Gun etc
Risk Associated	Fire. Explosion – fuel cells. Hearing Damage. Eye injury or loss. Serious personal injury.
Risk Assessment	Severity: 3 | Likelihood: 2 | S x L: 6 | Risk: M
Control Measures	Operated only by trained and certified craftsmen. Operators must read and follow the manufacturers handbook. Fuel cell protected from temperatures over 50o C, sunlight & sparks. Before servicing, remove fuel cell, battery and all fasteners. Never point the guns at self or anybody else. Never operate the guns away from workplace. Never used in rain or near moisture. Never cover nose with palm of hand. Used only in temperature range of – 7 oC to 50 oC. Use only SPIT original clipped head nails in strips. Keep the top open. Always remove fuel cell and battery at the end of work and clean thoroughly. Carried with fingers well away from the trigger. Regarded as being full of fasteners always

Hazard No: 27	Cartridge Tools
Risk Associated	Flying particles i.e. pieces of metal or concrete. Cartridge being too powerful for the task. Voids in the structure being fired into. Material being fired into being too thin. Changes in the consistency of the material.
Risk Assessment	Severity: 3 | Likelihood: 2 | S x L: 6 | Risk: M
Control Measures	Always ware safety goggles and ear protection. Always hold the tool at right angles to the surface being fired into. Check the material into which the bolt is to be fired. Carry out a test fire first. Check that there is nobody behind the target. Allow at least 75mm from the edge of concrete or blockwork. Ensure that the entire splinter guard is resting on the work surface. **NEVER** place your hand over the end of the barrel. In the event of a misfire - **WAIT** a minute & re-fire it. If nothing happens, **WAIT** a further minute before unloading. Keep the tool clean and well oiled. **NEVER** leave the tool loaded when not in use. Cartridges **MUST** be kept under lock & key and in a safe place. Only cartridge tools of the low velocity and indirect type will be used on this site. All operatives required to use cartridge tools will receive instruction from the manufacturer's representative on their proper use. Carried with fingers well away from the trigger. Regarded as being full of fasteners always

Hazard No: 28	Abrasive Wheels including Angle Grinders
Risk Associated	Wheels shattering at high speed. Serious facial / head injury. Cuts / wounds to hands, arms, upper-body. Eye injury / sight loss. Entrapment between wheel, work-rest, & work pieces. Fire & Explosion. Noise. Electric shock. Dermatitis (metalworking fluids). Vibration white finger. Respiratory (dust / fume). Injury to bystanders.
Risk Assessment	**Severity** 3 | **Likelihood** 3 | **S x L** 9 | **Risk** H
Control Measures	PPE provided and its use mandatory especially full visors. (Safety Glasses under a face shield). Tidy clothing mandatory. Remove ties, rings, watch and other jewellery. Long hair should be tied back and loose sleeves should not be worn, do not wear gloves when operating a buffing, grinding or polishing wheel. Daily inspection by operator. Guards always in place. New wheels run free for 1 minute (all personnel standing clear). Easily accessible on / off switch. “Dead-man” switch fitted (angle grinders). 110volt equipment only to be used for angle grinders. Make sure the wheel guards are in place and properly adjusted and tightened. Do not adjust a grinder when it is running. Blotter and wheel flanges used to mount the grinding wheels on the shaft of the grinder, must be in place. Tool rests must be adjusted and tightened to ensure that there is less than 1/8 inch gap from the wheel. Wheels should be inspected prior to turning on the power. Wheels with cracks or chips, or that are badly rutted, should not be used. They may require dressing or permanent removal from service. Do not grind on the side of the abrasive wheel. Check that the speed rating of the grinding wheel is equal or exceeds the speed rating of the grinder. The maximum approved speed stamped on the wheel blotter should be checked against the arbour speed of the machine to ensure that the safe peripheral speed is not exceeded. Operation Before commencing grinding, allow the grinding wheel to run at operating speed for at least one minute. When commencing a grinding operation, bring object into contact with the grinding wheel slowly and smoothly avoiding impact or bumping motions. Move the object being ground, back and forth across the face of the wheel, as this prevents ruts or grooves from forming.

Hazard No: 29	Hilti or Kango Jack hammer action units 100V
Risk Associated	Electrocution. Cuts and abrasions. Serious personal injury. Damage to property. Vibration White Finger, WRULDS etc.
Risk Assessment	**Severity** 3 | **Likelihood** 2 | **S x L** 6 | **Risk** M
Control Measures	Maintained in good condition. Machines to be regularly checked by competent person. Used by experienced personnel. Personal Protective Equipment provided and worn. Train users in associated dangers & methods of prevention of VWF. Purchase or hire equipment, which gives the operator the greatest protection from vibration. Restrict use of equipment to short periods. Practice work rotation. Have all plant and equipment checked and overhauled regularly.

Hazard No: 30	Cutting steel or plastic banding straps
Risk Associated	Cuts to hands / arms. Puncture wounds. Blood loss. Eye / face injury. Slip / trip / fall.
Risk Assessment	Severity: 3 | Likelihood: 2 | S x L: 6 | Risk: M
Control Measures	Wear suitable PPE when cutting banding. Gloves, face visor and hard hat or at the very least, safety glasses should be worn. Use the safety type of cutters available, which clamps the banding, while it is being cut, to prevent it 'springing'. Put cut strapping into the bin immediately – do not wait till you are finished.

Hazard No: 31	LPG gas bottles
Risk Associated	Explosion. Fire. Burns / fatigue/ nausea. Serious personal injury. Crush from falling cylinders. Asphyxiation, respiratory problems.
Risk Assessment	Severity: 3 | Likelihood: 2 | S x L: 6 | Risk: M
Control Measures	Proper safe storage practiced. Bottles to be chained in upright position. Adequate permanent ventilation to be provided. Prevent tampering by public. Equipment regularly serviced by competent person or company. Fire prevention system followed. Operated by trained and authorised personnel. Spark flowback arrestors always fitted to equipment and mains valve for quick shut off. PPE always provided. No smoking sign to be posted.

Hazard No: 32	Hot Work ie. grinding
Risk Associated	Burns / Fire. Permanent disfigurement. Loss of limbs, Fatality. Hot objects, liquids, steam.
Risk Assessment	Severity: 3 | Likelihood: 2 | S x L: 6 | Risk: M
Control Measures	Survey the work area and underneath the work area to cover or remove flammable materials. Provision of fire extinguishers and fire blankets. Provision of fire watch. Permit may be required at some facilities.

Hazard No: 33	Portable Electricity Generator
Risk Associated	Fire. Burns. Re-fuelling. Electrocution. Bodily injury. Back injury. Trip / fall.
Risk Assessment	Severity: 3 | Likelihood: 3 | S x L: 9 | Risk: H
Control Measures	Keep outside located away from LPG gas bottles & vans diesel tank. Fill petrol tank when the generator is cold. Allow half an hour after working before re-fuelling. Operate by trained personnel only. Maintained in good condition. Always inspect before use i.e. oil / petrol level, electric connections not broken. Located in dry position and away from pedestrian routes. Avoid spillages when re-fuelling and clean up any overspill. Ensure filler cap is securely replaced

Hazard No: 34	Overhead power lines
Risk Associated	Fatal electrocution. Severe burns. Breathing or heart failure
Risk Assessment	Severity: 3 | Likelihood: 2 | S x L: 6 | Risk: M
Control Measures	Overhead lines must be protected by guards, barriers or 'goal posts' and safety warning signs, where necessary, to prevent danger. All high vehicles, tipping lorries, cranes, cement mixers with conveyors or cement pump units must be accompanied by a responsible employee when working in the vicinity of overhead power lines or obstructions.

Hazard No: 35	Electricity
Risk Associated	Burns. Electrocution. Fire & Sparking. Serious personal injury. Damage to property. Trip / Fall. Leakage of current. Exposed conductors, defective cables. Incorrect voltage, equipment and leads. Incorrectly fused equipment. Tools not inspected regularly. Unauthorised persons carrying out repairs, installations. Flammable materials stored near to electrical equipment.
Risk Assessment	<table><tr><th>Severity</th><th>Likelihood</th><th>S x L</th><th>Risk</th></tr><tr><td>3</td><td>2</td><td>6</td><td>M</td></tr></table>
Control Measures	Before using any item of electrical equipment, a daily visual check must be carried out to ensure that there are no broken plugs or machine casings which, expose connectors, split cables, cracked or have thin insulation. All cables and installations must be inspected regularly, where there are signs of damage they must be taken out of use. Personnel employed to provide evidence of qualifications & experience. No employee will work, interfere or tamper with any electrical work, installation, fitting or fixture unless they are aware of what they are doing. All cables and connections must be of an industrial standard and suitably protected from accidental damage. Report any defects noted to tools and machinery immediately to supervision so that they may be remedied. Cables should be routed so as to avoid causing a trip hazard, and where appropriate should be routed above head height. The fuse in any tool or machine must be of the correct amperage, and make-shift fuses should under no circumstances be used. Under no circumstances is insulation tape be used to repair or join cables. Keep flammable materials at a safe distance from electrical equipment. Remove from use any portable tool that develops a fault or defect. 110Volt supplies only used on sites. **220 VOLT NOT ACCEPTABLE.** **CONTRACTORS NOT ALLOWED ON SITE WITH 220V EQUIPMENT**. With step-down transformers, ensure that the lead from the mains supply board to the transformer is 1m or less and is armoured. If a step down transformer is used it should to be located at power source Festoon lighting must be installed above head height. Empty sockets must not be left in lighting. All bulbs must be replaced as required. Transformers must be located away from areas that are damp or if there is a risk of encountering wet conditions. Never stand in a damp or wet surface when operating power tools. Keep equipment clean and tidy. Do not attempt to repair portable tools unless you are competent to do so. Do not use portable tools near flammable liquids or gases. Always unplug and isolate portable tools after use and ensure that cables are rolled up and stored in the appropriate place. All control panels to be kept closed & locked.

Hazard No: 36	Burns
Risk Associated	Permanent disfigurement. Loss of limbs. Fatality.
Risk Assessment	Chemical or Electrical burns. Fire. Friction. Hot objects, liquids, steam. Cold objects, liquids, gasses.

Severity	Likelihood	S x L	Risk
2	3	6	M

Control Measures	Proper PPE including suitable gloves provided. Task related training provided. Training provided for staff working with chemicals. Guards considered for exposed hot surfaces. Audit undertaken to locate sources of excessive heat at the workplace. Personnel to always check electrical equipment before use. First aid facilities properly sited and maintained. Trained first aid personnel always on site. Emergency procedure properly displayed and checked.

Hazard No: 37	Fire From petrol, electrical equip, hot work processes, powered tools, etc.
Risk Associated	Burns. Fume inhalation. Serious personal injury. Loss of lives. Damage/Destruction of buildings and property. Explosion.

Severity	Likelihood	S x L	Risk
3	2	6	M

Risk Assessment	
Control Measures	Proper evacuation procedure for buildings always checked. Call local emergency services (See safety statement). Responsibilities of the staff must be defined. System of fire extinguishers installed and maintained. Training for all personnel in selection and use of fire extinguishers Extinguishers always provided near sources of fire. Fire points clearly identified & maintained. Apply Hot Work safeguards when welding or grinding. Provide fire extinguisher. Petrol MUST be stored safely & according to the 2000 Petroleum Regs.

Hazard No: 38 — Petrol (for portable equip)

Risk Associated

Explosion.

Skin & eye irritant.

Dermatitis

Risk Assessment

Severity	Likelihood	S x L	Risk
3	3	9	H

Control Measures

Stored as per supplier's recommendations in steel fireproof container.

PPE supplied, especially for hands.

Fire extinguisher fitted near re-fuelling area.

Used only by properly trained operatives.

No smoking in storage areas or during usage.

Hazard No: 39 — Manual Handling

Risk Associated

Back, Neck, Shoulder Injury.

Prolapsed disk.

Permanent injury.

Trip / Fall.

Hit against.

Dropped object

Risk Assessment

Severity	Likelihood	S x L	Risk
3	2	6	M

Control Measures

Minimise all manual-handling tasks where possible.

Provide suitable mechanical handling equipment: lifts, hand trolleys teleporter etc. Ensure these are used.

Assess all weights being lifted, per the Safety, Health & Welfare (General Applications) Regulations 2007 & reduce these to acceptable levels.

Provide Manual Handling training to all staff.

PPE including gloves, & boots or shoes with steel toecaps, to be provided.

Hazard No: 40 — Oxy Acetylene - Welding / Cutting Gear

Risk Associated

Fire.

Explosion.

Burns.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	3	9	H

Control Measures

Used only by experienced operator.

P.P.E for eyes & body supplied.

Checked for leaks & damage before use.

Ignition according to manufacturers recommendation.

Plant or equipment being worked on to be checked in detail for explosive substances or gases.

Adequate fire fighting equipment provided & Staff trained to use this.

Use trolley to move gas bottles. Bottles to be secured to the trolley. Bottles chained in an upright position.

Remove flammable materials from work area before starting. Cover with fire blankets if required.

Watch out for others passing who could get splashed with molten metal.

Hazard No: 41	Individual Welding Units
Risk Associated	Serious Personal Injury Damage to the building (fire) Burns Eye injuries Fire Electrocution Fume inhalation. Leading to respiratory injury Finger Injury (caught between electrodes) Eye Injury.
Risk Assessment	**Severity** | **Likelihood** | **S x L** | **Risk** 3 | 3 | 9 | H
Control Measures	Operated by trained personnel only. Maintained in good condition. Boiler suit, boots, gloves and suitable face shield/ eye protection to BS 679 provided. Shield glass to be replaced regularly. Contact lenses not to be worn (MIG) Suitable shielded workspace provided to contain sparks and prevent eye injury to people nearby from the arc. Fume extraction must be used at all times. Develop system of maintenance of this extraction system, at least every 14 months. Check area for flammable materials and remove if possible. Ensure the area is free from flammable materials before welding. Electrical welding plants must have industrial type plug and socket Welding leads must be insulated. Provide work piece earth when required. Provide insulated electrode holders & insulated box for these. Ensure electrical wiring is suitable for the current requirement. RCD's provided & local isolation switch. Don't throw used welding rods on the floor, use a metal container. Cover items which could get damaged with a fire blanket. Keep a fire extinguisher near by. Keep all large compressed gas bottles secured within the unit. Do not wear metallic jewellery, rings, or watch straps.

Hazard No: 42	Gantry Cranes.
Risk Associated	Serious personal injury. Fatality. Crushing. Amputation.
Risk Assessment	Severity: 3 | Likelihood: 2 | S x L: 6 | Risk: M
Control Measures	A competent person will maintain all cranes and lifting equipment. All personnel concerned with the lifting operations must know the safe working loads and weight of objects to be lifted. Will be operated only by trained/experienced persons. The slinger/signaler in attendance will be fully trained through the Construction Skills Certification Scheme in accordance with 2013 Construction Regulations and will be over eighteen years of age. All operators, slingers/signalers will be trained with regard to the approved method of slinging and signaling on site

Hazard No: 43	Lathes.
Risk Associated	Chuck Key , work pieces, broken cutting tools, swarf can be violently ejected; loose clothing - entanglement; particles in eye; hand caught in chuck; impact injuries; electrical shock; sharp edges on tools, work pieces, contact with cutting fluids, oil and grease; lack of space; slippery floor; manual handling
Risk Assessment	Severity: 3 | Likelihood: 2 | S x L: 6 | Risk: M
Control Measures	Guards on chuck. Breaking time <10 seconds. Securely fixed to floor. Inadvertent restarting prevented. Safety Glasses used when in operation. Emergency stop button. Loose clothing, jewellery not worn by workshop. Swarf cleaned frequently. Machine positioned away from circulation routes. Gloves worn when in contact with metalworking fluids. Hands washed after use, Machine in planned maintenance programme. Trained personnel only use the lathe.

Hazard No: 44	Band Saw.
Risk Associated	Bruising, strains, sprains, limb amputation, broken bones, fractures, death, eye injuries, cuts skin irritation, shock, electrocution, burns
Risk Assessment	**Severity** 3 | **Likelihood** 2 | **S x L** 6 | **Risk** M
Control Measures	Safety guards in place restricting access to blade. Drive , pulleys, belts an gears are guarded. Blade guides adjusted for size of work piece. Emergency stop button. Worn or damaged blades are replaced. Eye protection is mandatory. Loose clothing etc not worn by toolmakers. Only trained personnel allowed to use. Work pieces securely held in vices and supported on rest. Machine fitted with an auto finished cut knock-off switch. Gloves worn when in contact with metalworking fluids. Hands washed after use. Machine in planned maintenance programme.

Hazard No: 45	Pedestal Drill.
Risk Associated	Bruising, Strains, sprains, limb amputation, broken bones, fractures, death, eye injuries, cuts skin irritation, shock, electrocution, burns
Risk Assessment	**Severity** 2 | **Likelihood** 3 | **S x L** 6 | **Risk** M
Control Measures	Adjustable guards enclose drive mechanism. Chuck guarded. Eye protection is mandatory. Work pieces can be securely fixed Emergency stop installed Trained Personnel only, Machine positioned away from circulation routes, Gloves worn when in contact with metalworking fluids,Hands washed after use, Machine in planned maintenance programme.

Hazard No: 47	Chemical Use.
Risk Associated	Fall injuries, skin irritation, lung irritation, burns, eye irritation
Risk Assessment	Severity: 2 | Likelihood: 3 | S x L: 6 | Risk: M
Control Measures	Chemicals are to be stored in appropriate area. Supplies of chemicals stored in the workshop should be kept to a minimum. Safety data sheets available on Central Drive, Appropriate PPE worn when using chemicals. Hand washing after use is encouraged, All containers are labelled, Eyewash & first aid facilities provided, Fire fighting and detection equipment provided.

Hazard No: 48	Circulation.
Risk Associated	Slips, trips and falls hazards due to congested toolroom
Risk Assessment	Severity: 2 | Likelihood: 3 | S x L: 6 | Risk: M
Control Measures	Housekeeping standards maintained. Safety glasses must be worn. Safety shoes are required for entry to the workshop. A clean as go policy is in place and enforced.

Hazard No: 49	First Aid Equip.
Risk Associated	Worsening of condition. Onset of infection.
Risk Assessment	Severity: 2 | Likelihood: 2 | S x L: 4 | Risk: M
Control Measures	Adequate first aid kits located on site at all times. Filled to HSA guidelines. Regularly checked & refilled by supervisor on site.

Hazard No: 49	First Aiders
Risk Associated	Improper diagnosis / treatment. Delay in seeking professional medical help. Worsening of condition. Onset of infection. Fatality, permanent injury / illness.
Risk Assessment	Severity: 2 | Likelihood: 2 | S x L: 4 | Risk: M
Control Measures	Adequate first aid kits located on site at all times. Filled to HSA guidelines. Regularly checked & refilled by supervisor on site. Arrangement must be in place to have a trained first aider on or nearby site works. Arrangements in place with local doctor. All employees aware of emergency procedures

Hazard No: 50	Under-ground services - Gas, Electricity, Water, Sewer
Risk Associated	Fatal electrocution. Severe burns. Breathing or heart failure. Fire / Explosion. Drowning / flooding. Location of their exact position. Damage to services
Risk Assessment	Severity: 3 | Likelihood: 2 | S x L: 6 | Risk: M
Control Measures	Ensure that all information on existing underground services has been obtained from the main contractor, with the exception of the above, prior to works commencing on site. Always assume that there are LIVE services present on site, even if existing drawings / information indicates that none are present. Do not assume that buried services are always given their recommended cover, cables may often be just at the surface. Treat all services found as LIVE. If there is any doubt, hand dig. Ensure that all services are physically located and marked by means of location equipment (i.e. a CAT scanner). Where practical hand-held power tools (i.e. Kango Hammers) should not be used to break the paved surface, within O.5m of the indicated line of a service. This may be reduced if the service has been positively identified in terms of both line and depth. When excavating near the indicated line of a service, carefully hand dig trial holes until the line of the service has been established. When the excavator bucket is digging, other personnel should keep well clear of the bucket (N.B. near electrical cables). Should a cable be struck the driver should stay in the cab. Should he have to leave the cab, he should jump down, not climb down - otherwise he may be electrocuted. Where a gas leak is suspected the following action should be taken: Remove all people from the immediate vicinity. If a service connection to a building has been damaged, inform the occupants and the occupants of any adjoining building to leave the building until it is safe to return. Inform Bord Gais of the leak. Prohibit smoking and extinguish all naked flames and other sources of ignition, within at least 5m of the leak. Assist Bord Gais as requested. When working near high pressure water mains, ensure that plans have been obtained. Use hand tools within 0.5m of the line of the main. Do not undermine thrust blocks as this may cause sudden failure of the main. Exposed water mains should be supported as necessary. If a water main is damaged the relevant authority should be contacted immediately, along with other service authorities that may be affected. Before backfilling, place plastic hazard warning indicating tape, on top of service and indicate on a drawing the exact location of the buried service. Include a copy in the Safety File for client.

Hazard No: 51	Sub-contractors
Risk Associated	Falls - from scaffolding / ladders. Electric shock – cutting through buried cables. Respiratory problems – dust. Hearing difficulties.
Risk Assessment	Severity: 3 · Likelihood: 2 · S x L: 6 · Risk: M
Control Measures	All Sub-contractors to be assessed per Form-002 Insurance details, Claims / Accident history & Safety Statement (or Method Statement, if this is required) to be provided to Murjoy Ltd. prior to commencement on site. Proper on going monitoring of the contractors activities by the Site Foreman & Directors. Evaluation of Sub-Contractors overall performance per Form-002B Induction must be provided for all contractors and staff. Ensure that all scaffolds & equipment are inspected regularly & results recorded. Proper isolation of work areas by barriers and warning signs. 110 V supply to all portable equipment. NISO & other recommended procedures to be strictly followed for all building work..

Hazard No: 52	Diesel oil & waste oils
Risk Associated	Fire. Burns. Skin & Eye Irritant. - Dermatitis. Environment/ Slip / Fall
Risk Assessment	Severity: 2 · Likelihood: 2 · S x L: 4 · Risk: M
Control Measures	Stored as per suppliers recommendation. PPE supplied, especially for hands and eyes. Used only by properly trained operatives. Do not let spills enter the drains. Mop up spills immediately and dispose of the waste materials carefully. Avoid direct contact with hands, wear gloves (barrier creams should only be used as a last resort). Wash hands after use.

Hazard No: 53	Welfare on site - Food & Environmental Waste (Bottles, Cans, paper, plastic etc.)
Risk Associated	Environmental Pollution spoilage of the environment. injury from hazardous substance containers. Biological diseases incl., “Weil's Disease”.
Risk Assessment	**Severity** | **Likelihood** | **S x L** | **Risk** 2 | 1 | 2 | L
Control Measures	Toilet, canteen and drying room MUST be provided on site. Wet weather gear will be provided for those who have to work in inclement wet conditions. There will be suitable and adequate first-aid equipment and first-aid room in accordance with Section 11 of the Safety, Health and Welfare at Work Act, 2005. An adequate and safe water supply will be provided. All accommodation, washing facilities and sanitary conveniences provided will be properly ventilated, adequately lighted, kept in a clean and hygienic and orderly condition and shall not be used for the deposit or storage of building materials or plant. All welfare facilities shall be in compliance with the Safety, Health and Welfare at Work (Construction Regulations), 2013 (SI 291). All waste must be collected and discarded in a safe and secure manner. Bottles and cans should be selected and sent for re-cycling as appropriate. All waste food holding containers must be covered and sealed to avoid contamination by rodents and birds. Staff must wear personal protective equipment. Educate staff to dangers and methods of prevention of biological diseases and contamination. Canteen to be tidied daily. Rubbish, Rubble & waste to be removed off site immediately.

Hazard No: 54	Cleaning sites - Litter Picking (Glass, paper, cans, syringes etc.)
Risk Associated	Laceration - Cuts & Bruises. Infection. Lockjaw (Tetanus). Hepatitis.
Risk Assessment	**Severity** | **Likelihood** | **S x L** | **Risk** 3 | 2 | 6 | M
Control Measures	Litter picker to be used where possible. Use appropriate PPE – Gloves, Overalls, Safety boots, good grip is essential. Special care to be taken when handling broken glass or discarded syringes. Keep glass and other sharp objects in separate rubbish bags to prevent injuring legs when carrying the bags.

Hazard No: 55	Leptospirosis
Risk Associated	Working in or near water -drains, sewers, rivers, watercourses, etc. Conjunctivitis, Meningitis, kidney failure, liver damage including jaundice. Transmission of infection is directly by contact with blood, tissues, organs or urine, or indirectly via a contaminated environment.
Risk Assessment	**Severity** | **Likelihood** | **S x L** | **Risk** 3 | 3 | 9 | H
Control Measures	Contracted from rat's urine. Absorbed into body through cuts, sores, wounds & food. Minimize exposure at source Measures e.g. by using remote devices to inspect sewers or clear blockage. Regular rodent control. Use of protective clothing – Gloves, overalls & boots. Good hygiene – eg. Protection of cuts, provision of good washing facilities and first aid arrangements. Training and information to make employees and their G.P's aware of the risk associated with their occupation. Vaccination is possible against some strains

Hazard No: 56	Bullying by supervisors, individual - co-workers or groups of co-workers
Risk Associated	Effects on the Victim include: Emotional effects (severe anxiety). Cognitive (concentration) effects (making mistakes, having accidents). Behavioural effects (smoking, excess drinking, overeating). Physiological effects (contributing to raised blood pressure, heart disease). .
Risk Assessment	**Severity** | **Likelihood** | **S x L** | **Risk** 3 | 2 | 6 | M
Control Measures	The Company Anti-Bullying Policy must be enforced The Company policy must be enforced to increase awareness of the problem, inform operatives of the complaints system, and help staff to feel that their fears and complaints will be listened to and acted upon. Management should be wary of: -Increased absenteeism -Low motivation; -Reduced productivity. -Reduced efficiency; -Hasty decision-making and Poor industrial relations, which are often Indicators that bullying is taking place.

Hazard No: 57	Health Hazards

Risk Associated

Working with harmful materials and substances, e.g. asbestos lead etc.

Unhealthy atmosphere e.g. confined spaces.

Allergic Sensitisers, e.g. dust, toxic fumes etc.

Serious personal injury.

Fatality.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	2	6	M

Control Measures

The packaging of containers for substances hazardous to health will normally have descriptive labels showing the appropriate Health Hazard Symbol and instructions as to safety requirements for transportation, handling, storage and use. However this information may not be adequate.

In addition, Safety Data Sheets (SDS) in respect of hazardous substances must be obtained from the manufacturer and displayed on site.

All hazardous substances to be used on site should be clearly identified before use and where possible should be replaced with an equally effective but less hazardous substance.

Employees who are required to use hazardous substances, must be fully informed of the risks involved and receive adequate instructions and be provided with the appropriate personal protective equipment, to safeguard their own health and safety and that of others. Persons working with concrete or wet cement must be advised of the risk of dermatitis if they do not take adequate precautions, including the wearing of waterproof gloves, clothing and footwear, as appropriate, to prevent wet cement coming in contact with their skin and where cement gets on to the skin it should be properly washed off as soon as possible.

Where possible, dust-inhibiting measures should be taken, including dampening of floors and surfaces, vacuum cleaning and exhaust ventilation of power tools.

Persons working in dusty conditions or where there is risk from toxic fumes etc. must wear respiratory equipment appropriate to the particular health hazards. In confined spaces, the atmosphere must be tested and a fresh air supply provided if necessary. Emergency procedures must be put in place for rescue from confined spaces. Before carrying out any work involving asbestos, expert advice should be sought as to the most effective safety procedures, personal protective equipment etc. before carrying out any work involving the removal of asbestos, the Health and Safety Authority must be notified in compliance with the Safety Health & Welfare at Work, 2005.

Hazard No: 58	Eye Injury

Risk Associated

Eye injury.

Permanent damage to eyes.

Loss of sight in one or both eyes.

Risk Assessment

Severity	Likelihood	S x L	Risk
3	2	6	M

Control Measures

Provide training re sight care & provide glasses, goggles & visors.

Signposting locations where eye protection is mandatory.

Supervisors / Managers to enforce mandatory wearing of eye protection especially for spit gun & angle grinder users - goggles are not good enough, wear full-face shields.

Eye wash stations regularly maintained.

Protection for chemical hazards to conform to BS2092:'67.

Hazard No: 59	Weather – Sun, Wind, Rain, Ice / snow
Risk Associated	Sun burn. Sunstroke. Skin cancer.
Risk Assessment	Fall from height. Slip / fall. Bodily injury / Hit by object. Hypothermia.
Control Measures	In sunny weather, cover the back of the neck and keep a heavy shirt on at all times. Avoid sunburn and sun stroke where possible by keeping covered. Strong winds or gusts can overbalance an operator. Stop work if the winds rise to gale force. Heavy rain will make the ground soft, tree branches slippery and will act as a conductor of electricity. Do not work in heavy rain. Be prepared for slippery conditions in icy conditions.

Severity	Likelihood	S x L	Risk
3	2	6	M

Generic Site SOP's

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Standard Operating Procedures

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Standard Operating Procedures

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SOP 001 - Lifting Equipment	
Ref	**Description**
0	Lifting Equipment is the term used for any and all items used in lifting operations including but not limited to chains, slings, eyebolts, clutches, forks, etc.
1	Lifting equipment shall be selected and purchased by competent persons only.
2	All lifting equipment when brought into the company shall be notified to the Health & Safety Coordinator for inclusion on the Lifting Equipment Control Register (Doc Control).
3	Lifting equipment will be stored at the an appropriate area on site. Lifting equipment shall be stored off the ground and in cool, dry area away from any sources of heat, chemical exposure etc.
4	Lifting equipment when out on site shall be kept with the section foreman and used as appropriate. The foreman on the job has the responsibility to ensure that all lifting equipment is returned to the central store following completion of it's use.
5	All loads will be slung using certified equipment (within 6 months of certification) and by CSCS certified banksmen.
6	Lifting equipment shall undergo visual inspection once every six months and will be documented on Statutory Form GA1. Records of GA1's shall be kept on file at the head office and documented on the Lifting Equipment Control Register.
7	Subcontractors / third parties using lifting equipment as part of a Murjoy Limited project will be required to supply details of certification prior to works commencing.
8	The Site Manager will ensure the necessary measures are in place to ensure lifting procedures i.e. lifting plans, appointment of competent persons etc.
9	Cranes that are to be set up to carry out lifting operations are levelled and consolidated. Where mobile cranes must be used in areas where there are underground ducts, drains, basements or where there is doubt of the bearing capacity of the ground, an Engineer must be asked to confirm that the area is suitable or that additional precautions must be taken.
10	Where adverse weather conditions could affect the safety of lifting operations, the Site Manager/Driver must stop operations until conditions improve.
11	Only authorised Operatives will be permitted to operate lifting appliances, to sling loads or give signals. Where there is any doubt of the competency of the authorised Operatives, the Site Manager must be informed immediately.
12	Any defect noted in any lifting appliance machine, gear or tackle must be reported immediately to section foreman and the equipment taken out of use if the defect could affect its safe use.
13	All personnel working with or near lifting appliances must wear exercise due care and caution.
14	Loose items must be secured or fully covered when being handled by a lifting appliance.
15	Rubbish skips must not be lifted by a lifting appliance unless the skip is designed and marked as being suitable for lifting purposes.
16	Do not use lifting equipment in high winds i.e. winds speeds <75 kmph
17	Ensure that the SWL is marked on the lifting appliance and the weight of the load is known before the lift.

SOP 002 - Lifting Operations	
Ref	**Description**
0	Lifting Equipment is the term used for any and all items used in lifting operations including but not limited to chains, slings, eyebolts, clutches, forks, etc.
1	All lifts must be in accordance with a Risk Assessment, Common Lifts Plan or a specific Method Statement. All lifts must be properly planned, appropriately supervised and carried out in a safe manner.
2	Every crane and lifting appliance must be properly made and strong enough for the work in which it is intended. Foundations, stages, scaffolds, and anchorages, etc., which have to carry a load must be of good construction and adequate strength. Winch frames must be made of metal. Separate crane jibs must be clearly marked to identify from which crane it belongs.
3	Platforms for crane drivers and signallers must be large enough to allow the man to do his work properly, close boarded or plated and fitted with an access ladder or steps. Platforms shall be equipped with handrails at least 950 mm high and toe-boards, minimum 150mm high. The space between handrail and toe-board must not exceed 470mm. Guard-rails and toe-boards may be removed for temporary access.
4	A crane shall be provided with a cabin to give the driver protection from the weather. The cabin shall afford an unrestricted view and permit access to machinery for maintenance. Where possible it shall be heated in cold weather. Cabins are not required when the plant is indoors or otherwise protected, or when the crane is used for short periods only, in the case of a hoist, it can be operated from a landing platform or inside the cage.
5	The size of a drum or pulley must match the size of the rope or chain. The rope or chain must be anchored to the drum and there shall be never less than two dead turns on the drum. Brakes and Controls, etc Cranes, winches shall be fitted with brakes capable of holding and controlling the maximum load. Controls on all lifting devices shall be clearly marked and designed so that they cannot be operated accidentally.
6	Ladders, platforms handholds etc., shall be provided to give safe access to all parts of the crane or lifting appliance that need inspection or regular maintenance, or from which an operator may fall from height.
7	Where a crane is hired, the responsibility for ensuring that a copy of the examination certificate accompanies the crane lies with the Hire Company. This company will ensure that if the crane hired is a Tower Crane then it is thoroughly examined after installation and before use.
8	The Site Engineer shall decide on the siting of any crane or other lifting appliances, but in the case of a mobile crane, the operator is responsible for ensuring that the movement and position of the crane is both safe and suitable.
9	The crane operator shall check that any ramps, slopes, gates, archways, building, trees or overhead lines do not present an obstacle or danger, and the refuelling or other service vehicles can gain access without causing a hazard.
10	A 600mm wideclearance between travelling or slewing cranes, and any fixture shall be maintained. Where this is not practical, barriers shall enclose any place where a man might be trapped.
11	Particular care shall be taken when placing cranes near overhead power cables. The jib or boom does not need to touch a live power cable, a flash over can occur over some distance depending on voltage. If the minimum safe working distance cannot be maintained, the electricity supply shall be switched off or otherwise disconnected by an authorised engineer.

SOP 002 - Lifting Operations	
12	The danger area shall be clearly marked off with stakes, flags etc., and where it is necessary to pass below overhead power cables, goal posts shall be set up to indicate the maximum clearance height, as specified by the local electricity supply authority. Materials shall not be deposited in this area.
13	A crane shall have a stable and level base. Care shall be taken to see that the ground is firm and stable. Excavation, which may not have been correctly filled in, cellars, tunnels and shafts may all reduce the stability of the ground and constitute a hazard to machinery and heavy loads. The same principles apply when a crane is sited on a street or roadway for the purposes of working into a site.
14	Adverse weather and strong winds can rapidly affect the stability of a crane. No crane shall be used without these factors first being checked.
15	The rigging/de-rigging of a crane shall only be carried out under the supervision of a competent person, normally the crane operator, and as recommended by the manufacturer.
16	Automatic safe load indicators, radius load indicators and motion limit switches, together with their audio-visual warning systems shall be fitted to cranes and other lifting appliances. All cranes and other lifting appliances shall be clearly marked with their maximum safe working load (SWL).
17	If the driver cannot see his load during the whole lifting operation, he shall have one or more trained slinger/signallers (Banksman) or some other signalling system to enable him to handle the load safely.

SOP 003 Crane Operation	
Ref	**Description**
0	Only CSCS trained and competent persons shall operate cranes.
1	Drivers will be required to read and understand the operator's manual and load chart before attempting to do any work with or on any crane.
2	Capacity charts or signs shall be placed, so they may be seen and read.
3	Statutory inspections shall be carried out periodically, and certification filed on site.
3	The operator must remain in the cab and at the controls any time a load is suspended.
4	Always use the grab irons and steps to get on or off of the crane. Never jump off of the machine.
5	Hooks on blocks and snatch blocks will have a safety latch.
6	Make sure that all controls are in the neutral position and that all brakes are set before starting the crane. Never start the crane unless you are sitting in the operator's seat.
7	Allow the crane's engine and hydraulics to warm up before attempting to move or operate the crane.
8	Hooks on loading equipment shall be inspected for defects.
9	Check all controls (steering, transmission, brakes, hoist, boom hoist, swing, etc.) for proper function before placing the machine into operation.
10	Carefully inspect the area around the crane for obstructions. Never allow any part of the crane to come closer than ten metres from a power line. Make sure there is adequate support for the crane and load before you attempt to make a lift. Use cribbing under the outrigger floats if necessary.
11	Always consult the load chart before you attempt a lift. Do not exceed the capacities on the chart. Barricade or restrict access to the area within the swing radius of the house to prevent injury. When picking up loads using chains or slings the load hook shall be centered to the load. When picking loads, tag lines shall be used to guide the load.
12	Slings and chains shall be adequate to hold the weight of products being lifted.
13	Employees will not ride the loads.
14	Hold tension on the cable when reeling in or out on the equipment.
15	Lower all raised equipment to the ground and set all brakes before exiting the crane.
16	Turn off the engine and allow the machine to cool before working on the machine.

SOP 004 Telehandler Operation	
Ref	**Description**
0	Only CSCS trained and authorized operators shall be permitted to operate a Telehandler.
1	Perform a walk-around inspection of the Telehandler before each use. Make sure that all safety devices are in place and functioning properly, including the back-up alarm.
2	USE YOUR SEATBELT!
3	Passengers are not allowed to ride on a Telehandler.
4	Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the Telehandler.
5	When a Telehandler is left unattended, the load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the Telehandler is parked on an incline.
6	A Telehandler is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
7	When the operator of a Telehandler is dismounted and within 25 ft. of the Telehandler still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
8	There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
9	An overhead guard shall be used as protection against falling objects.
10	Only approved Telehandlers shall be used in hazardous locations.
11	Whenever a Telehandler is equipped with vertical only or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, the following additional precautions shall be taken for the protection or personnel being elevated. a. Use of a safety platform firmly secured to the lifting carriage. b. Means shall be provided whereby personnel on the platform can shut off power to the truck. c. Such protection from falling objects as indicated necessary by the operating conditions should be provided.
12	The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
13	Grades shall be ascended or descended slowly.
14	When ascending or descending grades in excess of 10 percent, loaded Telehandlers shall be driven with the load upgrade.
15	Stunt driving and horseplay is not permitted.

SOP 005 Slings and Rigging	
Ref	**Description**
0	Employees will be properly and thoroughly trained in the use of slings and rigging.
1	The entire length of the sling must be visually inspected prior to use, at regular intervals, and after any incident. Clean the sling before inspecting it. Dirt and grime can hide damage, especially on chain and wire rope. Slings will be relaxed when you inspect them. Damaged or defective slings must be discarded. When disposing of defective or damaged slings cut the sling in half or otherwise destroy it so there is no danger of it being reused.
2	When inspecting steel alloy chain slings, pay special attention to nicks, gouges, cracks, corrosion pits, stretching, and distorted or worn fittings. Replace the entire sling if any part is damaged, has more than 10% wear or 5% stretch, and if the hook is twisted more than 10 degrees or opened up more than 15% at the throat.
3	Wire rope slings must be replaced if there is severe corrosion, localized wear (shiny worn spots), a 1/3 reduction in outer wire diameter, excessive stretching, damage or displacement of end fittings, more than 10 broken wires in one lay, or evidence of damage to the rope structure such as kinking, crushing, birdcaging, or other distortion.
4	Do not use synthetic web slings that have burns, broken or worn stitches, excessive stretch, exposed warning stitches (usually red yarn), snags, punctures, tears or cuts, or distorted fittings.
5	Inspect for broken wires in metal mesh slings, lack of sling flexibility, kinks or twists in the edge, 25% reduction in wire diameter due to abrasion, and broken brazed joints or welds on the edge.
6	Store slings vertically on a rack of wall to minimize the risk of damage and for easy access.
7	Lift only from solid attachment points.
8	Before making the lift, make sure the weight and balance of the load are known and the sling is securely positioned around the load.
9	Guard against shock loading by taking up slack in the sling slowly.
10	Operators must know and must not exceed the working load limit (rated capacity) of the sling.
11	The working load limit is calculated by dividing the breaking strength of the sling by five.
12	Do not lift items that exceed the working load limits of the sling.

SOP 006 - Scaffolding	
Ref	**Description**
0	All scaffolding to be erected in accordance with the HSA Scaffolding Code of Practice 2009 & the 2013 Construction Regulation
1	A competent person must inspect the scaffolding regularly. i.e. at least once a week and always or after bad weather. The results of inspections will be recorded (including defects that were put right during the inspections) in the GA3 form and the records signed by the person who carried out the inspections.
2	Scaffolding may only be erected, altered and dismantled by competent persons holding CSCS certificates in advanced scaffolding erection.
3	Competent persons must have a minimum of the CSCS certification for 'scaffolding -basic' card for scaffold erection which is issued by FAS, the Training & Employment Authority. Advanced CSCS certified scaffolders required to erect scaffolding over 7 metres as per Safety, Health and Welfare at Work (Construction) Regulations, 2013 (SI 291).
4	Boards will be free from obvious defects such as knots, and arranged to avoid tipping or tripping.
5	Adequate guard rails and toe boards, at every side from which a person could fall, will be erected and in particular where one can fall from heights.
6	Scaffolds must be tied rigidly to a structure if heavy materials are to be lifted on to the scaffold.
7	Scaffolding should only be used if they are structurally complete. Otherwise if incomplete, a warning notice fixed or the scaffold dismantled.
8	Contractors should only use their own scaffolding or scaffolding they have specific permission to use. ***If in doubt about the ownership of a scaffold don't use it.***
9	Access ladders must be provided and used on all scaffolds. Climbing up on the scaffold is strictly prohibited on site.
10	Guard-rails are to be provided in all cases for scaffolds where work is in progress and toe boards must be fitted.
11	Ties provide protection against toppling. Ties are secured at the junction of the vertical and horizontal scaffold members. They must be of rigid construction. A positive anchor is required. The top guy, tie or brace of completed scaffolds shall be placed no further than the 4:1 height from the top.
12	Guys, ties, and braces must be installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically at locations of horizontal members every 20 feet or less thereafter for scaffolds 3 feet wide or less, and every 26 feet or less thereafter for scaffolds greater than 3 feet wide.
13	Such guys, ties and braces shall be installed at each end of the scaffold and at horizontal intervals not to exceed 30 feet (measured from one end [not both] towards the other).
14	Side brackets can be used with all metal frame scaffolds. Manufacturers determine the requirements. Side brackets are designed only to support personnel unless engineered otherwise.
15	If you find that a scaffold is unsafe report the faults to your supervisor so he can have them put right.
16	Works to cease on scaffolding until such a time as the matters have been rectified by competent scaffolders and form GA3 signed off.

SOP 007 Mobile Scaffolds	
Ref	**Description**
0	All scaffolding to be erected in accordance with the HSA Scaffolding Code of Practice 2009 & the 2013 Construction Regulations
1	Scaffolding may only be erected, altered and dismantled by competent persons holding CSCS certificates in mobile scaffolding erection.
2	Competent persons must have a minimum of the CSCS certification for mobile scaffolding which is issued by FAS, the Training & Employment Authority.
3	Appropriate measures to be taken by those erecting scaffolding to prevent falls from height.
4	Mobile tower scaffolds must be tied rigidly to a structure if heavy materials are to be lifted up the outside of the tower or the height to least base ratio exceeds 3:5:1. Height measured from ground level to working platform. Least base width=shorter side of tower.
5	Adequate guard rails and toe boards, at every side from which a person could fall, will be erected and in particular where one can fall from heights.
6	Mobile Scaffolds must be fitted with lockable castors, and if required (dependant on height) outriggers.
7	Mobile Scaffolding should only be used if they are structurally complete. Otherwise if incomplete, a warning notice fixed or the scaffold dismantled.
8	Contractors should only use their own mobile scaffolding or scaffolding they have specific permission to use. ***If in doubt about the ownership of a scaffold don't use it.***
9	Access ladders must be provided and used on all mobile scaffolds. Climbing up on the scaffold is strictly prohibited on site.
10	Guard-rails are to be provided in all cases for mobile scaffolds where work is in progress and toe boards must be fitted.
11	Employees working from mobile scaffolding are not permitted work above the height of the top handrail.
12	Mobile tower scaffolding may also be transported to various locations (as required) when the working platform is not occupied and when there are no overhead hazards along the way i.e. overhead electricity lines.
13	Wheels are to be locked at all times on mobile tower scaffolds. Brakes should only be disengaged whilst moving scaffolds and re-engaged immediately afterwards.
14	Prior to setting up mobile scaffolding at new location, operators must ensure that the ground is level, castors are locked out, and area is safe to commence works.
15	If you find that a scaffold is unsafe report the faults to your supervisor so he can have them put right.
16	Works to cease on mobile scaffolding until such a time as the matters have been rectified by a competent scaffolders and form GA3 signed off.

SOP 009 Concrete Works	
Ref	**Description**
0	Concrete works including pours shall be supervised by competent persons at all times.
1	Wear suitable PPE including dust mask, overalls, gloves, safety boots & safety glasses. Wet concrete workers to wear wellington boots.
2	MSDS to be kept on file & on site in case of emergency.
3	Prior to concreting precautions must be taken including: 1. Safe access provided. 2. Compressed air lances must be fitted with suitable control valves. 3. Debris directed away from other persons. 4. Those using lances & other persons near by must wear eye protection.
4	Concreting should not start until falsework / formwork has been checked by a competent person & all preparations are completed.
5	Concrete must never be poured too rapidly or from such a height as to overload the falsework or formwork.
6	Stability of the framework must be checked as the concrete pouring proceeds.
7	Discharge of concrete from skip must be controlled from suitable & safe platforms, taking account of the tendency of side discharge skips to kick backwards if discharged rapidly.
8	A properly trained banks man or signaler should be appointed to ensure good communication between the crane driver & the concrete workers.
9	When using concrete vibrators the following precautions must be taken - 1. Vibrator motors on elevated platforms must be firmly secure. 2. Poker vibrators must not be allowed to come into contact with any persons. 3. Guards to vibrator motor starting shafts must be in place when the engine is running. 4. Adequate ventilation must be provided if vibrator motor is operated in confined spaces.

OP 011 Safe Access / Egress	
Ref	**Description**
0	All employees have a duty to ensure that their work area is maintained in a clean and tidy manner at all times.
1	This entails ensuring that waste materials are cleared up as work proceeds, and keeping materials and waste in their correct location.
2	Everyone on site is responsible for the tidiness of the site. This means that everyone must ensure that their work area is maintained in a clean and tidy manner, and that all waste and materials are removed and stored to their correct locations.
3	Adequate lighting must be provided to all work areas. Foreman shall ensure this is in place.
4	All edges where a person can fall from heights must be fitted with a suitable barrier, and have toe boards fitted if persons are working below.
5	All ladders on site must be securely tied or footed. All ladders must project 1m above the landing place. Broken/damaged ladders are not to be used on site and should be removed for repair or disposal by the person discovering such defects.
6	Materials must be stacked in such a way so as not to pose a danger of falling on persons. Brick /block stacks must be safely positioned and be stable.
7	All holes must be securely covered when work is not being carried out in that area.
8	All timber must be de-nailed on site, and sharp objects disposed of immediately.
9	All persons on site must wear a safety helmet to minimise the risk of being struck by a falling object, and safety boots to protect feet from heavy objects falling onto them, and to protect them from sharp objects on the ground.

SOP 012 Work at Heights	
Ref	**Description**
0	Work at height is the term used to describe all works where Murjoy employees, subcontractors, clients and members of the public are at risk of falling from a height as a result of our acts or omissions.
1	Murjoy shall work in accordance with the requirements of the Safety, Health & Welfare at Work (General Applications) Regulations 2007 – Part 4 Work at Heights.
2	Murjoy shall ensure that: • All work at height is properly planned and appropriately supervised; • Those working at height are competent; • The place where work at height is done is safe; • The risks from fragile surfaces are properly controlled; • Equipment for work at height is suitable and properly inspected and maintained; • The weather conditions are taken into account and all work is stopped if weather conditions endanger health or safety. • Procedures in case of emergency are planned.
3	The site foreman shall attend the site to identify the various hazards associated with the project and produce a risk assessment identifying clearly, the controls required.
4	A set of control measures shall be produced so as to prevent falls from heights using the General Principles of Prevention outlined below. • The avoidance of risks. • The evaluation of unavoidable risks. • The combating of risks at source. • The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health. • The adaptation of the place of work to technical progress. • The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work. • The giving of priority to collective protective measures over individual protective measures. • The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment. • The giving of appropriate training and instructions to employees.
5	As part of the hazard identification, work at height issues shall be addressed including works adjacent to deep excavations, from MEWP's, scaffolding, ladders etc.
6	Method Statements, Construction Stage Health & Safety Plans, Site Specific Safety Statements etc. shall incorporate these control measures so as to ensure works at height are carried out safely and without risk of falls
7	Murjoy foreman shall ensure that all equipment involved in these works comply with the relevant standard, and is fit for its purpose and will provide adequate supervision and assistance.
8	Periodic inspections of work at height equipment shall be carried out by competent persons as per the Statutory Inspection Matrix. With relevant copies held on site for duration of works and then returned to the Murjoy Limited head office.
9	All access equipment (teleporter with man basket, MEWP's etc.) shall be certified in accordance with the General Applications Regulations 2007 with competent persons operating the equipment.
10	Scaffolding shall be erected in accordance with the Approved Code of Practice for Access & Working Scaffolds by CSCS certified scaffolders. Scaffolding shall be inspected weekly as per the Statutory Inspection Matrix and documented on Form GA3.
11	Ladders shall only be used for short duration only and shall be inspected weekly as per the requirements of Part 4 of the Safety, Health & Welfare at Work (General Applications) Regs 2007.
12	When using harnesses, only certified harnesses may be used by trained and competent individuals.

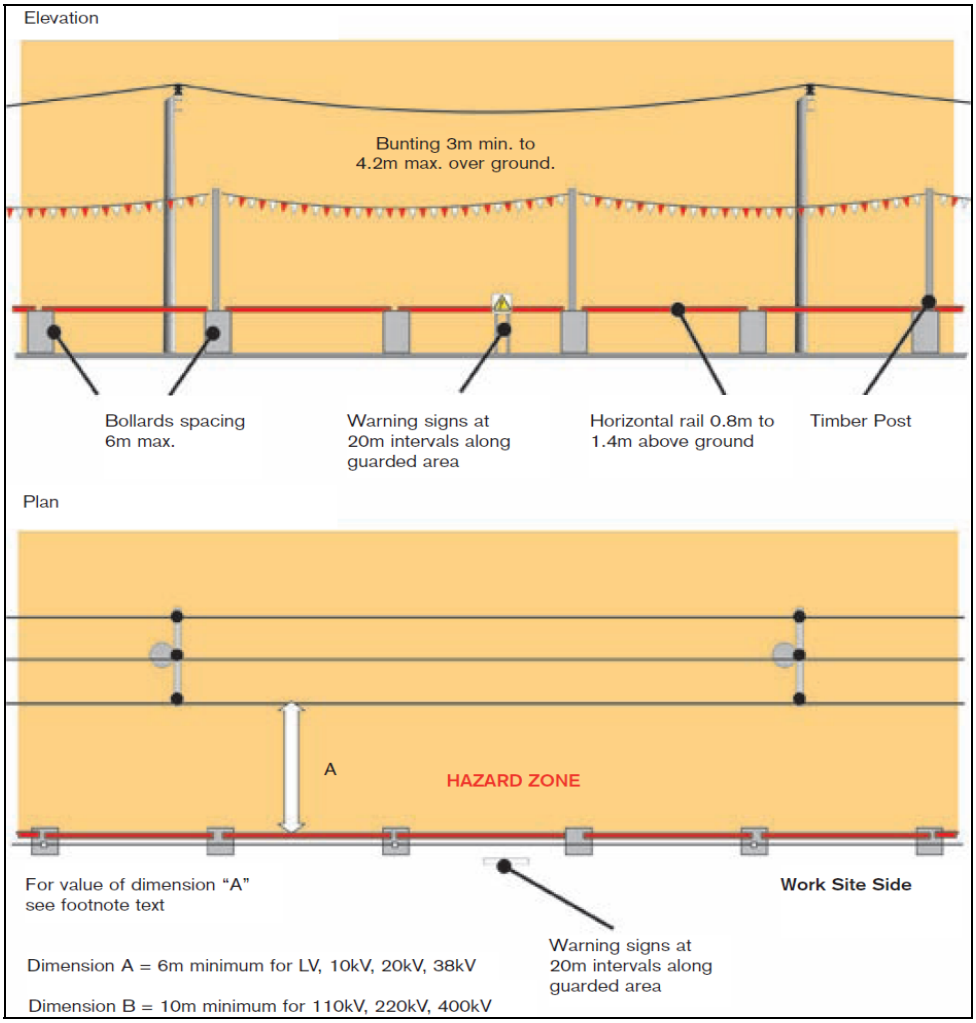
SOP 013 Confined Spaces	
Ref	**Description**
0	A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (eg lack of oxygen). Some confined spaces are fairly easy to identify, eg enclosures with limited openings: • storage tanks; • silos; • reaction vessels; • enclosed drains; • sewers. • Open topped chambers; • vats; • combustion chambers in furnaces etc; • ductwork; • unventilated or poorly ventilated rooms.
1	A risk assessment of all confined space entry shall be conducted by a competent person.
2	A Confined Space Entry Supervisor shall be appointed and shall be given responsibility to ensure that the necessary precautions are taken, to check safety at each stage and may need to remain present while work is underway.
3	All persons involved in confined space entry will undergo appropriate training prior to works.
4	Mechanical and electrical isolation of equipment is essential if it could otherwise operate, or be operated, inadvertently. If gas, fume or vapour could enter the confined space, physical isolation of pipework etc needs to be made. In all cases a check should be made to ensure isolation is effective.
5	Cleaning before entry may be necessary to ensure fumes do not develop from residues etc while the work is being done. This will be coordinated by the Confined Space Entry Supervisor.
6	Entrance to be checked prior to works commencing to ensure it is big enough to allow workers wearing all the necessary equipment to climb in and out easily, and provide ready access and egress in an emergency. For example, the size of the opening may mean choosing airline breathing apparatus in place of self-contained equipment which is more bulky and therefore likely to restrict ready passage.
7	Provision of ventilation must be considered, possibly through increasing the number of openings and therefore improve ventilation. Mechanical ventilation may be necessary to ensure an adequate supply of fresh air. This is essential where portable gas cylinders and diesel fuelled equipment are used inside the space because of the dangers from build up of engine exhaust. Warning: carbon monoxide in the exhaust from petrol fuelled engines is so dangerous that use of such equipment in confined spaces should never be allowed.
8	Air to be tested also to check that it is free from both toxic and flammable vapours and that it is fit to breathe. Testing should be carried out by a competent person using a suitable gas detector which is correctly calibrated. Where the risk assessment indicates that conditions may change, or as a further precaution, continuous monitoring of the air may be necessary.
9	Provision of special tools and lighting required in some instances including nonsparking tools and specially protected lighting are essential where flammable or potentially explosive atmospheres are likely. In certain confined spaces (eg inside metal tanks) suitable precautions to prevent electric shock include use of extra low voltage equipment (typically less than 25 V) and, where necessary, residual current devices.
10	Provision of breathing apparatus may be required if the air inside the space cannot be made fit to breathe because of gas, fume or vapour present, or lack of oxygen. Never try to 'sweeten' the air in a confined space with oxygen as this can greatly increase the risk of a fire or explosion.

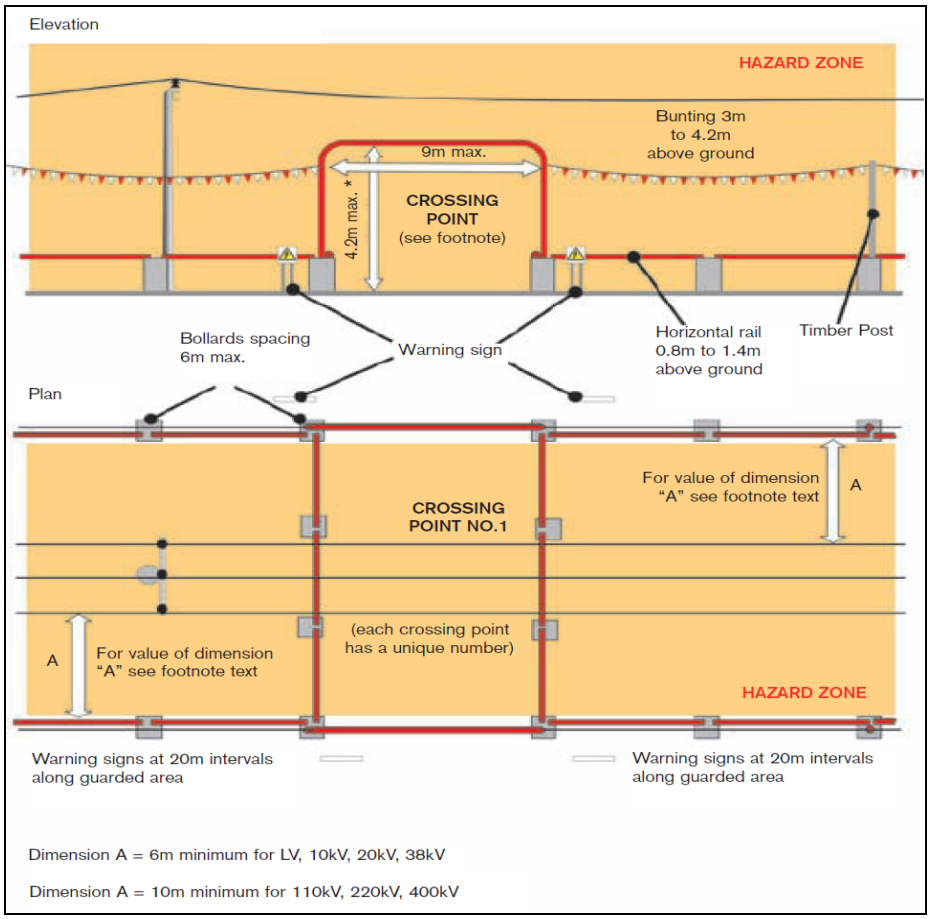
SOP 013 Confined Spaces	
Ref	**Description**
11	Preparation of emergency arrangements will be the duty of the competent person and will need to cover the necessary equipment, training and practice drills.
12	Provision of rescue harnesses may be required including Lifelines attached to harnesses that run back to a point outside the confined space.
13	An adequate communications system shall be provided to enable communication between people inside and outside the confined space and to summon help in an emergency.
14	A watchman shall be positioned outside to keep watch and to communicate with anyone inside, raise the alarm quickly in an emergency, and take charge of the rescue procedures.
15	A permit to work system shall be in operation in most cases. A permit to work ensures a formal check is undertaken to ensure all the elements of a safe system of work are in place before people are allowed to enter or work in the confined space. It is also a means of communication between site management, supervisors, and those carrying out the hazardous work. Essential features of a permit to work are: • clear identification of who may authorise particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions (eg isolation, air testing, emergency arrangements etc); • provision for ensuring that contractors engaged to carry out work are included; • training and instruction in the issue of permits; • monitoring and auditing to ensure that the system works as intended.

SOP 014 Electricity on Site

Ref	Description
0	Electricity and electrical installations on site shall be treated with the utmost care and be under the control and supervision of experienced competent persons.
1	The local electricity supply or site generator shall supply electricity where public supply is not practicable or uneconomic.
2	Written application to the ESB shall be as soon as possible at the planning stage.
3	When a Generator is used, attention shall be given to sitting in order to minimise noise and fumes. Private generating plant must be installed in accordance with BS 1017.
4	Portable electrical appliances are equipment which are supplied with a connector/plug and are connected to temporary or permanent power supplies, cables and accessories are also tested.
5	It is the responsibility of the Site Management to request that his site equipment is PAT tested; it is the responsibility of the Health & Safety Coordinator to arrange for the inspection and testing of all of the company's portable electrical equipment.
6	There is a constant risk of electric shock whilst on site. Therefore, 110V systems for tools, temporary lighting and other equipment should be used when possible.
7	Routine inspection and preventative maintenance are essential. Inspection results should be recorded and "due date" labels attached to the equipment.
8	In the event of an over due test date label, the equipment must be quarantined and either a replacement sought or arrange for the equipment to be tested.
9	All tools and equipment shall be inspected by a competent person for signs of damage or deterioration and removed from service if found to be unserviceable.
10	Before using any item of electrical equipment a daily visual check must be carried out to ensure that there are no broken plugs or machine casings which expose connectors, cables which are split, cracked or have thin insulation.
11	All cables and installations must be inspected regularly, where there are signs of damage they must be taken out of use.
12	All cables and connections must be of an industrial standard and suitably protected from accidental damage.
13	Report any defects noted to tools and machinery immediately to supervision so that they may be remedied.
14	Under no circumstances is insulation tape to be used to repair or joint cables.
15	Ensure that only 110V is used to operate portable tools.
16	At step-down transformers ensure that the lead from the mains supply board to the transformer is 1m or less and is armoured.
17	Transformers must be located away from areas that are damp or there is a risk of encountering wet conditions.

SOP 015 Overhead Electricity Lines on Site	
Ref	**Description**
0	Murjoy will endeavour to apply for overhead powerlines to be switched out well in advance of any works. Where this is not possible the following procedure shall apply.
1	Where switching out or diverting the overhead electricity line is not practicable or where initial site works must be carried out before the line can be diverted or undergrounded, then other protective measures must be put in place to prevent accidents when working in the vicinity of live overhead electricity lines.
2	Murjoy Limited shall take suitable measures dependant on the nature of the work and the voltage of the overhead lines.
3	Sites where there will be no work or passage of plant under or in the Hazard Zone of a live overhead line. Here suitable barriers, bunting and warning signs are required to prevent inadvertent breach of the Hazard Zone as shown below:



4	Murjoy Limited Sites where plant will pass under a live overhead line. Here, defined "Crossing Points" must be established under the line in addition to the provision of barriers, bunting and warning signs. Where more than one Crossing Point exists, each Crossing Point shall be identified by a unique identification number for maintenance purposes. 
5	Work in the Hazard Zone of live overhead electricity lines including the use of specified equipment may be allowed in certain very limited circumstances. The work that may be carried out can be categorized as follows: • Work not requiring prior consultation with ESB Networks (other than line voltage verification). • Work that can only be carried out following consultation with ESB Networks.
6	Work may be carried out in the Hazard Zone if the work does not involve the use of plant, equipment or activities which could cause the Exclusion Zone for the relevant voltage to be breached. Depending on the equipment and the height of the line, this might include the use of a bulldozer, small front tipping dumpers, mini diggers Etc.
7	Prior to deciding what work can be carried out in these circumstances, the foreman will ensure that a site specific written Risk Assessment and Work Method Statement has been carried out covering issues such as: • Height of the line (taking into account possible sag); • Maximum potential height that can be reached by the equipment (ignoring any mechanical, electronic or electromechanical height limiters that may be fitted to the equipment); • Possible impact of changing ground levels within the Hazard Zone on the height of the line; • Possible impact on line support structures such as poles, towers, stay wires etc.;

Ref	Description
8	Work that can only be carried out following consultation with ESB Networks. Where it is not practicable to switch-out and earth the line, the following are the minimum precautions that must be adhered to while working in the Hazard Zone: • A written Risk Assessment and Work Method Statement must be prepared in consultation with the persons about to undertake the work. • A daily Permit to Work system shall be initiated by Murjoy Limited and be operational. • The work equipment, such as excavators, must be operated with certified mechanical, electronic or electromechanical limiters to prevent any part of the equipment breaching the relevant Exclusion Zone. • The limits to which the equipment can operate must be clarified in the Risk Assessment taking into account features such as line sag and changing ground levels. • On site, these limits should be set and fixed by a competent person and verified by testing. • Unauthorised tampering with the limits must be prevented by the use of appropriate management systems. • A dedicated observer must be in place for each item of plant and equipment. The dedicated observer must be in communication with the machine operator at all times and must not undertake any other work activity while work in the Hazard Zone is in progress.
9	Regular inspections shall be carried out on all control measures implemented by Murjoy Limited both on site and at the yard, so as to prevent any potential contact with overhead lines. This will include goalposts, bunting, warning signage, line markings etc.

SOP 016 Excavations	
Ref	**Description**
0	Before excavation works commence, Murjoy shall: • Appoint competent person to supervise work; • Ensure method statement for the works in read and signed by all involved; • Find, locate and mark all underground services; • Verify ground conditions and soil type before excavating so as to avoid collapse; • No ground to be considered safe until investigated by a competent person taking into account weather conditions; • Schedule work so that excavations are not open for any longer than necessary; • Ensure adjacent buildings, roads, footpaths and scaffolds, etc. are not undermined; • Organise suitable certified plant, equipment and required working space; • Organise suitably competent operators i.e. CSCS & Safe Pass • Organise delivery and inspection of support materials and ladders; • Provide suitable barriers so as to prevent unauthorized access to the area;
1	During excavation works: • Arrange documented inspections using Approved Form AF3; • Excavations 1.25m or deeper are shored or sloped back to an angle of repose. Any excavation in unsuitable soil is shored or sloped back even if less than 1.25m. For deep excavations the sides have to be benched or adequate trench boxes, supports used. • Avoid overcrowding in a trench; • Arrange adequate fencing, lighting, ladder access, and warning signs around the excavations; • Arrange safety stops for all site transport near trench areas or excavations; • Where vehicles or equipment operate near excavations, the sides are shored or braced to withstand the forces exerted by any superimposed load. Also stop blocks or other substantial barricades are installed at the edges of such excavations. • Plan and prepare for safe backfilling activities; • Maintain tidy work areas at all times; • Materials used for sheeting, shoring or bracing are in good condition. Timbers are sound, free of large or loose knots, and are of adequate dimensions. • Safe access and egress is provided for all excavations by means of ladders, stairs or ramps.
2	Edge protection must be fitted to an excavation which can also pose a risk of falls from height, or to ANY excavation in a public area.
3	Materials and spoil heaps should be stored at least 1.5m from the edge of the trench.
4	Safety helmets, safety boots and gloves will be worn to prevent injury from props, pipes, machinery and other objects.
5	Persons should not enter the trench when heavy machinery or loaded trucks are positioned beside the trench.

SOP 017 Fire	
Ref	**Description**
0	All stairwells and access routes shall be kept clear of waste and materials for the duration of the project so as to reduce the potential risk of fire occurring and to aid evacuation in the event of fire.
1	Don't hang clothes over or near heating equipment.
2	Don't let paper, oily rags or other rubbish accumulate on site, clean as you go.
3	Don't smoke in prohibited areas.
4	Use proper sealed containers for flammable liquids.
5	Don't overload sockets, one socket one plug.
6	Check for flammable materials nearby before using blow lamps, welding, and cutting equipment. Keep flammable liquids away from sources of ignition.
7	Switch off at mains any electrical equipment not in use.
8	Make sure you know what to do in case of fire.
9	Make sure you know the escape routes in your particular area.
10	Don't obstruct fire extinguishers.
11	Ensure that you know how to operate extinguishers.
12	If you discover a fire alert the site office and / or the fire brigade.
13	Evacuate the building or area you are working in.
14	Fight the fire with the extinguishers provided, provided that you have been trained.
15	Don't put yourself at risk.
16	Don't use water to put our electrical fires.

SOP 018 Fire Emergency	
Ref	**Description**
0	Familiarize yourself with the location of the evacuation routes (primary and secondary), first aid station or kit, each fire alarm, each fire extinguisher, the nearest public telephone, and the location of the stairway (as indicated on the Emergency Evacuation Diagrams).
1	Should you discover fire anywhere in the building, immediately raise the alarm and call the fire brigade (999 or 112 if available). State your name, location, and type of fire.
2	Only consider attempting to extinguish a fire if it is very minor and you have been trained in the proper operation and use of portable fire extinguishers.
3	When the fire alarm sounds, immediately leave the area using your designated evacuation route.
4	When evacuating do not use elevators, keep to the right, walk – do not run, and remain calm but take immediate action.
5	Stay in single file in the stairways, as fire brigade may be coming up the same stairway.
6	A preplanned procedure has been established to assist non-ambulatory individuals.
7	Obey the directions of your building Fire Warden.
8	Small fires can spread rapidly and overwhelm an area. To contain the fire, close all doors behind you as you exit the building.
9	If all exits from a floor are blocked or if for any reason you must remain in a room/office during a fire or other emergency, remain calm, call 911 (if available) and advise of your location and situation. Wait for the fire department to assist you.
10	Notify your supervisor in the event of injury to individuals.
11	Periodic fire drills will be conducted throughout the year; however, treat every alarm as if there were an actual fire.
12	After exiting the building get far away from the building, all staff members are to assemble in the car park for accountability. You should remain outside the building until the fire department or management staff informs you that it is safe to return to the building.
13	If all exits from a floor are blocked or if for any reason you must remain in a room/office during a fire or other emergency, remain calm, call 999 or 112 and advise of your location and situation. Wait for the fire department to assist you.
14	Notify your supervisor in the event of injury to individuals.
15	Periodic fire drills will be conducted throughout the year; however, treat every alarm as if there were an actual fire.
16	After exiting the building get far away from the building, all staff members are to assemble in the car park for accountability.
17	You should remain outside the building until the fire department or management staff informs you that it is safe to return to the building.

SOP 019 Safe Use of Harness	
Ref	**Description**
0	A harness is a form of Personal Protective Equipment (PPE) and should only be used in exceptional cases when it is reasonably practicable.
2	Only operatives trained in the correct use of harness will be permitted to use harnesses.
3	All harnesses must be individually inspected before, during and after use. Appropriate training shall be provided to all persons.
4	Full body harnesses should be adjusted to suit the user as per the supplier's instructions. 2m long lanyards, with a shock absorber capable of reducing the deceleration forces must be issued.
5	In order to safely use a 2m lanyard you must have a clear distance of at least 4m from the anchorage point to the ground. If there is not this distance available you must contact the Site Manager as further precautions shall be required.
6	No inertia reels (or longer lanyards) will be used unless site management has verified that adequate clearance is available. Lanyards MUST not be connected in series.
7	Storage of harnesses should be in a clean dry area free of any corrosive chemicals.
8	Due regard will be paid to the settling up operation , particularly ensuring that there is no approach within 2m of an unprotected edge before fall arrest is attached. Lanyards will remain connected until safe egress is reached.
9	Lines must not run over any sharp objects or edges.
10	Anchorages are to be clearly identified. They should be chest height or above with amount of slack in the line reduced to the minimum that is reasonable.
11	Any doubt about the capacity of an anchorage to withstand the relevant shock loading should be referred to a competent Engineer.
12	Rescue procedures must be detailed during the site specific induction and refresher sessions. A quick and smooth rescue is required to minimise the extent of injury when a person is suspended by harness. However, rescuers should avoid placing themselves at further risk. Self-rescue should only be attempted when it is safe to do so. Supervisory staff should first ensure that the effects of shock have been taken into account before self rescue is initiated.

SOP 020 Hazardous Substances	
Ref	**Description**
0	Any substances carrying a warning label has the potential to cause harm – always read the labels and assess the risks before using the substance on site. Remember – ALWAYS follow the instructions for the safe use of Hazardous Substances on labels / Material Safety Data Sheets.
1	Chemical products must never be allowed to come into eye contact, and generally contact with the skin should be kept to a minimum.
2	Don't mix different chemicals or substances.
3	Wear the correct Personal Protective Equipment when using Hazardous Substances, e.g. dust / fume masks, gloves, goggles, overalls, etc.
4	Know where the first aid / washing facilities are on site.
5	Ensure that hazardous substances are stored in a secure location whilst not in use.
6	Don't store hazardous substances above head height, where they may fall on to others.
7	Make sure you have been trained to use the hazardous substances that you use on site.
8	Don't eat, drink, or smoke whilst using hazardous substances, and remember always to wash up afterwards.
9	Don't expose other workers who may be in the area to the hazardous substances you are using through fumes, gas or dust.
10	Ensure that all spillages are cleaned immediately and that waste and used containers are disposed of properly.

SOP 021 Housekeeping	
Ref	**Description**
0	Look after your own area. Clear debris as you go. Do not leave hazards which place you or your work-mates at risk.
1	Everyone is entitled to a clear space of 600mm or more on gangways and working platforms.
2	Route cables and hoses away from passageways.
3	Pick up pallet bands once released.
4	Never allow sheeting, shutters, boxes of material etc. to obscure openings or gaps.
5	Small cylindrical items can be lethal on affirm surface e.g. off-cuts of re-bar or scaffold ties. Remove them immediately.
6	Adequate temporary lighting should be provided where needed – inform your Safety Representative or Site Management if not.
7	De-nail timber as the work progresses.
8	Protruding reinforcement bars should be cut or capped.
9	Never bomb material from a height.
10	Stack loose material in a way which prevents items falling.
11	Once unbanded, pallets should not be stacked too high.
12	Use brick- guards on scaffolds.
13	Close-board bottom lift of scaffold above doorways during work overhead.
14	Fire load increases enormously if housekeeping is neglected, especially during the later stages of site operations.
15	Keep fire escape routes clear of all obstructions, particularly combustible material.
16	Return flammable materials/gas cylinders to store after use. Always store them away from combustible material like polythene, cardboard and timber.
17	Treat cartridges as explosives – return all rounds to store.
18	Vermin will thrive if food litter (and nestling material) is available.
19	Remember that accidents are normally caused by the combination of several different factors. Although minor cuts or bruises are the most common result, failure to address a simple trip hazard could lead to broken bones or death.

SOP 022 Ladders	
Ref	**Description**
0	Ladders should only be used when the job is of short duration and can be carried out safely from a ladder.
1	Ladders should be set out on a firm base and leaning at the correct angle.
2	Ladders must be tied near the top and extend at least 1m above the landing point.
3	If a ladder cannot be tied at the top it must be secured at the bottom.
4	Make sure that your footwear is free from mud/ grease before you climb a ladder.
5	Use both hands on the stiles of the ladder, and ALWAYS face the ladder.
6	NEVER OVERREACH on a ladder – ALWAYS move it.
7	DON'T stand a ladder on a drum, box or other unstable base.
8	NEVER carry loads up a ladder, always hoist it up.
9	NEVER try to repair damaged ladders – BIN them.
10	Ladders should only be used when the job is of short duration and can be carried out safely from a ladder.

SOP 023 Hand and Power Tools	
Ref	**Description**
0	All tools, regardless of ownership, shall be of an approved type and maintained in good condition. (Tools are subject to inspection at any time. A supervisor has the authority and responsibility to condemn unsafe tools, regardless of ownership).
1	Unsafe tools shall be tagged with an unsafe tag to prevent their use.
2	Employees shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.
3	Hammers with metal handles, screwdrivers with metal continuing through the handle, and metallic measuring tapes shall not be used on or near energized electrical circuit or equipment.
4	Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.
5	Tools shall never be placed unsecured on elevated places.
6	Impact tools such as chisels, punches, and drift pins that become mushroomed or cracked shall be dressed, repaired, or replaced before further use.
7	Chisels, drills, punches, ground rods, and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.
8	Shims shall not be used to make a wrench fit.
9	Wrenches with sprung or damaged jaws shall not be used.
10	Pipe shall not be used to extend a wrench handle for added leverage unless the wrench was designed for such use.
11	Tools shall be used only for the purposes for which they have been approved.
12	Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets unless suitable protectors are in use to protect the edge.
13	Wooden handles that are loose, cracked, or splintered shall be replaced. The handle shall not be taped or lashed with wire.
14	Tools shall not be left lying around where they may cause a person to trip or stumble.
15	When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present, or the danger area shall be barricaded or guarded.
16	The insulation on hand tools shall not be depended upon to protect users from high voltage shock (except approved live line tools).

SOP 024 Manual Handling	
Ref	**Description**
0	Manual Handling is the term given to any and all lifting, lowering, pushing, pulling etc. which by its very nature involves a risk of injury, particularly to the back.
1	All employees will receive periodic manual handling training.
2	Employees should try and avoid manual handling where possible.
3	Where it is not possible, employees should use mechanical aids, lifting appliances etc.
4	Safety Boots should always be worn.
5	Gloves are also recommended when lifting certain objects.
6	If possible, store materials at waist height to reduce the strain on your back.
7	Have materials delivered as close to final destination as possible.
8	Assess the object you are going to be lifting.
9	Determine the weight of the object before lifting.
10	Determine best place to grip the object.
11	Ensure that your travel path is free of slipping and tripping hazards.
12	Know your own lifting restrictions and capabilities.

SOP 025 Personal Protective Equipment	
Ref	**Description**
0	We are committed to complying with the appropriate legislation regarding the selection, supply and use of personal protective equipment
1	We recognise that the use of personal protection in the form of equipment (or clothing) should be considered as a last resort in the hierarchy of controls.
	The supply and use of PPE shall be based on specific risk assessment of work activities undertaken by the company.
2	It is the site and yard managers responsibility to ensure that were PPE is proposed by risk assessment the user must be supplied and be using the appropriate PPE.
3	The Personal Protective Equipment Regulations require that all PPE is to carry a 'CE' mark to indicate it has been certified by independent inspection bodies as satisfying basic safety requirements.
4	The company, wherever necessary, will purchase and supply to employees the correct type of PPE to protect them from hazards that cannot be engineered out.
5	Assistance will be sought from employees in the choosing of PPE to ensure that it meets the requirements. Properly trained persons should examine PPE in accordance with the manufacturer's recommendations before being issued.
6	It is the duty of each employee to respect the PPE issued for their protection. The wearer should inspect it before use to ensure it is not defective and suitable for its use.
7	Personal Protective Equipment (PPE) is the general term given to clothing and equipment supplied to employees for their protection.
8	Suitable areas will be set aside on site for the storage of PPE when it is not in use.
9	Training shall be given on the wearing and use of PPE.
10	PPE given to employees must be signed off by that employee on Form 010.
11	A safety helmet must be worn at all times whilst on site, and in particular where there is a risk of materials falling from heights, in excavations, when working in confined spaces, where there is a danger of being struck by a moving object, where there is a danger of striking a fixed object, and where any construction work is in progress.
12	A high visibility vest must be worn at all times on site so as to easily identify you to plant operators etc. on site.
13	Eye protection must be worn while using abrasive wheels, e.g. cutting, grinding etc., a hammer and chisel to cut stone or brick, a cartridge tool, substance that will harm the eyes, or as required by the site.
14	Ear protection must be worn whilst operating with noisy plant or machinery and in particular when dumper trucks, using a woodworking machine, using a breaker or compressor, or other noisy machinery and working where a number of noisy machines are operating, or as required by a particular area of the site.
15	Gloves must be worn while handling chemical substances (rubber gloves), and suitable gloves must be worn whilst handling abrasives e.g. block work, steel, etc., or when pouring concrete.
16	Steel toe capped boots must be worn at all times whilst working on site and particular when, lifting or moving heavy objects: bricks, blocks, kerbs etc., in addition reinforced must be worn on site to protect against sharp objects e.g. nails, reinforcing steel, etc.
17	When working at a height where no suitable working platform has been provided, e.g. scaffolding or a secured ladder, a safety harness must be worn by personnel
18	A full body harness along with any and all lanyards, inertia reel etc. will be worn by all persons when working in areas where edge protection is not practicable (when decking etc.).
19	Other PPE may be specified and worn by employees as required.

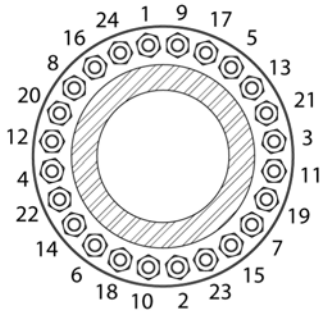
SOP 026 Portable Electrical Tools	
Ref	**Description**
0	Portable electrical appliances are equipment which are supplied with a connector/plug and are connected to temporary or permanent power supplies; cables and accessories are also tested.
1	It is the responsibility of the Site Management to request that his site equipment is PAT tested; it is the responsibility of the Health & Safety Coordinator to arrange for the inspection and testing of all of the company's portable electrical equipment.
3	There is a constant risk of electric shock whilst on site. Therefore, 110V systems for tools, temporary lighting and other equipment should be used when possible.
4	Routine inspection and preventative maintenance are essential. Inspection results should be recorded and "due date" labels attached to the equipment.
5	In the event of an over due test date label, the equipment must be quarantined and either a replacement sought or arrange for the equipment to be tested.
6	All tools and equipment shall be inspected by a competent person for signs of damage or deterioration and removed from service if found to be unserviceable.
8	No person should attempt to use any portable tool for which they have not received training in the safe use of that tool.
9	All tools should be inspected daily by the operator to check for obvious damage or defects.
10	Operators have a responsibility to remove from use any portable tool that develops a fault or defect.
11	Operators should ensure that electrical cables are routed so as not to cause a trip hazard, and where appropriate above head height.
12	All cables and connections shall be of an industrial standard and suitably protected from accidental damage.
13	When operating particularly noisy equipment & tools, ear protection to be used.
14	Employees must keep equipment clean and tidy.
15	Portable equipment shall not be repaired by employees unless proof of competence to do so is ascertained first.
16	Power tools shall not be operated near flammable liquids or gases.

SOP 027 Noise	
Ref	**Description**
0	As a rule of thumb if you have to raise your voice to be heard you need to wear hearing protection.
1	Always wear hearing protection in areas where there are signs “Hearing Protection Must Be Worn”.
2	Keep compressor covers closed when not in use.
3	Don’t keep machinery running unnecessarily.
4	Ensure that you don’t expose your fellow workers to your noise.
5	Move noise sources away from the working areas, where possible.
6	If possible shield noisy processes, work behind a wall or some other sound absorbing material.
7	Ensure that ear plugs are a good fit and correctly inserted.
8	Use disposable ear plugs only once.
9	Clean your hands before touching all types of ear plugs.
10	Ear muffs should fit the head all around the seal of the ear muffs.
11	Ear muffs should be worn the correct way around, i.e. Left side to left ear, Right side to right ear.
12	Ensure that muff seals are in good condition.
13	If you have difficulties with wearing ear protection provided report it to your supervisor.

SOP-028 - Nitrogen Testing	
Ref	**Description**
0	Nitrogen leak Testing service is a pre-commissioning requisite to ensure that production equipment and piping systems are verified to be safe for use before the system is put on live. All High Pressure N2 Hoses to have whip lead safety connections in place and to be inspected prior to use. System to be tested is filled with N2 Gas from bank of N2 Bottles/Tank using pressure regulator c/w gauge (calibrated and certified)
1	Once the system to be testing set up, including meter and all connecting spools, Murjoy Ltd shall begin to leak test the assembly.
2	This shall be achieved by: Ensuring the temporary assembly is isolated from the permanent system. Double isolation is required.
3	Pressurising the test section and connecting spool pieces to line pressure with nitrogen to verify the integrity of all pipework joints.
4	Pressurisation of the assembly should be achieved in 25% increments of final test pressure. Murjoy Ltd will provide method statement and risk assessment for leak testing to be approved by Client in advance of works.
5	During each increment, hold at each incremental pressure for a 10 minute period to perform leak checks on all flange joints and door seals to assembly
6	If at any time, an audible or visual leak is detected, stop pressurisation, identify the leak source and vent the system to atmospheric pressure.
7	Rectify any leaks as required, ensuring new gaskets are installed and that flange joint is re-torqued as required.
8	On completion of any leak repair, re-test assembly and pipework.
9	Once the leak test has proved successful, vent the system in a controlled manner allowing the assembly to depressurise to atmospheric pressure.
10	Remove all non-essential equipment from the area and ensure the site is tidy.

SOP-029 - Torqueing Operations	
Ref	**Description**
0	**PRE-JOB CHECKS** • Scope of Work has been identified • On-site Technical Procedure has been read and understood • Pipeline or vessel is free of pressure - if not STOP until a specific risk assessment is carried out and Safe method approved. • Site specific Permit to Work is in place • Generic Risk Assessment has been read and understood • Job specific Risk Assessment has been carried out • All members of the work party have read, understood and signed: Permit to Work & o Job Spe Assessment • PPE is suitable and sufficient for the task • Equipment is suitable for the task, tested and in serviceable condition • Access and egress to the work site is adequate and scaffold fit for purpose, tagged and inspected within the last seven days
1	**JOB SPECIFIC CHECKS** • Check that the torque values to be applied have been recommended by the manufacturer, client or Bolt load calculation software and are applicable to the tools being used and for the flange and bolt material being tightened. • Check the flange is correctly assembled and all nuts and bolts are correctly set for protrusion, with nut stampings visible and not against the flange face. • If any check falls out of limit then the Technical Authority is to be informed for rectification. • If rectification is not carried out, details are to be included on the Joint Completion Certificate or recorded in JIMS/JDMS. • Select a wrench that will complete the tightening operation within 75% of maximum output.
2	**EQUIPMENT** • Hydraulic Torque Wrenches have different size square drive or direct fit hexagon cassettes that have various torque loads. • Square drive vs. torque output data can be found in operating manuals or technical data spec sheets for individual wrenches. • All hydraulic wrenches are normally powered from an air or electric operated hydraulic power pack with a maximum working pressure of 10,000psi / 700 Bar.
3	**CALIBRATION** • The Pump must have a Calibration Certificate valid for the date of the task. • If the Pump has no valid certificate, it should be re-calibrated or changed.
4	**LUBRICATION OF NUT/BOLT ASSEMBLIES** If a lubricant is to be used, the following must be adhered to: - • Only approved lubricant will be used. • Never lubricate bolts with compounds that cannot be identified or where its coefficient of friction is not known. • All instructions for Torque Tightening should specify a Torque Value to be used with the specific lubricant. If not, consult with the Engineer responsible for the job or your mobilisation. • If the nut/bolt assemblies have been lubricated, check if it has been completed correctly and that (1) and (2) above are known. • If a lubricant needs to be applied, the correct procedure should be followed. • The lubricant must be applied to the nut seating face and the portion of bolt that the nut will be turning around the end to be tightened only. Apply the lubricant to the bolt and rotate the nut up and down the bolt to spread the lubricant evenly. If possible, do this with the bolt out of the flange to ensure the lubricant is spread correctly. • If in doubt consult the On-site Technical Procedure for the Lubrication of Nut and Bolt Assemblies.

SOP-029 - Torqueing Operations

Ref	Description
5	**RECOMMENDED FLANGE BOLT TIGHTENING PROCEDURE** • Measure the flange gap at a minimum of four points around the flange (larger flanges should be at eight points) • The bolt tightening sequence should begin at the point of the largest gap! • Mark the correct tightening sequence on the studs in a clockwise direction with chalk as per diagram. For the correct sequence see (ASME-PPC-1-2000). Criss-Cross Tightening Sequence Examples: Note: Correct numbering of bolts should result in all odd numbered bolts around one side of the flange and all even numbered bolts around the other side. Marked Up 8 Bolt Flange 1st, 2nd, & 3rd Stage 4th & Final Stage Criss Cross Sequence Adjacent Bolt Sequence  • Determine the Torque Value for the flange and bolt material being tightened as recommended by the manufacturer, client or Hydratight bolt load calculation software and that it is achievable with the tools being used. Check that the Flange size, class, rating and bolt material match those on the data sheet. Visually check that the flange has been correctly assembled and the correct gasket is fitted. Check Nut Stampings are the correct way around. • First tightening stage should be limited to a maximum of 30% of the final Torque setting. • Second tightening stage should be limited to a maximum of 60% of the final Torque setting. • Third tightening stage should be carried out at the 100% Torque setting. • On the Fourth and Final tightening stage, change from diagonal tightening to adjacent bolt-to-bolt tightening clockwise using the 100% Torque setting and chase around flange until nuts finally stop rotating. Note: First, second and third stages should be tightened using the criss cross tightening sequence and the fourth stage should be tightened using the adjacent clockwise bolt to bolt sequence as shown in the diagrams above • Using a small hammer tap test each bolt to check the sound of the bolt rings true, dull or vibrating bolts should be retightened to the correct value. • Complete a Flange Tag and attach to the joint • Ensure that the work area is left in a safe and tidy condition and that any Permit to Work has been signed off. • Record all tightening information on a Joint Completion Certificate

SOP-029 - Torqueing Operations

Ref	Description
6	**TOOL FITTING & OPERATION** Using hydraulic torque wrenches: Note: Operation by one person is always recommended unless the wrench cannot be handled safely. When two personnel are required then communication both verbal and visual must be maintained at all times between the tool handler and remote control/pump operator. The tool must not be energised without notification from the tool handler. • Ensure that the Power Console is full of Hydraulic Oil and if an Air Power Console is being used, that the Air Lubricator has sufficient oil in it. • Make sure that all Air and Hydraulic Couplings are clean and free from dirt. • Square Drive Tools Only: Check that the correct size Impact Socket has been selected and that it has a Retaining Ring and Pin. • Check that the Square Drive is in the correct position for tightening operations. • Attach the Impact Socket and secure it with the Retaining 'O' Ring and Pin. • Position the Reaction Arm for the best angle and safe operation then engage the retaining device. • Hex Head Tools Only: Check that the correct size Hex Head has been selected for the relevant power head and that it is fitted correctly. • With the tool removed from the flange and safely positioned on the ground, connect the hydraulic hoses to the tool and the power console via the quick release fittings ensuring that all locking collars/thumbscrews are fully tightened. • Connect the pump to an air supply with whip checks and pins at all connections. Switch on air supply and check system for leaks
7	**Flange Specific Data** JOB DATA SHEET FOR USE WITH HAND OR HYDRAULIC TORQUE WRENCH 1. Unit . 2. Flange 3. Bolt Diameter . 4. Bolt Material . 5. Number of Bolts . 6. Nut Size ATF . 7. Gasket Type . 8. New Bolts . 9. New Washers. 10. Lubricant Manufacturer . 11. Lubricant Name or Number 12. Torque Wrench Data: Manufacturer 13. Torque Settings: First Pass at 30% Ft-Lbs. ____ Ft Lbs Second Pass at 70% ___ Ft-Lbs. Third Pass at 100% _____ Ft-Lbs. Fourth Pass at 100% ____ Ft-Lbs. 14. Friction Factor 15. Residual Stress of ____ lbf/in^2

SOP-029 - Torqueing Operations	
Ref	**Description**
	Hazard Controls • Tools to be checked for leaks & wear, • Wear suitable eye protection, • Use gloves when holding pressurised equipment, • Operatives to be trained in correct use of tools and only authorised personnel allowed use them., • Implement signal system when 2 person operation – pendant/tool – eg.' Shout 'fingers' prior to advancing tool. • Replace suspect tools. • Clean down, inspect and store tools at end of shift to maintain their integrity.. • Torque tools and pressure gauges to be calibrated and certified fit for use. • Never work alone with these tools. • Be aware tools retain high internal loads during torquing and can 'jump off'. Stand back as far as practical and keep face away from working tool. • All tensioners & hoses to have test certificate, • All gauges to be calibrated to indicate accurate load • Operatives should have a recognised certificate in bolt tensioning – eg PF015, • Implement signal system when 2 person operation – pendant/tool – eg.' Shout 'fingers' /'clear' prior to advancing tool. • Never work alone with these tools. • Be aware tools retain high internal loads during tensioning and can 'jump off'. Stand back as far as practical and keep face away from working tool. • Never stand inline of tensioner jack – stand to the side. • For electric tensioner pumps, refer to RA00X – 'Working with Electrical Equipment' • Assign responsibility to team members for prevention of slips, trips – eg good housekeeping through the delivery period. • Maintain access routes free from obstructions, • Extensions leads, hoses kept to minimum, • Clean all spillages immediately, • Fit whip lanyards to all compressor hose joints, • Only competent personnel to fit/join hoses and operate compressors. • Regular checks to be carried out on hoses and fittings prior to and during use. • Equipment to be certified as fit for use. • Wear goggles when using pneumatic tools and ensure working pressures are not exceeded. • Identify and treat any machine/tool causing numbness and/or tingling after 5-10min working. • Provide tools with lower vibration levels eg nut runners instead of impact drivers. • Rotate roles within the crew to reduce exposure levels to individual members. • Refer to data sheet from tool supplier detailing vibration levels and exposure time.

SOP 030 – Traffic Management

Ref	Description
0	**Purpose of Site Traffic Management Plan is to:** • Organise construction site so that vehicles/plant and pedestrians using site routes can move around safely – keep pedestrians and vehicles apart • Ensure safe access/egress to and from the site • Identify any access road restrictions, narrow roads, restricted bridges, bad bends, etc • Ensure the routes are suitable for the persons or vehicles/plant using them, in suitable positions and sufficient in number and size. • Vehicle incidents can and should be prevented by the effective management of transport operations throughout the construction process. • Minimise vehicle movement • Limit People on site • Limit Turning of Vehicles on site • Ensure Visibility of pedestrians to vehicle/plant operators • Signage & Instruction • Additional TMP may be required for transport of equipment and plant to site, temporary road works, etc
1	**Keeping pedestrians and vehicles apart** The majority of construction transport accidents result from the inadequate separation of pedestrians and vehicles. This can usually be avoided by careful planning, particularly at the design stage, and by controlling vehicle operations during construction work. The following actions will help keep pedestrians and vehicles apart: **Entrances and exits** - provide separate entry and exit gateways for pedestrians and vehicles; **Walkways** - provide firm, level, well-drained pedestrian walkways that take a direct route where possible; **Crossings** - where walkways cross roadways, provide a clearly signed and lit crossing point where drivers and pedestrians can see each other clearly; **Visibility -** make sure drivers driving out onto public roads can see both ways along the footway before they move on to it; **Obstructions** – do not block walkways so that pedestrians have to step onto the vehicle route; and **Barriers** - think about installing a barrier between the roadway and walkway.
2	**Minimising vehicle movements** Good planning can help to minimise vehicle movement around a site. For example, landscaping to reduce the quantities of fill or spoil movement. To limit the number of vehicles on site: • provide car and van parking for the workforce and visitors away from the work area; • control entry to the work area; and • plan storage areas so that delivery vehicles do not have to cross the site.
3	**People on site** Employers should take steps to make sure that all workers are fit and competent to operate the vehicles, machines and attachments they use on site by, for example: • checks when recruiting drivers/operators or hiring contractors; • training drivers and operators; • managing the activities of visiting drivers. People who direct vehicle movements (signallers) must be trained and authorised to do so. Accidents can also occur when untrained or inexperienced workers drive construction vehicles without authority. Access to vehicles should be managed and people alerted to the risk.

SOP 030 – Traffic Management	
Ref	**Description**
4	**Turning vehicles** The need for vehicles to reverse should be avoided where possible as reversing is a major cause of fatal accidents. One-way systems can reduce the risk, especially in storage areas. A turning circle could be installed so that vehicles can turn without reversing.
5	**Visibility** If vehicles reverse in areas where pedestrians cannot be excluded the risk is elevated and visibility becomes a vital consideration. You should consider: **Aids for drivers** - mirrors, CCTV cameras or reversing alarms that can help drivers can see movement all round the vehicle; **Signallers** - who can be appointed to control manoeuvres and who are trained in the task; **Lighting** - so that drivers and pedestrians on shared routes can see each other easily. Lighting may be needed after sunset or in bad weather; **Clothing** - Pedestrians on site should wear high-visibility clothing.
6	**Signs and instructions** Make sure that all drivers and pedestrians know and understand the routes and traffic rules on site. Use standard road signs where appropriate Provide induction training for drivers, workers and visitors and send instructions out to visitors before their visit.
7	**Construction Work on Public Roadway** If Murjoy Ltd are undertaking any construction work on the public roadway and where the available road width is restricted by our construction work which involves the opening, excavating or breaking up of the road, or the road is obstructed by plant/equipment or by materials during the course of the work a traffic management plan will be put in place. We engage the services of Health and Safety Services Training and Consultancy to develop a traffic management plan. We have a person trained in Signing Lighting and Guarding of Roads employed in the company. For larger contracts we would engage the services of a competent traffic management company. All signs and cones will be used and placed as per Department of Transport Safety Signs Manual Chapter 8 / and New Guidance Document Second Edition 2010. Signs will be put in place to advise all who use the roadway of ongoing works. A Safe System of Work Plan (SSWP) will be completed before work begins

SOP 030 – Traffic Management	
Ref	**Description**
8	**Transport of Heavy /Large Items of Plant & Equipment** Where a project involves the transportation of heavy/large items of plant and equipment, a specific traffic management plan will be put in place. We engage the services of Health and Safety Services Training and Consultancy to develop traffic management plans. We have a person trained in Signing Lighting and Guarding of Roads employed in the company. The route will be assessed. Any potential hazardous locations, narrow passing points and blind spots will be identified along the route and logged. The agreed route will be discussed will all involved including locations where convey will pull in for load inspecting. (MS / Tool Box Talk) All persons involved in the operation should be fully aware of the activities involved. No person should be permitted carry out a task or role unless they are trained and competent to carry out the task safely. All personnel will be inducted on the safe transportation from loading area to unloading site. All transportation trailers and tractors units are certified and DOE prior to usage operators carry out a detailed pre-inspection to ensure the vehicles is in good working order. Any faults found are noted, then reported to haulier and rectified. All lifting gear is checked and certified The supervisor will review the weather conditions and weather reports for the local area prior to commencement of transportations operations. If it deemed unsafe or unsuitable all operations will cease until weather conditions improve. The Road traffic act to be adhered to at all times speed limits, parking areas and road signage will be followed at all times. The safety of members of the public is priority during operations. Operators to drive at a safe speed and mobile phone used is not permitted unless in hand free kit. Drivers to stop at nominated locations to inspect vehicle and load. Nominated locations to be safe and vehicle or load should not be a hazard to any members of the public.

SOP W-001 - LATHE	
Ref	**Description**
0	All metal must be properly secured in the lathe chuck or mounted prior to the machining process taking place. Use the correct sized clamp or vice for the metal being machined
1	Turn the chuck or faceplate by hand to ensure there is no binding or danger of the work striking any part of the lathe
2	Check to ensure the cutting tool will not run into the chuck
3	Before starting the lathe, ensure the spindle work has the cup center imbedded; tail, stock and tool rests are securely clamped; and there is proper clearance for the rotating metal
4	Prior to starting the lathe, ensure that small diameter stock does not project too far from the chuck without support from the tail stock center
5	When starting, do not force the tool in the work piece or take too big a cut
6	The operator must always be aware of the direction and speed of the carriage or cross-feed prior to engaging the automatic feed
7	Never leave the key in the chuck. Do not let go of the key until it is free of the chuck and secured in its proper holding place
8	Select turning speed carefully. Large diameter material must be turned at a very low speed. Always use the lowest speed to rough out the stock prior to final machining
9	Select turning speed carefully. Large diameter material must be turned at a very low speed. Always use the lowest speed to rough out the stock prior to final machining
10	The correct speed and feed for the specific material and cutting tool must be used. Stop the machine before making adjustments or measurements
11	Do not remove metal from the table or stock by hand. Use a brush or other tool to properly remove chips from the table or stock
12	Never attempt to run the chuck on or off the spindle head by engaging the power
13	Do not stop the rotation of the chuck by reversing the power to the lathe unless tapping holes
14	Do not leave tools, bits or excess pieces of material on the lathe bed
15	All belts and pulleys must be guarded. If frayed belts or pulleys are observed, the lathe must be taken out of service and the belts or pulleys replaced
16	Stop the machine immediately if odd noise or excessive vibration occurs
17	Only properly sharpened drill bits and cutting tools in good condition should be used. Dull drill bits and chipped or broken cutting tools must be removed from service
18	Disconnect the lathe from power source if making repairs or servicing
19	When an operator has finished working on the lathe, and before leaving the lathe for any reason, the power must be shut off and the machine must come to a complete stop.
20	When an operator has finished working on the lathe, and before leaving the lathe for any reason, the power must be shut off and the machine must come to a complete stop
21	When an operator observes an unsafe condition with the lathe or material being worked, the operator must report it immediately to the foreman and the lathe shall be taken out of service until the problem has been corrected

SOP W-002 - BENCH AND ANGLE GRINDERS	
Ref	**Description**
0	Only properly trained and authorized employees are permitted to change discs
1	Read and follow manufacturers' recommendations
2	Always wear protective eye glasses or face shield
3	Keep working area clean.
4	Never use angle grinders around flammable liquids or gases
5	Do not wear loose clothing or jewellery with grinders
6	Always secure work piece
7	Do not over reach, keep footing and balance at all times
8	Always unplug tool before servicing or when not in use
9	Inspect before use: for damaged parts, cut-off discs, and cords for cracks or damage, all guards and shields in place
10	Always cut so sparks do not contact you or someone else
11	Always work with proper lighting

SOP W-003 - Welding	
Ref	**Description**
0	**Protective Clothing** Personal protective equipment is mandatory for all employees while welding. This applies to the welder and any helpers. During arc welding, a welding helmet and the proper dark lens shade must be worn
1	**Electrical Hazards** 1. The welding machine must be securely grounded. 2. The electrode holder shall be specifically designed for its use, and have capacity capable of carrying the maximum-rated current required by the electrodes in use. The work leads must be of sufficient size also. 3. The work leads will be checked for damaged insulation and secure attachment to the welding machine. 4. The ground lead must be securely attached and close to the work to prevent unwanted arcing. 5. Electrode holders left unattended shall not have a rod in them. Rod scraps shall be disposed of properly. 6. The power supply to a welding machine shall be turned off if it is not used for any "appreciable length of time", or when it is to be moved.
2	**Ultraviolet Radiation** The arc welding process produces harmful ultraviolet rays. If unprotected, it will burn exposed skin and cause "flash burn" to the eyes. As mentioned earlier, personal protective equipment is required for the welder and helper. When possible, a welding curtain shall be used to protect other workers from the ultraviolet rays. Remember, they do not have to directly view the arc to be hurt by it.
3	**Fire and Explosions** Arc and welding produces intense heat. Temperatures up to 12,000 degrees Fahrenheit are possible and special precautions need to be taken to prevent deadly fires and explosions. 1. Never weld near stored ignitable materials or combustible debris. Never weld on a drum or barrel unless it has been thoroughly cleaned of any previously contained material, or is filled with water. 2. Never weld on a compressed gas cylinder. 3. Always have adequate fire extinguishing equipment immediately available where you are welding. If necessary, have additional personnel stand fire watch while work is being performed.
4	**Toxic Gases and Fumes** The welding process produces various exhaust gases and fumes, depending on the materials you are working with. Simple precautions must be taken to avoid inhalation of toxic gases and fumes. 1. Keep your head out of the fume path. Your welding helmet will also help protect your breathing zone. 2. Provide ventilation, especially in welding booths, away from the welder. 3. Some materials are known to be toxic or carcinogens. Respirators are required when working with them. They include; galvanized metals, lead,

SOP W-004 - Cutting Torch	
Ref	**Description**
0	Before igniting the flame of a torch: * Open the oxygen valve on the torch. * Wait until all air has been discharged from the oxygen hose and torch. * Close the valve. * Open the fuel gas valve on the torch handle. * Wait until all air has been discharged from the fuel gas hose and torch * Then light the fuel gas and open the oxygen valve on the torch handle. Adjust the oxygen to produce the required flame for the job.
1	Light torches with friction lighters or other suitable lighters and not matches. Point the tip away from people.
2	Never put down a torch until the gases have been completely shut off
3	Never open or turn the pressure adjusting screws on the regulators all the way out. Always adjust flames at torch valves, not with regulator adjusting screws.
4	ALWAYS use fuel gases at safe pressures. Many gauges permit higher, unsafe pressures. If you find a gauge that permits unsafe pressures, take it out of service immediately.
5	Oxygen and fuel gas hoses must be different in colour (green for oxygen and red for fuel gas) or otherwise identified.
6	Inspect hoses and connections every day for leaks. Look for holes, cracks, and loose cylinder fittings. To check for leaks: close the oxygen and fuel gas torch valves, then turn the regulator pressure adjusting screws clockwise to give normal working pressure on oxygen valves and about 10 PSIG on fuel gas valves. Use non-fat soapy water or approved leak test solution to test for leaks. At the same time, check regulators for creeping.
7	If a torch backfires frequently, inspect it and clean the tip. If it continues to backfire or you find other problems, remove it from service immediately. Report it to John Murphy.
8	Do not use steel wire or similar materials to clean tip orifices
9	"Flashback" occurs when a flame burns back inside a torch, tip, hose, or regulator and can cause a fire or explosion if it reaches the cylinder. Flashbacks usually make high-pitched squealing or hissing sounds. Flashback arrestors at torch handles and check valves at gas sources help prevent flashbacks. In case of flashback: * Close the oxygen valve at once. * Close the fuel valve. * Let the torch cool off. * Have the torch repaired or replaced.

SOP W-005 - Oxy-Acetylene Cutting	
Ref	**Description**
0	The rules about personal protective equipment and fires and explosions that govern welding also apply to oxy-acetylene cutting. Eye protection is mandatory for all employees using the torch. Do not use the torch in explosive atmospheres or around combustible materials. Do not cut into an empty drum that previously contained flammable gases or liquid unless it has been cleaned. Other rules relating to the use of high-pressure gas bottles include
1	Before starting a torch project, the employee shall inspect the equipment. The hoses, valves, couplings, and connections shall be checked for damage and leaks
2	During transportation, storage, or when in use, a compressed gas cylinder must always be secured in an upright position. This is especially important for acetylene bottles, because the acetone in them can corrode the valve assembly if laid on its side.
3	Full or empty gas cylinders not in use shall have their valves shut and the valve protection cap screwed on.
4	Oxygen cylinders must have their valve opened all the way for use. Acetylene valves, however, must be opened not more than 1½ turns so they can be quickly turned off in an emergency.Valves that utilize a T wrench must have the T wrench in place when in use.
5	Torches will be lit by strikers or friction lighters, not with matches, cigarettes, or from hot work.
6	**10 BASIC RULES FOR OXY-ACETYLENE WELDING** 1. Blow out cylinder valve before you connect the regulator. 2. Release the adjusting screw on the regulator before opening the cylinder valve. 3. Stand to one side of regulator before you open the cylinder valve. 4. Open cylinder valve slowly. 5. Do not use or compress acetylene in a free state at pressures more than 15 psig. 6. Purge your acetylene and oxygen passages individually before lighting the torch. 7. Light the acetylene before opening the oxygen on the torch. 8. Never use oil or grease on regulators, tips, etc., in contact with oxygen. 9. Do not use oxygen as a substitute for air. 10. Keep your work area clear of anything that will burn.

SOP W-006 - Band Saw	
Ref	**Description**
0	It is the duty of each operator to immediately eliminate or report any changes occurring on the machine or in the material being cut which changes may effect the machine's safe operation.
1	The cleanliness and tidiness of the machine and its surrounding area must be maintained by the operator
2	Wear appropriate personal protective equipment to include eye protection.
3	Work on or alteration of the machine which detrimentally affects the safety of the machine in any way is prohibited.
4	Keep guards in place and in working condition.
5	Keep work area clean. Cluttered areas and benches invite accidents.
6	Keep all observers at a safe distance from the work area.
7	Disconnect the power to the band saw before servicing, making adjustments, and when changing blades.

SOP W-007 - Fork Lift	
Ref	**Description**
0	Only trained and authorised operators shall be permitted to operate a forklift.
1	Perform a walk-around inspection of the forklift before each use. Make sure that all safety devices are in place and functioning properly.
2	USE YOUR SEATBELT!
3	Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.
4	No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
5	Passengers are not allowed to ride on a forklift.
6	Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the forklift.
7	When a forklift is parked, the forks shall be fully lowered, engine switched off and handbrake engaged
8	The driver shall be required to slow down and sound the horn where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
9	The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
10	Under all travel conditions the forklift must be operated at speed that will permit it to be brought to a stop in a safe manner.
11	Slow down for wet and slippery floors.
12	Avoid running over loose objects on the roadway surface.

SOP W-008 - Slings & Rigging	
Ref	**Description**
0	The entire length of the sling must be visually inspected prior to use, at regular intervals, and after any incident. Clean the sling before inspecting it. Dirt and grime can hide damage, especially on chain and wire rope. Slings will be relaxed when you inspect them. Damaged or defective slings must be discarded. When disposing of a defective or damaged sling, cut the sling in half or otherwise destroy it so there is no danger of it being reused
1	When inspecting steel alloy chain slings, pay special attention to nicks, gouges, cracks, corrosion pits, stretching, and distorted or worn fittings.
2	Wire rope slings must be replaced if there is severe corrosion, localized wear (shiny worn spots), a 1/3 reduction in outer wire diameter, excessive stretching, damage or displacement of end fittings, more than 10 broken wires in one lay, or evidence of damage to the rope structure such as kinking, crushing, or other distortion.
3	Do not use synthetic web slings that have burns, broken or worn stitches, excessive stretch, exposed warning stitches (usually red yarn), snags, punctures, tears or cuts, or distorted fittings.
4	Inspect for broken wires in metal mesh slings, lack of sling flexibility, kinks or twists in the edge
5	Store slings vertically on a rack of wall to minimize the risk of damage and for easy access
6	Lift only from solid attachment points
7	Before making the lift, make sure the weight and balance of the load are known and the sling is securely positioned around the load
8	Guard against shock loading by taking up slack in the sling slowly
9	Operators must know and must not exceed the working load limit (rated capacity) of the sling
10	Do not lift items that exceed the working load limits of the sling
11	Safe Practices for Using Chains 1. Take up slack slowly and see that every link in the chain seats properly. Never put strain on a kinked chain. If the links do not slide freely within each other, the chain is damaged and must be removed from service. 2. Do not use a hammer to force a hook over a chain link. 3. See that the load is always properly set in the bowl of the hook. 4. Never attempt to repair the welded components on a sling. A broken chain must not be spliced with a bolt or any other type of coupling.
12	Safe Practices for Using Wire Rope Slings 1. Lubricate the chain for longer service life. Before applying lubricant, make sure the sling is as dry and clean as possible. Lubricating a dirty or damp sling promotes corrosion. 2. Avoid bending wire rope around small radius bends.
13	Safe Practices for Synthetic Web Slings. 1. Synthetic web slings cannot be repaired; damaged slings must be discarded. 2. Do not join slings by knotting. Stretching is the only accepted method of attaching end fitting or forming eyes

Generic Forms

Lisnahorna,
Whitescross,
Cork.

Tel 021.4393656
Fax 021.4393721
Email : info@murjoy.ie

FORMS - INDEX

FORM 001 – RISK ASSESSMENT

GENERAL	
Site:	Date:
Assessed By:	Form No.:
Activity covered by this Assessment:	
No. of People exposed:	
Frequency of exposure: (N/a ☐)	
Duration of exposure: (N/a ☐)	

HAZARD ID AND RISK ASSESSMENT
Refer to attached completed SSWP.

APPLICABLE LEGISLATION

RISK CONTROL MEASURES
Refer to attached completed SOP.

ASSESSMENT OF REMAINING RISK
Low ☐ Medium ☐ High ☐
Note: if the remaining Risk Factor is Medium (M) or High (H) then additional risk control measures are required

FURTHER RISK CONTROL MEASURES
List:

APPROVAL			
Approved by:	(Signed)	(Print Name)	(Position)
Copy of Form sent to Head Office:	Yes ☐	No ☐	
Date Form Sent to Head Office:			

FORM 002 - SUB-CONTRACTOR ASSESSMENT FORM

1. General

Name of Company:	Date:	Contact Person:
Type of Work:	Tel. No.:	Fax No.:
Address:		

2. Safety and Environmental Documentation

2.1 You must return with this form a copy of the following:

- *A Copy of your Safety Statement;*
- *A copy of your company safety statement must also be available on site for immediate inspection by your employees and the H.S.A*
- *A copy of environmental licenses/permits required for operation in Ireland;*
- *A copy of the companies' insurance details;*
- *Details of Waste Disposal facilities used;*

3. Health & Safety Services

3.1 How do you meet the following health and safety requirements?

(a) Obtain information and advice?
(b) Investigate injuries?
(c) Ensure that work on site is carried out in accordance with legal requirements and your Policy?

3.2 Membership of Groups etc.

Is your company a member of any group, body, organisation, Trade Association or similar which promotes or has an involvement in health and safety matters? Yes ☐ No☐

If **YES** give the name of the group etc.

4. Health & safety and Environmental Performance

4.1 Please give an Injury Summary past three years below:

- No. of Fatal Accidents ☐
- No. of Major Injuries ☐
- No. of "Over three day" accidents ☐
- No. of Dangerous Occurrences ☐

4.2 Has your Company or individuals employed by your Company been prosecuted for any breaches of health & safety and environmental legislation within the past five years?

Yes ☐ No☐

If **YES** give details and action that was taken to prevent a reoccurrence.

4.3 Has any Prohibition, Improvement or other Enforcement notice/orders been issued against your Company within the past five years? Yes ☐ No☐

If **YES** enclose a copy and give details below of actions taken following the issue of the enforcement notice.

5. Training

5.1 Have all the Supervisory Staff within your Company attended a Health and Safety Course within the last five years?

Yes ☐ No ☐

5.2 Have your operatives received appropriate training for their work and in general health and safety aspects of your type of work? Yes ☐ No ☐

5.3 Do you carry our induction training for new employees? Yes ☐ No ☐

6. Sub-Contractors

6.1 If you normally sub-contract parts of this type of work how do you ensure that sub-contractors have an adequate policy for health & safety and the environment and an acceptable performance in accident and pollution prevention?

7. Statement of compliance of sub-contractors with health & safety and Environmental standards

I ..... (PRINT NAME) have supplied a copy of our Safety Statement to Murjoy Limited Limited and agree to carry out all construction work with the provisions set out therein, and all relevant legislation {N.B. Safety, Health and Welfare at Work (Construction), Regulations, 2013, and with Murjoy Limited Ltd's Health & Safety Management System.

Company: .....

Signed: ..... Date: .....

FORM 002 B - SUB-CONTRACTOR EVALUATION FORM

This Evaluation Form is for use *only* in evaluating the performance of sub-contractors during the year and is to be completed and signed by an individual responsible for the oversight of their work

SUB-CONTRACTOR DETAILS

Name of Sub-Contractor:	Type of Work
Projects completed during the year :	Contact Person:
	Tel No:

EVALUATION QUESTIONS

Please rate the Sub-Contractor's performance in each of the following categories by indicating whether performance was "unacceptable," "poor," "satisfactory," "very good" or "excellent,"

Written comments to explain the ratings you assign in any category are extremely helpful, and if you rate performance below "satisfactory" in any category, a detailed written explanation (with examples) must be provided.

1. QUALITY OF WORKMANSHIP

Rate the quality of the Sub-Contractor's workmanship.

- Were there any quality-related or workmanship problems on the contract?
- Was the contractor responsive to remedial work required?
  If so or if not, provide specific examples.

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Very Good ☐ Excellent

2. PROJECT MANAGEMENT & SCHEDULING

Rate the Sub-Contractor's overall project management:

- Did the supervisor have the knowledge, management skills and experience to run a project of this size and scope?
- Did the Sub-Contractor meet the contract schedule or the schedule as revised by approved change orders?
- Was this contractor able to effectively resolve problems?
  If not, provide specific examples.

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Very Good ☐ Excellent

3 SAFETY AND HOUSEKEEPING PROCEDURES

Rate the Sub-Contractor's safety and housekeeping procedures over the year.

- Were there any OSHA violations or serious safety accidents? If so, provide specific examples.

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Very Good ☐ Excellent

4 COMMERCIAL

Rate the Sub-Contractor's overall commercial performance
Did this contractor unreasonably claim change orders/variations or extras?
Were this contractor's prices on change orders and extras reasonable? If not, provide specific examples.

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Very Good ☐ Excellent

5. WORKING RELATIONSHIPS

Rate this Sub-Contractor's working relationships with other parties (i.e. owner, designer, subcontractors, etc.)
Did this Sub-Contractor relate to other parties in a professional manner? If not, give specific examples.

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Very Good ☐ Excellent

6. PAPERWORK PROCESSING

Rate this contractor's performance in completing and submitting required project paperwork - Quality, Safety & Commercial (ie change orders/variations, submittals, drawings, requisitions, workforce reports, etc.)
Did the contractor submit the required paperwork promptly and in proper form? If not, provide specific examples.

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Very Good ☐ Excellent

COMMENTS

Evaluation Completed By:	Date:

FORM 003 - NOTIFICATION OF NEW PROJECT

GENERAL	
To:	From:
Date:	Project:

HEALTH & SAFETY AND ENVIRONMENTAL ISSUES TO BE ADDRESSED	Yes (✓)	No (✓)
Are Murjoy Limited acting as PSCS? (If no, go to point 5)	☐	☐
Has the Preliminary Safety & Health Plan been received?	☐	☐
Have all the Particular Risk been identified in the Preliminary Safety & Health Plan? List those which have not –	☐	☐
Has a Project Supervisor for Construction Stage been appointed on behalf of Murjoy Limited Contracting Limited? If so name of person-	☐	☐
Have adequate health &safety and environmental resources been allowed to adequately control the risks? If not list what additional resources are needed-	☐	☐
Has the Health and safety coordinator been informed of potential problems on the project? If not list health & safety and environmental problems –	☐	☐
Is Health & Safety documentation i.e. method statement, SSWP, in place?	☐	☐
For what situations on site will method statements be required on site? List required method statements-	☐	☐
Have adequate welfare facilities been allowed for on the project, for the numbers of people expected to work on site? If not what additional facilities are required –	☐	☐

Signed:……..

Date: ……..

Form 003A - Pre-Project Hazard Analysis

Site:	**Date:**
Project:	**Assessed By:**

WORKS TO BE UNDERTAKEN

HAZARD ID (PLEASE TICK THE BOX IDENTIFYING HAZARDS ASSOCIATED WITH THIS PROJECT)

Assessment of Hazard(Severity)

H = Fatality / major injury or illness causing long term disability
M = Injury or illness causing short term disability
L = Other minor injury

Assessment of Risk(Likelihood):

H = Certain or near certain
M = Reasonably likely to occur
L = Very seldom / never

SEVERITY	Likelihood			
		L	M	H
	L	L	M	M
	M	M	M	H
	H	M	H	H

Hazard	☑	Notes	S	L	R
Site Environment					
Plant / Machinery					
Excavations					
Manual Handling					
Housekeeping					
Poor Lighting					
Lifting Operations					
LOTO / Isolation					
Ladders / Access					
Bottled Gas					
Welding Operations					
Power Tools / Grinders					
Fire / Explosion					
First Aid					
Weather Conditions					
Traffic / Mobile Plant					
NDT					
Existing Services					
Weils Disease					
Working at Height					

Form 003A - Pre-Project Hazard Analysis

Site Security					
Noise					
Chemical Use					
Contractors					
Contaminated Land					
Access / Egress					
Confined Spaces					
Chemicals					

SUPERVISION REQUIRED:	
PERSONNEL REQUIRED:	TRAINING / COMPETENCY REQUIRED:
PPE REQUIRED:	PLANT AND EQUIPMENT REQUIRED:
Copy sent to Head Office: Yes ☐ No ☐ Date sent:	

FORM 004 - INDUCTION TRAINING

Rev 5

GENERAL

Employee Name:	**Medical History / Relevant Information**
Address:	Are you aware of any medical condition that you might have which could mitigate against your safe completion of any reasonable task assigned to you and about which site management should be aware.
Position: / **Date Commenced Employment**	YES ☐ No ☐
Next of Kin: / **Relationship:** / **Contact No:**	If Yes, please provide details or talk to Site Management in confidence.

	PLEASE CONFIRM THE FOLLOWING TRAINING HAS TAKEN PLACE BY TICKING IN THE BOX OPPOSITE	
1.	**MURJOY LIMITED**	
	Type of work done by Murjoy Limited	☐
	The Management structure and company organisation, and to whom new employee reports to.	☐
2.	**SAFETY AND ENVIRONMENT**	
	Murjoy Limited's Health & Safety Management System	☐
	Duties & Responsibilities of new employee with regard to Health, Safety and the Environment within Murjoy Ltd	☐
	Protective clothing and equipment: - why it is required, where it is required, and what PPE is required	☐
	Reporting of Injuries	☐
	First Aid	☐
	General Health and Safety Requirements.	☐
	Hazards relevant to the area of the company the new employee will be working in.	☐
	Reporting of defects in plant and equipment.	☐
	Care of plant and equipment.	☐
	Stacking and movement of materials.	☐
	Manual lifting and handling.	☐
	Potential environmental aspects and impacts	☐
3.	**The Employee**	
	The employee's role within Murjoy Limited	☐
	Duty of employee to take care of their own, and fellow employee's, Health, Safety and Welfare	☐
	Duty of employee to report hazards, potential hazards, and unsafe systems of work to management	☐

TRAINING & QUALIFICATIONS	PPE - PLEASE SIGN AND CONFIRM THAT YOU HAVE THE FOLLOWING					
SAFE PASS NO	HARD HAT	HI VIS VEST	SAFETY BOOTS	SAFETY GLASSES	OVERALLS	OTHER
MANUAL HANDLING						
CSCS NO.	SIGNATURE OF EMPLOYEE			DATE		
	DATE INDUCTION COMPLETED					
	SIGNATURE OF TRAINER					
	SIGNATURE OF EMPLOYEE					

FORM 005 - SITE INDUCTION TRAINING

I have read and understood the site rules and emergency procedures associated with the ..... Project and undertake to carry out all construction work in accordance with the relevant statutory provisions and the site rules.

PRINT NAME	SIGNATURE	COMPANY & TRADE	SAFE PASS SERIAL NO.	EXPIRY DATE	CSCS TICKET (S) HELD	CSCS SERIAL NO.	CSCS EXPIRY DATE	DATE LEFT SITE

Inducted Given By :_____ **Dated:** _____

FORM 006 - SAFETY TOOL BOX TALKS

Project:	Site Manager:	
TOOL BOX TALK	**PLANNED DATE/TIME**	**DATE/TIME COMPLETED**
Induction Talk:- Site rules, main hazards on site, other health and safety issues		
Abrasive Wheels		
Safe Access		
Injury Prevention		
Access / Work at Heights		
Banksmen / Lifting Gear		
Buried Services		
Cartridge Tools		
Confined Spaces		
Electricity on Site		
Excavations		
Eye Protection		
Fire		
Harnesses		
Housekeeping		
Ladders		
Lifting Operations		
Personal Protective Equipment		
Pipelaying		
Portable Electric Tools		
Protection of Skin		
Road Work		
Roofwork		
Scaffolding		
Site Plant		
Traffic Movement		
Tower Scaffold		
Weils Disease		
Welding		

FORM 007 - TOOL BOX TALK RECORDS

GENERAL

Subject:	
Place Held:	Date & Time
Person Conducting:	Site Manager:

I CONFIRM THAT I HAVE RECEIVED THIS TRAINING (COMPLETE BELOW)

NO	NAME (PRINT)	SIGNED	TRADE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

COMMENTS RAISED BY EMPLOYEES / OPERATIVES DURING THE TOOL BOX TALK

FORM 008 - CONSULTATIVE MEETING ATTENDANCE

GENERAL

Place Held:	Date:
Person Conducting:	Site Manager:

REF.	NAME (PRINT)	SIGNED	TRADE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

COMMENTS RAISED BY EMPLOYEES / OPERATIVES DURING THE TOOL BOX TALK

FORM 009 - CONTROLLED DOCUMENT ISSUE SHEET

THIS SECTION TO BE COMPLETED BY THE PERSON ISSUING THE CONTROLLED DOCUMENTS	
Name(s) / Part(s) of Controlled Document(s) issued:	
Revision Number(s) of document(s) issued:	
Document(s) issued by (Print Name):	Date of issue:
THIS SECTION TO BE COMPLETED BY THE PERSON RECEIVING THE CONTROLLED DOCUMENTS	
Document(s) received by (Print Name):	Date received:
Document(s) received by (Signature):	

This form must be completed and returned to Murjoy Limited Head Office

FORM 010 PERSONAL PROTECTIVE EQUIPMENT ISSUED

DATE	COMPANY	PPE ISSUED	NAME	SIGNATURE

FORM 011 PERMIT TO WORK

GENERAL

Permit No:	Site:	Date:	Time:

Permission Granted to (Name & Company):

Nature of Work:

Type of Equipment Used:

Limits of Permit:

Between: AM☐ PM☐ AM☐ PM☐

Restriction:

Hazards/Risks Identified:

Precautions:

Conditions:

PLEASE TICK APPROPRIATE BOX	Y	N	PLEASE TICK APPROPRIATE BOX	Y	N
The above location has been examined	☐	☐	A man will be standing by with an extinguisher/hose reel/blanket while operation is in progress	☐	☐
There are no combustible liquids, vapours gases or dust	☐	☐	Person(s) above have had the nearest telephone/alarm pointed out and been told what to do in the event of a fire	☐	☐
All combustible material has been removed or suitably protected against heat and sparks	☐	☐	The required Safety measures are in place to reduce/eliminate the identified hazards/risks	☐	☐
The plant has been removed from services and persons under my supervision have been informed	☐	☐	The appropriate danger caution notices have been displayed	☐	☐
PLEASE TICK APPROPRIATE BOX	**Y**	**N**	**PLEASE TICK APPROPRIATE BOX**	**Y**	**N**
The above location has been examined	☐	☐	The following additional safety precautions have been taken:	☐	☐
There are no combustible liquids, vapours gases or dust	☐	☐	a) safety belt and life line	☐	☐
The plant has been isolated from all sources of:	☐	☐	b) goggles and/or gloves	☐	☐
a) ingress of dangerous fumes, flammable and	☐	☐	c) flame proof lamps	☐	☐
b) toxic substances	☐	☐	d) breathing apparatus	☐	☐
c) electrical and mechanical power	☐	☐	e) prohibition of naked light/sources of ignition	☐	☐
d) heat, steam and/or hot water	☐	☐	f) lock off devices/key location?	☐	☐
The above plant has been freed of dangerous substances	☐	☐	The atmospheric tests have been carried out and the atmosphere is safe	☐	☐
The area is segregated	☐	☐			

Issue of Permit (Signature of person issuing permit)

Receipt of Permit (Person carrying out the work must sign)
"I understand the condition of the permit"

Clearance (Person carrying out the work must sign) – "The works have been completed, and the area left in a safe condition"

Cancellation of Certificate
The work area, and all adjacent areas which sparks and heat might have spread were thoroughly inspected on completion of the operation and thirty minutes later no smouldering fires were discovered, and the work area was left in a safe condition with no hazards remaining:

Signed: ..... Date: .....
(Person issuing the permit)

NOTE: THIS PERMIT IS VALID ON DAY OF ISSUE ONLY

FORM 012 SITE SAFETY INSPECTION

GENERAL

Site:	Site Manager/Manager:
Date:	Person Conducting Inspection:

2. Checklist

	Yes	No		Yes	No
1. Site Presentation			**6. Site Perimeter / Security**		
Is the site tidy & safe?			Is perimeter fencing secure?		
Is there clear access around site?			Are there sufficient warning signs?		
Are compound & stores secure?			**7. Welfare Facilities**		
Are adequate safety notices safe?			Toilets & washing facilities?		
2. Site Documentation			Canteen / drying room & drinking water?		
Is AF2 Form on display?			Are facilities kept clean?		
Is Safety Statement / Plan on site?			**8. Electrical**		
Are contractors safety statements on site?			Are all handtools 110v power?		
Are site inductions being carried out?			Are warning signs posted		
3. Excavations			Bunting for overhead cables/goal posts		
Is AF3 Form being filled out?			**9. Unprotected Edges**		
Are services identified?			Is adequate edge protection provided?		
Are they supportive below 1.25 metres?			Are harnesses required?		
Are guard rails provided over 2m deep?			Are there sufficient warning signs?		
Are they sloped back?			**10. Lifting Operations**		
Is there secure ladder access?			Is suitable space available?		
Is there warning signs & fencing?			Is operator trained?		
Are precautions taken near structures?			Relevant certificates been submitted?		
4. Scaffolding			Are GA Forms completed?		
Is competent person erecting scaffolding?			Is a banksman provided?		
Is GA3 Forms being completed?			Are safe loads marked & visible?		
Are sole boards provided?			Are chains / slings checked?		
Are toeboards in place?			Are machines in good order?		
Are intermediate & handrails in place?			**10. Hazardous Substances**		
Is scaffold secured?			Are they properly stored & labled?		
Are bracing & ties adequate?			Are hazard data sheets available?		
Are warning signs / scafftags in use?			Are materials properly segregated?		
Are plank in good condition?			**11. Personal Protective Equipment**		
Are work platforms fully boarded?			Are hats & boots worn?		
Is there safe ladder access?			Are high visibility vests worn?		
Is loading bay required?			Other PPE required/provided/used?		
Are work platforms kept clean?			**12. Emergency Procedures**		
Are mobile towers assembled correctly?			Procedures documented/displayed on site?		
Are the wheels locked?			Fire extinguishers/assembly point on site?		
5. Ladders			Are emergency numbers on site?		
Are ladders provided?			Flammable materials stored correctly?		
Are they suitable for the job?			Are gas cylinders stored & used correctly?		
Are they tied / high enough / footed?			**13. First Aid Equipment**		
Are they in good condition?			First Aider / First Aid box?		
Can ladders be easily accessed?			Are accidents reported & incidents logged?		

3. Non-conformances with Corrective Actions to be taken	**Target Date**

Audit completed by:	Signature:
Supervisor Name:	Signature:

FORM 012A WORKSHOP SAFETY INSPECTION FORM

GENERAL

Site:	Site Manager/Manager:
Date:	Person Conducting Inspection:

Checklists	Yes	No		Yes	No
1. Workshop housekeeping			**8. Welfare Facilities**		
Is the workshop tidy & safe?			Are Toilets, Canteen, etc clean & tidy?		
Is there clear access around work areas?					
Are safety signs in place?			**9. Electrical**		
Do skips need to be emptied and replaced			Are all hand tools 110v power?		
			Are all leads in good condition		
2. Workshop Documentation			Are warning signs posted		
Is Safety Folder available?			Bunting for overhead cables/goal posts		
Are persons in the workshop inducted?					
Are Weekly Inspections completed? GA2/GA3			**10. Machinery**		
Are Vehicle Inspections completed?			Are all guards in place?		
Are Tool Box Talks completed?			Are Emergency stop buttons working?		
			Authorised persons only using the machinery		
3. Gantry cranes			Documented inspections of machines completed		
Are statutory inspections (GA1's) in date?					
ACO7087 SWL 2T – GA1 11.01.2012					
ACO7086 SWL 2T – GA1 11.01.2012			**11. First Aid Equipment**		
ACO7085 SWL 2T – GA1 11.01.12			First Aider / First Aid box?		
Are weekly inspections completed – GA2			Are accidents reported & incidents logged		
Are slings and chains in a good condition? CHECK					
Are emergency stop buttons working			**13. Ladders**		
Are Safety Hooks in good condition			Are ladders in use?		
			Are they suitable for the job?		
4. Teleporter/Forklift			Are they in good condition?		
Are statutory inspections in date? – GA1			Can ladders be easily accessed?		
Are M&I Manuals in Machine			**14. Gas Bottles**		
Auxiliary devices in place and working?			Are Gas Cylinders Stored Correctly		
Are weekly inspections completed? GA2			Are connections / hoses in good condition		
			Are gases used correctly		
5. PPE					
Are all persons wearing the required PPE?			**15. FIRE Ext**		
Is there replacement PPE available?			Are Fire Ext in place and in good condition		
Is there PPE available for visitors?					
Is signage in place for PPE?					
6. Hazardous Substances					
Are they properly stored & labeled?					
Are hazard data sheets available?					
Are materials properly segregated?					
Are Flammable materials stored correctly?					
7. Workshop Perimeter / Security					
Is perimeter fencing secure?					
Are there sufficient warning signs?					

. Non-conformances with Corrective Actions to be taken	**Target Date**

Audit completed by:	Signature

FORM 12B - PLANT MAINTENANCE RECORD

NAME AND ADDRESS OWNER	MURJOY LIMITED, WHITES CROSS, CORK.

Description of Plant / Equipment	
Type of Equipment	
Identification No / Reg No	

MAINTENANCE RECORD

DATE	Details of Maintenance / Repairs	Work carried out by:

FORM 13 - GA2 WEEKLY INSPECTION FORM - TELEHANDLER / FORKLIFT			
NAME AND ADDRESS OWNER	MURJOY LIMITED, WHITES CROSS, CORK.		
ADDRESS WHERE WEEKLY EXAMINATION WAS MADE	WHITES CROSS, CORK.		
Description of Lifting Appliance			
Type of Equipment	**Forklift**	**Telehandler**	**Telehandler**
Make & Model	**Nissan**	**Manitou MT1230**	**Manitou MT1230**
Identification No / Reg No	**EDF02-001127**	**92C14763 99499**	**93C12978 93693**
SWL	**3T @ 4m Mast**	**3T @ 2m**	**3T @2m**
Date of Current GA1			
COMPONENT INSPECTED			
RATED CAPACITY INDICATOR/LIMITER			
LIMIT SWITCHES			
WIRE ROPE AND CHAIN SYSTEMS			
STRUCTURE – ANY MAJOR DAMAGE?			
HOOKS AND OTHER LOAD LIFTING ATTACHMENTS			
HYDRAULIC SYSTEMS			
ELECTRICAL SYSTEM			
FUEL LINES			
BRAKES AND CLUTCHES			
OPERATOR'S CAB			
OPERATOR'S CONTROLS			
AUXILIARY DEVICES – FLASHING BEACON/BUZZER/MIRRORS			
DATE OF INSPECTION			
RESULT OF INSPECTION (STATE IF IN GOOD WORKING ORDER OR IF ACTION REQUIRED)			
NAME OF PERSON MAKING INSPECTION			
SIGNATURE			
ACTION REQUIRED			

FORM 13A - GA2 WEEKLY INSPECTION FORM - OVERHEAD GANTRY CRANE			
NAME AND ADDRESS OWNER	MURJOY LIMITED, WHITES CROSS, CORK.		
ADDRESS WHERE WEEKLY EXAMINATION WAS MADE	WHITES CROSS, CORK.		
Description of Lifting Appliance			
Type of Equipment	**Gantry**	**Gantry**	**Gantry**
Identification	**ACO7085**	**ACO7086**	**ACO7087**
SWL	**2T**	**2T**	**2T**
Date of Current GA1			
COMPONENT INSPECTED			
WIRE ROPE AND CHAIN SYSTEMS			
EMERGENCY STOP BUTTONS			
ROPES POSITIONED ON PULLEYS			
STRUCTURE – ANY MAJOR DAMAGE?			
HOOKS AND OTHER LOAD LIFTING ATTACHMENTS			
SLINGS IN GOOD CONDITION			
ELECTRICAL SYSTEM			
OPERATOR'S CONTROLS			
DATE OF INSPECTION			
RESULT OF INSPECTION (STATE IF IN GOOD WORKING ORDER OR IF ACTION REQUIRED)			
NAME OF PERSON MAKING INSPECTION			
SIGNATURE			
ACTION REQUIRED			

FORM 014 MEWP WEEKLY INSPECTION CHECKLIST

GENERAL

Site:	Person Conducting Inspection:
Date:	Plant Type & ID:

If you find any defect or have a suspicion of any potential defect immediately stop work and secure the area and plant and inform your supervisor. Do not start work again until given permission from your supervisor.

INSPECTION

Daily Service Check	Week commencing -	MON	TUE	WED	THU	FRI	SAT	SUN
Documentation	Ensure Manufacturers operating manual is present.							
	Check for evidence of current thorough examination on machine.							
Visual Check	Tyres and wheels?							
	Air and Hydraulic and fuel systems.?							
	Structural stability (i.e. cracks to structure)?							
	Cables and wiring harness?							
	Placards, warning signs and operators manual?							
	Guardrail system?							
	Engine oil level/Battery level?							
	Hydraulic reservoir level?							
	Coolant Level if equipped?							
Physical checks	Emergency controls/Emergency decent?							
	Safety Devices/ limit switches?							
	Personnel Protective Devices/Anchor point?							
	Outriggers if equipped?							
	Function check from ground controls?							
	Function check from platform controls?							
	Function check of platform extension?							

Details of Defects:

Machinery Drivers Signature:	Date & Time:

SUPERVISOR WEEKLY CHECK

	YES	NO	NA
Has the operator completed the weekly checks?			
Does the operator understand the checks to be carried out ?			
Have you inspected the crane in line with this inspection sheet?			
Is the Crane suitable for the work being carried out?			

Supervisor Signature:	Date & Time:

FORM 015 LIFTING EQUIPMENT / ACCESSORIES / APPLIANCE INSPECTION

GENERAL

Site:	Item Inspected:
Main Contractor:	Person Conducting Inspection:

INSPECTION

Date of Inspection	Description of Equipment and means of identification [inc SWL]	Result of Inspection	Next Inspection Due	Inspection carried out by	Signed

Details of Defects:

Inspectors Signature:	Date & Time:

FORM 016 SCAFFOLDING INSPECTION

GENERAL

Site:	Location Inspected:
Main Contractor:	Person Conducting Inspection:

INSPECTION

Date of Inspection	Location and means of identification [inc SWL]	Result of Inspection	Next Inspection Due	Inspection carried out by	Signed

Details of Defects:

Inspectors Signature:	Date & Time:

FORM 017 LADDER INSPECTION

GENERAL

Site:	Location:
Main Contractor:	Person Conducting Inspection:

INSPECTION ELEMENTS

Timber Elements		Metal Elements	
Rope/stays	Wear and tear to stiles	Twisting	Wear and tear to treads
Decay/rot	Loose rungs, tie rods	Distortion	Broken or loose rivets
Stiles warped	Loose hinges	Oxidisation	Loose hinges
Excessive cracks	Splinters	Corrosion	Other defective metal fittings.

INSPECTION RECORD

Date of Inspection	Description of Equipment	Result of Inspection	Next Inspection Due	Inspection carried out by	Signed

Details of Defects:

Inspectors Signature:	Date & Time:

FORM 018 WORK EQUIPMENT INSPECTION

GENERAL

Site:	Area Inspected:
Main Contractor:	Person Conducting Inspection:

INSPECTION

Date of Inspection	Description of Equipment	Result of Inspection	Next Inspection Due	Inspection carried out by	Signed

Details of Defects:

Inspectors Signature:	Date & Time:

FORM 019 TRACTOR & TRAILOR INSPECTION CHECKLIST

GENERAL

Site:	Person Conducting Inspection:
Date:	Plant Type & ID:

If you find any defect or have a suspicion of any potential defect immediately stop work and secure the area and plant and inform your supervisor. Do not start work again until given permission from your supervisor.

INSPECTION

Daily Service Check	WEEK COMMENCING -							
System	Area inspected	MON	TUE	WED	THU	FRI	SAT	SUN
Lights	Head lights							
	Side Lights							
	Rear Lights							
	Indicators							
	Flashing Beacon							
Tyres	Tractor tyre's							
	Trailer tyre's							
Oil / Fuel	Engine oil							
	Hydraulic oil							
	Fuel level							
	Coolant level							
Braking System	Brakes Tractor							
	Brakes Trailer							
Other	Trailer safety chain							
	Cables Electric							
	Hydraulic pipes							
	Warning Horn							
	Seating & Seat belt							
	Leaks							
	Servicing							

Details of Defects:

Machinery Drivers Signature:	Date & Time:

FORM 020 GOOD WORKING PRACTICE CHECKLIST FOR NOISE REDUCTION

GENERAL

Company:	Date:
Site:	

NOISE CONTROL MEASURES

		Yes/No	Comment
1	Is it possible to reduce the need for noisy assembly practices by fabricating off site?		
2	Is noisy plant kept as far away as possible from public areas?		
3	Are working hours adopted to restrict noisy activities to certain periods of the day?		
4	Are delivery times arranged to suit the area – i.e. daytime for residential areas, perhaps night-time for inner-city areas?		
5	Are construction vehicles routed to take account of the need to reduce noise and vibration?		
6	Are haul roads well maintained?		
7	Are mufflers or silencers used to reduce noise transmitted along ducts and pipes?		
8	Ensure that the drop height into hoppers, lorries or other plant is minimised.		
9	Use rubber linings on tippers in very sensitive sites		
10	Liaise with nature conservation bodies to minimise noise disturbance to any sensitive wildlife.		
11	Does all plant conform to the relevant standards (CE mark) and directives on emissions.		
12	When operating plant, use noise control equipment such as jackets on pneumatic drills, covers on compressors, shrouds on piling rigs and cranes.		
13	Can electrically powered plant be used, as it is quieter than diesel – or petrol driven plant.		
14	Is all plant shut down plant when it is not in use.		
15	Is all plant maintained properly i.e. adequate lubrication to reduce squeaks and the tightening of loose nuts and bolts to minimise rattles are part of routine maintenance?		
16	Provide effective silencers for plant, e.g. pneumatic percussive tools?		
17	Are all rotating or impacting machines on anti-vibration mountings?		
18	Ensure that audible warning systems (including reversing alarms) are switched to the minimum setting required by the Health and Safety Authority. Consider the use of alternative systems.		

FORM 021 - NON-CONFORMANCE

GENERAL

TO BE COMPLETED BY PERSON ISSUING NON-CONFORMANCE REPORT

Project:

Area of Non-Conformance:

Person Inspecting: | Date:

INCIDENT/ACTIVITY OBSERVATION	ACTION TO BE COMPLETED BY (PERSON/COMPANY)	TO BE COMPLETED BY (DATE)

THE FOLLOWING FACTORS CAUSED THE NON-CONFORMANCE TO BE ISSUED

	TICK BOX (✓)	FACTORS		TICK BOX (✓)	FACTORS
1	☐	**Working Environment**	7	☐	**Decision Making**
2	☐	**Monitoring**	8	☐	**Procedures & Instructions**
3	☐	**Supervision**	9	☐	**Safety Climate**
4	☐	**Incident Reporting**	10	☐	**Tools & Equipment**
5	☐	**Safety Standards**	11	☐	**Personnel Selection**
6	☐	**Job Factors**	12	☐	**Training**

The following could be done to prevent a similar non-conformance(s) in the future? – Please comment on each of the factors (above) that you have ticked. (See attached for guidance)

Factor No. 1

Factor No. 2

Factor No. 3

Opportunities for Improvement

Signed: ..... Date:

TO BE COMPLETED BY PERSON RECEIVING NON-CONFORMANCE REPORT

Corrective Action Taken on the Factors Listed on the Non-Conformance Report	Carried out By (Person/Company)	Date Carried Out
Factor No.1		
Factor No.2		
Factor No.3		
Other Factors		
Signed: **(By person to who report was issued)**	**Date Form Returned:**	

Distribution

Murjoy Limited / PSCS ☐

Sub-Contractor ☐

Other ☐

FORM 022 - UNSAFE PERFORMANCE

GENERAL	
Site:	Issued to (Name, Position & Company):
Issued By (Name & Position):	Date:

UNSAFE ACTIONS OBSERVED ON SITE*

Signed (By person issuing report): ……

Signed (By person receiving report): ……

*Note:-
This "Unsafe Performance Report" has been issued to you because of (delete as appropriate):-

- Persistent infractions of safety rules on site, which you have failed to address, despite being asked to do so by our site management on numerous occasions
- You were observed carrying out an activity that was in serious breach of the Health, Safety and Welfare Regulations, which put yourself, or others, at risk of injury

Further unsafe actions on site will result in your employer being formally notified, by means of this report form, of your actions on site.

If, after your employer has been notified, your unsafe actions persist on site you will be issued with a 3rd and final "Unsafe Performance Report" and then asked to leave the site.

DISTRIBUTION	TICK BOX
Main Contractor (Name) …… *Copy to head office*	☐
Employee (Name) ……	☐
Sub-Contractor (Name) ……	☐

FORM 023 - REGULATORY AUTHORITY INSPECTIONS

GENERAL	
Project:	Site Manager:
Date/Time of Inspection	Name of Inspector:
Name of person whom accompanied inspector:	

ADVISE / DIRECTIONS GIVEN BY INSPECTOR
Verbal Advice:
Written Advice:

IMPROVEMENT NOTICE ISSUED: YES ☐ NO ☐
To Murjoy Limited - Yes ☐ No ☐ To a Sub-Contractor **Summary of Notice** Immediate Action Taken:
Note: all verbal advice must be recorded by the person accompanying the inspector. Should a notice/direction be issued a copy must be attached to this form and faxed immediately to Head Office. In all cases, whether a notice is issued or not HO must be informed of the visit and this form faxed to HO.

FORM 024 - SAFETY & ENVIRONMENTAL DUTIES & RESPONSIBILITIES OF THE SITE TEAM

THE PERSONNEL LISTED IN THIS SECTION HAVE THE RESPONSIBILITY FOR ENSURING THAT THE FOLLOWING KEY TASKS ARE CARRIED OUT ON THE PROJECT

Key Safety Tasks	PERSON RESPONSIBLE
Weekly site safety and environmental inspections	
Site inductions	
Adequate signage erected on site	
Organising / Conducting tool box talks	
Weekly scaffolding inspections (GA3)	
Carrying out weekly excavation inspections (AF1)	
Carrying out weekly crane inspections (GA2)	
Lifting appliances on site have current test/thorough exam certs	
Lifting gear have current test certs	
Sub-contractors submit safety statements/method statements/assessment forms	
Health and safety meetings are held on site	
Ensuring that personnel working on site have received the required training as laid down in the project skills inventory	
All injuries and incidents are recorded/reported to HO	
Issuing of PPE/obtaining signatures for all items issued	
Issuing Non-Conformance reports/unsafe performance reports	
Traffic management plan	
Material data sheets are available on site, and that operatives have been trained in their use	
Carrying out risk assessment, completing method statements	
Other tasks (please specify)	
The following persons have been given responsibility for the day to day monitoring of health safety and the environment in certain areas (i.e. a floor of the building or certain sections of the site):-	

FORM 025 - INJURY REPORT

Name of injured person:	Employers address:	Injury reported to:
Home address:	Exact location of injury:	Injury reported by:
Occupation:	Description of injury:	Time injured started/stopped work:
Site address:	Part(s) of body injured:	Date and time injured returned to work:
No. workers on site:	Date & time of injury:	Likely duration of Absence (if any):
Employer:	Date and time reported:	

Injury Details:

Treatment / Advice given (if any):

PLEASE TICK	YES	NO	PLEASE TICK	YES	NO
First Aid	☐	☐	Head Office Notified	☐	☐
Medical Attention	☐	☐	Entered in Accident Book	☐	☐
Hospital Attention	☐	☐	Admitted to Hospital	☐	☐
Admitted	☐	☐	Released from hospital	☐	☐
PLEASE TICK	**YES**	**NO**	**PLEASE TICK**	**YES**	**NO**
Photos taken	☐	☐	Medical Cert (or note) issued	☐	☐
Garda involved	☐	☐	Fire services involved	☐	☐
Ambulance	☐	☐	Others involved (H.S.A.)	☐	☐

OTHER PERSON	NAME AND ADDRESS
First Aider:	
Doctor:	
Hospital:	
Witness:	
Witness:	
Witness	

OTHER FACTORS	YES	NO	DETAILS (GIVE NAME, NOS, REG ETC)
Was authorisation given	☐	☐	
Were Instructions given	☐	☐	
Special equipment used	☐	☐	
Plant/machinery involved	☐	☐	
Certificates available	☐	☐	
Operators involved	☐	☐	
Machinery guarding	☐	☐	

PPE SUPPLIED	WORN	SUPPLIED	WORN
Helmet		Hearing Protection	
Foot wear		Overall	
Eye Protection		Harness	
Gloves		Visor	
Wet gear		Other	
Signed		**Date**	

FORM 026 WITNESS STATEMENT

Name of injured person:	Employers address:	Injury reported to:
Home address:	Exact location of injury:	Injury reported by:
Occupation:	Description of injury:	Time injured started/stopped work:
Site address:	Part(s) of body injured:	Date and time injured returned to work:
No. workers on site:	Date & time of injury:	Likely duration of Absence (if any):
Employer:	Date and time reported:	

WITNESS STATEMENT

NAME (IN BLOCKS): ……

Signed: …… Date: ……

FORM 027 - INCIDENT REPORT

GENERAL	
Site address:	Incident Reported By: Name: Company:
Exact location of incident:	Date & time of incident:
Date & time incident reported Was there a delay in reporting the incident? If yes, why?	Incident reported to: Name: Company:
Incident Details: Immediate action taken after incident (if any):	

PLEASE TICK	YES	NO	PLEASE TICK	YES	NO
Gardai involved	☐	☐	H.S.A. involved	☐	☐
Fire Services involved	☐	☐	Other involved (Specify)	☐	☐

OTHER PERSONS	NAME & COMPANY
Witness	
Witness	

FACTORS INFLUENCING THE INCIDENT (PLEASE SEE ATTACHED NOTES FOR GUIDANCE)

	TICK BOX ✓	FACTORS		TICK BOX ✓	FACTORS
1	☐	Working Environment	7	☐	Decision making
2	☐	Monitoring	8	☐	Procedures & Instructions
3	☐	Supervision	9	☐	Safety climate
4	☐	Incident reporting	10	☐	Tools and equipment
5	☐	Safety standards	11	☐	Personal selection
6	☐	Job factors	12	☐	Training

WHAT HAS BEEN/COULD BE DONE TO PREVENT A SIMILAR INCIDENT OCCURRING IN THE FUTURE? – PLEASE COMMENT ON EACH OF THE FACTORS (ABOVE) THAT YOU HAVE TICKED. *(SEE ATTACHED NOTES FOR GUIDANCE).*

Factor No. 1

Factor No.2:

Factor No.3

Other Factors

Signed: ..... Date: .....

FORM 028 - HSMS REVISION REQUEST

GENERAL	
Date of Issue:	
Project / Department Concerned:	
HSMS Revision Request raised by:	Signature:
HSMS Revision Request raised as result of:	
Description of problem:	
Recommended corrective action:	
Health Safety and Environmental manager comments:	
To be actioned by: Latest completion date:	
HSMS revision request accepted by regional director with responsibility for health, safety and the environment: Signed: …… Date: ……	
HSMS revision request actions: Completed by: …… Signed: …… Date: ……	

FORM 029 - INTERNAL AUDIT REPORT FORM

Audit Subject:	
Internal Audit Report Number:	Date of Audit:
Project or Element Audited:	Auditee:
Audit Participants:	
Reason for Audit:	
Audit Results:	
Auditee Name:	Signature:
Auditor Name:	Signature:
Non-Conformance Numbers Raised:	
Follow up action or audit requirements:	
Audit completed by:	Signature:
HSC Comments:	
Signed: ..... Date:	

FORM 030 - COMPANY VEHICLE MONTHLY INSPECTION CHECKLIST

GENERAL

Make:	Model	REG No:	
Inspected by:	Position	Location	Date:

INSPECTION

Item	Checked	Comments
Tyre Pressure		
Tyre Condition		
Brake Lights		
Front Headlights		
Front Dip Lights		
Indicators - Front		
Indicators – Rear		
Indicators – Side		
Hazard Warning Lights		
Vehicle Clean – External		
Vehicle Tidiness – Internal		
Mirrors – Left & right		
Warning Triangle		
Mobile Phone Hands Free Kit Functioning		
Oil Levels		
Windscreen Any Cracks / Chips		
Windscreen Water Levels		
Spare Tyre Condition		
Number Plates - Clearly visible		

Additional Information:

Signature:	Date & Time