



## **COMPANY HEALTH & SAFETY STATEMENT**

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1	19/08/2016	Issue 1	SEQ Consulting	Derek Brennan	
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## **SECTION 1**

# **HEALTH, SAFETY & ENVIRONMENTAL POLICY**

It is the policy of Riverside Mechanical in so far as is reasonably practicable, to seek and provide safe and healthy working conditions for all employees and to enlist the active support of employees and contractors in achieving such conditions.

Riverside Mechanical is committed to:

- Implementing standards of health, safety and welfare that comply with the provisions and requirements of the *Safety, Health and Welfare at Work Act 2005*, and all other relevant statutory provisions and codes of practice.
- Providing and maintaining a safe and healthy working environment, safe systems of work and to protect employees and others, in so far as they come into contact with foreseeable work hazards.
- Ensuring that all Riverside Mechanical personnel are informed of the Safety and Environmental Policy through their Safety Induction and ongoing Safety and Environmental Training.
- Making available the Health Safety and Environmental Policy to interested third parties.
- Providing employees with the information, training and supervision that they need to work safely and efficiently and to develop safety and environmental awareness among employees and contractors.
- Defining all individual responsibilities for safety and environmental obligations.
- Encouraging full and effective joint consultation, with employees and third parties, on safety and environmental matters.
- The Continual Improvement of their Safety and Environmental Management System, and to ensuring that it is periodically reviewed to ensure that it remains relevant and appropriate to the organisation.

Riverside Mechanical is committed to incorporating sustainable design and building techniques in their developments. The primary objectives of sustainability in building will be to minimize the use of energy in the manufacture of materials, in the construction process and during a building's lifetime, and to eliminate the wasteful use of materials.

These objectives will be achieved by considering and implementing sustainability issues during the design, manufacture and construction process of new buildings and in the reuse and adaptation of old and obsolete ones.

Riverside Mechanical believes that achieving a more sustainable environment involves making the best use of scarce resources including land, while designing a more attractive, energy efficient, healthier and less polluting built environment which is in harmony with the natural environment and which provides user friendly patterns of activity.

Riverside Mechanical is committed to minimising emissions and wastes arising from its activities, and to the efficient use of energy and raw materials. The company is also committed to the safe and responsible disposal of wastes and the prevention of pollution.

To ensure that the above objectives are met senior Management are committed to playing an active role in the implementation of the Health, Safety and Environmental Policy and undertake to review and revise it in the light of experience and developments.



SIGNED: \_\_\_\_\_

Derek Brennan  
Managing Director

DATE: 19/10/2018

## **SECTION 2**

### **THE ORGANISATIONS RESPONSIBILITIES FOR SAFETY AND HEALTH**

#### **Main Organisational Responsibilities**

Riverside Mechanical Ltd. Director

#### **Project Roles & Responsibilities**

Project Staff

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**INTRODUCTION OF RESPONSIBILITIES**

It is the duty of every employee to comply with the Safety Statement and perform their duties as set down in the details as follows. In most cases duties can be passed or delegated to individuals, but it must be the overall responsibility of the person or persons named.

All employees have a responsibility for their safety and the safety of others, and anyone that can be affected by their acts or omissions.

**2.0. MANAGEMENT- MANAGING DIRECTOR**

Management have the responsibility to represent Riverside Mechanical Ltd. in taking control, establishing and maintaining a policy on Health and Safety. This policy shall represent as the company Safety Statement. In accordance with the general duties placed upon them by *Section 8 to 10 of the SHaWWA 2005*, management of Riverside Mechanical Ltd. shall, in so far as reasonably practicable, ensure compliance with the Safety Statement by:

- Derek Brennan has overall responsibility for safety, health and welfare during all work undertaken by the business and his employees.
- Consultation on all health and safety matters is the responsibility of Derek Brennan
- Derek Brennan shall delegate specific responsibilities to appropriate trained employees. As new projects commence, duty holders will be notified, and the list of responsible persons will be amended.
- Derek Brennan, so far as reasonably practicable, the safety and the prevention of risk to health at work of their employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent
- Derek Brennan will ensure that adequate provision is made for safety and health in planning and pricing.
- Derek Brennan and any trained and competent supervisors in his employment are responsible for this policy being carried out during installation work.
- Derek Brennan are responsible for ensuring that this policy is carried out with regard to consultations, safety training, safety inspections, investigating accidents, monitoring and maintenance of the safety policy.
- Derek Brennan shall ensure that the information is in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned, and includes information such as hazards and risks, protective and preventive measures in relation to the specific tasks they have to perform in their place of work.
- Derek Brennan shall implement the safety, health and welfare measures necessary for the protection of the safety, health and welfare of their employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 of the Safety, Health and Welfare at Work Act 2005 and ensuring that the measures take account of changing circumstances and the general principles of prevention.

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- The advice of an external safety consultant will be sought as the need arises, and an active part in reviewing any relevant reports and audits, relevant changes and improvements given will be carried out.
  - All employees engaged in construction work have received or will receive Safe Pass training in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013.
  - All employees engaged in tasks covered by the Construction Skills Certification Scheme will receive the appropriate training in accordance with the Safety, Health & Welfare at Work (Construction) Regulation 2013.

### **2.1. Contract Manager**

- Will monitor the Safety, Health and Environmental performance of the project and take such steps as are necessary to improve performance.
- Will ensure that staffs under his immediate control are familiar with those parts of the Statement and Policy which affect them or the activities in which they are engaged.
- Will arrange for staff under his immediate control to receive, where necessary, adequate and appropriate training in Health, Safety and Environmental matters.
- Will support Site Engineers and their staff in their efforts to improve Health, Safety and Environmental performance.
- Will, when involved in the selection of sub and package contractors cause an assessment to be made of their Health, Safety and Environmental competencies.
- Will ensure that a Construction Stage Safety and Health Plan is in developed and reviewed at regular intervals.
- Will, where appropriate, consult with employers, subcontractors the self-employed, trade union representatives and other relevant persons about matters relating to Safety, Health and the Environment associated with the project.
- Will set a good personal example.

### **2.2. Site Engineer**

- Will ensure that the works under their control are planned and undertaken in such a way as to give foremost regard to health, safety and environmental protection, as well as the requirements imposed by the Third Schedule of the Construction Regulations 2013. (See Part 4).
- Will ensure that risk assessments (Method Statements) are produced for the works under their control and the details of these are communicated to the relevant persons.



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- Will as part of the risk assessment process ensure that members of the project management team, who will be responsible for taking the preventative and protective measures associated with the project operations, are competent and aware of their duties and responsibilities.
  - Will arrange for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training in health, safety and environmental matters.
  - Will when appointed ensure that sub or package contractors submit safety statements for their proposed works and will, so far as is reasonably practicable, monitor their effectiveness and compliance.
  - Will monitor safety, health and environmental performance in their sections and will carry out regular site inspections.
  - Will ensure the provision of induction training and the issue of site rules.
  - Will ensure that persons who operate plant, machinery and equipment are competent and adequately trained.
  - Will ensure that an adequate supply of personal protective equipment is available, issued and properly maintained.
  - Will ensure adequate arrangements for welfare and the provision of first aid.
  - Will, in conjunction with the Health, Safety and Environmental Manager report, record and investigate all accidents and dangerous occurrences and ensure that remedial measures are taken to avoid a recurrence.
  - Will ensure that contraventions noted in Safety Inspection Reports are promptly actioned.
  - Will provide an interest in and enthusiasm for health, safety and environmental matters and will set a good personal example.

### **2.3. Site Manager**

Riverside Mechanical Ltd. will during the duration of this project appoint Supervisors or Foremen or Charge hands to perform certain duties or tasks. The details following are the responsibilities associated with their duties:

- Be familiar with safety regulations and this safety policy applicable to the work being undertaken, and must insist that the regulations are observed.
- Ensure that this policy and any other safety guidance is communicated, observed, understood and implemented.
- Ensure that as far as is reasonably practicable, all operatives are operating safe systems of work.

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- Maintain a tidy workplace, and make sure a regular clean up is undertaken. Insist that all persons - employees, self-employed and visitors wear appropriate personal protective equipment.
  - Ensure that there are adequate entry and exit points, and that they comply with the regulations.
  - Provide safety equipment and clothing, and make sure it is worn.
  - Ensure that all personnel are only employed on equipment for which they have been properly trained.
  - Ensure that all power and hand tools together with any plant and machinery are maintained in good condition.
  - Ensure employees report defects in equipment to their supervisor.
  - Ensure that adequate fire fighting equipment is available at all times.
  - Ensure the safe handling and storage of all tools, plant and materials.
  - Ensure that first aid boxes are properly maintained.
  - Ensure that all access equipment is suitable for the task, inspected as per legislation, and assembled / used / disassembled in accordance with the manufacturer's instructions.
  - Ensure that all power and hand tools are 110 volts.
  - Assist in investigating all accidents with a view to preventing a reoccurrence.
  - Show personal example by wearing the safety equipment provided.
  - Ensure material is removed from roofs and scaffolding in an orderly manner by use of hoists or a builder's chute and not thrown down by operatives causing danger to other persons on site and members of the public.
  - Ensure that employees are aware of the emergency procedure in case of an accident.
  - Ensure that all accidents and dangerous occurrences are investigated and any remedial actions are taken.
  - Report any grievances from employees, regarding the Health and Safety of employees or any third parties.

#### **2.4. Quantity Surveyors**

- Will assist Project Management in their discussions with sub and package contractors to ensure that the contractor is competent in health and safety matters.
- Will promote an interest in and enthusiasm for health, safety and environmental matters and will set a good personal example.

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## 2.5. Responsibilities of Safety Officer

When requested to do so our safety officer may undertake the following tasks on behalf of Derek Brennan otherwise Derek Brennan will undertake these duties.

- Carry out agreed site inspections and report to Derek Brennan and / or the main contractor's site management.
- Advise on regulations, laws etc. which impinge on the business activities.
- Advise and monitor statutory tests on plant and equipment.
- Monitor accidents / dangerous occurrences at workplaces.
- Advise on training courses to meet identified needs.
- Monitor the issue and use of PPE and advise on the types of safety equipment and clothing required.
- Consult with the Health and Safety Authority.
- Advise Riverside Mechanical Ltd. on action required where Improvement Notices or Prohibition Notices have been served upon the business.
- Advise on accidents, potential claims, insurance or HSA implications.
- Ensure that the safety statement is available on all projects.
- Investigate all accidents with a view to preventing a reoccurrence.

## 2.6. Site Safety Representatives

- May make representations to the Project Supervisor for the Construction Stage, and any contractor involved in the project, on any matters of safety, health and welfare at that construction site.
- May with approval of the Project Supervisor Construction Process investigate accidents and dangerous occurrences.
- May make oral or written representation to inspectors (HSA) on matters of safety, health and welfare at work and may receive relevant advice and information from such inspectors.
- May subject to agreement with the Project Supervisor Construction Process and the contractor employing the Site Safety Representative carry out workplace inspections.
- May, subject to prior notice to the Project Supervisor Construction Process and the contractor employing the site safety representative, in circumstances in which it is reasonable to assume the risk of personal injury exists, investigate potential hazards and complaints made by a person who works on the construction site.

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- May be afforded reasonable time off from his normal duties, without loss of remuneration, to acquire the knowledge necessary to discharge the functions of a Site Safety Representative.

## 2.7. Designers

With the aim of protecting the environment and the safety and health of persons engaged in or affected by construction works will:

Take account of the general principles of prevention as specified in the First Schedule of the General Application Regulations 2007, which in summary are as follows:-

- The avoidance of risks.
- Evaluating the consequence of unavoidable risks.
- Combating risks at source.
- The giving of priority to collective protective measures over individual protective measures.
- Will co-operate with the Project Supervisor (Design Process) and Project Supervisor (Construction Stage) as appropriate to enable the Project Supervisors to comply with their respective duties.
- Will provide the appropriate Project Supervisor with available information concerning any of the particular risks listed in the Second Schedule of the Construction Regulations 2013(See Part 4).
- Will take account of any relevant directions from the Project Supervisor (Design Process) and Project Supervisor (Construction Stage).
- Will ensure that all designs and temporary works comply with the relevant statutory requirements, standards and codes of practice.
- Will, when external designers are engaged, cause them to carry out their work in accordance with this Section of the Statement of Policy.
- Will support managers and employees in their efforts to improve health, safety and environmental performance and will set a good personal example.

## 2.8. Employees Responsibilities

**“It is the responsibility of all employees to take reasonable care of their own safety, health and welfare, and that of others affected by their activities.”**

Employees must under Section 13 of the Safety, Health & Welfare at Work Act 2005

- 
- Co-operate with Derek Brennan and any other person to such an extent as will enable them to comply with any of the relevant statutory provisions as regards to safety, health and welfare and to ensure that your place of work is safe and healthy.
  - Use protective clothing and any other equipment provided for their safety, health and welfare while at work. Use in such a manner so far as to provide the protection intended of any suitable appliance, protective clothing, convenience, equipment or other means or thing so provided (whether for use alone or for use by you in common with others) for securing their safety, health and welfare while at work.
  - Report to Derek Brennan any defect in the plant, equipment, place of work, or system of work that might endanger safety, health and welfare.
  - Report any unsafe work practises or unsafe systems of work to Riverside Mechanical Ltd. which they are aware of, to management immediately.
  - Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means of thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
  - Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.
  - Attend training, as appropriate, undergo assessment required by Riverside Mechanical Ltd. to relate to the work that they are carrying out.
  - Keep their tools in good condition.
  - Use the correct tools and equipment for the job.
  - Wear the correct PPE appropriate to the work activity.
  - Not possess or consume alcohol, drugs or other intoxicants or be under their influence.
  - Where possible make suggestions, or raise concerns on health and safety matters.
  - Develop a personal concern for their personal safety and the safety of others.
  - Avoid any action that would be a source of danger to them or others.
  - Not carry out any tasks that they feel they are not competent to carry out, or which involves unreasonably H-High Risks.

## **2.9. Sub-contractors or Self-employed**

### **Under Section 8 to 12 of the Safety, Health & Welfare at Work Act 2005**

- Provide evidence of up to date Safety Statement/Method Statements

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- Written Risk Assessment must be carried out.
  - Self-employed persons must conform generally with the duties and responsibilities as for employees.
  - Provide evidence of insurance both PL & EL.
  - Subcontractors and self-employed persons have a duty to bring to the attention of Riverside Mechanical Ltd. And anyone else that may be affected by any process or use of materials that may endanger health and safety while at work.
  - Ensure all employees have received the training necessary to carry out their work safely.
  - Must attend site safety inductions and toolbox talks prepared for workers by main contractor.
  - Wear correct PPE and all other PPE relating to the work or tasks that they are carrying out.
  - Comply with Workplace Safety Rules
  - Comply with all legal requirements
  - Provide supervision and relevant information to all employees ensuring safe working practices/safe workplace.

**SECTION 3**  
**SUPLIMENTARY INFORMATION**

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### 3.0. Consultation

“Every employer shall, for the purpose of promoting and developing measures to ensure the safety, health and welfare at work of his or her employees and ascertaining the effectiveness of those measures” Section 26 Safety, Health and Welfare at Work Act 2005.

Employees have been consulted in establishing the arrangements for securing co-operation in this workplace on safety, health and welfare as contained within this Safety Statement. Equally employees may at any time consult management on steps taken to secure their safety, health and welfare. Employees will be consulted on any modifications to this Safety Statement that may be required to take account of changes in the business and also at the annual review of this Safety Statement.

The consultation methods used at Riverside Mechanical Ltd. are by means of:

- The monthly meetings with management and parties to the project
- Daily consultation between supervisor and employees onsite
- Regular consultation with all employees and safety officer during site safety audits.
- Employees are encouraged to contact supervisor/management at any time on matters of safety, health and welfare which concern them.

### 4.0. Resources

Riverside Mechanical Ltd. will determine the scale, duration and significant hazards of a project and will dedicate the resources necessary, to conform to what is reasonably practicable to ensure the Safety, Health and Welfare of their employees.

As follows:

- Management shall where necessary use consultants or advisors for safety consultancy, reports and audits.
- Allow reason time for reports, investigations, audits and meetings where safety, Health and Welfare are concerned.
- Provide finance where staff training, and improvement provisions or upgrading is required.
- Allow recourses to ensure that Health & safety is taken into account at planning stage of all new work, where this new work affects the Health & Safety of their employees.
- Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee safety, health and welfare to carry out their functions.



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## 5.0. Employees disciplinary procedure

Each employee is responsible for their own safety and the safety of others while they are at work; this includes co-operating with and ensuring that the workplace is safe. This is achieved by the employees through the following steps:

- PPE compliance with the employer.
- Not working in an unsafe manner.
- Report all defect equipment and plant.
- Report all near misses, incidents and accidents.
- Not interfere with safety devices and guards installed on plant and machinery.

Any breaches of statutory regulations can be treated in the disciplinary procedure and depending on the seriousness of the breach may be dealt with in either a suspension or dismissal. Disciplinary action will be taken by the employer if the employee fails to co-operate with the above. The procedure is as follows:

- Verbal Warning.
- Verbal Warning and noted.
- Written Warning.
- A final written Warning.
- Suspension/Dismissal.

### 5.1. Verbal Warning

The employee will be given a verbal warning and it will be recorded and kept on their file.

### 5.2. Written Warning

In the event of further breach of conduct or safety, a written warning will be given to the employee. It will be kept on file and copies will be given to the employee and management.

“This procedure can be by-passed depending on the severity of the violation.”

Failure to co-operate with the following site requirements will result in the following disciplinary actions:

1st offence	Verbal warning
2nd offence	written warning
3rd offence	Final warning
4th offence	suspension or removal from site.

## **6.0. Bullying**

### **Definition of bullying**

“Repeated verbal, aggression, psychological or physical carried out by an individual or group against another individual or groups.”

All forms of aggressive behaviour are not accepted, once off incidents can't be described as bullying. The key to Riverside Mechanical Ltd. policy, is to communicate clearly, so as to avoid instances of bullying and to put in place measures to prevent a re-occurrence of bullying that might happen.

### **Categories of bullying:**

- Verbal abuse
- Threats
- Physical contact
- Offensive language or slander
- Isolation or exclusion from social groups
- Sexual harassment
- Setting impossible tasks or goals.
- Theft, destroying or defacing someone's property.

### **Results of Bullying:**

- Behavioural-drinking, smoking, over eating
- Physiological-heart disease etc.
- Cognitive-mistakes, accidents
- Emotional-anxiety
- Illness

### **Where does bullying come from?**

- Managers
- Individual Work mates
- Groups of Work mates

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## Anti-Bullying Policy

### Procedure for Reporting Bullying

Any employee who believes he or she is being bullied should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he / she should seek the manager's help and advice, on a strictly confidential basis, from a contact person. A contact person can be one of the following:

- A manager or supervisor
- A trustworthy fellow employee

#### 1. Informal Procedure for Reporting

(a) Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.

(b) A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedures.

#### 2. Formal Procedure for reporting

If any informal approach is inappropriate or if after the informal stage the bullying persists, the following formal procedures should be invoked: -

(a) The complainant should make a formal complaint in writing to his / her immediate Supervisor, or if preferred any member of Management. The complaint should be confined to precise details of actual incidents of bullying.

(b) The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against him / her. He or she should be given a copy of the complainant's statement and advised that he / she shall be afforded a fair opportunity to respond to the allegation(s).

(c) The complaint should be subject to an initial examination by a designated member of Management who can be considered impartial with a view to determining an appropriate course for action. An appropriate course of action at this stage, for example could be exploring a mediated solution or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the credibility or otherwise of the allegation(s).

**Investigation**

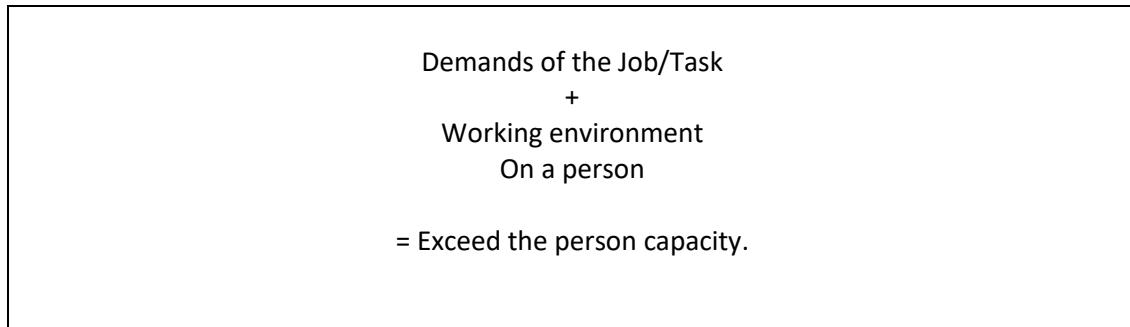
1. The investigation should be conducted by either designated member(s) of Management or, if deemed more appropriate, an agreed third party. The investigation should be conducted thoroughly and objectively, with sensitivity and utmost confidentiality, and with due respect for the rights of both the complainant and the alleged perpetrator(s).
2. The investigation should be governed by terms of reference, preferably agreed between the parties in advance.
3. The investigator(s) should meet with the complainant and alleged perpetrator(s) and any witnesses or relevant persons on an individual confidential basis with a view to establishing the facts surrounding the allegation(s). A work colleague or an employee / trade union representative may accompany the complainant and alleged perpetrator(s) if so desired.
4. Every effort should be made to carry out and complete the investigation quickly as possible and preferably within an agreed time frame. On completion of the investigation, the investigator(s) should submit a written report to management containing the findings of the investigation.
5. Both parties should be given the opportunity to comment on the findings before any action is decided upon by Management
6. The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.

***Riverside Mechanical Ltd. will not tolerate any of the above, any form of bullying should be brought to the attention of a supervisor, safety advisor or foreman. Any found to part-take in bullying will be subject to the disciplinary procedure.***

## 7.0. Stress

Anyone who feels they are under unreasonable stress, or anyone who notices anyone else who seems to be under stress, should bring the problem to the attention of the Derek Brennan or a supervisor.

Stress arises when the following occur:



Others causes of stress in the workplace:

- Lack of communication in the workplace.
- Changes at work
- Repetitive work e.g. Job rotation.
- Demanding tasks
- The threat of violence
- Poor working conditions
- Noise related stress

Effects of stress:

- Emotional – tiredness, anxiety
- Cognitive – Mistakes, incidents and accidents.
- Physiological – Heart disease, blood pressure.
- Behavioural – drinking, smoking.

## 8.0. Violence

Violence can be described as ‘any incident’ where person(s) are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, health or wellbeing.

Any person who has experienced any event which they feel is violence should report the incident to the safety and personnel manager or any senior member of management.

The company endeavour to eliminate the risk of violence occurring at work.

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## 9.0. Smoking

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

### Policy

It is the policy of **Riverside Mechanical Ltd.** that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace as required by the law. This policy applies to all employees, consultants, contractors, customers and visitors.

Information on how to obtain help quitting smoking is available from The National Smokers Quit line on 1850 201203 or the Health Promotion Service of the local health board.

## 10.0. Environment and Waste policies

Riverside Mechanical Ltd. is committed to providing a safe and healthy workplace and in carrying out our normal work to enhance the wider environment and minimise any harmful impacts as far as is reasonably practicable.

Environmental management is formally assigned to project managers who shall ensure compliance with this policy and best current practise.

Employees are reminded that minimising waste is good for the business and good for the environment and should both co-operate with environmental initiatives and also make positive suggestions as to how we may improve our performance.

Current business activities do not create emissions to the environment covered by environmental protection legislation. However, Derek Brennan are not complacent and remains committed to a high level of environmental protection and, where possible, enhancement. Our employees are strongly encouraged to participate and offer suggestions as to how we may improve our performance in this area.

Riverside Mechanical Ltd. will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as practicable.

All employees are required to comply with this policy by minimising waste creation and co-operating actively with recycling programmes.

Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

Where required, Riverside Mechanical Ltd. shall take care to provide suitable waste receptacles and ensure that arrangements are made for the collection / emptying of receptacles at a suitable frequency.

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All employees responsible for collecting waste shall avoid handling overfilled bags etc. to minimise the risk of a manual handling injury.

Waste collection points shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.

All waste, for recycling or disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers.

## **11.0. Appointment of Safety Representative**

**“.....employees may, from time to time, select and appoint from amongst their number at their place of work a representative (in this act referred to as a “safety representative”) or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.”**

Riverside Mechanical Ltd. has to consult with their employees to appoint a site safety representative where more than 20 workers are normally employed at any one time on site at any stage of the project. Schedule 5 to the Construction Regulations 2013 sets out the procedure for the appointment of site safety representative.

### **11.1. Workers of different nationally or race**

As a company we will not tolerate any racism of any kind on company property or sites. Anyone found to be in breach of this policy will be removed from site and dismissed.

At site, and within the company we identify foreign nationals. As inductions are given through the English language there may be a risk to foreign employees during the emergency evacuation therefore they must be highlighted to the site supervisor for close monitoring. We shall use an interpreter to ensure that any foreign nationals employed understand the contents of the safety statement and work or safety instructions, written or verbal.

Pictograms will be used where the English language fails.

### **11.2. Young persons and restriction on employment of young persons**

Where a young person is employed under the age of 18 years old, all their relevant details should be entered on a general register. They shall within 10 days of commencement of work be examined by a medical practitioner, in which they will be given certificate of fitness. This shall be performed annually.

Duties a young person cannot carry out:

- They shall not be employed to operate lifting appliances e.g. cranes, forklifts etc.
- They shall not be employed to give signals to lifting appliances.
- They shall not be employed to operate power saws, or metal working machines.
- They shall not be employed to drive plant or machinery.
- They shall not operate cartridge operating tools.
- They shall not operate abrasive wheels or grinding machines.
- They shall not work in ionising radiations

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**11.3. Exposure to Noise**

Where Riverside Mechanical Ltd. employees are exposed to noise at work at or above the lower exposure action levels (80 dba), they shall provide them or their representatives, or both, with suitable and sufficient information and training relating to risks resulting from exposure to noise. (without prejudice to Section 9 & 10 Safety, Health and Welfare at Work Act 2005)

**11.4. Exposure to Vibrations**

Where Riverside Mechanical Ltd. employees are exposed to the risk of mechanical vibration, they shall provide those employees or their representative, or both, with suitable and sufficient information, instruction and training. (without prejudice to Section 9 & 10 Safety, Health & Welfare at Work Act 2005)

**11.5 Protection of Pregnant, Post Natal and Breast Feeding employees**

Riverside Mechanical Ltd. shall assess any risk to the safety or health of employees and any possible effect on the pregnancy of, or breastfeeding by, employees, resulting from any activity at Riverside Mechanical Ltd. place of work likely to involve a risk of exposure to any agent, process or working condition to in Part A of Schedule 8 and, for that purpose determine the-

- Nature
- Degree
- Duration

of any employee's exposure to any agent, process or working condition.

Riverside Mechanical Ltd. will also take preventative and protective measures necessary to ensure the safety and health of such employees, and avoid any possible effect on such pregnancy or breastfeeding

**11.6. Night Work or Shift work**

Riverside Mechanical Ltd. taking account of Regulation 155 shall:

- Take such steps as, having regard to the nature of the work concerned, are appropriate for the protection of the safety and health of a night worker or an employee who is a shift worker
- In taking steps to comply with Section 18 of the Act, have regard to their duties under paragraph (a)

**11.7. Safety Signs at Places of Work**

Riverside Mechanical Ltd. shall provide information to their employees as regards measures to be taken concerning Safety or Health signs used at work, especially signs incorporating words and the general and specific behaviour to be adopted in relation to those signs.

They must also give employees suitable instruction, in particular in form of specific direction concerning the safety or health signs used at work, which must include the meaning of the signs

**11.8. Health Screening**

Prior to being offered a position with Riverside Mechanical Ltd., all employees are required to undergo a pre-employment health check. This is necessary to ensure staff are not exposed to any conditions during their employment that might further exacerbate any pre-existing condition.

**EMPLOYEES ARE OBLIGED TO DECLARE ANYTHING WHICH THEY FEEL MAY EFFECT THEM WHILE WORKING FOR RIVERSIDE MECHANICAL LTD.**



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## 12.0. Training

All staff employed by Riverside Mechanical Ltd. will receive Health and Safety training to ensure that they fully understand the hazards of their work area, the control measures put in place to minimize the risks and emergency procedures that are in place. This training will be ongoing and site specific.

Riverside Mechanical Ltd. recognises that even with the best work arrangements people may still need clearly defined safety procedures and instructions. For that reason, there is a substantial commitment by management to identify safety training needs and take necessary steps to have such training provided.

Riverside Mechanical Ltd. expects that all employees will co-operate in the training exercises provided such as:

- Safe Pass Training
- Health and Safety Legislation
- General Site Safety Rules
- Site Induction Training on site
- Manual Handling Training

## 13.0. Safety Induction Training

It is the responsibility of Riverside Mechanical Ltd. to compile and carry out the relevant Safety Induction Training for employees regularly. This training is aimed at making all employees aware of their legal duties and safe working procedures. The safety induction training will consist of the following: General Site Safety, Fire Safety, Accident Reporting, Safe Use of Tools, Use of Personal Protective Clothing/ Equipment, Identification of Hazards and Control Measures, Housekeeping, Safety Policies and Site Traffic Safety pertaining to Riverside Mechanical Ltd. training needs and the work carried out by plasterers.

All employees in receipt of Safety Training must sign off in acknowledgement and recognition of their attendance at such training programme.

## 14.0. Personal Protective Equipment

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

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

The type of personal protection depends on the hazards to which the worker is exposed.

All personal protective equipment assessment, usage and training will be carried out in compliance with current legislation.

The employer has a responsibility to provide personal protective equipment/clothing.  
The employee has a responsibility to use any personal protective equipment/clothing provided.

The following list of Personal Protective Equipment provided for use by Riverside Mechanical Ltd. for all employees.

- Safety Boots
- Safety Helmet
- High Visibility Clothing
- Eye Protection
- Ear Protection
- Hand Protection
- Fall Arrest Equipment

### **15.0. Provisions for Emergencies**

Accident prevention is the main aim of Riverside Mechanical Ltd. Safety Statement.

Riverside Mechanical Ltd. will expect to be made aware of Site Specific Emergency Plan by the main contractor before work commences on site if there is a risk of the following occurring:

- Fire/Explosion
- Chemical Spills
- Serious injuries arising from any unplanned events

#### **Emergency Procedures – First Aid**

In the event of first aid being required contact the relevant First Aider. The emergency procedures for first aid are given below for minor and major accidents.

In the event of a minor accident contact the relevant First Aider. Comfort the patient until first aid arrives. Do not move the patient unless there is danger to his/her life.

#### **In the event of a major accident carry out the following: -**

- Ring the hospital for an ambulance
- Ring the doctor
- Call the relevant First Aiders
- Notify Management

## 16.0. Safe Working Procedures

Before work commences the place of work will be inspected for the following by management of Riverside Mechanical Ltd.

- Safe access and egress (site and place of work)
- Safe means of work provided when employees must work at heights outside and inside the building e.g. safe scaffolding with ladders tied, fully planked out, all guard rails in place, tied and secured.
- Safe tools and equipment – all tools to be in perfect working order.

All employees informed:

- Of the particular site-specific hazards and control measures in place
- To report any defects in working procedures, tools & equipment used for the job, scaffolding, trestles, guardrails etc.
- To wear correct PPE provided by Riverside Mechanical Ltd.
- To obey all speed limits and drive with due care on site
- To park only in safe designated parking area
- To lift materials using correct Manual Handling Techniques
- To ensure place of work on site is kept tidy and all waste materials disposed of safely
- Use the correct ladder bay access to gain access to a height
- To take note of any representations given to them by the project supervisor (construction) stage or other persons
- To obey all site safety rules of which they have been made aware.

## 17.0. General Principles of Prevention

- The avoidance of risks.
- The evaluation of unavoidable risks.
- The combating of risks at the source.
- The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
- The adaptation of the place of work to technical progress.
- The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
- The giving of priority to collective protective measures over individual protective measures.
- The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes into account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- The giving of appropriate training and instruction to employees.

The principles are “goal setting” and are based on recognition that risks cannot always be completely eliminated. The goal is to eliminate where possible or reduce the risk using a hierarchy of control.

Riverside Mechanical Ltd. will use appropriate control measures to eliminate the hazards and, where that cannot be done, to reduce the risk at all times during work. The above process should be considered as a template, that which safe systems of work can be based.

## **18.0. Revision & Monitoring**

Riverside Mechanical Ltd. and the Health and Safety Advisor will review the Safety Statement on a yearly basis, to take account of change in Legislation, Hazard Change, Risk Change, or Change of Responsible persons.

Compliance with the Safety Statement will be monitored by: -

- Regular audits of place of work by the Health and Safety Advisor
- Daily inspections of the place of work by the supervisor in charge
- Evaluation of Accident Reports by the Health and Safety Advisor
- Employee consultation on changes to the Safety Statement as required

## **19.0. Accident-dangerous occurrence reporting**

Riverside Mechanical Ltd. understands that there is a legal duty placed on them to investigate all accidents, incidents and dangerous occurrences. In that Riverside Mechanical Ltd. will use all the information that has been gathered and put it into operations, so that these action can reduce the risk of accidents-dangerous occurrences happening.

### **19.1.0 Accident Reporting**

Where an accident has occurred, Riverside Mechanical Ltd. must follow the accident procedure as detailed below. Should the operative not return to work or able to carry out duties on site for a period of 3 consecutive days (weekends included) the H. S. A must be notified by means of an IR1 form which can be filled out and submitted on-line.

### **19.2.0 Dangerous occurrence**

In the case of a dangerous occurrence, an I.R.3 must be filled out and submitted to the H.S.A.

Riverside Mechanical Ltd. have the responsibility of investigating and reporting all accidents. The safety advisor can be involved so as to achieve the minimum requirement for the H.S.A. and company records.

## 19.2. Accident Procedure

When an accident occurs the procedures below must be followed:

The competent supervisor or senior operative must notify the project manager immediately. The senior operative must take charge of the proceedings, as follows:

- Observe accident location and status of injured person.
- If there is risk of further injury, move injured person safely.
- Call immediate medical assistance or emergency service if necessary.
- See that first aid etc. is administered as required by a competent person.
- If Ambulance is called, make sure the exact location is given and that the Ambulance can access project as near as possible to the injured person.
- Notify QHSE Manager Brian Mc Sharry & Riverside Mechanical Ltd.
- Establish the location of Hospital and appoint a suitable person to travel with the injured person.
- Notify the family of injured person, and if required, arrange transport for them to Hospital.
- Gather all information immediately about the accident, and what led up to it.
- Obtain witness statements; write them down as they are given.
- Complete preliminary accident report form.
- Have sketches/photographs of the area taken where the accident happened.
- If HSA are to inspect the location of the accident, do not move anything unless further serious risks have to be avoided.

### **19.3. Near Miss Reporting**

Riverside Mechanical Ltd. are aware that there is a legal duty to investigate all dangerous occurrences. Riverside Mechanical Ltd. will enforce a policy that all near misses are reported and dealt with according as to the severity of each case.

#### **What Is A Near Miss?**

A Near Miss is an unplanned event that did not result in injury, illness, and damage or product loss - but had the potential to do so. The difference between a near miss and a full-blown incident is often a fraction of a second or a fraction of an inch that may not be there the next time. Near misses are warnings of accidents in the making. By accepting these warnings and looking for their causes, Riverside Mechanical Ltd. can prevent these situations recurring.

**“LET US REGARD NEAR MISSES THE SAME WAY AS BAD ACCIDENTS. LET US WEED OUT THE PROBLEMS WHILST WE STILL HAVE THE CHANCE”**

### HOW TO MAKE AN EMERGENCY CALL

From a mobile the number to dial:	112
From a land line:	999
Services you require:	Ambulance
	Fire Brigade
	Gardaí

You must give clear instruction as to your exact location as per emergency procedures.

Give details of the accident:	How many people are involved? What kind of accident is it? Did you see anything? Site entrance and location?
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If it the fire brigade:	Are there: Hazardous substances? Flammable substances? Is the LPG or other gases?
-------------------------	--

Notify **Site Manager** so that someone can escort the emergency services to the location of the emergency.



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## SITE EMERGENCY PLAN

### Accident

- If you are discovering someone that has either had an accident or caused themselves any injury.
- Notify the Site Supervisor.
- Giving instruction as to what has happened, so the emergency services can be contacted if required.
- If anyone cannot be contacted, you must contact the emergency services **112/999**.
- Give clear instructions as to site address, site entrance and location of the accident.
- Stay on the phone as you may be asked to carry out certain tasks to assess the basic condition of the injured person.
- Do not leave the person unattended at any time.

If the person can walk, accompany them down to the site office for first aid treatment.

- Notify the Site Supervisor immediately.
- Giving clear instruction as to what has happened, so the emergency services can be contacted if required.
- Accompany the injured party to the site office and stay with them always.
- Once at the office, wait for first aid treatment to arrive.

If the injured party is unable to walk due to their injuries, contact the first aider and give clear instruction as to your location and access point.

### Fire

- If you discover a fire on site:
- Notify Site Supervisor.

**If the fire has taken hold connect the Fire Brigade on 112/999**

- **If not:**
- Fight the fire with the available fire extinguisher if possible.
- Never put yourself in danger.
- Fight the fire as you are leaving the building.

- **“If in doubt get out-plant and machinery can be replaced, people can’t”**

Every employee is responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials (careful storage, disposal) or sources of ignition (smoking, electrical equipment).

Fire exits, and routes must be kept clear and in the event of an alarm, employees are required to make an orderly exit and assemble at the designated assembly point.

### **FIRE EMERGENCY PROCEDURES**

#### **ACTION ON DISCOVERING A FIRE:**

- Keep calm
- Raise the alarm
- Call other persons on site and let them know where the fire is.
- If possible, and without putting yourself at risk, tackle the fire. Use an extinguisher appropriate to the type of fire.
- Keep yourself on the side of the fire near to an exit.
- If the fire is too large to be tackled, evacuate without delay.
- Go to the assembly point.
- Do not re-enter the site until given the all-clear by the Fire Brigade.

#### **ACTION ON HEARING THE FIRE ALARM:**

- Keep calm
  - Leave the without delay, using the nearest exit from the site.
  - Do not stop or go back to collect personal belongings.
  - Go without delay to the designated assembly point.
  - Do not re-enter the site until given the all clear by the Fire Brigade.
- The senior person present must ensure at the assembly point that all visitors and employees have evacuated, and are prepared to brief the emergency services.

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### EMERGENCY EVACUATION DRILLS

- a. An Emergency Evacuation Drill will be conducted at least once every 12 months.
- b. As little prior warning as possible will be given of an Emergency Evacuation Drill.
- c. If possible, an emergency exit will be blocked during each drill to help illustrate the effect of a real fire, and to check the effect on evacuation times.

### EMERGENCY EVACUATION DRILLS: RESPONSIBILITY FOR

Arranging and conducting Emergency Evacuation Drills, and recording same, is the responsibility of the Riverside Mechanical Ltd. Management

### EMERGENCY ESCAPE FACILITIES

#### a. Emergency Exits and Escape Routes

Emergency exits are sign posted as required by regulation.

<p><b>Staff are also briefed on the importance of keeping emergency exits and escape routes free of obstruction at all times.</b></p>
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#### b. Emergency Lighting System

Not Applicable on site but are required at main office in Ballycoolin

#### Fire Extinguishers

At each Fire Point the following will normally be located:

- Fire extinguishers: normally two, of a type suited to the fire risk in the vicinity;
- A FIRE ACTION notice, indicating action to be taken in the event of fire;

**Fire Alarm**

Checked yearly

**FIRE SAFETY NOTICES**

A Fire Safety Notice is posted at each Fire Point, and at other locations throughout the facility.

**FIRE ASSEMBLY POINT**

The Fire Assembly Point is located as per site rules

**EMERGENCY NUMBERS**

A list of emergency contact numbers is posted in the general office. Both for office and site based emergencies

Or as per site rule

## 20.0. First Aid Supplies

A first aid kit is to be provided by Riverside Mechanical Ltd. on all sites where work is being carried out. It shall be stocked and filled as necessary by each supervisor. Contents of the first aid kit will vary depending on size, location of contract.

Up to 6-25 persons

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-5 Persons	6-25 Persons	26-50 (a) Persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (Bandage attached)	--	--	2	4
Individually wrapped triangular bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium individually Wrapped Sterile Unmediated Wound Dressings (approx. 10 x 8 cms)	--	--	6	8
Largely Individually Wrapped Sterile Unmediated Wound Dressings (approx. 13. X 9 cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmediated Wound Dressings (approx. 28 x 17.5 cms)	--	--	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2

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Additionally, where there is no clear running water, Sterile Eye Wash (b)	1	1	2	2
---	---	---	---	---

**Notes**

- (a) Where more than 50 persons are employed pro rata, provision should be made.
- (b) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided.

**Eye bath/eye cups/refillable containers should not be used for eye irrigation.**

### **20.1. First Aid Requirements**

Riverside Mechanical Ltd. is required to provide proper first aid equipment to enable first aid to be given to any employees who are injured or become ill at work. Employees must be fully informed of such arrangements.

“provide the necessary measures to be taken appropriate to the place of work for the first aid, firefighting and the evacuation of employees and other individual present in the place of work, taking into account of the nature of the work being carried on and the size of the place of work.”  
Safety, Health & Welfare at Work Act 2005

### **20.2. Appointment of First Aiders**

Riverside Mechanical Ltd. will ensure appointed first aiders have been suitably trained and hold a current first aid certificate issued by an organisation whose training and qualifications are approved by the Health and Safety Authority.

## **21. Welfare facilities**

The employer or PSCS shall:

“Coordinate arrangements which facilitate the provision and maintenance, in an appropriate condition, of welfare facilities for all persons at work, in accordance with Part 20, and Monitor the implementation of the arrangements.”

### **21.1. Hygiene and washing facilities**

“An employer responsible for a workplace shall ensure for that workplace, those adequate and suitable facilities for washing appropriate to the numbers of persons at work and the nature and duration of the work are provided”

Part 20 General Application 2007

### **21.2. Canteen Facilities**

The PSCS will provide the required amenities for all employees so that they:

Access to adequate and suitable accommodation for eating meals.

A facility to boil water and heat/prepare food.

Access to potable drinking water.

The size of the accommodation will be determined by the number of operatives on site.

**All work must be carried out in conjunction with the following legislation:**

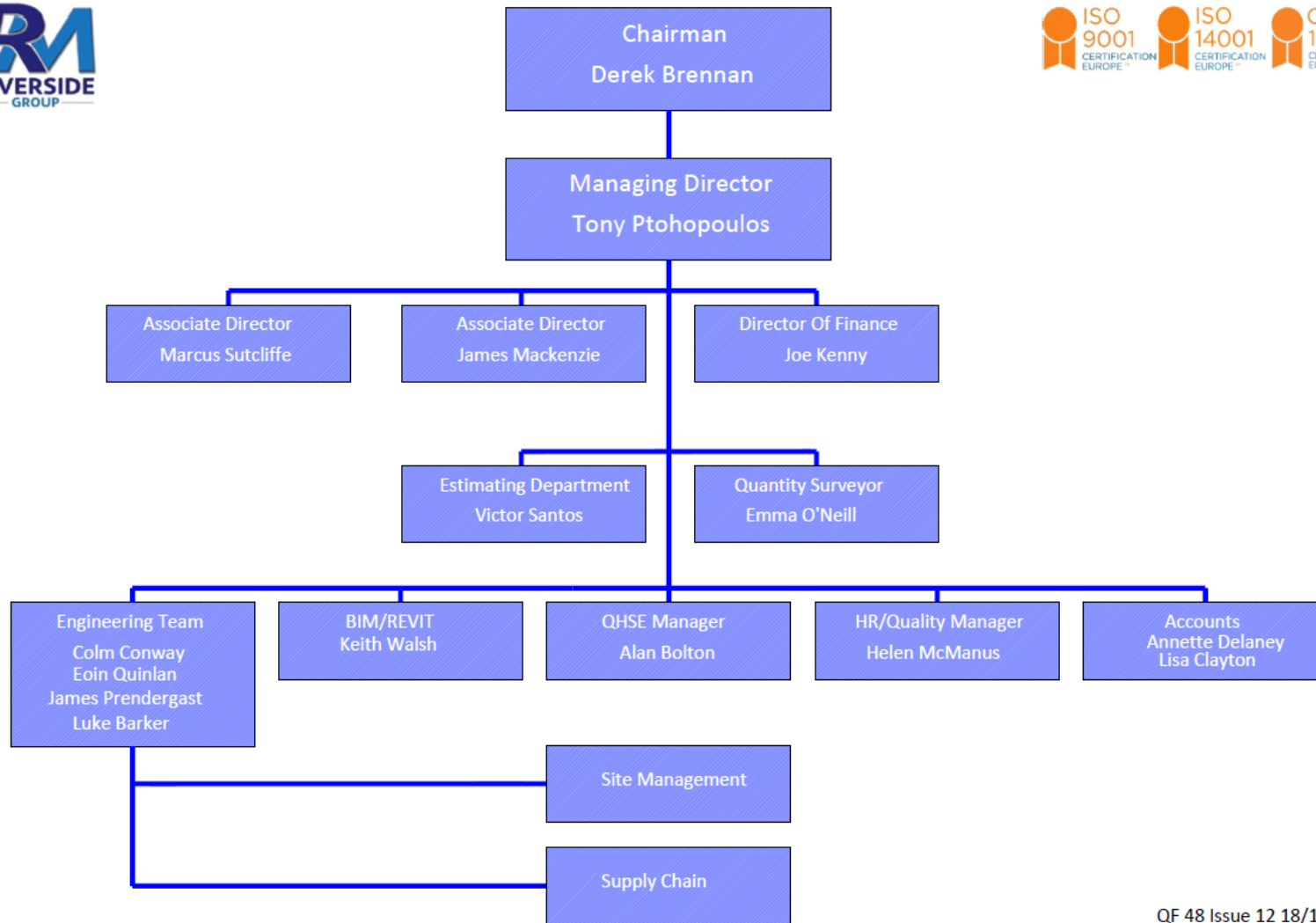
- The Safety, Health and welfare at Work Act 2005.
- The Safety, Health and Welfare at Work (General application) Regulations 2007.
- The Safety, Health and Welfare at Work (Construction) Regulations 2013.
- The Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2013, SI No.386
- The Safety, Health and Welfare at Work (Confined spaces) Regulations 2001
- The Factories Act 1955.
- Safety in Industry Act 1980
- Office premises Act 1958
- Code of Practise for Working in Confined Spaces 2001
- Code of Practise on prevention of Workplace Bullying 2007
- Code of Practise for Avoiding Danger of Underground Services 2005
- Code of Practise for Safety on Roof work 2005.

The above is comprehensive, but non-exhaustive list of legislation that was used to compile this Safety Statement.




***RIVERSIDE MECHANICAL MANAGEMENT STRUCTURE***

### RIVERSIDE MECHANICAL COMPANY ORGANISATION CHART




QF 48 Issue 12 18/12/2018

	Name	QHSE MS 04	Issue No. 04
	<b>Risk Assessment Manual</b>	Issue date: 19/02/2018	Page <b>42</b> of 53

**SECTION 4**

**RISK ASSESSMENT REGISTER**

	Name	QHSE MS 04	Issue No. 04
	<b>Risk Assessment Manual</b>	Issue date: 19/02/2018	Page <b>43</b> of 53

**GENERAL HAZARD TYPE & CONTROLS**

**RISK ASSESSMENT**

Every hazard in the workplace must be assessed for the likelihood of it happening and the consequence of it occurring.

A hazard may be defined as anything that can potentially cause harm. Hazards in the construction can be divided into two main categories, "Health Hazards" and "Physical hazards". "Health hazards" generally are those with the potential to cause internal damage. "Physical hazards" involve potential harm to the body structure, which must be eliminated where practicable and body protection used to avoid or minimise the risk.

**1. Consequences of Hazard:**

**High** – Fatalities, Amputation or Irreversible Injury

**Medium** – Broken Limbs, Eye Damage, Reversible Injury

**Low** – First Aid Injuries

The hazards and risks within this Safety Statement have been assessed by means of the following: -

- Work Site Analysis
- Consultation with Employees and Management
- Consultation with the management and the Health and Safety advisor.



**Risk Assessments**

<b>No.</b>	<b>Description:</b>	<b>Page No:</b>
	Risk Rating Matrix	2
1	Slips, Trips & Falls (Pipes, Equipment, Materials etc)	3
2	Manual Handling	4
3	Oxygen/Acetylene Welding	5
4	Podium Ladders	6
5	Manually Operated Hand Tools	7
6	Use of Power Tools	8
7	Construction Dust	9
8	Hot Works	10
9	Noise	11
10	Outdoor Work - Sun	12
11	Smoking	13
12	Housekeeping	14
13	Storage of Site Materials	15
14	Genie Lift GL (Lifting Materials)	16
15	Use of A-Framed Ladders	17
16	Use of Grinder & Abrasive Wheel	18
17	Hilti Gun	19
18	MEWP (Mobile Elevating Work Platform)	20
19	Mobile Tower Scaffold	21
20	Mobile Generator	22
21	Vermin	23
22	Working in Confined Space (e.g. Tanks)	24
23	Angle Grinder	25
24	Use of Chop Saw	26
25	Use of Drill/Bench Saw	27
26	Use of Band Saw	28
27	Use of Gas Cylinders	29
28	Manual Arc Welding Operations	30
29	Tungsten Inert Gas Welding Operations	31
30	Orbital Welding	32
31	Use of Electricity	33
32	Use of Telescopic Handler	34
33	Use of Site Vehicles	35
34	Excavations	36
35	Coring of Floors & Roof Operations	37
36	Site deliveries/collections	38
37	Crane Lifts	39
38	Asbestos Containing Materials	40
39	NDT or X-Ray Testing	41
40	Hydrostatic Pressure testing of Pipework	42
41	Pneumatic Pressure Testing of Pipework	43



42	Temporary works	44
43	Existing Services	45
44	Office Equipment	46
45	Knives and Sharp Objects	47
46	Combination Ladder	48
47	Digger	49
48	Riser Works (Working from Height)	50
49	Compressor	51
50	Hepa Hoover	52
51	HDPE Welder – Hot works	53

## Risk Rating Matrix

### Risk Classification/Rating

Risk	Score
High Risk	16, 12, 9
Medium Risk	8, 6, 4
Low Risk	3, 2, 1

### Hierarchy of Controls

- Eliminate hazard where possible
- Substitute hazard with less harmful hazard
- Isolate hazard from person at risk
- Use engineering controls (ventilation)
- Use administrative controls (training, instruction)
- Use personal protective equipment

### Risk Matrix Calculations

Severity means how severe the injury is for example:

Severity of 1	Minimal or no injury
Severity of 2	Minor harm/cut finger/bruise
Severity of 3	Broken leg/Arm/ Burn
Severity of 4	Fatality/ Loss of Limb

Likelihood 1 highly unlikely	Only occurs in exceptional circumstances
Likelihood 2 unlikely	Not expected to happen but possible
Likelihood 3 likely	Possible to happen/occur
Likelihood 4 Highly likely	Will almost certainly happen/occur

### Risk Matrix Explained

To get a risk rating you multiply the severity by the likelihood for example severity 2 x likelihood 3= a risk rating of 6 which mean overall this is a moderate risk when you compare it to the risk rating table

### Risk Matrix Table

	<u>Severity</u>	No Harm	Slightly Harmful	Harmful	Extremely Harmful
<u>Likelihood</u>	<u>Score</u>	1	2	3	4
Highly Unlikely	1	1	2	3	4
Unlikely	2	2	4	6	8
Likely	3	3	6	9	12
Extremely Likely	4	4	8	12	16

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 01</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Slips, Trips and Falls (Pipes, Equipment, Materials, Cables etc)</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Risk Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Fractures	3	2	6	Medium
Head Injuries	3	2	6	Medium
Lacerations or cuts	2	3	6	Medium

**Controls**

1. At the site induction employees are instructed on location of access ways and emergency exits.
2. Any changes in these routes are notified to employees at toolbox talks. Employees must only use clearly defined access routes and NEVER TAKE SHORT CUTS.
3. Employees must follow all signage.
4. Safe access provided to work areas located above and below ground.
5. Housekeeping is stressed to all employees at induction and throughout the duration of the project. All personnel to operate on "CLEAN AS YOU GO". Off-cuts to be disposed of immediately and in accordance with the Riverside waste segregation policy
6. Access routes and emergency exits are to remain clear at all times, free from plant, materials, ladders etc. Access ways should never be blocked and should be adequately lit.
7. In the event that an access route must be blocked, barriers must be erected, and signage must indicate alternative routes.
8. All openings must be cordoned off and signage erected to direct traffic around the opening.
9. Bins and skips are provided on all sites, so it is imperative that all employees use them.
10. Where work must be carried out in a congested area all means of access must be discussed with the supervisor or Site Manager.
11. Services that may be at risk of damage must be protected.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Controls Risk Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Fractures	2	2	4	Medium
Head Injuries	2	2	4	Medium
Lacerations or cuts	1	3	3	Low



<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 02</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Manual Handling</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Back Injury	3	3	9	High
Muscular Strains & Sprains	3	2	6	Medium
Lacerations or crush injuries	2	3	6	Medium

**Controls**

- The Site Manager for RM will ensure that materials are handled, as far as reasonably possible, by mechanical means. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads, and instructions must be issued on-site on the handling of these loads;
- All staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training;
- Supervisory staff will ensure that a supply of suitable gloves is available for the handling of materials, which could cause injuries to the hands. The Supervisor will not require any operative, particularly a young person, to lift without assistance being provided which is likely to cause injury;
- Task should be organized that handling is carried out between waist & shoulder height
- Check the weight of the load before trying to lift;
- Wear gloves to protect hands from cuts and punctures;
- Always wear safety boots to protect from falling loads;
- Ensure precautions are taken and that hand trucks or trolleys are used for heavier loads; and
- Store items in order of size and weight. Heavier items should be stored on lower levels of site/storage areas. Lighter smaller items should be stored over them if required. Ideal storage height for heavy items is between knee and elbow level.

Always assess a load before deciding to lift:

- Is it too heavy?
- Is it too large?
- Don't put strain on your back;
- Bend your knees; follow all training techniques!
- If there is a requirement to lift items in excess of 25kg in weight (Which is approximately over half the weight of a toilet) ensure on getting help from a colleague; and if possible, push instead of lifting it.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Back Injury	2	3	6	Medium
Muscular Strains & Sprains	2	2	4	Medium
Lacerations or crush injuries	1	3	3	Low

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 03</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Oxy/Acet Welding</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<u>Risk</u>	<u>Likelihood</u>	<u>Severity</u>	<u>Rating</u>	<u>Risk Level</u>
Burns	4	3	12	High
Fire	2	3	6	Medium
Crushing or Injuries during handling & Transport of Cylinders	3	2	6	Medium

**Controls**

**Oxygen/Acetylene Welder**

- Hot works permit to be obtained before Welder is used and all criteria met.
- PPE shall be worn to include Welding gloves/gauntlets, Welding apron, welding mask/eye protection and long-sleeved overalls.
- Equipment should only be used and maintained in accordance with the manufacturer’s instructions
- Suitable fire extinguisher (Dry Powder) to be on hand and suitable fire watch in place.
- Work only in a safe location away from other people
- Remove any nearby combustible materials (I.e. wood, paper, packaging or plastics . etc)
- Protect combustible materials that cannot be moved (i.e. Metal sheeting, Fire Blanket. etc)
- Maintain a fire watch for 30 minutes after work has ceased

**Oxygen/Acetylene Welder**

- Check the equipment for damage or faults, particularly the nozzle
- Make sure that the cylinders are chained to the wheeled jockey
- Working on materials coated with lead or chromate paints, galvanized or cadmium plated, or metal contaminated with oil, grease, etc operator should wear Respiratory Protective Equipment RPE.
- Use the correct gas pressures and nozzle for the job.
- Shut off the torch when not in use
- Close the cylinder valves when not in use

**Storage/Removal/Delivery**

- The Store Area that is designated is only used for the storage of gas cylinders
  - Cylinders must be stored **in the upright** position on a firm level surface
  - Cylinders should be stored in a secure lockable enclosure that prevents access to unauthorized persons
- Removal
- Any cylinders that are damaged are to be identified as such and the gas supplier informed
  - Always return empty cylinders to the gas supplier, as soon as is reasonably practical
  - Delivery to made by suppliers as per site instructions.

**PERSONAL PROTECTIVE EQUIPMENT - REMEMBER PPE IS ALWAYS A LAST RESORT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Welding Gloves	<input checked="" type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Welding jacket/apron	<input checked="" type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Welding Goggles/Visor	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**Post-Controls Rating**

<u>Risk</u>	<u>Likelihood</u>	<u>Severity</u>	<u>Rating</u>	<u>Risk Level</u>
Burns	3	3	9	High
Fire	1	3	3	Low
Crushing or Injuries during handling & Transport of Cylinders	2	2	4	Low

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 04</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Podium Ladders</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Falls from Height	4	3	12	<b>High</b>
Ladder Tipping over	3	3	9	<b>Medium</b>
Manual Handling and Pinch type injuries	4	2	8	<b>Medium</b>

**Controls**

1. Inspect the Ladder for any defects prior to use, podium ladder must be marked by the manufacturer with the relevant standard and the maximum working load
2. At no time are two persons to be on the same ladder.
3. Ladders must be set up on a level footing at all times
4. Podium ladders are not to be moved with employees or materials on the platform
5. Podium ladders that are in excess of 25 kg are to be lifted by two people. If on wheels push or pull.
6. You shall not over reach while using a podium ladder, get down and move to a more suitable location.
7. Always make sure the safety bar mechanism is closed while standing on the working platform.
8. Podiums must be the suitable height for the task, i.e. the working platform at the correct level.
9. You can only work from the platform, not the steps.
10. When extending or collapsing an adjustable podium two people are required to control it.
11. Check all components of the ladder for defects i.e. braces, bolts, stabilizers, cracks etc...
12. Report defects immediately and take out of use.
13. Check ladder tag for inspection in last 7 days and that Form GA 3 was completed by a competent person
14. Gloves should be worn to ensure that no cuts or abrasions are received when working with ladders
15. Be careful not to pinch fingers on moving part of adjustable podiums.
16. Only light nature tasks should be carried out.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT****Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Falls from Height	3	3	9	<b>High</b>
Ladder Tipping over	2	3	6	<b>Low</b>
Manual Handling and Pinch type injuries	4	2	8	<b>Medium</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 05</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Manually Operated Hand Tools</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Lacerations & Cuts	5	2	10	<b>High</b>
Eye Injuries	3	1	3	<b>Low</b>
Abrasions	3	1	3	<b>Low</b>

**Controls**

1. Hand Tools should be checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use.
2. Employees shall be informed of the possible risks when using the hand tools
3. Adequate lighting should be available in the works area
4. PPE is provided and worn as required (E.g. gloves, eye protection etc.)
5. Bench vice should be provided and used as required (For e.g. using hacksaws, hand-files etc.)

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Lacerations & Cuts	4	2	8	<b>Medium</b>
Eye Injuries	2	1	2	<b>Low</b>
Abrasions	2	1	2	<b>Low</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 06</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Power Hand Tools</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Lacerations & Cuts	5	2	10	High
Eye Injuries	2	3	6	Medium
Abrasions	2	4	8	Medium

**Controls**

1. Power hand tools are used and maintained in accordance with the manufacturer’s manual.
2. Tool adjustments are not made while moving parts are in motion
3. Tool is disconnected from its power supply before cleaning, clearing blockages or other works
4. Ensure that operatives are made aware of risks involved with the use of portable tools before use.
5. Loose clothing, jewellery and unsecured long hair are avoided when using power hand tools
6. Correct PPE must be worn at all times (Also to include hearing protection)
7. Defective tools to be reported and taken out of service immediately
8. Check condition of lead and plug before use.
9. No power hand tools or electrical equipment of greater voltage than 110 volts are to be used on construction site or damp locations
10. Refer to manufacturer’s instructions, if respiratory equipment may be needed depending in the task.
11. Sufficient clear work space is provided, and work pieces are secured where necessary (e.g. using clamps, jigs)

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Lacerations & Cuts	4	2	8	Medium
Eye Injuries	1	3	3	Low
Abrasions	1	4	4	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 07</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Construction Dust</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Lung Diseases (Asthma, Silicosis or Lung Cancer)	3	3	9	<b>High</b>
Visually Impaired	2	3	6	<b>Medium</b>

**Controls**

- All staff to receive Site Specific Safety Induction
- All staff to have access to HSA guidance on dust and receive Tool Box Talks on dust control
- All employees informed on the new procedures with regards to managing dust.
- All employees will have received training so that they know what the risks are associated with dust, and what they need to do to avoid those risks
- Building materials will be ordered in the correct size to reduce on-site cutting
- If possible, operatives shall use a less powerful tool and ensure blades are well maintained.
- All tools must be fitted with either dust capture or suppression
- Area must be clean, demarcated cutting zones away other operatives
- Before work starts, employees will look at ways of stopping or reducing the amount of dust you might make
- All operatives cutting, drilling or involved in dust creating activity must wear an appropriately rated RPE (such as P3 Disposable Filter half mask Respirators).
- Adequate ventilation must be used where appropriate.
- RPE is provided and worn when dust levels cannot be lowered, and employees will be trained in its fitting and use of them.
- Wet down dust and sweep up or if possible vacuum dust at least every hour
- All operatives shall wash their hands with the facilities provided on site before eating or drinking.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks (P3)	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Lung Diseases (Asthma, Silicosis or Lung Cancer)	2	3	6	<b>Medium</b>
Visually Impaired	1	3	3	<b>Low</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 08</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Hot Works</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Smoke Inhalation	5	2	10	High
Burns	4	2	8	Medium
Fire	3	5	15	High

**Controls**

- Hot works permit is required before any work takes place and signed off.
- Hot works shall be carried out away from any materials which could catch fire
- All employees will have received appropriate information, instruction & training.
- Hot works area shall be kept clean and tidy, and materials which could catch fire are removed
- All hot works area shall be checked at regular intervals and at least one hour after work has stopped (E.g. voids, adjacent rooms, floor below, walls cavities etc)
- Fire watcher will be present and for one hour after hot works

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Smoke Inhalation	4	2	8	Medium
Burns	3	2	6	Medium
Fire	2	5	10	High

<b>QHSE MS 04</b>		<b>Issue 03 Issue Date: 18/10/2017</b>			
<b>Risk Assessment No: 09</b>					
<b>Details of Hazard/Specific Activity:</b>			Noise		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Temporary Hearing Loss	3	4	12	High
Tinnitus	3	4	12	High
Permanent Hearing Loss	3	4	12	High

**Controls**

1. All employees shall receive site specific safety induction.
2. All employees shall be notified on the dangers of Temporary, Permanent Hearing Loss and Tinnitus and symptoms.
3. Noisy areas on site shall be identified, and ways to reduce levels and exposure shall be considered (Generally if you have to raise your voice to be heard by someone 2 meters away then measures need to be taken to reduce exposure)
4. Hearing protection is provided and worn where necessary, especially when working with or working close to noisy equipment (E.g. Drills, power tools etc.)
5. All RM employees are advised of the risks from exposure to noise and be aware of warning signs displayed on site at entrances to noisy work areas.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input checked="" type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Temporary Hearing Loss	2	4	8	Medium
Tinnitus	2	4	8	Medium
Permanent Hearing Loss	2	4	8	Medium



<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 10</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Outwork work - Sun</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Skin Damage	4	3	12	<b>High</b>
Infections	3	4	12	<b>Medium</b>
Allergies	3	1	3	<b>Low</b>

**Controls**

1. All employees shall be informed of the importance of protection from the sun and sun cream is available and over- exposure to the sun is avoided. (E.g. employees shall plan work to limit exposure to direct sunlight and take breaks out of direct sunlight)
2. All employees shall be given instructions and information on the importance to self-check skin for signs of cancer and to keep covered up E.g. hats, clothing, sun cream etc. (Sun Cream Provided in Site Offices)
3. Employees shall have suitable clothing and gloves provided and worn as required. (Long sleeve clothing should be worn where necessary e.g. when there is a risk of sunburn, scratches or insect bites.
4. Any cuts and abrasions shall be covered up with waterproof dressings/plasters
5. A first aid box is provided in the site office

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Skin Damage	3	3	9	<b>High</b>
Infections	2	3	6	<b>Medium</b>
Allergies	3	1	3	<b>Low</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 11</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Smoking</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Health Issues	3	4	12	<b>High</b>
Fire	3	4	12	<b>High</b>

**Controls**

1. All staff to receive Site Specific Safety Induction
2. Staff/Employees to be made aware of designated smoking areas by main PSCS
3. Site Manager shall inform all employees of the smoking policy
4. Information on how to obtain help quitting smoking is available from the smokers Quit line (1850201203) or the Health Promotion Service of the Health Board.
5. In designated areas all cigarettes shall be discarded in the appropriate container in situ (e.g. Steel Buckets)

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Health Issues	2	4	8	<b>Medium</b>
Fire	2	4	8	<b>Medium</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 12</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Housekeeping</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Slips, Trips & Falls at same level	3	4	12	High
Obstructed access and egress routes	3	2	6	Medium
Fire	2	4	8	Medium

**Controls**

- All site operatives to be instructed on housekeeping procedures during safety induction
- All staff to receive Site Specific Safety Induction
- All employees to be aware of Emergency Exit Routes
- A high standard of housekeeping and tidiness will be maintained at all times
- Employees will be inspected to make sure their areas are clean and tidy (Also to include site offices)
- Fire exits, and firefighting equipment will never be causing an obstruction
- Clean as you go policy will be in place at all times
- All working areas will be cleaned at the end of each shift
- Leads will be hung in a safe place or covered using duct tape at all times
- All tools and leads to be take away every Friday
- Instigate site stand down when housekeeping levels fall below RM high standards
- Site management must ensure that high standards of housekeeping are maintained for the works duration
- All RM site offices and site stores will have materials and equipment put away in their correct positions and will remain tidy throughout the duration of the works

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Slips, Trips & Falls at same level	2	4	8	Medium
Obstructed access and egress routes	2	2	4	Low
Fire	1	4	4	Low

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 13</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Storage of Site Materials</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Manually Handling	3	4	12	<b>High</b>
Fallen Objects (Not stacked/stored correctly)	3	3	9	<b>High</b>

**Controls**

1. All storage areas will be agreed with the main PSCS (Project Supervisor Construction Stage)
2. All materials can only be stored in locations agreed with PSCS Site Management
3. All site materials must be stored in lockable storage containers.
4. No unauthorized personnel are allowed into the store rooms
5. Materials should not be stacked more than 2 meters' high
6. Sufficient space should be provided for the safe storage of all materials
7. All areas will be inspected on a weekly basis by the QHSE manager for RM.
8. All staff to receive Site Specific Safety Induction.
9. All material shall follow manufacturers/supplier's storage recommendations in all cases
10. All operatives shall be informed that all chemical materials/products are potentially hazardous and should not be handled unless site manager or competent person has checked the MSDS Sheets
11. All MSDS sheets shall be given to main contractors Safety Officer and copies of the MSDS will be kept in RM Store & Site Office.
12. All chemical products and fuels shall be stored within bunded areas to reduce the risk of contamination

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Manually Handling	2	4	8	<b>Medium</b>
Fallen Objects (Not stacked/stored correctly)	2	3	6	<b>Medium</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 14</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Genie Lift GL (Lifting Materials)</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Overturning/Tip-over	3	3	9	<b>High</b>
Bodily Injuries (Potential Pinch Points & Pulleys)	3	3	9	<b>High</b>

**Controls**

- Only competent and authorized personnel may operate this machine and will perform a pre-operation inspection before each work shift
- A weekly report of inspection GA 2 shall be completed and sent to JJR every week
- Genie lift will only be set up and operated from a firm level surface
- Operatives should check the work area for any overhead obstructions or possible hazards
- Area to be cornered off using barriers or red tape & cones, so that no personnel shall enter the works area and stand underneath the load when it is raised
- Under no circumstances shall the machine be used as a personnel lifting platform
- The rated load capacity shall not be exceeded
- Operative shall only raise the load when it is centred on forks
- Operatives shall not move the machine with a raised load
- Genie Lift GL will only be used as intended by manufactures guidelines
- Operatives will ensure that all body parts are out of the line of fire before operating – e.g. pinch points

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Controls Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Overturning/Tip-over	2	3	6	<b>Medium</b>
Bodily Injuries (Potential Pinch Points & Pulleys)	2	3	6	<b>Medium</b>

QHSE MS 04		Issue 05 Issue Date 11/01/2019			
Risk Assessment No: 15					
Details of Hazard/Specific Activity:			Use of A- Framed Ladders		
Who Is At Risk:					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Controls Rating**

Risk	Likelihood	Severity	Rating	Risk Level
Falls from height	3	4	12	High
Ladder tipping over	3	2	6	Medium
Manual Handling & Pinch type Injuries	3	2	6	Medium

**Controls**

1. Work is only carried out from a A-Framed ladder when the job is of short duration and low risk.
2. Ladder is suitable for the work to be carried out (Standards EN131; Class1 Heavy Duty & Industrial Use, Class 2 Light Trade use. Class 3 Domestic Use must not be used for construction work)
3. A-Framed ladders are only used per the manufacturer’s instructions.
4. Ladders are checked before use, reported defects are dealt with quickly & taken out of use.
5. Ladder must be inspected on a weekly basis by a competent person, Ladder tag should be completed and attached to ladder and GA 3 records are completed & Filed
6. Ladders are set up on a firm level base facing the work activity
7. Ladders should never be straddled, and the top three steps are not used for standing
8. 3-points of contact are maintained at all times when using a ladder
9. Moving vehicles & Pedestrians are kept away from ladders when in use

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Controls Rating**

Risk	Likelihood	Severity	Rating	Risk Level
Falls from height	2	4	8	Medium
Ladder tipping over	2	2	4	Medium
Manual Handling & Pinch type Injuries	2	2	4	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 16</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Use of Grinder &amp; Abrasive wheel</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Fires & Burns	3	3	9	<b>High</b>
Clothing/Hair Entanglement	2	2	4	<b>Medium</b>
Eye Damage	2	2	4	<b>Medium</b>

**Controls**

1. Remove all Flammable materials from the work area.
2. Corner of the area before grinder is used
3. The abrasive/grinding wheel is mounted by a **trained and competent person only**.
4. Hot Works permit required

**Pre-Use Checks**

5. Safety guards should be provided, used and maintained with the manufacturer's manual (Ensure the guard is in place, secure and not obstructing the disc).
6. Ensure the cutting disc is in good condition showing no signs of degradation, no chips or splits
7. Ensure the rpm limit on the disc is greater than that of the grinder.
8. Ensure the disc is the correct disc for the material.
9. Wear goggles/ visor to protect eyes, gloves to protect hands. Ensure the material being cut is stable and unable to move. (E.G. Clamps could be used to ensure the work pieces are secure)
10. Ensure the surface under foot is stable and even.
11. Keep the grinder at right angles to the cutting surface.
12. Do not force the cut.
13. Hold the grinder securely with both hands.
14. Keep the quantity of combustibles to a minimum.
15. Keep a Dry Powder fire extinguisher close to hand and continue a Fire Watch for at least 30 minutes after the work has ceased.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT****Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Fires & Burns	3	2	6	<b>Medium</b>
Clothing/Hair Entanglement	2	1	2	<b>Low</b>
Eye Damage	2	1	2	<b>Low</b>

QHSE MS 04		Issue 05 Issue Date 11/01/2019			
Risk Assessment No: 17					
Details of Hazard/Specific Activity:			Hilti-Gun		
Who Is At Risk:					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

Risk	Likelihood	Severity	Rating	Risk Level
Noise – Hearing Damage	4	2	8	Medium
Tool Recall – Injury to hand/arm	3	2	6	Medium
Exhaust gases- Effects on respiratory	2	1	2	Low

<p><b>Controls</b></p> <ul style="list-style-type: none"> <li>➤ Cartridge tools should only be used by suitably trained personnel in accordance with the manufactures instructions.</li> <li>➤ Ear plugs, or Ear Muffs must be worn.</li> <li>➤ All operatives must be competent and have received appropriate information, instruction and training</li> <li>➤ Hold tool firmly with bent arms to absorb recoil</li> <li>➤ Insignificant volume of harmful gases produced in normal use, but for many fixes in a confined space ensure adequate ventilation</li> </ul>
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PERSONAL PROTECTIVE EQUIPMENT					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input checked="" type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

Risk	Likelihood	Severity	Rating	Risk Level
Noise – Hearing Damage	3	2	6	Medium
Tool Recall – Injury to hand/arm	2	2	4	Medium
Exhaust gases- Effects on respiratory	1	1	1	Low



<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 18</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>MEWP</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Persons or Materials Falling	3	3	9	High
Head Injuries	3	3	6	High
Tower Overturning	2	4	8	Medium

**Controls**

- MEWP shall only be used and maintained in accordance with the manufactures instructions Site manager or Competent person shall check that the MEWP is CE marked (Has an EC Declaration of Conformity), along with labels and instructions in place which are readable.
- MEWP shall only be used by trained and authorised employees and the operator's manual shall be made available. The operator shall know the limits of use, such a safe working load, max wind speed, wheel and outrigger loadings, max slope etc.
- Ground conditions and overhead obstacles shall be checked by operator and for the safe operation of this machine.
- MEWP shall have received a thorough inspection by a competent person within the last 6 months and is inspected weekly and records kept. Form GA1 Report of thorough examination and Form GA2 Report of weekly examination shall be completed.
- MEWP shall be checked before use by operator and any defects shall be reported immediately to site manager where any unsafe equipment is taken out of use.
- As there is always risks with working at height, a harness with a short restraint lanyard is secured to a suitable anchor point within the MEWP, this is to stop the wearer from getting into a position where they could fall or be thrown from the carrier. (Hardness & Lanyard must also be certified and correctly tested)
- MEWP Scissor Lift shall be fitted with safety devices to prevent crushing during descent.
- Flashing beacon and warning alarms where fitted to the MEWP should be in good working order
- MEWP shall always be kept apart from moving vehicles and pedestrians (e.g. barriers, banksmen)
- Employees should all be competent to lower the MEWP in the event of an emergency and be familiar with the emergency and ground controls.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input checked="" type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input checked="" type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Persons or Materials Falling	2	3	6	Medium
Head Injuries	2	3	6	Medium
Tower Overturning	2	4	8	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 19</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Mobile Tower Scaffold</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Persons or Materials Falling	3	3	9	High
Manual Handling and pinch type injuries	2	3	6	Medium
Tower Overturning	2	4	8	Medium

**Controls**

- Mobile tower scaffold is erected, used, dismantled and maintained in accordance with the manufacturer’s instructions.
- Mobile tower must be erected on firm ground, with outriggers in place and the castors locked when in use.
- Mobile tower scaffold over 2 meters high is only erected, modified or dismantled by employees who have a valid CSCS card when carrying out construction work (Construction Skills Certification Scheme Mobile Tower Scaffold or Scaffolding (Basic or Advanced) card).
- Mobile Tower scaffold components are checked before use by a competent person, reported defects are dealt with promptly and unsafe equipment is taken out of use.
- Mobile tower should not be erected or used close to overhead electricity lines
- Manufacturers base to height ratio is always followed (Refer to manufacturer’s instructions on stabilizer and outriggers requirements)
- Mobile tower scaffold shall be inspected by a competent person before first use, at least once a week and after any alternation. (Form GA 3)
- Mobile tower scaffold is kept apart from moving vehicles and pedestrians.
- Mobile tower scaffold is not to be moved with employees or materials anywhere on the tower

**As per the new legislation - Code of Practice for Access and Working of Scaffolds HSA 02/01/2019 the following is to be adhered to:**

- 1.7.6 Workers Under the relevant statutory provisions, workers, including scaffold erectors, have responsibilities such as:
- taking care of their own safety and the safety of others;
  - co-operating with their employer and taking account of training and instruction given by the employer;
  - making full use of harnesses, helmets and other protective equipment provided;
  - reporting to their employer any defects in the scaffold or in the system of work that may endanger health and safety; and
  - not interfering with or misusing the scaffold.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input checked="" type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input checked="" type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Persons or Materials Falling	2	3	6	Medium
Manual Handling and pinch type injuries	2	3	6	Medium
Tower Overturning	2	4	8	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 20</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Mobile Generator</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Electrocution	3	3	9	<b>High</b>
Fire/Explosions Burns	3	3	9	<b>High</b>

**Controls**

1. Generator is used, maintained and earthed in accordance with the manufacturer’s instructions
  2. Only trained and authorised employees operate the generator, and the operator’s manual is available.
  3. Generator is operated outside, in a well-ventilated area and as far away as possible from works areas
  4. Generator must not be overloaded
  5. Generator should be fitted with a RCD
  6. Generator is checked before use, reported defects are dealt with promptly.
  7. Generator should be turned off and allowed to cool before refuelling or putting into storage
  8. External cables, connections and electrical sockets are suitable for outdoor use and are routed so as not to pose a trip hazard
- Generator is turned off and allowed to cool before refuelling or putting into storage

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Electrocution	2	3	6	<b>Medium</b>
Fire/Explosions Burns	2	3	6	<b>Medium</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No:21</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Vermin</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Infections	3	3	9	<b>High</b>

**Controls**

1. Good Hygiene practices are in place
2. Employees should avoid coming into contact with stagnant water, or water that could be contaminated.
3. PPE is worn as required
4. Good housekeeping and storage arrangements are in place
5. Always use a tool or wear protective gloves when removing dead vermin

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Infections	2	3	6	<b>Medium</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 22</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Working in confined space (E.g. Tanks)</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Suffocation	3	5	15	<b>High</b>
Falls from access ladder	3	4	12	<b>High</b>

**Controls**

- Working in confined space should be avoided where possible but if work cannot be avoided a confined space entry permit to work must be in place.
- Monitoring of atmosphere is undertaken prior to entry and for the duration of work where necessary. Gas Monitor to be left in tank for 10 minutes prior to entry by operatives to check for gas levels present (Normal Oxygen level in air is 20.8%, Dangerous levels are below 16% and no entry should be allowed)  
Tank to be vented for 10 minutes with tripod & Winch to be set up above manhole as a means of rescue.
- Arrangements for rescue must be in place, including a second person in constant attendance, with adequate means of communication between the person in the confined space and the person in attendance
- All employees involved in confined space work must have received appropriate information, instruction and training. Supervision is required to make sure the safe system of work is implemented and maintained.
- Breathing apparatus is provided where required. (E.g. 10-minute breathing escape set)
- Safe entry and exit to the confined space must be provided at all times and it must be a convenient way in and out for the individuals carrying out their work and in case of emergency

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Suffocation	2	5	10	<b>High</b>
Falls from access ladder	2	4	8	<b>Medium</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 23</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Angle Grinder</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Burns	3	3	9	High
Entanglement	2	3	6	Medium
Lacerations	2	4	8	Medium

**Controls**

1. Safety guards should be provided, used and maintained in accordance with the manufacturers manual and warning signs should be in place.
2. The abrasive/grinding wheel shall only be mounted by a trained and competent person only
3. Clamps should be in place to ensure that work pieces are secured where necessary
4. Machine adjustments are only made while moving parts are not in motion
5. No angle grinder of greater voltage than 110v is to be used by any operative in an external or damp location
6. Before being used a visual check shall be carried out
7. Vibration dampening is provided where appropriate
8. Employees are trained and supervised in the use of machinery and operator’s manuals is available and sufficient work space is provided
9. Loose clothing, dangling jewellery and unsecured long hair are avoided when using the angle grinder
10. Eye/Face/Hearing protection is provided for all operatives and must be worn

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input checked="" type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Burns	2	3	6	Medium
Entanglement	1	3	3	Low
Lacerations	1	4	4	Low

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 24</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Use of Chop-Saw</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Cuts and Injuries	3	3	9	<b>High</b>
Entanglement	3	2	6	<b>Medium</b>
Lacerations	2	3	6	<b>Medium</b>

**Controls**

- Operating procedures will be displayed in areas where chop-saw is being used.
- A hot-works permit will be obtained where necessary.
- Emergency equipment will be in place in the event of a fire.
- All operators will be fully trained before attempting to do any work with or on a chop-saw.
- Guards must be in place and used always. Electrical inspections to take place by electrician, bi-monthly. Loose clothing to be tied up and long hair put under hard hat, remove all jewellery.
- Disc or blade to be fitted by trained operators only and according to manufacturer’s instructions. Check speed of blade/disc with the machine for compatibility. Ensure blade is free cutting, secured free from chips, cracks and vibration. NEVER use a defective blade.
- Ensure leads/plugs/cables are in perfect working order. Remove or cover with fire blanket all combustible material. Run blade for 30 seconds.
- Always keep cutting parts away from the body, and hold machine with two hands. Be aware that the disc or blade may jump or jam causing sudden jolt forward. Discard any damaged tools or poorly maintained tools.
- Keep dust to a minimum, damp down areas if necessary. Remember >85db ear protection must be worn. Erect warning signs to alert others to the dangers involved.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Cuts and Injuries	2	3	6	<b>Medium</b>
Entanglement	2	2	4	<b>Low</b>
Lacerations	1	3	3	<b>Low</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 25</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Use of Drill / Bench Drill</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Cuts & Lacerations	3	3	9	High
Clothing/Hair Entanglement	2	2	4	Medium
Flying Particles	2	2	4	Medium

**Controls**

- All operators of tools must be competent in their use i.e. received proper training.
- A hot-works permit will be obtained where necessary.
- Emergency equipment will be in place in the event of a fire.
- Drill bit to be fitted by trained operators only according to manufacturer’s instructions. Check size of drill bit with the machine for compatibility.
- Never remove the guards/handles of a bench drill. They must be in place and used always. Electrical inspections to take place by electrician bi-monthly. Loose clothing to be tied up and long hair put under hard hat, remove jewellery.
- Ensure that the drill is held firmly with both hands prior to commencement of drilling.
- Ensure leads/plugs/cables are in perfect working order. Remove or cover with fire blanket all combustible material. Never use a drill between the legs or while sitting on the floor.
- Always keep moving parts away from the body, and hold machine with two hands. Be aware that the drill may jump or jam causing sudden jolt forward. Discard any damaged tools or poorly maintained tools.
- Keep dust to a minimum, damp down areas if necessary. Remember >85db ear protection must be worn. Erect warning signs to alert others to the dangers involved.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Cuts & Lacerations	3	2	6	Medium
Clothing/Hair Entanglement	2	1	2	Low
Flying Particles	2	1	2	Low



<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 26</b>					
<b>Details of Hazard/Specific Activity:</b>		<b>Use of band saw</b>			
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Cuts & Lacerations	3	3	9	<b>High</b>
Clothing/Hair Entanglement	2	2	4	<b>Medium</b>
Flying Particles	2	2	4	<b>Medium</b>

**Controls**

- Operating procedures will be displayed in areas where band saw is being used.
- A permit to work will be obtained where necessary.
- Emergency equipment will be in place in the event of a fire.
- Operator must be properly trained before attempting any work regarding a band saw. All operating instructions must be followed.
- Machines must have guards in place and be properly maintained. Keep work area clean. Electrical inspections to take place by electrician bi-monthly. Loose clothing to be tied up and long hair put under hard hat, remove jewellery.
- Ensure the power to the band saw is disconnected before servicing, adjusting and when changing blades.
- Ensure leads/plugs/cables are in perfect working order. Remove or cover with fire blanket all combustible material
- Always keep cutting parts away from the body, and hold machine with two hands. Be aware that the blade may jump or jam causing sudden jolt forward. Discard any damaged tools or poorly maintained tools.
- The guidepost may be moved up or down and guide must always be adjusted so that the bottom of the guide is slightly higher than the material to the right of the blade.
- The steel jaws will have to be set each time a blade or different blade width is used. The pointer must always be in the blade regardless of the size of the blade. Keep your blade properly filed and set, and avoid backing the saw out of the cut.
- Keep dust to a minimum, damp down areas if necessary. Remember >85db ear protection must be worn. Erect warning signs to alert others to the dangers involved.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Cuts & Lacerations	3	2	6	<b>Medium</b>
Clothing/Hair Entanglement	2	1	2	<b>Low</b>
Flying Particles	2	1	2	<b>Low</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date: 11/01/2019</b>			
<b>Risk Assessment No: 27</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Use of Gas Cylinders</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Fire	3	4	12	High
Explosions	2	4	8	Medium
Personal Injuries	2	1	2	Low

- Controls**
- All gas cylinders to be stored in correct location always, upright and chained in position in lock up area.
  - Signage to state contents of each cylinder and BOC direct line emergency phone number to be clearly displayed + No Smoking Signs.
  - Oxygen and acetylene to be stored 3 metres apart.
  - Never allow grease or oil to come in contact with regulators, use only BOC approved lubricants.
  - Always transport cylinders in bottle trolley. Milk churning is only permitted over a short distance of even ground.
  - Cylinder cages for crane lift to have certificate on site. During use always ensure gauges are fitted correctly and dials in perfect working order flashback arrestors must be in place.
  - Hoses to be crimped to prevent leaks. Hoses, fittings, regulators and valves must be inspected regularly for cracks or damage. Video from BOC "Safety with Gas Cylinders" to be shown to all employees.
  - In the event of fire please consult Riverside procedure for gas cylinders in fire.
  - Use of hazardous gas checklist to be completed prior to using any hazardous gas on site.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Fire	2	4	8	Medium
Explosions	2	4	8	Medium
Personal Injuries	2	1	2	Low

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date: 11/01/2019</b>			
<b>Risk Assessment No: 28</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Manual Arc Welding Operations</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Electrocution	3	2	6	Medium
Burns, Cuts & Lacerations	3	2	6	Medium
Eye Damage/welding flash	2	3	6	Medium

**Controls**

- Only competent, trained and experienced personnel are permitted to use welding equipment.
- All electrical to be inspected for electrical safety bi-monthly. P.P.E. to include fire resistant overalls, welding visors, welder's gauntlets and dust mask.
- -Electric welding machine
- -Full face welding visor and welding gloves
- -Fire extinguisher
- -Fire blanket
- -Welding screen
- -Fire resistant overalls
- -Warning signage
- All equipment to be inspected prior to use.
- Ensure a hot works permit is in place and a fire watch to constantly monitor the welding process and inspect the area 30 minutes after welding is completed.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Fire Resistant Overalls/Jacket	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Welding Goggles/Visor	<input checked="" type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Welders Gauntlets	<input checked="" type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Electrocution	2	2	4	Medium
Burns, Cuts & Lacerations	2	1	3	Low
Eye Damage/welding flash	1	2	2	Low

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 29</b>					
<b>Details of Hazard/Specific Activity:</b>		<b>Tungsten Inert Gas Welding Operations</b>			
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Explosions/Fire	3	3	9	<b>High</b>
Burns, cuts & lacerations	3	3	9	<b>High</b>
Eye Damage/Welding Flash	3	3	9	<b>High</b>

<p><b>Controls</b></p> <ul style="list-style-type: none"> <li>➤ Only competent, trained and experienced personnel are permitted to use welding equipment. P.P.E. to include fire resistant overalls, welding visor &amp; gauntlets, dust mask.</li> <li>➤ Welding equipment to include             <ul style="list-style-type: none"> <li>➤ -Bottle trolley and electric welder</li> <li>➤ -Cylinder gauges</li> <li>➤ -Flash back arrestors</li> <li>➤ -Welding hoses in good condition and crimped</li> <li>➤ -Full face welding visor and welding gloves</li> <li>➤ -Welding screen</li> <li>➤ -Fire resistant overalls</li> <li>➤ -Warning signage</li> <li>➤ -Fire watch for at least 1 hour after hot works has stopped</li> <li>➤ -Fire extinguisher</li> <li>➤ -Fire blanket</li> </ul> </li> <li>➤ All equipment to be inspected prior to use. All operators to consult Riverside Method Statement for oxy-acetylene welding.</li> <li>➤ Ensure a hot works permit is in place and a fire watch to constantly monitor the welding process and inspect the area 30 minutes after welding is completed.</li> </ul>
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<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Fire Resistant Overalls/Jacket	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Welding Goggles/Visor	<input checked="" type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Welders Gauntlets	<input checked="" type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Explosions/Fire	2	3	6	<b>Medium</b>
Burns, cuts & lacerations	2	3	6	<b>Medium</b>
Eye Damage/Welding Flash	2	3	6	<b>Medium</b>

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 30</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Orbital Welding</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Electrocution	4	2	8	Medium
Burns	4	2	8	Medium
Slips, Trips & Falls	4	2	8	Medium

<p><b>Controls</b></p> <ul style="list-style-type: none"> <li>➤ Only competent, trained and experienced personnel are permitted to use welding equipment.</li> <li>➤ Ensure guards are in place on coupon cutter.</li> <li>➤ Wear safety glasses while using coupon cutter.</li> <li>➤ Excessive pipe must be disposed of accordingly.</li> <li>➤ Welding leads will be hung from beams where possible to avoid tripping. Area will be barriered off in areas where this is not possible.</li> <li>➤ Leads will be checked by a qualified electrician bi-monthly.</li> <li>➤ Do not touch weld head until area has cooled down.</li> <li>➤ Avoid static positions.</li> <li>➤ Consult tool owner/cc if welding around ultraviolet sensitive tools</li> </ul>
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<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Fire Resistant Overalls/Jacket	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Welding Goggles Visor	<input checked="" type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Electrocution	3	2	6	Medium
Burns	3	2	6	Medium
Slips, Trips & Falls	3	2	6	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 31</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Use of Electricity</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Electrocution	3	3	9	High
Electric Shock	3	2	6	Medium
Slips, Trips & Falls	3	1	3	Low

- Controls**
- Only competent trained electricians to carry out electrical work on Riverside plant.
  - Treat all electrical services as live until instructed otherwise by the site supervisor.
  - All electrical work carried out to be contracted out to electrical contractor on site.
  - Bi-monthly inspections of all electrical plant.
  - All damaged items of electrical plant to be returned for repair.
  - REPAIRS MAY ONLY BE CARRIED OUT BY ELECTRICIAN.
  - Portable equipment/electrical tools rated below 2KVA are powered using 110v supply
  - Consider the on-site permit to work systems in place when working on or near electrical services.
  - Electrical cable reels should be uncoiled during prolonged use and when using high-power items.
  - Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested regularly. (PAT \testing should only be carried out by a competent person)
  - If in doubt, ASK, and suitable fire extinguishers for fighting electrical fires are provided (E.G. Dry Powder or CO2)

<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post -Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Electrocution	3	2	6	Medium
Electric Shock	2	1	2	Low
Slips, Trips & Falls	2	1	2	Low

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 32</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Use of Telescopic Handler (Teleporter)</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Amputation	3	3	9	High
Electrocution	3	3	9	High
Crush Injuries	3	3	9	High

- Controls**
- Telescopic handler is used and maintained in accordance with the manufacturer’s instructions
  - Only trained and authorized employees operate the telescopic handler (valid CSCS Card)
  - Telescopic handler is checked before use.
  - Thorough examination in the last 12/6 months
  - Telescopic handler is fitted with a functioning safe working load alarm and the safe working load is clearly marked on the machine
  - Persons are never lifted on the forks
  - Telescopic handler is not operated on gradients steeper that those specified as safe in the manufacturer’s instructions.
  - The use of hand held phones or electronic devices is not allowed while operating the telescopic handler.
  - Suitable visual and/or warning devices are in place and maintained in good working order

<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Amputation	2	3	6	Medium
Electrocution	2	3	6	Medium
Crush Injuries	2	3	6	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 33</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Use of site vehicles</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Personal Injury	4	2	8	Medium
Plant Damage	3	1	3	Low

- Controls**
- Only employees with a full driving licence will be permitted to drive vehicles on site.
  - A copy of the driving licence of those employees permitted to drive a Riverside site vehicle will be filed in the Riverside Site Office.
  - Speed limit of 10 mph to be adhered to at all times.
  - All drivers to be advised that flagmen are in operation on site and also made aware that site plant has right of way.
  - Never operate mobile phone or two-way radio while driving.
  - All vehicles to be fitted with seat belt and flashing beacon.
  - All personnel are required by law to wear a seat belt.
  - Materials being transported by the site vehicles must be tied down and free from movement.
  - Vehicles must be chocked while stationary.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Personal Injury	3	2	6	Medium
Plant Damage	2	1	2	Low



<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 34</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Excavations</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Crush Head Injuries	3	3	9	Medium
Suffocation	3	3	9	Medium
Serious Injuries	3	3	9	Medium

**Controls**

- Excavation work should only be designed and planned by a competent person. (E.G. Civil Engineer)
- Underground services have been located, marked and brought to the attention of the employees before work starts (Operatives must be trained and in possession of a CSCS locating underground services card)
- Overhead services should be identified and protected before work starts.
- A safe system of work is used and monitored by a competent person.
- The placing of barriers or stop blocks should be in place to prevent plant or machinery from getting too close to the excavation.
- Excavations should be protected from collapse (E.G. Battering, double sided support (Trench Box), Trench sheeting)
- Exposure to toxic or explosive gases or biological agents is prevented. (Make sure hazards e.g. Methane, Sulphur Dioxide, Petrol etc are not present)
- Excavations are protected to prevent persons or vehicles from falling in. (E.G. Backfilled, fixed barriers etc)
- Excavations shall not undermine nearby temporary/permanent structures (E.G. walls, scaffolding, roads etc)
- Employees shall be kept clear of machinery and vehicle and pedestrian routes are kept away from excavations.
- Safe access shall be provided into and out of excavations (E.G. Secured ladders, ramps etc)
- All excess water shall be removed from excavations as required.
- Excavations should be inspected daily and thoroughly by a competent person and records kept. (Thorough examination shall be carried out at least every 7 days or after an event that may have affected the stability Form AF 3).
- PPE is provided and worn.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Wet Gear	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Crush Head Injuries	3	2	6	Medium
Suffocation	2	3	6	Low
Serious Injuries	2	3	2	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 35</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Coring of Floors &amp; Roof Operations</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Falls from height	3	3	9	High
Damage to hearing	3	1	3	Low
Materials falling from height	3	1	3	Low

**Controls**

- Prior to commencement of the works employees of the specialist sub-contractor to ensure they have an adequate and stable working platform
- All plant and equipment must be inspected prior to use.
- The machine may only be operated by trained and experienced operatives.
- All operatives to operative a 'Clean as You Go' basis.
- Area around the coring operation (on both sides of the wall) must be cordoned off to prevent any unauthorised access.
- A net should be placed underneath the area to be cored in order to catch the cored piece of concrete.
- A buddy system must be in place where a second employee is located on the "blind side" of the coring process to ensure there is no unauthorised access i.e. to prevent the cored concrete falling on any individual or plant item.
- All waste water is to be collected into a suitable container and disposed of by the specialist contractor.
- Any waste water which falls outside the barriered off area should be cleaned immediately in order to prevent any other operatives on site slipping.
- When the core is complete the concrete cylinder should drop into the netting and be removed by the specialist contractor.
- All barriers to be removed and area cleaned and left in the same tidy condition as it
- P3 Masks shall be worn by all operatives.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks P3	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input checked="" type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Falls from height	2	3	6	Medium
Damage to hearing	2	1	2	Low
Materials falling from height	2	1	2	Low

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 36</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Site deliveries/collections</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Falling Materials	4	2	8	Medium
Crush Injuries	3	2	6	Medium

- Controls**
- Contact is made with the site manager / site office on arrival
  - Driver and passengers are in possession of a valid safe pass card (Only if getting out of the cab)
  - Site rules and road speeds are obeyed, and reversing is avoided where possible
  - A designated, clearly marked, flat area is used for loading and unloading vehicles and access is restricted.
  - Vehicles are braked, chocked and or stabilized to prevent movement.
  - Lifting equipment used for the loading/unloading is certified and the operator of lifting equipment is trained. (Lifting equipment must be examined every 12 months and lifting accessories e.g. slings and chains every 6 months, all certificates should be kept for 5 years)
  - Pallets and cages should be checked for defects and if damaged are taken out of use.
  - Suitable visual and / or warning devices are in place and maintained in good working order (e.g. Beacon, reversing camera, reversing alarm, convex mirrors, lights)
  - Seat belts are worn by operators and passengers (Passengers must not ride on steps or any other insecure position while the vehicle is moving)
  - The ignition key is removed, handbrake applied, and the vehicle is secured if left unattended.
  - PPE is provided and must be worn

<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Falling Materials	3	2	6	Medium
Crush Injuries	2	2	4	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 37</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Lifting Operations</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input checked="" type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input checked="" type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Cuts / Lacerations	4	2	8	Medium
Crush Injuries	3	3	9	High
Head Injuries	3	3	9	High

**Controls**

- Lifting operations shall be planned, supervised (Site Manager) and carried out in a safe manner by competent people.
- Lifting equipment is only operated by those who are trained and competent (Having the required training, knowledge and experience)
- SWL and identification numbers are readable and lifting equipment and accessories are suitable for the task.
- Lifting equipment and accessories shall have a thorough examination by a competent person within the last 6 / 12 months and are inspected weekly and records maintained
- Lifting equipment and accessories are checked before use.
- Slings and signalling is only carried out by trained and authorized employees who have a valid CSCS card.
- Adequate means of communication is provided between the operator and slinger/signaller during lifting (e.g. approved hand signals or two-way radio)
- Lift plan is developed by a competent person and is communicated to all.
- Lifting operations are not carried out near overhead services (Electricity)
- Work area is suitable for safe lifting operations and access is restricted to those involved in work.
- Lifting operations to stop when weather conditions deteriorate.
- Guidelines are used to control, and guide loads where necessary (E.g. Wind, load type)

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input checked="" type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Cuts / Lacerations	3	2	6	Medium
Crush Injuries	2	3	6	Medium
Head Injuries	2	3	6	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 38</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Asbestos Containing Materials</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input checked="" type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input checked="" type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Lung Cancer	3	3	9	High
Asbestosis	3	3	9	High
Mesothelioma	3	3	9	High

**Controls**

- Refurbishment Demolition Asbestos Survey (RDAS) for Asbestos Containing Materials (ACM) should have been carried out before starting maintenance, demolition or refurbishment work. (RSAS must be carried out by a competent surveyor and should be carried out on structures/equipment constructed prior to the year 2000) To determine if ACM are present you should also consult the H&S File, Client, Designer, PSDS.
- If ACM are suspected or identified work shall be stopped immediately and competent advice shall be sought. (ACMs must not be disturbed or removed, and independent specialist advice will determine the safest way)
- High Risk ACMs are only removed by competent specialist asbestos contractors and only after the HSA have been notified (E.G. Asbestos pipe / vessel insulation, spray coating or insulation board) A site specific work plan & notification must be sent to the HSA 14 days before commencing any removal work.
- A clearance / cleanliness certificate shall be obtained before commencing any other works following ACM removal
- Low risk ACMs are only removed by competent specialist contractors or trained employees supervised by competent person
- Asbestos containing materials shall be packaged, stored, disposed of correctly and records kept (E.G. double wrapped 1,000-gauge polythene and labelled as asbestos with records kept.
- RPE will be provided and must be worn when removing low risk ACMs and employees are trained in the correct use (P3 Particulate filter)
- PPE must be worn (E.G. Overalls, Respirators etc)
- Health surveillance shall be provided for employees where relevant (required where a person is exposed to asbestos above the LVE of 0.1f/ml of air sampled)

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input checked="" type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Overalls	<input checked="" type="checkbox"/>	Dust Masks P3 Particulate filter	<input checked="" type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Lung Cancer	2	3	6	Medium
Asbestosis	2	3	6	Medium
Mesothelioma	2	3	6	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 39</b>					
<b>Details of Hazard/Specific Activity:</b>		<b>NDT or X-Ray Testing</b>			
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input checked="" type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	Delivery Drivers	<input checked="" type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Personal Injuries	3	3	9	High
Radiation	3	4	12	High

**Controls**

- Erect signs at entry points
- Use radiation monitors to ensure safe exposure
- Use Tungsten Collimator and lead shielding where necessary
- Only a competent and qualified specialist contractor to carry out NDT (non-destructive testing) of welds
- All works to be carried out outside normal working hours at an agreed time with the client and main contractor
- All areas where NDT testing is taking place is to be cordoned off to prevent unauthorised access in the following manner
- Hard barrier to be erected at a 10-metre radius of the weld
- Barrier to be colour coded yellow and black
- Flashing beacons to be in position on the barrier where other personnel are in the vicinity
- Specialist contractor to provide certificate of registration prior to commencement of works
- X-Ray machine to be set up over the weld to be tested
- The activation cable to be unwound by the operator a sufficient length in order that the operator is outside the 10-metre barrier
- The operator will check the area visually to ensure for no unauthorised access
- When satisfied that the area is clear the operator will activate the machine (the x-ray machine will be operational no longer that a few seconds)
- When complete the operator will dismount the machine from the weld and remove the barrier
- All areas will be left in the same condition as they were found
- NOTE: Working at Heights risk assessments will also need to be taken into account. Under NO circumstances can the x-ray machine be operated while employees are within 10 metres of the machine

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Radiation Monitors	<input checked="" type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Lead Shielding	<input checked="" type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Tungsten Collimator	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Personal Injuries	3	2	6	Medium
Radiation	2	4	8	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 40</b>					
<b>Details of Hazard/Specific Activity:</b>		<b>Hydrostatic Pressure Testing of Pipe Work</b>			
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Personal Injuries	4	2	8	Medium
Damage to services	4	2	8	Medium

**Controls**

- All Riverside employees to undergo internal pressure testing training and must read the method statement prior to the commencement of works
- Dedicated test crew to be appointed
- All walkways to remain free of debris & trip hazards. Access and Egress will be assessed and access to pipework will be from mobile tower, ladder or MEWP's
- Line will be inspected prior to being tested and 100% fall protection will be used
- Cut resistant Kevlar gloves to be worn at all times when handling materials and equipment
- All Riverside employees to undergo manual handling training and proper manual handling techniques to be used. Manual handling will be eliminated where possible by the use of mechanical means
- The area underneath the work location will be barriered off and appropriate signage will be erected
- All employees will operate a clean as you go policy with rubbish bags in place at work station
- The test pump will be inspected on a bi-monthly basis and tagged appropriately
- The test pump will contain app 5-10ltrs of water and when the test is completed the water will be disposed of in accordance with client requirements
- Contingency plan must be drawn up in the event of a spill
- All testing to be carried out in line with the method statement written for the task
- When the line is under test employee to walk the line constantly during all increase in pressure increments and inspect for leaks
- In the event of a leak all instructions of the method statement must be followed.
- When the test is complete all signage to be removed and equipment returned to stores

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Personal Injuries	3	2	6	Medium
Damage to services	2	3	6	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 41</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Pneumatic Pressure Testing of Pipe Work</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Fires & Burns	4	2	8	Medium
Clothing/Hair Entanglement	3	1	3	Low
Eye Damage	3	1	3	Low

**Controls**

- All Riverside employees to undergo internal pressure testing training and must have read the method statement for the task
- Dedicated test crew to be appointed
- All walkways to remain free of debris & trip hazards. Access and Egress will be assessed and access to pipe-work will be from mobile tower, ladder or M.E.W.P.'s
- Line will be inspected prior to being tested and 100% fall protection will be used
- Cut resistant Kevlar gloves to be worn at all times when handling materials and equipment
- Safety glasses to be worn at all times. Full face visor must be worn when turning on pressure valve on dewar
- Only trained and experienced operators to handle argon dewars
- All Riverside employees to undergo manual handling training and proper manual handling techniques to be used. Manual handling will be eliminated where possible by the use of mechanical means.
- Dewars will be transported with the aid of mechanical means. Smaller normal sized cylinders may be transported using a trolley.
- Dewar will be secured in position with the aid of a ratchet strap to avoid any movement and injury to others. When it arrives to the test area it will be moved into position with the aid of a four-pronged trolley. 3 No employees will assist in moving the dewar
- The area underneath the work location will be barriered off and appropriate signage will be erected. All employees will operate a clean as you go policy with rubbish bags in place at work location.
- When the line is under test employee to walk line constantly during all increase in pressure increments and inspect for leaks
- In the event of a leak all instructions of the method statement must be followed
- When the test is complete all signage to be removed and equipment returned to stores

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Fires & Burns	3	2	6	Medium
Clothing/Hair Entanglement	2	1	2	Low
Eye Damage	2	1	2	Low



<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 42</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Temporary Works</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Personal Injuries	3	2	6	Medium

- Controls**
- An adequate design brief to be prepared
  - Where appropriate an independent check to be made on the concerned design
  - Where appropriate ensure that the design is made available to the interested parties e.g. Structural Engineer etc.
  - Site supervisor to receive full details of the design including drawings
  - Cause the temporary works to be constructed in accordance with the design drawing
  - Where appropriate, cause a temporary works co-ordinator to be appointed
  - In the case of falsework, cause a formal permission to load to be issued
  - In the case of falsework, cause a formal permission to dismantle to be issued

<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Personal Injuries	2	2	4	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 43</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Existing Services</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Personal Injuries	3	2	6	Medium

<b>Controls</b>
A site survey to be conducted

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Personal Injuries	2	2	4	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 44</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Office Equipment</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Cuts & Lacerations	4	2	8	Medium
Sprains	3	1	3	Low
Injuries	3	1	3	Low

<p><b>Controls</b></p> <ul style="list-style-type: none"> <li>➤ All Office equipment or furniture shall be used in accordance with the manufacturers manual. (Always keep the instruction manual that comes with every piece of new equipment and consult for information on the correct use)</li> <li>➤ Power Sockets should not be overloaded. (Overloaded sockets can cause electrical fires)</li> <li>➤ Power supply should be turned off when clearing shredder jams and emptying bags.</li> <li>➤ Loose clothing, dangling jewellery and unsecured hair are avoided when using a shredder.</li> <li>➤ Guillotine is only used with the guard in place. (Blade for cutting paper)</li> <li>➤ Cabinet drawers and doors are kept closed when not in use</li> <li>➤ Only one filing cabinet drawer can be opened at a time to prevent tipping</li> <li>➤ Shelves are not overloaded</li> <li>➤ Adequate lighting, ventilation and heating is provided</li> <li>➤ Employees shall keep the office clean at all times and empty bins as required.</li> </ul>
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<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Cuts & Lacerations	3	2	6	Medium
Sprains	2	1	2	Low
Injuries	2	1	2	Low

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 45</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Knives and Sharp Objects</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Lacerations & Cuts	4	2	8	Medium
Eye Injuries	2	1	2	Low
Abrasions	2	1	2	Low

**Controls**

1. Use of knives and sharp objects is minimised and they are stored safely (E.g. Safe location, Blade retraction, or housed in a holster)
2. Safe work practices shall be used such as cutting away from the body and not leaving knives/blades in areas where others may not be aware of them e.g. in a sink.
3. All operatives shall check knives/blades before use, any defects shall be reported immediately, and unsafe equipment taken out of use.
4. All knives/blades used for the task in hand must be suitable for the job. (E.g. Blade size, type of blade etc)
5. Blades shall be kept sharp and replaced as needed.
6. PPE is provided and must be worn.

<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 46</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Combination Ladders</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Falls from Height	3	3	9	High
Ladder Tipping over	3	3	9	High
Manual Handling and Pinch type injuries	4	2	8	Medium

**Controls**

1. Inspect the Ladder for any defects prior to use, combination ladder must be marked by the manufacturer with the relevant standard and the maximum working load
2. At no time are two persons to be on the same ladder.
3. Ladders must be set up on a level footing always
4. ladders that are in excess of 25 kg are to be lifted by two people. If on wheels push or pull.
5. You shall not over reach while using a combination ladder, get down and move to a more suitable location.
6. Combination Ladders must be the suitable height for the task
7. When extending or collapsing an adjustable on the combination ladder, two people are required to control it.
8. Check all components of the ladder for defects i.e. Stabiliser Bar, Safety Catch, cracks etc...
9. Report defects immediately and take out of use.
10. Check ladder tag for inspection in last 7 days and that Form GA 3 was completed by a competent person
11. Gloves should be worn to ensure that no cuts or abrasions are received when working with ladders
12. Be careful not to pinch fingers on moving part of adjustable ladders.
13. Only light nature tasks should be carried out.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Falls from Height	2	3	6	Medium
Ladder Tipping over	2	3	6	Medium
Manual Handling and Pinch type injuries	4	2	8	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 47</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Digger</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input checked="" type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Crush Injuries	3	3	9	High
Amputation	2	3	6	Medium
Electrocution	4	2	8	Medium

**Controls**

- Digger is used and maintained in accordance with the manufacturer's instructions
- Only trained and authorised employees operate the digger, the operator's manual is available, and employees have a valid CSCS card when carrying out construction work
- The digger is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use
- Seat belt is worn and adequate ROPS is fitted where there is no cab fitted
- Digger is suitable for the tasks to be undertaken
- Overhead and underground services have been identified and suitable safety arrangements have been put in place before work starts
- Digger is not operated on gradients steeper than those specified as safe in the manufacturer's instructions
- Digger used for lifting and accessories have had a thorough examination by a competent person within the last 12 / 6 months and are inspected weekly, records kept and SWL is clearly marked
- Suitable visual and/or warning devices are in place and maintained in good working order
- The quick hitch mechanism is maintained and used in accordance with the manufacturer's instructions
- Attachments are locked in place and the correct pins and clips are used
- The use of hand held phones or electronic devices is not allowed when operating the Digger
- Passengers are not carried at any time
- Pedestrians and vehicles are kept clear of the digger when it is in use

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Crush Injuries	2	3	6	Medium
Amputation	2	3	6	Medium
Electrocution	3	2	6	Medium

QHSE MS 04		Issue 05 Issue Date: 11/01/2019			
Risk Assessment No: 48					
Details of Hazard/Specific Activity:			Riser Works (Working from Height)		
Who Is At Risk:					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

Risk	Likelihood	Severity	Rating	Risk Level
Falls from Height	4	2	8	Medium
Mobile Tower	3	1	3	Low
Falling Materials	3	1	3	Low

Controls
1. Inspect the mobile tower for any defects prior to use.
2. Ensure handrails are installed by qualified personnel.
3. Ensure toe boards of minimum 150mm height are installed.
4. Ensure correct anchor points.
5. You shall not over reach while using the mobile tower.
6. Check mobile tower tag for inspection in last 7 days and that form GA3 was completed.
7. Harness must be clipped to anchor points at all time.
8. The area below has to be closed off at all times.
9. Report defects immediately and take out of use.
10. Correct manual handling should be ensured while lifting materials.

PERSONAL PROTECTIVE EQUIPMENT					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input checked="" type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input checked="" type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

Risk	Likelihood	Severity	Rating	Risk Level
Falls from Height	3	2	6	Medium
Mobile Tower	2	1	2	Low
Falling Materials	2	1	2	Low

QHSE MS 04		Issue 05 Issue Date 11/01/2019			
Risk Assessment No: 49					
Details of Hazard/Specific Activity:			Compressor		
Who Is At Risk:					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

Risk	Likelihood	Severity	Rating	Risk Level
Internal Injuries	3	4	12	High
Eye Injuries	3	2	6	Medium
Abrasions	3	2	6	Medium

<p><b>Controls</b></p> <ul style="list-style-type: none"> <li>➤ Compressor and tool attachments should be kept clean and lubricated and are used and maintained in accordance with the manufacturer’s instructions.</li> <li>➤ Compressed air receiver is examined at least every 26 months by a competent person and records are kept</li> <li>➤ Compressor and tools are regularly checked, reported defects are dealt with promptly and unsafe equipment is taken out of use</li> <li>➤ Operative should be competent in the use of compressor and air tools</li> <li>➤ Make sure all connections are properly clamped and whip checks used to secure air lines and tools</li> <li>➤ Pedestrians and vehicles are kept clear (Barriers erected) when compressed air tools are in use</li> <li>➤ Compressor is turned off and the air is released when tools are not in use</li> </ul>
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PERSONAL PROTECTIVE EQUIPMENT					
Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>
<b>REMEMBER PPE IS ALWAYS A LAST RESORT</b>					

**Post-Control Rating**

Risk	Likelihood	Severity	Rating	Risk Level
Internal Injuries	2	4	8	Medium
Eye Injuries	2	1	2	Low
Abrasions	2	1	2	Low



<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 50</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Hepa Hoover</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Slips, trips and falls	2	2	4	Medium
Manual Handling	2	2	4	Medium

- Controls**
- Identify that the vacuum cleaner available is of the correct type for the cleaning task.
  - Vacuum is used and maintained with the manufacturers manual
  - Vacuum is checked regularly, reported defects are dealt with promptly and unsafe equipment is take out of use. (Where portable electrical appliances are subject to wear and tear, they should be inspected and tested with repair work only carried out by competent persons)
  - The electrical cable should be undamaged and free from serious abrasions and cuts, the operators should be aware that the cable may be a trip hazard to others and steps should be taken to minimize this hazard.
  - The electrical cable should not be used to lift or move the machine.
  - Operators must access is the weight of the vacuum cleaner when full, likely to create a manual handling issue.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Respiratory Protection	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Slips, trips and falls	3	2	6	Medium
Manual Handling	3	2	6	Medium

<b>QHSE MS 04</b>		<b>Issue 05 Issue Date 11/01/2019</b>			
<b>Risk Assessment No: 51</b>					
<b>Details of Hazard/Specific Activity:</b>			<b>Hot Works HDPE Welder</b>		
<b>Who Is At Risk:</b>					
Employees	<input checked="" type="checkbox"/>	Official Visitors	<input checked="" type="checkbox"/>	Plant operators	<input type="checkbox"/>
Sub-Contractors	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	Delivery Drivers	<input type="checkbox"/>

**Pre-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Burns	4	2	8	Medium
Fire	3	3	9	Medium
Personal & Property Damage	3	3	9	Medium

**Controls**

**HDPE Welder**

Hot works permit to be obtained before HDPE Welder is used and all criteria met.

Area to be cleared of combustibles.

Suitable fire extinguisher to be on hand and suitable fire watch in place.

**HDPE Welder**

1. Ensure the pipe ends and heating plates are clean and undamaged.
2. HDPE Welder to be sited on suitable even ground.
3. Any pipe shavings, cuttings and debris should be removed for disposal.
4. The heating plate while operating should not be touched by any personnel.
5. Pipes should not be removed from machine until cooling time has elapsed
6. Do not install pipes until fully cooled
7. Do not attempt to cut corners in any part of the welding cycle

**PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Wet Gear	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>
Hi-Vis Vest	<input checked="" type="checkbox"/>	Ear Defender	<input type="checkbox"/>	Goggles Visor	<input type="checkbox"/>
Safety Glasses	<input checked="" type="checkbox"/>	Ear Plugs	<input checked="" type="checkbox"/>	Fall Arrest Lifeline	<input type="checkbox"/>

**REMEMBER PPE IS ALWAYS A LAST RESORT**

**Post-Control Rating**

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Rating</b>	<b>Risk Level</b>
Burns	3	2	6	Medium
Fire	2	3	6	Low
Personal & Property Damage	2	3	2	Medium

**SECTION 5**  
**APPENDIX 1**  
**REFERENCE INFORMATION**

## The First Schedule of the General Application REGULATIONS 2007

### General Principles of Prevention

- The avoidance or risks.
- The evaluation of unavoidable risks.
- The combating of risks at source.
- The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing their effect on health.
- The adaptation of the place of work to technical progress.
- The replacement of dangerous articles, substances or systems of work by non-dangerous or less dangerous articles, substances or systems of work.
- The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- The giving to collective protective measures of priority over individual protective measures.
- The giving of appropriate training and instructions to employees.

## SECOND SCHEDULE TO CONSTRUCTION REGULATIONS 2013

### *Non-Exhaustive List of Work Involving Particular Risks to the Safety And Health of Persons at Work*

- Work which puts persons at work at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
- Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a legal requirement for health monitoring.
- Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/Euratom.
- Work near high voltage power lines.
- Work exposing persons at work to the risk of drowning.
- Work on wells, underground earthworks and tunnels.
- Work carried out by divers at work having a system of air supply.
- Work carried out in a caisson with a compressed-air atmosphere.
- Work involving the use of explosives.
- Work involving the assembly or dismantling of heavy prefabricated components.

### THIRD SCHEDULE TO CONSTRUCTION REGULATIONS 2013

#### Requirements to be Applied as Regards the General Principles of Prevention

- Keeping the construction site in good order and in a satisfactory state of cleanliness.
- Choosing the location of workstations bearing in mind how access to these workplaces is obtained and determining routes or areas for the passage and movement of equipment.
- The conditions under which various materials are handled.
- Technical maintenance, pre-commissioning checks and regular checks on installations and equipment with a view to correcting any faults, which might affect the safety and health of persons at work.
- The demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.
- The conditions under which various materials are handled.
- The storage and disposal or removal of waste and debris.
- The adaptation based on progress made with the site of the actual period to be allocated for the various types of work or work stages.
- Co-operation between employers and self-employed persons.
- Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.

**FOURTH SCHEDULE TO CONSTRUCTION REGULATIONS 2013**

**PARAGRAPH 13**

**Welfare Facilities**

- Shelters and accommodation for clothing and for taking meals:
- Subject to 13 (1) (b) and 13 (1) (c) there shall be provided at or in the immediate vicinity of every site for the use of persons at work and conveniently accessible to them:
- adequate and suitable enclosed accommodation for taking shelter during interruptions of work owing to bad weather and for depositing clothing not worn during working hours, being accommodation containing:
  - where there are more than five persons at work on a site, adequate and suitable means of enabling such persons to warm themselves and to dry wet clothing, or
  - where there are five persons or less at work on a site, such arrangements as are practicable for enabling persons to warm themselves and for drying wet clothing,
- adequate and suitable accommodation for the deposit of protective clothing used for work and kept, when not in use, at or in the immediate vicinity of the site, with such arrangements as are practicable for drying such clothing if it becomes wet,
- adequate and suitable accommodation affording protection from the weather and including sufficient tables with impermeable surfaces and seats with backs, for taking meals,
- facilities for boiling water and, where there are more than five persons at work on a site and heated food is not otherwise available on the site, adequate facilities for heating food, and
- an adequate supply of wholesome drinking water and possibly another suitable non-alcoholic beverage, at a convenient point or convenient points.
- For the purpose of subparagraph 13 (1) (a) (iii), in determining whether accommodation of any kind provided in pursuance of the subparagraph at any time and place is adequate, regard shall be had to the number of the persons at work who appear to be likely to use such accommodation at that time and place.
- For the purpose of subparagraph 13 (1) (a), in determining whether accommodation is conveniently accessible account shall be taken of any transport provided for the persons at work.
- All accommodation provided in pursuance of subparagraph 13 (1) (a) shall be properly ventilated, adequately lighted, kept in a clean, hygienic and orderly condition and shall not be used for the deposit or storage of building materials or plant.

## **Changing rooms and lockers**

- Appropriate changing rooms shall be provided for persons at work if they have to wear special work clothes and if, for reasons of health or propriety, they cannot be expected to change in another area. Changing rooms shall be easily accessible, be of sufficient capacity and be provided with seating.
- If circumstances so require where work clothes are likely to be contaminated by dangerous substances, atmospheric conditions or the conditions of the workplace, facilities shall be provided to enable working clothes to be kept in a place separate from personal clothing and effects.
- Provisions shall be made for separate changing rooms or separate use of changing rooms for men and women.
- If changing rooms are not required as referred to in subparagraph 13 (2) (a), every person at work shall be provided with a place to lock away his or her own clothes and personal effects.

## **Washing Facilities**

- Adequate and suitable facilities for washing appropriate to the numbers of persons at work and the duration of the work shall be provided at every construction site.
- Subject to the provisions of subparagraph 13 (3) (d) where there are reasonable grounds for believing that the work to be undertaken on the site will not be completed within thirty working days from commencement, suitable facilities for washing shall be provided for such persons which shall include:
  - adequate troughs or basins having in every case a smooth impervious internal surface,
  - adequate and suitable means of cleaning and drying, being either soap and towels or other means, as the case may require, and
  - a sufficient supply of hot and cold or warm running water.
- Subject to the provisions of subparagraph 13 (3) (d) where there are more than one hundred persons at work on a site and there are reasonable grounds for believing that the work to be undertaken on the site will not be completed within twelve months from commencement, in lieu of providing troughs or basins mentioned in subparagraph 13 (b) (i) washbasins shall be provided on the following scale, that is to say, six with the addition of one for every unit of twenty persons at work by which the number of persons exceeds one hundred, any fraction of the unit of twenty persons being treated as one.




- In any case where persons are at work on a site in a process in which a dangerous substance is used the relevant contractor shall provide nail brushes and paragraph 13 (3) (b) (i) or 13 (3) (c), as may be appropriate, shall as regards the particular case be construed as requiring the provision of one trough or basin, or washbasin, as may be appropriate, for every five persons at work.
- Washing facilities provided shall be conveniently accessible from the accommodation for taking meals and shall be adequately lighted, properly ventilated and kept in a clean and orderly condition.
- Provision must be made for separate washbasins, or separate use of washbasins for men and women when so required for reasons of propriety.
- Suitable showers in sufficient numbers shall be provided for persons at work if required by the nature of the work or for health reasons. Provision shall be made for separate shower rooms or separate use of shower rooms for men and women.
- The shower rooms shall be sufficiently large to permit each person to wash without hindrance in conditions of an appropriate standard of hygiene. Such showers shall be equipped with hot and cold running water.
- Where the rooms housing the showers or washbasins are separate from the changing rooms, there shall be easy communication between the two.

### **Sanitary Conveniences**

- Subject to subparagraph 13 (4) (b) at least one suitable sanitary convenience shall be provided, not being a convenience suitable only as urinal, for every twenty persons at work on a site.
- Where practicable all sanitary conveniences shall discharge into a main sewer. Where there are more than one hundred persons at work on site, and sufficient urinal accommodation is also provided it shall be sufficient if there is one such convenience as aforesaid for every twenty five persons at work on the site up to the first one hundred and one for every thirty five persons thereafter.
- In calculating the number of conveniences required by this Regulation any number of persons less than twenty or thirty, as may be appropriate, shall be reckoned as twenty five or thirty five, and any number which is not a multiple of twenty or thirty, as may be appropriate, shall be regarded as being the nearest lower number which is a multiple of twenty five or thirty five.
- Every sanitary convenience required to be provided shall be sufficiently ventilated and shall not communicate with any workroom or messroom except through the open air or through an intervening ventilated space.

- Every sanitary convenience shall be under cover and so partitioned off as to secure privacy and every sanitary convenience, other than a convenience suitable only as a urinal, shall have a proper door and fastening.
- The sanitary conveniences shall be so arranged as to be conveniently accessible to persons at work at all times while they are at the site and shall where practicable be convenient to the washing facilities.
- Provision shall be made for separate sanitary conveniences or separate use of sanitary conveniences for men and women.
- Every sanitary convenience shall be maintained in a clean and hygienic condition.

**SECTION 6**  
**APPENDIX 2**  
**FORMS/REGISTERS**


	Name	SF 30	Issue No. 01
	<b>Accident/Injury Report Form</b>	Issue date: 15/09/2016	Page <b>107</b> of 2

**To be completed by the Site Manager**

<b>Project Name:</b>		<b>Project No:</b>			
<b>Name of Injured Person:</b>					
<b>Occupation &amp; Mobile No:</b>					
<b>Home Address:</b>					
<b>Employer:</b>					
<b>Name of Site Manager:</b>					
<b>Site Manager Mobile No:</b>					
<b>Exact Location of Accident:</b>					
<b>Date &amp; Time of Accident:</b>					
<b>Description of Accident/Injury:</b>					
<b>Date &amp; Time Reported:</b>					
<b>Was there a delay in reporting? If so why?</b>					
<b>Accident Reported to:</b>		<b>Accident Reported By:</b>			
<b>Time Injured started work:</b>		<b>Time Injured stopped work:</b>			
<b>Date &amp; Time Injured returned to work:</b>		<b>Likely duration of absence (if any):</b>			
<b>Accident/Injury Details</b>					
(giving as much detail as possible, exactly how the accident occurred and state type of injury, body part injured, left , right where appropriate)					
<b>Root Cause (in your opinion what caused the accident)</b>					
<b>Please Tick</b>		<b>Please Tick</b>			
Slips, Trips and Falls		Explosion			
Lifting or Carrying		Fire			
Pushing or Pulling		Loss of Control			
Twisting or Turning of Body		Machinery Vehicle			
Fall from Height					
Other Walking or Sitting		Other			
Fall, Collapse or Breakage of Material					
<b>Preventative Action (in your opinion what can be done to prevent this kind of accident happening in the future)</b>					
<b>Treatment Details: (give a brief description of the treatment &amp; tick relevant sections below):</b>					
<b>Please Tick</b>	<b>Yes</b>	<b>No</b>	<b>Please Tick</b>	<b>Yes</b>	<b>No</b>
First Aid			Head Office Notified		
Medical Attention			Entered in Accident Log		
Hospital Attention			Admitted to Hospital		
Admitted			Released From Hospital		
Photos taken			Medical Certificate (or Note) issued		
Garda involved			Fire Services involved		
Ambulance			Others involved (HSA)		
Name of person(s) who took the injured party for treatment:					

<b>Other Persons Involved:</b>	<b>Name &amp; Phone Number:</b>				
<b>First Aider:</b>					
<b>Doctor:</b>					
<b>Hospital:</b>					
<b>Witness:</b>					
<b>Additional Info:</b>	Yes	No	N/A	Give Details	
Was Authorisation Given to do this work?					
Was Authorisation Given to work in the area?					
Had the person received adequate training?					
Special Equipment Used					
Plant/ Machinery Involved on Hire.					
Plant/Machinery Identification Number					
Safety Data Sheets available (Hazardous)					
Operators Involved					
Machinery Guarding					
Has the H.S.A been notified (if absent for more than 3 days)					
Is so by Whom?					
Has the main contractor been notified?					
<b>PPE (Yes/No)</b>	<b>Supplied By</b>	<b>Worn</b>	<b>PPE (Yes/No)</b>	<b>Supplied By</b>	<b>Worn</b>
Helmet			Hearing Protection		
Foot Wear			Overall		
Eye Protection			Harness		
Gloves			Visor		
Wet Gear			Other		
<b>Completed by Riverside:</b>					
<b>Print Name:</b>					
<b>Title:</b>					
<b>Signature:</b>					
<b>Date:</b>					
<b>Completed by Witness (if applicable):</b>					
<b>Print Name:</b>					
<b>Title:</b>					
<b>Signature:</b>					
<b>Date:</b>					
<b>Completed by Injured Persons (if available):</b>					
<b>Print Name:</b>					
<b>Title:</b>					
<b>Signature:</b>					
<b>Date:</b>					

**Please return this completed form to Head Office within 2 days from the date of the Accident**

	Name	SF 06	Issue No. 01
	Permit to Work	Issue date: 15/09/2016	Page 109 of 2

**Valid on Day of Issue Only**

<b>Project Name:</b>		<b>Project No:</b>	
<b>Date:</b>		<b>Time:</b>	
<b>Permission Granted To:</b>			
<b>Name:</b>			
<b>Company:</b>			
<b>Type of Work:</b>			
<b>Location of Work:</b>			
<b>Type of Equipment:</b>			
<b>Limits of Permit:</b>			
<b>Between AM/PM:</b>			
<b>Restricted Areas:</b>			
<b>Hazards/Risks Identified:</b>			
<b>1:</b>			
<b>2:</b>			

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

<b>Receipt of Permit: (Person carrying out the work must sign)</b>
“I confirm that I inspected the above area at _____am/pm on _____ (date) and that I am satisfied that the precautions as above checklist are in place before works commence”
Print Name:
Signature:
Company:
<b>Issue of Permit: (Persons issuing the permit must sign)</b>
Print Name:
Signature:

<b>Cancellation of Permit: (Person carrying out the work must sign)</b>
“I confirm that I inspected the above area at _____am/pm (one hour after finishing time) on _____ (date) and the area has been left in a safe manner.
Print Name:
Signature:
Company:

<b>Cancellation of Permit: (Persons who issued the permit must sign)</b>
“I confirm that I inspected the above area at _____am/pm (one hour after finishing time) on _____ (date) and the work area, and all adjacent areas where sparks and heat might have spread were thoroughly inspected on completion of the operation and thirty minutes later no smouldering fires were discovered, and the work area was left in a safe condition with no hazards remaining
Print Name:
Signature:
Date:

**LOCKOUT/TAGOUT PERMIT**

**SITE:**

**DATE:**

This Lockout/Tagout Permit is used to prevent accidental movement or operation of machinery and electrical equipment when it might endanger workers.

This permit is issued by the Construction Manager or his representative for locking and tagging out any live equipment being worked on by a contractor on site.

Permission is granted to ..... Company

To Lock and Tag Out .....

In the area ..... Exact Location

For the period ..... To .....

Signature of person issuing permit and position held .....

**CHECKLIST**

- (1) Does your company have written lockout/tagout and related procedures or have you studied the Management Contractors procedures? Yes/  
No
- (2) Are the rules laid down generally known, understood and strictly enforced? Yes/  
No
- (3) Are locks and tags available and capable of being signed and dated. Yes/  
No
- (4) Will work only commence when the control has been locked or disconnected and tags tied to the piece of equipment to be worked on and any remote starting switch? Yes/  
No
- (5) When machines are shut down are parts such as Hydraulic Arms blocked to prevent accidental movement? Yes/  
No
- (6) When work is completed will there be a check made to see that all guards have




been replaced and no hazardous operating or working conditions exist?

Yes/

No

The answer to all of the above questions should be YES

Signature of person responsible for the work .....

 <b>RIVERSIDE</b> <small>GROUP</small>	Name	SF 07	Issue No. 01
	<b>PPE Register</b>	Issue date: 15/09/2016	Page 113 of 1

Project Name:	Project No:
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- This form is only required when employees/sub-contractors/visitors of Riverside Mechanical arrive on site without the necessary PPE.
- Sub-Contractors should provide their own PPE, except for High Vis Vests which are supplied by Riverside Mechanical.

**Declaration**

"I have been instructed in the use of and need to wear the Personal Protective Equipment specified below in Appendix 1. I also agree to wear the afore mentioned Personal Protective Equipment in the areas I have been instructed to wear it"

P.P.E. Signed Out	Signature	Print Name	Company	Date

**APPENDIX 1**

<i>PPE Required</i>	<i>Activity / Area Required</i>
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<b>Safety Helmets</b>	Throughout the site
<b>Safety Boots</b>	Throughout the site
<b>High Visibility Vests</b>	Throughout the site
<b>Safety Glasses</b>	When drilling, risk of eye injury
<b>Safety Goggles</b>	When grinding, drilling, using cartridge tools
<b>Ear Protection</b>	Must be provided at 80dB and worn at 85dB.
<b>Gloves</b>	Where there is a risk of cuts to the hands from handling material
<b>Impervious Gloves</b>	When Clearing Out or Carrying out demolitions. When working in areas where there is a risk of coming into contact with substances hazardous to health that may be a hazard through physical contact.
<b>Overalls</b>	When Clearing Out or Carrying out demolitions. When working in areas where there is a risk of coming into contact with substances hazardous to health which may be a hazard through physical contact.
<b>Safety Harnesses</b>	Where the provision of edge protection is not practicable and there is a risk of injury from falling, a harness must be worn.
<b>Fume / Dusk Masks</b>	When Clearing Out or Carrying out demolitions. Where an activity / process involves dust / fumes which are hazardous to health if inhaled.
<b>Other (Please Specify) –</b>	

