

Effective electric



Effective Electric

**Health Safety & Environment Policy
Statement**

EFFECTIVE ELECTRIC

Safety Statement

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1. BUSINESS INFORMATION

Business Name: Effective Electric
(to be referred to throughout this document
as 'the Business')

Business Address: Main Building
Library Square
Main Street
Rathcoole
Co. Dublin

Tel: 01 4589 011

Business Owner: Mark Bolster

Business Activity: Industrial, Commercial & Retail Electrical
& Mechanical Contractors

This Safety Statement is the program in writing for Effective Electric to manage the health, safety and welfare of it's employees, sub-contractors and visitors at the place of work. It shall be made available to employees, outside service providers and Inspectors of the Health and Safety Authority as required.

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2. HEALTH AND SAFETY POLICY

As the Business Owner of Effective Electric, I am committed to ensuring, so far as is reasonably practicable, the workplace health and safety of our employees, sub-contractors and visitors to our places of work along with any other persons that may be affected by our day to day work activities. We shall ensure that a risk management approach is adopted in our work activities and that work is carried out in compliance with the Health & Safety at Work Act 2005 and The Management of Health & Safety at Work Regulations 1999 and all associated Regulations, Codes and Standards. We believe that all accidents are preventable and shall take all reasonable steps to ensure accident prevention in the workplace.

Health and safety policies and procedures shall be developed in consultation with staff, revised on a yearly basis or as required by changes in legislation and communicated to employees through regular safety meetings.

We shall provide and maintain our plant and equipment in safe working order, records of inspection and testing shall be maintained. Where necessary, employees shall be provided with personal protective equipment and trained in its correct use.

Relevant safety training shall be provided to all staff to ensure that they can carry out their work activities in a safe manner. All of us in the workplace are required to adhere to our responsibilities as outlined in this Safety Statement.

Signed: _____ Date: _____
Mark Bolster – Business Owner

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3. STATEMENT OF RESPONSIBILITIES

3.1 Business Owner

As Business Owner, I have ultimate accountability for safety in the business and as such have the following responsibilities to ensure that health and safety is integrated and managed in all aspects of our work:

- ◆ Provide adequate financial, human and time resources to implement this Safety Statement within the Business.
- ◆ Ensure Business compliance with the Health & Safety at Work Act 2005 and The Management of Health & Safety at Work Regulations and all other associated Regulations and Codes of Practice.
- ◆ Coordinate the necessary safety training for employees so that they are briefed on their safety responsibilities and can conduct their work in a safe manner.
- ◆ Provide adequate instruction, training and supervision to employees in their work activities.
- ◆ Conduct a safety induction with new employees on the day that they commence work with the Business.
- ◆ Ensure that sub-contractors are briefed on the work to be conducted at each work site along with any foreseeable hazards that may arise during the course of the work.
- ◆ Only employ sub-contractors who have produced valid insurance details, safety statements and who hold the relevant certificates of competency for the work that they are required to carry out.
- ◆ Conduct regular inspections of the workplace to ensure the work area is kept in a safe manner, if hazards are identified during the inspections then ensure corrective measures are implemented as required.
- ◆ Ensure that all equipment is maintained in safe working order, that records of inspection and testing are kept and that employees are trained in the safe operation of the various items of equipment used in the work processes.
- ◆ Ensure that where required, the necessary personal protective equipment is provided to employees and that they are trained in its correct use.

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- ◆ Provide adequate facilities for first aid and fire fighting at each work location.
- ◆ Establish emergency procedures at each work location and ensure that employees and sub-contractors are aware of their role in the event of an emergency.
- ◆ Coordinate the development of the safety and health plan – construction stage for construction projects over 30 days or 500 person days in duration where Effective Electric has the role of Project Supervision Construction Stage.
- ◆ Maintain an ‘Accident / Incident Register’ and record and report accidents that occur in the workplace.
- ◆ Notify appropriate authorities and assist in accident and incident investigations and reports if necessary.
- ◆ Raise safety awareness in the workplace and provide information to and consult with employees and sub-contractors on any matters that may have the potential to affect their health and safety.

3.2 Waste Management Statement

Effective Electric 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 staff 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.

Site Managers shall take care to provide suitable waste receptacles and ensure that arrangements are made for the collection/emptying of receptacles at a suitable frequency.

General operatives and other staff 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 prevention.

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

3.3 Environmental Management Statement

Effective Electric 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 we are able.

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Environmental management is formally assigned to Contracts Managers who shall ensure compliance with this policy and best current practice.

Staffs are reminded that minimising waste is good for the Business and good for the environment and should both co-operate with the environmental initiatives and also make positive suggestions as to how we may improve what we do.

Records shall be kept of the actions taken to ensure and maintain environmental good practice.

Our current activities do not create emissions to the environment. However we are not complacent and remain committed to a high level of environmental protection and where possible enhancement.

3.4 How the Safety Statement is brought to the attention of employees

Effective Electric is very aware of the dangers faced by existing employees, new employees, sub-contractors and young people coming to work for the company. New employees, young employees and others who may be affected by our work are unlikely to have been exposed to the type of hazards that they may be exposed to on joining the company. New employees coming to work for Effective Electric for the first time will need to understand our level of commitment to their safety and of the hazards they are likely to meet.

Effective Electric Induction has been developed to bring this Safety Statement to their attention. This is delivered in a form, manner and language likely to be understood.

New employees are issued with a safety starter pack, which includes the employee responsibilities/duties and various other information, which will help them to avoid incidents on site. The safety starter pack is designed to provide the new employee with vital basic safety information and back up.

This is achieved on site, by our Site Supervisor and/or our Safety Advisor taking the employees and others who may be affected by the Safety Statement through it with them as part of the Effective Electric Induction.

All Effective Electric apprentices receive Safety Awareness Training as well as the Effective Electric Induction. This is to focus attention on the Safety Statement and the hazards that they may be exposed to.

All Effective Electric employees, sub-contractors receive the Effective Electric Induction on commencement of employment. This is updated annually and/or where the Safety Statement has been reviewed.

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Employers of others who may be affected by our work are issued with our Safety Statement. It is these employers responsibility to bring to the attention of their employee the risks identified within.

A Site-specific EHS Plan has been developed solely for the duration of work. Because of the nature of the industry, a “Permit to Work” System may exist on site. No work is allowed to commence without first receiving the necessary permit. This safety policy guides employees through the hazards of their work.

All Effective Electric employees are subject to Site induction training from the client. For the duration of this project all employees will adhere to the emergency and evacuation procedures.

A copy of the company Safety Statement and EHS Plan is available in the Site Safety File, which is maintained in the site office by the Site Manager.

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4. RESPONSIBILITIES / DUTIES

It is the duty of all directors, managers, supervisors, advisors and individual employees to participate, so far as is reasonably practicable, in the implementation of this safety statement and to carry out their responsibilities as detailed below:

To ensure successful implementation of the safety statement, the names of the responsible people will be listed in the Head Office and Project Organisation Chart and displayed at each office and work location. Managers and supervisors with specific responsibilities must be properly delegated in their absence.

4.1 Responsibilities / Duties of Managing Director

1. Reviews and approves regularly, the company safety policy and statement and directs its implementation.
2. Monitors the effectiveness of the safety statement and directs improvements where necessary.
3. Reviews quarterly and annual statistics for all incidents and/or dangerous occurrences approves targets and strategies for incident prevention/reduction.
4. Reviews and approves the annual Company EHS Plan, and agrees it with the Board of Directors and company management team prior to implementation.
5. Ensures that arrangements relating to reporting procedures are followed in the event of reportable accidents or dangerous occurrences.
6. Ensures that adequate resources (financial, manpower, equipment, training and supervision) are made available.
7. Designates one or more competent employees to carry out activities specified by him, which are related to the protection and prevention of occupational risks in the workplace.
8. Seeks competent advice where no. 7 above cannot be complied with for lack of competent personnel at the place of work.
9. Ensures that an effective management system is in place, with personnel designated with responsibility, for the development, operation and implementation of the EHS policy and procedures and that those persons have the means to carry out such responsibilities.
10. Ensures that all Effective Electric employees, sub-contractors and persons who may be affected by our work have this safety statement brought to their attention.
11. Takes account of any representations made by employees and to take any actions deemed necessary.
12. Reports how the safety statement was complied with when making annual returns.

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4.2 Responsibilities / Duties of the Board of Directors

1. Provide support and leadership in all EHS matters throughout the Business to assist in the effective operation of the company EHS management system.
2. Makes EHS a priority and leads by example by having it first on the agenda at all meetings and in discussions with management and supervision.

4.3 Responsibilities / Duties of Financial Director

1. Provides a financial review on EHS for inclusion in the annual accounts.
2. Reviews and monitors absences due to incidents, injury or ill health at work.
3. Reviews and monitors situations resulting from loss or damage to property, the environment or injury to a member of the public.
4. Arranges for insurable risks to be assessed in relation to injury or ill-health employees, loss or damage to property, the public and the environment.
5. Evaluates insurable risks relating to subcontractors carrying out work on behalf of the company.
6. Ensures that adequate arrangements have been made to cover financial liabilities.
7. Reviews insurance and claims records as a matter of routine and recommends actions and improvements.
8. Ensures that sufficient resources of time, personnel and finance are available for the effective operation of the company EHS management system.
9. Ensures that provisions are made at planning, estimating and tender stage for EHS requirements and considerations.
10. Ensures that a registered medical practitioner carries out medical assessments.
11. Ensures effective measures are in place for the evaluation, selection and appointment of competent subcontractors and persons so that they meet relevant standards and takes any necessary action in instances where he/she is made aware this is not the case.
12. Ensures that all new employees receive the Company Safety Training Handbook and Effective Electric Induction.
13. Ensures that training files are kept up to date and certificates are available for all training carried out.
14. Ensures that new employees are suitable, competent and medically fit to carry out their work.

4.4 Responsibilities / Duties of Operations Director

1. Ensures that the EHS management system is properly implemented and performing in all areas of the organisation.
2. Ensures that personnel throughout the organisation understand and accept their responsibilities in matters of safety, health and environment.
3. Ensures that EHS audits are carried out and offers full support to the EHS Manager.

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4. Consults with the management team and the EHS Manager to ensure that effective incident prevention, investigation and reporting procedures are maintained.
5. Makes EHS a priority and leads by example by having it first on the agenda at all site meetings and in discussions with management and supervision.
6. Reviews the Quarterly Statistical Reports, recommends action and ensure that responsible management takes corrective action.
7. Ensures that competent site EHS Advisors are appointed as deemed appropriate to the individual site needs.
8. Notifies the EHS Manager of new projects secured so that specific Project EHS Plans can be drawn up including the risk assessments associated with the work to be carried out.
9. Reviews incident reports and investigations and participates in the effective management of incident outcomes as required.
10. Ensures that health surveillance and medical assessment is made available where identified through risk assessments and incident corrective actions.
11. Ensures co-operation with other employers on matters relating to Health and Safety when sharing a work place.
12. Attends quarterly Combined Safety Coordination Meeting.
13. Ensures that disciplinary procedures are carried out for safety violations.

4.5 Responsibilities / Duties of Regional Managers

1. Ensures that personnel throughout the organisation understand and accept their responsibilities in matters of safety, health and environment.
2. Ensures that EHS audits are carried out and offers full support to the EHS Advisor.
3. Consults with the management team and the EHS Advisor to ensure that effective incident prevention, investigation and reporting procedures are maintained.
4. Ensures that all incidents and dangerous occurrences are reported to the EHS Manager without delay.
5. Reviews incident reports, investigations and participates in the effective management of incident outcomes as required.
6. Makes EHS a priority and leads by example by having it first on the agenda at all site meetings and in discussions with management and supervision.
7. Reviews the Quarterly Statistical Reports, recommends action and ensure that responsible management takes corrective action.
8. Ensures that competent site EHS Advisors are appointed as deemed appropriate to the individual site needs.
9. Notifies the EHS Advisor of new projects secured so that specific Project EHS Plans can be drawn up including the risk assessments associated with the work to be carried out.
10. Ensures that health surveillance and medical assessment is made available where identified through risk assessments and incident corrective actions.
11. Ensures co-operation with other employers on matters relating to Health and Safety when sharing a work place.
12. Attends/reviews quarterly Combined Safety Coordination Meeting
13. Ensures that disciplinary procedures are carried out for safety violations.

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4.6 Responsibilities / Duties of EHS Manager

1. Ensures that the EHS management system is coordinated in all areas of the organisation.
2. Provides advice, guidance, instruction and training in all EHS matters to management, safety representatives and employees (including where applicable to sub-contractors, suppliers and visitors to sites).
3. Prepares and update regularly the company safety policy and statement in view of changing business, new regulations, changes in management etc.
4. Prepares an annual Company EHS Plan and agrees it with the Board of Directors and company management team prior to implementation.
5. Ensures that a project specific EHS Plan including Risk Assessments specific to the work is drawn up and agreed prior to commencement of work.
6. Coordinates improvements in the EHS policy, program and procedures.
7. Takes the lead in conjunction with the company management team in introducing and implementing effective measures aimed at the prevention of incidents at work.
8. Reviews Site Audit Inspection Reports, health and safety suggestions, complaints and requests for information and follows up with action
9. Carries out periodic site inspections in conjunction with Site Management and site EHS Advisor, recommends corrective actions and improvements and document findings.
10. Carries out incident investigation in conjunction with site management, establishes cause of incident or dangerous occurrence and recommends method for future avoidance.
11. Ensures that all incidents and dangerous occurrences are reported to the Operations Director and Financial Director, as required, without delay.
12. Ensures that all relevant documentation relating to incidents and dangerous occurrences and statutory records are maintained.
13. Compiles all incidents and dangerous occurrences statistics. Measures performances and reports to Effective Electric directors every quarter.
14. Prepares Targets and Strategies for incident prevention/reduction, agrees targets with Board of Directors and implements reduced targets for coming year.
15. Liaises with HSA, Main Contractor and Client when required.
16. Ensures that full co-operation is given to S. H & E. Representatives and that adequate time and training is provided for the discharge of their duties.
17. Advises all Safety Representatives and Effective Electric employees on findings and recommendations arising from incidents and/or dangerous occurrences when appropriate.
18. Identifies, organises and provides training as required.
19. Attends quarterly Combined Safety Coordination Meeting.
20. Monitors P.P.E usage and advises site management on type of protective equipment required.
21. Prepares an Annual Report on the management of Health and Safety in the company on behalf of the Managing Director.
22. Assess' Sub-Contractor pre-qualification for approval.
23. Advises the client, PSCS, or others who may be affected of safety hazards on sites under their control affecting Effective Electric

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24. Issues warnings both written and verbal if required or instructed to do so.

4.7 Responsibilities/Duties of EHS Advisor

1. Provides advice, guidance, instruction and training in all EHS matters to management, safety representatives and employees (including where applicable to sub-contractors, suppliers and visitors to sites).
2. Carries out periodic site inspections in conjunction with Site Management, recommends corrective actions, improvements and document findings.
3. Prepares in conjunction with site management team a project specific EHS Plan. This EHS Plan includes hazards identified and specific work risk assessments. These shall be compiled and agreed prior to work commencing.
4. Ensures that the project specific EHS Plan is communicated to all relevant persons (including clients, PSCS, other contractors, visitors and others who may be affected by that work).
5. Visits each new project, sets up the necessary registers, abstracts of regulations, posters, etc., and ensures that site establishment complies with the legislation, client regulations and company regulations as a minimum.
6. Introduces and implements effective measures aimed at the prevention of incidents at work.
7. Reports on incidents and/or dangerous occurrences should they occur to the EHS Manager, Regional Manager and Operations Director as required.
8. Carries out incident investigation in conjunction with site management, establishes cause of incident or dangerous occurrence and recommends method for future avoidance.
9. Audits the company safety file, make sure that hazards/risks are regularly assessed, inspections are carried out and that all incidents are reported, investigated and closed out.
10. Provides monthly breakdown of audits and violations to the EHS Manager and the Regional Director.
11. Provides training and information to the workforce using appropriate training aids and media as required.
12. Attends quarterly Combined Safety Coordination Meeting.
13. Arranges distribution and maintenance of fully stocked first aid boxes on site.
14. Monitors P.P.E usage and advises site management on type of protective equipment required.
15. Issues warnings both written and verbal if required or instructed to do so.

4.8 Responsibilities/Duties of Project Site Supervisor / Project Supervisor Construction Stage

1. The Project Site Supervisor (PSS) or Project Supervisor Construction Stage (PSCS) on each project undertaken by EFFECTIVE ELECTRIC has the following safety responsibilities in their area of control:

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- Monitoring and reviewing site activities on an ongoing basis and ensuring that an analysis of the hazards and assessment of the risks associated with the project are identified and implemented to ensure that all work is carried out safely.
- Liaising with Effective Electric and independent safety consultants Worksafe Solutions in the development of the health and safety plan – construction stage, initially prepared by the PSDP before construction commences, whilst also ensuring the implementation of that plan on the site.
- Ensuring adequate welfare, first aid and fire fighting facilities and equipment are set up and available on site and that all staff and contractors are aware of actions to be taken in case of emergency.
- Co-ordinate measures to restrict entry onto the site.
- Co-ordinate the appointment of a site safety representative where there are more than 20 persons on site and appoint a safety adviser where there are more than 100 on site.
- Verifying that all employees and contractors on site hold their FAS safe pass card and any other relevant CSCS qualifications, have received proper induction training to include a review of the site safety rules, the use of personal protective equipment, emergency procedures, first aid, accident reporting and any other relevant site specific safety issues.
- Ensuring that safety standards laid down in the site safety and health plan – construction stage are adhered to and obeyed by all personnel on site.
- Ensuring all sub-contractors obey established site safety rules and immediately corrects any violation of these rules.
- Ensuring that good housekeeping standards are maintained on site and that rubbish removal areas, site storage areas etc are set out.
- Providing information to operatives regarding any work on site, which may present unusual or significant risks to health and safety.
- Maintaining the general site safety file to include copies of all equipment certificates, site safety inspections, training records and other relevant health and safety information.
- Ensuring all relevant safety information is communicated to employees and sub-contractors on site as appropriate.
- Coordinating safety toolbox talks on site for employees and sub-contractors as the need arises.
- Obtaining and filing accident investigation reports in the general site safety file and, when necessary, ensuring accident reports have been filed with the HAS / HSA.
- Notify the Authority and the client of non-compliance with any written directions issued.
- Maintaining a complete and up to date copy of the site health and safety plan and ensuring they are available to all contractors and inspectors of the HAS / HSA for review.
- Liaising with Effective Electric, the Client and Project Supervisor for Design Stage in relation to requests for safety information and updates on the progress of the project.

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4.9 Responsibilities/Duties of Site Supervisor

1. Ensures that Health and Safety regulations and the company safety policy are followed and to insist that the prescribed standards are observed.
2. Examines the workplace regularly for potential hazards and to ensure that these hazards are eliminated or appropriate controls adopted and followed.
3. Ensures that in so far as is reasonably practical safe systems of work are in place and followed.
4. Maintains a tidy workplace. Ensures that cleaning up takes place regularly or as work is carried out and places of work and access routes are kept clear.
5. Ensures that all employees and visitors under our control wear personal protective equipment where required, particularly safety helmets, safety boots, glasses, gloves and/or other items required to be worn, by the client and or identified through risk assessment, MSDS.
6. Ensures that adequate supplies of protective equipment are available.
7. Ensures that only trained operatives are employed on equipment and machinery for which such training is required.
8. Ensures that all plant and machinery including power and hand tools are in a good condition and that statutory, in-house inspection and maintenance procedures are carried out as required.
9. Ensures that any defects in plant and equipment are rectified.
10. Ensures that general safety inspections including 'Site Supervisor Safety Audit' are carried out, ensures that outstanding items are acted upon by.
11. Maintains the site safety file for inspection by the Contracts Manager and Safety Advisor.
12. Ensures that employees are instructed on method statements and specific risk assessments as required.
13. Conducts "Tool Box" talks and keeps attendance records in the site safety file.
14. Inform the employees of the safety performance on site and any improvements needed.
15. Ensures use of employee's personal protective equipment and maintains PPE issue record in the site safety file.
16. Takes charge of incident situations – calls emergency services and informs relevant parties.
17. Accompanies the injured party to the clinic or hospital, maintains contact with the injured party and communicates developments to the company management
18. Carries out initial investigation and arranges for further investigation as required, reports to supervisors.
19. Implements remedial actions to prevent reoccurrence.
20. Ensures that adequate arrangements for emergencies are planned for each task and that competent persons are designated for actions in case of emergency.
21. Ensures that adequate firefighting equipment is available where necessary.
22. Ensures that the site first aid box is adequately stocked and maintained.
23. Ensures that all power tools are 110 volts.

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24. Issues permits, ensures that the requirements for these permits are maintained and copies of all work permits are filed in the safety file e.g. hot work permit to work etc. when competent to do so.
25. To show a personal example by wearing safety clothing and equipment provided.
26. To carry out his/her duties as laid out in the section covering Hazard Identification and Risk Assessment
27. To ensure that employees do not participate in horseplay or improper conduct at the place of work.
28. To issue warnings both written and verbal if required or instructed to do so.
29. Removes any person from the workplace deemed to present a hazard to themselves or others and report them to management.
30. To ensure that Site Induction is carried out for all employees when they first arrive on Site.
31. The above duties will be delegated to the site Chargehand in the event of the site Supervisor being absent from site.

4.10 Responsibilities/Duties of Employees

It is the responsibility of each employee of Effective Electric to:

1. Obey the Business's written and verbal health and safety instructions, attend scheduled safety training in the workplace and cooperate with the employer in relation to the implementation of safety policies and procedures.
2. Strictly follow safe operating procedures, method statements and safe systems of work for particular plant, equipment or tasks.
3. Perform all work in the safest possible manner in order to ensure own safety and that of co-workers.
4. Not to come to work or operate Business vehicles under the influence of drugs or alcohol. See our Drugs & Drink Policy for further information.
5. Correctly use and maintain all personal protective clothing and equipment supplied by Effective Electric.
6. Maintain high standards of housekeeping and cleanliness in individual work areas.
7. Be familiar with the emergency procedures and the location of the first aid treatment area, fire extinguishers and emergency assembly point at each work location.
8. Seek appropriate first aid or medical treatment for injuries.
9. To report all injuries and hazards in the workplace however minor.
10. An employee shall not intentionally, recklessly or without reasonable cause:
 - ◆ Interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
 - ◆ Place at risk the safety, health or welfare of persons in connection with work activities.

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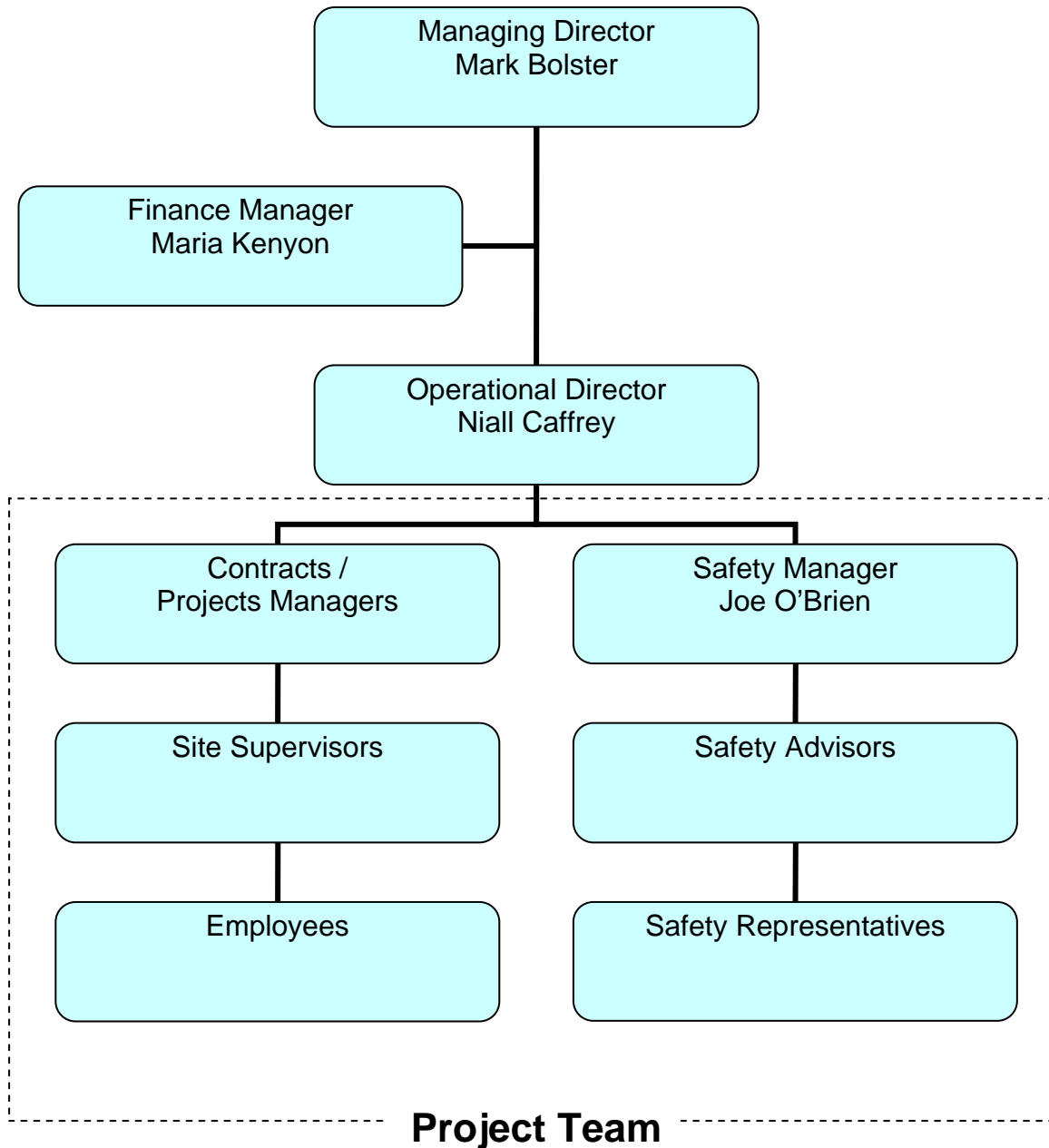
NOTE: Under the Health & Safety at Work Act 2005, employees have the right to elect a Safety Representative in the workplace to make representations on the employee's behalf to the employer on any health and safety issues within the workplace.

4.11 Responsibilities/Duties of Sub-Contractors, Self Employed and Suppliers

1. Sub-contractors and self-employed persons working for Effective Electric have the following responsibilities while working for the Business:
 - Provide their safety statement for viewing when requested to do so by Maria Kenyon or Mark Bolster.
Provide evidence of their employer's liability and public liability insurances prior to the commencement of work with the Business.
Prior to their commencement of work with the Business, provide the PSCS with copies of their FAS Safe Pass Certificates / CSCS Cards and any other relevant certificates of competency that may be required for the work they are about to carry out.
 - Bring to the attention of either of PSCS and anyone else that may be affected by any process or use of materials, which may endanger health and safety while at work.
 - Comply with the requirements of the Health & Safety at Work Act 2005 and the Management of Health & Safety at Work Regulations 1999 as well as the requirements of this safety statement.
 - Co-operate with Effective Electric in providing a safe place of work and a safe system of operation.
 - Provide adequate instruction and supervision to their own employees in order to ensure that all work is carried out in a safe manner.
 - Ensure all their employees and others under their care are qualified in their area of expertise, hold relevant certificates of competency as may be required for the tasks they are carrying out and are able to conduct their work in a safe and competent manner.
 - Attend the site-specific safety induction conducted by either the PSCS or safety consultants assigned to the project.
 - Comply with requirements of Effective Electric's 'Safety Rules for Contractors', Safety Form 001 (see Appendix 001) attached.
 - Report any accident, incident, defect in the plant and equipment, place of work, or system of work without unreasonable delay to the PSCS/ Site Foreman and/or Maria Kenyon or Mark Bolster.
 - Provide and attend all inductions and 'Tool Box' talks as required.



ORGANISATION CHART



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5. Arrangements

5.1 Consultation with Employees and Sub-Contractors and Provision of Information

Employees and sub-contractors shall be consulted in all matters that may have the potential to affect their health and safety and in safety making decisions in the workplace.

Consultation with employees and sub-contractors shall be through:

- Daily informal consultation / discussions between Foreman and Maria Kenyon or Mark Bolster with employees and sub-contractors regarding safe practices and work activities; or
- Toolbox talks conducted by Mark or by the safety consultant appointed to a project.

5.2 Safety Representatives

Under the Health & Safety at Work Act 2005 employees have the right to elect a Safety Representative in the workplace. The role of the employee safety representative is to represent employees at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.

If a safety representative is elected, that person shall undertake the following:

- Receive the appropriate training in health and safety to enable them to carry out their role as safety representative at no personal cost.
- Make representations to the Managing Director on behalf of the employees on any aspects of workplace health and safety.
- By prior arrangement with the Managing Director, conduct site safety inspections and review safety information.
- Inspect the whole or any part of the place of work in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person, provided they do not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.
- Carry out their duties in accordance with the Health and Safety at Work Act 2005 without prejudice from the Employer.
- Promote safe working practices in the workplace and lead by personal example in relation to the wearing of protective clothing and adherence to safety rules.
- After giving reasonable notice to the Managing Director, investigate complaints relating to safety, health and welfare at work made by any employee whom they represent.
- Accompany a H.S.A. inspector who is carrying out an inspection of the place of work, other than an inspection for the purpose of investigating an accident or dangerous occurrence.

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5.3 Safety Statement Review

Effective Electric is committed to constantly reviewing the necessity for further safety measures in plant and equipment, safe work procedures for the operation of such plant and equipment and safety instruction and training for all employees to enable them to conduct their work in a manner that is safe and without risk to themselves or others. Formal safety reviews are as follows:

1. Maria Kenyon or Mark Bolster shall ensure that the Safety Statement is reviewed annually, as required by changes in legislation or in the event of an accident in the workplace. The review shall assess the level of implementation of the Statement and work towards continuous improvement of safety in all aspects of our work.
2. Third party site safety inspections shall be conducted at all construction projects over 30 days in duration where Effective Electric has the role of PSCS. The aim of the inspections is to assess the level of implementation and compliance with the Business's own Safety Statement and the Health and Safety Plan – Construction Stage for that project, identify hazardous plant, equipment or work processes and make recommendations for overall safety improvements.

5.4 Training Instruction and Induction

5.4.1 Company Induction

A period of induction will take place for all new employees including temporary staff on joining the company to ensure all Effective Electric employees are made aware of the hazards associated with their place of work and what safety measures are required of them.

The programme will include

- a) Awareness of the Effective Electric Safety Statement.
- b) A tour of the work area for familiarization.
- c) Fire and Emergency procedures, location of exits, assembly point and the use of firefighting equipment where applicable.
- d) An instruction on the hazards in the workplace and the preventative measures in force.
- e) An instruction on PPE policy and usage.
- f) A talk on the consultation process for safety health and welfare.
- g) A detailed list of the new employee's responsibilities.
- h) Details of any further training required.
- i) Waste and Environmental management policies.

5.4.2 Site Induction

Effective Electric employees will avail of site induction training provided.

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5.4.3 Toolbox Talks

Effective Electric considers Toolbox Talks an important and vital tool in the on-going training of all its employees. Toolbox Talks will be held on a fortnightly basis at minimum and attendance is mandatory for all employees on Site. The Toolbox Talk topic and a signed attendance list will be maintained in the Site Safety File. Either the Site Supervisor or the Safety Advisor will chair toolbox Talks.

5.5 Safety Meetings

1. Effective Electric shall conduct formal safety meetings with their direct employees at least twice a year. Employee attendance at the meetings is compulsory. Topics for discussion at safety meetings may include:

- Emergency evacuation procedure at various work locations
- How to use fire extinguishers
- Safe operation of equipment
- Housekeeping practices while out on site
- Wearing of personal protective equipment
- Consultation with employees over possible changes to the Safety Statement or risk assessments, introduction of new work practices or equipment etc.

Minutes of the safety meetings shall be recorded on Safety Form 004 (see Appendix 004), employee attendance shall also be recorded.

2. The PSCS shall conduct safety toolbox meetings with both employees and sub-contractors at each project site where EFFECTIVE ELECTRIC has the role of Principal Contractor. Meetings shall be in relation to site-specific safety issues, consultation regarding method statements and risk assessments, housekeeping, personal protective equipment etc.

3. Minutes of the safety toolbox meetings shall be maintained on Safety Form 004 (see Appendix 004).

5.6 Safety Training

1. All employees shall be trained in the content of this Safety Statement on an annual basis as also as the document is revised and updated.

2. New employees shall receive a safety induction on the day of their commencement of work for EFFECTIVE ELECTRIC. Safety Inductions shall be conducted by Mark/ Maria Kenyon or Foreman, and recorded on Safety Form 006 (see Appendix 006).

3. All personnel employed by Effective Electric hold a current FAS Safe Pass Certificate and/or CSCS Cards.

4. All future employees shall hold a current FAS safe pass card and/or CSCS cards prior to commencing work with the Business, copies of their cards shall be maintained in the safety folder.

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5. Employees shall receive ongoing training in the Business's safety policies and work procedures. Training will be through the safety meetings.
6. Records of all training conducted shall be maintained and include: name and signature of trainer, date of training, training topics, names and signatures of attendees.
7. All sub-contractors shall hold a current FAS Safe Pass Certificate along with any other certificate of competency that is required for the work they carry out. Copies of their certificates shall be maintained in the site safety file for each project.
8. Effective Electric shall conduct an annual training needs assessment for all direct employees, to assess current training levels and determine future training needs. Qualified trainers shall conduct all training.

5.7 Management System

Effective Electric recognises that a successful operation requires to be managed in a systematic and visible manner. As a result Effective Electric has established, documented and implemented an Environmental Health and Safety Management System combined with the existing Quality Management System, which covers all of Effective Electric operations.

Effective Electric has identified its procedures so they are clearly understood and can be more easily applied, managed and improved. The criteria and methods required for the effective operation and control of these procedures have been determined.

Effective Electric makes the necessary resources and information available to support the operation and effective control of the procedures. The procedures are monitored, measured and analysed to determine any actions needed to achieve the planned results and continuous improvements.

The objectives of Effective Electric Environment, Health & Safety Management System:

Are to identify hazards and assess the risks involved in order to provide adequate safeguards / controls to minimise any such health and safety risks to which we

and/or other parties might be exposed by our activities,

- Implement, maintain and continually improve our SMS
- Assure compliance with our policy and be able to demonstrate to others
- To seek certification/registration of our SMS by an external organisation.
- Comply with legislative and other requirements

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Site safety is managed by use of a Site Safety Working File. This file is maintained by the Site Manager and is updated regularly. The Project Manager and the Safety Advisor inspects the file each time they visit the site to monitor its effectiveness and to assess the level of safety being achieved on site. The Safety Advisor also inspects the site safety file to ensure that the required registers and documentation are being updated and maintained by the Site Manager. Effective Electric employees may also wish to gain access to the site safety file to report hazards in the hazard logbook and as such the file is always available in the site office. Client, PSCS Safety Management personnel may also wish to view the site safety file.

The site safety file will contain as a minimum the following information but will not be limited to it:

5.7.1 Site Safety Working File Minimum Contents

1. Ladder checks.
2. Harness checks.
3. Toolbox Talk Attendance sheets.
4. Site Induction Records (Safe Pass, Plant Operators, Manual Handling Etc.)
5. Site Supervisors Safety Inspection report.
6. Contract / Project Managers Safety Inspection Report.
7. Method Statements.
8. Job Specific Risk Assessments.
9. Forms – Work Equipment, WH1 (Scaffold, Mobile Tower), (Excavations))
10. MEWP Daily Inspection WH1.
11. Plant List.
12. Company vehicle check list.
13. Personal Protective Equipment Register.
14. Fire Extinguisher checklist.
15. Material Safety Data Sheets.
16. Site Safety Inspections

5.7.2 Site Safety File Minimum Contents

1. Effective Electric Insurance Details
2. Effective Electric Safety Statement
3. Site Specific Safety Plan & PSCS Safety Plan
4. Sub-Contractors Safety Documents
5. Violation Reports.
6. Accident Report Forms.
7. Safety Meeting Minutes & Safety Correspondence.
8. Safety Management Procedures
9. Catalogue of Safety Signs, Mobile Tower Guidelines
10. Toolbox Talk Topics.

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5.8 Audit, Inspection, Monitor & Review

A programme is in place for Contract Managers, Project Managers, Site Supervisors and Safety Advisors for regular safety audit & inspections at the workplace. These are carried out on regular intervals by our safety advisors and on site visits by our Managers. Items requiring attention are rectified immediately where practical, noted in the report and communicated to the site supervisor, who is given time to rectify open items. A record of inspections and scores by the safety advisors is maintained and forwarded to the regional managers on a bi-monthly basis.

The SMS is reviewed at quarterly Combined Safety Meetings, new procedures/forms are ratified and/or improvements identified to be implemented. Incident data are reviewed at Monthly Contract meetings, Regional Safety Interface meetings, quarterly Combined Safety Meetings and at Annual Review meeting. Progress on EHS objectives is reviewed at monthly Contract Meetings to monitor progress on specific actions with the responsible persons. Operation of the entire programme is reviewed annually as part of the overall management review programme. The SMS is audited bi annually by internal and external auditors.

The EHS Coordinator will monitor performance and will keep records of all meetings / reviews, inspections, incidents, risk assessments etc. This procedure will itself be reviewed from time to time, and at least two yearly.

5.9 Safe Systems of Work

The Duties of Employers requires the design, provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

A safe system of work can be defined as “the integration of personnel, articles and substances in a suitable environment and workplace to produce and maintain an acceptable standard of safety”. Due consideration must also be given to foreseeable emergencies and the provision of adequate rescue facilities.”

Safe systems of work are basic to incident prevention and should document all foreseeable hazards fully, any necessary precautions and the recommending of safe working methods. These include method statements, risk assessments, task risk assessments and Operating Procedures.

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Checklist to ensure safe systems of work:

- Ensure that their responsibilities do not overlap with those of anyone else.
- Ensure the scope of work is identified and communicated.
- Ensure that there is not any element of the job overlooked in order to eliminate potential hazards.
- Use relevant codes of practice.
- Eliminate hazards at source before commencing the activity.
- Make sure personal protective clothing is worn and used correctly.
- Ensure all employees have been trained in the proper use and limitation of protective clothing.
- Before commencement of work, check plant and equipment for suitability.
- Assess the consequences if you are wrong.
- Assess how the person in charge will deal with any problems.
- Ensure that all employees are aware of the safe systems of work.
- Ensure that all employees are aware of the emergency procedures. Also check that the emergency services could get to the work place in an acceptable time.
- If the job is unfinished at the end of the working day, can it be left in a safe state until the next day?

5.10 Permits to Work

Where a Permit to Work system is operated on the site by the main contractor or the client Effective Electric. Supervisor shall ensure that no work is undertaken without first obtaining the relevant Permit to Work from the relevant main contractor / client authorization.

If no Permit to Work system is operated by the main contractor or client, the Effective Electric Supervisor will establish a Method Statement, Risk Assessment and Permit to Work controls. Permits to work are required for Tasks where the risks are greater than that which would be expected under normal site working conditions.

Permits to work must be obtained where:

- Working in Confined Space
- Live Electrical Work
- Hot Work
- Roof Work
- Excavation Works
- Line Breaking

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5.11 Health & Safety Plan

Company Environmental, Health and Safety Management Plan will be drawn up and agreed on an annual basis. This will be drawn up by the EHS manager in conjunction with the Project Managers and approved by the Board of Directors and Managing Directors. A copy of this plan will be issued to all supervisors and will be incorporated into all site-specific safety plans.

The Health and Safety Plan will include:

- Company Organisation
- Annual Targets
- Strategy to achieve targets
- Training Plan
- Specific Concerns
- Legislation

A site specific EHS Plan will be developed for each project and will include the Company Safety Plan. This will be based on the Project Supervisor Design Stage Safety Plan and the Project Supervisor Construction Stage Safety Plan. This will be issued to site with the Company Safety Statement. This will also incorporate hazard identification and risk assessments, Emergency plans, Site supervision and responsible persons.

This will be updated as required with the nature of the job and annually at a minimum.

5.12 Contract Roles

Effective Electric will endeavour to fulfill all the required legislative duties as required by the contract role undertaken by Effective Electric at a minimum.

5.13 Disciplinary Procedures

Effective Electric believes that we can all work together in safe manner and in accordance with legislation; rules and regulations.

Unfortunately, it is recognised that there may be instances where it will be necessary to invoke disciplinary procedures on individuals or groups for breaches of health and safety legislation, rules and regulations.

- Safety Violations will be issued to individuals and/or group found to be in breach of their duties.
- Where two violations have been issued to the same individual and/or group they will report directly to the Directors.

Depending on the seriousness and frequency of violations individuals and/or groups will be punished accordingly. Punishment may include suspension and or dismissal.

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All individuals and/or group accused of breaches of health and safety legislation, rules and regulations will have their rights explained to them before any punishment is carried out.

5.14 Use of Personal Protective Equipment (PPE)

Effective Electric shall provide personal protective equipment to its employees as required. Mandatory PPE to be worn by all employees in the workplace is steel toe capped boots and high visibility clothing. Site-specific PPE shall be worn as set out by the Client.

All employees shall be trained in the correct use and maintenance of their PPE. Once provided with the PPE, every employee has a responsibility to wear the PPE as required.

It is the responsibility of sub-contractors to ensure that they supply their own employees with the correct PPE and that their employees wear and maintain the PPE as required.

5.15 Prohibition of Smoking, Drugs & Alcohol in the Workplace

No employee is permitted to work or operate equipment under the influence of drugs or alcohol. If a member of staff comes to work still under the effects of alcohol from the night before, they shall be asked to go home for their own safety and for the safety of their fellow workers. Disciplinary action may be taken upon the employee's return to work the following day.

As per smoking legislation, smoking is strictly prohibited in all enclosed work areas, in work vehicles, beside hazardous substance storage areas eg: fuel tanks or while using hazardous substances in work activities.

If an employee is required to take prescribed drugs from a Doctor for any medical condition eg: diabetes, epilepsy, heart conditions, a virus etc, they must advise the Maria Kenyon of the prescribed drug they are taking and the work limitations that they must follow while on the prescribed drugs.

5.16 Safety Signage

Adequate safety signs shall be displayed prominently, in accordance with legislative and other requirements. Requirements shall be determined by a variety of sources, including risk assessment, incident data, MSDS and legislation.

Effective Electric has a catalogue of generic safety signs available on all sites. This catalogue is kept in the Site Safety Reference File. Full stocks of signs are kept at the regional offices as required. Signs can be ordered by quoting the number on the top left of each sign in the catalogue.

All employees must obey the instructions of all safety and warning signs exhibited on site. Remove Safety signs as soon as they are no longer appropriate.

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EFFECTIVE ELECTRIC ENCOURAGES THE RE-USE AND RECYCLING OF ALL SIGNS.

5.17 Emergency Procedures

Employees of Effective Electric may be working on a number of sites in any one-month. Therefore, the Business emergency procedure is to follow the site-specific emergency procedure established at each work location.

Prior to commencing work on a new site, Mark shall ensure that employees are aware of the emergency assembly point for the site, nearest exits, location of fire extinguishers and first aid kit and risk control measures to be taken. Where a PSCS has been appointed for a site, it is the PSCS's responsibility to ensure that all employees and sub-contractors are made aware of the site-specific emergency procedures as part of the site-specific safety induction.

In the event of an emergency involving evacuation (eg: fire, explosion) at any work site, employees shall cease work immediately and calmly proceed to the site evacuation point.

5.17.1 Fire Extinguishers

1. The fire extinguishers shall be maintained at each work location. It is Maria Kenyon or Mark Bolster's responsibility to ensure extinguishers are currently tested and in operational order.
2. Employees must ensure that if they use a fire extinguisher to put out a fire or, if they accidentally set off an extinguisher, that they inform Mark immediately so that he can arrange for the extinguisher to be re-filled and re-tested. All fire extinguishers shall be inspected and tested by an outside service provider every 12 months.

5.17.2 Fire Fighting Measures

1. On discovery of a fire, alert other personnel in the work area. Call emergency services.
2. Only fight the fire using the correct type fire extinguisher if you feel it is safe to do so and that you will not be putting your own or someone else's life in danger.
3. Always work in pairs when fighting a fire and ensure you have an escape route before tackling the fire. Always fight the fire with your back to the escape route and the fire in front of you so that you do not become trapped.
4. If the fire is located near materials that could cause the fire to become out of control very quickly, or if there is nobody else in the work area with you, evacuate the area immediately do not attempt to fight the fire.

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5.17.3 First Aid at the Scene of an Accident

If an accident occurs at a work site eg: person falling from a height, electrical accident etc, and you are the first person to arrive on the scene, you must ensure your own safety and not place your own life in danger.

1. Do what you can to secure the surrounding area, before approaching the injured person survey the area and make it as safe as possible for example:
 - Power at an electrical shock accident should be disconnected
 - Engines and ignition switched off in the presence of spilt fuel or leaking gas
 - Scaffold secured in the event of a scaffold collapse or fall from heights
2. Only if there is a possibility of further danger should you move the injured person to a safer position. Do not disturb the site of a serious accident or move any equipment in the immediate area unless it is necessary to do so to protect injured persons.
3. Apply first aid to the limit of your knowledge, if you are unsure as to what first aid to provide to injured persons at the scene of an accident, just contact emergency services then stay with the injured person, talk to them and keep them calm until help arrives.

5.18 Accident / Incident Reporting

All accidents, incidents and dangerous occurrences, and whether to employees, customers or visitors shall be reported and recorded by following the steps as outlined in the Accident/Incident Reporting Procedure on page 39 of this Safety Statement.

Reporting and recording of the above is necessary to monitor the progress of safety standards, to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from re-occurring.

Where an accident investigation is necessary, all employees are obliged to co-operate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident. Accident investigations may be conducted by Effective Electric, the PSCS or by an external third party.

5.19 Emergency Planning

An emergency is a sudden state of danger requiring immediate attention. An emergency plan must therefore be organized which analyses danger and put in places procedures to deal with the dangers. Effective Electric will endeavour to:

- Coordinate emergency plans with employees (full and part-time), contractors, visitors and anyone that may be affected by our operations.

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- Provide necessary measures for first aid, fire fighting and the evacuation of employees and other individuals present at the place of work.
- Arrange contacts with appropriate emergency services regarding First-Aid and medical care, rescue work and fire-fighting.
- Designate employees to implement plans, procedures and measures and to ensure an adequate number, training and equipment.
- Communicate with employees on serious and imminent risk and the action to be taken.
- Instruct employees to stop work in the event of serious, imminent and unavoidable danger.
- Refrain from requiring employees to return to work where there is still a possibility of serious and imminent danger.
- Ensure that all employees take appropriate steps to avoid the consequences of danger to their own safety and others, when their immediate supervisor cannot be located.
- Ensure employees who take steps to avoid the consequences of serious & imminent danger, that they will not be placed at any disadvantage with regard to their employment, unless there is negligence on their part.
- Ensure only employees who have received adequate training & instruction have access to areas where there is serious and imminent danger.
- Ensure employees are trained and aware of evacuation procedures.

SPECIFIC EMERGENCY ARRANGEMENTS ARE DEALT WITH AS PART OF SITE SET-UP, HEALTH AND SAFETY PLAN, METHOD STATEMENTS AND TASK RISK ASSESSMENTS.

At a minimum every Effective Electric location shall have a designated assembly point, evacuation checklist and first aid location. Emergency contact details will be posted up and fire fighting devices will be located in all welfare facilities, offices and stores.

5.20 Pregnant Employees Policy

Effective Electric as an equal opportunity employer will provide a safe place of work for pregnant employees and follow all statutory duties. Effective Electric will endeavour to –

- Assess any possible effect on the pregnant employees resulting from any activity in the work place; which may involve a risk of exposure to an agent, process or working condition.
- Determine the nature, degree and duration of the pregnant employee's exposure to such agents, processes or working conditions.
- Take the preventive and protective measures necessary to ensure the safety and health of pregnant employees.

A risk assessment must be carried out where a hazard reveals a risk to an employee's health or safety. If adequate measures cannot be taken to ensure the pregnant employees health and safety through protective or preventive measures, it may be necessary to

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temporarily rearrange the working conditions or working hours of the employee concerned so that exposure to the risk is eliminated. If it is not feasible to rearrange the pregnant employees working conditions or working hours, then Effective Electric will take the necessary measures to provide the employee concerned with other work which will not present a risk to their health and safety.

5.21 Organisation of Working Time Policy

Effective Electric is highly aware that tired workers are more susceptible to having incidents; therefore we will meet with legislative requirements which set a maximum average working week of 48 hours and rights of employees in respect of rest, maximum working time and holidays. Effective Electric has set down site-specific hours of work to coincide with the Client and other contractors on site.

5.22 Contractor Control on Site

Contractors / sub-contractors / self employed persons working for Effective Electric are bound by the following at each work site:

1. They shall not work for EFFECTIVE ELECTRIC unless covered by adequate employers and public liability insurance. Insurance policies must be submitted for examination prior to work commencing.
2. To perform all works in compliance with the Safety, Health and Welfare at Work Act 2005 (Commencement) Order 2005 (S.I. No. 328 of 2005).
3. Ensure that all employees under their control are competent to carry out work safely and hold the appropriate certificates of competency as per the FAS Safe Pass programme and the FAS Construction Skills Certification Scheme and/or the CSCS accreditation and JIB valid card holders.
4. Contractors shall not commence work on the premises until they have attended our site-specific safety induction, and have read, understood and accepted relevant site safety procedures.
5. To provide their Safety Statement, method statement and risk assessments to the Foreman, Mark or the PSCS prior to the commencement of work.
6. Observe the ‘Safety Rules for Contractors’ which shall be provided by Effective Electric and comply with any other applicable regulations or instructions given by the PSCS or Maria Kenyon or Mark Bolster.

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5.23 Apprentices / New or Inexperienced Workers

Effective Electric is very aware of the dangers faced by existing employees, new employees, subcontractors, non-English speakers and young people coming to work for the company. New employees, young employees and others who may be affected by our work are unlikely to have been exposed to the type of hazards that they may be exposed to on joining the company. New employees coming to work for Effective Electric for the first time will need to understand our level of commitment to their safety and of the hazards they are likely to meet.

Effective Electric Induction has been developed to bring this Safety Statement to their attention. This is delivered in a form, manner and language likely to be understood. New employees are issued with a safety starter pack, which includes the employee responsibilities/duties and various other information, which will help them to avoid incidents on site. The safety starter pack is designed to provide the new employee with vital basic safety information and back up.

This is achieved on site, by our Site Supervisor and/or our Safety Advisor taking the employees and others who may be affected by the Safety Statement through it as part of the Effective Electric Induction.

All Effective Electric apprentices receive Safety Awareness Training as well as the Effective Electric Induction to bring their attention to this Safety Statement and the hazards that they may be exposed to.

All new Effective Electric employees receive the Effective Electric induction. New apprentices are inducted and trained, in Manual Handling, Work at Heights and Fall Arrest Equipment by Effective Electric before they begin work. They are not permitted to work alone for the first 4 weeks on site. Experienced Site Staff are expected to exercise “special duty of care” i.e. ensuring supervision and personal protective equipment is used whenever necessary, especially when working at heights.

5.24 Health Promotion

Ill Health is defined as “identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work related situation”.

Effective Electric is very aware of the risks of ill health associated with our activities and presented through external environments. A systematic analysis of the entire operation shall be carried out to identify all potential causes of occupational illness. This shall be done using risk assessments, technical and non-technical guidance, as appropriate. The results of this analysis shall be made known to persons likely to be affected by the particular conditions.

Where practicable, health hazards shall be eliminated. Where this is not possible controls shall be introduced to reduce the risk to personnel to acceptable levels as required by law. Such controls shall include engineering controls, work practice controls, exposure time controls,

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administrative controls, PPE controls, and training in occupational health hazards.

Adequate monitoring equipment shall be provided to protect personnel against any health hazards. The system of monitoring the environment, where necessary, shall be reviewed regularly. Employees shall be informed on the risk posed by the workplace or the process. Risks shall be minimized by the most effective means. Where necessary special first aid facilities for health risks shall be provided. First aid reports shall be analysed with a view to identifying improvements in health-related first-aid facilities.

Personnel shall have ready access to medical advice from a doctor or nurse, at no cost, where identified through risk assessment, workplace injury and workplace ill-health.

Where necessary, monitoring of employees' health with respect to known health hazards shall be undertaken as part of a health care and health promotion programme. Employee health records shall be kept confidential.

5.25 Maintenance of Plant and Equipment

Effective Electric will strive to ensure that any clearly visible hazards which develop routinely in plant and equipment are systematically identified; with a view to taking preventive action. We will strive to ensure that appropriate preventive action is taken, in relation to all hazards identified through peruse checks, so that relevant plant and equipment can be either (1) taken out of service, or (2) used with specified caution.

All plant and equipment shall be inspected and maintained annually unless otherwise specified. Pre-Use equipment checks must be carried out by all competent users on all items of plant and equipment. All plant and equipment under statutory law shall be inspected in accordance with all relevant legislation and manufacturers' instructions. All checks shall be recorded in accordance to legislation by full, clear completion, signature documentation and labeled as tested.

In the Effective Electric site-specific safety file there are individual check sheets for Site Supervisor to complete on daily and/or weekly basis for equipment used for working at height, excavations, lifting equipment and plant checks e.g. leads and power tools.

All documentation completed will be held in site-specific safety files and available for inspection by clients, safety advisor and regulatory authorities.

Any defects must be reported immediately to the responsible supervisor who will remove the item from use for repair and/or replacement.

5.26 Prohibition of Bullying / Harassment in the Workplace

Effective Electric shall not accept or tolerate bullying or harassment in the workplace. Our aim is to create and maintain a positive work environment where the right of each individual to dignity at work is recognized and protected.

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Bullying in the workplace is repeated inappropriate behavior, direct or indirect, whether verbal, physical, visual or otherwise, conducted by one or more persons against another or others, at the place of work and / or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

Examples of behavior that may constitute bullying are as follows:

- Purposely undermining someone;
- Targeting someone for special negative treatment;
- Manipulation of an individual's reputation;
- Social exclusion or isolation;
- Intimidation;
- Physical abuse or threats of abuse;
- Aggressive or obscene language;
- Jokes that are obviously offensive in tone to an individual either by spoken word or email;
- Intrusion by pestering, spying and stalking;
- Unreasonable assignments to duties which are obviously un-favorable to one individual;
- Repeated requests with impossible deadlines or impossible tasks.

In the event that any employee feels that they are subject to incidents of bullying and harassment in the workplace they should report the matter directly to Maria Kenyon or Mark Bolster.

Allegations of bullying shall be investigated, fairly and thoroughly without reprisals for the complainant. Complaints shall be dealt with in a confidential manner and as speedily as possible.

5.27 Breaches of the Safety Statement

Effective Electric require all employees and sub-contractors to follow the content of this Safety Statement and it's associated risk assessment to ensure their own safety and that of fellow workers. If a person is found to be in breach of the Safety Statement e.g.: acting in an unsafe manner, mis-using Business equipment, not reporting accidents etc, the following warning and disciplinary measures shall be implemented:

- ◆ 1st safety breach – verbal warning
- ◆ 2nd safety breach - first written warning and full re-training in the Safety Statement incorporating safe work procedures and risk assessments
- ◆ 3rd safety breach - final written warning - any further safety breaches and the employee is subject to instant dismissal.

Safety breaches do not have to be related for the above disciplinary procedure to be implemented.

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5.28 Health Monitoring

Effective Electric has a Health Monitoring Programme to monitor all staff continuously during employment with Effective Electric.

This is maintained and regularly reviewed with our personnel as follows:

- Provide regular feedback and assessment of each employee's level of performance in relation to Health & Safety Issues
- Quarterly report on H&S issues to all staff from Senior Management & Directors.
- Regular review with Staff on our Safety Statement and Risk Assessment Procedures to ensure we have all necessary risks being assessed and monitored.
- Actively monitor H&S on site by Senior Management.
- Regular review with our H&S Advisors – Work Safe Solutions.
- On the spot audits of staff and sites carried out by independent advisor.
- Review of Audits with all Staff, Safety representatives and Senior management to discuss issues identified and ensure implementation of any necessary changes to the policy.

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6. IDENTIFICATION OF HAZARDS AND RISK ASSESSMENT

6.1 Hazard Identification

A hazard is defined as ‘something with the potential to cause harm e.g. working at heights, manual handling, electricity, welding, dangerous chemicals, housekeeping. Harm includes injury, ill health, damage to plant/equipment and the environment.

The first step in safeguarding safety and health is to identify hazards from materials, equipment, chemicals and work activities. This requires systematically examining the workplace and work activities to identify workplace-generated hazards.

Effective Electric is familiar with the hazards associated with the type of work they are involved in. But to identify the main hazards and put risks in their true perspective, we check:

- Records of incidents, ill health and insurance claims
- Any relevant legislation or standards covering the hazard (e.g. the Construction Regulations for construction-site hazards, the Chemical Agents Regulations and Code of Practice for chemical hazards and their control)
- Manufacturers’ instructions or datasheets.
- New equipment and/or tasks.

Hazards may be grouped into the following categories:

- Physical Hazards e.g. manual handling, slipping/tripping, falling from a height, falling objects
- Health Hazards e.g. noise, dust, vibration
- Chemical Hazards e.g. lung disorders, cancer causing, corrosive, toxic, harmful to the environment
- Biological Agent Hazards e.g. infection, Weil’s disease, hepatitis
- Human-Factor Hazards e.g. competency, young or inexperienced workers, alcohol/drugs.

6.2 Risk Assessment

Risk is the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Risk Assessment is a careful examination of what, in the workplace, could cause harm to people, so that we can weigh up whether we have taken enough precautions or should do more to prevent harm.

Controlling Risk means that we do all that is reasonably practicable to ensure that a hazard will not injure anyone (e.g. by eliminating the hazard, enclosing it in a totally enclosed container, using general or local exhaust ventilation, implementing safe operating procedures, or providing personal protection, as a last resort).

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Residual Risk is the risk rating applied after the controls have been implemented. Assessing risks is a general legislative requirement. Assessing risk is necessary in order to identify their relative importance and to obtain information about their extent and nature. This will help in deciding on methods of control. We must determine the relative importance of risks and this involves deciding on the severity of the hazard and the likelihood of occurrence.

Rate each of these Frequency and Severity as **High, Medium or Low**.

When we rate the risk according to our findings emphasised, priority will be given at Effective Electric to risks that present the greatest severity. The likelihood of occurrence however cannot be ignored for example where two risks have the same severity the one with the most likelihood to occur a number of times should take precedence.

The risk assessment process should allow involvement of those individual Employees and Supervisors who have most knowledge of the area or operation. We determine controls by liaising with Management and employees of a department assessed to determine a framework of controls and action dates. All final decisions about risk controls must take into account the relevant legal requirements. An assessment of cost, information about the relative cost effectiveness and reliability of different control measures will be necessary to decide an acceptable level of risk control.

The Risk Assessment Process is subject to periodic revision to reflect site conditions, to reflect current practices and procedures and to reflect legislative changes; these changes will be implemented on an ongoing basis throughout the life of this document. Any changes will be communicated to all relevant employees and anyone who may be affected by our activities.

SAFETY PROCEDURES

1.0 EMERGENCY EVACUATION PROCEDURE

- ◆ On discovery of an emergency situation, alert other personnel in the work area and call emergency services.
- ◆ Employees and sub-contractors shall calmly leave the work premises through the nearest exit and make their way to the evacuation assembly point for the work site. Do not stop to collect personal belongings or work equipment.

YOUR EVACUATION ASSEMBLY POINT IS:

- ◆ Once at the assembly point, the PSCS shall liaise with sub-contractors to ensure all personnel have evacuated safely.
- ◆ At the assembly point, if you think someone has been left behind inform emergency services immediately. **Do not return to the premises.**
- ◆ No one may leave the evacuation assembly area until the all clear has been given by the emergency services.

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2.0 EMERGENCY SERVICES INFORMATION

Fire Brigade, Ambulance, Police	999
Mark Bolster	086 254 3939
Niall Caffrey	086 856 0554
Paul Bolster	086 226 6444
Health & Safety Authority:	1890 289 389
Report an accident:	1890 289 389 www.hsa.ie

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3.0 PROCEDURE FOR REPORTING ACCIDENTS & INCIDENTS

All employees and sub-contractors are responsible for reporting accidents, incidents, near misses, defects in equipment or unsafe behaviour directly to Mark Bolster or in his absence to Maria Kenyon. In the event of an accident, incident or near miss occurring, the following steps shall be taken:

- ◆ All accidents and incidents must be reported on the day of the occurrence to Maria Kenyon or Mark Bolster. Effective Electric shall not take any responsibility for alleged work related accidents that are not reported on the day of the occurrence.
- ◆ Where a PSCS has been appointed for a project, employees and sub-contractors shall report to the PSCS who in turn will inform Mark immediately.
- ◆ All accidents and incidents that occur to employees, sub-contractors or visitors to our work sites shall be recorded in the accident/incident register, maintained in the safety folder.
- ◆ Effective Electric shall investigate accidents, incidents and near misses to avoid similar occurrences in the future.
- ◆ If an employee or sub-contractor is injured while at work they must not leave the premises without first advising the PSCS or Maria Kenyon or Mark Bolster.
- ◆ If medical treatment is required as a result of an injury at work, in the first instance Mark shall arrange for the injured person to be brought to the local doctor or hospital.
- ◆ When an employee returns to work following an accident they must provide a fit for duties certificate from the doctor to Mark or Maria Kenyon.
- ◆ Accidents, incidents, near misses or unsafe behavior involving clients or visitors to the work site must be reported in the same manner as above.

Note: Accidents, incidents or dangerous occurrences shall be reported by Mark or Maria Kenyon to the relevant regulatory authority as required.

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4.0 MANUAL HANDLING PROCEDURE

What is Manual Handling?

Manual handling can be defined as ‘the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object’. An example of instances where manual handling takes place would be when carrying tools and equipment, lifting and positioning motors, pumps etc.

When manual handling is required the following steps should be taken:

- ◆ Where possible, use mechanical lifting devices such as a forklift or teleporter to lift or move the load.
- ◆ Establish if the weight to be lifted is beyond your capabilities, if assistance or lifting aids are required; do not attempt to lift the load on your own.
- ◆ If you cannot lift a load, split the load down to a more manageable size or ask for help and carry out a two person lift.
- ◆ Plan the job before you lift – ensure a route free from tripping and slipping hazards and know where the item will be unloaded. Do not place stock or equipment in front of doorways, at the bottom of access ladders etc where they can cause a trip hazard to other employees, contractors or visitors.
- ◆ Follow the correct lifting/manual handling techniques at all times.

Picking Up and Carrying a Load

- ◆ Have a good wide stance to keep your balance
- ◆ Bend your knees, keep your back as straight as possible
- ◆ Get a good grip on the object, lift it up and keep the load close to your body
- ◆ Avoid twisting your body by pointing your feet in the direction you are going
- ◆ Don't block your vision with the load you are carrying.

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Unloading

- ◆ Bend your knees, keep your back as straight as possible
- ◆ Be careful with your fingers
- ◆ Slide or place the load initially on its edge then push it into place
- ◆ Make sure the load is secure before you walk away.

Pushing / Pulling a Hand Truck or Trolley

- ◆ Check wheels on the hand truck to make sure they are working okay
- ◆ Ensure boxes are stacked securely and the load is not too heavy to push
- ◆ Always start pushing the trolley with one leg in front of the other, pushing forward with the front leg

If you are unsure about whether or not a load is too heavy for you to lift alone, always take the safe option and ask for help.

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5.0 PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

All personnel either employed by or sub-contracted to Effective Electric must wear their steel toe capped boots and high visibility clothing at all times while at work. In addition, specific sites or work tasks will require additional PPE eg: safety goggles and hearing protection when using grinders or hardhat on construction sites.

Effective Electric shall provide all necessary PPE to their employees. Once supplied and trained in the use of their PPE, it is the employee's responsibility to ensure that the PPE is correctly maintained, fits correctly and suits the purpose that it is intended for. It is the responsibility of sub-contractors to ensure that all of their employees are supplied with and wear the appropriate PPE on site. An example of PPE that should be worn in certain situations is:

1. *Hearing Protection*

When working with or near noisy plant or equipment (eg: grinding, hammering on steel, working in plant rooms etc) hearing protection must be worn in the form of either earplugs or earmuffs.

2. *Gloves*

Gloves should be worn to protect your hands when using or handling rough, splintery, hot or sharp objects, when handling hazardous substances such as cement or lime or when lifting or moving heavy objects etc.

3. *Eye Protection*

Safety goggles, glasses or shields should be worn where there is a risk of eye irritation such as dust, metal fragments, UV rays, splashes of substances etc getting into your eye (eg: drilling, grinding, etc).

4. *Safety Harnesses*

When working at heights always try to avoid wearing harnesses in the first instance by erecting scaffolding or other safe access systems instead. If it is unavoidable that you have to work above 2m in an unprotected area or when working from man boxes, ensure you are wearing your harness, which is attached to a shock absorbing lanyard and the lanyard connected to a suitable anchorage point or static line. Always check harnesses and lanyards before use to ensure they are in good condition, no torn stitching, burns or cuts in the material etc. Ensure anchorage points are stable to take the weight of a fall (as listed in the manufacturers instructions on the harness).

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Where to get PPE and when to wear it?

If you require any additional PPE, or require your PPE to be replaced due to wear and tear then approach either Mark or Maria Kenyon who will arrange to get it for you. All employees must sign off on the PPE register for any item of PPE that they receive.

Each employee has a responsibility to wear the correct PPE in the workplace and maintain the PPE in a good manner.

Controlling risks with Personal Protective Equipment

PPE is last on the list when selecting suitable control options for any hazard. Always try and find an alternative method to conducting the job safely rather than relying on PPE.

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6.0 SAFE USE OF LADDERS

The following safety procedure should be followed by all employees and sub-contractors when using ladders:

“An employer shall ensure that a ladder is used for work at height only if the risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk” and –

- a) The short duration of use, or
- b) Existing features on site that he or she cannot alter.

1. As a general rule ladders should only be used as a means of access and not a place of work, or unless potentially safer means such as either tower scaffolds or putting in a staircase are not reasonably practicable.
2. Never climb higher than the fifth rung from the top of the ladder. If necessary to work from a ladder for a short period of time, do not climb higher than a position where your shoulders are level with the top of the stiles. This allows for a secure hold to be maintained while working. Always face the ladder while ascending/ descending or dismounting and maintaining contact with both feet and at least one hand.
3. Always select a suitable ladder for the task ie: ensure the ladder is the appropriate height to allow safe access and reach. Strong enough to take the loads placed upon them. Ladders should be long enough to provide at least one metre of solid support beyond the height of the task or work platform unless other measures have been taken to ensure a firm foothold.
4. Always set the ladder at a slope of approximately 4 in 1. That just means, for every four metres in height, the base of the ladder should extend out from the vertical surface by one metre to ensure a safe slope for climbing (i.e. approximately 75 degrees).
5. Portable ladders should be prevented from slipping during use by; i] tying the stiles to an existing structure, ii] using an appropriate ladder stabilizer or anti-slip device, iii] having another worker “foot” the ladder (if it is not practicable to secure the ladder in another way, as it is not very effective).
6. Maintenance issues such as ensuring it is free from mud or paint, and that the feet of the ladder are still providing effective grip are vitally important.
7. Where a ladder or run of ladders rises vertical distance of 9 metres or more above its base, sufficient safe landing areas or rest platforms shall be provided at suitable intervals, where reasonably practicable.

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8. Ladders should not be used within six horizontal metres of overhead power lines unless they have been made dead or protected by insulation. Where it is essential that work be performed, workers in the vicinity of electrical circuitry should be using nonconductive access equipment, e.g made of glass fibre. [Note: 100% glass fibre ladders are suitable where the access equipment needs to be “spark-free” as well as non-conductive].
9. When using a step ladder ensure that it is securely placed and locked out into position before climbing it/ consideration should be given to suitability to the site conditions/ the task (i.e of short duration and light duties)/ height of the task/ properly balanced/ avoidance of overreaching and/or side loading.

As a rule of thumb: cable pulling, drilling and sawing should not be undertaken sideways, but inspection work, painting and operating switches may be done with the stepladder sideways.

10. There should never be more than one person on a stepladder and he or she should never try and stand or rest a foot on the top handrails to gain extra height.
11. Ladders should be placed on a solid footing and firmly secured or tied off. If tied, the ties should be attached to the stiles of the ladder and not the rungs. Securing of the stiles shall be at or near the upper or lower ends.
12. Always carry your tools in a tool belt, holster or pouch when ascending or descending the ladder to ensure both hands are free at all times. If heavy tools need to be brought up to a work platform, use a pulley system to hoist up the tools, do not carry them up or down the ladder.
13. Work off a ladder may be carried out only if the body is safely secured and within the stiles. Always work within easy arm’s reach from the ladder and always go down and move the ladder rather than be tempted to over reach.
14. Ladders should be inspected before use to check for any defects or deterioration. Damaged ladders should be taken out of service immediately and reported to the PSS.
15. On completion of a job, a portable wooden ladder needs to be protected from the weather in a covered, ventilated area. A ladder should not be hung by one of its rungs, as this could weaken it.
16. Fixed ladders should not be provided in circumstances where it would be practical to install a staircase.

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7.0 SAFE USE OF SAFETY HARNESES

The following safety procedure should be followed by all employees when using safety harnesses (i.e personal fall protection) to work at heights:

1. When working at height personal fall protection equipment such as harnesses and lanyards should be worn only as a last line of defense against falling.
2. The risk assessment:-
 - a) Must demonstrate that the work can (so far as is practicable) be performed safely while using that system and the use of other, safer work equipment is not practicable;
 - b) The user and a sufficient number of persons (who are available to assist with any aspects of the operations) have received adequate training specific to the operations envisage, including immediate rescue procedures.
3. Harnesses should only be used when it is not possible to work within the confines of a working platform with secured handrails and kick boards or other appropriate barricading in place.
4. However, if you are working at a height in an unprotected area or working from a man box, a safety harness connected to a shock absorbing lanyard assembly and attached to a fall arrest static line or an anchorage point must be used.
5. Prior to putting on your safety harness, check it (visually and tactilely) to make sure that the stitching, straps and buckles are in good condition with no nicks or tears. If the safety harness is not in a fit condition to be worn, get a replacement and give the damaged harness to the Project Supervisor to be taken out of service.
6. It is recommended that there is a detailed inspection at least every 6 months. For frequently used lanyards, it is suggested that this is increased to at least 3 months, particularly when the equipment is used in arduous environments (e.g steel erection/scaffolding/ demolition, etc.). Detailed inspections should be recorded.
7. Harnesses should have appropriate CE marking, normally in accordance with the European Communities (Personal Protective Equipment – PPE) Regulations. Harnesses are classed as PPE category III, “equipment for mortal danger”.
8. Check the manufactures instructions to consider, for example, whether the particular piece of equipment is compatible with others being used – this is equally important if workers have requested to use their own safety equipment. Some equipment may have a lifespan date given by the manufacturer and generally should be disposed of after this date.

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9. A lanyard assembly should be as short as possible and the working slack length not more than 2m to minimize the pendulum effect if a fall occurs.
10. The fall arrest anchorage point (fixed or traveling on static lines) should be located so that the lanyard can be attached before you move into a position where you could be at risk from a fall.
11. A fall arrest system shall incorporate means of absorbing energy and limiting the force applied to the user's body.
12. A fall arrest system shall NOT be used in a manner that;
 - a) Involves the risk of a line being cut,
 - b) Where its safe use requires a clear zone (allowing for any pendulum effect), does not afford such zone, or
 - c) Otherwise inhibits its performance or renders its use unsafe.
13. When tying up static lines always ensure that a solid knot is tying the static line in place (eg: clove hitch with a half inch knot on top). If you don't know how to tie the knot correctly make sure you ask someone to either put it in place for you or to watch you and correct you while you put it in place.
14. Where practical, attach your lanyard to an anchorage point just above head height.
15. When using fall protection such as fall arrest harnesses, you must never work alone, always make sure there is someone else in the work area with you.
16. The area below you when working at a height should be barricaded off and suitable signage such as 'men working above' should be in place.
17. A work restraint system shall only be used if it is;
 - a) Designed so that, if used correctly, it prevents the user from getting into a position in which a fall can occur, and
 - b) Used correctly.

Note:

A work restraint system is a specific form of personal fall prevention system by which a person is prevented from reaching zones where the risk of a fall exists.

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8.0 SAFE USE OF POWER TOOLS

This procedure below must be followed by all employees and sub-contractors when operating power tools.

Operating power tools:

- ◆ All electrical power tools to operate at 110volts with safety switches in place. Electrical power tools to be connected to an earth leakage box before use.
- ◆ Check equipment before use to ensure electrical leads are intact, the equipment is in good condition and all guards are in place. Never remove safety guards from power tool components. If a guard is missing, take the tool out of service and let Foreman or Mark know immediately.
- ◆ Use the proper power tool for the job and use the correct components to suit that power tool.
- ◆ Prior to commencing work with the power tool, ensure you wear the appropriate PPE such as a full-face shield or safety goggles, gloves and hearing protection.
- ◆ Ensure material being cut or grinded is held securely at all times. Prior to cutting, drilling, grinding etc, set up the work area by taking into account the surrounding conditions eg: other trades in the work area, flammable substances, electrical leads and cables, where sparks from other work may be landing etc.
- ◆ Ensure that fire blankets are available and that ply is in place to protect electrical banks and cables if required. Keep a dry chemical fire extinguisher in the work area.
- ◆ When using power tools such as grinders ensure a good firm grip with both hands is maintained on the grinder in order to keep it controlled at all times, also if a kick back occurs you have a firmer grip on the grinder to control it.

Changing power tool components:

- ◆ Switch off power on the tool and then unplug it to prevent the tool accidentally starting up while changing tool components.
- ◆ Remove the component and replace it with the new part. Note: For cutting blades, rotate by hand (on the flat surface of the blade) to ensure blades are correctly fitted and moving freely.
- ◆ Ensure tool switch is off and then reconnect plug and restart the power tool.

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9.0 WORK PERMIT PROCEDURE

9.1 Purpose

The purpose of the work permit system is to ensure that workplace and work task hazards are identified, assessed and controlled and that necessary communication takes place between personnel to ensure the safety of workers when conducting servicing and maintenance on machinery. If a client already has a work permit system in place, then EFFECTIVE ELECTRIC shall adhere to their work permit system. If a client does not have a work permit system and we are required to carry out work activities detailed in section 9.2 below, then EFFECTIVE ELECTRIC employees and contractors shall follow this work permit system.

9.2 Work Permits

Work permits are required when conducting installations, servicing, maintenance and cleaning tasks that require access to equipment, removal or bypassing of guarding systems.

9.3 Authorised Issuer

Foreman or Mark shall approve and issue all work permits.

9.4 Authorised Receiver

The person conducting the servicing and maintenance is responsible for receiving, checking and confirming all conditions on the work permit.

9.5 Issuing and Approving Work Permits

The authorised receiver must request a work permit from Foreman or Mark prior to doing any servicing and maintenance on machinery. ‘Safety Form no 008 – Work Permit’ is required to be filled out and issued prior to commencing work. (see Appendix 008).

The authorised issuer and receiver are responsible for completing and confirming the items on the ‘lockout / shutdown of equipment checklist’, which is located on the top half of the work permit. The authorised receiver is responsible for ensuring that all personnel working under the conditions of a work permit are informed of the conditions of that work permit prior to the job commencing.

If work conditions are changed in any way after issuing the work permit, then the authorised receiver is responsible for notifying the authorised issuer, the work permit should be reviewed and any relevant changes made as necessary. The authorised receiver has the responsibility to stop the work and advise the Authorised Issuer any time he feels the safety of the job does not meet the conditions of the work permit.

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9.6 Rules for Work Permit Procedure

- The authorised issuer and authorised receiver must complete the work permit and inspect the job/machine together before signing the work permit.
 - Work permits required for extended periods of time ie: more than one day, must be returned to the authorised issuer each evening before going home. Prior to re-issuing the permit the next morning, all conditions listed on the permit should be rechecked to ensure the work area is still safe and the conditions of the work permit remain satisfactory.
 - A copy of the work permit must remain on the job in a visible place while work is going on. If an emergency develops, the permit must be withdrawn immediately and all work stopped without questions.
 - The work permit must be closed out after a job is completed. The authorised issuer and authorised receiver must inspect the job site and sign off the work permit.
-

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10.0 SAFE LOCKOUT / SHUT-DOWN OF EQUIPMENT

1.0 *Scope:*

This procedure applies to employees and outside contractors and is designed to maximize personnel safety when installing, servicing and maintaining equipment by preventing the unexpected energisation or start up of equipment. The procedure will only be used by EFFECTIVE ELECTRIC when the Client does not have their own work permit system and safety procedure 9.0 ‘Work Permit Procedure’ comes into effect. This procedure also applies when:

- An employee or contractor is required to remove or bypass a guard or other safety device eg: for maintenance purposes.
- An employee or contractor is required to place any part of his or her body into an area or piece of equipment where an associated danger zone exists during a machine operating cycle eg: freeing blockages.

2.0 *Work Permit*

All employees and Contractors are required to obtain a work permit from the Foreman or Mark prior to conducting lockouts / shutdown of equipment.

3.0 *Lockout sequence*

Foreman or Mark and the person conducting the servicing or maintenance must complete the items on the ‘lockout / shutdown of equipment checklist’, which is located on the top half of the work permit form, prior to the work permit being issued, they both should:

- Prepare a risk assessment of the area and of the work to be conducted on the equipment, the risk assessment should be prepared either by EFFECTIVE ELECTRIC, the contractor carrying out the work on behalf of EFFECTIVE ELECTRIC or the Client.
- Notify the operator / employees who normally operate the equipment that a shut-down will be performed on their equipment for maintenance work etc.
- Shut the equipment down in an orderly fashion. Operate energy isolation devices to isolate equipment from energy sources.
- Ensure that shutdown tags are fixed to each energy source point that you shut off and also the control room panel, so that if a person were to walk up to the isolation switch or control room panel they can see the tag, know that a shutdown is currently underway and that they are not to switch on the machine.
- Relieve, disconnect secondary (stored) energy.

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- Verify the lockout by attempting to start the machine.

4.0 *Issuing / Closing the Work Permit for Lockout / Shut-Down*

- Once all parties are satisfied that the machine is fully isolated then the person conducting the servicing or maintenance and either Foreman or Mark shall sign on the work permit, a copy of the work permit should be fixed to the main control panel for the duration of works on the machine.
 - As soon as work is complete and the area has been tidied up and checked by Foreman or Mark, the person who was conducting the work shall remove all shutdown tags, then each person who signed on the work permit must now sign it off to say that work is complete and it is safe to turn the machine back on again.
 - If the work to be conducted lasts longer than one day, the work permit shall be signed off by all parties and returned to Foreman or Mark every evening. Then, prior to commencement of work the next morning a walk round is conducted to verify all isolation points are still locked out, all parties sign on the permit and the work permit is issued for the day's work.
-

11.0 RISK MANAGEMENT APPROACH

A risk management approach shall be adopted for all work activities. Risk management includes the identification, assessment, control and monitoring of hazards in the workplace. The following explanation gives an example of how to identify, assess and control a risk.

What is a hazard?

A hazard is anything or activity that has the potential to cause harm to personnel, equipment or property.

What is a risk?

The risk is the chance of something happening as a result of the hazardous activity. Risk is measured in terms of the likelihood that the risk will happen, and the consequences as a result of the risk happening.

How is a risk assessed?

You assess the risk by determining how likely it is the risk could actually occur, and if so what are the consequences if the risk happened, you must consider the worst possible scenario.

How to control a risk?

Controlling a risk means putting in place precautions and procedures that either eliminate the risk or reduce the risk to an acceptable level. An acceptable level is determining a risk control that is both acceptable and achievable by us as a Business and in accordance with health and safety legislation. When determining control measures we must also take into account financial resources, human and time resources that may be required to implement the control measure.

All employees and sub-contractors shall be involved in the risk management process. It is up to each and every person to ensure that they follow risk control measures once they have been implemented.

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12.0 TOOL BOX TALKS

Effective Electric considers Toolbox Talks an important and vital tool in the on-going training of all its employees. Toolbox Talks will be held on a fortnightly basis at minimum and attendance is mandatory for all employees on Site. The Toolbox Talk topic and a signed attendance list will be maintained in the Site Safety File. Either the Site Supervisor or the Safety Advisor will chair toolbox Talks.

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13.0 OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS AT CONSTRUCTION SITES

Section 1

General Provisions

1.1 Scope of application

1.1.1 These Occupational Health and Safety Requirements apply to construction, earthworks, building and civil engineering works, renovation, the assembly and dis-assembly of prefabricated elements, demolition and design works performed on the ground, underground or in water (hereinafter construction work).

1.1.2 The Requirements do not apply to drilling and extraction in the extraction industry.

1.1.3 State supervision over compliance with these Requirements shall be exercised by the HSA and other supervisory agencies within the limits of their competence.

1.2 Prior notice of commencement of construction work

1.2.1 The person who orders the construction works (hereinafter client) shall notify the HSA of the commencement of construction work at least three days in advance if the work is scheduled to last longer than 30 days or 500 person days. The HAS must be notified on Form [AF1](#) before the design process begins

1.3 General obligations

1.3.1 During the period of construction work, the client, the designer and the building contractor shall be liable for the safety of persons working at the construction site (any area of land or water where construction is performed) or in the vicinity thereof.

1.3.2 If workers of at least two employers are working at a site at the same time, the employers shall enter into a written agreement on collective occupational health and safety activities and on the liability of each employer. Such collective activities shall be organised by the main contractor. Failing agreement, the employers shall be liable for any damage caused.

1.4 Project design stage and stage of preparation of construction works

1.4.1 A client shall ensure that all the measures which are to be applied at every stage of construction work in order to ensure the occupational health and safety of workers and to ensure environmental protection are taken into account in the design of a site and the architectural and structural design of construction work and that they are submitted in writing by the designer.

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1.4.2 In planning the use of the territory of a construction site, the following shall be indicated:

- the location of office rooms and non-work rooms on the site;
- the location for the unloading and storage of building material;
- the location for the storage and disposal or removal of waste and debris. This requirement is particularly important if waste from dangerous chemicals and materials containing such chemicals is generated in the course of the work;
- the location of installations and equipment;
- the collection sites for aggregates or soil;
- the dimensions of routes for passage and movement, and their location, lighting and maintenance;
- the access routes for rescue and ambulance crews in the event of an accident;
- the location of emergency routes and exits.

1.4.3 The building contractor shall ensure that, before construction work commences, a safety and health plan is prepared setting out:

- the measures which are applied on the construction site in order to create safe working conditions, if necessary, having regard to the industrial activities, traffic, etc. on the site or in the vicinity thereof;
- the obligations and liability of subcontractors working on the same building site at the same time;
- traffic control;
- the provision of rest rooms and/or accommodation areas for workers;
- the measures which are applied in order to ensure the safety of road users in the immediate vicinity of the construction site (if construction activities may endanger road users due to their location or the nature of the work);
- the measures to avoid noise and air pollution in the immediate vicinity of the construction site;
- the special measures regarding the work which are included in one or more categories specified in bullet point 5 above;
- that the external border of the construction site must be marked clearly or be delineated.

1.5 List of construction work involving particular risks

1.5.1 The following are deemed to be work involving particular risks:

- work which puts workers at risk of burial under earthfalls or engulfment, where the risk is particularly aggravated by the work processes used or by the environment at the construction site or place of work;
- work which puts workers at risk from chemical or biological substances constituting a particular danger to the health of workers or involving a legal requirement for health monitoring;
- work with ionising radiation;
- work near high voltage power lines and transformer substations;
- work on electrical equipment which is partially or wholly energised;

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- work exposing workers to the risk of drowning;
- work on wells, tunnels and other underground earthworks;
- work performed having a system of air supply;
- work in caissons;
- work involving the use of explosives;
- work involving the lifting, assembly and dismantling of heavy prefabricated components;
- work which puts workers at risk of falling from a height.

1.6 Performance of construction work

1.6.1 A building contractor shall ensure the general management, co-operation, organisation of the distribution of information, exact timing of work, and general cleanliness and good order of the construction site as necessary for occupational health and safety.

1.6.2 In order to co-ordinate and organise occupational health and safety on a construction site, the building contractor shall designate one or more persons who are competent specialists directly subordinate to the contractor and who have construction qualifications and practical experience on the basis of their job description.

1.6.3 During the period while construction work is performed, a person designated according to paragraph two above is required:

- to co-ordinate, organise and monitor occupational safety and health on a construction site;
- to prepare the list of and schedule for construction work involving particular risks, communicate them to the workers and give instructions for the safe performance of such works;
- to monitor that all underground and on ground installations and danger areas are marked and that the necessary safety measures are taken;
- to monitor that the workers and the persons permitted onto the construction site are provided with personal protective equipment corresponding to the danger;
- as the main contractor, to organise guidance for subcontractors regarding the occupational health and safety requirements on the construction site and the obligations of the subcontractors to instruct and monitor their workers;
- to verify that the safety and health plan is implemented and to amend it or have it amended after any changes in the work;
- to take measures to ensure that only persons permitted onto a construction site have access to the construction site.

1.7 Inspection of construction site

1.7.1 The structure and condition of work equipment, cranes and other lifting equipment, scaffolding, mobile shutterings, temporary supports and protective equipment used in construction work shall ensure the safety of the work.

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1.7.2 A general inspection involving inspection of the order on a construction site, protection against falling, scaffolding, access routes, lighting, energy distribution installations, lifting equipment and the methods of preventing the collapse of soil or excavations, etc. shall be conducted on the construction site at least once a week.

1.7.3 Before scaffolding, work platforms and ladders are used on the construction site, and at regular intervals thereafter, an inspection shall be carried out to check that they are in good condition. The inspection of scaffolding and work platforms shall be repeated if they have been subjected to strong wind, heavy equipment or heavy loads or if they have not been used for more than one month. Special attention shall be paid to support and protective shutterings.

1.7.4 A competent person shall conduct the technical inspection of pressure and lifting equipment used in construction, including cranes, pursuant to the established procedure.

1.8 Participants in inspection and documentation

1.8.1 A person designated in subsection 1.6.2 shall conduct the inspection specified in subsections 1.7.2 and 1.7.3. A statement which sets out the persons participating in the inspection, the time and results of the inspection and any possible suggestions for changes shall be prepared concerning an inspection. A worker who uses the equipment or site under inspection is allowed to participate in the inspection.

1.8.2 Any faults detected during the inspection shall be corrected immediately or before the use of the installation, equipment or work equipment commences.

1.8.3 If conditions which are dangerous for the life and health of workers become evident in the course of an inspection, the building contractor shall suspend construction work. The suspension of work shall be documented in a statement.

Section 2

General Requirements

2.1. Stability and solidity

2.1.1 Materials, equipment and, more generally, any component which, when moving in any way, may affect the safety and health of workers shall be stabilised in an appropriate and safe manner.

2.1.2 Access to any construction or surface involving insufficiently resistant or unstable materials is prohibited.

2.2 General requirements for energy distribution installations

2.2.1 Electrical equipment shall be used according to the operating instructions.

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2.2.2 Upon the completion of work, the electrical equipment at a workplace shall be disconnected from the mains power supply. This requirement does not concern the temporary suspension of work arising from the work technology or electrical equipment which operates twenty-four hours a day pursuant to the technology requirements or the procedure established for the sites.

2.2.3 Installations shall be designed, constructed and used so as not to present a fire or explosion hazard. Workers shall be protected against the risk of electrocution caused by direct or indirect contact.

2.2.4 The choice and use of electrical equipment and protection devices shall take account of the type and power of the energy distributed, external conditions and the competence of persons with access to parts of the installation.

2.3 Emergency routes and exits

2.3.1 Emergency routes and exits shall be free from obstruction and lead as directly as possible to a safe area.

2.3.2 In the event of danger, it shall be possible for workers to evacuate all workstations quickly and as safely as possible.

2.3.3 The number, distribution and dimensions of emergency routes and exits depend on the dimensions and location of the construction site, the work equipment used and the maximum number of workers that may be present.

2.3.4 Emergency routes and exits shall be indicated by signs and provided with emergency lighting of adequate intensity.

2.4 Risk of fire and explosion

2.4.1 Work on a construction site shall be organised such that the fire risk is as small as possible. Instructions for action in the event of fire shall be displayed at the construction site.

2.4.2 Depending on the characteristics of the construction site, the dimensions and use of the rooms, the on-site equipment, the physical and chemical properties of the substances present and the maximum potential number of workers present, an adequate number of appropriate basic fire-fighting devices and, where required, automatic fire extinguishing systems shall be provided at the site.

2.4.3 Basic fire-fighting devices and automatic fire extinguishing systems shall be regularly maintained, checked and tested.

2.4.4 Basic fire-fighting devices shall be positioned in a visible place which is free from obstruction and, in rooms, as close to the exit as possible.

2.4.5 The location of fire fighting equipment shall be indicated by fire safety signs. The signs shall be sufficiently resistant and placed at appropriate points.

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2.4.6 If substances which can cause combustion or substances the use of which may produce explosive dust or gas are used or preserved on a construction site, special protective measures (ventilation, prohibition on the use of open fire, etc.) shall be applied in order to prevent the risk of fire and explosion.

2.5 Ventilation

2.5.1 Steps shall be taken to ensure that there is sufficient fresh air at workstations, having regard to the working methods used and the physical demands placed on the workers.

2.5.2 If a forced ventilation system is used on a construction site, it shall be maintained in working order.

2.5.3 Workers shall not be exposed to draughts which are harmful to health.

2.5.4 Any sediments or extraneous matter which, upon inhalation, may endanger the health of workers shall be immediately removed.

2.6 Physical demands

2.6.1 In order to avoid the physical demands placed on workers becoming too high, the work methods and work equipment shall be chosen so that the use thereof, especially long-term use, is not too strenuous for workers.

2.6.2 Upon the handling of loads, devices which facilitate manual handling shall be used.

2.7 Use of personal protective equipment

2.7.1 A protective helmet is mandatory on a construction site where, due to the work technology, the risk of head injury exists.

2.7.2 Safety belts equipped with safety ropes shall be used while working on scaffolding, roofs and work platforms and in other places where falling from a height cannot be prevented by other safety measures. If the length of the rope often needs to be adjusted, self-adjusting safety ropes shall be used.

2.7.3 Non-slippery and non-penetrable safety footwear shall generally be used on construction sites. Kneepads shall be used while working on the floor or during other work involving kneeling.

2.7.4 If work is performed in the dark or underground, a reflex reflector or a reflector-band shall be worn on clothing. If work is performed in places in the vicinity of traffic, the worker shall wear a bright waistcoat or clothing and, in the dark, also a reflector-band. A reflector-band shall be attached in a visible place and, if necessary, also to a protective helmet.

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2.7.5 If workers have to enter a high-risk area where the atmosphere contains a dangerous chemical, has an insufficient oxygen level or is inflammable, the workers shall use personal protective equipment in order to prevent any damage to their health. The activities of the workers shall be watched from outside.

2.8 Temperature

2.8.1 The temperature in the rooms on the construction site where workstations are located shall be appropriate for the workers, having regard to the nature of the work and the physical demands placed on the workers.

2.9 Lighting

2.9.1 Construction sites, and especially traffic routes, shall be provided with appropriate and sufficient general and localised lighting. Sudden and large differences in lighting shall be avoided, as shall dazzling. The minimum permitted intensity of the lighting on traffic routes is 25 lux.

2.9.2 Portable light sources may be used in underground and water engineering.

2.9.3 Workstations, rooms and traffic routes shall as far as possible have sufficient natural lighting. Artificial lighting shall be provided at night and when natural daylight is inadequate; where necessary, portable light sources that are protected against impact shall be used.

2.9.4 The colour of artificial light used shall not alter or affect the perception or visibility of safety signs, signposts and marked objects.

2.9.5 Lighting installations for rooms, workstations and traffic routes shall be placed in such a way that there is no risk of accident to workers.

2.9.6 Rooms, workstations and traffic routes where workers are exposed to risks in the event of failure of artificial lighting shall be provided with emergency lighting.

2.10 Doors and gates

2.10.1 Sliding doors shall be fitted with a safety device to prevent them from being derailed.

2.10.2 Doors and gates opening upwards shall be fitted with a mechanism to secure them against falling back.

2.10.3 In the immediate vicinity of gates intended primarily for vehicle traffic, there shall be doors for pedestrian traffic unless it is safe for pedestrians to cross. Such gates shall be clearly marked and kept free at all times.

2.10.4 Mechanical doors and gates shall operate without any risk of accident to workers and shall be fitted with emergency stop devices which are easily identifiable and accessible.

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2.10.5 If power-operated doors and gates do not open automatically in the event of a power-cut, it shall be possible for them to be opened manually.

2.11 Traffic routes and danger areas

2.11.1 Traffic routes, including all stairs, fixed ladders and loading bays and ramps, shall be designed, located and laid out to ensure safe use and easy access in such a way as not to endanger persons employed in the vicinity of these traffic routes.

2.11.2 Routes used for pedestrian traffic and vehicle traffic shall be dimensioned in accordance with the number of potential users and the type of activity concerned.

2.11.3 If means of transport are used on traffic routes, a sufficient safety clearance or adequate protective devices shall be provided for pedestrians.

2.11.4 Sufficient clearance shall be allowed between vehicle traffic routes and doors, gates, passages and staircases for pedestrians.

2.11.5 Routes shall be clearly marked, regularly checked and properly maintained.

2.11.6 If a construction site includes limited-access areas, these shall be signposted and equipped with devices to prevent unauthorised workers from entering. Only workers who have received special training may work in danger areas and appropriate measures shall be taken to protect these workers.

2.12 Loading bays and ramps

2.12.1 Loading bays and ramps shall be suitable for the dimensions of the means of transport or the loads to be transported.

2.12.2 Loading bays shall have at least one exit point.

2.12.3 Loading bays and ramps shall be safe.

2.12 Freedom of movement at workstation

2.12.1 The floor area at a workstation shall be such as to allow workers sufficient freedom of movement to perform their work, taking account of any necessary materials and work equipment present.

2.12.2 The floors of workplaces shall not be slippery and shall have no dangerous bumps, holes or slopes.

2.13 First aid

2.13.1 A building contractor shall ensure that first aid can be provided to workers who have had an accident or have suddenly been taken ill on the site. The building contractor shall designate workers for that purpose and organise appropriate training for them. At

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least one worker who knows how to provide first aid shall be present on the site while work is being performed.

2.13.2 Construction sites shall be equipped with first aid kits fitted with essential first aid equipment, and stretchers, rigid splint sets, eyewash, etc. First aid equipment shall be marked in accordance with the requirements.

2.13.3 A construction site shall have an emergency phone. The location of the phone shall be marked. The emergency call number shall be displayed in a visible place.

2.13.4 A construction site shall be equipped with a room where first aid can be provided and to where a victim can, if necessary, be removed until the arrival of medical care. This room shall be accessible with a stretcher.

2.14.4 If work exposes workers to the risk of drowning, life saving equipment and a worker who knows how to use the equipment shall be present on the construction site.

2.14.5 Particularly dangerous work shall generally be performed by at least two workers. If the work is nevertheless performed alone, the worker shall be at a seeing or hearing distance from other workers or shall have a corresponding means of communication.

2.15 Rest rooms and/or accommodation areas

2.15.1 The rest rooms and/or accommodation areas for workers shall be designed, constructed and furnished having regard to the working conditions and the number and gender of the workers.

2.15.2 A building contractor shall be responsible for ensuring that all the rest rooms and/or accommodation areas are ready for use when construction commences and that they are maintained and regularly cleaned.

2.15.3 Rest rooms and/or accommodation areas shall generally be located as close to the building site as possible. In the case of a construction site which is moved in stages, for example during road construction, or if the duration of construction work on the site does not exceed two weeks, changing rooms and drying and washing facilities may be located in the place where the workers assemble.

2.15.4 Changing rooms shall be provided for workers who are required to wear working clothes. The changing rooms shall be sufficiently large and be equipped with seats and lockers to enable working clothes to be kept in a place separate from workers' own clothes and personal effects. Provision shall be made for separate changing rooms for men and women.

2.15.5 A drying chamber or dry boxes which are large enough, well ventilated and at an appropriate temperature shall be provided for the drying of wet or damp clothes and footwear. The moist air coming from the drying chamber or dry boxes shall not enter other rooms.

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2.15.6 According to the nature of the work, a sufficient number of suitable washbasins or showers with hot and cold running water shall be provided for workers, meaning not less than one washbasin for every 5-10 workers or one shower for every 10-15 workers. Showers shall be provided if the work is very dusty or dirty, related to the use of dangerous chemicals or materials containing them, physically strenuous or performed at high temperatures. The washbasins and showers shall be provided in the vicinity of the changing rooms. Provision shall be made for separate washbasins for men and women.

2.15.7 Provision shall be made for separate lavatories for men and women on the construction site. An adequate number of lavatories shall be provided for workers, meaning not less than one lavatory for every 15 workers. If the planned duration of the work exceeds two months, the lavatories shall be connected to the sewerage system or, in the absence thereof, container privies or pit privies shall be used. Pit privies shall meet the same hygiene requirements as water closets and the possibility to wash hands shall be provided.

2.15.8 The temperature in rest rooms and/or accommodation areas shall be at least +18°C.

2.15.9 Workers working on a construction site shall be provided with drinking water which meets the standards established for drinking water and with disposable or washable drinking dishes.

2.15.10 Workers shall be provided with facilities enabling them to take their meals and rest in satisfactory conditions. If meals are not provided for the workers on the site, they shall be provided with facilities enabling them to preserve the foodstuffs they have brought with them and, if necessary, to heat them. Where the nature of the work or the location of the construction site so require, workers shall be provided with rest rooms and/or accommodation areas which are large enough and equipped with seats with backs and, if necessary, with tables.

Section 3

Special Requirements for Outdoor Workstations

3.1. Stability and solidity

3.1.1 High-level or low-level workstations shall be solid and stable, taking account of the number of workers occupying them, the weight distribution and the maximum loads they may have to bear, and the outside influences to which they may be subject.

3.1.2 If the support and the other components of these workstations are not intrinsically stable, their stability shall be ensured by appropriate and safe methods of fixing.

3.1.3 The stability and solidity of workstations shall be checked regularly and especially after any change in the height of the workstation.

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3.2 Outdoor energy distribution installations

3.2.1 On-site energy distribution installations, especially those subject to outside influences, shall be regularly checked and maintained.

3.2.2 Installations existing before the site began shall be identified, checked and clearly signposted.

3.2.3 Whenever possible, where unnecessary overhead electric power lines exist, either they shall be redirected away from the area of the site or else the current shall be cut off. If this is not possible, the power lines shall be supplied with warning signs to ensure that vehicles and installations are kept away.

3.4 Atmospheric influences

3.4.1 Workers shall be protected against atmospheric influences which could affect their safety or health.

3.5 Falling objects

3.5.1 Workers shall be protected by collective methods against falling objects. Where necessary, there shall be covered passageways or access to danger areas shall be made impossible.

3.5.2 Materials and equipment shall be laid out or stacked in such a way as to prevent their collapsing or overturning.

3.6 Scaffolding and ladders

3.6.1 Generally, scaffolding shall be industrial or manufactured according to the design of a civil engineer or designer.

3.6.2 All scaffolding shall be properly designed, constructed and maintained to ensure that it does not collapse or move accidentally.

3.6.3 Work platforms, gangways and scaffolding stairways shall be constructed, dimensioned and used in such a way as to prevent people from falling or being exposed to falling objects.

3.6.4 Ladders shall be sufficiently strong and correctly maintained. Ladders shall be used in accordance with their intended purpose.

3.6.5 Mobile scaffolding shall be secured against spontaneous movements.

3.6.6 The earth on which scaffolding is located shall be levelled and flattened. Provision shall be made for leading off rain water the reform.

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3.6.7 Scaffolding which is located near traffic routes or in places where loads are lifted shall be protected against impact, damage and accidental movements. The danger area shall be separated by barriers and supplied with warning signs.

3.7 Lifting equipment

3.7.1 All lifting devices and accessories, including their accessories, component parts, supports and anchorings, shall be properly designed, constructed and installed and sufficiently strong for the use to which they are put, and they shall be maintained in good working order.

3.7.2 Lifting equipment may only be operated by workers who have received the appropriate training.

3.7.3 All lifting devices and accessories shall clearly display their maximum load values.

3.7.4 Lifting equipment and accessories may not be used for other than their intended purposes.

3.8 Excavating and materials-handling vehicles and machinery

3.8.1 All excavating and materials-handling vehicles and machinery shall be checked and tested beforehand and kept in good working order.

3.8.2 Drivers and operators of excavating and materials-handling vehicles and machinery shall be specially trained.

3.8.3 Preventive measures shall be taken to ensure that excavating and materials-handling vehicles and machinery do not fall into the excavations or into water.

3.8.4 Where appropriate, excavating and materials-handling vehicles and machinery shall be fitted with structures to protect the operator or driver against being crushed if the machine overturns, and against falling objects.

3.9 Excavations, wells, underground works, tunnels and earthworks

3.9.1 Suitable precautions shall be taken when working in an excavation, well or tunnel or underground:

- using an appropriate support or embankment;
- to prevent hazards entailed in the fall of a person, objects or materials, or flooding;
- to provide sufficient ventilation at all workstations so as to ensure a breathable atmosphere;
- to enable workers to reach safety in the event of fire or inrush of water or materials.

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3.9.2 Before excavation starts, measures shall be taken to identify and reduce to a minimum any hazard due to underground cables and other distribution systems.

3.9.3 Safe routes into and out of excavations, wells or tunnels shall be provided.

3.9.4 Piles of earth, materials and moving vehicles shall be kept away from the excavation and, if necessary, appropriate barriers shall be built.

3.10 Cofferdams and caissons

3.10.1 All cofferdams and caissons shall be:

- well constructed, of appropriate, solid materials of adequate strength;
- appropriately equipped so that workers can gain shelter in the event of an irruption of water and materials.

3.10.2 The construction, installation, transformation, dismantling or inspection of a cofferdam or caisson shall take place only under the supervision of a competent person.

3.11 Installations, machinery, equipment

3.11.1 Installations, machinery and work equipment, including hand tools whether power-driven or not shall be kept in good working order. Installations, machinery and work equipment shall be used solely for the work for which they were designed and operated by workers who have received appropriate guidance and training.

3.12 Demolition work

3.12.1 Upon the demolition of a construction works or a civil engineering works, appropriate precautions shall be adopted and the demolition work shall be undertaken only under the supervision of a competent person.

3.12.2 Before the commencement of demolition work, it shall be verified that the site to be demolished is disconnected from all possible electricity, gas, water and other supplies.

3.12.3 Special requirements apply to the demolition of constructions which contain asbestos.

3.12.4 Dusty waste and materials may be removed from a site only through tubes. A dusty load shall be covered during carriage.

3.13 Metal or concrete frameworks, shutterings and heavy prefabricated components

3.13.1 Metal or concrete frameworks and their components, shutterings, prefabricated components, temporary support and buttresses may be erected and dismantled only under the supervision of a competent person.

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3.13.2 Adequate precautions shall be taken to protect workers against risks arising from the temporary fragility or instability of a civil engineering works.

3.13.3 Shutterings, temporary supports and buttresses shall be designed, installed and maintained so as to safely withstand any strains and stresses which may be placed on them.

3.14 Risk of falling from height, and work on roofs

3.14.1 If there is a risk of falling from a height while working or moving and if the height of the fall would exceed 2 metres, safety devices such as cradles, safety nets and other equivalent protection devices shall be used. If the use of such equipment is impossible because of the nature of the work, workers shall be provided with a safety belt or safety harnesses to be affixed with safety cables or ropes, or other anchoring safety methods shall be used in order to ensure safety.

3.14.2 Additionally, protection devices shall also be used if the height of the fall would be less but if, because of the nature of the work, there exists a particular risk of falling or a risk of falling to the ground related to the particular risk.

3.14.3 A cradle which is placed in order to prevent falls from a height shall have a handrail which is of a height of at least 1 metre, an end-board, and an intermediate handrail at a height of 0.5 metres between the handrail and end-board. The intermediate handrail may be replaced by plates or nets intended for such use. Cradles shall be placed to the free sides of work platforms or traffic routes where the height of a fall would be at least 2 metres. Scaffolding shall be equipped with cradles if the height of a fall would be at least 2 metres.

3.14.4 If the slope of a roof is less than 15° and the eaves are higher than 3.5 metres from the ground, a cradle with three horizontal bars shall be placed at the edge of the roof in order to prevent falling. If work is performed in good weather conditions and the surface of the roof has an anti-slip finish, a cradle shall be placed if the height of the eaves exceeds 5 metres.

3.14.5 If the slope of a roof is 15° or more and the height of the eaves exceeds 2 metres, a cradle or safety net shall be placed at the edge of the roof and, in the event of a slippery roof, the work area shall be covered with supports placed every 30 centimeters to provide foot support.

3.14.6 If the slope of a roof is 34° or more, an additional cradle or safety net shall be placed not further than 5 metres from the work area in addition to the devices specified in 3.14.5.

3.14.7 If the slope of a roof exceeds 60°, the devices specified in subsection (6) shall be used if the distance between the additional cradle or safety net and the worker does not exceed 2 metres.

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3.14.8 If work on a roof is short-term and the worker is secured by an anchored safety belt or harnesses, it is not necessary to use the protection devices specified in subsections (4)–(7).

3.14.9 The placement of cradles, safety nets and other protection devices on roofs and their removal from roofs shall be safe for the workers.

3.15 Entry into force of Regulation

3.15.1 This Regulation entered into force on 1 January 2000.

Directive 92/57/EEC (OJ L 245, 26.08.1992) of the Council of the European Communities **Annex 1** to Government of the Republic Regulation No. 377 of 8 December 1999 Occupational Health and Safety Requirements at Construction Sites

14.0 HAND ARM VIBRATION SYNDROME

What is hand-arm vibration syndrome?

Hand-arm vibration syndrome (HAVS) causes symptoms in fingers, hands and arms caused by vibrating tools. It used to be called 'vibration white finger'. The name was changed to HAVS as other symptoms may occur in addition to white fingers.

What causes hand-arm vibration syndrome?

HAVS is caused by repeated and frequent use of hand held vibrating tools. For example, power drills, chainsaws, pneumatic drills, etc. It may also be caused by holding or working with machinery that vibrates. It is not clear how vibration causes the condition. It is probably due to slight but repeated injury to the small nerves and blood vessels in the fingers. Over time these may gradually lose some of their function and cause symptoms. It has been estimated that up to 1 in 10 people who work regularly with vibrating tools may develop HAVS.

What are the symptoms of hand-arm vibration syndrome?

Symptoms may include Raynaud's phenomenon (this is the 'white finger' part), nerve symptoms, and muscular aches and pains.

Raynaud's phenomenon ('white finger' symptoms)

Raynaud's phenomenon comes in bouts or 'attacks' that are triggered by cold weather or touching a cold object. A typical bout of Raynaud's phenomenon is as follows.

- At first the fingers go white and cool. This is due to the small blood vessels narrowing (going into spasm).
- They then go a blue-ish colour. This is due to the oxygen being used up from the reduced blood supply of the narrowed blood vessels.
- They then go bright red. This is due to the blood vessels opening up again (dilating) and the return of a good blood flow. This may cause tingling, throbbing and pain.

Some people do not have the full classic colour changes, but still develop bouts of uncomfortable, pale, cold fingers. The duration of each bout of symptoms can last from minutes to hours. The amount of pain or discomfort varies between people. Symptoms usually go after each bout, but one or more blue-ish fingers may persist in the most severe cases.

Nerve symptoms

Numbness (loss of feeling) and/or tingling (pins and needles) in one or more fingers may develop. It may be mild and just affect the tips of the finger(s) and 'come and go'. In severe cases a permanent numbness may extend along affected fingers. This may cause clumsiness and difficulty in doing fine tasks. For example, it may become difficult to fasten buttons, handle coins, screws, nails, threads, etc. In many people the severity of

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nerve symptoms is somewhere in between these two extremes. Sometimes one finger is badly affected with other fingers only mildly affected.

Aches and pains

Minor damage to the muscles, joints and bones may cause aches and pains in the hands and lower arm. The strength of your grip may be weakened.

How hand-arm vibration syndrome can be prevented?

The following steps are thought to help prevent HAVS in workers who use vibrating tools.

- Hold tools as loosely as possible, and in varying positions.
- Ensure that tools are well maintained.
- Use tools correctly, and use the right tool for the job. The aim is not to need excessive grip or to use a tool for longer than necessary.
- Use anti vibration gloves.
- Take regular breaks of at least 10 minutes away from the tool. Short bursts of work are better than long periods of work without a break.
- Keep warm while at work. Especially the hands to keep the blood flow as good as possible.
- You should not smoke - the chemicals in tobacco can affect blood flow.

Health Surveillance & Monitoring Controls

- Please refer to Health Surveillance policy to ensure corrective measures and monitoring of HAVS is completed.
- Monitoring is also ensured by Risk Assessments being completed before commencement of any project to ensure all risks are prevented and managed before commencement of project

15.0 – Material Safety Data Sheets

Data sheets are provided by Supplier for each product.

If these are not obtained from Supplier they are obtained by manufacturer.

Upon receipt data sheets are immediately stored in central Material Safety Data Sheets Programme (MS 0015)

These data sheets are then compiled and included in the Site Safety Folder and used in preparation of Risk Assessments and Method statements.

These data sheets are referred to during Tool Box talks, site induction, Health & Safety Review meetings to ensure all staff can access them and utilize them on site.

These data sheets must be referred to before commencement of any project to ensure all staff are fully trained and provided with the correct PPE / Tools and requirements to complete a safe and accident free installation.

EFFECTIVE ELECTRIC

Safety Statement – Safety Procedures

APPENDIX A

IRISH HEALTH AND SAFETY LEGISLATION

1. Safety, Health and Welfare at Work Act 2005 (Commencement) Order 2005 (S.I. No. 328 of 2005)
2. Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 (S.I. No. 386 of 2006)
3. Safety, Health and Welfare at Work (Construction) Regulations 2006 (S.I. No. 504 of 2006)
4. Safety, Health and Welfare at Work (Work at Height) Regulations 2006 (S.I. No. 318 of 2006)
5. Safety, Health and Welfare at Work (Control of Vibration at Work) Regulations 2006 (S.I. No. 370 of 2006)
6. Safety, Health and Welfare at Work (Control of Noise at Work) Regulations 2006 (S.I. No. 371 of 2006)
7. Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)
8. Safety, Health and Welfare at Work (Construction)(Amendment) (No. 2) Regulations. S.I. 423 of 2008
9. Safety in Industry Acts 1955 and 1980 (Hoists and Hoistways) (Exemption) Order 1985 (S.I. No. 100 of 1985)
10. Safety in Industry Act (Commencement) (No. 2) Order 1981 (S.I. No. 424 of 1981)
11. Safety in Industry (Vehicle Lifting Tables and Other Lifting Machines) (Register of Examinations) Regulations 1981 (S.I. No. 426 of 1981)
12. Other relevant legislation, employment, environmental, fire safety, building regulation and road traffic.