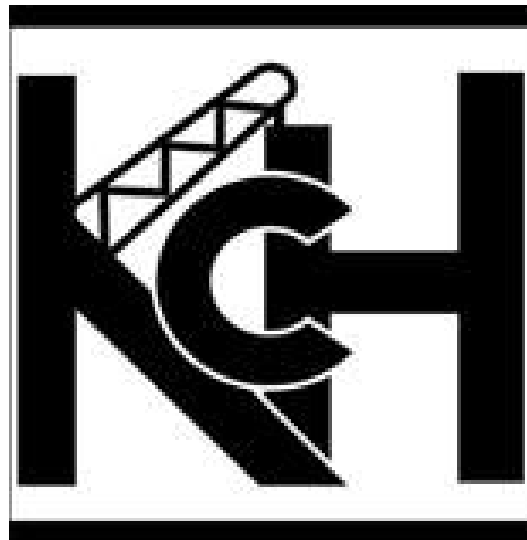


Safety Statement

Prepared on behalf of

KAVANAGH

CRANE HIRE LTD



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GENERAL POLICY STATEMENT

Kavanagh Crane Hire Limited intends to comply with the 2005 Safety, Health & Welfare at Work (SHWW) Act, 2007 General Application Regulations and the 2013 Construction Regulations and all past, present and future Legislation, Acts, Regulations and Codes of Practice that pertain to the workplace.

Kavanagh Crane Hire Limited will make certain that the Safety, Health and Welfare of all employees are a priority and ensure the following:

- Safe plant, tools, equipment and machinery
- Safe place of work, including safe means of access and egress
- Safe systems of work – e.g. operating procedures, employer’ policies etc.
- Safe Person - Provision of appropriate information, instruction, training and supervision
- Provision of suitable PPE (protective clothing and equipment where hazards cannot be eliminated)
- Preparation and revision of emergency plans and designation of staff having emergency duties
- Prevention of risk to health from any article or substance
- Provision and maintenance of welfare facilities
- Provision of a person with appropriate training and experience to recommend and assist in securing the safety, health and welfare of employees

Management considers that health and safety rules are of equal importance to all other business functions and will therefore attach equal importance to achieving health and safety targets.

It is the policy of this employer to protect, so far as is reasonably possible, employees and non-employees who may be affected by our activities Kavanagh Crane Hire Limited will make arrangements to ensure the Health, Safety and Welfare of visitors. Employees shall be trained to identify work related hazards and risks; to take the necessary safety measures; to report defects in the safety system. No one shall work, nor shall they be required to work on, at or with any machine, chemical, article or substance unless they have been or are being fully instructed in the dangers thereof and the precautions to be taken. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. It is policy of this employer to consult with all employees on matters of Health and Safety and that employees are notified of Kavanagh Crane Hire Limited policy and are encouraged to comply with their legal duties and to inform Kavanagh Crane Hire Limited management of any and all known hazards in the workplace.

The allocation of duties for safety matters and the control measures are set out in Kavanagh Crane Hire Limited safety statement. Serious consideration is to be given in nominating persons to be responsible for the implementation of safety.

GENERAL POLICY STATEMENT (CONTINUED)

Kavanagh Crane Hire Limited management are accountable for implementation of the Safety Management System, amendments and changes to the statement and consultation with Senior Management, staff and safety representatives. All managers & supervisors are responsible to their superior managers for the safety & health of employees in their charge. Emergency Plans are to be posted for fire and accident evacuation etc. Resources shall be provided (finance, personnel and time) for Information, Instruction, Training, Supervision, and Personal Protective equipment, appropriate plant, tools and equipment and for the prevention of accidents. The assistance of a competent person to help will be sought where the necessary skills are not available.

Kavanagh Crane Hire Limited will ensure that health & safety is fully integrated into the management and decision-making processes within the organization.

Kavanagh Crane Hire Limited will set up a system to ensure that accidents and 'near misses' are fully investigated and appropriate action taken to reduce the likelihood of re-occurrence.

This policy will be kept up to date particularly as the business changes in nature and size and in accordance with all relevant statutes, regulations, codes of practice and subsequent legislation. To ensure this, the policy and the way in which it has operated will be reviewed annually, making any such changes known to all employees. Kavanagh Crane Hire Limited will maintain procedures for communication and discussion between all levels of staff on matters of safety, health and welfare.

Signed  Date 20/02/2015

Signed Date.....

Signed Date.....

Employers Duties

(As per Section 8 of the SHWWA Act 2005)

- To ensure the SHWWA of both fixed and temporary employees
- To have an up to date Safety Statement covering all aspects of Safety, Health and Welfare at Work (SHWWA), Identification of Hazards and Assessment of Risks taking into account any change in circumstances and the general principles of prevention.
- Review risk assessment and safety statements when there has been a significant change
- Bring safety statements to employees' attention on commencement of employment and annually and have the safety statement, or a relevant extract from it available to every workplace
- Require employees from whom it contracts services to have an up-to-date safety statement
- Co-operate with other employer where workplaces are shared
- Implementing Control Measures where hazards have been identified. (Including undertaking appropriate health surveillance if the risk assessment requires)
- Engineering hazards out where possible
- Ensure that the necessary resources are available for training and development
- To manage and conduct work activities to ensure safety, health and welfare of employees and to prevent any improper conduct of behaviour
- Creation of practical work systems and procedures that are planned, organised, performed, maintained and revised to ensure that safety, health and welfare is maintained at all times
- Provision of Health Programmes and providing and maintaining welfare facilities
- Provision of information, instruction, training (on recruitment, transfer or change of tasks and equipment and ongoing) and supervision to ensure SHWWA in a language which employees are reasonably likely to understand
- Provision and maintenance of Personal Protective Clothing & Equipment where the need arises
- To prepare and revise emergency plans to be followed in case of emergency
- To report accidents and dangerous occurrences
- To obtain the services of a competent person for the purpose of ensuring SHWWA and to provide competent person with information on the factors affecting health and safety
- Providing a safe place of work including:
 - the condition of the place of work
 - access to and egress from the place of work
 - the design, provision and maintenance of plant and machinery or any other articles that they are safe and without risk to health
- To ensure the safety and the prevention of risk to health at work of employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiation or any other physical agent
- To consult with employees on Health and Safety issues and to encourage a co-operative approach from all concerned

Employees Duties And Responsibilities
(As per Section 13 of the SHWWA Act 2005)

- All employees are required to comply with the contents of the Safety Statement, the relevant statutory provisions, and the Companies safety rules with regard to their safety and health
- Employees have a duty of care to protect themselves and others who may be affected by their acts or omission while at work
- Ensure that they are not under the influence of an intoxicant to the extent that they is in such a state as to endanger their own safety or that of others, and to submit to tests by a competent registered medical practitioner
- To co-operate with supervisors / management with regards to health and safety
- They must not engage in improper conduct or behaviour
- Employees should not partake in any form of harassment or bullying and should report any incidents occurring within the work area.
- Employees should attend training when required
- Make correct use of any article or substance provided including PPE
- Employees should as soon as practicable report any work likely to endanger SHWWA, any defect in place of work, systems of work, any article or substance, any contravention of the relevant statutory provisions, any incidents and accidents to supervisors
- An employee shall not misrepresent themselves with their level of training
- Employees should be aware of assembly points, evacuation and emergency procedures.
- Employees should not operate any piece of plant or machinery unless authorised to do so by supervisor / management.
- Employees should keep their work area clean at all times and not create any hazards for other personnel.

***SEE ALSO DUTIES AS PER THE
CONSTRUCTION REGULATIONS***

**Duties Of Employees And Other Persons At Work
(As per Construction Regulations 2013)**

(1) Every person engaged in work to which the Construction Regulations apply shall

- comply with the Construction Regulations,
- co-operate in carrying out the requirements of the Construction Regulations,
- report without unreasonable delay any defect, discovered by the person, in the plant or equipment to which the Construction Regulations apply, which might endanger safety, health and welfare, to the person's employer or immediate supervisor, or to the contractor responsible for the plant or equipment,
- comply with all rules applicable to the safety and health plan,
- make proper use of any safety helmet, harness or any other personal protective equipment provided for the person's safety and health,
- make proper use of any work equipment supplied, and
- show relevant registration cards referred to in regulations 19 and 25 when requested by the person's employer or the project supervisor for the construction stage.

(2) A person shall not –

- in applying for a registration card or certificate as referred to in schedule 3 and 4, make a statement which the person applying knows to be false,
- with intent to deceive, forge or alter a registration card or certificate referred to in paragraph (a), or
- with intent to deceive, make, supply or possess any document closely resembling a registration card or certificate required in accordance with the Construction Regulations.

**Duties Related To Construction Work
(As per SECTION 17 OF THE SHWWA ACT 2005)**

This section applies to a person who commissions or procures a project for construction work. Project meaning any development which included or is intended to included construction work

They shall appoint in writing a competent person or persons to ensure, so far as is reasonably practicable, that the project:

- a) Is constructed to be safe and without risk to health, and complies in all aspects with the relevant statutory provisions
- b) Is designed and is capable of being constructed to be safe and without risk to health and can be maintained safely and with out risk to health during subsequent use.

The person who designs a construction project shall ensure, so far as is reasonably practicable, that the project is designed to be constructed and maintained safely and without risk to health during use and complies with the relevant statutory provisions

The person who carries out construction work shall ensure, so far as is reasonably practicable, that it is constructed to be safe and without risk to health during use and complies with the relevant statutory provisions

**General Duties Of Persons In Control Of Places Of Work, Etc
(As per Section 15 of the SHWWA Act 2005)**

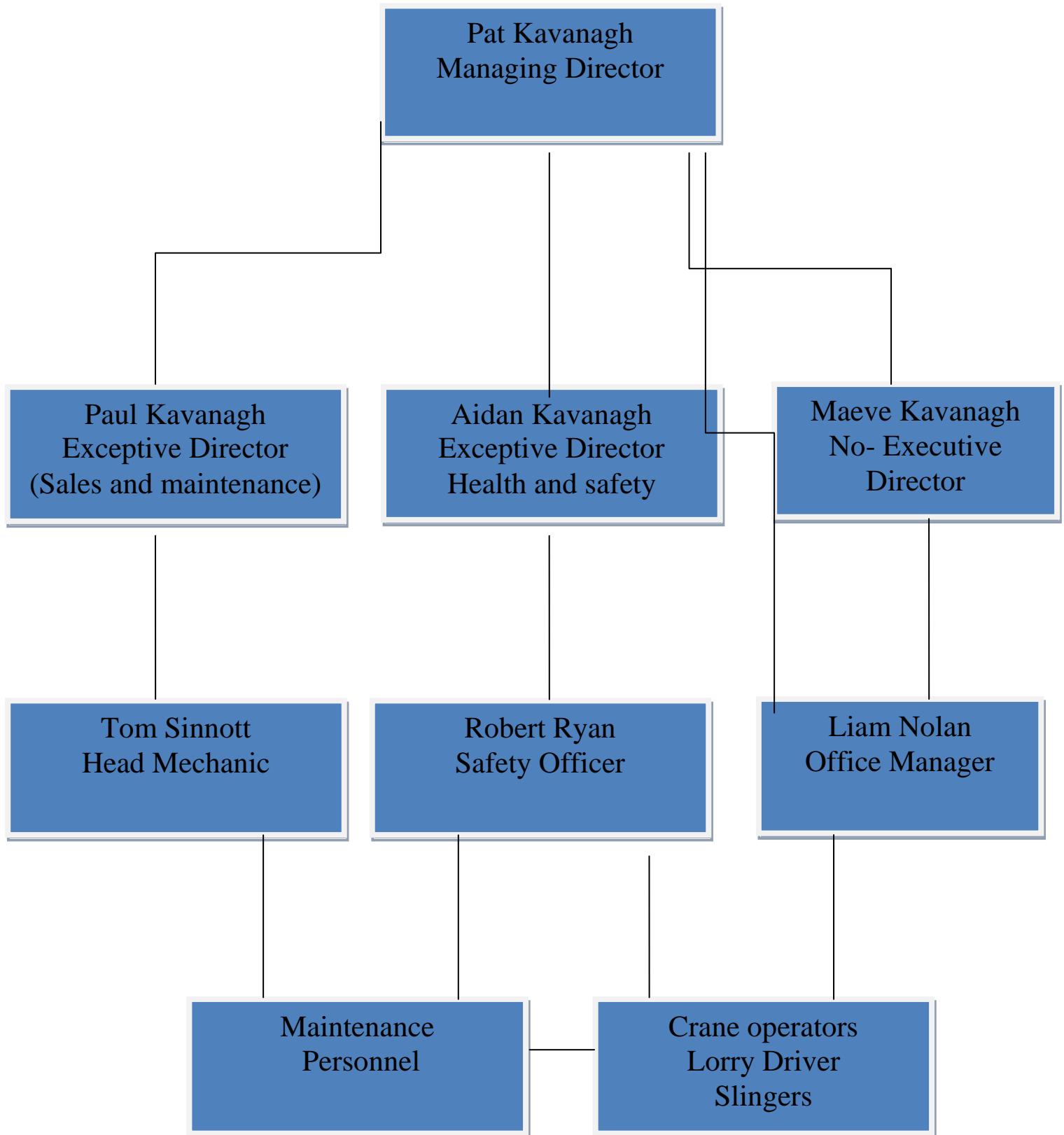
The persons who this section applies shall ensure, so far as is reasonably practicable, that the place of work, the means of access to and egress from, and any article or substance provided for use in the place of work, are safe and without risk to health.

This applies to a person who has control of place of work or part of it (whether for profit or not) to any extent of:

- a non-domestic place of work
- the means of access to or egress from that place of work
- any article or substance provided for the use of person at work

A person that has any contract, tenancy, licence or other interest, has an obligation to:

- Maintain or repair a place of work or the means of access to and egress from
- Any extent as regards safety of, or the absence of risk to health arising from, any article or substance provided for use in, that place of work then the person is considered to be a person who this applies



Responsibilities of Directors

- Directors should ensure that personnel are adequately trained and have received the appropriate instruction in their respective roles.
- Ensure that there is a suitable level of supervision.
- Directors should understand the employer Safety Statement and its contents and work with management to implement the employer's safety policies.
- Ensure that personnel receive Induction training and understand Employer safety policies.
- Directors should ensure that Personal Protective Clothing and Equipment are available for personnel and are issued as and when required.
- Directors should ensure that any defective equipment reported by employees is removed from the work area (where possible) and repaired.
- Directors should encourage personnel to report incidents and accidents and ensure that the appropriate information has been documented and forms completed.
- Directors should ensure that housekeeping especially in regard to access and egress walk ways are kept to a high standard.
- Directors should ensure that no employee / personnel operate any equipment or machines unless a competent person has trained them.
- Directors should ensure that the correct work procedures are adhered to and set a good example.
- Directors should assist in the investigation of any accidents or near misses.
- Directors should ensure that personnel are aware of the fire evacuation procedures and are aware of the action to be taken in the event of an evacuation.
- Directors should take a direct action in safety audits and inspections and liaise with safety advisors and management with regard to safety issues and employer safety policies.

Contractors Duties (As per Construction Regulations 2013)

You are a contractor if you are an employer whose employees carry out or manage construction work. Local Authorities, manufacturers and self-employed persons may also be “contractors” under the Construction Regulations.

- Co-operate with the Kavanagh Crane Hire Limited management to enable him/her to comply with statutory provision and provide a copy of your safety statement and relevant information Kavanagh Crane Hire Limited management
- Comply with directions of Kavanagh management
- Report accidents and dangerous occurrences to the Kavanagh management. Report to the authority where an employee cannot perform their normal work for more than 3 days
- Comply with all the provisions in place in the construction regulations, site rules and the safety and health plan and ensure so far as is reasonably practicable that your employees comply
- Comply to rules in Health and safety plan which may be applicable to the employees
- Identify hazards, eliminate the hazards or reduce risks during operations
- Facilitate the site safety representative
- Ensure that relevant workers have a safety awareness card and a construction skills card where required and confirm this in writing
- Provided workers with site specific induction
- Consult with workers and safety representatives of different employees
- Monitor compliance and take corrective action

Safety Representative

Consultation

Management are committed to meet its obligations to consult with employees on health and safety issues. Management will take account of any representations made by the employees, as far as is reasonably practicable.

Safety Representative

A Safety Representative will be elected. The Safety Representative will receive the necessary assistance from management and training in fulfilling their role.

- Fully familiarise her / himself with the employer Health and Safety Policies and Programmes and promote Safety.
- Immediately report to Management, any hazardous conditions noticed or brought to their attention.
- Liaise with all persons responsible for Safety.
- Investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents) and to examine the causes of accidents at the workplace.
- To investigate complaints by any employee he represents in relation to that employee’s health, safety or welfare at work.
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
- To carry out health and safety inspections.
- To represent the employees that are appointed to represent in consultations at the workplace with inspectors of the Health and Safety Authority and of any other enforcing authority.
- To attend safety committee meetings.

The Safety Representative shall be given the opportunity and time to receive information and training on all aspects of health and safety without loss of remuneration or position.

Name of Nominate Safety Representative

.....

Safety Committees

Safety Committee and Consultation

As part of the consultation process a safety committee can be set up to keep management informed of possible problems, queries, hazards, and suggestions.

The role of the safety committee will be:

- To promote health and safety at work.
- To assist in the formation of health and safety rules, procedures and policies.
- To assist on carrying out occupational health programmes.
- To make suggestions on methods of improving health and safety performance at work.
- To review unsafe work practices and conditions.

An employee who wishes to consult with management should first speak to their immediate supervisor. If the query is not answered it should be referred to the Safety Officer. In addition to meetings and inductions employees and outside workers and sub-contractors can consult the safety representative. The safety representative will be given access to information that pertains to safety, health and welfare of workers. The contractor shall ensure consultation with all employees and representatives.

Duties of the safety committee

- Report unsafe conditions and suggest corrective actions.
- Meet at least monthly; less frequently for smaller departments or operations, but at least be quarterly.
- Clearly define the duties and responsibilities of officers and members.
- Review incidents, near misses, Supervisor's Accident Investigation Reports, claim summaries and loss analysis on a periodic basis.
- Review all serious injuries. Not for fault-finding, but for fact finding to prevent a re-occurrence of the same or similar incident.
- Contribute ideas and suggestions for improvements in safety.
- Work safely and influence others to work safely.
- Make periodic facility safety audits.
- Sponsor and coordinate contests, poster programs, safety drives; etc., and supply other informational materials which can help to promote safer operations.
- Develop, implement, and review written safety programs.
- Build enthusiasm for safety programs.
- Direct involvement with organizational wide safety training.
- Establish dispute resolution procedures.
- Propose and create safety checklists.
- Identifying high-risk job tasks and developing written safe operating procedures.

Duties of employer in regards to use of work equipment

An employer shall ensure that:

- Work equipment provided must be appropriate for the work and in compliance with any relevant enactment or E.C Directive relating to work equipment safety and health.
- When selecting work equipment account must be taken for working conditions, characteristics and hazards also the hazard posed by using such work equipment in the work place.
- Must ensure the work equipment is installed, suitably located and is properly adapted for the work to be carried out, where it is not possible to fully ensure work equipment can be used with out risk, appropriate measures must be taken to minimise such risk
- Sufficient space to reduce such risk is to be provided between moving parts and fixed or moving parts in its environment.
- Where work equipment is likely to involve a specific risk to employees, the use of the equipment is restricted to those required to use it and if it requires repair, modifications or servicing the employees concerned are competent to carry out such work
- The working posture, position and any ergonomic requirement are to be taken into account
- Work areas and points for work and maintenance must be suitably lit for the work
- Work equipment parts at high and very low temperatures are protected to avoid risk of employees coming in contact with or coming too close to
- Work equipment is to have warnings and markings essential to ensure safety
- Employees are to have safe means of access to and from and are to be able to remain safe in all areas necessary for production, adjustment and maintenance.
- Work equipment is to be used for operations and in conditions for which it is appropriate.
- All work equipment is appropriate for protecting employees against the risk of it catching fire, overheating, discharging gas, dust, liquid, vapour or other substances produced used or stored in the workplace
- Work equipment is appropriate for preventing risk of explosion of work equipment or substances produced or stored in the work equipment
- Ensure equipment is erected or dismantled under safe conditions
- Work equipment which may be struck by lightening while in use is to be protected by a device or other appropriate means
- All forms of energy, substances and articles used or produced are to be supplied or removed in a safe manner

Requirements for the provision of information and instruction

- Ensure employees have at their disposal adequate information and where appropriate written instructions on work equipment containing at least adequate safety information concerning, the conditions of use of work equipment, foreseeable abnormal situations and the conclusions drawn from experience in using such work equipment
- Ensure employees are made aware of safety and health risks relevant to them associated with work equipment located at or near their work stations or any changes to that work equipment even it they don't use it.

Project Supervisor Construction Stage (Pscs) (As per Construction Regulations 2013)

A competent PSCS must be appointed, in writing, by the client for each project. In many cases the PSCS is a contractor who has the necessary competence to fulfil the role of PSCS.

Co-ordinate the construction of the project and monitor the consistent application of the General Principles of Prevention

Co-ordinate the identification of hazards, the elimination of the hazards of the reduction of risks during construction

Develop the safety and health plan before construction commences, including specific measures concerning work which involves particular risk, rules for the execution of construction work which are required for health and safety purposes and ensure that such rules are in writing and brought to the attention of all contractors, and adjust the Plan to take account of progress of work and changes which occur

Follow the provisions of the safety and health plan

Co-ordinate the implementation of the construction regulations by contractors

Co-ordinate the development by the contractor of arrangements made in consultation with their employees, to enable the contractor and their employees to co-operate in relation to health and safety

Organise cooperation between contractors and the provision of information including coordinating the implementation during construction of the General Principals of Prevention and the construction regulations when deciding on technical or organisational matters and when estimating the time for completing work

Co-ordinate the reporting of accidents and dangerous occurrences to the Authority and keep records for five years and comply with requests from the H.S.A. for information Notify the authority before construction commences where construction is likely to take more than 500 person days or 30 working days or the project involves particular risks by registered post on the appropriate form and post a copy on site

Provide information to the site safety representative such as risk assessment, information relating to accidents and dangerous occurrences and to protective measures taken under statutory provisions by the H.S.A.

Monitor and Coordinate the checking of safe working procedures

Co-ordinate the provision and maintenance of welfare facilities

Monitor and Co-ordinate arrangements to ensure that craft, general construction workers and security workers have a safety awareness card, i.e. safe pass and a construction skills card where required and keep records

Monitor and co-ordinate arrangements to only permit authorised persons on site Co-ordinate the appointment of a site safety representative where there are more than 20 persons on site and ensure that they have access to the risk assessments, information relating to accidents and dangerous occurrences and to protective and preventive measures, that he is informed of an

Appointment Of Safety Officers

DUTIES AND RESPONSIBILITIES:

- To develop, implement and monitor Occupational Health and Safety Policy, Programs, and Procedures
- To assist the company in complying with current health and safety legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of all involved in operations.
- To review safety policies and safety procedures
- To update company safety statement and associated risk assessments
- To increase health and safety awareness at all levels within the company
- Ensure equipment safety devices are certified and working correctly
- Monitor Personnel protection usage and suitability
- Consider any health and safety representations from employees
- To investigate and report on all serious/critical personal injury accidents
- To investigate and report on complaints of hazardous working conditions
- To respond to employees' safety concerns;
- To conduct, as necessary, the safety inspection of operations
- To assist the Health & Safety Committees
- To coordinate the training of personnel in areas of safety, including accident prevention and investigation, work place inspections and other matters related to implementing safety procedures
- To coordinate the company's emergency procedures

CONTROL OF DOCUMENT

Control of Documentation

The Safety Consultant Pro-Active Safety Services holds the master copy of this Safety Statement. Kavanagh Crane Hire Limited shall communicate and bring to the attention of all employees and others that may be affected, the contents of this Safety Statement and a copy of relevant sections will be available to all employees.

Approval and Issue

Kavanagh Crane Hire Limited is responsible for the issuance of new safety statements, hazard identification, risk assessments, and health surveillance. Kavanagh Crane Hire Limited is also responsible for the retrieval of outdated documentation.

Amendments and Changes to be implemented and communicated to workers

Each copy of the Safety Statement shall contain a record of changes. Kavanagh Crane Hire Limited shall record the changes or amendments and advise the relevant personnel of the changes.

Monitor and Review

The risk assessments shall be reviewed when there are changes in the work procedures, when new articles or chemicals are introduced or a process is adapted, in case of accidents and health impairments and in any case on a periodic basis to ensure that its findings are still current. Once a control measure has been implemented in the process, its effectiveness should be monitored. Regular evaluation of the situation is needed to detect slowly deteriorating situations (i.e. reduced effectiveness of a control measure) and changes in the work practices.

Revision of Safety Statement

The Safety Statement will be reviewed on a regular basis and will take into account any staff changes, the introduction of new laws, new work practices, or articles. Kavanagh Crane Hire Limited will assess and review the health and safety information, instruction, supervision, and training required. Regular monitoring will take place and the Safety Statement will also be reviewed if changes in work practices require extra or special precautions or controls. Expert advice will be sought when necessary. Any revisions will be brought to the attention of all employees.

Please Note: The Contractor has a duty to provide promptly to the project supervisor for the construction stage any information (including a copy of any relevant safety statement prepared under section 20 of the Act) which -

- (i) is likely to affect the safety, health or welfare of any person at work on the construction site, or
- (ii) might justify a review of the safety and health plan,

This Safety Statement shall be brought to the attention of all employees.

MANNER FOR SECURING SAFETY

The manner by which the safety, health and welfare of people at work will be secured is by the provision of:

- **SAFE PLACE**
- **SAFE PLANT**
- **SAFE PROCEDURES**
- **SAFE PEOPLE**

Accidents are caused where there is a breakdown in the system of control of any of the above. Kavanagh Crane Hire Limited approach to safety is based on a detailed analysis of the Place, Plant, Procedures and People in order to control the hazards of the workplace. The standards of safety are defined by;

- It is the intention of Kavanagh Crane Hire Limited to carry out regular risk assessments based on the above standards so that employees' safety will be protected.
- Adequate induction training will be given to each new employee, covering the specific Safety & Health of his new working environment and ensure that he / she is made familiar with this Safety Statement.
- All articles and substances, including plant, equipment and raw materials will be purchased to recognised Standards and where appropriate Material Safety Data Sheets (MSDS) will be demanded as an integral part of the purchase, rental or hire.
- Regular Safety inspections, examinations and audits will be carried out to ensure continuing fitness for use of places of work, articles, substances and persons from a Safety & Health point of view. Regular reviews of existing arrangements will also take place in the light of hazards reported, hazards identified, and accidents occurring.
- Employees will be involved in all aspects of the Safety Programme on a consultative basis. Full co-operation will be afforded to the Safety Representative whom the employees may select from time to time.
- The arrangements made will specify the co-operation required from employees at all levels within Kavanagh Crane Hire Limited, as well as the measures that will be taken to enforce Safety & Health rules, procedures and other related behaviours while at work.
- Kavanagh Crane Hire Limited will have designated a first aid station, a first aid box on site and a trained First Aid Person where required.
- Arrangements made will be based on the nature of the work, hazards identified together with the level of risk involved. Kavanagh Crane Hire Limited is committed to providing the necessary resources to ensure that all such arrangements are set up, used and maintained. Kavanagh Crane Hire Limited is committed to ensuring that, where statutory provisions apply, these will be the absolute minimum required.
- The maintenance of agreed arrangements will be over seen by trained and competent supervisors.

WHO MIGHT BE HARMED BY THE HAZARDS IDENTIFIED?

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. Identify groups of people (e.g. 'people working in certain areas, employees completing certain tasks, passers-by's).

Consider for example:

- Some workers have particular requirements, e.g. new and young workers, new or expectant mothers and people with disabilities may be at particular risk.
- Extra thought will be needed for some hazards
- cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time
- members of the public, if they could be hurt by your activities
- if you share your workplace, you will need to think about how your work affects others present, as well as how their work affects your staff

RESOURCES

- Provision and maintenance of fire extinguishers and alarm systems
- Fire Plan and Procedure Posters
- Emergency Lighting
- Fire and Emergency Evacuation Plan
- Fire Insurance Surveys
- Preventive Programmes and Preventive Maintenance Programme
- Maintenance schedule
- Regular check of hand tools to be carried out
- Thorough examination (machinery policy)
- Training Programmes
- Employee Training Programme including maintenance-training programme
- Employee Information and Training Programmes
- Manual Handling Training Programme
- Safe Work Procedures
- Provision of Personal Protective Equipment and clothing (PPE)
- Manufacturers Instructions
- Operators Manual
- Mechanical Aids
- Relevant Legislation
- Working Time Regulations
- Working Time Act
- Health surveillance where necessary
- Eye tests
- Noise Assessments
- Company Policies
- Strict company policy on no horseplay
- Bullying Policy
- Adequate and suitable signs, fences, and or barriers

LACK OF UNDERSTANDING (COMMUNICATION)

Don't understand English

Misinterpret instructions

Cannot read

Controls –Persons Responsible - Supervisor

Kavanagh Crane Hire Limited should have someone interpret instructions, information, and training in such a language or format that the employee understands.

Kavanagh Crane Hire Limited should try to supply pictures to help ensure instructions

Controls –Persons Responsible – Owner - Director

Any Safety Training Employee Booklets should be translated into any foreign language required

Kavanagh Crane Hire Limited should consider issuing a list of short phrases translating the most important hazards

Provided Training, Information, Instruction and Supervision

Controls- Person Responsible - Employees

If they do not understand instructions, directions, information, training they are obligated to inquire from the supervisor, who should arrange for a translator to resolve any misunderstandings.

Extra Resources to Consider

Translator

Signs - Pictures

Phrase list

Safety Training Employee Booklet translated

Persons at Risk

Foreign National Workers

Illiterate Employees

Hearing Impaired

Safe Place

Kavanagh Crane Hire Limited commits to ensuring that the place of work will be kept, as safe as is reasonably practicable. In considering safety at the place of work the following issues will be addressed;

Condition of Place of Work

Access and egress

Every place of work will have a safe access and egress to and from work. This will include floors, walkways, ladders, platforms, scaffold, vehicles, transport, and emergency exits.

Noise

Kavanagh Crane Hire Limited will abide by the terms of the Safety Health and Welfare at Work general applications 2007

Storage

Chemicals will be stored according to the terms of the Codes of Practice and Material Safety Data Sheets. All other materials will be stored safely.

Housekeeping

Too many accidents occur because of slips, trips, falls and collisions. Kavanagh Crane Hire Limited recognises the problems caused by poor housekeeping and will organise audits, walkabouts and campaigns to draw attention to the problem and to help keep workplaces tidy and safe for people at work. Supervision is vital.

Fire

All places of work are designed to comply with current fire legislation. Means of escape are provided from all areas. Adequate and suitable fire fighting equipment is provided. Fire drills will be carried out at regular intervals. Employees will be informed of and trained in emergency procedures.

Safe Plant and Safe Articles

In accordance with regulations the contractor shall;

- (a) erect, install, modify, work or use any plant or equipment to which any of the relevant statutory provisions apply in manner that comply with those provisions, and
- (b) Erect or alter any scaffold in a manner which complies with any relevant requirements of any of the relevant statutory provisions, having regard to the purpose or purposes for which the scaffold is designed at the time of erection or alteration.

It is Kavanagh Crane Hire Limited's policy to provide and maintain plant and machinery that is safe, as far as is reasonably practicable. Plant safety will be looked at under the following headings:

All operators will hold the appropriate CSCS card and will be competent and authorised to operate machinery.

Safe Procedures

Kavanagh Crane Hire Limited is committed to providing systems of work so far as reasonably practicable. They will be planned, organised, performed, maintained and kept up to date.

Systems of work will be looked at under the following headings;

This includes procedures to be followed in case of emergencies, such as accidents, incidents or fire.

Work systems design. Ergonomics will be a priority when setting up procedures and systems of work.

Adequate training and supervision will be provided to ensure that workers follow the systems.

GENERAL SAFETY PROVISIONS (Construction) Regulations

30. Site safety and access to construction sites.
i.e. sign posted, safe access egress, barriers
31. Emergency routes and exits.
i.e. adequate, signed, illuminated, clear of obstruction, and provision of emergency lighting
32. Doors and gates.
33. Traffic routes and danger areas.
i.e. safe traffic and pedestrian routes
34. Stability and solidity.
i.e. of materials, equipment and components
35. Protection from falling material and protective safety helmets.
36. Loading bays and ramps.
i.e. suitable for dimensions, exit points, safe to prevent persons from falling
37. Installations, machinery and equipment.
i.e. designed, maintained and operated by a competent person
38. Wet paint on ironwork or steelwork.
i.e. not walk or work when wet
39. Helmets or crowns for pile driving.
i.e. good construction, of sound and suitable material, adequate strength and free from patent defect
40. Lighting of work places.
i.e. adequate and suitably lit including traffic routes etc.
41. Prevention of electrocution.
i.e. barriers, warnings, goal posts
42. Projecting nails and looses material.
43. Construction of temporary structures.
i.e. good construction, of sound and suitable material, adequate strength and free from patent defect
44. Avoidance of danger from collapse of structure.
i.e. erected and dismantled only in supervision of competent person
45. Fire detection and fire fighting.
i.e. fire fighting devices, detectors and alarm systems
46. Floors, walls, ceilings and roofs of rooms.
i.e. safe condition etc
47. Windows and skylights.
i.e. safe design
48. Freedom of movement at the workstation.
49. Room dimensions and air space in rooms.
50. Specific measures for escalators and travelators
i.e. safety and shutdown devices

Manual Handling Procedures

Manual handling tasks will be performed according to the terms laid down by the Manual Handling Regulations. All operations requiring Manual Handling will be assessed according to the Regulations and all workers will be trained in Manual Handling Procedures, as required.

Ensure compliance with 2007 Safety Health and Welfare at Work (General Application)

It is the policy when purchasing new equipment, altering existing equipment or changing a system of work to examine such proposed purchases or changes to ensure so far as is reasonably practicable that they are without significant hazard.

Training in Manual Handling will be provided for all personnel. Assessments and ongoing reviews will be conducted for each area where manual handling is integral part of the work.

Factors to which Kavanagh Crane Hire Limited must have regard and questions they must consider when making an assessment of manual handling operations.

The tasks - do they involve?

- Holding or manipulating loads at distance from trunk?
- Unsatisfactory bodily movement of posture, especially:
- Twisting the trunk? Stooping?
- Reaching upwards?
- Excessive movement of loads, especially:
- Excessive lifting or lowering distances?
- Excessive carrying distances?
- Excessive pushing or pulling of loads?
- Risk of sudden movement of loads?
- Frequent or prolonged physical effort?
- Insufficient rest or recovery periods?
- A rate of work imposed by a process?

The loads – are they:

- Heavy?
- Bulky or unwieldy?
- Difficult to grasp?
- Unstable, or with contents likely to shift?
- Sharp, hot or otherwise potentially damaging?

The working environment – is there:

- Space constraints preventing good posture?
- Uneven, slippery or unstable floors?
- Variations in level of floors or work surfaces?
- Extremes of temperature or humidity?
- Conditions causing ventilation problems or gusts of wind?
- Poor lighting conditions?

Individual capability – does the job:

- Require unusual strength, height, etc?
- Create a hazard to those who might reasonably be considered to be pregnant or to have a health problem?
- Require special information or training for its safe performance?

Other factors – is movement or posture hindered by personal protective equipment or by clothing?

SAFE PEOPLE

Kavanagh Crane Hire Limited is committed to providing information, instruction, training and supervision that is necessary to ensure safety at work so far as is reasonably practicable. Training may be considered as the creation of a learning situation within which attitudes, knowledge and skills to change behaviour are acquired.

Kavanagh Crane Hire Limited has a programme of training to ensure safety. This will be developed and updated accordingly as part of an ongoing programme whereby employees will be trained in all the hazards in their workplace and the precautions to be taken at each stage to ensure safety. This training programme will also include management and supervisory personnel.

Refresher Training for Relapse Prevention

Training shall be adapted to take account of new or changed risks and shall be provided on recruitment of employees, in the event of transfer of employees, a change of job, the introduction of new work equipment, a change in equipment or the introduction of new technology and shall be repeated periodically where appropriate.

Safety Committee and Consultation

As part on the consultation process a safety committee can be set up to keep management informed of possible problems, queries, hazards, and suggestions.

The roll of the safety committee will be:

- To promote health and safety at work
- To assist in the formation of health and safety rules, procedures and policies
- To assist on carrying out occupational health programmes
- To make suggestions on methods of improving health and safety performance at work
- To review unsafe work practices and conditions

An employee who wishes to consult with management should first speak to their immediate supervisor. If the query is not answered it should be referred to the Safety Officer.

In addition to site meetings and site inductions employees and sub-contractors can consult the Safety Representative. The safety representative will be given access to information that pertains to safety, health and welfare of workers. The contractor shall ensure consultation on the site with all employees and representatives.

Competent Person

A person is deemed to be a competent person if they possess sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken, account shall be taken of the framework of qualifications referred to in the Qualifications (Education and Training) Act.

The Organisation of Working Time Act

Kavanagh Crane Hire Limited will comply with the Organisation of Working Time Act. The act sets out statutory rights for employees in respect of rest, maximum working time and holidays.

Harassment & Bullying

Kavanagh Crane Hire Limited is committed to providing a workplace free from harassment and bullying.

Kavanagh Crane Hire Limited will deal with all allegations of bullying. All complaints will be dealt with fairly, with discretion and confidentially maintained.

It is imperative that all employees understand that any form of sexual harassment / bullying will not be tolerated by Kavanagh Crane Hire Limited, regardless of status and will be dealt with accordingly by Kavanagh Crane Hire Limited.

Employees found retaliating against an employee for complaining about bullying / harassment should be subject to the disciplinary procedure and disciplinary action, as appropriate.

Sometimes complaints concerning bullying or harassment at work may themselves be false and / or maliciously motivated for other reasons and factors. So all cases reported will be investigated and the appropriate action taken.

If an employer becomes aware that a complaint is false or malicious in nature, the appropriate disciplinary procedure up to and including dismissal should be imposed on the perpetrator.

Kavanagh Crane Hire Limited is committed to safeguard the health, safety and welfare of all vulnerable groups, and will not condone any behaviour relating to the adverse, differential treatment of a person due to family status, marital status, sex, sexual orientation, disability, race, religion, or members of the traveller community.

Sexual Harassment is defined as any act of physical intimacy, any request for sexual favours or any other act or spoken words, gestures, written words, pictures etc. if the act, request or conduct **is unwelcome** and repeated it could be reasonably regarded as sexually offensive, humiliating or intimidating.

Verbal

- Suggestive or explicit language.
- Unwelcome sexual advances.
- Continued unwelcome use of affectionate or over familiar names.
- Questions or comments of a personal nature.
- Requests or demands for sexual favours.
- Degrading abuse of insults
- Jokes or tricks of a sexual nature

Physical

- Deliberate and unnecessary contact or touching.
- Fondling or patting.
- Gesturing of a sexual nature.
- Indecent exposure
- Actual assault, up to rape

Visual

- Staring or leering.
- Display of sexually suggestive or pornographic pictures and objects.
- Offensive letters, memos, or technology.

(This list is intended as examples only and is not to be regarded as definitive or exhaustive).

A single incident, if sufficiently serious, is adequate to warrant investigation.

An employer recognises the reality that sexual harassment is an ever-growing risk that employees are potentially exposed to. Employers have a duty to put in place a policy to address such matters in an efficient, comprehensive and sensitive manner.

Sexual harassment should not be confused with simple friendly behaviour or with more intimate exchanges, if these are mutually desired and accepted.

The difference between friendly behaviour and sexual harassment is that sexual harassment is not solicited nor accepted by the recipient, it is unwelcome and / or imposed.

All matters relating to sexual harassment in the workplace will be dealt with in the strictest of confidence and sensitivity.

All employees co-operation in such matters will be greatly appreciated.

Bullying in the workplace may be described as the "... repeated aggressions, verbal, psychological or physical conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate, dominate the relationships".

Isolated incidents or aggressive behaviour should not be described as bullying. Only inappropriate aggressive behaviour, which is systematic and ongoing, is regarded as bullying.

Examples of bullying behaviour include:

- Shouting or swearing, in private or in public.
- Personal insults and name-calling.
- Spreading malicious rumours
- Implied threats
- Jokes, offensive language, gossip, slander etc.
- Pestering, spying or stalking.
- Physical contact up to assault.
- Staring, leering, gestures.
- Vandalism of personal property.
- Aggression, usually over quite unimportant matters.

This list is intended as examples only and is not definitive or exhaustive.

It is recognised that bullying can affect employees in many negative ways, including emotional, behavioural, cognitive and psychological effects. However more seriously it can cause anxiety, fear and depression. At its most extreme, prolonged periods of bullying can lead to stress, a nervous breakdown, depressive illness and even suicide.

This negative effect of bullying can in turn cause a negative domino effect on the organisation and productivity e.g.

- **Low motivation**
- **Reduced efficiency**
- **Hasty decision making**
- **Absenteeism**

All complaints relating to bullying in the workplace will be dealt with in the strictest of confidence and sensitivity.

We also ask for all employees to co-operate in any investigatory matters. The employees will be protected against intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation.

Violence and Aggression

Kavanagh Crane Hire Limited 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. Kavanagh Crane Hire Limited will investigate any reports made.

Stress

Kavanagh Crane Hire Limited will take all necessary steps to ensure so far as reasonably practicable that our employees are not exposed to excessive stress levels in the workplace.

It is Kavanagh Crane Hire Limited policy that any employees who are suffering from excessive stress levels must approach their Supervisor and measures will be taken to relieve their workload and to try identifying the origin of the stress.

Alcohol & Drugs Policy

Kavanagh Crane Hire Limited strictly prohibits the use of or possession of alcohol or drugs in its workplace by any of its employees or while driving any vehicles. Any persons, breaking this rule will be subjected to severe disciplinary action (instant dismissal).

Health Surveillance

If required Kavanagh Crane Hire Limited will arrange for health surveillance to be carried out by a competent medical professional. Details will be kept in strict confidence. Some of the reasons for health surveillance would be to identify:

- Any current health problems
- Fitness for job or task that an employee may have to carry out
- Effects from musculoskeletal disorders, vibration, noise, exposure to chemical substances (i.e. asbestos)

Employees who become aware that they are suffering from any disease or physical or mental impairment which affects their performance of work activities that could give rise to risk to the safety, health and welfare of persons at work must notify the company. The company, in this instance will refer the case to its nominated company doctor and take immediate appropriate action to comply with the general duties under the 2005 Safety, Health and Welfare at Work Act and the 2007 Safety Health and Welfare at Work (General Application) Regulations

Night Work and Shift Work

Ensure compliance with 2007 Safety Health and Welfare at Work (General Application) Regulations, Part 6, Chapter 3, Night Work and Shift Work R.153 through R.157

Pregnant Employees

The company will take in to account the Safety Health and Welfare at Work (General Application) Regulations 2007 and all other relevant legislation. The provisions of these regulations shall apply to an employee subject to her notifying her employer of her condition as soon as is practicable after it occurs and, at the time of the notification, giving to her employer or producing for her employers inspection, a medical or other appropriate certification confirming her condition, as per the regulation. Kavanagh Crane Hire Limited will complete a risk assessment and provide the necessary provisions and arrangements for all pregnant employees.

Ensure compliance with 2007 Safety Health and Welfare at Work (General Application) Regulations, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees R.147 through R.152

Smoking

The company is committed to a smoke free environment, due to both legislative requirements and general fire safety management. Any person found smoking on the premises will be subject to disciplinary procedures. All parts of the work place are regarded as non-smoking areas. In addition outdoor areas, where smoking may cause a risk of fire or explosion, are also considered non-smoking areas.

Young Persons

Where the company employs a young person (between 16 and 18 years old) an individual risk assessment will be carried out.

Ensure compliance with 2007 Safety Health and Welfare at Work (General Application) Regulations, Part 6, Chapter 1, Protection of Children and Young Persons R.143 through R.146

Working Hours Policy

The Working Time Act 1997 governs the working hours of employees. The company recognizes its responsibilities under the Act and thus shifts are organized to comply with such provisions.

Accident Investigation and Reporting

Accident Definition

An accident is an unplanned event or series of events, which actually does or could lead to damage:

- To people, as injury or illness
- To plant and equipment
- To product or raw materials
- To the environment

Accident investigation can be a reactive process; however, proper accident investigation is a learning process and can be turned into an effective tool of a proactive and preventive Safety Management Programme.

All accidents / incidents will be investigated and a report compiled, whether they lead to injury, damage or not.

Accident Reporting Procedures for Employees

All accidents must be reported without undue delay to the person in charge.

The person in charge will decide what level of investigation is required and arrange for the investigation to take place as soon as possible.

The purpose of the investigation will be to determine the facts of the accident and to establish the causes.

Witnesses will be identified and instructed to keep themselves available to part-take in the investigation.

Any item of Plant, Equipment, Material or Substance, which is pertinent to the accident, will be cordoned off and protected until the accident has been fully investigated.

The investigation will be handled sensitively and in a blame free atmosphere

Accident Procedures: Steps To Follow

- Where is the location of the accident?
- What is the status of injured person?
- Call for immediate medical assistance or emergency service.
- Assess the accident area.
- Is there a risk of further injury to other persons?
- If ambulance is called ensure exact location is given and that ambulance can gain easy access to the site as near as possible to the injured person.
- Establish location of hospital and appoint a suitable person to travel with injured person.
- Notify family of injured person
- Notify Kavanagh Crane Hire Limited Safety Officer, PSCS and Safety Representative.
- Gather all information immediately about the accident and what led up to it. Do not move any thing until the H.S.A. have been notified, unless it is unsafe to leave it at the location it is in.

Accidents and Incident Reporting and investigation

All accidents will be recorded on an Accident report form. Pending the severity or potential severity that could have arisen from the accident a full accident investigation shall be carried out by the companies safety advisors and forwarded to the manager for review and agree corrective and prevent actions to be put in place. The Health and Safety Authority shall be notified of all accident that result in person being absent from work for 3 or more days.

Training

Training will be provided by competent training personnel and will comply with current legislation to help protect the safety, health and welfare of employees.

Before commencing work on site employees / sub-contractors must receive induction training to ensure that they fully understand the hazards to which they may come in contact with during their work duties.

- Relevant legislation
- Safety Statement including risk assessments
- Accident Reporting / Investigation Procedures
- First Aid Facilities
- Personal Protective Clothing Available
- Safe Methods of Work
- Emergency / Fire Evacuation Procedures

All employees / Sub-contractors should understand safety procedures and emergency procedures.

- All employees must receive Manual Handling Training
- The Safety Representative will receive the necessary training as recommended by the Health and Safety Authority
- First Aid Training for the occupational first aid person must be provided.

For work on Construction Sites:

- All employees must be trained in the FÀS Safe Pass Programme.
- All plant operators must be trained to CSCS standard (where required)
- All employees intending to use equipment must show proof of training.

Records of Training

Training Records will be maintained and will contain the following information:

- Date training took place
- Where it took place and duration.
- Company who issued training and training instructor
- Name of person receiving instruction
- What was covered in the training lesson

Welfare Facilities

In accordance with the regulations

- Sufficient and suitable sanitary convenience will be provided, adequately lit and wherever practicable with washing arrangements.
- A convenient supply of drinking water will be provided from public mains or from some other source approved by the sanitary authorities.
- Canteen Facilities will be provided, where practicable and necessary, to make available a clean area with wipe-able table surface, chairs, sink & water supply, bin and power supply for light & heaters.
- Dry Facilities will be provided, where practicable, to store and dry working clothing.
- Access to all facilities shall be kept clear and entrances to facilities will be by pathways or solid surface free from mud or water.
- Facilities will be used exclusively for the use and welfare of employees and in no circumstances be used for the storage of any materials or tools.

Please Note: The project supervisor for the design process shall specify in the preliminary health and safety plan the location of electricity, water and sewage, to facilitate adequate welfare facilities.

The project supervisor for the construction stage shall co-ordinate arrangements, which facilitate the provision and maintenance in an appropriate condition, of site welfare facilities.

Note: All facilities will be cleaned regularly and upgraded when necessary.

Ensure compliance with 2007 Safety Health and Welfare at Work (General Application) Regulations, Part 2, Chapter 1, Workplace R.4 through R.26

Disciplinary Procedures

The employee must abide by Company Rules and all laws, regulations and acts in relation to safety, health and welfare at work. In order to promote fairness the worker will be given a reasonable opportunity to improve. The company shall give a verbal warning and a written warning before dismissal. A case of gross negligence may warrant instant dismissal.

Visitors

Kavanagh Crane Hire Limited has a responsibility to ensure, as far as is reasonably possible, the safety of visitors who visit the companies properties, yards and work site. Kavanagh Crane Hire Limited will require personnel and visitors to log in and out. An employee will accompany visitors at all times.

House Keeping

- Many accidents in the workplace are due to “poor housekeeping”, i.e. slips, trips and falls. Employees are required to practice good housekeeping at their particular work area.
- Safety, Housekeeping and efficiency are closely linked.
- Employees are encouraged to employ good hygienic practices such as regular washing of hands, especially after using the toilet and before eating.
- Do not leave litter lying around. All waste materials and rubbish must be deposited in litterbins provided.
- Walkways, stairways and points of access and egress, must be kept free from obstruction, dirt and debris, at all times.
- Access to Fire Extinguishers, Eye Baths, First Aid Boxes, Emergency Exits, must be clear at all times, without exception.
- If any employee spills any liquid or matter which is likely to cause a hazard, it should be cleaned up and or / reported to the Supervisor immediately.
- Always ensure that any stocks of materials, boxes etc. are stored in a safe & secure location.
- Canteen, Locker Rooms, and Toilets must be kept in a clean and respectable condition at all times. Please ensure that you leave these areas, as you would like to find them.
- All workplace areas to be kept clean and tidy
- Running on site is prohibited
- Do not take short cuts, always use the safe route
- Employees must watch their step as they go about, and always use the walkways provided.
- Leads from portable tools, office equipment etc. Must not be allowed to trail & cause a trip hazard

FIRE

- Fire extinguishers will be placed at locations of the work area, including work vehicles
- Fire equipment and fire extinguishers will be maintained and certified by a competent person.
- Signs will be posted indicating the location of fire fighting equipment.
- Training will be given to designated employees in the safe use of fire fighting equipment.
- Employer vehicles plant and machinery will carry fire extinguishers and operators will be trained in their safe usage.
- Fire procedures will be posted.

Emergency Routes And Exits

In accordance with R.31 a contractor shall ensure that emergency routes and exits remain clear of obstruction and in the event of danger it is possible for persons to evacuate their workstations quickly and safely to a safe area. Emergency routes and exits are signed and illuminated. Indoor workstations on sites must have emergency doors opening outwards and must not be locked.

EMERGENCY PLAN

Raise the Alarm immediately by shouting Fire, Fire, Fire

Ensure that the supervisor is notified immediately

The emergency plan will be followed accordingly

**Once the alarm is raised make your way to
Assembly Point**

DO NOT STOP TO PICK UP BELONGINGS.

Turn off all generators, and other powered equipment

Turn off all heat producing equipment and shut cylinder valves

Only Trained personnel should attempt to put out a fire if it is safe to do

so

Obey Supervisors instructions always.

Supervisors will then ensure all personnel are accounted for

**Do not re-enter the site until authorised by the Supervisor in charge
and is safe to do so.**

Personal Protective Equipment& Clothing (Ppe)

Personal Protective Equipment is provided for all employees in compliance with the Safety, Health and Welfare at Work (General Application) Regulations. The employee is obligated by the Act use the equipment provided. Where this equipment is not being used standard disciplinary procedures apply.

Safety Footwear

Approved safety footwear, i.e. steel toe caped boots or wellingtons should be worn. Ensure they fit properly as they provide protection against foot injuries caused by falling objects or protruding nails.

High Visibility Clothing

High visibility vest or jacket should be work at all times while working. They should not be misused.

Hard hats

Hard hats should be worn when there is a risk of falling from a height or an item falling from a height onto someone's head. They should not in any way be misused. Check the hat for cracks, scratches or dents. Webbing should be removed on a regular basis and washed. If it is damaged it should be replaced. Avoid putting paints or solvents onto the shell of the helmet as this may conceal any damaged areas

Eye Protection

Proper eye/face protection must be worn when the nature of the operation presents a risk of eye or face injury. Examples of these hazards include: flying objects, dust, hot or splashing metals, harmful rays, caustics or acids. Assess the operation and decide what protection should be used.

Gloves

Appropriate gloves shall be worn to protect hands & fingers when handling hazardous chemicals, abrasive materials & sharp or rough edges. Gloves should be replaced when the signs of wear are apparent. Always ensure the appropriate gloves are worn to provide the appropriate protection.

Knee Pads

Appropriate knee protection to be worn to protect your knees when working while kneeling down. They should be replaced as necessary.

Respiratory Equipment

Approved respiratory equipment shall be worn when the worker is exposed to toxic chemicals, dusts, or confined space work. Proper training should be given to ensure that the equipment is used safely. Check risk assessment for hazards and controls.

Jewellery

The wearing of rings or other jewellery is not recommended in the work place, particularly if working around moving or rotating parts or manual handling of goods.

NOTE

It shall be the duty of every employee while at work, to use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or item provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.

First Aid

First Aid Boxes should be provided on site and should be stocked with the appropriate first aid supplies. Each First Aid Box should be stocked in accordance with guidelines issued by the Health and Safety Authority. Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 3 years. Each First Aid person will be responsible for the maintenance of appropriate first aid supplies. Whenever first aid is given, a record of the injury and details of treatment must be documented by the First Aid person, and a copy left in the accident register.

Risks associated with the above

- Inadequate supplies
- Untrained first aid person
- No first aid station

Risk Rating Medium

Safety Preventive Measures

- Ensure that the appointed occupational first-aid person is trained and qualified in occupational first-aid
- Provide and maintain suitably marked and easily accessible first-aid equipment, as is adequate and appropriate in the circumstances for enabling first-aid to be given to persons at every place where working conditions require it, at a place of work under Kavanagh Crane Hire Limited 's control,
- Designate at each place of work under Kavanagh Crane Hire Limited 's control the number of occupational first-aid persons as is necessary to give first-aid at the place of work concerned
- Ensure that the number of occupational first-aid persons, their training and the equipment available to them is adequate, taking account of the size or hazards, or both, of each such place of work
- Ensure that details of arrangements made for the provision of first-aid, including the names of occupational first-aid persons and the location of first-aid rooms, equipment and facilities for or at the place of work are included in the safety statement
- Ensure that the names, addresses and telephone numbers of the local emergency services are clearly displayed at each place of work
- Where an occupational first-aid person is absent in temporary and exceptional circumstances, it shall be sufficient compliance with that paragraph if Kavanagh Crane Hire Limited designates a person, or ensures that a person is designated, to take charge of an injured or ill person.
- Provision of one or, as appropriate, more first-aid rooms at every place of work under Kavanagh Crane Hire Limited 's control where the size of the undertaking, the type and scale of activity being carried out and the frequency of accidents so require it and ensure that every first-aid room provided under is fitted with essential first-aid equipment and facilities and is easily accessible for stretchers (*this does not apply to means of transport used outside the undertaking or a place of work inside a means of transport; a fishing boat; a field, wood or land forming part of an agricultural or forestry undertaking which is situated away from the undertaking's buildings)

The following is a list of recommended supplies which should be contained in First Aid Boxes and Kits:

This Table shows the recommended contents of first aid boxes

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-10 persons	11-25 persons	26-50 persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cms)*3	1	1	1	1
Water Based Burns Dressing Large*3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

Consider the numbers employed, the nature of the work, the degree of hazard, the level of accidents arising, the size and location of the workplace, the distribution of the employees, shift working, availability

THE MANAGEMENT & SUPERVISION OF KAVANAGH CRANE HIRE LIMITED SAFE LIFTING OPERATIONS

Management will ensure the Lifting Team is in place they are competent and responsible nominated personnel will include the Appointed Person, Crane Supervisor, Crane Operator and Slinger/Signaller. Kavanagh Crane Hire Limited will ensure the lifting team are trained, competent and authorised to carry out lifting operations

PLANNING LIFTING OPERATION THE PLAN SHOULD INCLUDE THE KNOWN LOAD

- What is the Weight of the load?
- What are the dimensions of the load?
- What type load is being lifted?
- The appointed lift points.
- Lifting and landing location

KNOW YOUR CRANE TO BE USED IN THE OPERATION

- The Size the crane being used
- The type crane being used
- What of the duties the crane
- What outrigger settings and loadings and support matting.
- What boom length is required?
- What is the working, lifting and landing radius?

SET UP LOCATION

- Know the condition, load bearing of the set up point.
- Is suitable Access, egress, to and from the site?
- Is the set up location level and suitable?
- Are there any slops, excavations, hazards
- Underground services

PROXIMITY HAZARDS

- Electrical structures/power lines
- Stacked goods and temporary structures
- Pedestrians, plant and people
- Overhead hazards
- Plant and equipment
- Sufficient clearance from structures

WEATHER CONDITIONS

- Wind,
- Rain,
- Ice
- Snow,
- Fog,
- Sun,
- Thunderstorms.

Ensure that the crane and lifting gear certificated Tested, examined, inspected before use

The Crane operators is responsible for the safe use and safe operation of the crane in accordance with manufactures instructions

The crane driver must

- The crane operator should be trained and competent on the specific model of crane being operated.
- Be competent to carry out the safe operation of the crane and must hold a valid CSCS operators card
- The crane operator must not be less than 18 years
- They should be fit with regards eye sight, hearing and reflexes
- Able to judge distances, heights and clearances
- Fully competent in slinging and signalling
- The crane operator should be able to assimilate and apply information contained in reports and duty charts relating to the range of duties and safe use of the crane;
- The crane operator should have access to the operator's manual and be familiar with the manufacturer's instructions for the rigging operation and for maintenance of the crane being operated
- The crane operator should be aware that the crane should be used on level ground or else set level on outriggers before any load is applied;
- The crane operator should be fully conversant with the correct use of outriggers and out rigger pads. They should be aware of how to properly support the crane on outrigger pads this should be reviewed on-going throughout the entire operation
- The crane operator should be able to set and check the rated capacity limiter and rated capacity indicator they ensure they are in good working order
- The crane operator should be aware of the effects of wind and how weather conditions affect the crane during the lifting operation.
- Familiar with fire appliances on the crane and trained in there safe usage.
- Authorised to operate the crane

Slinger/Signaller

The slinger signaller is responsible for attaching and detaching the load and the load lifting attachments and for the safe use of the correct lifting gear and equipment

The slinger/signaller is responsible for initiating the planed movement of the crane and load

An agreed form of communication should be discussed between the crane operator and slinger/signaller before commencement of any lifting operation.

The slinger signaller must be

- Competent to carry out the task safely and must hold a valid CSCS operators ticket
- They must not be less than 18 years old
- They should be fit with regards eyesight, hearing and reflexes
- Physically able to handle lifting gear safely
- Trained in techniques of safe slinging and signalling
- Capable of giving precise and clear instructions

SAFE SLINGING PROCEDURES

It is the slinger duty to be familiar with the condition and capability of all lifting gear and equipment used, as well as techniques employed to attach the lifting gear to the lifting appliance. One of the rules of slinging loads is to always know the lift, never guess. Every lift can be divided into three parts, providing convenient guidelines for proceeding.

Load weight shall be determined through documentation, information contained on the load, weighing the load, or calculating the weight using proven engineering principles. The weight of the load shall be within the rated capacity of any rigging including slings, hooks, and shackles.

In order that the Slinger takes into account all factors before attempting to sling a load

- Analyse and Measure - Determine the total weight to be moved as well as exactly how far and how high it must be lifted.
- Determine the slinging attachment required - Decide how the load is to be connected to the lifting hook and how the sling will grip or be attached to the load.
- Select the sling - In addition to meeting the rated capacity for the angles and hitch involved, the sling body shall be of the type and style best suited to handle this specific load. Select a sling with proper end attachments or eye protection
- Inspect the sling - Make a good visual check of the sling you select to determine if it is in good condition and capable of making the lift.
- Rig Up, Not Down - Always attach the sling to the load first, then attach it to the hook.
- Always use packing to protect against sharp edges.
- Check everything - Before attempting a lift, take a light strain on the lifting gear, checking to see that the sling and load protection and all safety devices are in place and that the load is free of any restraints.
- Stand clear and Lift - Let the lifting device and rigging do the job - don't use brute strength to prevent swinging or movement.
- Use a tagline, to control any movement. Keep all hands and toes out from under the load when it is suspended. During lifting, personnel shall be alert for possible snagging and stand well away from the load.
- When loading load keep clear and ensure it is not creating a hazard to others or blocking access/egress routes.
- Stand clear of suspended loads.
- Put it away! - After you've completed the job, check the sling for any damage. If it's damaged, remove it and advise the supervisor. If it is undamaged return it to the sling storage rack for safekeeping until the next usage. Slings should be stored where they will not be subject to damage

Method statement

A Method statement must be prepared by a competent person setting out a step-by-step approach and safe system of work for the entire lifting operation this documentation should only be prepared by a competent person and all persons involved with lifting operations should be involved in its formation.

During operation the competent person should review proceedings to ensure the documentation is adequately for the lift procedure. At no time should person change agreed procedure unless authorised to do so by a competent person.

Safe systems of work

A full risk assessment should be carried out before commencement of any lifting operation: -

The system should included

- A Risk assessment
- Planned operation
- Preparation of a method statement
- Selection of suitable cranes, lifting gear
- Maintenance, examination, pre-use checks, inspections of the cranes and lifting gear should be incorporated into the procedure
- Provision of competent personnel who have been made aware of their duties and responsibilities
- Prohibiting of unauthorised movement of the crane at all times
- The safety of personnel not involved in lifting operations
- Establishing of safety means of communication between crane operators and slingers/signallers.
- Assess the route of travel to be used when moving the load

Inspection and maintenance

- Each crane must be inspected and maintained at a frequency and to the extent required to ensure that every component is capable of carrying out its original design function with an adequate margin of safety.
- A crane must not be used until any condition that could endanger workers is remedied.

Operators Manual

- Any repair to load bearing components of a crane must be certified by a competent person or the original equipment manufacturer as having returned the component to a condition capable of carrying out its original design function with an adequate margin of safety.
- The manufacturer's manual for each crane and hoist must be reasonably available to the workplace where the equipment is being used.
- The manual must show the approved methods of erection, dismantling, maintenance and operation of the component parts and of the assembled crane or hoist.
- The portions of the manufacturer's manual or a copy of them, related to safe operation of the crane must be available at the workplace where the equipment is being used.

Mobile Equipment

- All surface vehicles must be operated in accordance with the rules of the Highway Code, by authorised, qualified drivers.
- The speed limit must be adhered to at all times on Company property.
- Before any vehicle is operated the driver/operator must carry out a complete pre start-up check of the equipment. Operators are not permitted to drive vehicles that are not in a safe mechanical condition.
- Vehicles must be brought to a complete stop before anyone is permitted to get on or off.
- No person is permitted to stand on the running board of a moving vehicle.
- Operators may not transport people in the box or bucket of their vehicle unless in cases of emergency.
- Vehicles, being backed into congested areas, must be guided by a signaller.
- When material is being transported on vehicles, the operator is responsible for the safe loading, securing and unloading of the material.
- Any material, which projects beyond the front, rear or sides of the vehicle, must be properly "flagged".
- Walk around the machine before starting to make certain there are no people in the area.
- Sound horn at all exit and entry points.
- Always look in the direction of travel.
- Beware of overhead obstructions and power lines, etc.
- When machinery is driven on public roads, it is essential that dirt is cleaned off the tyres.
- Never leave a machine unattended with engine running.
- Always leave in neutral gear and parking brake on before dismounting from cab.
- Adhere to correct mounting and dismounting procedures.
- Never exceed rated safe working load (S.W.L.) of any machine.
- Always ensure that protective guards are secure and in place.
- Do not lubricate or repair the machine while it is running.
- Keep machine clean.

Duties of the person appointed to control the crane operation

Assessment of the crane operation to provide such planning, selection of crane(s), lifting gear and equipment, instruction and supervision as is necessary for the task to be undertaken safely; (This includes consultation with other responsible bodies, if necessary, and ensuring that where different organisations are involved they collaborate as necessary.)

- Ensuring that adequate checks, inspections and maintenance of the equipment have been carried out;
- Ensuring that there is an effective procedure for reporting defects and incidents and taking any necessary corrective action;
- responsibility for the organisation and control of the crane operation, i.e. ensuring that competent personnel are assigned as driver and other lift crew personnel;
- The appointed person shall be given the necessary authority for the performance of all these duties and, in particular, authority to stop the operation whenever s/he considers that danger is likely to arise if the operation were to continue.
- Duties, but not responsibilities, may be delegated to another competent person, slinger/signaller, site foreman, site engineer, and other site personnel,
- Including sub-contractors, in writing where considered appropriate.
- As the crane driver is required to be at the controls of the crane when it is handling loads, it may be appropriate to appoint the driver to be in control of basic lifting operations duties of the appointed person.)

The appointed person shall be given the necessary authority for the performance of all these duties and, in particular, authority to stop the operation whenever s/he considers that danger is likely to arise if the operation were to continue.

Duties, but not responsibilities, may be delegated to another competent person, e.g. slinger/signaller, site foreman, site engineer, and other site personnel, including Sub-contractors, in writing where considered appropriate.

Crane Safety Rules

- Know the weight of the load to be lifted and Know the pick up and landing radius
- Always perform a pre-operational check on the crane all cut outs and limit switches
- Identify all proximity hazards and set up on firm support surface
- Properly deploy all out riggers and ensure they are fully extended
- Level crane in all directions and watch out for poor rigging
- Ensure tyres are clear of ground and/or surface
- Ensure adequate falls of rope as per load chart Ensure hoist rope are in a vertical position of hoist rope always check sheaves for proper spooling with full turns of rope on the hoist drum
- Make necessary weight deductions block, lifting gear
- Allow for high winds
- Close off slewing area to unauthorised persons
- Identify the slinger/signaller and discuss signals
- Drivers should never leave the crane with a load attached

Crane Hire

Hiring a crane is a much more complex procedure than you might expect if you are a first time hirer.

As can be expected with any large piece of industrial machinery there are complex Health and Safety procedures to comply with.

When hiring a crane conditions the client must provide an

- Appointed person and supply the hire company operator with a detailed method and safety statements, drawn up by a competent and trained person, prior to the lift. The appointed person must supervise the lifting operation as detailed in BS 7121 (Safe Use of Cranes) and provide qualified personnel such as slingers, signallers and crane operators.
- As a customer hiring a crane or other item of plant, you will have to satisfy the crane hire company that you have adequate insurance cover for the following risks: Loss of, or damage to, the crane whilst on hire.
- Continuing hire charges whilst the crane is under repairs Injury to the operator.
- Third party cover (injury to other parties, including damage to their property.)
- Crane hire companies can arrange cover for loss of, or damage to, the crane whilst on hire and continuing hire charges whilst the crane is under repair. Insurance cover for lifted materials is also available.

Contract Lifts

In a Contract Lift, the Hire Company will choose the correct crane for the job,

- Raise the risk assessment
- Method statement,
- Arrange the traffic management and the correct level of insurance.
- Clients who do not have sufficient experience and knowledge of crane operations usually prefer to place orders on a contract lift basis.

A Crane Hire contract becomes a Contract Lift contract when the crane owner supplies the Appointed Person and, hence, accepts responsibility for all aspects of the lift.

All crane hire companies offer a Contract Lift Service. This relieves customers of the responsibility for preparing a method statement, risk assessment, berthing study, lift diagram and managing and supervising the lifting operation. The crane hire company takes all the risk and concern away from customers, with a complete and professional tailor made package where their trained and experienced personnel manage the whole lifting process from initial concept right through to supervising the final lift.

In a Contract Lift the customer is still responsible for providing accurate information relating to both the items to be lifted and to the ground conditions. The customer must also have public liability insurance.

The preparation time required to produce the relevant Method Statements and Risk Assessments for a Contract Lift will require a longer notice period than for Crane.

**EMPLOYING
ORGANISATION
THE ORGANISATION
REQUIRING THE LOAD TO
BE MOVED**

**HIRED CRANE
(HIRED AND MANAGED)
THE EMPLOYING ORGANISATION
MUST:**

Carry out all work in accordance with BS7121

- Supply the “Appointed Person”
- Plan the lift and operate a safe system of work.
- Ensure that the crane hired is of a suitable type and capacity.
- Check the credentials of the crane hire company and certifications supplied.
- **THE CRANE OWNER HAS A DUTY TO:**
- Provided a crane that is properly maintained, tested and certificated.
- Provide a competent driver.
- Supplying the “Appointed Person”
- Planning the lift, and operation of a safe system of work (via method statement)
- Organisation and control of the lifting operation
- Overseeing all aspects of the lifting operation
- Suitable risk assessments , crane mobilisation documents
- GA1 & GA2 form were required
- Lift plan
- Competent personnel to attach and direct lifting operation
- Sufficient insurance cover for the lift and associated equipment

**CONTRACT LIFT
(FULLY CONTRACTED)
THE EMPLOYING ORGANISATION
SHOULD SPECIFY:**

- That all work is to be undertaken in accordance with BS7121 and approved code of practice
- That the contractor is to supply the
- “Appointed Person”
- What information and/or services will be provided to the contractor by the employing organisation?
- **THE CONTRACTOR IS RESPONSIBLE FOR:**
- Supplying the “Appointed Person”
- Planning the lift, and operation of a safe system of work (via method statement)
- Organisation and control of the lifting operation
- Overseeing all aspects of the lifting operation
- Suitable risk assessments , crane mobilisation documents
- GA1 & GA2 form were required
- Lift plan
- Competent personnel to attach and direct lifting operation
- Sufficient insurance cover for the lift and associated equipment

RISK ASSESSMENTS

List of General Hazards, Risk, Risk Rating and Preventive Measures

HAZARD: Is a substance, operation, machine or process “with the potential to cause harm”

RISK: A risk relates to the likelihood of harm being caused in the circumstances of use or operation

The safety controls associated with each individual operation after the safety precautions are implemented. The Risk assessment & control measure are not limited to those stated, but are only offered as a guide to safe work practice.

The consequences of the identified safety hazards shall be assessed using the following criteria:

- Severity
 - High = fatality/major injury or illness causing long-term disability
 - Med = Injury or illness causing short term disability
 - Low = minor injury
- Likelihood

The likelihood of the identified hazard occurring is then assessed using the following criteria:

 - High = certain / near certain
 - Med = reasonably likely to occur
 - Low = very seldom /never

		LIKELIHOOD		
		LOW	MEDIUM	HIGH
SEVERITY	LOW	LOW	MEDIUM	MEDIUM
	MEDIUM	MEDIUM	MEDIUM	HIGH
	HIGH	MEDIUM	HIGH	HIGH

Using the above table an overall risk assessment rating is then decided after controls are assigned. e.g., a medium severity with a high likelihood leads to an overall high-risk assessment.

Control measures stated on the following risk assessments 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 annually.

Employees at Work

Risks associated with the above hazard

- Accidents and / or incidents at work
- Inadequate training
- Disregard training
- Non compliance with rules

Risk Rating Low

Safety Preventive Measures

- Ensure that all employees attend a safety induction, when newly hired, changing tasks, or locations
- Employees must be notified of potential risks, which may occur at the work place i.e. overhead and underground power lines etc.
- All employees must comply with company rules and emergency procedures (e.g. speed limit, parking etc).
- All employees must wear and maintain the PPE (personal protective equipment) appropriate to the tasks that they are performing. These include gloves, footwear, high visibility clothing i.e. vests etc
- Employees must inform their supervisor immediately of any defective equipment noted while at work
- All employees will carry their FÀS Safe Pass registration card & other relevant proof of training while at work
- Under no circumstances are employees to approach, or walk beside any work process in which they are not directly involved in, if there is a risk of injury
- Employees must dispose of combustible waste in suitable containers.
- Employees must ensure that access and / or egress routes are kept clear at all times.
- A high standard of housekeeping must be maintained, therefore, employees will be involved in a general clean up of the work area at the end of each working day
- Employees must never store materials in places or positions that may create hazards to other workers.
- Debris and materials should never be thrown, or dropped from a height unless a chute is provided, or other suitable safe method used.
- Employees will be expected to maintain welfare facilities and leave them in a hygienic condition
- Employees should be aware of any risks associated with using items on site in the control of the main contractor i.e. scaffolding, mobile access towers, MEWP's
- Employees should also be familiar with the controls in place while working near plant and machinery and overhead lines
- Employees must attend training courses
- Employees must report any incident, or accident that occurred at work, to their supervisor.

Poor Housekeeping / Slips, Trips, and Falling / Access and Egress

Risks associated with the above hazard

- Slips, Trips Falls & Collisions
- Articles Falling
- Fire-flammable adhesives-solvents
- Injuries
- Obstruction of access routes, emergency exits

Risk Rating Medium

Safety Preventive Measures

- A place for everything and everything in its place, all work areas, must be kept clean and tidy.
- Materials to be stored and stacked safely away from access / egress routes
- All lifts, steps, stairs, floors and passageways to be of sound construction and properly maintained (clean) and free from slip, trip and fall hazards
- Control of persons / systems when removing waste from premises
- All flammable or combustible rubbish to be disposed of properly
- Provided Training, Information, Instruction and Supervision
- Employer must provided PPE and employees must use and maintain PPE
- Sufficient and suitable bins and skips must be available
- Storage areas to be provided
- Space around workplace to be kept clear
- Clean up spillages of liquids, oil etc ASAP
- No running in the workplace
- No smoking in the workplace, it is illegal
- Adequate lighting must be provided; the lighting installation should be designed to meet the levels of illumination required for each set of circumstances. Stairways, steps and exits are adequately sign-posted and well lit.
- Ensure that there are no obstructions are in access/egress ways, walkways, stairways; doorways, etc. as far as is reasonably practicable. However, if for some reason this is not possible obstructions must be kept to the absolute minimum and all staff and others must be warned and made aware of the dangers. This practice must only be allowed in emergency situations, and must be clearly marked.
- Clear and unobstructed access must be provided at all times to emergency exits and fire extinguishers.

Work at heights i.e. Ladders, Scaffold, MEWP's etc

Measures must be taken, even if work is at ground level or below ground, if an employee could fall and suffer personal injury

Risks associated with the above hazard

- Faulty equipment, scaffolding, ladder etc.
- Slips Trips and Falling
- Equipment coming in contact with scaffolding, ladder etc
- Fragile surface, including fittings

Risk Rating Medium

Safety Preventive Measures

- Plan (including selection of work equipment) supervise and carry out work, so far as reasonably practicable, safe and without risk to health
- Ensure whether conditions do not jeopardise employees health and safety
- MEWP's should not generally be used as a means of access to or from a structure or surface; and ladders
- Thorough risk assessment of every location to select best method of work and equipment (e.g., guard-rails, toe-boards, working platforms, scaffold, personal fall protection systems, working position systems, rope access, fall arrest, work restraint systems and ladders etc)
- Ensure no persons pass across or near or work on, from or near a fragile surface, where work can be carried out without having to do so, if not suitable platforms, coverings, guardrails and other means of support and protection are provided
- Where a risk of falling remains, measures must be taken to minimise the distance of the potential fall and the risk of personal injury (use of fall arrest equipment, warning notices erected at approach to fragile surfaces)
- Ensure measures are taken to prevent people being struck by falling objects
- Ensure objects are stored to prevent risk from collapse, overturning or unintended movement.
- Where there is a risk of personal injury by falling or being struck devices to prevent unauthorised persons from entering the danger area i.e. warning signs
- Ensure that where the safety of work equipment depends on how it is installed or assembled, it is not used until it has been inspected in position
- The person inspecting must promptly prepare a report and within 24 hours provided the report or a copy to the person on whose behalf it was carried out. Inspection records must be kept for five years
- Ensure the surfaces and every parapet, permanent rail or other fall protection measure is checked visually prior to use and at appropriate intervals
- Comply with the SHWW General Application 2007

Hand Tools

Risks associated with the above hazard

- Sharp edges
- Flying objects
- Defective tools
- Cuts and Lacerations

Risk Rating Low

Safety Preventive Measures

- All personnel using hand tools must be adequately trained in their safe use.
- When selecting the tool for the job in hand, the correct type, size and weight of the tool should be considered.
- The cutting edges of tools should be kept sharp and when not in use they should be protected by a suitable cover.
- All hand tools must be maintained in a safe condition
- All defects must be reported to the supervisor and repaired before use.
- Tool handles should be of a smooth finish and free from patent defect.
- Tools should be kept clean and free from grease and dirt.
- When tools are not in use they should be stored in an appropriate toolbox
- All employees using hand tools must have an understanding of the associated hazards and take necessary precautions to avoid risks
- Suitable and adequate personal protective equipment must be worn to protect from the hazards associated with each individual tool being used.

Additional Safety Preventive Measures for Utility Knives

- All knives must be of suitable size and design for the task
- Operators must check the safety mechanism prior to each use and ensure that the blade will retract when not in use.
- Blades should be kept sharp never use blunt blades.
- Blades in poor condition can snap during use and can potentially pass through protective clothing.
- Never walk around with a knife in your hand unless the blade is retracted.
- Any defects should be reported any knives in poor condition should be discarded.
- Knives should be drawn away from the body when in use
- Knives should be stored in a protected place, tool box etc when not in use

Chemicals & other Hazardous Materials Combustible, irritation of mucous membranes, skin irritation

Risks associated with the above hazard

- Burns, Fire, Explosion,
- Inhalation, Skin Contact, Ingestion
- Eye Splashes, Spills
- Unauthorised access to storage area
- Employees not wearing personal protective equipment

Risk Rating Medium

Safety Preventive Measures

- Adequate Supervision is to be provided
- Induction Training to include emergency procedures i.e. dealing with spillages, first aid
- Train employees in Safe Handling Procedures
- Proper labelling & signs
- Ensure Material Safety Data Sheet (MSDS) is available at location where chemicals are being used
- Refer to MSDS for First Aid Measures, Fire-fighting measures, accidental release measures, handling and storage, exposure and personal protection
- Provision PPE as per the MSDS and manufactures instructions i.e. eye, respiratory, hand, skin and body protection
- Adequate storage facilities: (Store solvents in properly labelled, suitable containers)
- Emergency planning in place
- Use dispensers where possible to keep evaporation to a minimum and reduce spillage and/or splashes
- Ensure the work area is well ventilated, especially in confined spaces
- Do not eat drink or smoke in areas where chemicals are being used.
- First aid advice: never give anything by mouth to an unconscious person
- Follow guidelines in relation to register of chemicals (where applicable) from the SHWW Reach Regulations 2007
- Keep lids on containers unless contents are being poured or dipped, etc. (Use sealed containers for solvent waste)
- Dispose of solvent-soaked rags in closed containers
- If possible avoid spraying solvent-based products, as this causes greater contamination of the air than brush application

Storage

- Chemical storage is to be kept locked and access restricted to authorised personnel only and appropriate signage to be in place
- An inventory of all chemicals should be kept
- Chemicals must never be mixed unless agreed with the manufactures.
- Containers must be covered when not in use
- Empty containers must be disposed of in an appropriate manner.
- Smoking in, or near the storage area is prohibited.

Company Vehicles, Workplace and Transport Vehicles and Traffic

Risks associated with the above hazard

- Falls from vehicles or crushed by vehicle
- Falling material, overloaded lorries
- Road accidents
- Driving on steep slopes, overturning of vehicle
- Temporary roads that may subside
- Manoeuvring vehicles around where people are working
- Driving over material or rubble
- Persons being crushed, struck, pinned under etc.

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised drivers are permitted to operate vehicles. Driver should refer to the operator handbook regularly.
- Operators must obey the rules of the road and observe the safety rules i.e. speed limits, sign posts
- All vehicles will undergo regular documented inspections and any noted defects corrected.
- Insurance must be adequate to cover the vehicles and operators.
- All defects and accidents must be reported to the supervisor as soon as possible
- Operators must not use a mobile phone while driving unless they are using a hands free kit
- Vehicles to be kept in good repair; lights, steering, handbrake, footbrake, etc. will operate efficiently.
- Drivers should not manoeuvre vehicles unless they have an unrestricted view and/or the assistance of a controller.
- Vehicles will be equipped with the necessary warning lights, signals and fire extinguishers.
- Passengers must never be carried unless vehicle is designed for carrying passengers and has a seat belt for the passenger.

Electrical Articles

Risks associated with the above hazard

- Electrocution
- Trips, Falls
- Fire and/or Explosion
- Fatality
- Burns
- Electric Shock

Risk Rating Medium

Safety Preventive Measures

- Electric installations are to be carried out by qualified and competent electricians
- Connections to be maintained in good condition, all cable connections must be proper, insulation tape is not to be used to protect any repair or join in cables
- Only 110V equipment (or less) to be used when on a construction site
- Extension cables to be minimised by the provision of an adequate number of outlets
- Locate extension cables in a safe manner, suspended if possible to avoid a tripping hazard
- Whenever possible, electrical supplies will be protected by residual current and other such protection devices
- All articles to be regularly inspected and maintained by a competent person
- Check articles before use for any sign of damage and report defects immediately
- If anything goes wrong, switch the article off and disconnect from the power supply
- Do not lift or pull the article by the cable, the connections may break
- Open sockets must be protected where a bulb is not fitted. As well as the fragments of glass or broken bulbs being a hazard, it must be remembered that the protruding wires may still be live.
- Under no circumstances will live work be permitted unless absolutely necessary and in agreement with the employing contractor.
- Isolation of circuits for the purpose of carrying out maintenance and other work will be carried out after consultation with the employing contractor and others that may be affected by the work. Signage will be erected to prohibit accidental switch on.
- Locks and physical barriers will also be used to prohibit accidental switch on.
- The supervisor must supervise shut down, isolation of circuits and return to work
- Loose wall and ceiling fixtures, electrical wires that are not properly concealed, exposed electric or telephone cords, poorly fitting plugs in socket connections, (loose, corroded or bent) and broken or missing bulbs, must be report immediately
- Do not plug power strips into other power strips and do not use multi plugs in extension cords
- Extension cords are not to be strung around door jambs or placed under rugs with tacks or other fasteners causing insulation failure from wear and tear
- Power cords must not extend into walkways or door ways
- Lamps to be well clear of drapes, papers and other combustible materials

Fire

Risks associated with the above hazard

- Fire
- Electric shock, Death
- Burns
- Fumes
- Asphyxiation
- Explosion

Risk Rating Medium

Safety Preventive Measures

- Fire prevention procedures and plans shall be in place and tested
- Fire Fighting equipment must be provided in the work place and in work vehicles
- Equipment should be maintained on a regular basis and records will be kept
- Emergency vehicles will have clear access and / or egress routes
- Signage should be in place
- Only competent and authorised operatives will use equipment with high risk
- Electrical equipment shall be used in accordance with the relevant standards especially with regard to isolation, earthing and wiring arrangements.
- Appropriate personal protective clothing for the task at hand
- If there is a high risk of fire ensure adequate fire precautions are available before work commences and take care that any adjacent locations, especially below the work area is monitored for possible fires, check the work area following completion of work for any possible smouldering debris.
- Ensure adequate protection is provided to protect others from the task
- Store equipment and gas cylinders correctly when not in use, high flammable liquids and LPG should be restricted
- Hot work and use of naked flame appliances will require Permit to Work system
- Ensure good ventilation during work operations

Ladders

Risks associated with the above hazard

- Falls from heights, Uneven or unsecured at base, Over-reaching
- Faulty equipment
- Materials falling, Pedestrians being struck by falling objects
- Climbing, carrying loads, overloading
- Death or serious injury

Risk Rating Medium

Safety Preventive Measures

- Before beginning work, a risk assessment must be carried out to determine the correct form of access and / or egress
- Always ensure that the area is safe and ladders are not creating a hazard to plant operators or other workers.
- Ladders must be checked before use to ensure they are in a safe condition.
- If any part of the ladder is found to be faulty remove it immediately and reported to the supervisor
- Use the ladder at the correct angle (1 meter out for 4 meters high) 75 degrees
- Use ladders which are strong enough for the job
- Place the ladder on a firm level base and extend the ladder at least 1 meter above the landing
- Ensure ladder is secured at the top; if this is not possible ensure someone is holding the ladder.
- Face the ladder when climbing and keep both hands on the stiles
- Always ensure that PPE equipment is worn.
- Never over reach from ladders
- If supplies or equipment have to be carried, ensure that a shoulder bag or a tool belt is used, never overload
- Ensure ladder is stored in a safe place when not in use and is not creating a hazard to others.
- Ladders should be stored safely so as not to attract the attention of children
- Never use painted ladders as damage or defects may not be visible
- Do not carry out makeshift repairs to a damaged ladder
- When using metal or metal reinforcement ladders, make sure there are no electrical hazards in the vicinity
- Ladder rungs must not be used as improvised ramps

Additional Safety Preventive Measures for Folding Step Ladder

- Different grades of stepladders are available the one chosen must be strong enough for the task it is being used for. The manufacturer or supplier should be able to advise you about suitability
- At any time there should only be one person on a stepladder and users should never stand on the top of a stepladder

Health

Risks associated with the above hazard

- Temperature, Sunburn
- Cleanliness, Dermatitis
- First Aid attention
- Humidity, Ventilation
- Overcrowding, hygiene
- Stress, Violence
- Alcoholism, Drug Addiction
- Lighting, Vibration
- Reoccurring illnesses
- Manual Handling, Noise, Vibration, Dust & Fumes, Weils Disease, Chemicals and VDU are all risk assessed separately

Risk Rating Medium

Safety Preventive Measures

- Control on Maximum working hours
- Adhere to Occupational Exposure Limits (OEL)
- Harmful materials (asbestos, lead, etc) must be identified and precautions taken.
- Safety information sheets (MSDS) must be obtained from the supplier
- Other workers who are not protected must be kept out of danger areas.
- In confined spaces, the atmosphere must be tested and a fresh air supply provided if necessary. The Confined Space Regulations must be complied with.
- Provision of Fire and Emergency Plans
- Emergency procedures must be in place for rescue from the confined space
- Health Surveillance to be provided, where appropriate
- Safety equipment must be provided, maintained and used.

Manual Handling

Risks associated with the above hazard

- Back, Neck, Shoulder injury
- Prolapsed Disk
- Permanent Injury
- Trip / Fall
- Hit against dropped object

Risk Rating Medium

Safety Preventive Measures

- Ensure mechanical devices are used when necessary and strenuous manual handling is avoided as much as possible.
- Use lifting equipment supplied where possible.
- Employees must assess loads prior to manual handling to reduce the risk of injury
- Lighting to be check prior to lifting the load
- Check for sharp edges, splinters or nails.
- Lift in easy stages -floor to knee then from knee to carrying position.
- All employees must be trained in safe manual handling techniques.
- Weights must be held close to the body.
- If you feel you are unable to lift a load do not lift it.
- Do not let the load obstruct your view.
- Ensure footing is secure and do not stand on boxes or other loose objects
- Plan route to be taken and remove obstructions for free movement.
- PPE including gloves and safety footwear with steel toecaps
- If injured in a lifting process report straight to supervisor

Noise

Risks associated with the above hazard

- Hearing impaired
- Deafness
- Tinnitus – ring in the ears

Risk Rating Medium

Safety Preventive Measures

- Every effort should be made to eliminate or reduce exposure. This may involve design and layout of work places and equipment, reducing noise by technical means and/or the organisation of work, and warning signs (where employees are likely to be exposed to levels above 80 dB (A), the provision of Personal protection.
- Ensure consultation and provided information and training.
- Specific Risk Assessments must measure the noise levels which employees are exposed, and take account of the level, type and duration of exposure.
- Health surveillance must be made available to employees who are revealed by a risk assessment to be at risk.
- Where noise levels are likely to exceed 80 dB (A) suitable and adequate hearing protectors will be **provided** to all employees likely to be affected.
- Where noise levels are likely to exceed 80 dB (A), suitable and adequate hearing protectors will be provided and all employees likely to be affected and it is **mandatory** that the workers use this hearing protection, in accordance with manufacturer's instructions.
- Check all machines & workplaces for sources of excessive noise.
- Reduction of operator exposure levels by reducing the amount of time spent near sources of excessive noise (job rotation)
- To identify articles (i.e. loose / unbalanced-rotating parts) likely to cause excessive noise, preventive maintenance is to be carried out on all equipment.
- Hearing protectors should be checked on a regular basis and replaced where necessary. Ensure the correct hearing protection is used

Vibration

Risks associated with the above hazard

- Damage to nerves, blood vessels, tendons, muscles, and body organs
- Musculoskeletal Disorders
- Loss of concentration, fatigue, irritation
- Whole body vibration, Hand Arm Vibration, Vibration White Finger

Risk Rating Medium

Safety Preventive Measures

- Every effort will be made to reduce workplace vibration levels to a minimum, in so far as is reasonably practicable, so as to be safe and without risk to safety and health
- Check all machines & workplaces for sources of excessive vibration
- Reduction of operator exposure levels by reducing the amount of time spent working on sources of vibration (job rotation)
- In situations where vibration levels are high, the employer must do everything reasonably practicable to reduce the effects of vibration
- Use the protection, in accordance with manufacturer's instructions
- Preventive maintenance to be carried out on all equipment to identify loose / unbalanced-rotating parts
- Protection to be checked on a regular basis and replaced where necessary
- Always choose the correct protection
- Purchase & Hire agreements to include information on vibration levels and vibration control built into the equipment
- Use supports for tools to reduce grip and push forces
- Provide information and training to employees on hazards, symptoms, working routines and techniques to help avoid excessive grip and push forces

Dust and Fumes

Risks associated with the above hazard

- Eye Injury
- Skin Infection
- Inhalation
- Ingestion with Food
- Fire and Explosions

Risk Rating Medium

Safety Preventive Measures

- Ensure dust is kept to a minimum
- Housekeeping to be maintained at a high standard to keep dust to a minimum
- Adequate ventilation shall be provided
- Suitable dust respirator shall be provided if necessary
- Appropriate PPE to be worn: Eyes must be protected. Glasses, goggles, face shields, screen masks and helmets should be provided, as necessary
- No smoking unless in designated areas
- Avoid naked flames and sparks where there is a build up of dust, fumes and gases
- Signage to be in place
- Equipment and machinery shall be fitted with devices to contain or extract gas, vapour, liquid or dust, where necessary

Weils Disease

Risks associated with the above hazard

- Not covering any cuts and abrasions on hands etc.
- Non-wearing of protective gloves
- Poor personal hygiene practices.

Risk Rating Medium

Safety Preventive Measures

- Prior to commencing work employees should examine their hands for cuts or abrasions and cover them with waterproof plasters.
- Employees should use gloves at all times when working near drains or underground cavities or waste materials.
- Always check safety boots for leaks or cracks and replace immediately if they are inadequate to prevent contact with the water.
- Overalls should be worn at all times when operating in this area, and if exposure has been extensive; they should be sprayed with a disinfectant.
- To prevent means of entry, pants should be tucked into socks or safety boots before the overalls are put on. When putting on gloves pull the cuff of the glove over the wrist cuff your overalls.
- Employees must wash their hands after every exposure to possibly contaminated areas, before eating, smoking or using the welfare facilities, and also when finishing work.
- Employees must avoid touching their face while working in this area.
- When removing gloves, they must be pulled off from the cuff or wrist downwards towards the fingers, leaving the glove inside out when removed and disposed of immediately.

Canteen

Risks associated with the above hazard

- Cuts from knives, broken glass
- Slips on wet or greasy floors
- Burns from hot surfaces or heated products
- Electrocution
- Inadequate storage and use of cleaning chemicals
- Faulty equipment

Risk Rating Medium

Safety Preventive Measures

Knives

Knives should be stored in drawers or other designated storage areas when not in use.

Knives should not be left on the edge of counters or on worktops.

Knives should be kept sharp and provided with suitable handles in good condition.

Damaged knives should be repaired or replaced as necessary.

Broken Glass

All glass breakages should be cleaned up immediately.

Care must be taken when cleaning up broken glass use a brush and pan, do not handle glass.

Broken glass must be disposed of in a closed container and not placed in plastic rubbish bags.

Floors

All spillages of water, oil, grease etc. should be cleaned up immediately. The canteen floor should only be washed when the area is not occupied. Warning notices must be displayed during and after cleaning.

Electricity

Employees must not interfere with electrical systems unless they are competent and authorised.

All portable electrical equipment / appliances must be suitable and tested on a regular basis.

Chemical Agents

Ensure suitable Personal Protective Equipment is provided for staff when handling cleaning and chemical agents. All staff handling chemicals must be provided with suitable information and instruction on the handling and use of those chemicals.

Ensure all spillage of chemicals are cleared up immediately in accordance with the Material Safety Data Sheet. Ensure a Material Data Safety Sheet is obtained for each chemical and is easy accessible.

Cleaning

Each employee is responsible for their own housekeeping. No Smoking in the Canteen

Personal Protective Equipment and Clothing (PPE)

Risks associated with the above hazard

- Employees not wearing PPE
- Not supplied with appropriate PPE
- Injury
- Not being used properly

Risk Rating Medium

Safety Preventive Measures

- Personal Protective Equipment shall be provided for all employees in compliance with the Safety, Health and Welfare at Work (General Application) Regulations, 2007.
- A PPE register should be kept
- All employees have a legal obligation to use and maintain the PPE provided to them
- Where this equipment is not being used or adequately maintained the companies disciplinary procedures apply
- Appropriate Safety footwear shall be worn, i.e. shoes with non slip soles, steel toe caps
- Rubber gloves, glasses, face protection and hearing protection must be worn as required
- Other protective clothing / equipment shall be provided and worn as and when necessary
- All employees shall wear the protective clothing / equipment provided to them
- Employees have a duty to adequately maintain all personal protective equipment
- Monitoring of PPE will take place on a regular basis by the supervisor and safety persons
- Provision of PPE that carry the stamp BS or CE
- High Visibility vests are worn at all times to enable others to see you
- Safety Goggles to protect eyes from flying debris, sparks, splinters etc.
- Ear muffs / plugs to be provided when noise levels exceed 80 dB
- Masks to be worn when working in dusty conditions such as cutting concrete, or breathing harmful fumes
- Suitable gloves to be worn when handling sharp objects or harmful, corrosive, staining materials
- Fall protection and prevention equipment i.e. safety harness

Working Near Plant and Equipment

Risks associated with the above hazard

- Moving Vehicles
- Lack of warning i.e. when reversing
- Slips, Trips and Falls
- Collisions
- Serious Personal Injury
- Property and Vehicle Damage
- Struck by site transport
- Tipping or overturning of vehicle
- Struck by materials
- Noise
- Entrapment
- Loads falling from back of trailer
- Damage to Company property

Risk Rating Medium

Safety Preventive Measures

- Operatives must be trained
- All personnel must wear personal protective equipment
- Signage and speed limits should be obeyed at all times
- No person should walk behind a moving vehicle or take it for granted that the driver is aware of their presence
- No person should ever stand within the slew radius of the 360 excavator
- All vehicles should be fitted with reversing lights and reversing alarms if practicable
- All access/egress routes and emergency exit should be kept clear at all times
- Site traffic should be restricted to fixed routes and access points.
- Adequate lighting to be in place
- Adequate supervision to be in place
- Method Statements should be prepared if high risk is present, supervisor to ensure it is safe and being followed
- Traffic Management Plan to be prepared if necessary
- Ensure only competent, trained & authorised personnel operate vehicles
- Safe System to be followed – barriers, walkways for pedestrians, etc.
- All workers to be made aware of hazards

Reversing Vehicles

- Eliminate the need for reversing, where possible
- Reversing to be permitted only in designated areas
- Minimize the distance vehicles have to reverse
- All trucks to be fitted with clean mirrors, reversing lights and alarm
- Ensure all vehicle manoeuvres are properly supervised
- Do not open trailer doors until trailer is close to loading bay
- Do not reverse while trailer doors are unsecured
- Personnel to be excluded from the area in which vehicles are reversing

Overhead lines and underground cables

Risks associated with the above hazard

- Injury or fatality
- Electrocution, Burns, Explosion
- Persons or machine coming in contact with electricity

Risk Rating Medium

Safety Preventive Measures

- Ensure that all overhead lines and their supporting structures and underground cables are constructed, installed, connected and maintained in a manner suitable for the work and conditions under which they are to be operated to prevent danger
- Ensure where cables to be installed underground are to be enclosed in ducting of any material, other than in concrete ducts or in floor voids or floor slabs, such ducting is coloured red, has a high resistance to impact, and is covered with suitable warning tape embedded in the ground above the duct,
- Ensure all overhead lines and other current-carrying parts connected to or containing part of overhead lines are arranged so that adequate clearance is provided from the ground or other accessible place to prevent dangerous contact with a person, article, substance or any conducting material
- Ensure means are provided to prevent danger in the event of any live conductor accidentally falling due to breakage or otherwise, and from excessive voltage on overhead lines arising from accidental contact with or leakage from any other overhead line or otherwise
- Ensure where excavation work is to be carried out in the proximity of a known or suspected underground cable where reasonably practicable, the electrical supply to the underground cable is isolated, the position of the underground cable is accurately determined, so far as is reasonably practicable, and material immediately surrounding the underground cable is excavated only using an appropriate and safe system of work to prevent danger.
- A person in control to any extent of a place of work or any item at that place shall take such action, so far as is reasonably practicable, to ensure that any work activity carried out in the proximity of live overhead lines that would expose persons to any risk to their safety and health is not carried out until the supply to the overhead line is isolated, if such isolation is not practicable, the overhead line is diverted, if such isolation or diversion is not practicable, adequate barriers, protective measures, warnings, or other suitable means, are, in so far as is reasonably practicable, put in place to minimise the risk of contact with the overhead line.
- Ensure the owner of a new or known underground cable, where practicable, shall determine the position of the cable and record the position on a plan to prevent dangerous contact with any person, article, substance or any conducting material.

Overhead Lines

- Overhead lines must be protected by guards, barriers or ‘goal posts’
- Consultation with ESB on possible switch out and earthing of line by ESB, diversion or other precautions, if switch off is granted contractor shall wait for confirmation by ESB that the line is switched out and that it is dead
- Barriers are required to prevent close approach and limit the “at risk zone” where there will be no work carried out under the live wire. The barrier should run parallel to the overhead at a minimum distance of 6 metres from the nearest conductor of a low voltage, 10 kV, 20 kV, and 38 kV lines. This distance should be increased to a minimum of 10 metres for voltage of 110 kV, 220 kV and 400 kV (measure from outer conductor to the barrier not the centre of the pole or mast.
- Barriers should consist of fixed post fencing; steel drums painted red and white and filled with rubble, spaced 1.5 metres apart
- Notice Board on Barrier should indicate “DANGER LIVE OVERHEAD LINES” every 20 metres apart
- Bunting at a minimum height of 3 metres immediately over the barrier should be in place if cranes, tripper trucks, or other high equipment is operating in the vicinity
- If plant or equipment is to pass under a live Overhead line erect (height to be determined in consultation with ESB) wooden or other non conducting material goal posts in line with the protection barrier, at the entrance to the passage on each side of the line. The passage way to have steel drums on either side and two large warning notice boards with “DANGER LIVE OVERHEAD LINES” in place near the goal posts (marked in red and white stripes) at each entrance to the passage
- If work is to be done within the “at risk zone” ESB needs to switch out the line for the duration of such work and a safety barrier also needs to be erected in addition to the above precautions
- Safety warning signs must be in place to prevent danger and an inspection system in place to ensure that the remain in place for the duration
- All high vehicles, tipping lorries, cranes, cement mixers with conveyors or cement pump units must be accompanied by a competent and responsible employee when working in the vicinity of overhead power lines or obstructions

Underground Services (Gas, Electricity, Water, Sewer, Cable, Television)

- Safe system of work plan must be in place at all times (i.e. planning, cable and pipe locating devices, safe digging practices)
- Prior to commencing any work all underground services should be identified
- It may be necessary to contact the local authorities to determine locations
- Do not rely on drawings alone
- Use locating devices to determine exact position, if there is any doubt, hand dig
- The route, depth and voltage of the cable should be identified and marked
- Regard all buried cables as live
- Excavators and power tools should not be used within a half meter of the line, the remainder should be hand dug.
- Once a cable is exposed it should be supported and protected against any damage
- Before backfilling, place plastic hazard warning indicating tape on top of service and indicate on a drawing the exact location of the buried service.
- All work should be carried out in accordance with the Code of Practice for Avoiding Danger from Underground Services, February 2005

Abrasive Wheels: Con Saw / Angle Grinder

Risks associated with the above hazard

- Bursting of the wheel or disc.
- Injuries: flying particles, cuts, amputation
- Dusts from certain types of materials.
- Electric shock, burns, fire, Explosion
- Noise
- Contact with moving parts
- Entanglement, loose clothing tangled in disc.
- Ejection

Risk Rating Medium

Safety Preventive Measures

- Only trained competent persons to mount wheels in accordance with the Abrasive Wheels Regulations
- Eye & ear protection must be worn when using abrasive wheels and ensure protection is provided against hazardous dusts, which may be generated.
- Avoid wearing, loose clothing especially ties, sleeves, scarves etc.
- All machines should be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables.
- Sparks from loose particles can cause fires or explosion if near to flammable materials.
- Ensure the work area is clear of such materials and also of people who may be affected by such sparks

Con Saw

- The operator must carry out the required pre-operational checks on the tool.
- Always check wheels prior to use for damage
- It is the duty of the operator to advise his supervisor of any repairs necessary
- When the con saw is not in use, precautions must be taken to ensure that it is fully immobilised.
- Emergency stop button to be fitted.
- Following maintenance, the operator must ensure that all relevant guards have been replaced and secured
- Always ensure sufficient time for machines to cool down before refuelling as this is a major source of fire & explosion

Angle Grinder

- Follow the standard safety procedures applying to machinery.
- Operate saws with all guards in position.
- Clean down saws regularly – only with cloth or brush.
- Be aware of the emergency power switches.
- Turn off machinery when you are finished
- It is not to be used above shoulder height.
- Beware of falling cut pieces.
- Switch off when moving to another location or when not in use.

Using Plant and Equipment

Risks associated with the above hazard

- Struck by site transport
- Falls from vehicles
- Splashed by fuel during refuelling
- Tipping or overturning of vehicle
- Contact with moving parts of machinery
- Struck by materials
- Noise and Vibration

Risk Rating Medium

Safety Preventive Measures

- The site foreman will ensure that all site transport, when delivered to site, is in good order and equipped with all safety devices, and guards. Any defective vehicle or piece of equipment will be isolated and the hire company contacted immediately. The machine will not be used until the defect is rectified and the equipment is re-inspected / certified.
- Only authorised drivers over 18 years of age are permitted to operate any site transport.
- All operators must be trained.
- Site traffic will be restricted to fixed routes and access points.
- All plant and equipment will undergo regular documented inspections and any noted defects corrected.
- Children must not be permitted in work areas while plant is in use. All necessary measures required to avoid hazards to children on site outside working hours must be taken, particularly if it is not possible to fully fence the site.
- Persons may not ride on, or be carried in, an unsecured position on plant or equipment, but only in a seat or place provided for that purpose.
- Measures will be taken to prevent vehicles that are tipping into excavations etc. from over running the edge.
- All lifting gear and equipment must be marked with a means of identification and the safe working load and carry appropriate certificates.
- All wires, ropes, and chains must be fitted correctly, inspected and tested with results recorded as necessary.
- Electrical and mechanical plant, unless specifically designed must be switched off or stopped for adjustment and before items of equipment are connected or disconnected.

Lifting loads with work equipment

Risks associated with the above hazard

- Injury or fatality
- Collapse
- Untrained workers
- Unsuitable equipment
- Unstable
- Inappropriate ground conditions

Risk Rating Medium

Safety Preventive Measures

- Operations are to be properly planned and appropriately supervised
- If work equipment for lifting loads is installed permanently, ensure its strength and stability having regard to the loads to be lifted and the stress induced at the mounting or fixing points of the structure
- Ensure that the appropriate lifting equipment is used for the task
- Machinery for lifting loads is to be clearly marked to indicate its safe working load
- Where appropriate the SWL for each configuration of the machinery must be marked
- If equipment is not designed for lifting persons it should be clearly marked
- The drum or pulley around which the chain or wire rope of any lifting equipment is carried must be of suitable diameter and construction for the chain or rope used
- Chains and ropes which terminates at the winding drum of any lifting equipment is to be properly secured thereto and at least two turns of such chains or rope is to remain on such drum in every operating position of the equipment
- Permanently installed work equipment is to be installed ensuring that the risk of the load striking employees, drifting dangerously or falling freely, or being released unintentionally is controlled as far as is reasonably practicable
- Ensure work equipment which is lifting a load is stable
- Ensure ground conditions are appropriate
- Ensure lifting equipment is not used beyond its safe working load unless it is being tested under the direction of a competent person
- Ensure that employees are not nearby suspended loads
- Loads are not to be moved above unprotected workplaces occupied by employees

Pneumatic Tools

Risks associated with the above hazard

- Injury to eyes or body from flying particles
- Vibration White Finger
- Damage to internal organs or upper limbs due to incorrect posture when using breakers.
- Noise
- Damage to feet if breaker point
- Uncoupled hose swinging out of control.
- Machine starting unintentionally while changing disc, point etc due to air supply not being isolated at compressor.
- Manual handling accidents while moving compressor particularly if stand or jockey wheel damaged.
- Injuries while starting compressor due to lack of maintenance or to engine hood or cover stay failure.

Risk Rating Medium

Safety Preventive Measures

- Check equipment daily before use, and report defects immediately.
- Ensure all guards, safety devices; brakes etc are in good condition and operating correctly.
- Ensure engine cover stays are in good condition and fully locked into position when the cover is open.
- Engine cover flaps must be in place during use, to ensure noise control is effective; this also includes mufflers fitted to breakers.
- Additional protective equipment such as earmuffs or goggles should be worn when necessary
- Hoses, connection and valves must be in good condition and correctly fitted
- When using an air "lance" or similar, eye protection must be worn and a valve fitted to the lance to shut off the air supply. The work area should be cleared of other persons unless they are also adequately protected
- Take care when blowing out condensation etc from hoses and ensure that the open end is secure and not pointing at anybody
- Do not use compressed air for blowing down clothing etc as compressed air can enter the body via the skin; this is a major reason for people not to "fool around" with compressed air as severe injuries can result.
- Disconnect equipment from the compressor when changing discs, tools etc, do not just fold.
- Ensure the jockey wheel, stands and brakes are operational before manhandling compressors.
- Use a vehicle to move compressors wherever possible.

- Wear eye foot and car protection where needed but especially with breakers and abrasive discs.

Telescopic Handler / Teleporter / Loadall

Risks associated with the above hazard

- Collision with people, equipment, buildings, overhead lines
- Lack of Maintenance
- Untrained operator, poor vision
- Machine runaway
- Unsupported raised forks
- Overturning
- Noise
- Falling objects
- Fire

Risk Rating Medium

Safety Preventive Measures

- Operated only by trained and certified drivers, with Safe Pass and valid CSCS card
- Operators to have specific training for attachments i.e. forklift, basket for craftsmen, cranes, jib or shovels.
- The Safe Working Load (S.W.L.) of the machine must never be exceeded
- The fork truck must never be operated across an incline or ramp
- No modifications can be made to equipment without being certified
- Manufacturer's handbook read and followed.
- Ground conditions always considered for stability.
- Passengers must never be carried, unless the machine is designed to do so
- Checked daily by driver and recorded weekly on GA1 & GA2 forms
- The operator must ensure that all loads are secure before lifting and/or moving
- Ensure suitable fire extinguishers are installed on machine
- Loads must never to be raised over head any person
- Keep all vehicles serviced and in good repair
- Ensure attachments are always correctly and securely fitted
- Personnel only to be in work cage when the outriggers are out
- Provision and use of adequate and suitable personal protective equipment i.e. ear
- Fit flashing beacon and reversing beeper
- Ensure CSCS trained slinger/signaller (banks man) is available
- Ensure exclusion zone is in place to prevent unauthorised personnel
- When the man basket is attached and in raised position, operator must be aware of increased height in relation to over head lines

Fork-lift trucks

Risks associated with the above hazard

- Injury or Fatality
- Hydraulic / Pneumatic Failure
- Collapse or collision or Overturning
- Poor maintenance procedures
- Loads falling or dislodgement
- Inappropriate Use

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised persons may operate a forklift.
- Load-holding valves / hose break valves / checks valves are fitted and are operational.
- Under no circumstances must any make shift inspections be permitted underneath raised forks.
- Any defects must be reported immediately to the Manager / Supervisor.
- Never walk under raised forks or load.
- Forklift trucks are fitted with a number of attachments, which are matched to the capacity, and stability of the forklifts.
- The workplace should be clean reasonably level, to ensure the safe movement of the machine.
- The safe working load must be indicated clearly on the forklift and must never be exceeded.
- Forklift trucks must never be used for inappropriate purposes.
- Loads must be assessed before attempting to lift.
- The carriage of passengers is not permitted on any part of forklift trucks
- Operators must ensure safe passage before reversing
- The fork truck driver checks for hazards / persons before reversing.
- Safety warning signs to be posted in strategic areas to alert persons to the movements of the forklift trucks and other vehicles. Forklifts are driven with due care and attention, and in line with all traffic controls and safety warning signs.
- Forklifts to be inspected in accordance with statutory requirements, and certified safe for continued use.
- It is the responsibility of the driver to carry out daily visual checks
- All suspected defects are to be reported immediately to the Manager / Supervisor.
- Forklift trucks are to be maintained in line with manufacturers' instructions.
- Forklift trucks are to be fitted with reversing sirens, lights and flashing beacons
- Enter and leave the forklift cab with care and attention.
- Hearing protection must be worn when operating a forklift
- High Visibility clothing to be provided
- Ensure that a fork-lift truck carrying one or more employees is equipped or adapted to limit the risk of it overturning:
 - by the installation of an enclosure for the driver,
 - by a structure preventing the fork-lift truck from overturning,
 - by a structure ensuring that, if the fork-lift truck overturns, sufficient clearance remains between the ground and appropriate parts of the fork-lift truck for the employees carried, or
- (d) by a structure restraining the employees on the driving seat so as to prevent them from being crushed by parts of the fork-lift truck which overturns.

Lifting Equipment – Hi-ab

(also review crane and lifting gear risk assessments)

Risks associated with the above hazard

- Falling Objects
- Collisions
- Crushing
- Poor set up procedure
- Lack of training
- Faulty Equipment
- Faulty lifting gear

Risk Rating Medium

Safety Preventative Measures

- Only trained operators are allowed to operate this type of equipment.
- Crane should be set up at per manufactures instructions
- Ensure the lorry is fully secure out of gear and parking break is apply prior to commencement of operations
- Operators should carry out a full review of the area to ensure all hazards have been clearly identified and ground conditions are suitable for lifting operations
- Ensure that stabilisers are fully extended and securing pins have been inserted
- A full pre-start check should be carried out prior to any lifting operation
- Operators should always consult the crane load chart and lifting radius chart to ensure the crane have the sufficient lifting capacity for the load to be lifted.
- Each load must be inspected to ensure that it is adequately secured to the hi-ab hook and that the safety catch is in place.
- Each load must be assessed as to its weight and at no time can the Safe Working Load be exceeded.
- Operators must ensure that the direction of intended travel is clear prior to commencement of move.
- When operations have ceased the crane should be stowed away safety
- Operators should ensure that loads are placed flat on the body of the lorry and adequately secured
- Operators should ensure they comply fully with the road traffic act and beware of low bridges and height restrictions.
- All lifting equipment is to be inspected on a regular basis
- All lifting gear (chains, slings, shackles etc.) is to be inspected by a competent person every six months and certified.
- All lifting gear should be stored away safely in accordance with manufactures instructions
- Damaged lifting gear should be repaired as soon as possible
- Always ensure that lifting gear is attached properly and ensure materials are free to be lifted
- Never use lifting gear or equipment for towing
- Always select lifting gear of adequate strength and ensure that it is properly marked.
- Use wood or other packing to protect the sling from any sharp edges on a load.

Yard area

Risks associated with the above hazard

- Moving Vehicles
- Lack of warning i.e. when reversing
- Storage and disposal of waste
- Use of Skip
- Slips, Trips and Falls

Risk Rating Medium

Safety Preventive Measures

- No person should be allowed to enter the yard with out authorization
- All personnel must wear personal protective equipment
- Hi visibility clothing
- Safety boots
- Signage and speed limits should be obeyed at all times
- Drivers should always be made aware of personnel while in the yard.
- No person should walk behind a moving vehicle or take it for granted that the driver is aware of their presence
- All vehicles should be fitted with reversing lights and reversing alarms if practicable
- All supplies and materials should be stored no more than three times the length of the items
- Housekeeping should be kept at a high standard at all times
- The rubbish should be removed on a regular basis
- All access/egress routes and emergency exit should be kept clear at all times.

Traffic: Forklifts, Trucks, Cars Etc

Risks associated with the above hazard

- Collisions
- Serious Personal Injury
- Property and Vehicle Damage
- Loads falling off

Risk Rating Medium

Safety Preventative Measures

- Ensure only authorised personnel are permitted to enter the area.
- Provide adequate car park spaces
- Provide adequate safety signage for visitors & others attending the premises.
- Keep all workshop traffic to a maximum of 10 MPH
- Ensure only trained & authorised personnel operate vehicles i.e. forklift trucks.
- Keep all vehicles serviced and in good repair

Loading and unloading

Risks associated with the above hazard

- Being struck by a Forklift
- Materials falling from Lorries/Vans
- Materials falling from Forklifts
- Slips Trips and Falls
- Operatives being struck by lorries/Vans
- Poor manual handling
- Obscured Vision

Risk Rating Medium

Safety Preventive Measures

- All loading and unloading should be carried out in designated unloading areas.
- Drivers should make themselves aware of hazards in the off loading area and identify potential accident/incident areas and activities.
- All lorry and van drivers should be made aware of company policies with regards to safe loading and unloading.
- Personal protective equipment should be worn by drivers before they leave the vehicle and must be compliant with project standards and requirements.
- Once the vehicle has been security parked in designated parking area the driver should apply parking brake and switch off the unit. Before leaving the cab of the vehicle they should remove the keys.
- Before removal of strapping or securing chains the driver should review the contents of his load and ensure there are no loose materials before releasing the pressure on adjustable strapping.
- No adjustable strapping should be removed for materials on trailers unless authorised to do so by the slinger/signallers or plant operator
- Drivers should be aware of persons standing in the vicinity of the trailer and materials about to be unloaded.
- Drivers should wear hand protection to protect hands and fingers and must be aware of spring back form adjustable strapping on loads.
- Drivers should be aware of underfoot conditions and be aware of loose Chains & Strapping. Once they have been removed from the load they should be rolled up and place in designated storage container on the tractor unit. Damaged strapping should be removed and destroyed.
- Drivers should be aware of Telescopic Handlers & Mobile Cranes to be used in the off loading process.
- Drivers should not climb onto trailers unless appropriate precaution have been taken to prevent them from falling off the edge of the vehicle or load.
- Once the load is clear of strapping and ready for lifting the driver should step away from the off loading area as not to come in contact with the off loading operation.
- Once the load has been lifted clear of the trailer, the driver should check the area around his vehicle and move away from the area making sure to check his mirrors for project personal.
- Trailers should not be loaded beyond their maximum capacity and should be properly secured

Loading and unloading continued

- Lorries should be parked safely and brakes applied before drivers leave the cab of the vehicle
- Ratchet straps and holding down chains should be used to secure loads should be inspected and tested to ensure they are in good working order.
- Operators standing on trailers during the loading and off loading of materials should be competent and trained to carry out the task safely.
- Fall protection should be in place when operators are exposed to leading edges.
- When Cranes are used for the loading and off loading of materials operators should be trained and competent under current regulations. CSCS training programs should be completed by employees where required
- Trailers should be inspected and tested on a regular basis and repairs carried out once potential hazards and component damage has been identified and reported.
- All lorry and van drivers once they report in should remain with their vehicles until loading/unloading process has been completed.
- All operatives should be trained in manual handling.
- Signage should be displayed throughout the loading/unloading area and should be followed at all times by all concerned.
- All loads should be checked to ensure they are safe to be transported. Drivers should stop at regular intervals to inspect load security.
- All persons employed for loading/unloading must wear full personal protective equipment (high visibility clothing, boots, gloves and any other personal protective equipment that is appropriate).
- No person should be allowed to enter a lorry or van when a forklift is unloading unless the forklift operator is made aware.
- Materials being unloaded must not block any access/egress areas.
- Caution should be taken when removing built up loads to ensure materials do not get dislodged while removing loads adjacent.
- Only trained personnel may operate forklifts for loading/unloading purposes.
- Trailers should be parked safely and legs supporting units landed onto a solid surface, hoses should be stored properly and air released for the system

Securing of loads for Transportation

Hazards

- Poor road conditions
- Unsafe vehicles
- Untrained operators
- Overloading of lashings and fastening devices
- Products fall from trailers
- Poor communication
- overloading of trailers

Risk Rating Medium to High

Preventive Measures

- Operators should always check your route of travel and ensure ground conditions are suitable for transportation of loads
- Keep speed down to suit ground conditions
- Lorry drivers should ensure that items are restrained securely to dedicated tying points and the load is spread to give an even weight distribution over the whole floor area;
- When a load is stacked the larger and heavier items should be placed at the bottom
- The load must be packed tightly before applying the restraints, which should be arranged so that no part can accidentally be released by vibration or road shocks while the vehicle is in motion.
- All items of loose equipment not in use (sheets, ropes, dunnage etc.) and loose surplus equipment in service (rope ends etc.) must be securely restrained at all times.
- The load must be checked for security and the lashings tested for adequate tension after the vehicle has travelled a few miles and again at intervals throughout the journey
- Weather Conditions can affect the tension of lashings, which may lead to loss of security and damage to the load if not correctly re-tensioned.
- Operators should check the condition of the trailer and its structure and make up to ensure it is suitable to be used in the transportation of materials
- Operators should ensure that Retaining chains and ratchet strapping to be examined for wear and tear and any signs of damage on a regular basis to ensure they are suitable for use.
- The lashings and fastening devices (ropes, webbing, chains, cables, clamps etc.) should be in sound condition and must be capable of withstanding all normal forces. To avoid movement of the load, lashings must be properly tensioned at all times using a tensioning device specified by the manufacturer of the lashing. Never over tension lashings by the use of levers.
- Lashings used to restrain the load must always be attached to anchorage points that have sufficient strength to absorb the expected loading. Any restraint system is only as strong as its weakest component.

- Anchorage points should themselves be firmly attached either directly to the chassis or to a metal crosspiece or outrigger.
- Lorry operators must be competent to complete their respective tasks safety and trainee operators should not be permitted to carry out tasks unsupervised.
- Operators should know the height of their load and the length
- Operators should be aware of loading been supplied to securing strapping and no to overload.
- Operators should ensure that flat webbing ratchet straps do not come in contact with sharp exposed edges and if this is likely to happen protection or packing should be used to protect the strap
- Operators should not climb on trailers unless fall protection is in place restrictor line or safety harness should be used
- Operators should used the steps provided and should not jump form the body of the trailer onto the ground
- Reversing to be avoided where possible if this process is necessary then it must be completed under the guidance of a banksmans who should be clearly visibility

Coupling procedure for standard semi - trailers (where there is room to operate safely between the rear of the tractor cab and the front of the semi trailer)

Risks associated with the above hazard

- Failure to follow safe coupling and parking procedures
- Vehicle runaway
- Trailer rollaway
- Fatal injury to drivers or others
- Costly damage to vehicles and/or property

Risk Rating Medium

Safety Preventive Measures

- The driver should be trained in the safe system of work
- Ensure monitoring systems are set up to check that safe systems are followed at all times
- Before parking hauliers and site operators should ensure that the area is level and firm enough to support both the trailer landing legs
- Additional lighting may be necessary if operations are being carried out during hours of darkness to make sure the procedure is carried out safely and to reduce other risks such as falling from the vehicle.
- Slowly reverse the tractor unit in a straight line towards the front of the trailer.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Check the trailer parking brake is applied.
- Make any necessary adjustments to the trailer coupling height and slowly reverse the tractor unit under the trailer until the 5th wheel jaws engage.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Carry out a visual check that the 5th wheel jaws have engaged correctly and fit the security "dog clip" or other safety device.
- Carry out a second test that the 5th wheel jaws have engaged by selecting a low forward gear and with the trailer brakes still applied slowly pulling forward.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Connect the service airline (yellow) and electrical connections.
- Connect the emergency airline (red) and watch for any unexpected movement. (If the trailer moves, immediately disconnect the emergency airline (red) and check that the trailer parking brake has been applied.
- Wind up the landing legs and secure the handle.
- Fit the number plates and check that the lights work.
- Carry out visual and functional vehicle checks, and release the trailer handbrake before setting off.

Uncoupling procedure for standard semi trailers (where there is room to operate safely between the rear of the tractor cab and the front of the semi trailer)

Risks associated with the above hazard

- Failure to follow safe coupling and parking procedures
- Vehicle runaway
- Trailer rollaway
- Fatal injury to drivers or others
- Costly damage to vehicles and/or property

Risk Rating Medium

Safety Preventative Measures

- The driver should be trained in the safe system of work
- Ensure monitoring systems are set up to check that safe systems are followed at all times
- Before parking hauliers and site operators should ensure that the area is level and firm enough to support both the trailer landing legs
- Additional lighting may be necessary if operations are being carried out during hours of darkness to make sure the procedure is carried out safely and to reduce other risks such as falling from the vehicle.
- Park the combination in a straight line.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Apply the trailer parking brake.
- Remove and stow the trailer number plate and lower the landing legs.
- Disconnect all of the air and electrical services and stow safely.
- Remove the security "dog clip" and pull the release handle to disengage the 5th wheel jaws.
- Slowly draw the tractor unit away from the trailer.
- If the tractor unit has mechanical suspension stop when the trailer is clear of the fifth wheel
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Before leaving the trailer, walk round it to check that it is in a safe condition.
- For close coupled semi trailers alternative procedures will need to be followed, for example using the "split coupling" or "cranked coupling" method. A risk assessment will be needed to find a suitable method. In these cases it is essential that the drivers understand the potential dangers to themselves or others if they do not follow the safe system.
- Equipment such as central axle draw bar trailers and turntable draw bar trailers will need their own coupling procedure.

Mobile Crane

Risks associated with the above hazard

- Falling Objects
- Collisions
- Crushing
- Lack of training
- Faulty Equipment
- Faulty lifting gear

Risk Rating Medium

Safety Preventive Measures

- Only trained operators are permitted to operate this type of equipment
- Ensure all relevant GA1 & GA2 forms are up to date and available for inspection
- Check ground conditions before setting up out riggers
- Always carry out a visual inspection of machine before commencement of lift
- Each load must be inspected to ensure that it is adequately secured to the crane hook and that the safety catch is in place.
- Each load must be assessed as to its weight and at no time can the (SWL) Safe Working Load be exceeded
- Operators must ensure that the direction of intended travel is clear prior to commencement of move
- Always assess the risks during windy conditions and stop work if situation becomes dangerous. (Check Crane manual for safe working wind speeds)
- All lifting is inspected on a regular basis; however, operators must maintain critical checks on equipment on a daily basis.
- Only CSCS trained employees shall act as slinger/signaller (banks man) for crane operators.
- All lifting gear (chains, slings, shackles etc.) is inspected by a competent person every six months.
- All lifting gear is stored away safely in accordance with manufactures instructions
- Damaged lifting gear to be repaired as soon as possible or destroyed
- Only company certified lifting gear to be used during lifting operations
- Always ensure that lifting gear is properly attached and ensure materials are free to be lifted
- Assess the surroundings and ensure there are no power lines or other hazards in the vicinity
- Never use lifting gear or equipment to pull any materials or plant
- Ensure floor of cab is free from any obstructions that may create a hazard during operations.
- Check steps and hand holds and ensure they are in good order
- Ensure clear visibility at all times i.e., clean glass & mirrors

Lifting Accessories / Lifting Attachments (e.g. chains, slings etc.)

“lifting accessories” include clamps and similar attachments, chain slings, rope slings, rings, hooks, shackles, swivels, spreader beams, spreader frames and any other item placed between lifting equipment and the load or on the load in order to attach it, but excluding features of the load used for its lifting

Risks associated with the above hazard

- Falling objects: lifting equipment or lifting accessories /lifting attachments
- Lack of training
- Injury or fatality i.e. crushing
- Faulty Equipment: lifting accessories / attachments

Risk Rating Medium

Safety Preventive Measures

- Lifting accessories are to be selected as a function of the loads to be handled, gripping points, attachment tackle and the atmospheric conditions, having regard to the mode and configuration of slinging
- Lifting accessories are to be stored in a way that ensures that they will not be damaged or degraded and stored in dry area away from direct sunlight and chemicals
- Lifting accessories are to be marked to identify its safe use
- Only trained persons are allowed to use this type of equipment
- Each load is to be inspected to ensure that it is adequately secured and that the safety catch/device is in place
- Each load must be assessed as to its weight and at no time can the safe working load be exceeded
- Operators must ensure that the direction of intended travel is clear prior to commencement of move
- Only CSCS trained employees shall act as slinger/signaller (banks man) for crane operators
- All lifting attachments are to be stored safely in accordance with manufactures instructions
- Damaged lifting attachments are to be repaired as soon as possible or destroyed
- Ensure lifting attachments are properly attached and ensure materials are free to be lifted
- Prior to the lift, assess the surroundings and ensure that there are no power lines or other hazards in the vicinity
- Never use lifting attachments or equipment to pull any materials or plant
- Operators must maintain daily checks on equipment
- All lifting attachments (chains, slings, shackles, block and tackle, etc.) are to be inspected by a competent person every six months and GA 1 issued
- Only certified lifting equipment should be used during the lifting operation
- Never make knots in attachments and never drag them from under a resting load
- Never use chains or slings for towing

Chains

Risks associated with the above hazard

- Overloading
- Improper usage
- Cuts, nick and rips
- Loads falling
- Chemical contamination
- Lack of Pre operation checking
- Lack of training

Risk Rating Medium

Safety Preventative Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All Slinger, signallers should be competent and hold a Construction Skills Certification Scheme card
- All Chains should be checked before use to ensure they are in good working order
- The safe working load, identification marking and colour code should be clearly identified before usage.
- All lifting gear should be certified every six months when in use
- Before use all chains should be inspected for (nicks, cuts, cracks, stretching or corrosion)
- Look for signs of damage on the eye of the sling
- Slings should always be stored in a well ventilated area away from heat and chemicals or any other materials which may affect its mark up or structure.
- Never allow slings come in contact with sharp edges and always use packing and protect them from cuts or abrasions.
- Never join two chains together, if they have to be joined always use a shackle and follow manufactures guidelines
- Always clean slings after use and inspect in accordance with manufactures guidelines
- Always store slings in accordance with manufactures guidelines
- Never knot or twist a sling or use a sling to pull a load.
- Always ensure the load is balanced before commencement of any lifting operation.
- Never allow any person to ride on a sling
- Never lift on the point of a hook
- Never trap slings under loads, always ensure chocks are used and placed in the landing position before landing the load.
- Use tag line when lifting loads, where appropriate
- Never allow any person pass under a suspended load
- Always check for overhead obstacles when lifting loads

Shackles

Risks associated with the above hazard

- Overloading
- Improper usage
- Loads falling
- Lack of Pre operation checking
- Lack of training

Risk Rating Medium

Safety Preventative Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All Slinger, signallers should be competent and hold a Construction Skills Certification Scheme card
- All shackles should be checked before use to ensure they are in good working order
- The safe working load, identification marking and colour code should be clearly identified before usage
- All lifting gear should be certified every six months
- Before use all shackles should be inspected for (nicks, cuts, cracks or corrosion)
- Look for signs of damage on pins and on the shackle body
- If lock pins are required ensure they are inserted before use
- Insure shackles fit the lifting hook correctly, packing may be required
- Never let a single rope sling pass over the eye of the sling shackle.
- Always place the shackle with the pin uppermost in the hook with the sling eyes located in the Shackle body
- Always clean shackle after use and inspect in accordance with manufactures guidelines
- Always store Shackles in accordance with manufactures guidelines

Eye bolts

Risks associated with the above hazard

- Overloading
- Improper usage
- Lack of Pre operation checking
- Loads falling
- Lack of training
- Improper fitting

Risk Rating Medium

Safety Preventative Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All Slinger, signallers should be competent and hold a Construction Skills Certification Scheme card
- Never over load any piece of lifting gear either by the weight or method of slinging. Always identify the weight of all materials being lifted before attaching any piece lifting gear.
- All eye bolts should be checked before use to ensure they are in good working order
- The safe working load, identification marking and colour code should be clearly identified before usage.
- All lifting gear should be certified every six months when in use
- Before use all eye bolts should be inspected for (nicks, cuts, cracks or corrosion)
- Look for signs of damage on threading and on the eye
- Never attached or fit a eye bolt directly onto a hook, always use a shackle
- Never use excessive force to tighten eye bolts, can cause excessive stretching of the shank
- Always insure the eye bolt is fully inserted into the load being lifted
- If lock pins are required ensure they are inserted before use
- Insure shackles fit the lifting hook correctly packing may be required
- Never let a single rope sling pass over the eye of the sling shackle
- Always place the shackle with the pin uppermost in the hook with the sling eyes located in the Shackle body
- Always clean shackle after use and inspect in accordance with manufactures guidelines
- Always store Shackles in accordance with manufactures guidelines

Synthetic Web Slings

Risks Associated with the above Hazard

- Overloading
- Improper usage
- Cuts, nick and rips
- Loads falling
- Chemical contamination
- Lack of Pre operation checking
- Lack of training

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All Slinger, signallers should be competent and hold a CSCS card
- All slings should be checked before use to ensure they are in good working order
- The safe working load, identification marking and colour code should be clearly identified before usage.
- All lifting gear should be certified every six months when in use. GA1 in place
- Before use all slings should be inspected for (nicks, cuts, cracks or corrosion)
- Look for signs of damage on the eye of the sling
- Slings should always be stored in a well ventilated area away from heat chemicals or any other materials which may affect its mark up or structure
- Never allow slings come in contact with sharp edges always use packing and protect them from cuts or abrasions
- Never join two slings together, if they have to be joined always use a shackle and follow manufactures guidelines
- Always clean slings after use and inspect in accordance with manufactures guidelines
- Always store slings in accordance with manufactures guidelines
- Never knot or twist a sling or use a sling to pull a load
- Always ensure the load is balanced before commencement of any lifting operation
- Never allow any person to ride on a sling
- Never trap slings under loads always ensure chocks are used and placed in the landing position before landing the load

Wire rope slings

Risks Associated with the above Hazard

- Overloading
- Improper usage
- Cuts, nick and rips
- Loads falling
- Chemical contamination
- Lack of Pre operation checking
- Lack of training

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All Slinger, signallers should be competent and hold a CSCS card
- All wire rope slings should be checked before use to ensure they are in good working order
- The safe working load, identification marking and colour code should be clearly identified before usage
- All lifting gear should be certified every six months when in use
- Before use all wire rope slings should be inspected for (broken wires, cuts, cracks or corrosion)
- Look for signs of damage on the eye of the wire rope sling
- Slings should always be store in a well ventilated area away from heat chemicals or any other materials which may affect its mark up or structure.
- Never allow slings come in contact with sharp edges always use packing and protect them from cuts or abrasions
- Never join two slings together if they have to be joined always use a shackle and follow manufactures guidelines
- Always clean slings after use and inspect in accordance with manufactures guidelines
- Always store slings in accordance with manufactures guidelines
- Never knot or twist a wire rope sling to shorten it or use a wire rope sling to pull a load
- Always ensure it is attached correctly never lift on the tip of a hook
- Beware of shock loads when using wire rope slings
- Always ensure the load is balanced before commencement of any lifting operation
- Never allow any person to ride on a sling
- Never trap slings under loads always ensure chocks are used and placed in the landing position before landing the load

Transportor

Risks associated with the above hazard

- Falls from vehicles or crushed by vehicle
- Dislodgement of Vehicle
- Falling material, overloaded
- Road accidents
- Driving on steep slopes, overturning of vehicle
- Temporary roads that may subside
- Manoeuvring vehicles around where people are working
- Falling into an excavation
- Driving over material or rubble
- Loading & Unloading near overhead power lines
- Loading and unloading of materials

Risk Rating Low to Medium

Safety Preventative Measures

- Only trained and authorised drivers over 18 years of age are permitted to operate vehicles.
- All loading and unloading should be carried out in designated unloading areas.
- All lorry and van drivers should be made aware of company policies with regards to safe loading and unloading.
- Transporters should not be loaded beyond their maximum capacity and should be properly secured
- Ratchet straps and holding down chains should be used to secure loads should be inspected and tested to ensure they are in good working order.
- All loads should be checked to ensure they are safe to be transported. Drivers should stop at regular intervals to inspect load security.
- All persons employed for loading/unloading must wear full personal protective equipment (high visibility clothing, boots, gloves and any other personal protective equipment that is appropriate).
- Operators must obey the rules of the road and fulfil any statutory tests
- Speed limits, sign posts and site rules must be obeyed
- All vehicles shall undergo regular documented inspections and any noted defects corrected. i.e. attachments
- Insurance must be adequate to cover the vehicles and operational personnel.
- All defects, accidents and near misses must be reported to the Manager.
- All operators must not use a mobile phone while driving unless they are using a hands free kit
- Vehicles shall be kept in good repair; lights, steering, handbrake, footbrake, flashing beacons, attachments, etc. shall operate efficiently.
- Drivers will not manoeuvre vehicles on site unless they have an unrestricted view or the assistance of a signaller.
- Traffic will only be allowed on routes that are free from obstruction and have sufficient clearance.

RULES FOR WORKING SAFELY

MOBILE EQUIPMENT

- Authorised, qualified drivers must operate all surface vehicles in accordance with the rules of the Highway Code.
- The speed limit of 10 M.P.H. must be adhered to at all times on Company property.
- Before any vehicle is operated, the driver/operator must carry out a complete pre start-up check of the equipment. Operators are not permitted to drive vehicles that are not in a safe mechanical condition.
- Vehicles must be brought to a complete stop before anyone is permitted to get on or off.
- No person is permitted to stand on the running board of a moving vehicle.
- Operators may not transport people in the box of their vehicle unless in cases of emergency.
- A signaller must guide vehicles, being backed into congested areas.
- When material is being transported on vehicles, the operator is responsible for the safe loading, securing and unloading of the material.
- Drivers of trucks should dismount and stand clear of the machine while the vehicle is being loaded.
- Any material, which projects beyond the front, rear or sides of the vehicle, must be properly "flagged".
- Walk around the machine before starting to make certain there are no people in the area.
- Sound horn at all exit and entry points.
- Always look in the direction of travel.
- Beware of overhead obstructions and power lines, etc.
- When vehicles are driven on to public roads, it is essential that dirt be cleaned off the tyres.
- Do not leave an engine running while a vehicle is unattended.
- Adhere to correct mounting and dismounting procedures.
- Never exceed the safe working load (S.W.L.) of any machine.
- Always ensure that protective guards are secure and in place.
- Do not lubricate or repair the vehicle while it is running.
- Keep vehicle clean.

Fitting fly/lattice jibs

Risks Associated with the above Hazard

- Falling Objects
- Falls from heights
- Crushing
- Lack of training
- Faulty Equipment
- Faulty lifting gear

Risk Rating Medium

Safety Preventive Measures

- Always refer to operator's manual and follow step-by-step procedure
- All safety devices should be reconnected before commencement of any lifting operations
- Ensure the area is safe, closed off to unauthorised persons
- Full personnel protective equipment should be worn at all times and should be suitable for height been worked at.
- Ensure ladder is secured
- Always refer to load charts to identify lifting capacity of crane once fly of lattice jib has been connected
- Ensure all safety pins and bolts are reconnected
- All tools used in the operation should be stored safely
- Beware of boom deflection during the lifting operation
- Never exceed the safe working load of lifting equipment or lifting gear.

Increasing Rope Falls (Reeving)

Risks Associated with the above Hazard

- Falling Objects
- Falls from heights
- Crushing
- Lack of training
- Faulty Equipment

Risk Rating Medium

Safety Preventive Measures

- Always refer to operator's manual and follow step-by-step procedure
- Always refer to load charts and operators manual
- Ensure the area is safe, closed off to unauthorised persons
- Full personnel protective equipment should be worn at all times
- Ensure ladder is secured
- Always refer to load charts to identify lifting capacity of crane
- Insure wire rope in good working order and is running correctly through sheaves and pulleys.
- Never allow rope to be drags along the ground or sharp edges
- Inspect ropes to ensure there are no broken wires, flatten, bird caging or any other signs of damage.
- Ensure all safety pins and blots are reconnected
- All safety devices should be reconnected before commencement of any lifting operations.
- All tools used in the operation should be stored safely
- Never exceed the safe working load of lifting equipment

Unsafe setting up procedure

Risks Associated with the above Hazard

- Overturning of crane
- Faulty equipment
- Contact with services
- Contact with structures
- Poor ground conditions
- Untrained operators
- Contact with other equipment

Risk Rating Medium

Safety Preventive Measures

- Ground conditions should be satisfactory for setting up of mobile crane all power lines and services should be identified.
- Other plant and equipment should be kept clear of lifting operations
- Once outriggers have been fully extended appropriate packing should be used underneath pads
- Tyres should be lifted clear of the ground
- Operators should check there is no deforming of packing under pads
- Operators should ensure that the crane is level before commencement of any lifting operation
- Never set up on unstable ground conditions
- Outriggers should be fully extended before commencement of operations if this is not possible load charts should be reviewed and the safe working load indicators change in accordance with manufactures instructions.
- Excavations should be closed in where possible; if not a safe set up distance should be adopted by the operator.
- Weathers conditions should be reviewed on an ongoing basis.
- Crane operators should check ground conditions and packing on a regular basis during the lifting operation

Driving on roads

This applies to all vehicles used by employees of the Company.

It shall be the responsibility of the relevant Manager, to ensure that the following are complied with in conjunction with the person driving the said vehicle;

Risks Associated with the above Hazard

- Inexperienced drivers
- Speeding
- Dangerous/Careless Driving
- Vehicle Condition
- Driver Fatigue

Risk Rating Medium

Safety Preventive Measures

- Employees must have an appropriate current driving license for the class of vehicle concerned, to drive any vehicle for the Company.
- A checking system is in place to ensure the currency and scope of each driver's license.
- All personnel driving on behalf of the Company must be insured to the satisfaction of the Company and Insurance Company.
- Drivers must obey local speed limits at all times
- Employees must obey the rules of the road and wear the seat belts at all times.
- Employees must not use mobile phones while driving company vehicles unless a hands free kit is provided in the vehicle.
- Drivers are responsible for checking that their vehicle is road worthy before taking it out, and that it displays a current Insurance and Tax Disc.
- All vehicles will undergo regular documented inspections and regular maintenance is carried out.
- All accidents are reported immediately to management (without delay), and that when necessary, are reported to the Garda Siochana as required by the Road Traffic Act.
- The vehicle inspection checklist must be filled out weekly, to ensure that all the necessary tools, safety equipment are in each vehicle attending worksites
- In the event of an accident, drivers must use the disposable cameras provided, to record damage to vehicle.
- Whenever a vehicle is left unattended, it shall be properly parked and locked, so as to prevent theft or danger to others.

Collisions

Risks Associated with the above Hazard

- Risk of serious or fatal injury
- Collision with other transport vehicles
- Collision with Pedestrians whilst reversing
- Collision with structures

Risk Rating Medium

Safety Preventive Measures

- The driver must ensure that his route is clear.
- Ensure ground conditions are satisfactory
- Operators should ensure hazards have been identified (Excavations, Scaffolding Structures Power lines etc.....)
- If operators are unsure they must seek the assistance of a trained banks man where possible
- The driver must ensure that, the parking brake engaged and the engine switched off during when not in use
- Employees must not exceed posted speed limit.
- Employees must not turn too sharply, or drive too close to persons on site.
- Employees must exercise particular care when reversing.
- Other vehicles must give way to vehicles, which are reversing.
- Reverse audible warning equipment must be used where available.
- Adequate lighting is provided on site in hours of darkness.
- The access/egress route to the site will be kept clear at all times.

Internal Vehicle Movements

Risks Associated with the above Hazard

- Inexperienced drivers
- Risk of serious or fatal injury other persons in the vicinity
- Poor control of vehicles
- Inexperienced drivers
- speeding or dangerous driving
- Poor vision
- blind corners

Risk Rating Medium

Safety Preventive Measures

- All drivers of cranes should be authorised, certified and experienced
- Drivers must not exceed posted speed limit in yard area.
- Drivers must not turn too sharply or drive too close to persons in the yard.
- All Personnel working in the Yard/garage areas must wear high visibility throughout their working day.
- Driver must exercise particular care when reversing.
- Other vehicles must give way to vehicles, which are reversing.
- Reverse audible warning equipment must be used.
- Adequate lighting must be provided.
- Pedestrians have a duty to wear high visibility clothing at all times and to keep clear of moving vehicles at all times. Should any persons need to speak to a driver he must first make eye contact and wait for a signal to approach

Emergency Breakdowns

Risks Associated with the above Hazard

- Other Road Users
- Collisions between maintenance fitters
- Collisions other traffic
- Collisions due to poor visibility,
- Inadequate warning to others

Risk Rating Medium

Safety Preventive Measures

- Where a vehicle is in a dangerous position i.e. on a motorway or trunk road, the Garda should be informed before work starts.
- All relevant personnel will be given specific training on roadside recovery and maintenance.
- Hi-visibility markings and beacons are provided for service and recovery vehicles.
- The service vehicle should be placed between the operative and the on coming traffic.
- Advance warning signs and cones should be deployed.
- A method of communicating with the mobile workers superiors should be provided i.e. a mobile phone / two way radio. An agreed system of work should be agreed in advance for an effective regime of communication between recovery driver and local line management.
- Extent of work activities permitted at the roadside agreed in advance.
 - Each service vehicle should be equipped with:
 - Protective clothing including hi-visibility garments
 - First aid kit
 - Fire extinguisher
 - Traffic cones / Warning signs
 - Additional lighting for illuminating the work area
 - Appropriate lifting and support equipment
 - Spill kit / Absorbent granules
- Maintenance carried out on vehicles along public roads will be done in a safe manner that ensures that obstructions to pedestrians and vehicular traffic are kept to a minimum at all times.
- Signposting, cones and where necessary, illumination must be adequate at all times to ensure safe conditions for general traffic and for pedestrians.

Lift operation planning

A person planning a lifting operation should be adequately trained and have the appropriate knowledge and experience.

The lifting planning operation must address the risks identified in the risk assessment and identify the resources required, the procedures to be followed and the responsibilities so that the lift can be carried out safely.

The crane must be of good design adequately tested and appropriate for the task.

A risk assessment must be carried out to identify the hazards and risks associated with all proposed lifts. It must address how risks that have been identified are going to be controlled and by whom.

Areas to be covered

- All aspects of the load to be lifted
- The loads landing area and its safe transportation (Route of travel)
- The lifting equipment to be used in the operation
- The lifting gear (Chains, Slings and shackles etc...)
- Ground conditions
- Weather conditions
- Appropriate personnel
- Proximity hazards
- Protection of other persons who are not involved in operations

This list is not exhaustive

Lifting gear

All lifting gear must conform to current safety standards

- The safe working load must be identified (SWL)
- All lifting gear must be certified
- All lifting gear must have identification marking

Wire Ropes

Risks Associated with the above Hazard

- Overloading
- Improper usage
- Damage rope
- Worn sheaves
- Lack of maintenance
- Chemical contamination
- Lack of Pre operation checking
- Lack of training

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All crane operators should be competent and hold a FAS CSCS card
- Operators should inspect all wire ropes over the entire length of the rope
- Check all rope drum assemblies for wear or damage
- Particular attention should be paid to areas where the rope passes through sheaves on hoist blocks or over pulleys
- Ensure rope end anchor points are secured, there must always be a minimum of two full revolutions of rope on the drum to prevent load bearing on the anchor point.
- Check ropes for corrosion, wear, heat damage, distortion, broken wires, flattening changes in rope diameter and lack of maintenance
- Check rope terminals for any sign of overloading
- Ensure ropes are well maintained and lubricated in accordance with rope manufactures instructions
- If broken wires exceed rope manufacture instructions, all work should cease and the rope should be replaced
- During rope insulation the area should be closed off and avoid pulling rope over the ground or sharp edges
- Ensure rope is spooling correctly onto drums and if over lapping is occurring stop all lifting operations and report to supervisor.

Hooks

Risks Associated with the above Hazard

- Overloading
- Improper usage
- Loads falling
- Cuts, nick and rips
- Chemical contamination
- Lack of Pre operation checking
- Lack of training

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All Slinger, signallers should be competent and hold a CSCS card
- All hooks should be checked before use to ensure they are in good working order
- The safe working load, identification marking and colour code should be clearly identified before usage
- All lifting gear should be certified every six months
- Always ensure the safety catch is closing correctly that it is not twisted or out of shape
- Never attach more than one piece of lifting gear to a hook. If more than one must be used always use a suitable shackle
- Never side load, back load or lip load
- Always clean hooks after use and inspect in accordance with manufactures guidelines
- Always store hooks in accordance with manufactures guidelines

Plate Clamps

Risks Associated with the above Hazard

- Overloading
- Improper usage
- Loads falling
- Cuts, nick and rips
- Chemical contamination
- Lack of Pre operation checking
- Lack of training

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All slinger, signallers should be competent and hold a CSCS card
- All plate clamps should be checked before use to ensure they are in good working order
- Ensure the safe working load identification marking is in place before usage
- All lifting gear should be certified every six months when in use
- Before use all plate clamps should be inspected for damage, cracks, and deterioration
- Ensure it is opening and closing correctly
- Check the cam segment shaft and cotter pin for wear or damage
- Look for signs of damage on pins and on the body of the clamp
- Always ensure the contact area between the clamp and the plate being lifted is clean and free of dirt
- Never attach more than one plate at a time
- When using more than one plate at a time ensure the weight of the load is shared equally
- Always ensure plate clamp is positioned against the plate during the entire lifting operation
- Always use chocks or timbers to load on top of, never land clamps directly onto the ground

Shackles

Risks Associated with the above Hazard

- Overloading
- Improper usage
- Loads falling
- Lack of Pre operation checking
- Lack of training

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All Slinger, signallers should be competent and hold a CSCS card
- All shackles should be checked before use to ensure they are in good working order
- The safe working load, identification marking and colour code should be clearly identified before usage
- All lifting gear should be certified every six months
- Before use all shackles should be inspected for (nicks, cuts, cracks or corrosion)
- Look for signs of damage on pins and on the shackle body
- If lock pins are required ensure they are inserted before use
- Insure shackles fit the lifting hook correctly, packing may be required
- Never let a single rope sling pass over the eye of the sling shackle.
- Always place the shackle with the pin uppermost in the hook with the sling eyes located in the Shackle body
- Always clean shackle after use and inspect in accordance with manufactures guidelines
- Always store Shackles in accordance with manufactures guidelines

Eye bolts

Risks Associated with the above Hazard

- Overloading
- Improper usage
- Lack of Pre operation checking
- Loads falling
- Lack of training
- Improper fitting

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All Slinger, signallers should be competent and hold a CSCS card
- Never over load any piece of lifting gear either by the weight or method of slinging. Always identify the weight of all materials being lifted before attaching any piece lifting gear.
- All eye bolts should be checked before use to ensure they are in good working order
- The safe working load, identification marking and colour code should be clearly identified before usage.
- All lifting gear should be certified every six months when in use
- Before use all eye bolts should be inspected for (nicks, cuts, cracks or corrosion)
- Look for signs of damage on threading and on the eye
- Never attached or fit a eye bolt directly onto a hook, always use a shackle
- Never use excessive force to tighten eye bolts, can cause excessive stretching of the shank
- Always insure the eye bolt is fully inserted into the load being lifted
- If lock pins are required ensure they are inserted before use
- Insure shackles fit the lifting hook correctly packing may be required
- Never let a single rope sling pass over the eye of the sling shackle
- Always place the shackle with the pin uppermost in the hook with the sling eyes located in the Shackle body
- Always clean shackle after use and inspect in accordance with manufactures guidelines
- Always store Shackles in accordance with manufactures guidelines

Concrete Skips

Risks Associated with the above Hazard

- Serious or fatal injury as a result of impact from moving skips
- Failure of hydraulic systems and pipes
- Overloading of skips
- Lack of maintenance
- Lack of training for operators

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised persons are to operate concrete skips
- Skips should be well maintained and any faults should be reported to management
- A pre start check should be carried out before use and safety pins and clip should be in place before starting of operations
- Cranes used for transporting concrete in skips should be in good working order
- An appointed signaller is used, where necessary.
- The safe working load should be known by operative before using equipment and should never be exceeded
- Skips should never be overloaded and kept as close to the ground as possible during lifting

Block grabs

Risks Associated with the above Hazard

- Faulty equipment
- Untrained slinger/signallers
- Overloading/exceeding the SWL
- Lack of maintenance
- Lack of pre-use inspection
- Loose loads
- Unsafe work practices

Risk Rating Medium

Safety Preventive Measures

- Only trained and authorised persons should be permitted to use any lifting equipment
- All Slinger, signallers should be competent and hold a CSCS card
- All Block Grabs should be checked before use to ensure they are in good working order
- The safe working load, identification marking and colour code should be clearly identified before usage
- All lifting gear should be certified every six months
- Before use all Block Grabs should be inspected for (nicks, cuts, cracks, corrosion or damaged rubbers)
- Look for signs of damage on the eye of the Block Grab.
- Block Grabs should always be store in an area away from heat, chemicals or any other materials which may affect there mark up or structure.
- Always clean Block Grabs after use and inspect in accordance with manufactures guidelines
- Keeps hands, fingers, feet away from scissors mechanism and avoid loose fitting clothing, long hair or jeweller y
- Only lift recommended materials and ensure their weight is known before commencement of any lifting operations
- Always use the handles provided, keep hands clear of moving parts
- Always ensure the load is balanced before commencement of any lifting operation
- Always use a safety net
- Never allow any person to ride on a Block Grab
- Never lift on the point of a hook
- Where appropriate use tag line when lifting loads
- Never allow any person pass under a suspended load
- Always check for overhead obstacles when lifting loads
- Avoid blocking access/egress route

Power Washer

Risks Associated with the above Hazard

- Fault equipment
- Noise
- Contact with water
- Slips, trips and falls
- Electrocution

Risk Rating Medium

Safety Preventive Measures

- Ensure all electrical connections are in good condition and maintained
- Operators must be trained to use power washers in a safe manner and only authorised persons may operate power washers
- The operator must carry out the required pre-operational checks in accordance with the manufacturer's instructions.
- It is the duty of the operator to advise his supervisor and maintenance person of any repairs that are to be carried out on the machine.
- The operator should ensure the machine is stopped if anyone is in the vicinity
- Ensure a planned maintenance programme is in place
- Suitable and adequate Personnel protective equipment must be used by workers
- Operators should keep a safe distance from water hoses and water jets
- Operators should never spray water at other persons
- Hoses should be fully rolled out for operational purposes and the washing area should be closed off to other persons.
- When the machine is not in use, precautions must be taken to ensure that it is stored safely

Self Erector and Mobile Tower Crane

Risks associated with the above hazard

- Faulty equipment
- Accidental raising or lowering of the jib
- Injury or fatality
- Collapse, Falling Objects, Collisions, Crushing
- Lack of training
- Weather Conditions high winds

Risk Rating Medium

Safety Preventive Measures

- Ensure ground conditions are suitable for crane set up and load bearing capacity is known prior to commencement of operations
- Review set up location and identify potential hazards
- Keep slewing radius clear and a minimum of 600mm clearance should be in place around location of crane.
- Only competent personnel should be permitted erecting, dismantle or operate Cranes
- Ensure emergency stop buttons, limit switches and cut outs are in safe working order and not interfered with.
- Weather conditions should be assessed and suitable for the erection, dismantling or operate cranes
- Ensure Crane components are tested and inspected and in good working order before and during use.
- Crane should be tested and GA1 should be in place every 12 months or every 6 months if the crane is used in lifting personnel on projects
- GA2 should be filled every seven days by the operator and faults identified should be reported and eliminated.
- Testing of Cranes should be carried out under the guidance of a competent person and should only be done under the control of manufacturer's instructions.
- Crane erection should not take place at night unless suitable risk assessments have been carried out sufficient lighting has been installed
- Overloading of any Crane should not be permitted during operations
- Ensure a crane of variable operating radius is marked with the safe working load at various radii of the jib, trolley or crab, and in the case of a crane with a derricking jib, the maximum radius at which the jib may be worked
- Ensure a crane of variable operating radius is fitted with a suitable accurate automatic safe load indicator or rated capacity indicator, clearly visible to the driver showing at any time the radius of the jib, trolley or crab and the safe working load corresponding to that radius unless it is a guy derrick crane (being a crane of which the mast is held upright solely by means of ropes with the necessary fittings and tightening screws), it is a hand crane which is being solely used for erecting or dismantling another crane, or it has been assigned by a competent person a safe working load of 1,000 kg or less
- Ensure that every crane of variable operating radius, before it is taken into use has an automatic safe load indicator or rated capacity indicator, if required, which is properly

maintained, correctly used, and tested by a competent person after erection, installation or alteration of the crane before the crane is used

- Ensure in the case of a crane which is on occasion dismantled or partially dismantled any jib or boom which is separated from the crane in dismantling is clearly marked to indicate which crane it belongs to
- Cranes with derricking jibs are to be provided with means that will minimise the risk of the accidental raising or lowering of the jib, and a jib that does not exceed the maximum radius specified by the manufacturer, or by a competent person in a report pursuant to Regulation 53 of the General Application Regulations 2007
- If a crane is travelling on rails it is to be provided with deflector plates to remove from the rails any loose material likely to cause danger
- Where the safety of work equipment depends on the installation conditions on a construction site, after each assembly of a tower crane or after any adjustment to any item which may affect the strength or stability of the crane, and before it is put into use, it is subject to a static test with a test coefficient of 1.25 and a dynamic test with a test coefficient of 1.1, taking account of any direction from the machine manufacturer
- Where the safety of work equipment depends on the installation conditions on a construction site, and the stability of a crane is secured by means of removable weights, a diagram or notice indicating the amount and position of such weights is affixed on the crane so that it can be readily seen and each such removable weight is clearly marked with its correct weight

Self Erector and Mobile Tower Crane continued
(refer to safe set up procedures and operators manual)

- Lifting equipment used on a construction site is to be examined weekly by the user as regards features related to its safe working and a record of the results is kept in a suitable form which is kept available for inspection by an inspector for 3 months from the date of examination
- Only trained and competent persons shall operate and give signals
- Lifting appliances shall be of good construction; sound materials; adequate strength; free from patent defect; properly installed, maintained and used; and used only for the purposes for which they are intended.
- Each load must be inspected to ensure that it is adequately secured to the crane hook and that the safety catch is in place.
- Operators must ensure that the direction of intended travel is clear prior to commencement of move.
- Cranes shall only be erected or dismantled under the supervision of a competent person.
- All lifting gear is inspected on a regular basis; however, operators must maintain critical checks on equipment on a daily basis.
- All lifting accessories/attachments (chains, slings, are to be inspected by a competent person every six months.
- All lifting gear is stored away safely in accordance with manufactures instructions
- Damaged lifting gear is repaired as soon as possible or destroyed
- Always ensure that lifting gear is attached properly attached and ensure materials are free to be lifted
- Assess the surroundings and ensure there are no power lines or other hazards.
- Never use lifting gear or equipment to pull any materials or plant.
- Use wood or other packing to protect the sling from any sharp edges on a load.
- Avoid shocks due to the load slipping or snatching in starting to lift.
- Never join chain by bolting or wiring links together
- Drivers' cabins should be protected from the weather, be heated where practical, and be equipped with fire fighting equipment.

Confined Space (where there is a reasonably foreseeable hazardous atmosphere)

Risks associated with the above hazard

- Physical injury
- Flooding
- Infection (i.e. Weil's Disease)
- Hazardous atmospheres:
- Lack of Oxygen
- Flammable or Explosive atmospheres
- Toxic, harmful gases, fumes, vapours
- Free flowing solid or an increasing level of liquid
- Excess oxygen or excessively high temperature
- Lack or reasonably foreseeable lack of oxygen

Risk Rating Medium

Safety Preventive Measures

- If work can be carried out by other means confined space work should be prohibited if not it must be in compliance with the 2001 regulations for confined spaces
- Ensure Cooperation with others
- Ensure all cuts / abrasions / breaks in skin are adequately covered before entering drain / manhole.
- Report any cuts sustained whilst in the drain area immediately.
- The area is to have atmosphere tested before entry and during work. This involves the use of a gas measuring instrument to detect the presence of e.g.: Oxygen Deficiency, Carbon Dioxide, Methane, Hydrogen Sulphide, Carbon Monoxide and Flammable vapours. (gas leaks and liquid nitrogen)
- Ventilate the confined space prior to entry.
- Where possible, wash and clean all drains prior to entry.
- Check access fittings e.g. fixed ladders, step irons, toe holds, before entry.
- Use of ropes, safety harness, winch and lifting tripod required.
- Use of explosion proof lighting or equipment where there is a potential for a flammable or explosive atmosphere.
- Erect barriers and fences around open manholes.
- Mandatory attendance of man at surface during work.
- Provide an effective means of communication between personnel in the drain and the person at surface.
- Personal protective equipment will be issued and used as appropriate e.g. respiratory protection, head protection, waterproof clothing, gloves, protective footwear, and eye protection. Note: breathing apparatus must only be worn by fully trained personnel.
- All employees entering drains or involved in confined space entry must be trained, informed and receive instructions, i.e. in hazards, drain entry procedures, use of equipment and emergency procedures
- Suitable rescue arrangements must be in place and emergency arrangements must be specified. (i.e. raising alarms, provision and maintenance of rescue and resuscitation equipment, and resuscitation training)
- Work to be carried out in accordance with a safe system of work, hazards should be re-evaluated periodically

Fuelling Vehicles

Risks associated with the above hazard

- Slip trips and falls
- Handling chemical substances
- Fire

Risk Rating Medium

Safety Preventive Measures

- When with diesel, the pump automatically cuts off when the tank is full The operator should be aware of this and carefully replace the nozzle in to the bunding to prevent outer spills
- All major spillages must be reported to the supervisor.
- The area must be maintained separate and under no circumstances is smoking to be permitted in this general area.
- Only authorised personnel must carry out this activity.
- Full protective clothing, particularly gloves and safety footwear must be worn.
- Any defects in the fuel pumps or surrounding equipment should be reported promptly to a responsible employee of the fuelling station.
- The dedicated fuelling stations safety rules should be adhered to at all times.
- Care must be taken during parking and pulling away from the fuelling area.

Diesel Oil

Risks associated with the above hazard

- Fire
- Burns
- Skins & Eye Irritant
- Dermatitis
- Environment
- Slip / fall

Risk Rating Medium

Safety Preventive Measures

- Store as per suppliers recommendation.
- Personal Protective Equipment supplied, especially for hands and eyes.
- Fire extinguisher fitted near re-fuelling area.
- Used only by properly trained operatives.
- Do not let spills enter drains/water ways
- Mop up spills immediately and dispose of the waste materials carefully.
- Provide spill kits
- Avoid direct contact with hands, wear gloves (barrier creams only as a last resort)
- Wash hands after use
- All storage tanks should be bunded.

Portable electrical equipment

“portable equipment” means equipment, including hand-held portable equipment, which
(a) because of the manner in which it is to be used, requires to be moved while it is working,
(b) is designed so that it can be moved while it is working, or
(c) is moved from time to time between the periods during which it is working

Risks associated with the above hazard

- Injury or fatality
- Faulty equipment / articles
- Electric Shock., Fire
- Contact with moving parts: Entanglement, Ejection
- Noise, vibration

Risk Rating Medium

Safety Preventive Measures

- Ensure that a circuit supplying portable equipment or a socket outlet intended to supply portable equipment, including any circuit supplied by an electrical generator, and in which is used alternating current at a voltage exceeding 125 volts, and not exceeding 1,000 volts, is protected by one or more residual current devices having a tripping current not exceeding 30 milliamperes operating within such period of time so as to provide the necessary protection to prevent danger to any person coming into direct or indirect contact with any live part of the circuit
- Ensure that portable equipment is maintained in a manner fit for safe use, and
- Ensure that portable equipment, which is exposed to conditions causing deterioration liable to result in danger, and supplied at a voltage exceeding 125 volts alternating current, is visually checked by the user before use, and periodically inspected by a competent person, appropriate to the nature, location and use of the equipment.
- Ensure, where appropriate, that a competent person tests any portable equipment certifies whether or not the portable equipment (including any cables and plugs) was, on the day of test, as far as could reasonably be ascertained, safe and without risk to persons coming into direct or indirect contact with any live part of the equipment.
- If the certificate of the competent person indicates that the portable equipment tested was not, on the day of the test, safe and without risk, as described in that paragraph, the employer shall ensure that the equipment is not used until it is made safe and certified
- Ensure that portable equipment, other than portable transformers and portable generators, supplied at a voltage exceeding 125 volts alternating current is not used in construction work, external quarrying activities, or damp or confined locations, unless its rating exceeds 2 kilovolt amperes.
- Ensure that portable hand lamps supplied at a voltage exceeding 25 volts alternating current or 50 volts direct current is not used in construction work, external quarrying activities, or damp or confined locations
- Ensure that where a transformer or generator is used to supply electricity to portable equipment at a voltage greater than 25 volts, but not exceeding 125 volts, alternating current, that the centre point, electrically, or neutral (star) point in the case of three phase of the output voltage or secondary winding, is connected to earth and the transformer or generator is of the double wound type
- All tools should be thoroughly inspected prior to use.
- Portable electric tools must only be used for the purpose for which they are designed.
- Cables, plugs and connectors must be in good condition and free from cracks, breaks and exposed wires.

- Portable electric tools must never be used while the operator is standing in water.
- Electric cables and extension cables must be laid out in a neat and tidy fashion to avoid tripping hazards or becoming damaged by other vehicles and equipment.
- Live electric cables must never be handled.
- Jewellery and loose garments must not be worn when using portable electric tools. Long hair must be tied.
- Never connect portable electric tools to lighting sockets.
- Eye and hearing protection must always be used while working with portable electric tools.
- Always follow the manufacturer's instructions

Portable Drills

- Adequate lubricating cutting compounds to be used where possible
- Drill bits to be mounted squarely and checked by competent person before use.
- The operator must carry out the required pre-operational checks on the portable drill.
- Trailing leads to be routed properly and kept away from drilling point.
- It is a responsibility of the operator to advise his supervisor and maintenance person of any repairs necessary to the drill.
- No other person is permitted to approach the dangerous moving parts of the drill while it is in operation.
- Eye protection to be worn at all times during operation.
- The operator should stop the drill if anyone has to move close to the cutting area for any reason. Adequate warning signs should be placed at strategic points around the drilling area while in operation.
- When the drill is not in use, precautions must be taken to ensure that it is fully immobilised. Drawn down times should be taken into consideration unless brakes are fitted.
- The portable drill should be subject to a planned and recorded maintenance programme

Mobile Elevated Working Platforms (MEWP)

Risks associated with the above hazard

- Falls of persons from the (M E W P)
- Collapse of ground
- Overturning of machine
- Trapping of operator between structure
- Contact with other plant or equipment
- Lack of training
- Contact with power lines
- Faulty equipment

Risk Rating Medium

Safety Preventive Measures

- Only trained competent persons should operate a MEWP
- Operators should carry out a pre operation check before commencing work checks are specified by manufacture in operator's manual.
- Only a competent person should carry out any repairs required on a MEWP
- If the equipment is found to be faulty it should be parked in a safe area and should not be used until it has been repaired.
- A full risk assessment should be carried out before work commences
- Full personal protective equipment should be worn at all times when working in a MEWP
- Safety harnesses are required when operating or working with the MEWP and must be secured to a secure anchor point (not the hand rail)
- The appropriate certification should be in place before work commences to ensure the machine has been certified within a 6 month period.
- Ensure that the safe working load for the machine is displayed
- Ensure safety devices fitted are working correctly.
- Emergency stop and isolation switches etc. should be clearly marked and operatives using the equipment should be aware of the emergency
- Ensure there are no power lines in the area before commencing work.
- Ensure a safe distance of 9 meters from overhead power lines & 15 meters from high voltage lines is observed at all times.
- Ensure that ground conditions are appropriate and the machine is not creating a hazard to other workers or the public
- Ensure that plant operator are aware of the presents of a MEWP to avoid them coming in contact with the machine
- Close off the working area to prevent persons coming in contact the working operation.
- If movement is planed ensure that there are no hazard on the route and use a signaller if necessary

Generators

Risks associated with the above hazard

- Noise
- Maintenance
- Fire
- Slips, Trips and Falls
- Manual Handling
- Electrocution

Risk Rating Medium

Safety Preventive Measures

- Noise levels must be monitored and appropriate hearing protection worn
- A competent person must perform all maintenance procedures and checks
- Gloves are to be worn when refuelling
- Fire protection must be located near operations at all times
- All diesel to be stored in an appropriate container
- Smoking should be prohibited
- Generators should be kept as far as possible from work environment in a safe location, ensure not to obstruct access and egress ways
- Manual Handling training for all employees
- All electrical fittings must be inspected prior to use and if substandard fittings are found the machine is to be repaired prior to its operation.

Lone Working

Risks associated with the above hazard

- Slips, Trips, Falling
- Fainting or collapsing
- Machine turn over
- Weather
- Heart Attack or other health conditions
- Injury
- Stress

Risk Rating Medium

Safety Preventive Measures

- A lone worker policy should be in operation
- Work procedures should be reviewed and precautions introduced
- Regular contact with others using either a phone or radio
- Someone regularly checking the work area
- Carrying a whistle or other means to raise the alarm
- Checks to ensure workers return at a designated time
- Machines should not be operated by a lone worker unless safety precautions are in place and workers are aware of these procedures
- Report procedures if there are any problems and constant review of work procedures
- Always review weather conditions
- Ensure machine operators are trained and aware of safe machine operations and aware of ground conditions and layout

Hot Works (Soldering, Grinding, Welding, Cutting)

Risks associated with the above hazard

- Fire, Burns, Explosion
- Electric shock
- Eye injury i.e. arc eye
- Fumes
- Asphyxiation
- Cuts, Amputation

Risk Rating Medium

Safety Preventive Measures

- Only competent and authorised operatives shall use equipment
- Fire prevention procedures and plans shall be in place and tested
- Fire Fighting equipment shall be in place and maintained on a regular basis and records kept
- Emergency vehicles will have clear access, exit routes will be signed and kept free of obstruction
- Flashback arresters will be fitted to all oxygen and fuel gas regulators
- Assessments of risks to health from welding, cutting or burning operations must be available before work commences
- Equipment will be used in accordance with the relevant standards especially with regard to isolation, earthing and wiring arrangements
- Appropriate protective clothing e.g. gloves, boots, overalls, aprons, eye protection / face shields etc will be worn at all times during operations
- Operatives should remove personal jewellery before work commences.
- Ensure adequate fire precautions are available before work commences
- Take care that any adjacent locations especially below the work area are monitored for possible fires
- Check the work area following completion of work for any possible smouldering debris
- Check and maintain the equipment regularly
- Ensure adequate protection is provided to protect others from the work
- Store equipment and gas cylinders correctly when not in use, keep gas cylinders upright, and secure during use or storage
- Ensure good ventilation during work operations
- Ensure cutting equipment is guarded
- No smoking in the area

Welding

- Three phase welder must have metal flex cabling installed, and the machine must be stored in an area where the risks of the cable being severed are minimal. All cables must be positioned in order to prevent slips, trips and falls at all times.
- Appropriate protective clothing e.g. gloves, boots, overalls, aprons, eye protection / face shields etc will be worn at all times during operations.
- Electrode holders should be disconnected before replacing the electrode.
- Ensure screens are provided to protect others from the work being carried out.

Electric Work

Risks associated with the above hazard

- Shock
- Electrical Burns
- Tripping and falling over cables
- Struck by materials

Risk Rating Medium

Safety Preventive Measures

- All portable power equipment is to be operated on 110V
- Standard practice for all electrical work is to be on “Dead” services
- Work on live services will be done only under the direct authorisation of the Project Supervisor Construction Stage
- All equipment must be maintained in good condition and properly guarded
- Electricians must report any defect in plant and equipment to their Supervisor
- All cable connections must be properly made. Insulation tape alone will not be used to make repairs, or join extension cables
- Electricians must be familiar with first aid treatment for electrical shock
- Equipment must be in a good state of repair. Any defective equipment must be replaced or corrected immediately.
- Check cables regularly and replace any damaged or frayed cables
- Place leads and cables in positions where they will be safe from damage

Temporary Electrics

Risks associated with the above hazard

- Death, injury, shock,
- Fire, burns
- Mechanical damage
- Overload of equipment or cables
- Tripping

Risk Rating Medium

Safety Preventive Measures

- All cables and equipment shall be 110v and have an ELCB in place
- Cables must not trail across doorways and walkways
- Cables must be suspended where possible
- Sockets shall be water proof and in good condition
- Trip switches are to be working properly at all times
- All flammable or combustible materials to be stored safely and away from ignition sources
- All equipment must be checked regularly by a competent person

Energy Absorbing Lanyard

Risks associated with the above hazard

- Falls from height
- Untrained personnel
- Faulty equipment
- Poor anchoring
- Climbing

Risk Rating medium

Safety Preventive Measures

- When in use, ensure the person wearing this piece of equipment is competent, trained and aware of the dangers of wearing two legged lanyard.
- Always follow manufacturer's guidelines when and before use.
- Always carry out a pre-start inspection of the equipment before use. Damage or worn lanyards should be destroyed.
- Ensure locking element on the snap hooks are attaching correctly and always ensure they are closed on a solid anchor point during a climb or descent.
- Always ensure they are attached around a secure anchor point when in use.
- Never climb above the point of attachment.
- Always attach to the highest and most secure anchor point.
- Always ensure there is sufficient clearance in the event of a fall. Review manufacturer's guidelines for length of lanyard and shock absorber.
- Always attach this piece of equipment to the front of the harness
- Always attach with a screwlink never a Karabiner because of the potential loading across the gate, during a fall.

Karabiners

Risks associated with the above hazard

- Falls from height
- Untrained personnel
- Faulty equipment
- Poor anchoring
- Climbing

Risk Rating medium

Safety Preventive Measures

- Daily authorized Karabiners should be used with fall arrest.
- Users should always check the locking system of the threaded screw action barrel.
- If the Karabiners is found to be faulty or damaged it should be replaced or destroyed where appropriate.
- Do not force Karabiner into slider systems.
- Always ensure that loads are applied to the strongest part of the Karabiners (i.e. the spine)
- Ensure there are no sharp edges burrs, corrosion or deformation.
- Always ensure the gates and locking element is attached correctly.
- Avoid dropping onto a hard surface or piling materials onto the Karabiner.
- Do not load across the gate.
- Always carry out a pre-start check before use and destroy or replace any damaged equipment.

Shelving

Risks associated with the above hazard

- Falling Objects
- Slips, Trips and Falls
- Access and Egress
- Manual Handling

Risk Rating Medium

Safety Preventive Measures

- All shelving must be of sound construction, adequate strength and free from patent defect, so as to be safe and without risk to safety and health.
- Shelving must be installed by competent personnel
- Items stored on shelving must be placed in such a manner so that they will remain stable.
- Shelving must never be overloaded with any items or goods, to such an extent, as may be likely to cause collapse or failure.
- Safe and free access to shelving must be provided and maintained at all times.
- The storage on shelving of goods and materials must be ergonomically organised, in such a manner, so as to avoid repetitive strain injury from continuous stooping or bending.
- Where displays are stored on shelving they must be secured in such a manner so as to be safe and without risk to safety and health.

Stairs

Risks associated with the above hazard

- Slips, trips and falls
- Access and egress

Risk Rating Medium

Safety Preventive Measures

- All stairways must be adequately illuminated and maintained in good condition.
- Stairways, steps and handholds must be of sound construction and free from defects.
- Torn or damaged covering on stairways and steps must be repaired, or replaced as soon as is reasonably practicable.
- Manual handling of heavy or bulky loads, up or down stairways, must be avoided as far as is reasonably practicable
- Stairways, steps, or doorways, where access is restricted, must be clearly sign posted.
- Where access ramps are provided they must be adequately illuminated, and maintained in a condition so as to be safe and without risk to safety and health.

Display Screen Equipment -any alphanumeric or graphic display screen

Risks associated with the above hazard

- Muskeletal Disorders
- Vision Affected

Risk Rating Medium

Safety Preventive Measures

- Ensure that the general use of the equipment is not a source of risk for the employee
- Perform an analysis of the workstation in order to evaluate the safety and health conditions to which it gives rise for the employees, particularly as regards possible risks to eyesight, physical problems and problems of mental stress, and, on the basis of that evaluation, take appropriate measures to remedy any risks found, taking account of
 - (i) the minimum requirements specified in Schedule 4, and
 - (ii) any additional or combined effects of any such risks so found,
- Plan the activities of the employer's employees in such a way that daily work on display screen equipment is periodically interrupted by breaks or changes of activity which reduce workload at the display screen
- Provide information to the employees in relation to the measures applicable to workstations which have been implemented
- Provide training to employees in the use of workstations before commencing work with display screen equipment and whenever the organisation of the workstation is substantially modified
- Perform a further analysis of the workstation when an employee transfers to a new workstation, or significant new work equipment, change of equipment or new technology is introduced at an individual's workstation.
- Note: Schedule 4 applies only to the extent that the components concerned are present at a workstation and that the inherent requirements or characteristics of the work do not preclude such application
- Ensure that the provision of an appropriate eye and eyesight test, carried out by a competent person, is made known to and is made available to every employee before commencing display screen work, at regular intervals thereafter, and if an employee experiences visual difficulties which may be due to display screen work (if the results of a test show that it is necessary, an ophthalmologic examination is to be carried out on the employee concerned, and where the results of a test or an examination show that it is necessary, and if normal corrective appliances cannot be used, the employee concerned is provided with special corrective appliances appropriate to his or her work

Note: this does not apply to drivers' cabs or control cabs for vehicles or machinery, computer systems on board a means of transport, computer systems mainly intended for public use, portable display screen equipment not in prolonged use at a workstation, calculators, cash registers and any equipment having a small data or measurement display required for direct use of the equipment, and typewriters of traditional design.

Office Environment

Risks associated with the above hazard

- Slipping, Tripping and Falling
- Electric Shock
- Poor Housekeeping, trailing leads
- Floor surfaces i.e. wet floors, uneven floors
- Struck by or against objects, cuts
- Manual Handling, Arm, Shoulder, Wrist, Neck Injury
- Ventilation, Temperature, Lighting, Workstations
- Eating facilities, Smoking, Welfare facilities,
- Work Equipment, Chemicals, Emergencies
- Violence, Stress

Risk Rating Medium

Safety Preventive Measures

- Good maintenance of floor covering, to be checked regularly
- Clear access and egress routes
- Keep floor area clear: no stacking or storage of boxes, files, paper etc on floors
- Regular inspection of all electrical appliances & fittings
- All electric cables on equipment suitably tied (tie wraps)
- Training in correct & safe use of guillotines, shredders, paper cutters, staplers, binding machines, etc
- Provision of height / back adjustable seating for VDU users and training provided
- Positioning of VDU screens at the recommended location relative to windows, lighting, to avoid glare or reflection
- Appropriate Luminance levels
- Provision of suitable breaks from VDU work
- Proper consideration of humidity levels
- Proper use of metal waste bins to help prevent fire
- No smoking policy implemented
- Provision of fire extinguishers at fire points
- Manual Handling Training
- Risk assessment of workstations are to be carried out

Adverse or hazardous environments, Identification & Marking, Protection against electric shock

Risks associated with the above

- Injury or fatality
- Faulty equipment / articles
- Electric Shock

Risk Rating Medium

Safety Preventive Measures

- Ensure that electrical equipment which is likely to be exposed to adverse or hazardous environments, including in particular mechanical damage, the effects of weather, natural hazards, temperature or pressure, the effects of wet, dirty, dusty or corrosive conditions, and any flammable or potentially explosive atmosphere, including any mixture of air and a flammable substance in the form of gas, vapour, mist or dust, is constructed, installed, maintained and modified or so protected as to prevent danger arising from the exposure
- Ensure that all electrical equipment is suitably identified where necessary to prevent danger and that all electrical equipment, other than cables and overhead lines, displays the maker's name together with all ratings necessary to show that it is suitable for the purpose for which it is used
- Ensure that all electrical circuits are suitably identified at their source to allow those circuits to be safely and securely de-energised and isolated
- Ensure that all live parts which may cause danger are suitably covered with insulating material and so protected as to prevent danger, or are the subject of precautions taken to prevent danger, including, where appropriate, the live parts being suitably placed to prevent danger
- Ensure that precautions are taken, either by—
 - earthing and automatic disconnection of the supply of electricity, or
 - other suitable means, to prevent danger arising where any exposed conductive part may become live,
- Ensure that in adverse or potentially hazardous conditions and where all of an electrical installation is dependant on one or more residual current devices in a single location for earth fault protection, precautions are taken to prevent the transmission of dangerous voltage levels in the installation caused by a fault upstream of the protective device or devices by:
 - installing it or them in a non-conducting enclosure, or
 - using equally effective means, and
- Ensure that all electrical circuits supplying:
 - electric water heating devices,
 - electrically heated showers, and

pumps for electrically operated showers, which are located in zone (1), as defined by the Electro-Technical Council of Ireland "National Rules for Electrical Installations", of rooms in a place of work containing a bath or shower basin, are protected by a residual current device having a tripping current not exceeding 30 milliamperes operating within such period of time so as to provide the necessary protection to prevent danger to any person coming into direct or indirect contact with any live part of the circuit.

Duties of employer in regards to use of work equipment and requirements for the provision of information and instruction

An employer shall ensure that:

- Work equipment provided must be appropriate for the work and in compliance with any relevant enactment or E.C Directive relating to work equipment safety and health.
- When selecting work equipment account must be taken for working conditions, characteristics and hazards also the hazard posed by using such work equipment in the work place.
- Must ensure the work equipment is installed, suitably located and is properly adapted for the work to be carried out, where it is not possible to fully ensure work equipment can be used with out risk, appropriate measures must be taken to minimise such risk
- Sufficient space to reduce such risk is to be provided between moving parts and fixed or moving parts in its environment.
- Where work equipment is likely to involve a specific risk to employees, the use of the equipment is restricted to those required to use it and if it requires repair, modifications or servicing the employees concerned are competent to carry out such work
- The working posture, position and any ergonomic requirement are to be taken into account
- Work areas and points for work and maintenance must be suitably lit for the work
- Work equipment parts at high and very low temperatures are protected to avoid risk of employees coming in contact with or coming too close to
- Work equipment is to have warnings and markings essential to ensure safety
- Employees are to have safe means of access to and from and are to be able to remain safe in all areas necessary for production, adjustment and maintenance.
- Work equipment is to be used for operations and in conditions for which it is appropriate.
- All work equipment is appropriate for protecting employees against the risk of it catching fire, overheating, discharging gas, dust, liquid, vapour or other substances produced used or stored in the workplace
- Work equipment is appropriate for preventing risk of explosion of work equipment or substances produced or stored in the work equipment
- Ensure equipment is erected or dismantled under safe conditions
- Work equipment which may be struck by lightening while in use is to be protected by a device or other appropriate means
- All forms of energy, substances and articles used or produced are to be supplied or removed in a safe manner
- Ensure employees have at their disposal adequate information and where appropriate written instructions on work equipment containing at least adequate safety information concerning, the conditions of use of work equipment, foreseeable abnormal situations and the conclusions drawn from experience in using such work equipment
- Ensure employees are made aware of safety and health risks relevant to them associated with work equipment located at or near their work stations or any changes to that work equipment even if they don't use it.

Inspection and Maintenance of work equipment

Risks associated with the above

- Injury or fatality

Risk Rating Medium

Safety Preventive Measures

- Where the safety of work equipment depends on the installation conditions, an initial inspection is to be carried out after installation is completed and before it is first used
- An inspection is to be carried out after assembly at any new site or in any new location and that it is to be correctly installed and operating properly
- Where equipment is exposed to conditions causing deterioration liable to result in dangers to safety and health, periodic inspections and testing is to be carried out
- Special inspections are to be carried out after modifications, accidents, natural phenomena or prolonged inactivity. Deteriorations are to be detected and remedied in good time.
- Inspections are to be carried out by a competent person and are to be appropriate to the nature, location and use of the work equipment
- Results of inspections are to be recorded and kept available for 5 years, for inspection by an inspector, and access to inspections are to be available to users of the equipment upon request
- When work equipment is used in another place of work it is to be accompanied by evidence of the last inspection
- Through out working life the equipment is to be adequately maintained to meet with all these conditions
- Where possible maintenance is to be carried out when the equipment is shut down, if this is not possible appropriate measures must be taken to avoid risks
- Work equipment is to be maintained in such a way as to reduce risk to users and other persons at work
- A maintenance log for all machines is to be kept up to date

Control devices

Risks associated with the above

- Injury or fatality
- Crushing
- Faulty devices

Risk Rating Medium

Safety Preventive Measures

- Ensure equipment control devices are clearly marked
- Ensure control devices are located outside danger zones and that operation of control devices does not cause any additional hazards or give rise to any hazard as a result of unintentional operation
- Ensure the absence of persons in the danger area is verifiable from main control position and where this is impracticable a safe system of work must be in place i.e. an audible or visible warning signal or a combination of both
- Ensure all exposed employees have time and the means to quickly avoid hazards caused by starting / stopping the equipment and that control systems are safe and appropriate procedures are in place for failures, faults and constraints
- Ensure the equipment can not be started by accident i.e. after a stoppage or a change in operating conditions
- Ensure all work equipment is fitted with a control to stop it completely and safely
- Ensure each work station is fitted with a control to stop some or all of the work equipment and that the stop control has priority over the start controls and when the dangerous parts have stopped moving the energy supply to the actuator concerned is switched off, where appropriate work equipment is to be fitted with an emergency stop device

Guards and protection devices in regards to work equipment - not in place, not in working order, not maintained

Risks associated with the above

- Injury or fatality
- Entrapment

Risk Rating Medium

Safety Preventive Measures

- work equipment presenting risk due to falling objects or projections is fitted with appropriate safety devices corresponding to the risk,
- work equipment presenting hazards due to emissions of gas, vapour, liquid or dust is fitted with appropriate containment devices, extraction devices, or both, near the sources of the hazard,
- work equipment and parts of such equipment are, where necessary for the safety and health of employees, stabilised by clamping or some other means,
- where there is a risk of rupture or disintegration of parts of work equipment, likely to pose significant danger to the safety and health of employees, appropriate protection measures are taken,
- where there is a risk of physical contact with moving parts of work equipment which could lead to accidents, those parts are provided with guards or protection devices to prevent access to danger zones or to halt movement of dangerous parts before the danger zones are reached,
- guards and protection devices where required above
- are of robust construction,
- do not give rise to any additional hazard,
- are not easily removed or rendered inoperative,
- are situated at sufficient distance from the danger zone,
- do not restrict more than necessary the view of the operating cycle of the equipment,
- allow operations necessary to fit or replace parts, and
- restrict access for maintenance work only to the area where the work is to be carried out, if possible, without removal of the guard or protection device,
- warning devices on work equipment are unambiguous and easily perceived and understood, and
- Any part of a stock-bar which projects beyond the headstock of a lathe is securely fenced unless it is in such a position as to be safe to employees as it would be if securely fenced.

Lifting goods or lifting persons using work equipment

Risks associated with the above

- Injury or fatality
- Falling from a height
- Faulty equipment /attachments i.e. stopping device
- Inadequate safe distance
- Lack of emergency procedures
- Persons being crushed, trapped or struck

Risk Rating Medium

Safety Preventive Measures

- Lift persons only by equipment and accessories suitable for this purpose
- Ensure equipment is provided with suitable devices to prevent the risk of the carrier/user falling and to prevent the risk of persons being crushed, trapped or struck
- If the carrier has a roof it is to be equipped with a suitable inspection control station and a stopping device
- Ensure that the free distance in the horizontal plane beyond and perpendicular to the carrier's outer edge is exceeding 0.30 m
- Ensure that in the event of a person being trapped in the carrier that they are not exposed to danger and that they can raise the alarm and can be freed, and where, for reasons inherent in the site and height differences, the risks referred to above cannot be avoided by other safety measures, an enhanced safety coefficient suspension rope is installed and checked every working day
- Ensure that platforms and supports, fixed or mobile, upon or from which lifting equipment is mounted or supported is suitable for the purpose

Hoists and lifts and (hoist way or lift way) refer to exemptions in Schedule 1 Part A of the General Application Regulations 2007

Risks associated with the above

- Injury or fatality
- Persons falling
- Persons coming in contact with moving parts or trapped

Risk Rating Medium

Safety Preventive Measures

- Protect hoist way or lift way by a substantial enclosure fitted with gates so as to prevent persons falling down the way, or coming into contact with any moving parts
- Gates to be fitted with efficient interlocking or other devices to ensure that the gate cannot be opened except when the carrier is at the landing and that the carrier cannot be moved away from the landing until the gate is closed
- hoist or lift and enclosures are to be constructed so as to prevent any part of any person or any goods carried in the hoist or lift being trapped between any part of the hoist or lift and any fixed structure, or between the counterbalance weight and any other moving part of the hoist or lift
- Provision and maintenance of devices which will support the carrier together with its safe working load in the event of failure of the hoisting system where practicable
- Provision and maintenance of automatic devices which will ensure that the carrier does not overrun the highest point set for its intended travel
- Installation of hoist or lift so that it can be operated at any one time only from one position and is not operated from the carrier unless the appropriate requirements are complied with
- Ensure the carrier bears an easily visible plate clearly showing the rated load in kilograms and, if applicable, the maximum number of passengers which may be carried
- Ensure in the case of hoists and lifts used for carrying persons, whether together with goods or otherwise that the automatic devices are provided and maintained to prevent the carrier overrunning and that every carrier on each side from which access is afforded to a landing is fitted with a gate and, in connection with every such gate, efficient devices are provided to secure that, when persons or goods are in the carrier, the carrier cannot be raised or lowered unless the gate is closed and comes to rest when the gate is opened,
- Ensure that where the carrier is suspended by rope or chain that there are at least two ropes or chains separately connected to the carrier, each rope or chain and its attachments being capable of carrying the whole weight of the carrier and its maximum working load
- Ensure that devices are provided and maintained which will support the carrier with its maximum working load in the event of a breakage of the ropes or chains or any of their attachments
- Ensure that automatic devices are provided which will ensure that the carrier comes to rest at a point above the lowest point to which the carrier can travel

Winch-operated hoists and lifts - Ensure the winch is constructed so that the brake is applied when the control device is not held in the operating position and that a hoist is not operated by a winch where it is fitted with a pawl and ratchet gear on which the pawl has to be disengaged before the carrier can be lowered

Conditions regarding lifting of persons

Risks Associated with the above

- Equipment not designed for lifting persons
- Falls

Risk Rating Medium

Safety Preventive Measures

- Ensure that work equipment not specifically designed for the purpose of lifting persons is not used to this effect other than in exceptional circumstances and subject to the following conditions:
- appropriate action including adequate supervision is taken to ensure safety
- while employees are on work equipment designed for lifting loads the control position is to be manned at all times
- persons being lifted must have reliable means of communication
- there is reliable means of evacuating persons from lifting equipment
- the ground underneath the equipment is even and reasonably flat
- the equipment is stable under all circumstances
- persons in a nonintegrated cage or basket cannot reach the controls or other dangerous parts of the lifting machine
- the cage/basket is properly secured to the lifting machine
- the total load is less than half the rated capacity of the lifting equipment
- the lifting equipment has a capacity not less than 1,000 kg unless its manufacturer indicates that the machine is suitable for such use
- hydraulically-operated machines are fitted with check valves on the hydraulic lifting cylinders or other suitable device, to prevent a gravity fall of the load in the event of a hydraulic failure
- Ensure that lifting equipment with provision for free fall is not used to lift persons

Work equipment for lifting non-guided loads

Ensure that:

- when two or more items of work equipment used for lifting non-guided loads are installed or erected on a site in such a way that their working radii overlap, appropriate measures are taken to avoid collision between loads or the work equipment parts themselves, or both,
- when using mobile work equipment for lifting non-guided loads,
 - (i) measures are taken to prevent the equipment from tilting, overturning or, if necessary, moving or slipping, and
 - (ii) checks are made to ensure that the measures are executed properly,
- if the operator of work equipment designed for lifting non-guided loads cannot observe the full path of the load either directly or by means of auxiliary equipment providing the necessary information,
 - (i) a competent person is in communication with the operator to guide him or her, and
 - (ii) organisational measures are taken to prevent collisions of the load which could endanger employees,
- work is organised in such a way that, when an employee is attaching or detaching a load by hand, it can be done safely, in particular through the employee retaining direct or indirect control of the work equipment,
- if a load has to be lifted by two or more pieces of work equipment for lifting non-guided loads simultaneously, a procedure is established and applied to ensure good co-ordination on the part of the operators,
- if work equipment designed for lifting non-guided loads cannot maintain its hold on the load in the event of a complete or partial power failure, appropriate measures are taken to avoid exposing employees to any resultant risks,
- suspended loads are not left without surveillance unless access to the danger zone is prevented and the load has been safely suspended and is safely held,
- open air use of work equipment designed for lifting non-guided loads is halted when meteorological conditions deteriorate to the point of jeopardising the safe use of the equipment and exposing employees to risks, and
- adequate protection measures, in particular to avoid work equipment turning over, are taken to avoid any risks to employees.

Examination and testing of lifting equipment and Keeping of records and registers of lifting equipment

Risks associated with the above

- Safe working load is exceeded and/or collapse
- Injury and/or fatality

Risk Rating Medium

Safety Preventive Measures

- Fixed work equipment for lifting loads, including rail mounted work equipment for lifting loads, is not to be taken into use for the first time unless the fixed lifting equipment has been tested and thoroughly examined by a competent person and a certificate of test and examination specifying the safe working load and, if appropriate, the maximum numbers of persons permitted has been obtained
- Ensure mobile work equipment unless it has been examined and certified or it is a new machine and it is CE marked in accordance with the relevant directives of the European Communities and it is accompanied by an EC declaration of conformity in accordance with the relevant directives of the European Communities, is accompanied by a certificate of test and examination for that machine signed by the person making the test, specifying the safe working load, and it has not been reassembled since dispatch from the manufacturer
- Ensure where alteration or repair is carried out to lifting equipment / accessory the equipment is examined by a competent person before the equipment's return to service
- Ensure where a report of an examination specifies conditions for the safe working of the equipment that the equipment is used only in accordance with those conditions
- In the case of new work equipment, the period of the first examination shall be determined by the date on the accompanied certificate of test and examination for that machine signed by the person making the test which specifies the safe working load
- Ensure that work equipment of a type or class listed in column 1 of Parts B or C of Schedule 1 is not used unless it has been examined by a competent person at least once in the period specified in column 2 of Parts B or C of that Schedule or as required under the other circumstances described in Part C
- Where equipment referred to in column 1 of Parts B or C in Schedule 1 has already been thoroughly examined in accordance with the relevant statutory provisions in force prior to the introduction of the 2007 General Applications Regulations, the beginning of the period shall be the date of the last examination
- Where a thorough examination has been carried out in compliance with the relevant statutory provisions in force immediately before the commencement of the 2007 General Applications Regulations, the examination shall be regarded as being in compliance until after the expiry
- Ensure that a copy of the report is kept at the place of work when the lifting equipment is permanently located there, in the case of lifting equipment on a construction site it is to be kept at the site office or at the business address of the contractor for whom the report was made
- In the case of mobile equipment it is to be kept on the equipment in addition to being available for inspection at the address of the equipment owner
- Ensure a register of lifting equipment and lifting accessories containing details of the equipment, distinguishing number, date of first use and date of last thorough examination and testing is maintained and kept available for inspection by an inspector, and if the equipment does not have a distinguishing number or mark, one of long lasting duration is provided

Safe working loads for excavators, draglines, telehandlers, loaders or combined excavators and loaders when used as cranes

Risks associated with the above

- Faulty equipment
- Exceeding the safe working load
- Injury or fatality
- Collapse

Risk Rating Medium

Safety Preventive Measures

- Ensure that before one of the machines listed above is first used, that a competent person specifies the safe working load or loads which may be raised and lowered by the machine
- Where its safe working load depends on the configuration of the machine, its safe working load for the different configurations are to be determined
- Provision of a signed certificate specifying the safe working load and safety provisions
- The certificate is to be kept available for inspection with the machine
- Ensure a machine is not loaded beyond the relevant safe working load specified in the certificate
- The specified safe working load or loads and the outrigger position and the length of jib or boom to which the safe working loads relate is either plainly marked on the machine or a copy of the table relating to the safe working loads to the distance worked is affixed in a clearly visible position in the driver's cab
- If after the issue of the certificate, a machine undergoes any substantial alteration or repair likely to affect the specified safe working loads, that certificate is cancelled and a new certificate is obtained
- Hydraulically-operated machines, except for machines with a maximum rated lift capacity of a 1,000 kg or less, are to be fitted with check valves on the cylinders used for lifting or by another means to prevent a gravity fall of the load in the event of a hydraulic failure
- A telehandler's safe working load is not to be greater than 1,000 kg unless fitted with an automatic safe load indicator or rated capacity indicator
- Unless a machine is fitted with an automatic safe load indicator or a rated capacity indicator, the safe working load is the same for all radii at which a jib or boom is operated and is not greater than the load which the machine in its least stable configuration is designed to lift with that jib or boom
- Machines are to be plainly marked with the SWL and to be examined and tested periodically in accordance with Parts B and C of Schedule 1.

Testing, examination, construction and safe working load of lifting accessories

Risks Associated with the above

- Injury or fatality
- Failure of lifting accessories
- Collapse or Crushing

Risk Rating Medium

Safety Preventive Measures

- Ensure chains, ropes and other lifting accessories are not used for raising or lowering or as a means of suspension unless they are of good construction, sound material, adequate strength, suitable quality and free from patent defect
- Ensure they are properly installed, used and maintained
- Ensure they are only used for the purpose for which they were intended and they have been tested and examined by a competent person and a certificate has been obtained specifying the safe working load and signed by the person carrying out the test and examination (except in the case of a fibre rope or fibre rope sling, where the information on the swl is available from the manufacturer)
- Ensure it is marked with the safe working load
- Ensure chains, ropes and lifting gear are not loaded beyond their safe working load except for testing purposes under the direction of a competent person
- Ensure any hook used for raising or lowering or as a means of suspension is provided with an efficient device to prevent the displacement of the sling or load from the hook, or of such shape as to reduce as far as possible the risk of such displacement
- Ensure any sling used for raising or lowering is securely attached to the appliance and is not likely to result in damage to any part of the sling or to any lifting gear
- *Ensure double or multiple slings are not used for raising or lowering if the upper ends of the sling legs are not connected by means of a shackle, ring or link of adequate strength, or the safe working load of any sling leg is exceeded because of the angle between the sling legs
- Ensure when a load is being lifted or moved adequate steps are to be taken by the use of suitable packing or other means to prevent the edges of the load from coming into contact with a sling, rope or chain and ensure a load is not raised, lowered or suspended on a chain or wire rope which has a knot tied in any part of the chain or rope under direct tension and ensure chains which are shortened or joined to another chain by means of bolts and nuts inserted through the links is not used for raising, lowering or suspending any load
- Ensure when a chain or lifting gear is made of such material that would require annealing or a form of heat treatment to ensure its safety, the chain or lifting gear is effectively annealed or subjected to an appropriate form of heat treatment under the supervision of a competent person and at intervals as specified by a competent person, and it is not used in raising or lowering or as a means of suspension unless a report has been made in writing of every annealing or appropriate heat treatment signed by the competent person under whose supervision the annealing or heat treatment was carried out. Where the safe working load of a rope or rope sling is contained in the report and the rope or sling is so marked as to enable its safe working load as specified in that report to be ascertained from the report, or in the case of a fibre rope or a fibre rope sling, contained in a table of safe working loads clearly visible in a prominent position at the workplace the ropes or rope slings do not need to be marked with their safe working load

Lifting loads with work equipment

Risks associated with the above

- Injury or fatality
- Collapse
- Untrained workers
- Unsuitable equipment
- Unstable
- Inappropriate ground conditions

Risk Rating Medium

Safety Preventive Measures

- Operations are to be properly planned and appropriately supervised
- If work equipment for lifting loads is installed permanently, ensure its strength and stability having regard to the loads to be lifted and the stress induced at the mounting or fixing points of the structure
- Ensure that the appropriate lifting equipment is used for the task
- Machinery for lifting loads is to be clearly marked to indicate its safe working load
- Where appropriate the SWL for each configuration of the machinery must be marked
- If equipment is not designed for lifting persons it should be clearly marked
- The drum or pulley around which the chain or wire rope of any lifting equipment is carried must be of suitable diameter and construction for the chain or rope used
- Chains and ropes which terminate at the winding drum of any lifting equipment is to be properly secured thereto and at least two turns of such chains or rope is to remain on such drum in every operating position of the equipment
- Permanently installed work equipment is to be installed ensuring that the risk of the load striking employees, drifting dangerously or falling freely, or being released unintentionally is controlled as far as is reasonably practicable
- Ensure work equipment which is a lifting load is stable
- Ensure ground conditions are appropriate
- Ensure lifting equipment is not used beyond its safe working load unless it is being tested under the direction of a competent person
- Ensure that employees are not nearby suspended loads
- Loads are not to be moved above unprotected workplaces occupied by employees

Item of Task Identified

Risks associated with the above hazard

Risk Rating

Safety Preventive Measures

Names of Persons in charge in case of Emergency

Location: _____

Print Name	Title	Office Phone	Mobile Phone	Date trained

Names of Persons assigned as deputy in case of Emergency and the above persons are not available

Location: _____

Print Name	Title	Office Phone	Mobile Phone	Date trained

Names of First Aid Persons trained in Occupational First Aid

Location: _____

Print Name	Title	Office Phone	Mobile Phone	Date trained

Names of Safety Representatives

Location: _____

Print Name	Title	Office Phone	Mobile Phone	Date trained

Names of Competent Person Overseeing Safety for the company

Location: _____

Print Name	Title	Office Phone	Mobile Phone	Date trained

Revision and Approval Table

Revision #	Prompted by	Comments	Approved	Date
001	Yearly reviewed		Michael Norton	February 2015

It is necessary that the managing director or his/her deputy sign this document. It is recommended that this document is reviewed annually at a minimum. It is also a requirement to review it when new laws are enacted and when new equipment or new task are involved.

