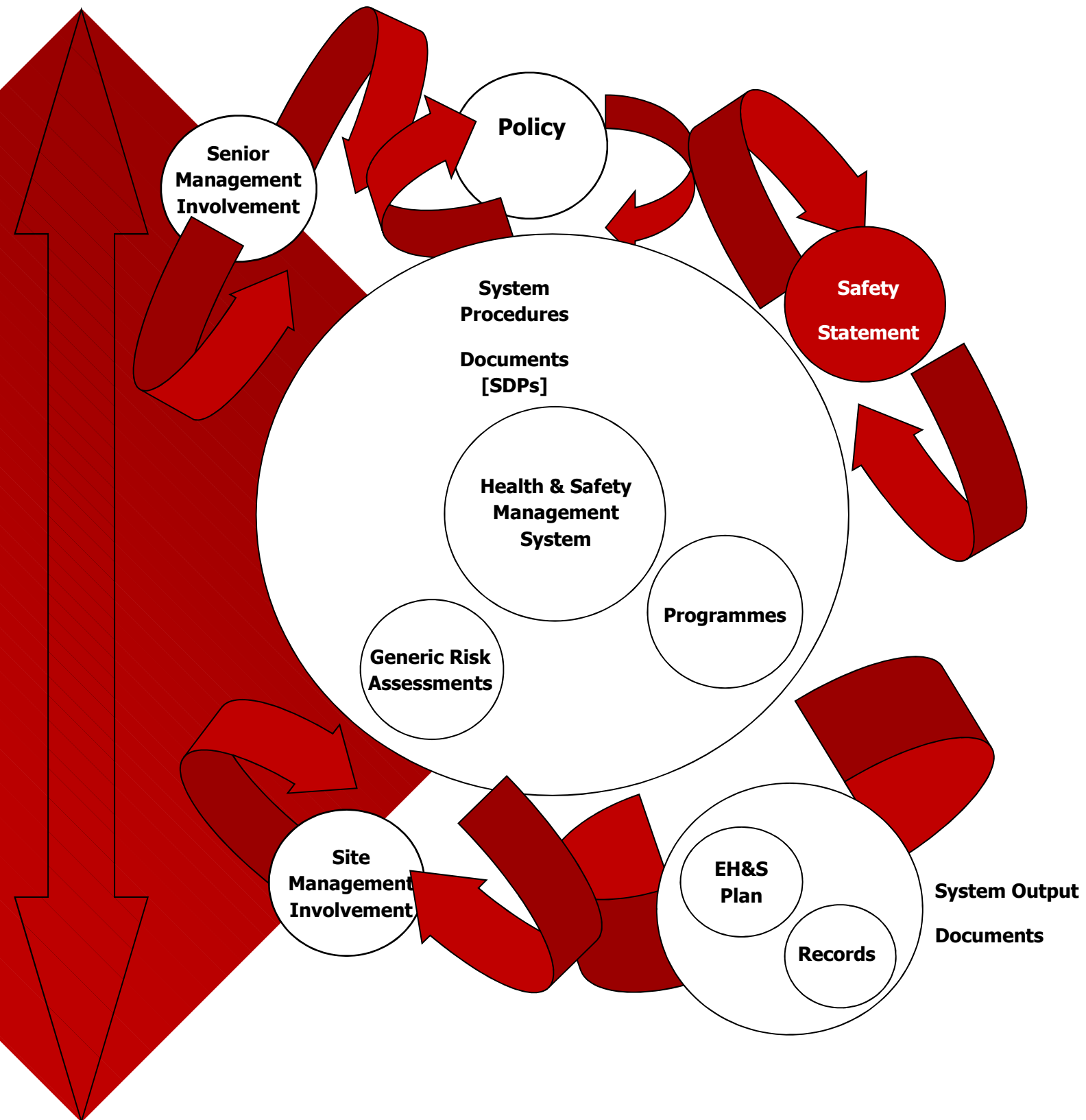


Murjoy Limited Health & Safety Management System

Safety Statement



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
Rev11	09/01/20	Released MM	Ann Horgan	<ul style="list-style-type: none"> Update document in accordance with Management Review 2019 and Safe T Cert Audit 2019 & New Regulations, Insurances and HSA
Rev 10	09/01/19	Release	Ann Horgan	<ul style="list-style-type: none"> Update document in accordance with Management Review 2018 and Safe T Cert Audit 2018 & New Regulations <ul style="list-style-type: none"> - GDPR Policy & Procedure
Rev 09	01/09/17	Release	Ann Horgan	<ul style="list-style-type: none"> Update document in accordance with Management Review 2017 and Safe T Cert Audit 2016
Rev 08	19/09/16	Release	Ann Horgan	<ul style="list-style-type: none"> Update document in accordance with Management Review 2016 and Safe T Cert Audit 2015
Rev 07	10/05/16	Release	Ann Horgan	<ul style="list-style-type: none"> Update document in accordance with Management Review 2016 and Safe T Cert Audit 2015
Rev 06	18/05/15	Release	Michael Creed	<ul style="list-style-type: none"> Update document in accordance with requirements of Safe T Cert audit 2014.
Rev 05	27/02/14	Release	Michael Creed	<ul style="list-style-type: none"> 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 04	20/03/13	Release	Michael Creed	<ul style="list-style-type: none"> Update document in accordance with Management Review 2012.
Rev 03	01/01/12	Release	David McCarthy	<ul style="list-style-type: none"> Update document in accordance with Management Review 2011.
Rev 02	01/09/10	Release	David McCarthy	<ul style="list-style-type: none"> Update document in accordance with requirements of Safe T Cert. Update to SHWW Construction Regs 2006.
Rev 01	01/03/08	Previous	Michael Murphy	<ul style="list-style-type: none"> Previous Versions of Safety Statement.

Latest Rev Prepared by

Ann Horgan Murjoy Limited & David Mann AYRTON GROUP

Details of Current Rev Updates/Amendments

- Lone Working Policy
- Slavery Policy
- Adverse Weather Policy
- LOTO Procedure
- Social Media Policy
- Medicines Policy
- Chemical Risk Assessments and MSDS
- Asbestos Risk Assessment & Register
- Workshop Equipment Inspections
- Review Risk Assessments
- SOP Handling Storage and Use of Gas Bottles

HEALTH AND SAFETY ADVISE SOURCES





No	Role	Name & Contact	Contract Details
1.	Murjoy Safety Co-ordinator	Ann Horgan	086 8606639 021 4393656
2.	Safety Advisors <ul style="list-style-type: none"> • SAFETY • TRAINING • CONSULTANCY • STAFFING SOLUTIONS 	 <p>Enterprise Centre, Scarteen Lower, Newmarket, Co. Cork</p> <p>Dave Mann Safety Advisor/Safety Officer</p> <p>Marie McCarthy</p>	029 60666 01-8385595 021- 4210331 info@ayrton.ie www.ayrton.ie 0863951360 davidmann@ayrton.ie 086 0223810 mariemccarthy@ayrton.ie
3.	General Safety Advise & Training	Construction Industry Federation Construction House, Canal Road, Dublin 6 D06 C6T2 4 Eastgate Ave., Little Isl., Cork  Conor Greham Business Development Executive, Learning and Development	01 406 6000 info@cif.ie www.cif.ie (021) 435 1410 cifcork@cif.ie 01 406 6031 087 2065199 cgreham@cif.ie
4.	General Safety Advise & Online Training	 Shara Smith HSA Inspector	Cork Field Office: 3rd Floor 1A South Mall Cork T12 R7WC +353 1 614 7000 www.hsa.ie (01) 7997846 shara_smith@hsa.ie
5.	Good Source of Info	HSE UK 	www.hse.gov.uk
6.			

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5	Lifting of Pipework and Equipment
6	Access & Egress
7	Non-Wearing PPE
8	House-keeping - General Tidiness
9	Work at Heights
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 Electric Tools
22	Non destructive Testing – Ionising Radiation
23	Electric 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 100V
30	Cutting steel or plastic banding straps
31	LPG gas bottles
32	Hot Work ie. grinding
33	Portable Electricity Generator
34	Overhead power lines
35	Electricity
36	Burns
37	Fire
38	Petrol (for portable equip)
39	Manual Handling

Hazard No	Hazard
Hazard No	Hazard
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42	Gantry Cranes.
43	Lathes.
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45	Pedestal Drill.
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Introduction to Murjoy's Safety Statement

This Safety Statement has been updated by Ann Horgan, Health and Safety Co-Ordinator and David Mann of AYRTON GROUP, Safety Advisors for Murjoy Limited with the help and assistance of staff at all levels within the organisation.

It has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act 2005, Construction Regulations 2013, the General Application Regulations 2007-2016 and all other relevant Safety Legislation and Codes of Practice applicable to its operation.

This Safety Statement is distributed and made available to staff and sub-contractors upon the express condition that it will not be used directly or indirectly in any way detrimental to the interests of Murjoy Ltd or any related party.

The Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the organisation and its staff identified hazards and associated risk levels. Within the constraints of the time and resources available, every effort has been made to identify all hazards and recommend remedies.

Amendment Procedure

In order to keep the Safety Statement active, various amendments will be necessary throughout the life of the document. This is a statutory requirement as a sedentary statement has been shown not to ensure a safe place of work. Changes can be instigated by all members of staff, but must be approved and signed off by the Safety Co-ordinator before the Master Safety Statement will be upgraded, and copies of the change sent to all holders of the document.

Circulation List of the Safety Statement

Management & Authorised Personnel (Project Managers and Site Supervisors) will be issued with updated copy of this Safety Statement and any changes to the document identified to each person by the Safety Co-ordinator, after the master document is updated.

All other staff will be issued with a copy of the Safety Statement to read and on acceptance and understanding of the conditions and procedures within the document will sign it and agree to abide with its conditions.

1. General Health & Safety Policy

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;

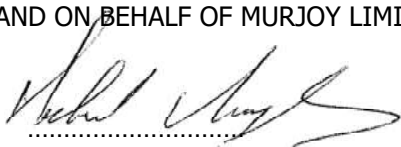
To ensure that health and safety risks are controlled, together with senior manager, managers and supervisors, will address and review:-

- 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.

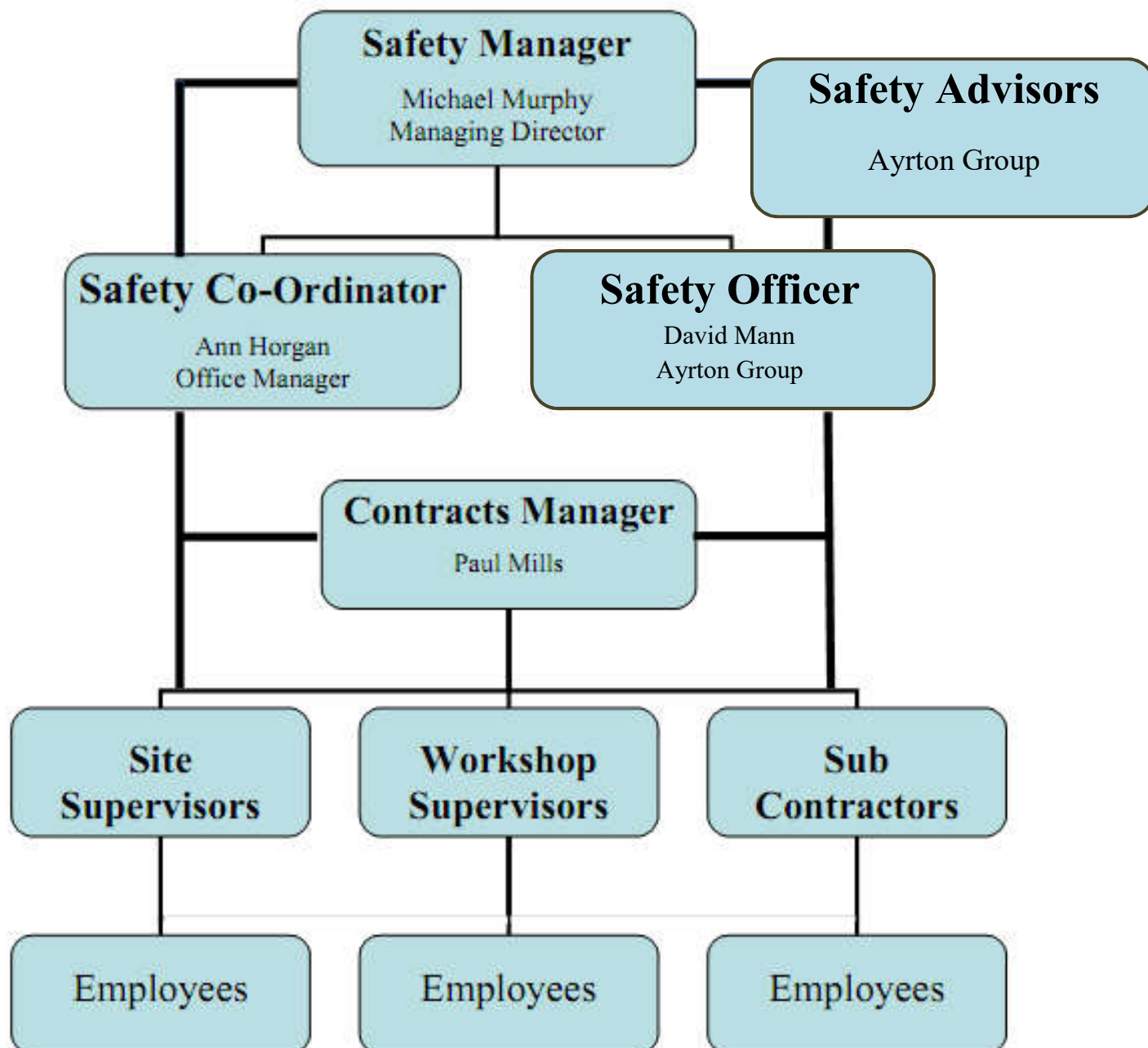
Lastly, it is our objective to provide the necessary resources & commitment to the continual development and improvement of the company health and safety management system. We will endeavour to set and review objectives which will enhance the system whilst also ensuring they are met or exceeded.

SIGNED FOR AND ON BEHALF OF MURJOY LIMITED

: 
.....
Mr. Michael Murphy
Managing Director

DATE: 9th January 2020

2. Organisational Chart



3. Safety Management & Control

3.1 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

3.2 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.

3.3 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. Management/Authorised Personnel (Project Managers & Site Supervisors) will be issued with an updated copy of this Safety Statement and any changes or upgrades to the document will be supplied to each person by the Safety Co-ordinator, after the master document is updated.

3.4 VISITORS/CONTRACTORS + OTHERS WHO VISIT/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.

3.5 UPDATES AND AMENDMENTS:

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

3.6 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.

3.7 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. . Changes can be instigated by all members of staff.

Appropriate changes must be made where deemed necessary. These changes are to be discussed with the workforce concerned by Management. All changes must be approved and signed off by the Safety Co-ordinator before the Master Safety Statement will be upgraded, and copies of the change sent to all holders of the document.

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/Safety Officer	AYRTON GROUP / David Mann
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	
4.7	Employees	
4.8	Sub-Contractors & Self Employed	
4.9	Related Authorities	
4.10	PSCS	
4.11	PSDP	
4.12	Designer Responsibilities	
4.13	Safety Representative	
4.14	Plant Operators	

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 – AYRTON GROUP – David Mann

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.

4.13 Safety Representative

A Safety Representative is an employee elected by their fellow employees, whose main role is to represent them to management on all health and safety issues. Experience has shown that where workers get involved in making sure their safety and health is protected, it is more successful in that workplace..

If workers see their company making progress on promoting safety and health, they will be motivated to do more to ensure compliance. The best way to get workers to follow safe work procedures is to get them involved in the development and review of those procedures. If workers feel that their opinions are valued and considered, they are much more likely to follow the processes when they are being implemented

Under Section 25 of the 2005 Act, all employees are entitled to select a safety representative to represent them on safety and health matters with their employer. Section 26 of this Act requires the employer to consult with employees to ensure cooperation with preventing accidents and ill health and in turn the workers can consult with their employer. Section 26 sets out the arrangements for this consultation on a range of safety and health issues. Training must be provided to carry out the role successfully. While the law does not put a management responsibility on workers to ensure better safety and health, it does allow those workers who get involved, the opportunity to promote better safety and health performance in their workplace.

Overall function

A safety representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to the employees in the workplace. The employer must consider these representations, and act on them if necessary. The intention of these consultations is to prevent accidents and ill-health, highlight problems and identify means of overcoming them. Consultations are particularly important when changes are taking place,

Safety Representative can get involved, constructively, in the following:

- Preparing risk assessments with Management safety Committee members
- Assisting with accident investigations
- Being involved with purchasing of new equipment or new production layouts

A safety representative does not have any duties, as opposed to functions, under the 2005 Act, other than those that apply to employees generally. Therefore, a safety representative who accepts a management proposal for dealing with a safety or health issue could not be held legally accountable for putting the proposal into effect.

4.14 Plant Operator

Plant operators have the responsibility to:

- a) Read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements.
- b) Never try to use the machine for work for which it was not designed. If in doubt, ask the Site Manager for advice.
- c) Check, prior to starting work with the Site Manager/Foreman the location of underground or overhead services.
- d) Ensure that if your machine is used for lifting purposes it is sited on firm, level well-consolidated base with suitable bearing timbers used under extended outriggers, if applicable.
- e) Ensure, if necessary, that you work with a Banksman and, if so, you are both sure before starting work of the meaning of signals that may be used.
- f) Ensure that any defect in the machine is reported immediately to the Site Manager. Do not continue to operate the machine if the defect affects its safe use.
- g) Ensure when operating your machine that other persons are well clear, especially if reversing.
- h) Wear suitable safety footwear and protective clothing as you are exposed to the same hazards as others on the site when not in the cab of your machine.
- i) Where applicable, ensure weekly inspection sheet i.e. GA2 is completed.
- j) Report all accidents or damage, however minor to the management.

5. Resources

- 5.1 Consultation
- 5.2 Training
- 5.3 Operational Control
- 5.4 Disciplinary Procedure
- 5.5 Accidents & Dangerous Occurrences
- 5.6 Control of Substances Hazardous to Health
- 5.7 Noise at Work
- 5.8 Anti Harassment & Anti Bullying Policies
- 5.9 Fire Procedures
- 5.10 Environmental Policy
- 5.11 Welfare
- 5.12 Personal Protective Equipment
- 5.13 Manual Handling
- 5.14 Safety Management System Review Procedure
- 5.15 Hazard & Risk Assessment
- 5.16 Safe Plant Policy
- 5.17 Transport Policy
- 5.18 Equality Policy
- 5.19 Stress Management Policy
- 5.20 No Smoking Policy
- 5.21 GDPR Policy
- 5.22 Slavery Policy
- 5.23 Adverse Weather Policy – RED Alerts
- 5.24 Social Media Policy
- 5.25 Lone Working Policy

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 as 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.

Continuing professional development, or CPD, is the ongoing process of developing, learning and improving professional skills and training. These skills may be gained formally, through courses or training, or informally, on the job or by watching others. Murjoy will provide appropriate CPD Training to its staff and employees to ensure continual improvement and development of their skills.

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 framework 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.

Site Inspections/ Site Audits

Murjoy will carry out regular Site Inspections/Audits to ensure ongoing provision of both safe places and safe systems of work on all sites and to the safe guarding of the good health and safety of all company staff employees and others who may have cause to work on Murjoy sites.

Any issues highlighted as part of these inspections/audits to be addressed immediately and communicated with all on site by means of Tool Box Talk and any additional control measures, training, etc put in place.

The frequency of these Site Inspections/Audits are identified in the Site Specific Safety Statements.

Inspections / Audits by 3rd Parties (Client, PSCS, Main Contractor)

Where Inspections / Audits of Murjoy Activities on site are carried out by 3rd Parties (Client, PSCS, Main Contractor), Murjoy Site Management shall request copy of such completed reports and forward copy to Main Office. Such Reports may help to identify any strengths and weaknesses in Murjoy's Safety Policies and Procedures which can assist in identifying continual improvement opportunities.

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

New reporting of accidents and dangerous occurrences regulations, will come into force on November 1 2016 and will form part of the Safety Health and Welfare at Work (General Application) Regulations 2007-2016. As a consequence of this, Part X of the General Application Regulations 1993 will be repealed. Reporting of accidents and dangerous occurrences is ultimate responsibility of Michael Murphy. All accidents and dangerous occurrences must be reported to the Health and Safety Authority where:

- An employee dies, either at the workplace or while carrying out work at another location, as a result of an accident
- An employee is prevented from performing their normal duties, for more than three consecutive days, excluding the day of the accident but including any days which would not have been working days, as a result of an accident at a place of work or in the course of work in a location other than their normal place of work.
- Accidents involving an employee who dies within one year as a result of an accident at their place of work or in the course of work in a location other than their normal place of work.
- Accidents involving persons who are not at work but as a result of an accident related to a place of work or work activity die within one year of the accident.
- Accidents involving persons not at work but who as a result of an accident related to a place of work or work activity suffer any injury or condition that results in the person being taken to receive medical treatment in a hospital or medical facility.
- A dangerous occurrence has occurred. (A list of dangerous occurrences is set out in schedule 15 of the regulations)

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

Examples dangerous Occurances

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
<p>NOTE:</p> <p>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.</p> <p>Eye bath / eye cups / refillable containers should not be used for eye irrigation.</p>			

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, wells disease;
- Concrete - Cement contains chromates and limes causing dermatitis and burns, aggregates contain silica and quartz;
- Grouting and adhesives - Epoxy resins and isocyanates 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.

5.6 COSHH (Control of Substances Hazardous to Health)

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.

5.8.1 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

5.8 Anti Harassment & Anti Bullying Policies

5.8.1 HARASSMENT POLICY

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 than 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.

5.8 Anti Harassment & Anti Bullying Policies

5.8.2 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 RESPONSIBILITIES

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.

5.8 Anti Harassment & Anti Bullying Policies

5.8.2 Bullying

THE COMPANY'S RESPONSIBILITIES

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 Anti Harassment & Anti Bullying Policies

5.8.3 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 Anti Harassment & Anti Bullying Policies

5.8.4 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.

5.8.5 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.

5.9 Fire Procedures

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 Fire Procedures

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

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 2007-2016. 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.

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.

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.**

PPE Standards	
Item	Standard
Eye Protection	
Glasses	EN166 Class 1 F eg: Nemisis V30 Clear Glasses / 3M Tora 71501-00001M
Goggles	EN166 Class B - Note goggles must be used where there is a risk of high speed particles entering the eye
Visors	EN 166 Class B for full face visors, where required
Gloves	EN 388:2016 - Mechanical Works : Rating 4131A / 4131 Eg: Maxiflex Ultimate See EN388:2016 Info Sheet

5.12 Personal Protective Equipment

PROTECTIVE GLOVES AGAINST MECHANICAL RISKS EN 388:2016



EN 388
1234BP

1. ABRASION RESISTANCE
2. CUT RESISTANCE, COUP TEST
3. TEARING STRENGTH
4. PUNCTURE RESISTANCE
5. CUT RESISTANCE, TDM TEST ISO 13997
6. IMPACT PROTECTION

According to this standard, characteristics such as abrasion resistance, cut resistance, tearing strength, puncture resistance and impact protection are tested. In conjunction with the pictogram, four numbers and one, or two letters, will be displayed. These signs indicate the performance of the glove.

1. ABRASION RESISTANCE

The material is subjected to abrasion by a sandpaper under a determined pressure. The protection level is indicated on a scale of 1 to 4 depending on the number of turns required until a hole appears in the material. The higher the number is, the better the resistance to abrasion.

2. CUT RESISTANCE, COUP TEST

The cut protection is tested. A knife is passed over the glove material until it cuts through. The protection level is given by a number between 1 and 5, where 5 indicates the highest cut protection. If the material dulls the knife during this test, the cut test ISO 13997(TDM test) shall be performed instead, see point 5.

3. TEARING STRENGTH

The force required to tear the glove material apart is measured. The protection level is indicated by a number between 1 and 4, where 4 indicates the strongest material.

4. PUNCTURE RESISTANCE

Based on the amount of force required to puncture the material with a tip. The protection function is indicated by a number between 1 and 4, where 4 indicates the strongest material.

5. CUT RESISTANCE, TDM TEST ISO 13997

If the knife gets dull during the coup test, see point 2, this test shall be performed instead. The result is given by a letter, A to F, where F indicates the highest level of protection. If any of these letters is given, this method determines the protection level instead of the coup test.

ISO 13997:1999 – Determination of resistance to cutting by sharp objects

An alternative cut test recommended for cut protection gloves. Shall be used in EN388:2016 for cut protection gloves where the cut material dulls the cutting knife during testing. A knife cuts with constant speed but increasing force until breakthrough of the cut protection material. Level of protection is given in Newton, the force needed for cut through at 20mm cut length.

6. IMPACT PROTECTION

If the glove has an impact protection, this information is given by the letter P as the 6th and last sign. If no P sign, no impact protection is claimed.

EN 388:2003

This is the old version of the standard against mechanical risks. The differences compared to the 2016 version are the paper grid in the abrasion test and how to perform testing of cut resistant fibers. Also not applicable to test impact protection. There are still many protective gloves on the market labeled according to the old version of this standard. These are as good to use as the new marked gloves. Important to understand is: it's not the gloves performances that has changed. It is the way of testing the performances that has changed

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

- **Assess the task, the area and the load.**
- **Bend the knees.**
- **Take a broad stable base.**
- **Back straight, (not necessarily vertical).**
- **Firm grip with the palm of the hand.**
- **Arms in line with the trunk.**
- **Load close to the centre of gravity.**
- **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.

5.15.1 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

Equipment shall be visually 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.

Supervisor (or person appointed by supervisor) to carry out Regular Walkabout to ensure all equipment in operation is in good working order – (Form 018)

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 (LOTO)
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.

Lock Out Tag Out Procedure - LOTO

Where it is not possible to remove plant/equipment to Repair Workshop for maintenance or repair, then the following procedure is to be followed:

1. Collect Lock Out Lock & Key from Reception and complete LOTO Register (Form 12C)
2. Disconnect power source and securely lock access to power source with lock out lock
2. Keep control of key at all times to avoid accidental start up
3. The item of equipment to be clearly tagged
"LOTO - OUT OF SERVICE FOR REPAIR/MAINTENANCE"
4. Once repaired/serviced, remove lock out lock
5. Reconnect power source
6. Remove tag
7. Inform Foreman the repair/maintenance of equipment is complete and back in service.
8. Return Lock Out Lock and Key to Reception and Sign Off LOTO Register

Ref: Form 12B – Plant Maintenance
 Form 12C – LOTO Register

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. Transport 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.
 - 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:
 - No persons are in the vicinity
 - 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

5.17. Transport policy

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.
- 6) Workshop maintenance team have full access to the RSA website / document as below for continual and current guidance on maintaining road vehicles & trailers.

[http://www.rsa.ie/Documents/Vehicle%20Testing/Maintenance/Guide to keeping your commercial vehicle roadworthy.pdf](http://www.rsa.ie/Documents/Vehicle%20Testing/Maintenance/Guide%20to%20keeping%20your%20commercial%20vehicle%20roadworthy.pdf)



5.17. Transport policy

5.17.3 TRANSPORT SAFETY POLICY

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 in 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.

5.17. Transport policy

5.17.3 TRANSPORT SAFETY POLICY

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.

5.17. Transport policy

5.17.3 TRANSPORT SAFETY POLICY

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 Garda 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

5.17. Transport policy

5.17.3 TRANSPORT SAFETY POLICY

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.

5.17.Transport policy

5.17.3 TRANSPORT SAFETY POLICY

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

5.17. Transport policy

5.17.3 TRANSPORT SAFETY POLICY

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.

5.17. Transport policy

5.17.3 TRANSPORT SAFETY POLICY

SAFE DRIVING GUIDELINES

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
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Anyone over 25 under 70 with a clean license (relevant class) may drive

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 best 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 managers 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 then 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

3. Draw the person's attention to the "No Smoking" signs and advise that he/she is committing an offence by smoking on the premises.
4. 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.
5. 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.
6. If the person continues to smoke immediately request that he/she leaves the premises.
7. If the person refuses, implement normal procedure for antisocial/illegal behaviour in the premises.
8. Maintain an appropriate record of all such incidents and notify all staff of action taken.
9. 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.

5.21 GDPR Data Protection Policy

General Data Protection Officer
Joy Hurley

Purpose

The General Data Protection Regulation (GDPR) sets out the principles that Murjoy Limited must follow when processing personal data about individuals and also give individuals certain rights in relation to personal data that is held about them.

Policy

It is the policy of Murjoy Ltd to comply with its obligations under the General data Protection Regulations 2018

The aims of this policy are:

- To assist Murjoy Limited in meeting its obligations under the General Data Protection Regulations 2018
- To regulate Murjoy Limited's use of information relating to employees and others who work for Murjoy Limited,
- To ensure that employees and others working for Murjoy Limited are aware of both their rights in relation to the personal data that Murjoy Limited holds about them and their responsibilities as regards personal data they may process about clients and other individuals as part of their job

Note: For ease of reference, where this policy refers to "employees" this means employees and others who work for Murjoy Limited.

Data Protection Principles

The GDPR places an obligation on data controllers, such as Murjoy Limited, to observe the data protection principles, in summary, these include that personal data must:

- Be obtained and processed fairly
- Be used and disclosed for specified, explicit and legitimate purposes and not in any manner incompatible with those purposes
- Be adequate, relevant and not excessive
- Be accurate, complete and up-to-date
- Not retained for longer than necessary for the purpose(s) for which it was obtained
- Be processed in line with the rights given to individuals under the Acts
- Be kept safe and secure
- Not be transferred to countries without adequate levels of data protections

ALL EMPLOYEES have an obligation to comply with these principles where appropriate.

What is Personal Data

Personal Data is data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in or is likely to come into the possession of the Data Controller. The Data Protection Principles apply to any sort of personal data, which is either electronically processed (eg on a Database) or which is held or intended to be held in a structured filing system (eg a set of personnel files)

Certain personal details classified as "sensitive personal data". This is personal data relating to a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, membership of a trade union, physical or mental health, sexual life or any criminal offence or related proceedings. For example, Murjoy Limited may, where necessary in connection with employment collect and process sensitive personal data in respect of your health.

5.21 GDPR Data Protection Policy

Obligations

"Processing" included the obtaining, recording, keeping and disclosing of data. Generally, processing of employee personal data may only be done with the employee's consent. However, such consent is not required in certain circumstances, for example where the processing is necessary for compliance with a legal obligation or where the processing is necessary for the performance of a contract to which the employee is a part of, eg an employment contract.

Nature of Employee Information

Murjoy Limited holds and processes certain personal information about an employee as part of its general employee records. The records may include an employee address, contact details, payroll details, educational history, position, etc. This type of information is known as "Personal Data". Employee Information is held on Admin and Operational Databases. In some cases, Managers might also hold employee information in their own files.

Sensitive Personal Data may include records of sickness absence, medical certificates and medical reports. The purpose of processing this type of information is generally to manage the application process, to administer benefit plans, to monitor and manage sickness absence and to comply with health and safety legislation. If sensitive personal data relating to an employee is being processed for reasons otherwise than those set out above or otherwise permitted by law, an employee's explicit consent will be sought.

Purpose of Processing General Employee Information

Murjoy Limited need to collect and use personal data about employees for a variety of personnel administration work, health & safety purposes and general business management purposes. These include administration of the payroll system, the administration of employee benefits (such as leave entitlements), facilitating the management of work and employees, carrying out appraisals, performance and salary reviews, operating and checking compliance with employment rules and policies, operating IT and communication systems, checking for unauthorised use of those systems and to comply with record keeping and other legal obligations.

Keeping Employee Information

Murjoy Limited will take steps to ensure that the employee information it holds is accurate and up-to-date, eg, you will be asked to inform Murjoy Limited of any changes which we need to make to update your employee information (such as a change of address). From time to time you may be asked to supply updated personal information as part of an annual review of personal data held to ensure that Murjoy meet its data protection obligations. Murjoy will also take steps to ensure that it does not keep any information about employees for longer than is necessary.

Transfer of Employee Information

Murjoy may make some information about you available to Murjoy's advisers and/or data processors such as lawyers, accountants, payroll administrators, benefits providers (eg: pension scheme providers), to those providing products or services to Murjoy (such as IT and other outsourcing providers) and to government and/or regulatory authorities. In this case, Murjoy will, as far as possible, ensure that the recipients of the information, both within and outside Murjoy, comply with the contents of this policy.

5.21 GDPR Data Protection Policy

Your Rights under the Data Protection Rules

The Act gives you (and anyone else about whom personal data is held) specific rights in relation to the information that is held about you. Some of these rights are summarised below:

Under the Act you are able to:

- Obtain confirmation that Murjoy hold personal information about you, as well as a written description of the information, the purposes for which it is being used, the sources of the information and the details of any recipients
- Obtain access to the personal information, which is held about you
- In certain circumstances, you can ask for the deletion or rectification of information, which we hold about you, which is not accurate, or request that your personal information be used for specific purposes.

Your Responsibilities Under the Data Protection Rules

As well as having rights under the Act, all employees when processing personal data must comply with the data protection rules set out in the Policy. Failure to comply with the rules and requirements in relation to data protection may result in disciplinary action being taken against you.

Your Personal Information

In order to assist Murjoy in ensuring that your personal information is kept up to date, you should inform your Manager of any changes in the following information:

- Address and other contact details
- Emergency contact name
- Bank account Details

Personal Information relating to Employees and Clients

If as part of your job, you hold any personal information about other employees of Murjoy, Clients or anyone else, then you also need to take steps to ensure that you are following the guidelines set out below. Please note that the following guidelines apply equally to documents containing personal information, which are kept in files, as well as information, which is kept electronically.

- You should not keep personal information about people, which you no longer need or which is out of date or inaccurate.
- You should review any personal information that you hold from time to time, bearing these principles in mind.
- All personal information must be kept securely and should remain confidential.
- If you receive a request for someone to give them any personal data about an employee or client (or other individual) you should refer them to the General Data Protection Officer.
- Murjoy's General Data Protection Officer needs to be verify the identity of the person making such a request and have to balance various considerations when deciding whether and how to respond to such a request, including compliance with the general Data Protection Regulation
- Disclosing or otherwise using employee records or other personal data without authority will be treated as a serious disciplinary offence and may result in disciplinary action being taken in accordance with Murjoy's Disciplinary Procedure up to and including dismissal.

If you are unsure about the application of these guidelines to the information you hold as part of your job, you should contact the General Data Protection Officer.

5.22 Slavery Policy

We at Murjoy are committed to improving our practices to combat slavery and human trafficking. We will continue our efforts to ensure all people are treated with dignity and respect when we are competing for and running projects and activities wherever we work.

Our supply chains

Our supply chains include sub-contractors, suppliers who assist in the completion of the projects in each country we operate in.

Our policies on slavery and human trafficking

We are committed to ensuring that there is no modern slavery or human trafficking in any part of our business, and in so far as is possible, to requiring our suppliers to hold similar ethos. Our slavery and human trafficking policy statement reflects our commitment to acting ethically and with integrity in all our business relationships. In addition to this we operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner.

Due diligence processes for slavery and human trafficking

Murjoy maintains a preferred subcontractor list. To ensure all subcontractors comply with our values we conduct due diligence on all subcontractors before allowing them to become a preferred supplier.

Our Anti-Slavery Policy forms part of our contract with all subcontractors and they are required to confirm that no part of their business operations contradicts this policy.

We are committed as a Company to tackling modern slavery and human trafficking and want to work with suppliers who share our values.

5.23 Adverse Weather Policy

Purpose of the policy:

The policy is designed to deliver clear policy and procedures by the company to its staff and subcontractors whenever a Red Weather Warning is issued by MET Eireann. The procedures will address the companies policy regarding, attendance and traveling during a RED Weather Warning

RED Weather Warning are defined as high winds/gusts, heavy rain, heavy snow or ice accumulations, flooding, that can serious impact on our employees and effects the normal operations of Murjoy. Most adverse weather warning are issued in advance, and adequate time is provided for all employees to take preventative and corrective measures. The company will keep itself up to date, with local and national weather forecasters and will advise all its staff by way of email, text or phone as to its plans regarding what action and procedures must be taken.

Sudden Weather Changes: From time to time conditions can be upgraded with short notice, going from **Yellow** to **Orange** or **RED**, in such circumstances the company will take efficient notice of the weather conditions and will take appropriate and coordinated decisions for each site.

Adverse Weather Warning Codes:

The 3 different type of warning all depicted by colour and actions.

YELLOW	Be aware.	Severely bad weather is possible over the coming days
ORANAGE	Be prepared.	There is an increased likelihood of severely or extremely bad weather
RED	Take action.	Extremely bad weather is expected.

Action:

The Company will advise its staff regarding the level of risk the weather poses. The risk levels will be in line with our safety risk assessments for all risks but will incorporate the National weather warning codes. The company will access the risk with its Management Team regarding the level of risk posed

Decisions: Once a decision is reached by the company a Companywide communications will be issued, by the relevant appointed person as to the actions all staff must follow.

The type of actions during RED Alert:

- *Attend work – only for emergency repairs/critical works*
- *Stay at work – where sudden change in weather and not safe to travel*
- *Leave early – before weather makes its unsafe to travel*
- *Don't attend work – stay home and stay safe*
- *Do not travel or plan to travel from (X date and time) to (Y date and time)*

Reporting to Work:

In a RED Alert weather or emergency situation, the company will decided on the course of action regarding who should attend work. Only positions classified as essential service are required to report to work or remain at work. If a staff member's position is not designated as essential, then he/she should not report to work or remain at work while the Red Alert Weather policy is in effect, regardless of his/her ability to report to work.

5.23 Adverse Weather Policy

Staff Member Responsibility

Each staff member is responsible for their own safety and that of other employees they work with and to ensure they do not cause by their action or conduct damage or injury. All staff must engage fully with instruction provided by their Supervisor, where an employee is in possession of information that is at variance with the instructions of the company and they are of the opinion that the instruction of the company is unsafe or contrary to local and national advisory advice they are within their right to raise their concerns through the appointed safety representative or Supervisor. No employee will be subjected to any form of penalisation or unfair treatment for raising concerns. Employee shall not decide to take any action including, refusing to attend work, refusing to perform their duties while at work, leave without permission, refuse to follow instruction that serves to secure their safety, that of fellow colleagues or company property.

Conduct or Behavior:

Employees are required to obey all company policies and procedures, where a person commits a breach of any policy or where, there is in operation a Status Red severe weather warning, he or she acts recklessly or without reasonable cause or excuse and engages in any activity that directly or indirectly, presents a danger to his or her own life or the life of any other person, or interfere with the ability of any emergency procedure of the company, or fails or refuses to obey reasonable instructions including failure or refusal to perform their functions. The matter may be deemed a serious offence capable of disciplinary action up to and including dismissal.

Returning to work:

The Company will set the duration of the Closure or part Closure, upon expiry of the period employees will be required to resume their duties automatically.

5.24 Social Media Policy

Introduction

This social media policy presents and explains the rules governing social media use at Murjoy, including those applying to employees in general. This policy describes how designated staff members must use the company's social media accounts. It also explains the rules surrounding personal social media use during work hours and what employees may say about Murjoy and company-related issues on their personal accounts.

Why This Policy Exists

This social media policy exists to ensure employees, regardless of their positions within Murjoy, use their social accounts in safe and effective fashions. Although social media can benefit the company especially in terms of marketing and relationship building. However, when used incorrectly/inappropriately it can also hurt the company's reputation.

Policy Scope

Murjoys social media policy pertains to all staff members, as well as contractors and volunteers. Therefore, it applies to social media activity that relies on company Internet, occurs on company premises, happens while travelling and happens while working from home.

For the purposes of this policy, social media may refer to:

- Popular social networks such as Twitter and Facebook, etc
- Photo-sharing websites such as Pinterest and Instagram, etc
- Professional social networks such as LinkedIn, etc
- Review systems such as Yelp and Google Reviews, etc

Basic Advice and General Guidelines

Whether Murjoy employees are posting from company or personal accounts, we encourage them to follow basic best practice rules.

Adhere to these standards to avoid common social media mistakes:

- **Understand the social network.** Different social media platforms have different purposes. For example, it's common to see more personal status updates on Facebook than LinkedIn. Before posting, become familiar with the network by reading FAQs and quickly researching what is and is not acceptable.
- **Correct your own mistakes.** When you make a factual error in a post, create an update to correct it. Deleting or editing the original post should come at your own discretion, depending on the situation.
- **Beware potential security threats.** Hackers can use social networks to distribute spam and malware. They can also launch phishing attempts. You should report suspicious activity, including questionable comments and friend requests.
- **Be careful when sharing information about yourself or others.** Hackers can also use personal information to their advantage.
- **Don't escalate issues.** Responding to other social media users, especially concerning a contentious subject, can result in a heated argument. To avoid such arguments, it may be best to avoid commenting if you feel you may spark conflict.
- **Think before posting.** This is the golden social media rule. Not only should you check grammar and spelling, but ensure there won't be any negative effects of posting a status update. These include creating arguments and divulging sensitive information.

Use of Company Social Accounts

Murjoy social media accounts must only be used and created by authorised individuals for the purpose of meeting defined company goals.

5.24 Social Media Policy

Use of Personal Social Media Accounts at Work

Employees may use their personal social media accounts freely during their breaks but the following rules apply during working hours.

Acceptable uses for accessing personal social media accounts during work hours:

- Competitor research
- Monitoring company accounts
- Connecting and interacting with users who may benefit professional development
- Emergency purposes, such as contacting friends and family members who cannot be reached otherwise

Unacceptable uses for accessing personal social media accounts during work hours:

- Browsing friend photos and accounts
- Adding contacts to your networks for non-professional reasons
- Participating in conversations not pertaining to work-related topics

Note that during breaks, employees may use their personal social media accounts freely.

However, activity should not conflict with the following section.

Inappropriate Uses

Regardless of whether the social media account is personal or under company name, employees should not:

- Conduct illegal or criminal activities, as defined by [online communication bill/legislative document]
- Distribute material that could be interpreted as libelous or defamatory
- Share updates, images and messages that may tarnish the company's public image
- Discuss colleagues, customers and suppliers without their expressed consent
- Harass others by sending them offensive content and messages
- Communicate with company competitors in disrespectful fashions
- Distribute spam and chain messages

Policy Enforcement

Employees who violate this social media policy could face disciplinary action. Depending on the nature and severity of the violation, this could include termination of employment.

Murjoy reserves the right to monitor how social networks are used and accessed through company Internet resources. These include, but are not limited to, computers and mobile devices such as tablets and smartphones that are provided for business use.

Moreover, the company maintains official records that contain certain data related to social media activity. These include, but are not limited to, messages sent and received through the company's computer systems.

When appropriate Murjoy may involve law enforcement officials and agencies. In doing so, the company may be compelled to share stored data.

5.25 Lone Working Policy

Where possible Lone Working should be avoided.

Where lone working is unavoidable, personnel will have two local contact numbers on speed dial to be used in the event of an emergency.

So that we are assured of their safety, personnel shall phone and speak to Supervisor or text and receive reply/confirmation of text : .

- On arrival on site (confirming Lone Working Situation)
- At agree regular intervals to maintain contact (ie Tea Break, Lunch Time, etc)
- When they are leaving the site at any time during the day and at the end of day/job

If an employee is feeling unwell, he/ she should report this to the Supervisor before starting work. People who have illnesses such as Diabetes, Epilepsy, Cardiac problems Angina or on medication should report this to their Supervisor.

The speed dials number for local management and our supervisor is to be pre-programmed in your mobile phone. Staff should be briefed in what to do in the event of an emergency. Staff should be informed to keep work clean and tidy to prevent risk of slips, trips and falls. Supervisors should check in on staff periodically. Employee must insure place of work is secured before work starts. Employees must be given information of danger areas in their workplace. Employees should be given training on plant and equipment before they commence lone working there should also be consultation with employees about any concerns as regards lone working.

TABLE OF RESPONSIBILITIES

OPERATION	NAME	TITLE
Overall responsibility /Resources.	Michael Murphy	Managing Director.
Emergency plan / drill.	Ann Horgan & David Mann	H&S Co-Ordinator & Advisor.
Fire Warden	Trish Parson	Office Admin
Purchasing.	Philip Creagh	Purchasing Manager.
Risk assessments.	Michael Murphy / AYRTON GROUP	MD/Safety Advisros
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
GDPR Officer	Joy Hurley	Office Admin
Adverse Weather Officer	Joy Hurley	Office Admin
Accident investigation.	Ayrton Group	Safety Advisors
Accident reporting.	Michael Murphy / AYRTON GROUP	MD / Safety Advisors
Remedial / corrective action.	Michael Murphy /Site Supervisor	
PPE identification.	Site Supervisor / AYRTON GROUP	
First Aider	Joy Hurley	Office Admin
Review process / auditing.	Michael Murphy / Site Supervisor.	
Preventative maintenance.	Brian Leonard	Mech Fitter.
Statutory inspections.	Site Supervisor	
Design / new product / plant.	Michael Murphy / Site Supervisor	
Supervision to ensure safety.	Site Supervisor / Ayrton Group	
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