

**SAFETY STATEMENT**  
**OF**  
**T & A PLANT HIRE LTD.**

**LONGUEVILLE**  
**BALLYNOE**  
**Co. CORK**

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**MARCH 2014**

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### Revision of Safety Statement

<b>Rev. No</b>	<b>Date</b>	<b>Change</b>	<b>Reviewed by</b>

**This document has been prepared by a staff member of Health & Safety Services.  
Any changes made by a non staff member or person appointed by HSS will nullify all responsibility which HSS may have for this, as well as any associated documentation. Such reviews, revisions & changes to this, as well as any associated documentation, must only be made by an officially appointed person, who is competent to make such changes, carry out such reviews & deliver such revisions.**



## 1. GENERAL HEALTH AND SAFETY POLICY

This Safety Statement sets out the general policy of T & A Plant Hire Ltd, Longueville, Ballynoe, Co. Cork.

The aim of this policy is to ensure T & A Plant Hire Ltd. will do all that is reasonably practicable to secure the Safety, Health, and Welfare of our employees whilst at work and all others affected by our work.

T & A Plant Hire Ltd. will endeavour to comply with all legal enactments relating to Safety, Health and Welfare in the workplace.

This Safety Statement is prepared in accordance with *Section 20 of the Safety, Health and Welfare at Work Act 2005*.

We will also endeavour to take account of the *Safety, Health and Welfare at Work (General Application) Regulations 2007. S.I. No. 299, 2007*.

Our works also fall under the remit of the *Safety, Health and Welfare at Work (Construction Regulations) 2013, S.I. No. 291, 2013*, which place responsibilities on all persons working in the construction sector.

Safety is everybody's responsibility and it is the duty of all personnel to take all reasonable precautions to avoid injury to themselves and those who may be affected by their actions.

T & A Plant Hire Ltd. recognise that the primary responsibility for providing and maintaining safe working conditions bears on Management and will endeavour to do everything that is reasonably practicable to comply with this responsibility. The achievement of a safe and healthy working environment requires the commitment and co-operation of all employees and others affected by our work.

**SIGNED:** .....  
**TOM O' DONNELL**  
**DIRECTOR**

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SIGNED:** .....  
**ANTOINETTE O' DONNELL**  
**DIRECTOR**

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## **2. SAFETY MANAGEMENT & CONTROL**

### **INTRODUCTION**

T & A Plant Hire Ltd operate from Longueville, Ballynoe, Co.Cork. T & A Plant Hire Ltd are involved in excavation, site preparation works, trench excavation for storm water and foul pipes, and general construction work.

### **WHAT IS THE SAFETY STATEMENT?**

The Safety Statement is the written policy of T & A Plant Hire Ltd. detailing how Safety, Health and Welfare at Work, along with all related matters, are being managed.

### **WHO SHOULD READ IT?**

Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to employees. It will be read to any employee, who has difficulty in reading it, in a language that he or she can understand.

*This Safety Statement must be brought to the attention of all staff at least annually, as per the requirements of the 2005 Safety, Health & Welfare at Work Act.*

### **VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES**

Any person visiting, working or attending our workplace for any reason, or for whom we carry out work, is invited to read the Safety Statement.

### **UPDATES AND AMENDMENTS**

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

### **NEW LEGISLATION AND STANDARDS**

T & A Plant Hire Ltd. will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

### **REVIEW OF SAFETY STATEMENT**

T & A Plant Hire Ltd. must review this Safety Statement at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary.

These changes are to be discussed with the workforce concerned by Management.

### **ANNUAL REPORT**

Reference shall be made to the Safety Statement in the Annual Report of the Directors (*as per Section 158 of the Companies Act 1963*), in accordance with *Section 20 of the Safety Health And Welfare At Work Act, 2005*. This should cover areas such as resources, in terms of time, effort and finance given or proposed for Safety, Health and Welfare issues. It should also report on progress made and accident / incident data for the period covered.

### **3. RESPONSIBILITIES**

It is the duty of employees at all levels within T & A Plant Hire Ltd. to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function but ultimate responsibility still lies with the named individual.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

#### **3.1 Management**

As the person responsible for the effective management of T & A Plant Hire Ltd., Tom O' Donnell has the ultimate responsibility to represent T & A Plant Hire Ltd. in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement.

In accordance with the general duties placed upon us by *Sections 8 to 11 of the 2005 Act*, Tom O' Donnell shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first hand interest in the Safety Policy and to support those whose function it is to implement it.
2. Provide the resources necessary, in terms of time, effort and finance in order to promote Health and Safety in this workplace.
3. Take an active part in reviewing any relevant Reports and Audits, relevant changes and improvements (and prioritising these) and ensure that Health and Safety is taken into account at the planning stage of all new work.
4. Ensure that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow employees and others, who may be affected by their work.
5. Ensure that all staff are competent in their own individual tasks.
6. Ensure that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
7. Ensure that the 'Safety Policy' is understood, by all employees by allowing each employee access to the Safety Statement. If any employee has a difficulty in reading or understanding the Safety Statement it will be read to him in a language that he/she can understand. When changes / amendments occur, ensure these are appropriately circulated.
8. This Safety Statement must be brought to the attention of all our staff at least annually.
9. Ensure that all employees will receive adequate training to carry out their tasks safely.
10. Ensure all staff receives training and records are kept by Management complying with section 15 of S.I. No. 288 of 2007, Carriage of Dangerous Goods by Road Regulations 2007 and Section 1.3 Training of Persons involved in the Carriage of Dangerous Goods as required by ADR.
11. Ensure that all employees accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.
12. Ensure that all employees understand that Health and Safety information about their work is available to them as a right.
13. Ensure the Safety Statement is brought to the attention of the employees at least annually.

### **3.2 Other Responsibilities of Management**

(e.g. Foreman or Site Managers where appointed by (T & A Plant Hire Ltd. ).

T & A Plant Hire Ltd. may from time to time appoint a Foreman or Site Manager to particular jobs, as the need arises. The following is an outline of the associated responsibilities.

1. Communicate Health and Safety at work by personal example.
2. Ensure that T & A Plant Hire Ltd.'s Safety Statement and other safety guidance is communicated, observed, understood and implemented.
3. Ensure that all processes and procedures are completed safely and free from ill health.
4. Ensure activities are planned so that they may be carried out safely.
5. Ensure all machinery, equipment and safety devices are properly maintained and safe to use.
6. Provide and maintain adequate guarding systems on machinery.
7. Ensure that only competent personnel adjust, operate and maintain machinery or equipment.
8. Ensure that the safety of lesser-experienced employees is never in jeopardy, from the work they are doing.
9. Ensure that all equipment, installations etc. are fully secured and up to the standard as required by authoritative bodies such as ETCI, RECI etc., before being handed over to our customers.
10. Where personal protective equipment (P.P.E.) is provided that it is worn, used and maintained.
11. Ensure that the adequate safety training is provided if necessary and availed of by employees.
12. Ensure that employees are aware of actions to be taken in case of an emergency and that properly maintained fire-fighting equipment is available.
13. Ensure good housekeeping standards are maintained and in particular access / exit routes as well as fire exits and fire points are never obstructed.
14. Ensure all accidents and dangerous occurrences are thoroughly investigated and remedial action taken. T & A Plant Hire Ltd. management must be informed as soon as is reasonably practicable.
15. Ensure that changes in processes, procedures or equipment by way of new purchases, maintenance or addition takes full account of health and safety and does not endanger the safety and health of an employee or any other person who may be affected by our work.
16. Considering and supporting any representation about Health and Safety from employees.
17. Provide effective supervision throughout all working practices in T & A Plant Hire Ltd.
18. Take direct interest in the Health and Safety of the employees.
19. Ensure all people on site are in possession of the Safe Pass Card and appropriate CSCS skill cards, should we have responsibility on construction activities.

### **3.3 Employees**

All employees are expected to co-operate fully with all provisions taken by T & A Plant Hire Ltd. for ensuring the Safety, Health and Welfare of employees.

All employees are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the person in charge.
- Adhere to all safe systems of work, comply with and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.

All employees have specific statutory responsibilities under the *Safety, Health and Welfare At Work Act, 2005, Sections 13 and 14*. This legislation is outlined as follows:

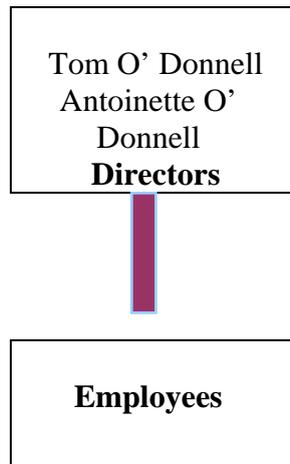
It shall be the duty of every employee while at work:

- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his / her use alone or for use by him/her in common with others for securing his safety, health or welfare while at work) and
- To report to his/her employer or his / her immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which he becomes aware.
- Not to be under the influence of alcohol or drugs to the extent that would pose a danger to themselves or to others
- If reasonably required by the employer, to submit to any appropriate, reasonable and appropriate tests as may be required by Statutory Regulations or as set out under the *2005 Safety, Health and Welfare at Work Act*.
- Not to engage in improper behaviour such as bullying or horseplay which could endanger any other person, in the workplace.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

Other statutory employee responsibilities are as laid down in S.I. No. 299 of 2007, the General Application Regulations. These state that every employee has a duty to take into account training and instruction given by their employer in relation to:

1. Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
2. Where personal protective equipment is provided that the employee:
  - a) Should make full and proper use of this.
  - b) Uses it in accordance with the information, instruction and training provided by the employer.
  - c) Take all reasonable steps to ensure that the employee returns this equipment to storage after its use.

### 3.4 Organisational Chart



### 3.5 Table of Responsibilities

OPERATION	TITLE	NAMES
Overall responsibility.	Director	Tom O' Donnell
Accident Investigation	Director	Tom O' Donnell
Risk Assessments	Director	Tom O' Donnell
PPE Identification	Director	Tom O' Donnell
First Aid Supplies	Director	Tom O' Donnell
Trained First Aider	Director	Tom O' Donnell
Safety Representative	N/A	
Safety Officer	N/A	
Identification Of Training Needs	Director	Tom O' Donnell
Delivery Of Training	External Agencies	
Safe Work Procedures	Director	Tom O' Donnell
Emergency Drill / Plan	Director	Tom O' Donnell
Preventative Maintenance	Director	Tom O' Donnell
Statutory Inspections	Director	Tom O' Donnell
Design / New Product	Director	Tom O' Donnell
Purchasing	Director	Tom O' Donnell
Supervision To Ensure Safety	Director	Tom O' Donnell
Remedial / Corrective Action	Director	Tom O' Donnell
Health Surveillance	Director	Tom O' Donnell
Consultation	External Agencies	
Employee Co-operation	Director	Tom O' Donnell
Review Process / Auditing	Director	Tom O' Donnell

## 4. RESOURCES

T & A Plant Hire Ltd. shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of employees.

The following resources will be dedicated:

1. The Management and if necessary Consultants or Competent Persons for appropriate safety consultancy, auditing and training input.
2. Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
3. Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
4. Finance to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our employees.
5. The resources to ensure that Safety, Health and Welfare in the workplace is taken into account at the planning stage of all new work, where this new work may have effects on employee Safety, Health and Welfare.
6. The rules set out in the *Construction Regulations of 2013* relating to site safety, informing the *Health and Safety Authority* of commencing of work, accident reporting, and the preparation or safety files, will be followed.

### 4.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken, as is required in *Section 26 of the Safety, Health and Welfare at Work Act, 2005*.

Each employee will be given the opportunity to make representations to management as applicable.

*Section 25 of the Safety, Health and Welfare at Work Act 2005* makes provision for the election from amongst the employees of a Safety Representative. Management will assist employees in this regard and will recognise the role of the Safety Representative.

Employees will be given access to any information in the possession of Management that pertains to the Safety, Health and Welfare of employees, subject to the exclusion of:

- Information relating to an individual.
- Information pertaining to T & A Plant Hire Ltd. taking or defending a legal action.
- Information, which may not be disclosed without contravening a legal prohibition.

As per the Construction Regulations of 2013, should we have more than 20 persons on any site, at once, should we be (or should be appoint a) Project Supervisor Construction Stage, we will ensure that a full time Safety Advisor is appointed where more than 100 persons on any of our construction sites at any one time (Regulation 18). Should we, as contractor, ever have more than 20 persons under our direct control on a site at any one time, or 30 persons engaged in construction work, we shall appoint a Safety Officer in writing, as per Regulation 26. We shall put in place the necessary arrangements for the provision by the staff of a SAFETY REPRESENTATIVE.

## 5. TRAINING

In relation to the training of employees we intend to comply with the duties placed upon us by the *Safety, Health and Welfare at Work Act, 2005, Section 10*.

It is recognised that ongoing Safety Training is required in order to assist in the maintenance of a high standard of service. Safety Training and Safe Work Procedures, such as Manual Handling training, will be built into every training package. However specific training will be provided for matters such as Fire Safety, Emergency Procedures and First Aid.

All employees will receive induction training upon commencing employment, to include good housekeeping practices and hygiene. T & A Plant Hire Ltd. will ensure that the employees are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely.

All training will be recorded.

Where it is deemed to be necessary, employees will be given further training or retraining as required and this will also be recorded and progress monitored.

**Areas of training, which will be considered, are:**

## 6. DISCIPLINARY PROCEDURE

Breaches of Health and Safety regulations at T & A Plant Hire Ltd. may be treated as a matter for discipline and depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health and Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right.

All such records will be kept in the Employees Personnel files.

In the event of a breach of T & A Plant Hire Ltd. rules or failure to work to an appropriate standard, the following procedure will be followed.

<b>1.</b>	<b>Verbal Warning / Counselling</b>	<b>Record. Copy of form to personnel file.</b>
The employee will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the employee's personnel record.		
<b>2.</b>	<b>Written Warning / Formal</b>	<b>Record. Copies to person concerned, supervisor / manager and personnel file.</b>
In the event of a <u>further</u> breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee's personnel file.		
<b>3.</b>	<b>Final Written Warning</b>	<b>Record. Copies to person concerned, supervisor / manager, shop steward and personnel file.</b>
In the continuing event of further breaches of conduct or performance, the employee will be issued with a Final Written Warning. At this stage, T & A Plant Hire Ltd. may also impose a period of suspension without pay.		
<b>4.</b>	<b>Suspension / Dismissal</b>	<b>Record. Inform the person of the right to appeal. Note to personnel file.</b>

If, following a period of suspension without pay and / or a final written warning, an employee is guilty of further breaches; the employee will be dismissed.

All warnings will remain on file one year from date of issue, subject to the attainment of the necessary sustained improvement.

In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, T & A Plant Hire Ltd. may summarily dismiss an employee without recourse to the procedure outlined in clauses 1-4 above.

In cases where T & A Plant Hire Ltd. considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, T & A Plant Hire Ltd. may decide either to impose another form of discipline i.e. dismissal, suspension without pay and / or final written warning, without recourse to procedure in 1 to 4.

If behaviour alters or becomes satisfactory, the employee needs to know that Warnings are not held over them.

In brief T & A Plant Hire Ltd. disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat, or more serious first offences.
3. Final warning, suspension or probationary period.
4. The right to immediately dismiss employees is retained for the more serious offences.

## **6.1 Examples Of Gross Misconduct**

The following lists examples of gross misconduct: -

1. Negligence resulting in injury or possible injury to others, destruction / damage to T & A Plant Hire Ltd. property or goods.
2. Drunkenness while at work.
3. Possession, use of, or being under the influence of drugs while at work.
4. Wilful neglect or destruction of T & A Plant Hire Ltd. property.
5. Falsification of returns or other official documentation.
6. Working while on sick leave.
7. Fighting or threats of acts of physical violence.
8. Possession, on T & A Plant Hire Ltd. premise, of firearms or arms defined by law.
9. Theft of T & A Plant Hire Ltd. or other employee's property.
10. Interference with or theft of First Aid or other safety equipment.
11. Sabotage, attempted sabotage or threatened sabotage of T & A Plant Hire Ltd. or any employee's property.
12. Deliberately restricting output or quality of our work.
13. Violation of other employee's rights / freedom by threats of violence or other action.
14. Serious misconduct affecting the interests of the employees and / or T & A Plant Hire Ltd.
15. Refusal to carry out a lawful instruction given by a level of authority.
16. Unauthorised use, possession or disclosure of T & A Plant Hire Ltd. private information.
17. Disregard of T & A Plant Hire Ltd. Safety Rules and Regulations, the contents of this Safety Statement or specific instructions given.
18. Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
19. Driving a T & A Plant Hire Ltd. vehicle in a reckless manner or under the influence of drink / illegal substances.

All employees are advised that failure to comply with the above can result in prosecution by the enforcing authority and / or use of the T & A Plant Hire Ltd. Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

## 7. ACCIDENTS AND DANGEROUS OCCURRENCES

Always keep a mobile phone available on site and check it is functioning properly. This is especially important if there is not a landline facility available.

### 7.1 Recording, Reporting & Investigation

Tom O' Donnell is aware that **there is a legal onus upon us to record and investigate all accidents, incidents and dangerous occurrences** under *S.I. No. 44, 1993, Regulation 58-63*. Our stimulus to do this properly is knowing that if we put the information, which we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again.

Completed **Accident Report Form I.R.1** will be returned to the Health and Safety Authority where a person is out of work for more than three consecutive days following the accident.

Where a fatality occurs, this must be reported to the Health and Safety Authority immediately.

Ultimate responsibility for this recording and investigating process is that of Tom O' Donnell who will organise such reporting and recording.

- All accidents and dangerous occurrences shall be recorded on the Accident Report Sheet.
- Accidents must be recorded and investigated as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to Tom O' Donnell or your supervisor immediately, who must investigate them.
- Reporting of accidents and dangerous occurrences is a duty of every employee.

### 7.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

1. Clear the area of the occurrence immediately. If necessary cordon off that area.
2. Preserve the area of the incident immediately until the investigation is completed.
3. Tom O' Donnell must be informed immediately.
4. An investigation must take place into the cause of the occurrence to identify the factors involved.
5. In this way, the problems may be identified and remedied before any further risk is taken.
6. No work should proceed until Tom O' Donnell or your supervisor is satisfied that it is safe to return to work.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment have been repaired or replaced.

#### **DANGEROUS OCCURRENCE ONLY:**

All recording should be carried out on the Form of **Notice of Dangerous Occurrences, Form I.R.3**, and a copy sent to the Health and Safety Authority.

### **7.3 For serious injury or collapse**

When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and may assist them when they arrive at the scene. Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment has been repaired or replaced.

When an accident occurs, you must ensure that the place is made safe before touching the injured person or the machinery involved. Always isolate electricity when electrical shock is suspected.

Do not move the casualty unless they are in immediate danger of further injury or they can move themselves. If any personnel on site cannot treat the injury, a Doctor or the Ambulance Services must be called.

If the injured person can be transported, then he may be taken to a Doctor or the local Hospital.

If a chemical agent is involved in the injury, always take the relevant Material Safety Data Sheet or container and label, with the injured person, as this can be very helpful in treating the injury. When the Emergency Services arrive or when you arrive at a Hospital, you must give a clear and exact account of what has happened to the medical personnel receiving the injured person.

The golden rule to adopt is - *Never place yourself in danger whilst trying to help someone else, especially if you are unsure of what you are doing.* You do not want to become the second casualty.

### **7.4 Accident Report**

The site of the accident or incident must be preserved until the Accident Report has been written.

This should be carried out as soon as possible after the accident, the priority being of course the injured person. This is the responsibility of Tom O' Donnell, or your supervisor. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping T & A Plant Hire Ltd. records.

Take photographs of the accident scene as soon as possible. These will provide vital information later when the area has been disturbed.

**8. FIRE / EXPLOSION / EVACUATION**

# FIRE

## CALLING THE FIRE BRIGADE

1. DIAL 999 or 112.
2. ASK THE OPERATOR FOR THE FIRE BRIGADE.
3. WHEN THE FIRE BRIGADE ANSWERS, STATE DISTINCTLY:  
FIRE AT:

**Give Site Address**

**NEAREST MAIN ROAD OR LANDMARK:**

**State Your Location**

**YOUR PHONE NUMBER IS:**

**Give Mobile Number**

4. DO NOT ASSUME that the call has been received until the above information has been acknowledged by the Fire Brigade.
5. If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.
6. IF Evacuation is necessary, Proceed to the ASSEMBLY POINT.
7. Bring the daily attendance sheet and visitor book to conduct a roll call.
8. DO NOT RE-ENTER THE PREMISES, remain at assembly point until otherwise advised.

### USEFUL PHONE NUMBERS:

<b>Emergency</b>	<b>999/112</b>
<b>Cork University Hospital</b>	<b>021 4546400</b>
<b>Dr. Joe O' Keeffe</b>	<b>058 56441</b>
<b>Tallow Garda Station</b>	<b>058 56222</b>
<b>Tom O' Donnell</b>	<b>087 8354284</b>

# FIRE

## EVACUATION PROCEDURES

Should you discover a fire or one is reported to you, **IMMEDIATELY** raise the **ALARM** and:

- 1. Open the nearest available exit in your area and direct people to this exit.**
- 2. Make sure that all areas (i.e. toilets, cloak rooms, store rooms) are searched for stragglers. If safe to do so, close all doors and windows behind you.**
- 3. Evacuate the facility immediately. Do not take anything with you.**
- 4. If safe to do so, close all doors and windows behind you.**
- 5. Once evacuated, no person should be allowed back into the building under any circumstances.**
- 6. Rescue: If any personnel are discovered missing or are injured they will need assistance to bring them to safety. You should only re-enter the area under these circumstances, if you are not placing yourself in danger and have permission to do so.**
- 7. Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and fire fighting equipment are provided for this purpose.**
- 8. Management must complete a role call.**
- 9. Carry out any special task or tasks allocated by Management.**
- 10. Do not go home. You must wait until you have been given permission to leave.**

## 8.1 General Fire Precautions

All staff members should familiarise themselves as soon as possible with:

1. The layout of the premises.
2. The location and operation of emergency exits.
3. The location and operation of extinguishers, hose reels and break glass units where fitted.
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

### EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES:

- Refuse or wrappings to be disposed of only at points intended for the purpose.
- Always discard your cigarette safely (i.e. in an appropriate metal bin).
- Smouldering material to be extinguished before disposal.
- Escape routes, extinguishers and emergency exits to be kept clear at all times.
- Fire Doors must never be fixed in an open position.
- Faults in Electrical, Gas, Extinguishers and Fire Alarm Equipment to be reported to Management immediately.
- NO SMOKING or Naked Lights where Smoking is forbidden or in any indoor location.
- Except with Management permission, no work to be carried out involving any Fire Hazard.
- Never use Fire Equipment for other uses besides Fire Fighting.
- NEVER smoke in the vicinity of gas cylinders, petrol or other flammable substances.
- NEVER direct water at any electrical installation, equipment or wiring.

## 8.2 Fire Fighting Equipment

Fire Fighting Equipment may be selected as per the table below:

FIRE RISK	FIRE EXTINGUISHER COLOUR CODES			
	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	Signal RED	Pale CREAM	BLACK	French BLUE
Paper, Wood, Textile & Fabric.	✓	✓		✓
Flammable Liquids.		✓	✓	✓
Flammable Gases.			✓	✓
Electrical Hazards.			✓	✓
Vehicle Protection.				✓

### **8.3 Evacuation Procedures**

- Open the nearest available exit in your area and direct people to this exit.
- Evacuate the facility immediately. Do not take anything with you.
- If safe to do so, close all doors and windows behind you.
- Once evacuated, no person should be allowed back into the building under any circumstances until it is safe to do so unless the Fire/Emergency Team or personnel from the emergency services decide to do so/
- Management must make sure that all areas (i.e. toilets, cloak rooms, store rooms) are searched for anyone who may still be in the building.
- Management must complete a role call.
- Rescue: If any personnel are discovered missing or are injured they may need assistance to bring them to safety. You should only re-enter the area if you are not placing yourself in danger and have permission to do so.
- Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in danger. Fire extinguishers and fire fighting equipment are provided for this purpose.
- Do not go home. You must wait until you have been given permission to leave.

## **9. ENVIRONMENTAL POLICY**

T & A Plant Hire Ltd. commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees and sub-contractors, customers and the community.

Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

1. Comply with all local, and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Assess the discharges and waste generated from our sites / premises and their effects, if any, on the environment and community.
4. Ensure that all of our waste is disposed of properly.
5. Where possible waste generated will be recycled.
6. We will endeavour to keep these sites and grounds as tidy and clean as possible for the local communities.

**NEVER THROW ANYTHING HAZARDOUS INTO A DRAIN, STREAM OR RIVER.**

Our goal of a less hazardous environment can be achieved by a conscientious effort and commitment to excellence from all staff.

## **10. WELFARE**

T & A Plant Hire Ltd. undertakes to protect the Health and Welfare of staff and others affected by our works such as sub contractors and customers.

We intend to comply with current legislation covering this subject; *2005 Act and S.I. No. 299, 2007*. Issues of welfare will always be treated in the strictest confidence.

### **10.1 Hygiene Facilities**

Employees are encouraged to wash hands regularly, particularly before eating. Wash hand basins, towels, toilet facilities, running water are provided at our premises or where practicable on site by local arrangements.

### **10.2 Canteen Facilities**

Canteen facilities are provided for staff where practicable.

### **10.3 Smoking**

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Employees found smoking in these areas will face disciplinary procedure.

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) will be strictly implemented by this company.

### **10.4 Pregnant Employees**

The health status of pregnant employees must not be affected in any way by our work, whether on site, in the office or elsewhere.

As per Chapter 2 of Part 6 and the related schedule 8 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, we shall endeavour to:

- Inform all female employees of their rights & duties when they start work with us.
- Carry out a specific risk assessment of her work.
- Inform her that she must inform Management of her condition as soon as it is practicable after it occurs, and at the time of notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition.
- Provide suitable work for this employee, should her situation require a change from her present activities.
- Provide suitable rest facilities for her.
- Provide paid Safety & Health leave should we not have alternative, safe work for her, as is required under these regulations.

## 10.5 First Aid

Adequate First Aid kits are provided by T & A Plant Hire Ltd.. Please report to Tom O' Donnell if any item needs to be replaced.

There is a first aid kit in all company vehicles.

The table below is the minimum recommendation by the Health and Safety Authority.

<b>RECOMMENDED CONTENTS OF FIRST AID BOXES &amp; KITS</b>				
<b>MATERIALS</b>	<b>TRAVEL KIT CONTENTS</b>	<b>FIRST AID BOX CONTENTS</b>		
		<b>1 – 10 Persons</b>	<b>11– 25 Persons</b>	<b>26 – 50 Persons</b>
Adhesive Plasters	<b>20</b>	<b>20</b>	<b>20</b>	<b>40</b>
Sterile Eye Pads, bandage attached.	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>
Individually wrapped Triangular Bandages.	<b>2</b>	<b>2</b>	<b>6</b>	<b>6</b>
Safety Pins.	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	<b>1</b>	<b>2</b>	<b>2</b>	<b>4</b>
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	<b>1</b>	<b>2</b>	<b>6</b>	<b>8</b>
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Individually wrapped Wipes.	<b>10</b>	<b>10</b>	<b>20</b>	<b>40</b>
Paramedic Shears.	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Pairs of Latex Gloves.	<b>3</b>	<b>5</b>	<b>10</b>	<b>10</b>
Additionally, where there is no clear running water, Sterile Eye wash.**	<b>2 x 20ml</b>	<b>1 x 500ml</b>	<b>2 x 500ml</b>	<b>2 x 500ml</b>
Pocket Face Mask	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Water Burns Dressing small 10cm x 10cm ***	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Water Burns Dressing large***	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Crepe Bandage 7cm	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>

**NOTE:**

Where more than 50 people are employed, pro-rata provision should be made.

\*\*Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. The container should be CE marked. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.**

\*\*\* Where mains tap water is not readily available for cooling burnt area.

AED. The provision of Automated External Defibrillators (AED) in the workplace should be considered, especially where there is a trained Occupational First Aider. The training of other staff members in the use of the AED is also encouraged by the H.S.A.

## **10.6 Contractors**

Every contractor or subcontractor to T & A Plant Hire Ltd. is bound to the rules as laid down under the Safety Statement of the Company. The *Safety, Health and Welfare at Work Act 2005, sections 17 (3) and 21* govern all contractors to the company and they are requested to make themselves familiar with these sections.

The contractor shall be responsible for the area he is working in. Trailing leads and cables shall be brought from overhead whenever possible. A contractor should erect barriers around his work area where personal injury is possible.

A contractor's work method must be carried out according to the terms of the contract if and where applicable, safe working conditions agreed upon prior to commencement of work or explained during the work. All work must be to standards as governed by legislation. The contractor is obliged to hand over a copy of his Safety Statement, job Hazard / Risk assessment and job method statement for review by the company before work commences. They may be asked to make changes to any element where considered necessary by T & A Plant Hire Ltd..

Contractors are requested to familiarise themselves with the Company Safety Procedures prior to commencement of work. This should include reading and understanding our Safety Statement and or explanations from our employees. An outline of the plan of work and intended safe working practices will be requested.

Contractors appointed to design, build or carry out any form of maintenance work on behalf of T & A Plant Hire Ltd. must abide by all legal requirements, including their roles and responsibilities as per the Construction Regulations of 2013, S.I. No, 291.

## **10.7 Safety Signs**

Safety Signboards put in place after November 1<sup>st</sup> 2007 should not contain text, they are intended to be understood, independently of the language ability of the worker viewing it. Employers must instruct employees on the meaning of signs.

## 11. HARASSMENT AND BULLYING POLICY STATEMENT

As part of its overall commitment to equality of opportunity, T & A Plant Hire Ltd. is fully committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity and in which no employee feel threatened or intimidated because of his or her religious beliefs, political opinion, gender, marital status, disability or race. This aim of the policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

Harassment detracts from a productive working environment and can affect the health, confidence, morale and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have a direct impact on the profitability and economic efficiency of the organization.

Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian and racial harassment, as well as harassing a disabled person constitutes discrimination and is unlawful under the sexual discrimination, fair employment, race relations and disability legislation.

Harassment is inappropriate behaviour at work and will be treated by T & A Plant Hire Ltd. as misconduct, which may include gross misconduct warranting dismissal. All employees must comply with this policy.

### **Definition**

Harassment is unwanted conduct that affects the dignity of men and woman at work. This can include unwelcome physical, verbal or non-verbal conduct.

It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it. Such behaviour is unacceptable:

- A. Where it is unwanted and offensive to the recipient
- B. Where it is used as the basis for an employment decision
- C. Where it creates a hostile working environment

### **Non-Verbal**

- Offensive gestures
- Staring / Leering
- Offensive publications / literature
- Offensive letter / memos / use of technology
- Unsolicited and unwanted gifts
- Intrusion by following
- Isolation or non co-operation at work

### **Verbal**

- Suggestive or explicit language
- Unwelcome propositions
- Continued unwelcome suggestions for social activity
- Use of affectionate or over familiar names
- Questions or comments of a personal nature

### **Physical**

- Deliberate body contact, touching
- Groping / fondling
- Assault

## **Sectarian Harassment**

This is behaviour, which makes an individual feel threatened, humiliated or unwelcome because of their religion / community affiliation. It can range from physical threats to more subtle forms.

## **Racial Harassment**

This is racist behaviour which is directed at an individual or group from a different ethnic background and which results in the individual feeling threatened or compromised.

Some examples of sectarian and racial harassment include:

### Non-verbal

- Offensive gestures
- Facial expression
- Offensive publications
- Display of posters, flags, emblems, bunting
- Sectarian or racist graffiti
- Offensive letters / memos / use of technology
- Threatening behaviour
- Isolation or non co-operation at work
- Exclusion from social activities
- Unfair allocation of work.

### Verbal

- Sectarian or racist comments / abuse / jokes / songs / ridicule
- Derogatory “nicknames”
- Verbal threats
- Pressure to participate in religious / political group
- Offensive language, gossip or slander

### Physical

- Jostling
- Assault

## **Victimisation**

Victimisation occurs where a person is treated less favourable than another because she / he has brought proceedings, given evidence or complained about the behaviour of someone who has been harassing or discriminating against them or has not acceded to their demands.

## **Bullying**

Bullying in the workplace is repeated aggression, verbal, psychological or physical conducted by an individual or group against another person or persons. Bullying is aggressive behaviour which is systematic and on ongoing.

Some examples of victimisation and bullying are:

- Abusive behaviour, language, implied threats
- Isolation and non co-operation at work
- Exclusion from social activities
- Over criticism of work
- Expectation of more output than is possible
- Giving unfair performance appraisal
- Lack of support for / exclusion from career development opportunities

## **SCOPE**

Any employee who believes that he / she suffered any form of harassment is entitled to raise the matter with Management.

## **RESPONSIBILITY**

All employees have the right to work in an environment that is free from any form of harassment. T & A Plant Hire Ltd. fully recognizes the right of employees to complain about harassment should it occur. All complaints will be dealt with seriously, promptly and confidentially (in so far as statutory requirements permit

## **EMPLOYEES RESPONSIBILITY**

All employees have a responsibility to help ensure a working environment in which the dignity of employees is respected. Everyone must comply with this policy and employees should ensure that their behaviour to colleagues and customers does not cause offence and could not in any way be considered as harassment.

Employees should discourage harassment by making it clear that they find such behaviour unacceptable and by supporting colleagues who suffer such treatment and are considering making a complaint / have made a complaint. They should alert Management to any incident of harassment to enable T & A Plant Hire Ltd. to deal with the matter appropriately and rapidly.

## **MANAGEMENT RESPONSIBILITIES**

Management have a duty to implement this policy and to make every effort to ensure that harassment does not occur, particularly in work areas for which they are responsible. Management have responsibility for any incidents or harassment, which they are aware or ought to be aware.

If harassment does occur, they must effectively deal with the situation.

- A.** Explain the organisation's policy to their staff and take steps to promote awareness of the procedure for dealing with complaints.
- B.** Be responsive and supportive to any employee who makes an allegation of harassment, provide clear advice on the procedure to be adopted, maintain confidentiality and seek to ensure that there is no further problem of harassment or victimisation after a complaint has been resolved.
- C.** Set a good example by treating all employees and others with dignity and respect.
- D.** Be alert to unacceptable behaviour and take appropriate action.
- E.** Ensure that employees know how to raise harassment problems.

## **THE COMPANY'S RESPONSIBILITIES**

T & A Plant Hire Ltd. will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment. This policy and procedure will be communicated effectively to all employees and T & A Plant Hire Ltd. will ensure that all employees and all Management are aware of their responsibilities.

## **REVIEW**

T & A Plant Hire Ltd. will monitor all incidents of harassment and will review the effectiveness of this policy and procedure annually.

## **PROCEDURE**

The procedure when dealing with any form of harassment is available as part of this Safety Statement. This does not replace / detract from an employee's statutory right under the relevant legislation

## 12. PERSONAL PROTECTIVE EQUIPMENT

It is Company Policy that Protective Equipment is issued for your own safety. Following a Hazard Identification / Risk assessment, Personal Protective Equipment (P.P.E.) will be issued and must be worn when the risk cannot be reduced by other means.

T & A Plant Hire Ltd. will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, the EC Directive on PPE 89/656/EEC and SI NO. 299 of 2007, Chapter 3 Part 2, Regulations 62 to 67 and Schedule 2 as far as is reasonably practicable.*

Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and T & A Plant Hire Ltd. are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that T & A Plant Hire Ltd. regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

This is a non-exhaustive list of P.P.E, other types of P.P.E may be required on occasion.

### **Types of P.P.E. necessary:**

- Gloves are to be used when working as required.
- Safety footwear with protective guarding and good grip.
- Waterproof outer clothing.
- Safety Hard Hat.
- Hi-Visibility vest where required.
- Facial/ eye protection.
- Fall protection equipment where required.

All protective equipment must be signed for by the individual user.

### **RESPONSIBILITIES:**

1. It is the responsibility of T & A Plant Hire Ltd. to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. We intend to supply PPE to adequate standards, sizes and amounts as it is required, as per *SI 299, 2007, Chapter 4, Part 2, Regulations 68 & 69 and Schedule 2 of these Regulations.*
3. We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard, in good working order and in a satisfactory hygienic condition, so as not to provide risk to *Safety, Health and Welfare of the user, as per SI 299, 2007, Regulation 66.*
4. We intend to make provisions for ensuring that where P.P.E. is provided that it is used.

### **Employees.(Safety Health & Welfare at Work Act 2005, Section 13 & 14)**

1. Where employees have been provided with Personal Protective Equipment for protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
2. Any defects in his equipment should be reported to T & A Plant Hire Ltd. and a replacement obtained.

## **13. MANUAL HANDLING**

Injury can occur from lifting even relatively light loads if proper precautions are not taken. We will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, and SI NO. 299 of 2007 Chapter 4 Part 2, Regulations 68 and 69 and Schedule 3 as far as reasonably practicable.*

### **13.1 Factors to be considered as lifting hazards**

1. Weight of load.
2. Size of load.
3. Bulky load.
4. No proper grip.
5. How often is load lifted?
6. Is there enough space to lift safely?
7. Is lifting done outside best lifting range (above chest / below hip).
8. Is best lifting technique employed?
9. Health and ability of person lifting.
10. How far is item lifted (distance)?
11. Are platforms provided?
12. Is training given?
13. Is area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

### **13.2 Principles of Lifting**

1. Assess the Risk
2. Bend the Knees
3. Broad Stable Base
4. Back Straight
5. Palmer Grip
6. Arms Close to the Trunk
7. Weight Close to Centre of Gravity
8. Feet Point in Direction of Movement

**ALWAYS USE MECHANICAL LIFTING EQUIPMENT WHERE POSSIBLE.**

## 14. COMPANY MECHANICAL EQUIPMENT

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007, Regulation 28. An employer must ensure that:

- a) Any work equipment provided for the use of employees complies with the provisions of any relevant enactment.
- b) Account is taken of specific working conditions when selecting work equipment.
- c) Ensure work equipment is installed and located and is suitable for the work carried out.
- d) Ensure appropriate measures are taken to minimise any risks where it is not possible to fully ensure that employees without risk can use work equipment.
- e) Ensure sufficient space to reduce risk is provided between moving parts and fixed or moving parts in its environment.
- f) Where work equipment involves a specific risk – ensure that
  1. The use of such equipment is restricted to those required to use it.
  2. Repairs/Modifications/Servicing/Maintenance of such equipment is carried out by persons competent for such work.
- g) Take into account the working posture and position of employees while using work equipment.
- h) Ensure areas and points for working on, or maintenance of work equipment are suitably lit
- i) Where work equipment parts are at very high or low temperature, are where appropriate, protected to avoid risk of employees coming into contact or coming too close.
- j) Ensure work equipment bears warning signs and markings essential to ensure the safety and health of employees.
- k) Ensure employees have safe means of access to and egress from and are able to remain safely in all areas necessary for production, adjustment and maintenance operations.
- l) Ensure work equipment is used only for operations and under conditions for which it is appropriate
- m) Ensure work equipment is appropriately fitted with apparatus for protection of employees.
- n) Ensure all work equipment is appropriate for preventing the risk of explosion of the work equipment.
- o) Ensure all work equipment is erected or dismantled under safe conditions.
- p) Work equipment which may be struck by lightning is protected by devices or appropriate means against the effects of lightning.
- q) Ensure all forms of energy, substances and articles used or produced with work equipment are supplied or removed in a safe manner.

The following is a non-exhaustive list of equipment, which may be in use on specific types of work by employees at any stage:

Cat 320C Excavator x 2	E27 Mini Excavator
Daewoo 75 Excavator	Hitachi Excavator
Volvo 210LC Excavator	Cat Roller
Branford Dumper 6000	Telescopic Loadall
New Holland LM1740	DNB Rockbreaker
G Roller	Shatal Road Saw
2000 Fiat Hitachi Rubber Duck	JPM Lowloader
2002 JCB Fast Track	NC 14 Ton Dump Trailer
2006 Lifton Dumper	Pipe Lasers x 3
Kobelco SK135SR	Ifor Williams Trailer x 2
2005 McCormick MC5	Diesel Bozers x 2
2007 Landrover Discovery	

## **DRIVERS & OPERATORS RESPONSIBILITIES:**

1. Read and understand the Safety Statement and carry out your work in accordance with its Requirements.
2. Ensure that any defect in your vehicle or equipment is reported immediately.
3. Make regular inspections of your vehicle or machine for obvious defects.
4. Wear suitable footwear and protective clothing, since you are exposed to the same hazards as others on site when not driving your vehicle. **ALWAYS WEAR YOUR HARD HAT ON SITE.** (When NOT in your vehicle cab).
5. Drive in a safe manner at all times and consider carefully, the conditions of temporary access roads or roads that are under construction and being used for access purposes.
6. Ensure before reversing that there are no obstructions or people behind the vehicle. If necessary, ask someone to act as banks man to direct you when you reverse.
7. Ensure that you are always aware of power supplies when you are working near overhead or underground cables, as these may be high voltage power supplies.
8. Report all accidents or damage, however minor, to Tom O' Donnell.
9. Ensure that any attachments on your vehicle are well secured-trailers, road sweeper etc; also that your vehicle is not overloaded or loaded in such a way as to affect its handling.
10. Only carry passengers if your vehicle is equipped to do so.
11. Be responsible for you vehicle and passengers while you are driving.
12. Ensure when using equipment or unloading a trailer that:
  - a. No persons are in the vicinity
  - b. No persons are under the load.
13. Always beware of children other road users and the general public when working on pavements, roadways or other areas, especially near the public.
14. Ensure that your vehicle is suitably lit up, highlighted and that all necessary road-warning signs are in use when working near public roadways.
15. Ensure your machine is securely locked and parked when parked overnight or at other times.

## **FINALLY:**

Only drivers with a suitable licence are authorised to drive Company vehicles.

Ensure that all relevant Public warning signs, cones and other methods of hazard warning are correctly located and suitably visible.

Ensure that your machine has a suitably fitted and operating warning beacon and reversing beeper.

## Appendix

- Hazard Identification & Risk Assessment
- Safety Statement Acknowledgement Record
- Accident Report form – IR1.
- Dangerous Occurrence Report form – IR3.
- PPE Record
- Work at Heights Risk Assessment Form
- AF3
- GA2
- GA3
- SSWP Form 1 (Groundworks)
- SSWP Form 2 (House Building)
- SSWP Form 3 (Demolition)
- SSWP Form 4 (New Commercial Buildings)
- SSWP Form 5 (Civil Engineering)
- SSWP Form (Working on Roads)
- Acknowledgement of Safety Statement