

SAFETY **STATEMENT**

D.B. ELECTRICAL

3 Waterside Avenue
Swords Road
Malahide
Co. Dublin

1 Weavers Crescent
Lusk Village
Lusk
Co. Dublin

Ph: 087 0626281

Ph: 086 8123420

Contents

Statement of Policy

1.0 Company organisation and Responsibilities

*Managing Director
Site Supervisor/Foreman
Employees
Sub-Contractors and Self Employed
Duties of D.B. ELECTRICAL working as a contractor
Safety Officer*

2.0 Training

*Safety Training
Record of Training*

3.0 Consultation

4.0 Violence and Aggression

5.0 Disciplinary Procedures

*Procedure
Employees Rights*

6.0 Personal Protective Equipment (PPE)

PPE Provided

7.0 Arrangements for Accident Reporting and Investigating and Emergency Procedures

*Accident Reporting
Accident Management Procedures
Provisions for Emergencies*

8.0 First Aid

9.0 Fire Fighting

10.0 Welfare Facilities

11.0 Monitoring and Review

12.0 Hazard Identification and Risk Analysis

*Definitions
Method Statements*

13.0 Risk Assessments

- RA1 – Fire*
- RA2 – Manual Handling*
- RA3 – Noise*
- RA4 – Work at Heights*
- RA5 – Ladders*
- RA6 – Scaffolding*
- RA7 – Mobile Towers*
- RA8 – Mobile Elevated Work Platforms (MEWPs)*
- RA9 – Abrasive Wheels*
- RA10 – Chemical Safety*
- RA11 – Cartridge Operated tools*
- RA12 - Blades/ Knives*
- RA13 – Dust*
- RA 14 – Temporary electrics*
- RA 15 – Portable hand tools*
- RA 16 – Housekeeping*
- RA 17 – Visitors*
- RA 18 – Portable Generators*

14.0 Appendices

- Site Fire Plan*
- Emergency Contact Numbers*
- Employee Delegation*

Statement of Policy

The policy of D.B. ELECTRICAL is to comply with the Safety Health and Welfare at Work Act 2005, Construction Regulations 2006 and all other current, relevant Irish legislation.

The aim of this policy is to reduce injuries, ill health and other unnecessary losses and liability and to protect our workforce, subcontractors and the general public from hazards that may be involved in the work of our company

We are committed to securing the safety of all to the best of our abilities and will provide the necessary resources, structures and procedures, which are required to fulfil this commitment.

The management accept the responsibility of health and safety, and recognises it as equal to the objectives of production and quality.

The management recognise the importance of employee contribution to the implementation of Health and Safety. Effective communication will be maintained at all times and representations welcomed from employees at all times with respect to health and safety.

This company safety statement will be held at all work locations and is available at all times to all employees, main contractors, sub contractors or visitors.

Signed: _____ Date: _____

David Duffy

Signed: _____ Date: _____

Brian Furlong

D.B. ELECTRICAL

1.0 Company Organisation and Responsibilities:

1.1 Managing Director

As an Employer, the managing director shall:

- (a) Ensure that an effective safety statement exists within the company and take responsibility for its implementation throughout the company.
- (b) Demonstrate through personal behaviour that only the highest standards of health and safety will be acceptable by D.B. ELECTRICAL
- (c) Ensure that the safety statement is brought to the attention of all workers and will be reviewed annually or where a significant change in the company's function, procedures or methods occurs.
- (d) Ensure that adequate resources are available for the effective implementation of the safety statement.
- (e) Ensure that safety is a key consideration at all stages of work practices from planning through estimating, tendering and works completion.
- (f) Ensure that adequate arrangements exist for employees to make representations on matters of Health and Safety
- (g) Ensure all accidents and dangerous occurrences are fully investigated and reported to the Health and Safety Authority as required.
- (h) Ensure Site Specific Method statements are prepared where required.
- (i) Continue to develop and operate safe work practices and procedures.
- (j) Obtain, where necessary the services of a competent person to advise on matters of health and safety, if such expertise is not available within the company.
- (k) Prepare emergency plans to cover evacuation and assembly procedures, emergency numbers and contacting the emergency services.
- (l) Ensure all employees are trained in health and safety. A minimum requirement of SafePass must be attained for all employees with additional training provided where necessary. (Construction Skills Certification Scheme CSCS).

1.2 Responsibilities of Site Supervisor/Foreman

The site foreman will:

- (a) Ensure they have a full and accurate knowledge of the safety statement and will ensure that all employees and sub-contractors are aware of their own responsibilities under it.
- (b) Ensure that they have available to them all relevant information in relation to on-site services etc. Drawing should be obtained to assist in this matter.
- (c) Cooperate with and contribute to overall site safety by liaising with main contractors (where appropriate) or other contractors in relation to issues of health and safety.
- (d) Make themselves aware of all site rules, regulations and emergency evacuation procedures and ensure that these are communicated to all employees.
- (e) Adhere to the methods of works outlined and agreed in site specific method statements and ensure all employees are aware of their obligations and tasks contained within.
- (f) Ensure all sub-contractors make available a copy of their own safety statement and agree to carry out works in accordance with its provisions.
- (g) Ensure all employees and sub-contractors are in possession of current SafePass card and where necessary CSCS card.
- (h) Ensure, so far as reasonably practicable, that safe systems of work are in place and are adhered to.
- (i) Ensure, so far as reasonably practicable, that adequate supervision is available at all times.
- (j) Maintain a high standard of housekeeping practices at all times and arrange for regular workplace reviews to be carried out.
- (k) Ensure all workplace access routes are maintained clear and free of debris or obstruction at all times.
- (l) Retain a supply of appropriate Personal Protective Equipment (PPE) on site at all times and issue to employees as required. Issue to all sub-contractors as required.
- (m) Enforce the wearing of all PPE on site at all times.
- (n) Ensure all visitors to site are issued with relevant PPE and are accompanied while on site.
- (o) Ensure, so far as reasonably practicable that unauthorised access by children or members of the public is considered.
- (p) Ensure that a weekly inspection of ladders, scaffolding, and edge protection is carried out and documented on GA3 form.
- (q) Ensure that all scaffolding is erected by competent persons in accordance with all current legislation and is checked prior to first use.
- (r) Report any defects in equipment, plant or machinery to company director and organise for its immediate removal from site and repair.
- (s) Ensure all waste is removed from site in accordance with site rules current legislation and EU directives.

D.B. ELECTRICAL

- (t) Ensure all accidents on site are reported to relevant parties and recorded in the accident book. Assist where required with investigations.
- (u) Report all dangerous occurrences to relevant parties and assist where required with investigations.
- (v) Ensure a first aid box is available on site at all times and that a regular review of its contents is carried out.
- (w) Instruct all employees and sub-contractors in safety and health matters and assist in the communication of safety information through the company from employee to management.

D.B. ELECTRICAL

1.3 Responsibilities of Employees:

All employees are, in accordance with the Safety and Welfare at Work act 2005 expected to cooperate full with all provisions taken by their employer to ensure the Safety health and Welfare of its workforce.

Employees of D.B. ELECTRICAL will: (including employees of Sub-Contractors)

- (a) Take reasonable care of their own Safety Health and Welfare and that of any other person that may be affected by their acts or omissions while at work.
- (b) Ensure they are aware of and adhere to the provisions contained within the company safety statement.
- (c) Adhere to all information, instruction, training and supervision given in order to work safely.
- (d) Observe all site safety rules and company safety rules and cooperate with their employer to comply with any and all current Irish legislation, regulations and directives.
- (e) Wear appropriate PPE at all times while at work as provided and not recklessly or intentionally cause damage to any item of PPE provided to them while at work.
- (f) Use any suitable appliance, protective clothing, convenience or equipment in such a manner so as to provide the protection intended for securing their Safety, Health and Welfare while at work.
- (g) Use only as intended the correct tools and equipment for the job and with all appropriate safety devices and keep tools in good condition.
- (h) Report to management, without reasonable delay any defects in plant, equipment, place of work, which might endanger safety health or welfare, of which they have become aware.
- (i) Report all accidents, work related illness or dangerous occurrences, whether they cause injury or damage or not, immediately to their supervisor.
- (j) Be in possession of current SafePass card and relevant CSCS cards where required. These should be available for inspection as required.
- (k) Direct any suggestions or concerns on matters of Safety Health and Welfare to D.B. ELECTRICAL.
- (l) Never intentionally or recklessly interfere with, or misuse of appliance, protective clothing, convenience or equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the Safety, Health and Welfare of persons arising out of work activities.
- (m) Never carry out any task, which they feel they are not competent to carry out, or which involves unreasonably high risks.
- (n) Attend and participate in on site Tool-Box Talks and ensure that the content of any talk is understood by them and complied with on site at all times.
- (o) Adhere to the provisions contained in method statements agreed in relation to site-specific tasks.

D.B. ELECTRICAL

D.B. ELECTRICAL encourages all employees to participate in the development of safety and health practices and procedures within the company. The company in its reviews will consider all reasonable submissions and suggestions.

Any Employee who does not adhere to the company Safety and Health procedures will be subject to disciplinary action.

D.B. ELECTRICAL

1.4 Duties of Sub-Contractors and Self Employed Persons

All self employed persons and sub-contractors are controlled by the same Safety health and Welfare legislation, and are legally and morally obliged to safeguard their own health and safety and that of any other affected by their activities.

The following list of obligations, legal and moral, applies to all sub-contractors (labour only or material and labour) and all self-employed persons.

- (a) To be aware of their obligations under current Irish legislation and to ensure compliance with all obligations as far as reasonably practicable.
- (b) To take all precautions, so far as reasonably practicable, to avoid any risk to themselves or anyone else who may be affected by their acts or omissions.
- (c) Provide full and clear information to those who may be affected by their work activities, so as to minimise their exposure to work.
- (d) Advise and warn any third party who may be exposed to a dangerous situation resulting from their activity
- (e) Provide their safety statement, comply with this safety statement and cooperate fully with all relevant parties in relation to Safety Health and Welfare at Work.
- (f) Provide evidence that Employers Liability and Public Liability insurance appropriate to the scope of work is in place.

1.5 D.B. ELECTRICAL working as a contractor on client/main contractor premises

- (a) D.B. ELECTRICAL employees will observe all site safety procedures and comply with instruction given by personnel who enforce the company's safety statement.
- (b) Employees must be made aware of site rules and specific provisions before commencement of work.
- (c) Employees should be made aware of any site specific hazards that may exist and of the arrangements in place to control these
- (d) D.B. ELECTRICAL insurance details will be submitted to the main contractor/ client on request.
- (e) D.B. ELECTRICAL will not enter areas they are not authorised to enter
- (f) D.B. ELECTRICAL will liaise and cooperate with the main contractor/client in relation to the overall Safety Health and welfare of the site.

D.B. ELECTRICAL

D.B. ELECTRICAL will discuss with the main contractor/client any risks associated with their works prior to commencement of work on site.

1.6 Safety Officer

D.B. ELECTRICAL will, in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2006 appoint a safety officer where more than 20 persons are employed on a single site or where more than 30 persons are employed on multiple sites.

D.B. ELECTRICAL

2.0 Training

2.1 Safety Training

D.B. ELECTRICAL will provide such training as required by The Safety, Health and Welfare at Work Act 2005 to safeguard the Safety, Health and Welfare of employees. Employees will be given safety training on various aspects of construction site safety as required.

D.B. ELECTRICAL expects all employees to participate and cooperate in training programs such as:

- SafePass Training (Mandatory)
- CSCS Skills Training
- General Site Safety Training
- Tool-Box Talks on site specific topics (given by competent person)
- Site Induction training as provided by main contractor or client.

This list is non-exhaustive and may be updated as requirement for training arises.

2.2 Record of Training:

Training records will be maintained by D.B. ELECTRICAL and will contain the following information:

1. Date of training exercise
2. Duration
3. Instructors Name
4. Participants Name
5. Nature and content of instruction

All new employees will receive instruction on safe working systems and instruction in correct use of tools and equipment.

All employees will undergo induction training in accordance with site rules.

All employees will undergo Fás SafePass training.

3.0 Consultation:

D.B. ELECTRICAL will consult with employees on matters of Health and Safety in the event of any new work practices being introduced where health and safety may be affected. They will also be available to all employees at all reasonable times to discuss matters of Safety, Health and Welfare at Work.

The company will inform employees of any changes in the content of the safety statement and will make them aware of the annual review process.

4.0 Violence and Aggression:

D.B. ELECTRICAL will take all necessary measures to protect employees from acts of violence or aggression during the course of work and will act on any reports or complaints made by employees or other persons affected. D.B. ELECTRICAL will investigate any reports of violence or aggression in the workplace made.

5.0 Disciplinary Procedure:

It is company policy to encourage compliance with safety through example and encouragement. In the event of failure to observe safety policy the following disciplinary procedures have been put in place.

These procedures will be enacted in response to breaches of company safety policy, or failure to comply with any obligation under statutory provisions. Examples of such are as follows:

- Not taking reasonable care for ones own safety health and welfare or that of other persons who may be affected by their acts or omissions.
- Failure to report, without reasonable delay and defects in plant, machinery, place of work or system of work which might endanger safety health and welfare of which they become aware.
- Failure to cooperate with site supervisor or other persons in complying with relevant legislation or any statutory provision.
- Any intentional or reckless interference with, or misuse of appliance, protective clothing, convenience or equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the Safety, Health and Welfare of persons arising out of work activities.

5.1 The Disciplinary procedure may consist of:

- A verbal warning
- A written warning on committal of a second offence
- Notification of a third offence will result in the employee being immediately suspended with loss of pay for a period of not greater than seven working days pending a decision by the company on further disciplinary action possibly demotion or dismissal.

5.2 Employees will be accorded the following in relation to the company disciplinary procedure.

- The right to know that of which they are being accused
- The right of reply
- The right to due consideration

6.0 Personal Protective Equipment (PPE)

There is a duty place on every employer, where risks at a work place to the safety or health of employees cannot be eliminated by technical means of protection or be measures, methods or procedures of work organisations, to provide personal protective equipment.

Therefore in such circumstances where it is not reasonably practicable to eliminate or fully control the hazards in the workplace D.B. ELECTRICAL will provide and maintain such suitable protective clothing or equipment as appropriate to ensure the safety, health and welfare of the workers.

The type off PPE utilised depends on the task being undertaken and the hazard to which the employee will be exposed. Each task will be risk assessed and items of PPE assigned as a result.

All PPE assignment, usage and training will be carried out in accordance with all current statutory provisions.

The Employer has a responsibility to PROVIDE PPE. The Employee has a responsibility to USE PPE provided in accordance with manufacturers instructions, training given and statutory provisions.

6.1 PPE provided for use by D.B. ELECTRICAL

- Safety Boots
- Safety Helmet
- Hi-Visibility Clothing
- Eye Protection
- Ear Protection
- Dust Masks
- Hand Protection

7.0 Arrangements for Accident Reporting and Investigation and Emergency Procedures:

7.1 Accident reporting procedures

- (a) All accidents are reported to D.B. ELECTRICAL immediately or without unreasonable delay.
- (b) All injuries received at work are recorded in the Company Accident Book.
- (c) An accident, which renders a person unable to carry out normal work activities for more than three days is a reportable accident and as such must be notified to the Health and Safety Authority. Accident reporting may be carried out on prescribed form or via the Internet.

7.2 Accident Management Procedures

When a serious accident occurs, the site supervisor or a nominated person takes charge of the proceedings and the following procedure applies:

1. Observe accident location and status of injured person
2. If there is an impending risk of further injury move injured person to safety, otherwise do not move.
3. Call for immediate medical assistance or emergency services
4. See that first aid treatment is administered as required
5. Ensure emergency services (if required) are given exact location details
6. Locate the closest access point for emergency services and ensure the access route is clear and free.
7. Appoint suitable person to travel with injured person and establish location of hospital.
8. Notify family of injured person and if required arrange for them to be transported to hospital.
9. Ensure the scene of the accident is not disturbed. If the H.S.A is to inspect the area do not remove or move any item unless a further risk must be avoided.
10. Gather all information in relation to the accident occurrence
11. Take photographs or draw sketches of the scene to include measurements
12. Take down details of witnesses and/or take statements
13. Notify employer immediately
14. The employer will complete accident report and forward to insurance company.
15. The employer will notify the H.S.A where relevant
16. Assist H.S.A in any investigation that may arise from the accident.

7.3 Provisions for Emergencies

D.B. ELECTRICAL expects to be made aware of site-specific accident and emergency procedures put in place by client or main contractor. This information should be communicated prior to works being carried out on site.

D.B. ELECTRICAL expect to be made aware of any particular hazards that exist on site or the risk of the following occurring:

- Fire
- Explosion
- Chemical Spills

8.0 First Aid

A fully stocked first aid kit (suitable for the number of employees at that site) will be retained at all times on site. This is in accordance with the General Application regulations 1993.

D.B. ELECTRICAL will ensure an adequate number of employees have undergone first aid training. This training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 3 years.

The first aider/site supervisor will be responsible for the maintenance and storage of the first aid supplies on site and will be responsible for carrying out a regular stock check.

The first aider must retain information on first aid treatment given to any person in the accident book on site.

9.0 Fire Fighting

All company vehicles are required to have a fire extinguisher available. These must be checked by a competent person regularly and undergo full inspection twice yearly.

Where any hot works are to be carried out, D.B. ELECTRICAL will provide suitable and appropriate fire fighting equipment.

D.B. ELECTRICAL will adhere to all fire prevention procedures put in place on site by main contractor/client. These should be explained prior to commencement of works.

10.0 Welfare Facilities

Where practicable, taking numbers of workers on site and duration of work into consideration site welfare facilities will be provided. These will be provided in accordance with all currently statutory requirements and will include the following:

- Drying Facilities
- Canteen Facilities
- Toilet Facilities

Each site will be considered on its own merits and a decision on provision of welfare facilities made prior to the commencement of work.

Where only a small number of employees are deployed to a site, the main contractors/ client's site facilities will be used.

11.0 Monitoring and Review

The Director and management of D.B. ELECTRICAL will review the content of this safety statement annually or where the function, operations or company objectives significantly change.

The review will take into account any changes in legislation, hazard change, risk change or change of responsible person.

Employee consultation will be taken into account at review.

All changes will be brought to the attention of the company employees.

HAZARD
IDENTIFICATION

AND

RISK ASSESSMENT

12.0 Hazard Identification and Risk Assessment

The following section is an assessment of the risks to Safety Health and Welfare at Work encountered on site as required by the Safety Health and Welfare at Work Act 2005 and the Safety Health and Welfare at Work (General Application) Regulations 1993.

12.1 Definitions

Hazard:

A hazard is anything with the potential to cause harm. Almost everything in the workplace can be a hazard. All hazards should be systematically identified.

Risk

Risk is the potential for the hazard to cause injury to an individual. There are two risk factors to be examined. This is the examination of the “likelihood” of a hazard causing harm to a person at work and the “extent” of this harm. Together these factors define the risk of a person being injured by a hazard.

Classification of Risk:

HIGH	Any Hazard with the potential to cause fatal or irreversible injury or serious industrial disease.
MEDIUM	Any Hazard with the potential to cause significant but reversible injury, high frequency of minor injury – permanent health effects.
LOW	Any Hazard with the potential to cause minor injury or transient ill health – health recovers in time.

Control Measures:

These are the rules, procedures and safe systems of work identified and agreed on to eliminate or reduce the risk of a hazard causing harm to an acceptable level.

Where a risk cannot be eliminated or reduced to a minimum level a process may have to be eliminated or replaced or transferred to a third party who have the capabilities of dealing with such risks.

Risk Assessment:

It is an assessment of a combination of factors. What is the hazard? How likely is a person going to come into contact with this hazard? What is the likely outcome? How can we apply control measures to minimise the risk of someone coming into contact with the hazard and therefore minimise the risk of injury.

12.2 Method Statements

Risk assessments are included for activities associated with and hazards commonly encountered as a result of the business activities carried out by D.B. ELECTRICAL.

Site-specific hazard identification and risk assessment may be required where site conditions cause employees to be exposed to other possibly less common hazards.

Where this occurs a method statement will be developed outlining the new activity, the hazards, risks, controls measures associated and the safe work plan developed to minimise the risk. This will be communicated to the employees in a Toolbox talk.

All method statements must be agreed with the main contractor/ client to ensure its provisions are compatible with other work activities being carried out on site.

The following page shows an example of a method statement with hazard identification and risk assessment.

13.0 Risk Assessments

Risk Assessment No: 1

Hazard	:	Fire
Risk Classification	:	HIGH
Risk	:	Severe burns, death, smoke inhalation
Associated Work Activity	:	Electrical fire causing packaging to ignite

Control Measures:

1. A Fire safety program to be brought to the attention of the employees to include details on evacuation procedure.(Please see Appendix A)
2. All electrical equipment used on site to be in good mechanical order and to be checked regularly for defects. All defects to be brought to the attention of site management immediately.
3. On site transformers to be used and any observed defects in these to be brought to the attention of the supervisor immediately.
4. All electrical appliances to be protected from incorrect voltage or use with suitable transformers and fittings.
5. Only 110V appliances to be used on site
6. Good housekeeping to be observed on site at all times. All packaging and any off cuts etc. to be removed from site to designated skip or removal vessel.
7. All flammable materials to be stored in designated and appropriately positioned areas.
8. Fire extinguishers to be available on site. Prominently positioned and regularly checked by competent person.
9. All escape routes to be clearly identifiable and kept free of materials or debris at all times. No storage of materials outside dedicated storage areas.
10. Close supervision of employees on site at all times.

D.B. ELECTRICAL

Risk Assessment No: 2

Hazard	:	Manual Handling
Risk Classification	:	HIGH
Risk	:	Injury to back, neck, arms, hands and feet, slips trips and falls, injury from falling items.
Associated Work Activity	:	Lifting, pushing, pulling etc

Control Measures:

1. Plan works to minimise manual handling to be carried out
2. Plan work access routes and storage areas to minimise distance to travel and distance to works areas
3. Always ensure no item to be lifted exceed 25Kg (bags of plaster etc)
4. Where manual handling cannot be avoided, it must be minimised with the use of mechanical aides (trolleys, handcarts etc)
5. Manual handling training to be provided.
6. Loads to be broken down to the smallest size possible, or reasonably practicable.
7. Excessive manual handling to be avoided by rotation of trained staff.
8. All walkways to be free of any obstructions. This should be checked prior to travelling with a load.
9. Adequate lighting to be provided en-route
10. All appropriate PPE to be utilised throughout materials movement.
11. All loose items to be secured prior to movement
12. Minimise the requirement to carry any items up and down steps where possible
13. No person to carry a load exceeding 25Kg or any load, which they are not comfortable lifting.
14. Where mechanical lifting equipment cannot be used, the following manual handling techniques should be applied:
 - Get as close as possible to the load, this brings the lines of gravity of both the load and the body as close together as possible.
 - Position your feet approximately the width of your hips apart with one foot slightly in front of the other. This provides good balance during the lift
 - Relax your knees, lower your hands and drop down beside the load.
 - Grasp the object with a firm PALM grip.
 - Test the weight of the object to ensure the weight is not excessive, keeping the arms close to the body.

D.B. ELECTRICAL

- Raise your head and look straight forward. This locks the cervical vertebrae and helps to keep the spine straight.
- Keep the load as close as possible to the body with the elbows in and lift using the strong leg muscles in a smooth, controlled movement.
- Move forward at a comfortable pace - NEVER RUSH
- Always turn your entire body in the direction of travel to avoid twisting motion on the spine
- When depositing the load, use the strong muscles in the legs to lower the load to the ground.
- Always move in a controlled manner, never rush and never bend using the muscles of the back.

D.B. ELECTRICAL

Risk Assessment No: 3

Hazard	:	Noise
Risk Classification	:	MEDIUM/LOW (Work activities do not require the use of noisy equipment generally)
Risk	:	Noise induced damage to hearing
Associated Work Activity	:	Use of equipment causing noise or working in the vicinity of noisy equipment.

Control Measures:

1. Where possible tools, plant and equipment will be fitted with mufflers or silencers.
2. Where noise levels reach a level of 80dBa ear protection will be made available to employees
3. Where noise levels reach a level of 85dBa ear protection will be mandatory and all employees will be required to wear it at all times. Exclusion zones will apply to exclude non-essential personnel from a noisy area.
4. All warning signs on site to be obeyed at all times.

Risk Assessment No: 4

Hazard	:	Working at heights
Risk Classification	:	HIGH
Risk	:	Death or severe injury due to falling from a height
Associated Work Activity	:	Access to and carrying out work at height

Control Measures:

New Work at Height Legislation Requirements:

All work at height must be properly planned

- Those involved must be competent
- Risk must be assessed and appropriate work equipment selected and used
- Risks associated with works on fragile surfaces must be properly controlled
- Equipment for works at height must be properly inspected and maintained

Hierarchy for managing and selecting equipment for work at height

- Avoid work at height
 - Use work equipment or other measure to prevent falls
 - Where the risk of a fall cannot be totally eliminated, use work equipment or other measures to reduce fall distance.
1. Ladders must only be used for work of short duration or one off works. Ladders are not to be used as a work platform but only a means of gaining access to height. Where work at height is required for an extended period of time an alternative work platform must be used.
 2. All work at heights must be risk assessed and the most appropriate means of access, egress, and platform and/or edge protection chosen.
 3. No worker to expose himself or herself to the risk of a fall from a height at any time.
 4. The time spent working at heights to be minimised. E.g. If an item can be prefabricated at ground level pre installation this should be carried out to limit the time an employee will be working at heights.
 5. Items/Materials should never be dropped from a height. This practice is referred to as “bombing” and anyone found committing this will find themselves subject to disciplinary action.
 6. There are a number of acceptable platforms available for carrying out works at heights:
 - Scaffolding
 - Mobile Towers
 - Mobile Elevated Work Platforms
 - Stilts

Each will be risk assessed individually

D.B. ELECTRICAL

Risk Assessment No: 5

Hazard	:	Ladders
Risk Classification	:	HIGH
Risk	:	Death or severe injury due to falling from a height
Associated Work Activity	:	Access to work at height for short duration.

Control Measures:

1. Ladders will only be used for works of short duration and not as a work platform.
2. "A Frame" ladders will only be used
3. Ladders will be of a sufficient height to allow the employee to comfortably reach the work area.
4. Where the work area is more than 2.0M from the ground it is good practice to employ another form of access even for works of short duration.
5. Ladders will be in good condition and never painted.
6. Ladders will only be positioned on even ground with good bearing capacity.
7. While using an A Frame ladder all employees will observe the following rules:
 - Always stand at least 3 rungs down from the top of the ladder
 - Never straddle the ladder
 - Always carry out a visual inspection of the ladder prior to use
 - Always store ladders in appropriate location to minimise risk of damage
 - Only one person per ladder at any time
 - Always face the ladder.
 - Always maintain 3 points of contact while mounting and dismounting
 - Do not carry materials while mounting or dismounting a ladder
8. All ladders are subject to a weekly thorough visual inspection to be carried out by a competent person. This inspection should be documented and retained on site. The WH1 form should be used for this purpose.
9. A ladder found to be defective should never be used. No attempted to "fix" a damaged ladder will be made. Any ladder found to be defective or damaged should be immediately destroyed and disposed of.
10. Ladder will not be permitted within 4m of any edge or any form of edge protection.
11. Ladders will not be permitted for use on stairwells or in close proximity to any edge where the employee will be exposed to the risk of falling from a height.

D.B. ELECTRICAL

Risk Assessment No: 6

Hazard	:	Scaffolding
Risk Classification	:	HIGH
Risk	:	Death or severe injury due to falling from a height Injury from component falling during scaffold alteration or construction
Associated Work Activity	:	Use of scaffolding as a work platform

Control Measures:

1. Scaffolding can only be erected by competent scaffolders who possess current CSCS certification.
2. NO UNAUTHROISED PERSON SHOULD EVER TAMPER WITH, ATTEMPT TO ALTER, REMOVE OR MOVE ANY COMPONENT OF SCAFFOLDING AT ANY TIME.
3. Scaffolding can only be used after issue of Hand Over cert from scaffolding company to state that scaffolding is safe to use. This should be sought from the main contractor where the access is provided for D.B. ELECTRICAL.
4. Never attempt to use scaffolding with warning signage in place.
5. Only use scaffolding where access is provided by securely tied ladder, which extends at least 1M above platform.
6. Double handrail at toe board protection will be in place at the working platform. Handrails will be at 450mm and 900mm heights. Toe boards will be secure.
7. Working platforms will be fully boarded out and will be tied in securely.
8. Where scaffolding is being altered, erected or dismantled all employees should observe the cordons in place and stay away from the area.
9. Scaffolding is subject to weekly check by a competent person (nominated by the contractor responsible for providing the scaffolding). The result of this inspection is retained on site and should be consulted before using scaffolding. This is recorded on a WH1 form.
10. Any concerns in relation to the condition, use or suitability of scaffolding should be brought to the attention of the contractor responsible for providing the scaffolding immediately.

D.B. ELECTRICAL

Risk Assessment No: 7

Hazard	:	Mobile Towers
Risk Classification	:	HIGH
Risk	:	Death or severe injury due to falling from a height Injury from component falling at erection or dismantling of Mobile Tower Injury as a result of tower overturning Injury as a result of contact with electrical installation
Associated Work Activity	:	Use of mobile tower as a work platform

Control Measures:

1. Mobile Towers should only be erected by competent persons in accordance with manufacturers instructions.
2. NO UNAUTHROISED PERSON SHOULD EVER TAMPER WITH, ATTEMPT TO ALTER, REMOVE OR MOVE ANY COMPONENT OF ANY MOBILE TOWER AT ANY TIME.
3. Mobile towers should always provide a work area protected by double handrails (at 450mm and 900mm approx), toe board and fully boarded out platform.
4. Access should be via ladder. Where trapdoor is used for access to the platform, this should be closed before any work is carried out from the platform.
5. Components from mobile tower should not be mixed. Mobile towers come to site as part of a system. Only compatible components to be used in the erection of any Mobile tower.
6. While in use all castors should have brakes applied. No movement of mobile tower is to take place with a person on the working platform. All persons to disembark before movement.
7. Where work at higher levels is to be carried out from mobile towers outriggers should be used in accordance with manufacturers instructions.
8. Most appropriate mobile tower is to be chosen for the proposed works based on height required, underfoot conditions, weather conditions, and intended purpose. A competent person should be consulted in relation to the choice of mobile tower.
9. Mobile towers should only be erected on even ground where the bearing capacity is known and will support the tower safely.
10. Mobile Towers should not be used for the loading or storage of materials. Each Mobile tower has a Safe Working Load (SWL) This should be known and should never be exceeded.
11. Never attempt to use mobile with warning signage in place.
12. Where a mobile tower is being altered, erected or dismantled all employees should observe the cordons in place and stay away from the area.

D.B. ELECTRICAL

13. Mobile Towers are subject to weekly check by a competent person. The result of this inspection is retained on site and should be consulted before using a tower. This is recorded on a WH1 form.
14. Mobile towers should not be used in close proximity to electrical installations where there is a risk of contact causing electrocution. An alternative means of access will be considered in these circumstances.
15. Any concerns in relation to the condition, use or suitability of a mobile tower should be brought to the attention of the supervisor immediately.

D.B. ELECTRICAL

Risk Assessment No: 8

Hazard	:	Mobile Elevated Work Platforms Boom Hoist, Scissor Hoist etc. (MEWP)
Risk Classification	:	HIGH
Risk	:	Death or severe injury due to falling from a height Injury as a result of MEWP overturning Injury as a result of contact with electrical installation Injury as a result of coming in contact with moving MEWP Injury from overhead works (items falling)
Associated Work Activity	:	Use of MEWP as a work platform

Control Measures:

1. MEWPs can only be operated by persons in possession of relevant CSCS card. This must be specific to the type of hoist being used.
2. Each MEWP must be checked for its CR certification prior to use.
3. NO UNAUTHORISED PERSON SHOULD EVER ATTEMPT TO MOVE AN MEWP.
4. All persons whether operating or travelling within the basket of an MEWP will be obliged to wear an appropriate harness and lanyard attached to the point indicated on the MEWP. This is in addition to all other PPE.
5. While moving an MEWP the driver should be aware of the ground conditions and should never operate an MEWP on unsuitable ground conditions. A competent person should assess the route of travel before moving to check for obstructions.
6. All MEWPs should have audible sounder to indicate movement and should have a flashing beacon at all times.
7. While work at height is being carried out from an MEWP, the area below is to be cordoned off with a radius of safety. This should be achieved using a physical barrier and signage. No work to be carried out over any other contractor.
8. Most appropriate MEWP is to be chosen for the proposed works based on height required, underfoot conditions, weather conditions, and intended purpose. A competent person should be consulted in relation to the choice of MEWP.
9. MEWPs should not be used for the loading or storage of materials. Each MEWP has a Safe Load Indicator (SLI) This has an audible alarm and should never be ignored or overridden.
10. MEWPs are subject to weekly check by a competent person. The result of this inspection is retained on site for inspection. This is recorded on a CR4B form.
11. MEWPs should not be used in close proximity to electrical installations where there is a risk of contact causing electrocution. An alternative means of access will be considered in these circumstances.

D.B. ELECTRICAL

12. While not in use MEWPs should be stored in an area not obstructing access routes and should be appropriately disabled. The keys should never be left in an unattended machine.
13. Any concerns in relation to the condition, use or suitability of an MEWP should be brought to the attention of the supervisor immediately.

D.B. ELECTRICAL

Risk Assessment No: 9

Hazard	:	Abrasive Wheels (Angle Grinders)
Risk Classification	:	Medium
Risk	:	Injury as a result of contact with an abrasive wheel Flesh Injury, Eye Injury
Associated Work Activity	:	Using angle grinder to cut.

Control Measures:

1. The mounting of abrasive wheels is only to be carried out by competent persons who have received specific training in the operation.
2. The correct blade must be chosen and used for each operation. All blades to be inspected prior to mounting for defects or damage.
3. Any tool, which has an abrasive wheel, should only be operated by competent persons.
4. All blade guards must be kept in place while operating tool. No one is permitted to tamper with any guarding at any time.
5. All appropriate PPE must be worn while operating tool. E.g. Eye and Ear protection in addition to standard PPE.
6. Competent person will regularly inspect all tools.
7. When not in use, all tools will be securely locked away.
8. Operators must not wear loose clothing while operating tools

D.B. ELECTRICAL

Risk Assessment No: 10

Hazard	:	Chemicals or Dangerous Substances
Risk Classification	:	Medium/Low
Risk	:	Poisoning, skin damage, inhalation
Associated Work Activity	:	Plaster, setting agents, any glue or bonding chemical

Control Measures:

1. All chemicals have a Material Safety Data Sheet (MSDS), which contains all relevant information in relation to their safe use and disposal. The MSDS also contains other information in relation to environmental data and chemical composition.
2. The MSDS should be consulted for each chemical brought to site. All recommendations and warnings must be adhered to at all times.
3. Substitution of dangerous chemicals must be made where possible.
4. All chemicals must be stored in a location appropriate to each chemical (See MSDS)
5. All appropriate PPE must be worn to avoid contact with skin, eyes, lungs etc
6. Seek first aiders advice if irritation occurs
7. Always wash hands before eating and before leaving site.

D.B. ELECTRICAL

Risk Assessment No: 11

Hazard	:	Cartridge Operated Tools
Risk Classification	:	Medium
Risk	:	Skin Lacerations, Puncture wounds, eye injuries
Associated Work Activity	:	Shot fixing plasterboard walls

Control Measures:

1. Only trained and competent personnel to operate any cartridge operated tool (E.g. screw gun, spit gun or Hilti gun).
2. Operators should be aware of the different cartridges available and should be able to choose the appropriate cartridge and fixing for the material being secured.
3. Manufacturers instructions in relation to the operation of tools should be followed at all times.
4. The work area should be cleared of personnel including the area behind the materials being fixed.
5. Tools should be held at a right angle to the surface to be fixed and a firm grip maintained at all times.
6. All appropriate PPE should be worn in addition to standard PPE. E.g. Eye, hand and ear protection.
7. Loaded tools should NEVER be left lying around. They should be made safe and stored in appropriate storage container.
8. Tools should be kept clean and the manufacturers cleaning and maintenance instructions followed.
9. A competent person will check tools regularly.
10. In the event of a tool misfiring, it should be held against the work surface for at least 30 second.
11. A tool should never be pointed at a person at any time. Even if unloaded.

D.B. ELECTRICAL

Risk Assessment No: 12

Hazard	:	Blades/ Stanley Knives
Risk Classification	:	Medium
Risk	:	Skin Lacerations
Associated Work Activity	:	Using blades to cut

Control Measures:

1. All employees must check the retraction of all blades before use and must inspect the tools for defect before use.
2. Knives should be drawn away from the body when used.
3. After use, the knife should be replaced in a secure container or replace in belt.
4. All retractable blades should be fully retracted when not in use.
5. Knives must not be tampered with or altered from their original state or function under any circumstances.
6. Blades should be kept sharp, never use blunt blades
7. Never discard old blades (even blunt) on site, remove to appropriate disposal area.
8. Knives that have been sharpened and are very narrow should be discarded immediately. The blade may snap during use or may pierce protective clothing.
9. Never walk around site with a knife/blade in hand. (Unless blade is retracted).
10. Discard any defective or damaged knives or blades immediately
11. All knives and blades should be stored in a safe secure place.

D.B. ELECTRICAL

Risk Assessment No: 13

Hazard	:	Dust
Risk Classification	:	Medium/Low
Risk	:	skin and eye irritation, inhalation
Associated Work Activity	:	General works

Control Measures:

1. All mixing of plaster should be carried out in a designed area which is well ventilated and has access to water, If necessary outdoors.
2. All mixing should be carried out in containers to attempt to contain the dust particles.
3. Bags of Plaster should be opened using a blade and not ripped by hand, Opening should be carried out as close to the mixing area as possible and as low to the ground as possible
4. All operatives involved in the mixing of plaster or cutting of boards should wear additional PPE in conjunction with standard. I.e. Dust Masks, Eye Protection and Hand protection.
5. All cutting operations to be carried out in well ventilated areas with suitable tools for the job
6. All dust generated should be cleared from work areas immediately and never allowed to build up.
7. Good hygiene practices to be maintained at all times on site.

D.B. ELECTRICAL

Risk Assessment No: 14

Hazard	:	Temporary Electrics
Risk Classification	:	Medium
Risk	:	Electrocution slips trips and falls, burns
Associated Work Activity	:	Using various power tools from existing power source

Control Measures:

1. All temporary electrical distribution cables and equipment must be 110V and wired into and earth leakage circuit breaker (ELCB).
2. Sockets are yellow waterproof sockets and are in good condition without any exposed wires and wired by a competent electrician.
3. All transformers and distribution boards are in good condition with all trip switches working properly.
4. A competent person completes a weekly check on all electrical equipment. Damaged cables are replaced immediately and no temporary joints used
5. Cables do not trail across access walkways, doorways and stairs etc. causing trip hazards
6. Cables crossing roadways are buried in cable ducting
7. Electrical system is wired through Miniature Circuit Breaker (MCB) to prevent current overload
8. Ensure that emergency stop buttons on all equipment is clear and visible and in good working order at all times.
9. All power is isolate at the end of the work period.
10. Cables are not permitted to trail through surface water on site. This should be cleaned up
11. No person other than a qualified electrician is permitted to alter, tamper with or modify any electrical installation on site.
12. If a defective electrical item is located, No one is to tamper with the item. Someone to stay with the item while the source of power is terminated. An electrician to be contacted to assess the situation.

D.B. ELECTRICAL

Risk Assessment No: 15

Hazard	:	Portable Hand or Power Tools
Risk Classification	:	Medium/High
Risk	:	electrocution, generation of dust, slips trips and falls, hot surfaces, rotating tool components, noise, repetitive strain injury
Associated Work Activity	:	Various applications on site

Control Measures:

1. Sharp or pointed tools and equipment are stored and carried safely in toolboxes or tool belts
2. No tools are left lying around when not in use. This causes a trip hazard on site.
3. The task should be planned in advance and the correct tool for the job sourced and the correct competent operator chosen.
4. All tools are to be cleaned and maintained in accordance with the manufacturers instructions.
5. Manufacturers instruction to be read, understood and followed. Competent persons should only operate tools.
6. All tools to be subjected to a full check, by a competent person regularly
7. Any defective tools or equipment are replace immediately, no temporary measures to fix the tools will be acceptable.
8. All electrical equipment with metal casing must be properly earthed and all other tools are double insulated.
9. All cables are kept tidy and away from access routes and walkways
10. All PPE such as safety goggles, earmuffs and gloves are worn appropriate to the equipment used.
11. All rotating blades or discs are guarded and guards maintained in good condition
12. Power supply is disconnected before making any adjustment, changing and disc or blade.
13. All power tools to be 110V
14. Loose clothing should not be worn while operating tools with a rotating component or blade
15. All tools to be immobilised and kept out of reach of children
16. Job rotation should be exercised where a tool is required for long periods of work.

Risk Assessment No: 16

Hazard	:	Housekeeping
Risk Classification	:	Medium/High
Risk	:	Slips trips and falls
Associated Work Activity	:	Various

Control Measures:

1. All work should be planned in advance and the removal of rubbish and debris considered as part of the planning process.
2. Works should be carried out in a clean and orderly manner at all times, every effort must be made to avoid the generation of rubbish.
3. Where the generation of rubbish is unavoidable, a cleaning program must be in place to regularly remove items from the work place to the on site skip or rubbish disposal area.
4. At no time is the storage of rubbish permitted at the works area for removal at a later time.
5. Any spillages that may occur should be cleaned up immediately and signage used to indicate the presence of a slippery floor.
6. All designated walkways and escape routes should be kept free and clear of materials at all times.
7. Adequate space must be given for the storage of tools and materials on site.
8. Damage to any floor surface must be reported to supervisor immediately
9. Adequate lighting must be provided throughout the work area
10. All electrical leads should not be permitted to trail along floor areas
11. Any protruding nails or any sharp objects found should be removed immediately.
12. Never ignore a housekeeping issue

D.B. ELECTRICAL

Risk Assessment No: 17

Hazard	:	Site Visitors
Risk Classification	:	Low
Risk	:	Injury to person while on site
Associated Work Activity	:	Site visitors inspecting work.

Control Measures:

1. All visitors to check in with security or main contractors before proceeding
2. Visitors to site will be provided with adequate PPE and will be expected to wear it at all times
3. Visitors will be escorted while on site by nominated, competent person
4. Visitors will have a brief summary of the hazards explained to them before proceeding on to site.

D.B. ELECTRICAL

Risk Assessment No: 18

Hazard	:	Portable Generator
Risk Classification	:	Medium
Risk	:	Fire, Noise, manual Handling
Associated Work Activity	:	Various

Control Measures:

1. All personnel using the generator must be trained in its use and competent.
2. The position of the generator should be planned in advance to minimise the risk of noise, allow for easy access for cabling, allow for easy fuelling and maintenance.
3. PPE must be worn at all times by the operator and persons working in its vicinity E.g. Ear and eye protection, glove protection while handling fuel
4. Fuel should only be stored on site in small quantities, in suitable vessels and only in a dedicated fuel cage situated in a well-ventilated area.
5. Where it is not possible to avoid manual handling, appropriate steps need to be taken to minimise the risks
6. The generator will undergo regular and documented inspections for any defects and any noted will be corrected immediately. All cables to be checked regularly also.
7. Fuelling of the generator must only be carried out in well-ventilated area. Any fuel spillage must be attended to immediately using the appropriate spill kit.
8. Fire equipment must be on hand at all times while generator is in operation.

1.0 **Site Fire Plan**

The following form should be completed for each contract and the content explained to all employees.

Fire Evacuation Procedure:

This procedure should be explained to all employees upon induction to the company and should be understood by all:

1. If a fire alarm is activated, switch off equipment where applicable using emergency stop button and report to the employer of your area.
2. All persons to proceed to the designated assembly point (this should be made known to employees upon commencement of work on site)
3. No person is to return to the work area after evacuation until clear instruction is given from site manager or his appointed representative.
4. Supervisors to account for all persons under their control
5. Supervisors to liaise with the main contractor or client in relation to evacuation procedures.

On discovering a fire on site:

1. Activate the alarm or clearly shout "fire"
2. Call the fire brigade
3. Alert management and other staff while leaving the building
4. Alert any members of the public and assist in escorting them from the area to the assembly point
5. Attack the fire ONLY if it is safe to do so using appropriate fire fighting equipment on site.
6. Leave whenever danger threatens
7. Close all doors as you vacate and keep a check to ensure no one remains
8. Assemble the designated point
9. Cooperate with main contractor or clients representative
10. Assist the fire brigade upon their arrival

Fire Plan

Site Name _____

Site Address _____

Main Contractor/Client _____

Supervisor: _____

Phone No: _____

Main Contractor Supervisor: _____

Phone No: _____

Activate the alarm or clearly shout "fire"

Call the fire brigade

Alert management and other staff while leaving the building

Alert any members of the public and assist in escorting them from the area to the assembly point

Attack the fire ONLY if it is safe to do so using appropriate fire fighting equipment on site.

Leave whenever danger threatens

Close all doors as you vacate and keep a check to ensure no one remains

Assemble the designated point

Cooperate with main contractor or client's representative

Assist the fire brigade upon their arrival

REMEMBER DIAL 112 – GET HELP!!
EMERGENCY CONTACT DETAILS

D.B. ELECTRICAL

Ambulance/ Fire Brigade/Garda	999/112
ESB (Emergency)	1850 372 999
Board Gas (Emergency)	1850 205 050
Local Authority	_____
Doctor	_____
Local hospital _____	_____
Local Garda _____	_____
Health and Safety Authority	_____

In case of Emergency

- *Clearly state your name and the service you required*
- *Give clear directions*
- *Give as much information as you can to the operator*
- *Stay on the line until the operator has all information required*
- *Assist the emergency services when they arrive on site*

Assembly point is located at: _____

REMEMBER DON'T PANIC – GET HELP!!
EMPLOYEE DELEGATION DETAILS

D.B. ELECTRICAL

Overall Responsibility for Safety:

Name: _____

Title: _____

Fire and Other responsibilities:

Name: _____

Title: _____

Protective Clothing:

Name: _____

Title: _____

Safety Training:

Name: _____

Title: _____

First Aiders (stocking of first aid kit):

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Equipment maintenance, monitoring and training:

Name: _____

Title: _____